School District 51
MESA COUNTY VALLEY
Engage, Equip, and Empower

MEDICAL HOMEBOUND INSTRUCTIONS

Services

There are two different avenues in which Homebound services may be provided, Medical Homebound or IEP Homebound. This document outlines the guidelines for Medical Homebound.

1. ***Medical Homebound*:** Any student, K-12, may be eligible for medical homebound services if it is anticipated they will have a period of absence of at least three weeks in duration due to an extended illness or recovery from surgery or injury. Students receiving medical homebound instruction are served by a certified teacher on an itinerant basis for up to five hours per week (four hours instructional time with the student, and one hour of planning time). Typically, Medical Homebound Services include General Education services only. Homebound instruction is an extremely limited and restrictive setting and will be utilized as a temporary measure only. Homebound is not an educational placement or program and is not meant to be the student's only provider of educational services for the long term. To be eligible to receive medical homebound instruction the student must be enrolled in a public school within the Mesa County Valley School District #51 (MCVSD51) and be under the care of a licensed medical provider with prescriptive authority (e.g. medical doctor, doctor of osteopathy, psychiatrist). Homebound instruction is not authorized by the doctor, but by MCVSD51. A submitted application with a health care provider's signature **does not guarantee approval for homebound instruction.**

   Who can start the Medical Homebound process?

   When a parent, teacher, counselor, or administrator becomes aware of a student who will be or has been, absent for three or more weeks because of an extended illness or recovery from surgery or injury, they should contact the school nurse. The school nurse will give the parent the Homebound paperwork which must be completed by both the parent and attending physician. The parent should return the completed forms to the school nurse.

Medical Homebound Procedures

1. Parents, counselors, teachers, physicians, nurses, and administrators may request an Application for Homebound Instruction from their home school nurse.

2. Parent completes the Application for Homebound Instruction, including the Release of Information section, then obtains their physician's or prescribing provider's statement and signature, including the date of expected return to school. The student's provider must fill out their section of the application and must have prescriptive authority. The provider must list a return to school date, even if that date is estimated.

3. The Application for Homebound Instruction is returned to the school nurse.

4. The school nurse will then call the medical provider to discuss the medical condition. The nurse will check to see if indeed the student is unable to attend school for even one hour per day. Sometimes this involves explaining to parent and/or the provider that partial daily attendance is better than 4 hours per week of home-bound instruction. If the student can attend school some of the time, another option that should be explored with the student and their home school is a reduced or alternative schedule.

5. When the need for Medical Homebound instruction is verified by the school nurse, the completed application is sent to the Building Administrator for signature, then sent to the District Nursing Coordinator for final approval. The District Nursing Coordinator then sends the Homebound paperwork to the Executive Director of Student Services for administrative processing.

6. The Nursing Services Administrative Assistant will notify the building principal, school nurse, and secretary that Homebound instruction has been approved. This notification will include the responsibilities at the building level to find a teacher and to code attendance as Homebound. This notification will also include information on the documentation log for instruction minutes, time cards, and mileage.

7. It is preferable the Homebound teacher is from the student's home school. If a teacher from the home school cannot be recruited, the school will contact the sub-office for a list of substitute teachers they can call to find a Homebound teacher. *Each school is responsible for hiring homebound teachers for their students.*

8. Time cards, mileage, and logs of instruction minutes are submitted to the Nursing Services Administrative Assistant.

9. The Nursing Services Administrative Assistant will also notify the Data Analyst, Reporting staff person in administration when a student is approved for Homebound instruction.

10. Medical Homebound documents will be tracked and saved by Nursing Services.

11. If the request for Medical Homebound Instruction is denied, notification will be provided by the District Nursing Coordinator and Executive Director of Student Services to the parent.

Responsibilities of the School

1. The Home School will develop an instructional program that will meet the needs of the student within the limitation of the circumstances.

2. If a teacher in the building is not available to be the homebound instructor, the school will need to contact the sub-office, for a list of available teachers from the sub list.

3. Secondary schools will need to designate a point person to act as the liaison between the homebound teacher and the classroom teachers.

4. Secondary schools will review graduation requirements for their students and share any concerns with the parents.

5. Attendance Secretaries will mark attendance with the Homebound code.

Responsibilities of Classroom Teachers

1. Provide necessary materials and assignments to the homebound teacher (for secondary schools, this may be provided through the designated liaison.)
2. Determine appropriate student expectations and establish guidelines/ownership for evaluation of assignments, as well as relaying any accommodations that need to be put in place for any Special Education students.
3. Schedule a periodic contact with the homebound teacher to share feedback on the student's progress and needs.
4. Record and acknowledge student progress by completing grade reports.
5. Continue in the role as student's primary teacher and source of advocacy.

Responsibilities of Special Education Case Managers (if student has an IEP)

1. Maintain current IEP for services the student will receive when they return to school.
2. Put accommodations in place.
3. Hold annual and/or reevaluation IEP meetings when they are due.

Responsibilities of School Nurse

1. Communicate with the student's medical provider to develop a plan of care.
2. Contact parents/guardian every 6 weeks to monitor progress of health needs.
3. Communicate with the school's administration, nursing coordinator and student's counselor on progress.

Responsibilities of Homebound Teachers

1. Contact the parents/guardians of the approved student, set up a mutually acceptable time and place to meet on a weekly basis. (Parents must assure that another adult is present and the location must be suitable for learning.)
2. Work with assigned student(s) for up to four hours per week, one hour of planning time is also available.
3. Provide a weekly contact with the student's teacher or, for secondary schools, designated school liaison, to gather information, assignments, and necessary materials. Turn in work completed by the student to the classroom teacher or, for secondary schools, the school liaison.
4. Provide feedback on a routine basis to the school liaison or classroom teacher to ensure acceptable progress is being made by the student. This can be communicated by person-to-person contact, a phone call, or written communication.
5. Contact Nursing Services administrative assistant when student returns to school, leaves the district, or if the student is unavailable for Homebound instruction for any other reason.
6. Keeps classroom teacher or school liaison updated with any problems or issues related to the student.
7. For Medical Homebound the Homebound teacher must document instruction time on the Homebound instruction log. This log must be submitted monthly to the Nursing Services administrative assistant.
8. For Medical Homebound, the homebound teacher will turn timecards into the Nursing Services Administrative Assistant.
9. If a D51 teacher is providing the Medical Homebound instruction, the instruction will almost always be delivered outside of the teacher's regular work day. If instruction is delivered during the teacher's contracted work day, this would need to be approved by the building administrator. In this case, the teacher would not submit a timecard.

Responsibilities of Parent/Guardian/Student

1. Homebound application completed and signed by parent and medical provider.
2. Provide a quiet area in the home for instruction.
3. Parent/Guardian needs to provide an adult to be present in the home when the homebound teacher arrives and during instruction.
4. Parents need to notify the school nurse and homebound teacher of any new medical provider recommendations or if there is a change in the expected return to school.
5. Students must be prepared to begin instruction at designated time.