



Home Hospital Manual



OCTOBER 2018

**Edmonds School District
Adapted from Camas School District**

Table of Contents

Home Hospital Program Description.....	3
Home Bound Instruction Description.....	3
Steps for Home Hospital.....	4
Intermittent Home Hospital Instruction.....	6
Attachments.....	7
Home Hospital Program Information for Parents/Guardians.....	8
School Request for Home Hospital.....	9
Home Hospital Instruction.....	10
Checklist for Home Hospital Submission to Health Services.....	11
Frequently Asked Questions.....	12

Home Hospital Program Description

The Home Hospital tutoring program is a state funded program through the Office of Superintendent of Public Instruction (OSPI). The instruction is provided to students who are temporarily unable to attend traditional education environment for an estimated period of four weeks or more due to a physical and/or mental disability or illness. Home Hospital is limited to services as deemed necessary to provide temporary intervention for an estimated period of four weeks or more with a maximum of eighteen weeks.

Home Hospital tutoring is offered on an intermittent basis. The tutor can provide a maximum of 3 hours a week of in home tutoring service. The tutoring is not a replacement to the student's education program, but is intended to assist in maintaining the students educational status when temporarily absent from school. The program is not intended for students caring for an infant or a relative who is ill.

Home Bound Instruction Description

Home Bound Instruction looks very similar to Home Hospital Instruction, except that the home tutoring is at the recommendation of the IEP or 504 team. This decision for Home Bound Instruction might precede any Home Hospital tutoring or can come after the Home Hospital tutoring timelines has been reached.

Students receiving Home Bound Instruction must be qualified for IEP or 504 in order to receive Home Bound Instruction. The transition from Home Hospital tutoring to Home Bound Instruction is determined by the IEP or 504 team and is typically from the team's determination that the medical condition that precipitated Home Hospital tutoring is no longer considered temporary. In this case, Home Bound Instruction is considered the appropriate setting for the delivery of IEP or 504 services.

“Education is not preparation for life; education is life itself.” — John Dewey”

Steps for Home Hospital

1. A parent/guardian requests to initiate Home Hospital Instruction due to their student’s qualifying medical diagnosis to the school nurse.
2. A nurse will review the student’s record for any existing IEP/504 determinations and then report the initiation of process to Support Services-Health Services.
3. A nurse will send the “Letter to Provider” form and the “Home Hospital Application” to the student’s medical provider. A release of information should be requested as well, for future communication with the medical provider.
4. A nurse will send the “Home Hospital Program” information home to the parent/guardian to review. This information discusses what to expect with Home Hospital services.
5. Once the application is returned with a physician signature, tutoring can be arranged for students absent a minimum of four weeks but less than a semester. The nurse submits to Student Services-Health Services the “School Request for Home Hospital” form.

6. A tutor will be assigned to the student by Student Services-Health Services. The tutor could be arranged at the building level if the student has had a previous tutor, such as a teacher in the building; otherwise Student Services-Health Services will assign a tutor.
7. A memo will be issued to the tutor along with the “Welcome Packet for Tutors” that describes the program, what is expected and the process. Tutoring can start.
8. A “re-entry” meeting should occur before re-entry back to the school setting. A re-entry meeting is to take place **2 weeks** prior to the student returning to school and is meant to discuss with parents/guardians consideration for returning to school. (i.e. part-time, full-time, mobility and/or access concerns, accommodations or adaptations). This will be completed by the school team.
9. When Home Hospital services have reached a 12 week mark without a plan for the student’s return to school, the school team should be notified. The school teams should consider if a **Child Find** concern exists with the student. If the condition is expected ongoing (which is past 18 weeks) this no longer meets the temporary condition requirements for Home Hospital services. Alternative options for student access to a free appropriate public education must be discussed. The 12 week mark allows for 6 weeks before expiration of the Home Hospital Instruction timeline and for an evaluation to be completed.

Intermittent Home Hospital Instruction

Home Hospital Instruction is limited to eighteen weeks per school year. Home Hospital Instruction may be provided for intermittent absences with the follow criteria:

- Intermittent absences will total at least four weeks but cannot extend more than a semester during the school year,
- When the student is expected to return to regular instruction after the initial leave of absence has ended,
- And all qualifying Home Hospital Instruction criteria have been met.

If the student is absent for partial weeks, the district may count full school day the student is absent as a qualified absence for home hospital, if the absent is associated with the eligible criteria that qualified the student for Home Hospital Instruction. If a student attends a partial day of school, it does not qualify as an eligible absence towards Home Hospital Instruction.

Intermittent tutoring is provided based on the number of days the student is absent from school. Weeks for Home Hospital Instruction are not calendar weeks but rather, every five days of school will count as one week of school. Each full school day missed will count for thirty-six minutes of tutoring, and is not to exceed three hours per week. These hours may be distributed based on the needs of the student. As an example, if a student is too ill for instruction one week, the three hours could be used the following week or when they are able to participate. The ending number of weeks served must match or be less than the authorized weeks given by the licensed health provider and must not exceed eighteen weeks. Tutors can round up their time to the nearest 0.25 of an hour if needed. Holidays and school vacations do not get counted in the days/weeks of service.

If the student is enrolled in summer school classes that are designed to earn credit and are not enrichment, the student may be eligible to receive home hospital if all the home hospital criteria are met.



Attachments

Home Hospital Program Information for Parents/Guardians

Purpose: Home Hospital Instruction through Edmonds School District is available to students who have a medical diagnosis that prevents them from temporarily attending their regular educational program for at least 4 weeks of school. To receive Home Hospital tutoring a licensed health care provider must provide an authorization for services. A student can receive services up to 18 weeks. When the student approaches Week 12 of services the district may request a meeting with parents/guardians to determine transition needs to return to school or if the suspected disability is not temporary and a further evaluation for special education or other services may be more appropriate.

Program: Students will receive a total of 3 hours per full week of absences, or 36 minutes per full day of school missed related to their qualifying condition. The tutor will coordinate the home study as much as possible with the regular school programming/curriculum. The tutor will provide materials, books and course schedules to help the **student** keep current with their class progress. The regular teachers will provide information to the tutor on appropriate assignments and/or tests. The tutor will have prep time per week.

Procedures:

1. Tutoring schedules will be determined between the tutor, the parent/guardian and student. (i.e. two 1.5 hour sessions or three 1 hour sessions).
2. Tutoring sessions can take place in the home, public library, or in a district building typically after school ends.
3. If tutoring is scheduled to take place at home, it is a requirement that an adult be present at each tutoring session with the student and will be asked to sign off once the session is completed. If the tutor arrives at the home to provide pre-arranged instruction, and the adult is not in attendance, the tutor will be required to leave.
4. Tutors preferably need at least 24 hours' notice if a session needs to be cancelled. If tutoring is cancelled within 2 hours of the scheduled session, the tutor will count that as a session completed.
5. Tutors cannot drive students or pick-up students for a tutoring session.
6. For further questions related to Home Hospital Instruction- Please contact:
Health Services (425) 431-3001.

School Request for Home Hospital

Dear Health Care Provider,

[Click here to enter a date.](#)

(Enter Student Name) has been referred for Home Hospital Instruction. The Home Hospital Instruction program is a state funded program through the Office of Superintendent of Public Instruction (OSPI). The program provides tutoring to students who are temporarily unable to attend public school due to a medical diagnosis that prevents them from attending school for a minimum of 4 weeks and up to 18 weeks of school.

The tutor will provide tutoring services at 3 hours a week, with a total of 36 minutes per day for each eligible absence. This tutoring will not be a replacement to the student's regular educational programming, but will assist a student in maintaining his or her educational status when absent from school temporarily. Please indicate the minimum number of weeks that the student requires for recovery from illness or injury so that he or she may resume school attendance and participation in a complete educational program.

Intermittent tutoring may be provided under the following conditions; intermittent absences will total at least 20 days and the student is expected to return to school after the absence, and all eligibility for Home Hospital Instruction have been met.

Please fill out Section 1 of the attached Home Hospital Form per the request of the parent/guardian.

Please call Edmonds District's Health Services Department at (425) 431-3001 if you have any questions about the Home Hospital Program. Information can be faxed to (425) 431-7339.

Thank you for your assistance.

Student Services- Health Services Department



HOME HOSPITAL INSTRUCTION

PH: 425-431-3001 FX: 425-431-7339

Student Name: _____ DOB: _____

School: _____ Grade: _____

Original Request Extension

Beginning date of instructional time or extension _____

Special Education Team Meeting Required? Yes No

SECTION 1 – This Section to be Completed by Qualified Medical Practitioner

Diagnosis

Disease/Injury (Specific Primary Diagnosis) _____

Drug/Alcohol Treatment _____

Pregnancy _____

Other (Specify) _____

I certify that this student is unable to attend public school for an estimated period of _____ weeks.
(4-18 weeks per school year)

Intermittent attendance: Yes No

Print Name of Medical Practitioner: _____

Signature of Medical Practitioner: _____ Date: _____

Address: _____

Phone: _____ Fax: _____

Home Hospital is limited to services as deemed necessary to provide temporary intervention as a result of physical and/or mental disability or illness for an estimated period of 4 weeks or more. Services are limited to a maximum of 18 weeks per school year. Weeks of absences can be consecutive or intermittent.

Intermittent Absences:

- Intermittent absences will total at least 4 weeks, but;
- No more than a semester during a school year;
- The student is expected to resume regular classroom instruction after the absence.

If the student is absent for partial weeks, the district can count any full day the student is absent. A day may not be counted toward HH when a student is able to attend any part of the school day. Five (5) full school days of absences equates to three (3) hours tutoring.

Checklist for Home Hospital Submission to Health Services

Student Name: _____ **DOB:** _____

Grade: _____ **School:** _____

Choose an item. The student has a medical diagnosis requiring them to be absent for 4 weeks of more (less than 18 weeks). Absences could be considered intermittent if it is expected the student will be absent from school for 20 or more days (4 weeks) during the semester.

Choose an item. A completed signed release of information (ROI) for the health care provider authorizing the request.

Choose an item. Does the student have an IEP or 504? Identify: 504 IEP

Choose an item. The request for Home Hospital Instruction has been shared with the IEP or 504 case manager. **Name of Case Manager:** _____

Choose an item. Building administrator is aware of Home Hospital request.

Please note special considerations or precautions for the tutor regarding the condition of the student and their needs.

Choose an item. Attached a completed and signed Home Hospital Request Form and ROI

Choose an item. Is there a pre-assigned tutor for the student? **Name:** _____

Choose an item. Do you need a tutor for this student?

Person submitting request: _____ [Click here to enter a date.](#)

Contact Information (ext. #, email): _____

Frequently Asked Questions

1. How do I get a tutor?

If you have predetermined a tutor, please notify Support Services- Health Services when you submit your request. If you do not have a tutor in mind Support Services-Health Services will refer to the list of tutors that we can assign.

2. How can I be a potential tutor?

Please contact Support Services-Health Services at ext. 3001 for details.

3. Approval for extra time?

If, for any reason, a student needs more than 3 hours per week, a request should be sent to the Support Services Director and approval will go through the district Superintendent. Reasons for the extra services, as well as the effects of not receiving these extra services should be clearly outlined.

4. How is Home Hospital calculated?

Home Hospital can start after the first 5 full days of school have been missed. This allows the district to organize and prepare for the home hospital intervention for the student. Intermittent Home Hospital is calculated on a total of at least 4 weeks of full eligible days of school absent and it has been determined that the student is trying to reintegrate into the school environment. Holidays, or school vacations as weeks of service are not included in the calculation of weeks of service.

5. Can a student who is home schooled and then becomes ill or injured qualify for Home Hospital services?

Yes. A student who is enrolled part-time in public school prior to their absences are eligible for home hospital services. However, the home hospital service is limited to the classes that the student was enrolled in prior to becoming absent and would not include any home school curriculum.

6. Are students who attend private school while enrolled part-time in a public school eligible for Home Hospital services?

Yes. A student is enrolled part-time in a public school prior to their absence is eligible for home hospital services. However, the home hospital service is limited to the classes that the student was enrolled in prior to becoming absent and cannot include the student's private school classes or curriculum.

7. When a student returns to school, can they receive time for the week prior, even though they are back in school?

Yes. The student will not accumulate anymore tutoring hours from the point they return to school. However, they can receive the time they had from the previous week.

8. Can Home Hospital hours be banked?

Ideally the student should receive 3 hours of service a week. Depending on individual circumstances or severity of illness, the student may not be able to receive a full 3 hours a week; the time accumulated can be rolled over into the following week. Time of service cannot exceed the number of eligible hours. You are not able to do any hours “ahead” of absences. Hours are calculated by full day absences, not future absences. No time is allowed for “expected” absences, only those days that are already missed.

9. What if the student will exceed the 18 week maximum?

The student should be referred for a 504 or IEP for additional evaluation and possible accommodations if Home Hospital programming can no longer meet the student needs.

10. Are Home Hospital services available for students enrolled part-time or full-time in an Alternative Learner Experience (ALE) program?

This is dependent on the attendance requirement of the ALE program. Home Hospital services are available to students who are temporarily unable to attend school. If the ALE program does not require attendance in a classroom and daily absences are not recorded, the student’s ALE enrollment would not be eligible for Home Hospital services. If there is a component of seat-time in a classroom required by the ALE program and if the student is expected to be absent for at least four weeks from the classroom requirements, then the student’s ALE enrollment would be eligible for Home Hospital services.

11. In the event that a student is hospitalized in a district that is different from the district they are

The district where the hospital is located and the student’s home district should work together to best accommodate the student’s Home Hospital needs. A resident district is responsible to provide their resident student’s home hospital services. Pursuant to [WAC 392-121-115](#), a student’s resident district is one where the student is expected to reside for at least 20 consecutive school days. This would apply to students hospitalized for an extended period of time outside their home district. However, in many cases, the student’s home district may continue to provide the home hospital service since the student will be returning to their home district school.

12. Does time provided by the Seattle Children’s Hospital program count against the 18 week limitation?

No. The program at Seattle Children’s Hospital is a separate program. The student’s time at Seattle Children’s Hospital does not count towards the 18 weeks limitation for home hospital services.

13. Can a student receive Home Hospital Instruction in the summer?

If the student is enrolled in summer school classes that are designed to earn credit and are not enrichment, the student may be eligible to receive home hospital services if all the home hospital criteria are met.

14. Can a student during pregnancy or during the postpartum recovery period qualify for home hospital services?

A student is eligible for home hospital services during her pregnancy or postpartum recovery period provided a qualified medical practitioner certifies that the student is expected to be absent for at least 4 weeks due to a medical condition associated with the pregnancy or postpartum recovery period. Home hospital services are not available for students caring for an infant or a relative who is ill.

15. Are the student's home hospital services limited to the qualified medical practitioner's estimated weeks of absence?

No. To qualify for home hospital services, the student must be expected to be absent from school for a minimum of 4 weeks as certified by a qualified medical practitioner. The qualified medical practitioner completes the local developed "Request for Home Hospital Services" form specifying the expected number of weeks for the student's absence. However, if the student remains absent for more than what the qualified medical practitioner estimated, the student would still qualify for home hospital services for up to 18 weeks.

16. Are Home Hospital Services limited to 18 weeks per student illness or total for the school year?

Home hospital services are limited to 18 weeks per school year, per student. To request an exception, the district must contact Health Services at OSPI. Factors considered in determining extensions include:

- the nature of the health condition, whether it will resolve soon or if it is ongoing,
- whether there are less than four weeks to the end of the school year,
- whether the student is scheduled to graduate that school year, and
- whether or not the student is expected to be well enough to attend school the following year.

17. What school staff may be used as a home hospital tutor?

The district determines who the tutors will be and how many hours per week of home hospital instruction are provided based on the criteria for home hospital services. The tutor must be employed or contracted by the district. Volunteers, parents, and students who are not employed or contracted with the district are not eligible to provide home hospital services.

If the home hospital services are providing teaching instruction, the tutor must be a certificated instructional staff member. If the home hospital services will provide assistance to the student to remain current with their assignments, the tutor does not need to be certificated.

18. Can a student be on a Section 504 plan and obtain Home Hospital services at the same time?

Yes. Home hospital services may be used on a temporary basis for a student with a 504 plan. Home hospital services should continue as directed until it is determined whether a Section 504 amendment is required and implemented.

19. What if a student is on an IEP?

The IEP team needs to meet upon the request for home hospital instruction to determine if the IEP team should consider a change in placement such as Home Bound Instruction. If there is no determination for Home Bound Instruction placement initially, the IEP team must consider Home Bound Instruction as the student approaches the 12 week timeline for Home Hospital tutoring. The task of the IEP team is to determine if the medical condition is temporary, which would make home hospital appropriate. If the condition is more than temporary, Home Bound Instruction is more appropriate.

20. Who do I contact if I have questions?

Support Services- Health Services Department, ext. 3001.

Mara Marano-Bianco maranobiancom233@edmonds.wednet.edu or

Laura Buccieri buccieril@edmonds.wednet.edu