



State of New Jersey
 DEPARTMENT OF HUMAN SERVICES
 COMMISSION FOR THE BLIND AND VISUALLY
 IMPAIRED

PHIL MURPHY
 Governor

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SARAH ADELMAN
 COMMISSIONER

SHEILA OLIVER
 Lt. Governor

Project B.E.S.T.
 (Better Eye-Health Services & Treatment)

Bernice Davis
 Executive Director

Contact Name/s: Charlene Gungil, Health Officer Phone Number: 973-881-4396

Email address: charlene@passaiccountynj.org Fax Number: 973-225-0222

Screening site: Passaic County Fair Date: 6/8/2024 Time: From: 10:00 AM To: 2:00 PM

Screening Site Address: 930 Riverview Drive, Totowa, NJ, 07512, suite 250

Please review and sign this logistics letter between your facility and NJ Commission for the Blind & Visually Impaired (CBVI) to formally request an eye screening at your site. Upon CBVI receipt of this form, we will review the request and confirm.

- *Please inform Project BEST Supervisor immediately if there is an emergency closing for any reason*
- *minimum of 25 participants up to maximum of 50 permitted within the screening time allowed to conduct an eye screening at no cost to you or the service recipient. Service recipients should be scheduled in succession.*
- *Cancellation must be confirmed at least 10 days prior to the scheduled date**

*A*All Site staff and eye screening participants must follow CDC Covid-19 protocols and wear face coverings and maintain social distancing*

To conduct a quality screening, we will need your assistance in arranging the following:

- All screening participants must be pre-registered with the site and complete Project Best registration.
- Two rooms: One room (minimum 12 feet long) for visual acuity and glaucoma screening, another room for discharge and computer set up
- Separated waiting area for participants following social distancing protocol
- 2 Tables (at least 3 ½ to 4 feet long), and 4 chairs to accommodate screeners, participants and equipment
- 1 Waste Baskets, 2 Electrical Outlets and an extension cord
- An individual from your site must be present at all times during the screening process for help with registration, translation, and monitor adherence to CDC Covid-19 safety protocol, as applicable
- Convenient parking is a must for the screening staff
- Additional personnel may be needed to help with: Escorting children/consumers to the screening room and/or to help bring the equipment in and out from your site

Please contact Project BEST at (973) 648-7400 at least 10 days prior to the screening confirming the number of consumers registered. If unable to adhere to the above requirements, please call us at least two (2) weeks before to make alternative arrangements. Project BEST will intervene, provide follow up and appropriate referrals for participants that are eligible for CBVI services. Screening site will be responsible for following up with participants that are not eligible for CBVI services, but are found to need further care.

Please sign, and email back a copy of this letter ASAP

X _____
 Signature of Event Coordinator

 Date

Thank you in advance for partnering with Project BEST in our goal of early detection of eye diseases and preserving healthy eyesight.

Sincerely,
 Nynfa Drwiega
 Field Rep Eye Health
 Phone: (862) 754-0571
 Nynfa.Drwiega@dhs.nj.gov

Sandra M. Williams
 Program Supervisor, Project BEST
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