

Hospital/Homebound Paperwork Review Flowchart

Hospital/Homebound determinations are made on an individual, case-by-case basis based on current medical documentation and do not establish precedent for future requests.

Step 1: Initial Request

Parent/guardian requests hospital/homebound services.

- School Counselor provides the **Parent Request for Hospital/Homebound (HHB) Services** form to the parent.
- *This form must accompany the Medical Referral Form and Required Treatment Plan (if DSM-V is diagnosis). For mental health conditions, documentation must describe functional limitations impacting school attendance, not solely a diagnosis.*



Step 2: Application Submission

Parent/guardian completes the referral form and required medical documentation (medical referral form).

- School Counselor submits the completed application to the **Coordinator of Student and Family Services**.



Step 3: Review Committee Convenes

The Review Committee determines whether documentation meets minimum procedural requirements; it does not determine instructional placement or services.

Review Committee Members:

- Applicable Director of Teaching and Learning (K-5 or 6-12)
- Nursing Coordinator
- Coordinator of Student and Family Services

Completed Application Checklist (aligned with GaDOE Hospital/Homebound Services Guidance):

- Parent/Guardian Request for Hospital/Homebound (HHB) Services form completed and signed
- Medical Referral Form completed by a licensed medical provider
- Medical documentation includes diagnosis or medical condition impacting school attendance
- Anticipated start date and duration of need clearly stated
- Verification that the student is unable to attend school for medical reasons and is confined to the home or hospital
- Provider signature, credentials, and contact information included

- Documentation supports need for instruction outside of the school setting



Step 4: Minimum Requirements Determination

- **✗ Does NOT meet minimum requirements**
 - Coordinator of Student and Family Services communicates with the family regarding missing or insufficient documentation and next steps.
- **✓ Meets minimum requirements**
 - Proceed based on student eligibility status.



Step 5: Determine Student Status

- **Student receives SpEd Services (has an IEP)**
 - Paperwork is forwarded to the appropriate **SpEd Specialist**.
 - SpEd team puts action into place to serve the student in accordance with the IEP.
- **Student is General Education**
 - Application is sent to the appropriate **School Counselor**.



Step 6: General Education Service Planning Meeting

School Counselor convenes a General Education team meeting that includes:

- Parent/Guardian
- Student's teachers, School Counselor and Administrator
- Coordinator of Student and Family Services
- Assigned hospital/homebound teacher

Purpose of Meeting:

- Review documentation
- Determine eligibility confirmation and next steps
- Develop an **Educational Service Plan** outlining:
 - How instructional work will be disseminated to the student
 - Roles and responsibilities of staff
 - Expectations for communication
 - Any necessary modifications to coursework or assignments