

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR,
RAJIV VIDYA MISSION (SSA), AP HYDERABAD.
Present: Smt. V. Usha Rani I.A.S.,**

Rc.No. 517/RVM(SSA)/IE/C5/2012

Dated. 20-09-2012

Sub:- Education Department – AP RVM (SSA) – Inclusive Education for CwSN & JBAR – Special drive for screening of eyes of school age children in convergence with the Health Department – Communication of certain guidelines – Regarding.

Rajiv Vidya Mission implementing different programs in order to bring the out of school children in to education fold. As per 2011 Census, 1,45,000 children are suffering from visual problems in A.P which include problems ranging from refractive errors to congenital cataracts and many children among them, even though most of the problems could be averted with little intervention, have discontinued their school in middle of their education due to their visual problems.

Keeping the above phenomenon among the school age children in view, it has been decided to address the problem through a special drive of eye screening of children in school age children in the State, in convergence with the Health Department. The screening camps will be held at habitation level and covers both in-school and out-of-school children in school age. The program will be carried out in three phases. Further it is also proposed to identify simultaneously the children with Cleft lip and Cleft Pallet to carryout minor surgical corrections under smile train project.

In the circumstances explained above, the POs in the districts are hereby informed that they shall make all arrangements to conduct the Eye-screening program along with identification of children with Cleft lip and Cleft Pallet in their district by scrupulously following the guidelines and adhering to the timelines communicated by this office along with these proceedings.

The expenditure for the above program shall be met from the budget available under the component of "Intervention for CwSN".

(P. T. O)

It is also proposed to hold a video conference on 01-10-2012 from 1.00 pm to 2.00 pm. with the District Collectors, District Medical & Health Officers, DEOs, Project Officers of RVM (SSA), JBAR Coordinators and Program Officers of District Blindness Control Society to discuss the eye screening program.

Hence, they are requested to coordinate with all the above officers to attend the video conference without fail.


STATE PROJECT DIRECTOR

- To
- All the Project Officers of RVM (SSA) in the State
 - Copy to all the District Educational Officers in the State for information and necessary action.
 - Copy to all the District Collectors & Chairpersons of RVM (SSA) in the State for information and necessary action.
 - Copy to the Planning Coordinator of this office
 - Copy to the Finance Controller of this office.

(1079)

Guidelines to the District Project Office on organizing Eye-screening camps in the Districts

Program pre-launch preparations:

Before the program is rolled out, the Program Officer, RVM shall read the guidelines carefully. They shall take the prior approval of the District Collector/ Chairman RVM on the entire conduct of program and be appraising the program updates constantly. The District Project Offices shall not deviate the timeline communicated by the SPO since the deadlines are unique for the entire State. It is proposed that the entire screening process and supply of needs will be completed in three phases within a time bound plan.

1. The Program Officer, RVM shall convene a meeting under the Chairmanship of the District Collector with PO (ITDA), DEO, DM&HO, District JBAR coordinator, District Program Manager, DBCS and discuss the program details and the timelines. The PO shall take approval of District Collector to constitute a District Action Committee and to depute one Ophthalmologist by the DM&HO to the Tertiary screening during the same meeting. They may invite Regional Eye Hospitals and the local private eye-institutes like LV Prasad Eye Institute (LVPEI), Shankara Nethralaya, Shankara eye foundation, Gouthami eye foundation etc to the meeting to ensure their participation & support under CSR dialogue.
2. With the approval of the District Collector the District Project Office, RVM has to constitute a District Action Committee with Dy.DEO (Tribal), School Health Officer (SSA), JBAR Coordinator (Health), District Blindness Control Society Officer and District IE Coordinator as convener. All the members of the committee shall be informed to attend one-day orientation at Hyderabad on 03-10-2012, 10AM, Godavari conference-hall, State Project Office, RVM. The TA and DA will be paid to the participants by the SPO, Hyderabad. The same committee will also act as monitoring teams to supervise the entire program in the field.
3. The PO shall convene a joint meeting with the JBAR and DBCS officer & his optometrists to discuss and finalize the allotment of mandals along with the schedule of dates for secondary screening camps in mandals. These dates along with the Venue details are to be informed to the RTs/ IITs on the training day in turn to inform to the children to attend to the mandal camps. The dates and venue of the camps once informed shall not, at any cost, be changed.

4. Organize one-day trainings to the Resource Teachers/ IITs on eye-screening and identification of children with Cleft-lip and Cleft-pallet in the district. The number of participants to each training session shall not exceed 50 to 60. The DPOs may conduct parallel batches to complete the trainings to all RTs and IITs in the given time schedule. RTs/ IITs are entitled to TA and DA as per the RVM norms in practice from the budget component under IE. The DBCS officer will depute the Resource persons to train the participants. Resource fee and TA & DA to the resource persons will be paid by RVM (SSA). To the optometrists, who will attend to the secondary level screening camps at mandal level the TA & DA will be paid by the RVM (SSA) as per SSA norms.
5. POs shall be ensured that the supply of screening-kits by the JBAR wing will be on time without any hassle to roll out the program as per the schedule.
6. POs shall print enough number of habitation level screening formats (Format-I) to supply to the IERTs/ IITs. Supply the formats and screening kits to the RTs/ IITs during the training itself along with the list of habitations they have to visit for preliminary screening by them. They shall be instructed to return the filled-in formats within the deadline communicated in the schedule. The PO has to advise the RTs/ IITs to keep one set of photo-copy with them before they submit the formats in DPO.
7. Hold a meeting with the MEOs in the districts and explain about the program and inform the MEO to issue a common circular to all school HMs in the mandal on the eye-screening and identification of children with cleft-lip and Cleft-pallet program and to co-operate with the RTs/ IITs in the screening. Invite the DEO and Dy.DEOs to the meeting for effective support from the department.
8. The DBCS in consultation with the DM&HO identify and prepare a panel of eye institutes to take up the referrals for surgical interventions identified during the Tertiary screening.
9. The DPO will extend co-operation to the DBCS and the DM&HO in organizing the surgery camps. The RVM will provide logistics like transportation, stay support to conduct minor surgical correction camps for the children with Cleft-lip and Cleft-pallet or minor eye surgeries.
10. The Resource Teachers shall be asked to inform to the parents of the CwSN under the HBE program about the dates of their absence to attend their children, in view of the above program.

11. Similarly, the IIT shall be asked to inform the teachers of the schools about the dates of their absence to attend the CwSN in the school, in view of the above program
12. The POs shall take all precautions to continue the physiotherapy camps in the MRCs without affecting any inconvenience to the children during the screening program.
13. PO shall make arrangements to mobilize all children who are identified to the mandal level camps (RVM will pay transport charges of Rs50/- per child).

1st PHASE:

14. In the first phase, preliminary screenings will be conducted at the habitation level. Children in the age group of 6-14 years of both in-school and out of school including children in KGBVs, STCs, Seasonal Hostels, Urban Deprived Children centers and Madrasas which are being supported by RVM (SSA) will be eligible. The school shall be the venue point to hold the camp. Habitations of all rural, urban and with special focus to tribal areas will be covered.
15. A one-day orientation program to the District Action Committee will be organized at Hyderabad by the RVM. The District Action Committee constitutes the District IE Coordinator, District Program Manager DBCS, School Health Officer (SSA), JBAR Coordinator (Health), Dy DEO (Tribal).
16. The preliminary screening will be conducted by the IERTs/ IITs. Each IERT/ IIT will be assigned with certain number of habitations to conduct the preliminary screenings to identify the eligible children and submit in the format-I for secondary screening.
17. The IERTs/ IITs will be provided a one day orientation at the District level by the Resource Team from District Blindness Control Society. All IERTs/ IITs will be supplied a set of preliminary screening (Format-I) formats, a screening kit which contains 'E'-chart, Torch with batteries, Measuring tape, two-side gum tape. The screening kit will be procured and supplied by the JBAR under NRHM program. (The screening kits may be kept after screening camps at IERCs for further usage). Each RT/ IIT will be given sufficient number of forms. Separate form/s shall be used by RT/ IIT for each school to fill the particulars of children screened in that school catchment area. They shall obtain the signature of the HM on the format, which is compulsory. While collecting the information, the RT/ IIT shall fill the information under the columns from 1 to 9 only. The remaining columns will be filled at the time secondary screening in the mandal camp.

18. The particulars of children identified for second level screening shall be filled in Format-I which is communicated along with these guidelines and hand over to the Project Officer, RVM on the day shown in the schedule.
19. At the time of submission of formats by the RT/ IIT, the DPO shall cross check whether all the entrusted villages are covered by him/ her and whether the formats are duly signed by the school HMs etc and ensure that all habitations in the district are covered.
20. The formats received from the IERTs/ IITs shall be bundled mandal wise (village wise) to keep ready for secondary screening camp at mandal. The MEO will act as Coordinator and In-charge of the camp. These bundles will be handed over to the MEO of the respective mandal only two days before the camp. (DPO shall keep one photo copy set of all mandal formats in the office).
21. The data received in the formats shall be entered in to the database for which a software application will be supplied by the SPO immediately.

2nd PHASE:

22. In the second phase, the secondary level camps will be held at mandal point, preferably at MRC. At mandal point, the children identified during the Preliminary screening except children identified with Cleft-lip and Cleft-pallet will be attended for examination by the optometrists.
23. In every district there will be three Paramedical optometrist teams to attend the mandal camps. Each team will consist of 5 optometrists. These teams will be constituted by the District Blindness Control Society. Each team will be provided five Resource Teachers by the PO, RVM for assistance.
24. Each team will cover the number of mandals entrusted to them and complete the screening within the time schedule given to them.
25. Optometrists will be arranged on deployment by the District Blindness Control Society and from the local Eye-institutes like LVPEI, Shankara Nethralaya, Shankara eye foundation, Gouthami eye foundation etc. In case of sufficient number of optometrists is not available in the district, the District Blindness Control Society may engage optometrists privately for required number of days. RVM will release the budget to the DBCS to meet the hiring charges.

26. The PO, in consultation with the DBCS officer has to make the necessary arrangements required to conduct secondary screenings at MRC point. The MEO of the mandal will act as coordinator and in-charge of the camp.
27. In case of children referred for eye surgeries to Tertiary screening, which will be conducted by the Ophthalmic Surgeon at the district point, referral slips shall be given with the information showing the time, date and venue to attend.

PHASE - III

28. In the third phase, the Tertiary Screening camp will be organized in the District head-quarter. The District Team shall in consultation with the DM&HO and PO, RVM, designate one ophthalmic surgeon to attend the tertiary screening. In tertiary screening camp, the ophthalmic surgeon will be receiving the referrals from Secondary screening camps held in mandals.
29. The District team shall fix specific days (minimum three days) in a week to attend on to the referrals received by ophthalmic surgeon at the district head-quarter which are received from the Mandal camps. The tertiary camp shall be properly facilitated by the PO, RVM at the district head-quarter level.
30. The ophthalmic surgeon will examine such cases and offers his Medical opinion i.e whether the child needs any surgical intervention or requires any external support device to pursue his/her school education. Such list along with the Medical opinion shall be handed over to the PO, RVM on day-to-day basis for follow up.
31. PO RVM, after having consulted with the DM&HO, DBCS officer and JBAR coordinator shall forward the children along with the ophthalmic surgeon's report to the empanelled eye-institutes for necessary intervention.
32. Screening activities, both under phase-II and phase-III, will be happening in the district simultaneously. The PO has to make all preparations very meticulously following the schedule communicated by the SPO.
33. Logistics like food to the participants & staff, shamiyana, transportation etc required in **phase II&III** will be arranged by the RVM (SSA)

Timeline for Universal Eye-screening camps for school age children in the State of Andhra Pradesh

S. No	Date	Activity description	Responsible officer/ Dept. for taking action
1	25-9-2012	Video clips and DVD copies on types of eye-problems	Asst. State IE Coordinator
2	29-9-2012	Meeting with the District Collectors	PO, RVM
3		District Committee to be formed and communicated	PO, RVM
4	01-10-2012	Video-conference by the SPD, Commissioner & Director School Education, Commissioner Health & Family Welfare etc. The participants are District Collectors, PO (ITDA) DM&HOs, DEO, Pos RVM & staff, Program Manager DBCS & staff, JBAR Coordinator and MEOs	PO, RVM
		Meeting with the MEOs in the district	PO, RVM
	03-10-2012	Orders for supply of screening-kits	State JBAR coordinator
5	05-10-2012	Joint meeting by the Program Manager DBCS & staff with PO RVM, private Eye institutes, JBAR, and constitution of mandal screening teams and allotment of mandals & dates. Allotment of RTs to the mandal teams.	Joint Director, NPCB, DPH
6	08-10-2012	1-day orientation to District Committee at Hyderabad	State IE Coordinator, RVM
7	09-10-2012	Keep ready formats to supply to RTs/IITs	PO, RVM
8	10-10-2012	1-day training to the RTs/ IITs in district	PO, RVM & Program Manager DBCS
9	11-10-2012	MEO's Circulars to reach the School HMs	DEO
10	15-10-2012	Distribution of Screening Kits to the Districts	State JBAR coordinator
PHASE-I			
11	29-10-2012 to 26-11-2012	Starting and ending dates of Preliminary screenings at habitation level	RTs/ IITs
12	28-11-2012	Last day to submit the screening formats to the PO	RTs/ IITs and PO
PHASE-II			
13	30-11-2012	Ensure the arrangements are made to exhibit sample frames for spectacles in the mandal camps for selection by children	Program Manager DBCS
14	05-12-2012 to 31-01-2013	Starting and ending dates of Secondary screenings at Mandal level	Program Manager DBCS / PO RVM/ MEO
PHASE-III			
15	10-12-2012 to 15-02-2012	Starting date of Tertiary screenings at District head-quarter	PO, RVM & Ophthalmic surgeon
16	15-12-2012	Conduct of surgical interventions starts	DM&HO
17	25-02-2013	Place orders with the ALIMCO for supply of devices. After the requirement is received from all camps	PO, RVM (SSA)
18	28-02-2013	Completion of surgeries	JBAR/ DM&HO
19	20-03-2013	Receive assistive devices from the ALIMCO.	PO RVM
20	30.03.2013	Distribution of assistive devices to the children	PO RVM, MEO, HM