Department for the Blind and Vision Impaired

Low Vision Manual

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Introduction

The Department for the Blind and Vision Impaired (DBVI) Low Vision Services provides eligible individuals with services and supports to maximize their visual abilities through a community based full service vision rehabilitation process. Case Managers including Vocational Rehabilitation Counselors (VRCs), Rehabilitation Teachers (RTs), and Education Coordinators coordinate the delivery of low vision services that include counseling for the individual and their family, a functional vision assessment, a clinical low vision exam, training in the use of optical and non-optical low vision aids, and recommendations for environmental modifications if necessary. Low Vision services also provides on-site school, home, and job consultations to assist the individual to use his/her remaining vision.

Assisting the VRCs, RTs and Education Coordinators are three Certified Low Vision Therapists who are Low Vision Consultants (Consultants) for DBVI. Their primary roles involve training and support to DBVI staff about low vision services that includes but is not limited to functional vision assessments, use of low vision aids, and answering low vision questions. The Consultants are responsible for training new low vision doctors to contract with DBVI. The Program Director for Low Vision is responsible for recruiting low vision examiners, arranging the signing of contracts with low vision examiners, and maintaining a current list of contracted low vision examiners.

Chapter 1

LOW VISION POLICIES

It is the policy of DBVI that the primary eye care provider's eye report will be used to determine eligibility for services. Once it is determined that a low vision exam is necessary to achieve program goals, the case manager will follow the appropriate steps to set up the exam. The Low Vision Exam Report will then indicate the steps needed to facilitate that process.

According to the Code of Virginia, §46.2-221, every state agency having knowledge of the blind or visually handicapped, maintaining any register of the blind, or administering either tax deductions or exemptions for or aid to the blind or visually handicapped shall report in January of each year to the Department of Motor Vehicles the names of all persons so known, registered or benefiting from such deductions or exemptions, for aid to the blind or visually handicapped. This information shall be used by the Department only for the purpose of determining qualifications of these persons for licensure under Chapter 3 (§ 46.2-300 et seq.). If any such state agency has knowledge that any person so reported continues to operate a motor vehicle, such agency **may** provide this information to appropriate law-enforcement agencies as otherwise permitted by law. (Consult with Regional Manager and Program Director of Low Vision)
The Department of Motor Vehicles shall report to the Virginia Department for the Blind and Vision Impaired and the Department for Aging and Rehabilitative Services at least annually the name and address of every person who has been refused a driver's license solely or partly because of failure to pass the Department of Motor Vehicle's visual examination.

If any employee of the Virginia Department for the Blind and Vision Impaired makes a report to the Department of Motor Vehicles or provides information to an appropriate law-enforcement agency as required or permitted by this section concerning any client of the agency, it shall not be deemed to have been made in violation of the client-agency relationship.

In the Special Programs Box in AWARE, case managers are required to satisfy the reporting requirements by checking the appropriate boxes which are visual acuities of 20/70 or less or visual field restrictions of 30 degrees or less. This is primarily done with the use of the eye report at time of referral or in some circumstances by using the low vision exam report.

A. Purpose of the Low Vision Exam

The Low Vision Examiner and the DBVI case manager collaborate to ensure that individuals receive a clear understanding of the purpose and results of the low vision exam and the next steps in order to facilitate their program goals. Details of this collaboration are described in other sections of this manual.

B. Referral Back to Primary EyeCare Provider (PECP)

All individuals who are referred for low vision services with DBVI will be referred back to their Primary EyeCare Provider (PECP) for their ongoing eye care and medical management.

C. When the PECP is an Agency Low Vision Examiner

When an individual's PECP is also a DBVI Low Vision Examiner, the individual will be scheduled for a low vision exam with his/her PECP, using established Agency procedures. However, the individual receiving services may select another Low Vision Examiner.

D. Follow up Low Vision Exam Policy

If there is a need to schedule a follow up low vision exam, this will be discussed by the Low Vision Examiner, the individual, and/or the case manager at the initial low vision exam or at a later date. In either case, consultation between the Low Vision Examiner or the case manager is encouraged. All follow up exams should be completed within six months of the initial evaluation. If more than 6 months have passed, a new Low Vision exam needs to be scheduled.

E. Prescription of Regular Lenses and Contact Lenses by the Low Vision Examiner

1. Conventional Corrective Lenses

Prescriptions for conventional lenses are considered to be a low vision aid and may be made by the Low Vision Examiner when a prescription will improve the individual's visual functioning. If DBVI is paying for the prescription, the established vendor fee schedule must be followed. The individual can have the prescription filled by the Low Vision Examiner, provided they adhere to the established fee schedule. The individual is free to have the prescription filled wherever he/she chooses.

If the vendor from whom conventional corrective lenses will be purchased does not accept DBVI's fee schedule, the case manager will seek a different vendor who will agree to the fee schedule. Individuals who are purchasing their own conventional corrective lenses may choose to have prescriptions filled wherever they wish. DBVI pays no portion of the cost for individuals who are purchasing their own corrective lenses.

2. Contact Lenses

Prescription of contact lenses may be made by the Low Vision Examiner when contact lenses prove to be the most effective way to improve the individual's visual functioning. If the Agency is paying for the prescription, the established vendor fee schedule must be followed. All follow up fees will be included in the original fee. The individual may have the prescription filled wherever he/she wishes.

3. Instructions for Ordering Glasses

When a change in refraction is indicated at the time of the low vision exam and glasses are going to be purchased for the individual by DBVI, the individual can get the glasses at any location that they choose, from an established DBVI vendor.

The case manager ensures that the individual understands that DBVI will only sponsor certain amounts towards the cost of glasses based on the DARS fee schedule.

The service provider must bill the individual's insurance first as indicated on the First Resort portion of the purchase authorization.

The service provider must accept DBVI's allowable fees and cannot bill the individual for any remaining balance when DBVI is paying for the glasses, except for frames.

For individuals purchasing their own glasses, the vendor will bill the individual directly for the cost.

Education Services- see Chapter 5

F. Video or Digital Magnification

Desktop or portable video/digital magnifiers (formerly known as CCTVs) are viable low vision aid options and, if appropriate, can be considered along with all other options based on the program of services and program budget. Prescriptions for video/digital magnifiers must come from Low Vision Examiners. Low Vision Consultants and Rehab Technology Specialists are available for consultation. Follow DBVI program policy (ie, VR, RT, and ES) to obtain the recommended video magnifier.

G. Bioptics and Head Mounted Devices

Bioptics, Doublets, and Mounted Telescopes are viable low vision aid options and, if appropriate, should be considered along with all other options. (See Chapter 4, Bioptics)

H. Non Optical Aids

Low vision exams or approval by a Low Vision Examiner are not required for the purchase of non-optical aids.

I. Training for Low Vision Examiners

Low Vision Examiners are required to participate in initial training regarding policies, practices, and purchases for DBVI. This training will be provided by the Low Vision Consultants.

J. No Show Policy

When an individual does not show up for a scheduled low vision exam, the agency will only pay $75 to the examiner and only when requested by the examiner. There will be no charge to either the agency or the individual by the Low Vision Examiner for cancellations with at least 24 hours' notice.

In situations where the case manager is responsible for an exam not taking place, the agency will pay the Low Vision Examiner a $75 no-show fee.

K. Examiners with Associates

If an approved Low Vision Examiner requests that an associate be allowed to perform all or part of a low vision exam, the associate must participate in the required training with a Low Vision Consultant as described in section I and sign an independent contract.

L. Case Management Responsibilities

In general, case management responsibilities fall to the referring DBVI staff member including Vocational Rehabilitation Counselors, Rehabilitation Teachers, and Education Coordinators. However, Regional Managers have discretion in assigning low vision duties to Regional Office staff as warranted (e.g., Low Vision Stock Coordinator).

M. Interpreter for Deaf Blind and non-English speaking Individuals

DBVI will provide sufficient interpreter services to individuals who use American Sign Language or are non-English speaking when requested. The cost of interpreters will be covered by the agency.

N. Individuals served by the Department for Aging and Rehabilitative Services (DARS)

Individuals receiving services by DARS may access low vision services from DBVI including functional assessments, low vision exams, and training. The case manager in this instance is the DARS staff member serving the individual. DBVI will furnish the DARS case manager with the required paperwork and instruct them in how to access Low Vision Services. The DARS case manager must authorize payment for the low vision exam. DBVI staff will provide resources to DARS staff to facilitate the purchase of low vision aids for individuals receiving services from DARS.

O. Program Policies for Payment for Low Vision Exams and Aids

The allowable fee for a low vision exam is $300 and $125 for a follow up exam. Exams will be sponsored by the agency without regard to participation in the cost of services by the individual for as long as funds are available. However, if comparable benefits are available, case managers shall utilize those sources as the first payment source for low vision exams. Low vision exam fees will be reviewed yearly by the Deputy Commissioner for Services.

If an individual does not participate in the cost of services, DBVI will sponsor the cost of prescribed low vision aids as well as the exam.

If an individual participates in the cost of services, the individual will be responsible for purchasing his/her own low vision aids.

Payment for low vision aids will be determined based on the policies of DBVI programs and services.

P. Low Vision Examiners

The program director of Low Vision will be responsible for recruiting new Low Vision Examiners and will maintain a list of Low Vision Examiners who have current contracts with the agency. The list is available upon request.

Chapter 2

CASE MANAGEMENT

Each individual receiving a low vision exam has a case-manager identified as the VR Counselor, Rehabilitation Teacher, or Education Coordinator who is making the referral for the individual to have a low vision exam. Whenever an individual is receiving services from more than one program, each program representative will have input into the individual's functional vision report and follow up.

A. Case Manager Responsibilities

Case managers are responsible for:

1. Explaining the benefits, limitations, and mechanics of the low vision process to the individual.

2. Performing a functional vision assessment.

3. Scheduling the low vision exam and notifying the individual of the date, time, and location of the exam.

4. Ensuring that all the required paperwork is submitted to the Low Vision Examiner prior to or on the day of the low vision exam.

5. Ensuring that the individual has transportation to and from the exam.

6. Attending the exam with the individual.

7. Reviewing Report of Functional Vision with the examiner in the pre-exam conference portion of the exam.

8. Participating in the exam as needed.

9. Participating in a post-exam conference with the examiner, individual, and individual's family at the time of the exam.

10. Ordering prescribed aids or assisting the individual with ordering aids.

11. Providing training in the use of the aids.

12. Providing follow up services including training and other supports support.

13. Completing all required paperwork.

B. Components of a Low Vision Exam

At the time of the Low Vision Exam appointment:

1. A pre-exam conference with case manager and examiner will be conducted to review the individual's case history and other relevant information.

2. A discussion with the individual is conducted by the case manager and Low Vision Examiner to confirm the individual's perceived needs and expectations.

3. The Low Vision Exam consists of:

- A check of the individual's visual acuity distance and near.
- A check of functional visual fields by confrontation.
- A check of the individual's current prescription.
- A routine refraction without medication.
- A trial of appropriate lenses and aids to improve near vision with orientation.
- A trial of appropriate aids to improve distance vision with orientation.
- Prescription of aids.
- A discussion between the low vision examiner and case manager to determine whether the aid is to be prescribed or to be on loan before final prescription is made.
- A review of exam results with the individual, family, and case manager, including arrangements for training after the exam.
- A post-exam discussion between case manager, individual, and examiner after conclusion of the exam.

Chapter 3

LOW VISION SEQUENCE AND PROCEDURE

A. Eligibility for Low Vision Services

Individuals may be eligible for low vision services if the individual meets the eligibility requirements of at least one of the following programs: education services, vocational rehabilitation, or rehabilitation teaching (22VAC-45-110-30). Refer to the appropriate program policy manual for eligibility criteria.

An ophthalmological or optometric eye report shall be required before a low vision examination is scheduled and is used to document that an individual is eligible for low services. The required eye report shall be dated within one year from the date of the scheduled low vision examination (22VAC45-110-40). The case manager will ensure that a copy of the eye exam report will be included in the low vision packet that they send to the low vision examiner. Case managers will work with individuals to determine if they can benefit from low vision services.

Case managers are required to complete the Special Programs page in AWARE to document that the individual's visual acuity is 20/70 or worse or visual fields are 30 degrees or less.

B. Report of Functional Vision Assessment

Prior to the low vision exam, the case manager completes the Report of Functional Vision Assessment Form (DBVI-10-001). This form is included in the low vision packet that is sent to the Low Vision Examiner.

(Teachers of the Vision Impaired from local school divisions must send copies of both the Eye Exam Report and Functional Vision Assessment Report to the Education Coordinator who will file them in student's file.)

C. Scheduling the exam

If it is determined that the individual is eligible for and can benefit from a low vision exam, the case manager will work with the individual to determine which Low Vision Examiner will conduct the low vision exam. Factors to consider include distance from individual's home, the Low Vision Examiner's schedule and availability, whether or not the low vision examiner accepts insurance for low vision exam.

The case manager will schedule the appointment and notify the individual of the scheduled low vision exam, including the date, time, and location. Additionally, the case manager or administrative staff for the DBVI office may send a reminder correspondence to the individual that includes the date, time, and address of the low vision exam, as well as the low vision examiner's name and case manager's contact information.

D. Authorization

The case manager will add the low vision exam to the individual's service plan and will draft an authorization. The case manager notifies the office administrative staff who will then issue the authorization. Once the authorization is issued, the case manager will be notified. A copy of the authorization will be included in the low vision packet that is sent to the low vision examiner.

(The Education Coordinator will send the authorization to Teacher of the Vision Impaired in the local school division.)

E. Low Vision Packet

The Low Vision Packet that the case managers provides to the low vision examiner contains:

The Low Vision Exam Form

The Low Vision Aids Order Form

A copy of the individual's most recent report, including visual field report if available

Report of Functional Vision Assessment

Completed authorization for Low Vision Exam

Please note that these materials will be sent to the Low Vision Examiner in the examiner's preferred method via email, mail, or in person.

For Teachers of the Vision Impaired, the Education Coordinator sends the Low Vision Packet to the Examiner if the low vision exam is approved. Also included is an envelope for the copy of the exam and authorization to be returned to the Regional office). See Chapter 5- Education Services

F. Low Vision Exam

1. The Low Vision Examiner and case manager have a pre-exam conference.

2. The Low Vision Examiner performs the low vision exam and completes the Low Vision Exam Form. Components of the Low Vision Exam are described in Chapter 2 of this manual.

3. Following the exam, Low Vision Examiner, case manager, the individual receiving the low vision exam, and their family have a post-exam conference.

4. If a follow up exam is necessary, it should be scheduled to occur within six months of the original low vision exam.

5. The case manager takes the completed Low Vision Exam Form and while still at the examiner's office:

   a. The Low Vision Examiner and the case manager sign the Low Vision Exam Form; a copy of the exam will be made for the examiner's records. Teachers of the Vision Impaired will send the Low Vision Form to the Education Coordinator. When no aids or glasses are prescribed, the case manager signs the low vision exam form with "NONE" noted in "Comments." The Low Vision Examiner and the case manager will maintain records of all exams.

6. Low Vision Exams cost $300. The case manager prepares the DBVI authorization for the exam. The Low Vision Examiner signs DBVI Authorization, includes a bill for the low vision exam, and gives both to the case manager who ensures payment though the Regional Office out of which the individual is being served. Teachers of the Vision Impaired send the authorization and bill to the Education Coordinator.

7. The Low Vision Examiner completes and signs the Low Vision Aids Order Form which the case manager takes back to the Regional Office to fill. The case manager ensures that the order form is maintained in the individual's case file. If the Low Vision Examiner prescribes glasses, contact lenses, or special aids, see Chapter 1 Section E.

8. Upon request, the case manager will send a copy of the low vision exam results to the individual and/or their primary eye care practitioner.

G. Ordering and Training with Low Vision Aids

After the low vision exam is completed, Low Vision Examiner completes and signs the Low Vision Aids Order Form using information in the Prescription section of the Low Vision Exam Form. The case manager checks the order form for accuracy. The original completed order form is returned to the Regional Office where the low vision aids will be ordered.

In some instances, the case managers will be required to contact the Low Vision Stock Coordinators to locate uncommon aids that may be available from another office's stock.

Low vision stock items to be used for demonstrations for client-pay individuals can be purchased by each office with administrative funds for that program.

The case manager will order low vision aids for individuals who are eligible for purchased services if the aids are not available from the Regional Office.

The case manager will ensure that low vision aids are added to the individual's service plan and draft the authorization for purchase. The administrative staff in the Regional Office will place the order and adjust the prices on the authorization.

The administrative staff will notify and the case manager once the prescribed aids have been received in the Regional Office.

Case manager contacts the individual and arranges an appointment to deliver the aids and provides appropriate instruction to the individual on how to use the low vision aids.

Training is the responsibility of the case manager. If the case manager and the individual feel that any of the prescribed aids should be exchanged, the case manager will contact the Low Vision Examiner for consultation and decide whether a follow up exam is necessary before ordering the new aid.

The final decision about which aids will be kept should be made within 30 calendar days from the time the individual receives the aids.

When the individual's low vision services have been completed, the case manager will add a service plan entry regarding the purchase of aids according to the particular program policy. Total dollar cost will be added to the service plan by the case manager.

Low vision aids can be loaned to individuals who are paying for their own aids from the office stock as needed for up to 30 days to help the individual determine which aids he/she wishes to purchase. When the need for loaned low vision aids is indicated, the case manager will gather the items and arrange to deliver them to the individual. The case manager will provide training with those aids.

After a maximum of 30 days, the individual who is paying for their own aids will return the loaned items to the case manager who will assist with ordering any aids that the individual decides to purchase. These tasks can be managed during a home visit or over the phone, with the case manager providing whatever level of support the individual needs. Follow up training will be provided as needed. Multiple low vision aids should be added to the plan if any aids are recommended, even for client-pay individuals.

When the individual does not need to borrow low vision aids the case manager will review the recommendations from the Low Vision Examiner and assist the individual in ordering any aids they decide to purchase. The case manager will provide training on the use of the aids and can also assist in returning aids the individual chooses not to purchase.

H. Follow up Low Vision Exam

If recommended by case manager and/or Low Vision Examiner, a follow up low vision exam can be arranged for the individual by the case manager within six months following the low vision exam. The process for this will be the same as a low vision exam.

I. Final Decision about Low Vision Aids

Within 30 calendar days of receipt of the low vision aids, the individual is required to make a final decision about which aids he/she will keep. Aids that are not kept must be returned by the individual to the Regional Office. Aids that are returned will be placed into the low vision inventory by the case manager. Which items are kept and returned will be updated on the individual's plan and noted as "multiple low vision aids for individuals purchasing their own items" and "program-pay" for individuals whose devices are being purchased by a specific agency program. The administrative staff will close the low vision aids authorization and adjust the cost.

All programs must make an entry on the service plan that includes which items were kept and which items were returned. Total dollar amount for the items kept is entered on the plan and a narrative is to be written for each exam by the relevant case manager.

When additional time is needed to make the final decision, the case manager will write a case note explaining the circumstances.

J. Low Vision Narrative

Within the appropriate narrative, case managers will document the outcome of the low vision exam including which aids were kept, how they are being used, and which items were returned and the reason.

(TVIs are required to send a report on the Narrative Form to Education Coordinator including all of the information stated above. TVIs must include a narrative for each exam and follow up exam.)

K. Special Situations

<u>Non-attendance at Low Vision Exam by Case Manager</u>

The case manager is expected to attend exams. However, when situations occur that prevent the case manager from attending the exam, he/she must consult with his/her Regional Manager for approval not to attend and also notify the examiner. The case manager is required to document on the exam form that he/she did not attend the exam.

When a low vision case manager does not attend a low vision exam, the following must occur:

1. The Low Vision Examiner must be notified by the case manager and all appropriate paperwork must be sent to him/her prior to the scheduled exam.

2. A pre-exam conference by telephone must be held with the Low Vision Examiner prior to the exam.

3. The individual attending the low vision exam must be notified that the case manager will not be in attendance.

4. The case manager instructs the Low Vision Examiner to send the necessary paperwork following the exam to the Regional Office in the format preferred by that office (email, fax, mail).

All steps in the sequence are to be followed as outlined previously described when the case manager is unable to attend the low vision exam.

The low vision order will be processed in the usual manner.

L. Private Low Vision Exams

If a low vision exam is done privately before the individual was referred or while the individual is not receiving services from DBVI due to visual ineligibility or individual choice, a copy of the low vision exam report from the private exam may be substituted for the DBVI Exam Form.

An assessment must still be completed by the case manager to determine the individual’s needs. If the individual does not need services and only wants low vision aids he/she must be referred back to the private examiner. DBVI would only open the individual’s case if services are needed.

M. Low Vision Exams at VRCBVI

Best practice is to have an individual’s low vision exam completed, low vision services provided, and training provided before an individual attends VRCBVI so the individual can use their low vision aids in training at the center.

If there are circumstances where an individual requires a low vision exam while attending training at VRCBVI, a case manager from the center will be assigned to the individual. The VRCBVI based case manager will complete the FVA and then consult with the referring VRC or RT in the field office. The referring VRC or RT will authorize the low vision exam, schedule the exam, make transportation arrangements, if necessary, and order any recommended and approved low vision aids.

The VRCBVI assigned case manager will provide training to the individual on the use the aids.

Chapter 4

<u>BIOPTIC POLICY</u>

Case managers may consider purchasing bioptic devices if the device is recommended by a contracted DBVI Low Vision Examiner. If the Low Vision Examiner recommends a bioptic device for use as a low vision aid for distance tasks in the RT/IL and VR program, other distance devices must also be considered. If other distance aids such as sports glasses and monoculars have been considered and demonstrated by the Low Vision Examiner, and the bioptic is determined to be the most appropriate aid for the individual, the case manager will purchase the bioptic after appropriate program manager approval. However, bioptics will not be purchased by DBVI until the Low Vision Examiner has provided sufficient justification for the bioptic device to the case manager. DBVI does not have bioptics on hand for demonstration purposes. The case manager must send the Low Vision Examiner's justification for bioptics to the Low Vision Consultant to ensure that it is an appropriate recommendation based on client's individual needs, then to the Regional Manager for final approval of the purchase.

The O&M instructor can provide skills training with the bioptic device for use as a low vision aid. Any bioptic training provided by DBVI will consist of familiarization to the device, learning how to locate an object, fixate, scan, and track stationary and moving objects regardless of the program under which the individual is being served.

Bioptic For Driving

For individuals receiving services through the Vocational Rehabilitation program who want to pursue using the bioptic device for driving, the following steps and forms are required:

1. Low vision exam in which Low Vision Examiner recommends bioptic, the examiner completes the DMV MED 40 and MED 41 forms, and sends the forms to the DMV.

    a. If the Low Vision Examiner feels that training is needed before they fill out the MED 41 form, an O&M instructor will provide training on the devices as described in this section. The case manager will refer the individual for O&M services to access bioptic training.

    b. After the Low Vision Examiner completes and sends the MED 41 form to the DMV, proceed to step 2.

    c. If the Low Vision Examiner cannot fill out the MED 41 form after training provided by DBVI staff, no further support from DBVI is indicated.

2. Once the DMV receives the MED 40 and MED 41 forms, the forms will be reviewed by medical review services to determine if the individual is eligible to be tested for driving. DMV has 30 days to do make the determination.

3. Individuals determined eligible for testing must take and pass a knowledge exam and pre skills exam provided by the DMV. When these two exams are passed, the individual is given an instruction permit by the DMV.

4. The final test to be taken by the student is a road skills exam conducted by the license examiner from the DMV. Individuals who pass the road skills exam are issued a driver's license immediately following the exam (MED 44 form provides the requirements for bioptic driving). The individual is then responsible for maintaining their certification and license according to DMV requirements which includes having the MED 41 form completed annually by the Low Vision Examiner and further testing if the DMV determines it necessary.

5. If the individual does not pass the road skills exam, the VR counselor may be able to provide further training through a Certified Rehabilitation Driving program with a Certified Driving Rehabilitation Specialist (CDRS) such as the one at Wilson Workforce and Rehabilitation Center.

   a. If an individual is not able to get a driver's license after further training from a CDRS, the individual will have to pursue driving at their own expense with no further support or training from DBVI.

Throughout the individual's training process, consultation between the case manager, Low Vision Consultant, and the Low Vision Examiner is expected.

Chapter 5

EDUCATION SERVICES

The Education Coordinator may purchase low vision exams, aids, and/or adaptive equipment for students when it is determined that these services are necessary to support the student's Education Services (ES) plan goal. No comparable benefit search is required for this service however, if the Education Coordinator is aware of other sources of funding for these services (e.g., family's insurance) those funds must be used first. DBVI Education Services is not responsible for the purchase of electronic adaptive aids (e.g., assistive technology) and will not purchase bioptics.

The Education Coordinator in each of the DBVI Regional Offices is responsible for processing requests for low vision exams and aids for students that are being served by Education Services. For student's being served in a public school, the student's Teacher for the Vision Impaired (TVI) is responsible for completing the Functional Vision Assessment (FVA), scheduling, and attending the low vision exam. If the student is not served by a TVI, the Education Coordinator will perform the FVA and schedule the low vision exam. If the student is not being served by a TVI or if the TVI is not available, then the Education Coordinator should try to attend the low vision exam with the student and their family.

The TVI attending the low vision exam is responsible for:

- Identifying the DBVI contracted Low Vision Examiner the student will be seeing and scheduling the appointment prior to submitting information to the Education Coordinator. Providing the request for a low vision exam to the Education Coordinator which includes the student's name (first initial/last name), date and time of the exam, name of the Low Vision Examiner, address of appointment, the Comprehensive Eye Report conducted within the past 12 months, and the Functional Vision Assessment (FVA).

Once the Education Coordinator has received the low vision exam request, they will complete a Low Vision Exam Packet that will contain the following information and send it to the TVI:

- Authorization for payment
- DBVI Low Vision Exam Form
- DBVI Low Vision Aids Order Form

At the completion of the low vision exam, the TVI must deliver, mail, or email the invoice for the exam, the DBVI Low Vision Exam Form, and the DBVI Low Vision Aids Order Form (if aids are recommended) to the Education Coordinator.

The DBVI Regional Office Administrative Assistant will then process the invoice and as per policy, order the recommended aids (or similar aids after consulting with the Low Vision Consultants).

The low vision aids will be delivered or mailed to the TVI who will deliver aids to the student and provide training on the prescribed aids. The TVI will communicate with the Education Coordinator the preferred method of receiving the low vision aids. The low vision aids may also be picked up at the DBVI Regional Office by the TVI if that is preferable. Aids may be mailed directly to the student's home if necessary.

For Teachers of the Vision Impaired:

a. Aids will be sent directly to the TVIs at the address on the Low Vision Aids Order Form (student's home, school, Regional Office).

b. The original Low Vision Exam Form and Low Vision Aids Order Form will be filed in the student's Education Services file at the Regional Office out of which the student is being served.

c. Aids that students will not use will be given or sent back to the relevant Education Coordinator's office.

Chapter 6

FORMS AND CODES

A. Eye Exam Report Form

B. Low Vision Exam Report

C. Low Vision Aids Order Form

D. Functional Vision Assessment Form