

Ontario-Montclair School District



HOME & HOSPITAL PROGRAM HANDBOOK

2025-2026



Ontario-Montclair School District
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Purpose of Home & Hospital Instruction

The Home & Hospital Instruction Program offers instruction and related services to students who incur a temporary or long-term disability, which makes attendance in an on-campus class or program impossible or inadvisable. The definition of “temporary or long-term” is the student will be absent for two weeks or longer due to the condition, as signed off by their physician (using the Home & Hospital Instruction Program initial or extension forms). This handbook has been developed as a tool for district personnel to better understand the processes, procedures, and responsibilities of the Home & Hospital Instruction Team. Our goal is to ensure instruction and/or services are provided without interruption while maintaining the safety, health, and welfare of students.



Request Process for the Home & Hospital Instruction Program

Eligibility for Home & Hospital Instruction:

A physician or professional healthcare provider may refer a student for the Home & Hospital Instruction Program if injury, illness and/or surgery arises and requires absence from the school setting for at least two (2) weeks. *In addition, the district is responsible for students who have been admitted into health facilities that are located geographically within the district's boundaries upon notification from the parent.* Per Ed Code EC 48206.3:

(a) A pupil with a temporary disability that makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the pupil is deemed to reside, or individual instruction in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or other residential health facility is located.

Request Process:

- 1) The student must first be enrolled at an Ontario-Montclair school site. Home & Hospital Instruction Program is not a school site, it is a program and the program cannot begin the process to provide a service to a student who is not currently enrolled at a school site.
- 2) The request for Home & Hospital Instruction must be submitted on the Home & Hospital Instruction Program - Request for Home & Hospital Instruction Form (HH-01 - Appendix B) and signed by a physician or professional healthcare provider.
- 3) Once the request is received by the school site or department, please stamp it for date/time received and forward it to the Administrative Assistant for the Home & Hospital Instruction Program (See Appendix A) as soon as possible.
- 4) A copy of the request should also be sent to the School Nurse for the student's site of attendance for their records.

For Special Education Students:

When a referral for a student is made for the Home & Hospital Instruction Program and they currently have an IEP, the school of attendance must hold a Program Review IEP meeting to discuss the physician's or professional health care provider's recommendation for Home & Hospital instruction. Refer to the next section to identify the steps needing to be taken for initial referrals for students with IEPs for the Home & Hospital Instruction Program.

Requests for Home & Hospital Instruction for Students with IEPs

When a student who currently receives special education services through an IEP, the student's school of attendance must schedule a Program Review to transition the student's program from the school of attendance to the Home & Hospital Instruction Program. This step must take place before the school of attendance drops the student from enrollment.

The Home & Hospital Teacher on Assignment must be invited to the meeting and will be responsible for assisting the student's school-based team members with updating the student's IEP to reflect the Home & Hospital Instruction Program offer.

At the meeting, the following pages of the IEP will need to be updated by the team:

Services - Offer of FAPE Page

- Under "The service options that were considered by the IEP team", please input:
 - In response to a Request for Home and Hospital Instruction Program received, the service options considered from the continuum of services for STUDENT is the Home and Hospital Instruction Program, which offers instruction and related services to students who incur a temporary or long-term disability, which makes attendance in the regular or special education program impossible and inadvisable. The Request for Home and Hospital Instruction Program from STUDENT'S physician/health care provider was dated START TIME - END TIME is on file and attached to this IEP.
- Under "In selecting LRE, describe the consideration given to any potential harmful effect on the child or on the quality of services that he or she needs", please input:
 - In response to a Request for Home and Hospital Instruction Program received, the IEP team has considered the Home & Hospital Instruction Program as STUDENTs least restrictive environment at this time. The potential harmful effects to consider include decreased access to instructional opportunities available in an integrated setting, decreased access to instructional opportunities with general education and special education peers, and decreased opportunities for appropriate social interactions with typically developing peers. At this time, the IEP team agrees that the potential for academic benefit outweighs the potential for negative effects.
- Review the Accommodations, Modifications, and Other Supports as a team to determine if any / all are going to be available for the student during their time with the Home & Hospital Instruction Program.
- If the team agrees to the recommendation of Home & Hospital Instruction, the delivery

model and duration of Specialized Academic Services (SAI) and Related Services (if applicable) will be adjusted.

- All services will now have the Location as Home (Code 210).
 - Specialized Academic Instruction is capped at 300 minutes per week.
 - Related Service durations can fluctuate based on need and availability of the student for instruction. However, please update the frequency from yearly to weekly or monthly services to support a Home & Hospital delivery method.
-
- If the time the student is anticipated to be out runs into the Extended School Year program, the team will need to update the dates, duration, and frequency of services based on the need and availability of the student for instruction.
 - Specialized Academic instruction is capped at 300 minutes per week during ESY.
 - Related Service durations can fluctuate based on need and availability of the student for instruction. However, please update the frequency from yearly to weekly or monthly services to support a Home & Hospital delivery method during ESY.

Offer of FAPE - Setting Page

- Under “Program Setting”:
 - 100% of time student is outside the regular class & extracurricular & non academic activities
 - 0% of time student is in the regular class & extracurricular & non academic activities

- Under “Plan Effective Start Date”:
 - Insert the date of the meeting.

- Under “Student will not participate in the regular class and/or extracurricular and/or non academic activities”, please input:
 - STUDENT will not participate in general education classroom instruction and other related activities because they require instruction and related services in the Home & Hospital Instruction Program at this time.

- Under “Activities to Support Transition”:
 - When STUDENT is being recommended for release from the Home & Hospital Instruction Program by a physician or healthcare provider, an IEP meeting must be scheduled before STUDENT can return to on-campus instruction.

When all of the following, and any other pages need by the IEP team, are updated the student's current case manager at their school of attendance will need to complete the following:

- Affirm the Program Review in SEIS (including all pages of the IEP)
- Upload student's Request for Home & Hospital Instruction form to SEIS
- Upload IEP signatures to SEIS
- Provide a (physical or digital) copy of the IEP to the Home & Hospital Instruction Program's Administrative Assistant, Teacher on Assignment, and District Representative

Responsibilities of the Administrative Assistant

The Administrative Assistant for the Home & Hospital Instruction Program will be responsible for completing the following steps and/or duties in support of the program:

- Upon receipt of the signed IEP reflecting change from school of attendance to the Home & Hospital Instruction Program, the Administrative Assistant will notify school of attendance that the student needs to be dropped from their program so that the Home & Hospital Instruction Program can pick them up.
- In collaboration with the District Representative, the Administrative Assistant will assign a credentialed teacher to the new Home & Hospital student.
- Provide the assigned Home & Hospital teacher a short in-service on the roles and responsibilities of a Home & Hospital teacher as well as an overview of the program and legal requirements.
- Provide the assigned Home & Hospital teacher with a copy of the Home & Hospital Instruction Program Handbook.
- If the student has an Individualized Education Program (IEP), the teacher will be provided with a copy of the IEP prior to being given access to the student via SEIS.
- Update the Home & Hospital Instruction Program spreadsheet with student information including but not limited to: ID number, Name, Grade, IEP due dates, Services, Date of Referral / Extension / Expiration Date, and Parent Contact Information.
 - This includes following up with parents for expired referrals.

During the course of a student's time with the Home & Hospital Instruction Program, the Administrative Assistant will monitor and process attendance reports (One hour of instruction is equal to one ADA), timecards, and mileage reimbursement claims submitted by the teacher. Service providers do not submit this information to the Administrative Assistant.

Responsibilities of the Teacher on Assignment (TOA)

Upon the enrollment of a student to the Home & Hospital Instruction Program, the Teacher on Assignment supporting the program will be responsible for completing the following steps and/or duties:

- Be assigned as Case Manager to any student with an IEP enrolled in the Home & Hospital Instruction Program.
- Monitor the caseload via SEIS for upcoming Plan Review and/or Eligibility Evaluation reviews for students in Special Education while enrolled in the Home & Hospital Instruction Program.
 - *For specific guidance on items needing to be completed for Plan and/or Eligibility Review IEP meetings, please refer to the section titled Plan / Eligibility and Extension / Exit IEP Meeting Requirements.*
- Schedule and attend all Plan, Eligibility, Extension, and Exit IEPs for students with IEPs in the Home & Hospital Instruction Program. The TOA will not be responsible for scheduling Initial H&H IEP meetings - that responsibility lies with the student's case manager at their school of attendance.

Responsibilities of the Home & Hospital Teacher

Once the Home & Hospital Teacher has agreed to work with a student in the Home & Hospital Instruction Program, please complete the following steps:

- Contact school of attendance for the student to obtain textbooks and classroom materials.
 - If the previous teacher / case manager is available, please feel free to contact them to discuss the student's present levels of performance.
- Contact parent(s) to determine a schedule for Home & Hospital Instruction.
 - Parents may elect for online instruction, but that is at their request and is not a direct offer from district personnel.

When the Home & Hospital Teacher is ready to begin instruction, please consider the following:

- Instruction is provided in the core academic areas. Curriculum is not provided through Home & Hospital but through the student's school of attendance. If needed, the Home & Hospital Teacher is also allowed to create lessons/materials in alignment with the student's grade level standards / ability levels.
 - If the student has an IEP, the Home & Hospital Teacher is responsible for reviewing the entirety of the assigned student's IEP, including previous assessments as well as health care plans (these items can help structure and plan out your instruction for the duration of the instructional opportunity).
- Maintain consistent communication with the family.
 - When the student is not available or ill, the session would be cancelled.
 - If an adult is unavailable to be present in the residence with the teacher during the agreed upon instructional time, the teacher should not continue with providing instruction - this session (or it's unused time if it had to end earlier than planned vs. not happening at all) can voluntarily be made up.
 - If the Home & Hospital Teacher is ill or cannot teach at an agreed upon instructional time, the Home & Hospital Teacher must notify the family in advance and make-up sessions must be scheduled.
- If the student is unavailable for more than (3) consecutive days/sessions, please notify the District Representative and Administrative Assistant for the Home & Hospital Instruction Program.

Required Documentation from Home & Hospital Teachers:

1. Complete the required documentation for each student in the Home & Hospital Instruction Program. The documentation is as follows:
 - a. Home & Hospital Instruction Time Card (District form)
 - i. Due before the end of every month (a specific request date will be issued each month by the Administrative Assistant via email)
 - b. Mileage Reimbursement Form (District form)
 - i. Due at the end of every month (a specific request date will be issued each month by the Administrative Assistant via email)

Responsibilities of Service Providers

For any service provider assigned to a Home & Hospital Instruction Program case (whether they are assigned to the program itself or are carrying over their assignment from the student's previous school of attendance), the following is expected of the service provider:

- Contact parent(s) to determine a schedule for Home & Hospital Instruction.
 - Parents may elect for online instruction, but that is at their request and is not a direct offer from the district.

- Consult with the previous service provider (if there was one) to help determine the baseline of performance and next step in their program.

- Maintain consistent communication with the family.
 - When the student is not available or ill, the session would be cancelled.
 - If an adult is unavailable to be present in the residence with the service provider during the agreed upon service time, the provider should not continue with providing instruction - this session (or it's unused time if it had to end earlier than planned vs. not happening at all) can voluntarily be made up.
 - If the service provider is ill or cannot service on any particular day, the service provider must notify the family in advance and make-up sessions must be scheduled.

- If the student is unavailable for more than (3) consecutive days/sessions, please notify the District Representative and Administrative Assistant for the Home & Hospital Instruction Program.

IEP Meeting Requirements for Plan & Eligibility Reviews

Plan Review IEP Meetings

- Teacher on Assignment will collaborate with the Home & Hospital Teacher, related service providers (if applicable), and parent(s) to schedule a time and location for the meeting.
- Teacher on Assignment will participate in the IEP meeting as the Administrator Designee and will take notes, unless they need to substitute for the Home & Hospital Teacher if unavailable.
- Home & Hospital Teacher will facilitate the meeting, along with projecting / sharing copies of the IEP document.
- Home & Hospital Teacher and Related Service Providers (as applicable) will update the following sections of the IEP:
 - Present Levels of Performance (Home & Hospital Teacher is responsible for updating each area of this section; Related Service Providers are responsible for updating areas that pertain to their support of the student and their program)
 - Statewide Assessments
 - Special Factors
 - Goals
 - Services
 - Setting

Eligibility Evaluation IEP Meetings

- Teacher on Assignment will collaborate with the Home & Hospital assessment IEP team members (School Psychologist, Education Specialist, School Nurse, Related Service Providers) to initiate the necessary documents for the eligibility review assessment process.
 - Please note the permissions provided by the parent on the assessment plan for either a full assessment or a records review assessment.
 - Please base your assessments on the needs and abilities of the student.
- Teacher on Assignment will collaborate with the Home & Hospital teacher, related service providers (if applicable), and parent(s) to schedule time and location of the meeting.
- Teacher on Assignment will participate in the IEP meeting as the Administrator Designee and will take notes, unless they need to substitute for the Home & Hospital Teacher if unavailable.

- Home & Hospital Teacher will facilitate the meeting, along with projecting / sharing copies of the IEP document.
- Home & Hospital Teacher and Related Service Providers (as applicable) will update the following sections of the IEP:
 - Information / Eligibility
 - Present Levels of Performance (Home & Hospital Teacher is responsible for updating each area of this section; Related Service Providers are responsible for updating areas that pertain to their support of the student and their program)
 - Statewide Assessments
 - Special Factors
 - Goals
 - Services
 - Setting

Please Note: Team members from the student's last school of attendance are only required to attend these meetings if the student is being released from the Home & Hospital Instruction Program at the same meeting.

Exiting from Home & Hospital Instruction

Prior to any student's exit from the Home & Hospital Instruction Program, the student's physician or healthcare professional must send a completed and signed Release from Home & Hospital Instruction Program (HH03/3S - Appendix F/G) form to the Administrative Assistant for the Home & Hospital Instruction Program.

If the Student is in General Education:

Prior to returning to class, the Home & Hospital Administrative Assistant will contact the school of attendance to share the return date and the Home & Hospital Teacher report present levels of student performance to the student's assigned classroom teacher.

All student books, resources, materials, and teacher's manuals will be returned to the school of attendance.

If the Student Receives Special Education Services:

An IEP meeting is needed to exit the student from the Home & Hospital Instruction Program. Members of the student's Home & Hospital team will attend and the student's providers from their school of attendance must be invited to participate.

To complete a Home & Hospital Instruction Exit IEP, please follow these steps:

- Teacher on Assignment will collaborate with the student's school of attendance, Home & Hospital Teacher, related service providers (if applicable), and parent(s) to schedule time and location of the meeting.
- Teacher on Assignment will facilitate the meeting, along with projecting / sharing copies of the IEP document.
- IEP team members will update the appropriate pages on SEIS as necessary:
 - Present Levels of Performance
 - Goals
 - Services (reflect the return to in-person services across the page, especially the services themselves - including updating frequency/duration)
 - Setting (reflect the return to in-person services across the page)

Upon completion, the complete and affirmed IEP document will be forwarded to the following individuals:

- Administrative Assistant for Home & Hospital Instruction Program
- District Representative for Home & Hospital Instruction Program
- Principal for School of Attendance
- Parent



Ontario-Montclair School District

HOME & HOSPITAL INSTRUCTION PROGRAM

REQUEST FOR HOME & HOSPITAL INSTRUCTION

Dear Parent/Guardian:

In order for your child to enroll in the **Home & Hospital Instruction Program**, this form must be filled out by the attending physician or professional healthcare provider and sent to the school nurse or case carrier at your school of attendance.

Per OMSD SELPA Administration Regulation 6183 "When seeking instruction for a student at home or in a hospital located within the district, the parent/guardian shall present this request at the home school, together with a physician's written description of the disabling condition and the probable duration. The physician shall have determined that the student is unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact."

HEALTHCARE PROVIDER'S STATEMENT

_____ has been under my care since _____.

The student is unable to attend school from: _____ through _____.

Home & Hospital Instruction is necessary due to the following: _____

I certify that the above-named student is not contagious and may receive home & hospital instruction.

Healthcare Provider's Signature: _____ Date: _____

Print Healthcare Provider's Name: _____

Address: _____

Telephone Number: _____ Fax: _____

**PARENT REQUEST FOR HOME & HOSPITAL INSTRUCTION PROGRAM ENROLLMENT AND PARENT
AUTHORIZATION FOR
RELEASE OF INFORMATION**

My signature below authorizes the Ontario-Montclair School District SELPA to contact my student's healthcare provider for additional medical records and/or information necessary to complete this request for the Home & Hospital Instruction Program.

Signature of Parent/Guardian: _____ Date: _____



Distrito Escolar Ontario-Montclair

PROGRAMA DE ENSEÑANZA EN CASA Y HOSPITAL

SOLICITUD PARA RECIBIR ENSEÑANZA EN CASA Y HOSPITAL

Estimado Padre/Tutor: para que su hijo pueda ser inscrito en **el programa de enseñanza en casa y hospital**, este formulario debe ser completado por el médico actual y enviado/entregado a la enfermera escolar o administrador del caso de su escuela correspondiente.

De acuerdo al reglamento de administración 6183 del SELPA OMSD “Cuando se procura la enseñanza para un estudiante en casa u hospital ubicado dentro del distrito, el padre/tutor deberá presentar esta solicitud a la escuela correspondiente, junto con la descripción escrita del médico de la condición de la discapacidad y la posible duración. El médico debe haber determinado que el estudiante no puede asistir a la escuela y no expondrá al maestro que proporcionará enseñanza en el hogar a ninguna enfermedad contagiosa que pueda ser transmitida por contacto casual”.

DECLARACIÓN DEL MÉDICO

_____ ha estado bajo mi atención desde _____.

El estudiante no puede asistir a la escuela a partir de: _____ a _____.

La enseñanza en el hogar es necesaria debido a lo siguiente: _____

Certifico que el estudiante mencionado anteriormente no es contagioso y puede recibir enseñanza en el hogar.

Firma del médico: _____

Fecha: _____

Nombre del médico en letra de molde: _____

Domicilio: _____

Número de teléfono: _____

Fax: _____

SOLICITUD DEL PADRE PARA LA INSCRIPCIÓN EN EL PROGRAMA DE ENSEÑANZA EN CASA/HOSPITAL Y AUTORIZACIÓN DE DIVULGACIÓN DE INFORMACIÓN

Mi firma a continuación autoriza al SELPA del Distrito Ontario-Montclair a comunicarse con el médico del estudiante para cualquier historial médico y/o información adicional necesaria para completar esta solicitud para los servicios de enseñanza en Casa y Hospital.

Firma del padre/tutor: _____

Fecha: _____



Ontario-Montclair School District
HOME & HOSPITAL INSTRUCTION PROGRAM
EXTENSION

If your child is unable to return to school by the date indicated on the Healthcare Provider's Statement, you must obtain an extension to continue in the Home & Hospital Instruction Program. The extension can be delivered to the OMSD SELPA Special Education Office or Faxed to (909) 459-2530, Attn: Anna Rios or emailed to anna.rios@omsd.net. If an extension is not received, the student must return the school day following the expiration date on the original "Physician's Statement".

Please have your healthcare provider sign the following form:

The following student _____ has been extended in the Home & Hospital Instruction Program until _____.

I certify that the above-named student is not contagious and may receive home & hospital instruction.

Healthcare Provider's signature: _____ Date: _____

Print Healthcare Provider's Name: _____

Address: _____

Telephone Number: _____

Fax: _____



Distrito Escolar de Ontario-Montclair

PROGRAMA DE INSTRUCCION EN EL HOGAR Y HOSPITAL

EXTENSION

Si su niño no puede regresar a la escuela en la fecha indicada en la Declaración del médico, usted debe obtener una extensión para continuar en el Programa de instrucción en el hogar/hospital. La solicitud de extensión puede ser entregada a la oficina de Educación Especial del OMSD SELPA o enviada por FAX al to (909) 988-2092, Attn: Administrative Health Assistant. SI una extensión no es recibida, el estudiante debe regresar a la escuela el día después de la fecha de expiración en la “Declaración original del médico”.

Por favor pida que su médico complete y firme lo siguiente

El Programa de instrucción en el hogar/hospital del Distrito Escolar de Ontario-Montclair ha sido **extendido** para el siguiente estudiante _____ hasta _____.

Yo atestiguo que el estudiante antes mencionado no tiene enfermedad contagiosa y puede recibir instrucción en el hogar.

Firma del médico: _____

Fecha: _____

Escriba en letra de molde el nombre del medico: _____

Dirección: _____

Número de teléfono: _____

Fax: _____



**Ontario-Montclair School District -
HOME & HOSPITAL INSTRUCTION PROGRAM**

RELEASE

To enable your child to return to his/her home school after participating in the Home & Hospital Instruction program, a release is required from a physician or healthcare provider. The release should include any restrictions regarding Physical Education and the date the student make return to full P.E. activity. The release can be faxed to (909) 459-2530, Attn:Anna Rios, Emailed to anna.rios@omsd.net or hand delivered to OMSD SELPA Special Education Office.

Please have your healthcare provider sign the following form:

The following student, _____, has been released from the Home/Hospital Instruction Program and may return to school on _____.

Restrictions recommended by Healthcare Provider:

I certify that the above-named student is not contagious and may return to school.

Healthcare Provider's signature: _____ Date: _____

Print Healthcare Provider's Name: _____

Address: _____

Telephone Number: _____

Fax: _____



Distrito Escolar de Ontario-Montclair - SELPA
PROGRAMA DE INSTRUCCIÓN EN EL HOGAR Y HOSPITAL
AUTORIZACIÓN

Para que su estudiante pueda regresar a la escuela que le pertenece después de participar en el programa de instrucción en el hogar u hospital, se requiere que su médico de autorización. La autorización debe incluir cualquier restricción con respecto a educación física y la fecha en que el estudiante puede reanudar actividades completas de educación física. Fax: 909-988-2092 Administrativa Asistente

Por favor pida a su médico que firme la parte de abajo:

El estudiante mencionado a continuación, _____, ha sido dado de alta del Programa de instrucción en el hogar/hospital y puede regresar a la escuela _____.

Restricciones recomendadas por el médico:

Yo atestiguo que el estudiante mencionado arriba no tiene ninguna enfermedad contagiosa y puede recibir instrucción en el hogar.

Firma del médico: _____

Fecha: _____

Escriba con letra de molde el nombre del médico: _____

Dirección: _____

Número de teléfono: _____

Fax: _____