HOME AND HOSPITAL TEACHING PROGRAM
PROCESS OVERVIEW

Cecil County Public Schools offer a program of home and hospital teaching for Cecil County Public Schools' students who are unable to participate in their school of enrollment due to a physical or mental health condition. According to COMAR, the home and hospital program is a temporary support service and not an alternative placement. The need for such services due to a **physical condition** shall only be submitted by a **licensed physician or certified nurse practitioner**. The need for such services due to a **mental health condition** shall only be submitted by a **licensed psychiatrist, licensed psychologist, psychiatric mental health nurse practitioner, or certified school psychologist**. The student's illness must be determined to necessitate an absence of at least ten (10) consecutive school days with an expected absence of fifteen (15) or more days in order to be eligible for services or have a chronic health problem which causes ongoing intermittent absences from school to make this program feasible. All approved home and hospital applications will be in place for 60 calendar days or less based on the medical professional's recommendation. Home and hospital placements may not exceed 60 calendar days without a written extension request from the treating medical professional being submitted and approved. Intermittent applications may be approved for up to 180 school days or less as determined by the Manager of Home and Hospital and based on the provider's recommendation and prior student academic and attendance history. ***All approved home and hospital applications and extensions will result in a student support team (SST) or IEP team meeting at the student's home school. During this meeting, a transition plan will be discussed/developed/reviewed for returning the student to a school-based program as soon as possible.***

THE HOME AND HOSPITAL PROCESS FROM APPLICATION TO SERVICE

1. Parent/guardian submits an application to CCPS. *All applications must be signed by the school principal (page 4) before being processed by the Office of Home and Hospital Instruction.*

2. The administrator in charge of home and hospital programming will review the application, speak directly with the parent/guardian, and speak with the school before making a decision on the placement that will best serve the student. Once the completed application is processed and approved by the Office of Home and Hospital Instruction, both home and hospital points of contact, the school administration, the PPW/SSRT, and the building coordinator for special education (when appropriate) at the student's home school will be notified via email. The email notification will include the dates the student will be receiving home and hospital instruction as well as any other pertinent information related to attendance. Additionally, the notification will specify how the student will receive their home and hospital services.

3. School based home and hospital points of contact must inform the individual at their school in charge of entering (26) attendance codes for the duration of the student's home and hospital placement.

4. School based home and hospital points of contact must schedule an SST meeting or inform the building coordinator to schedule an IEP meeting (if the student is a student with a disability) with the parent/guardian on the next SST/IEP meeting date to develop/review/revise a transition plan for returning the student to a school-based program as soon as possible. The SST/IEP team will utilize the Emotional/Behavioral Transition Planning Google Form or the Physical Condition Transition Planning Google Form to create the transition plan.

    a. During the meeting, the timeline for home and hospital services must be reviewed.

    b. During the meeting, teams will schedule a phone conference to take place 10 days prior to home and hospital services expiring. During this call, it will be determined if the student will be transitioning back to school when the existing home and hospital placement expires or if the parent/guardian will be submitting an extension request. All extension requests are contingent on the expectations within the Transition Plan (see language on transition plan) being met.

    c. Extension requests must be received prior to the existing placement expiring. An extension can be requested by the treating medical professional. To request an extension, the Home and Hospital Extension Request Form must be completed. Once the form is completed, it should be sent directly to the Office of Home and Hospital Instruction. This procedure must be reviewed by school-based teams at the initial SST/IEP meeting with the

parent/guardian. The only exception will be pending medical professional appointments. A grace period of ONLY 10 school days will be granted for parents/guardians that have scheduled an appointment but could not be seen prior to the end of the initial home and hospital placement.

5. If the student/family request to transition back to school before the 60 day home and hospital placement ends, ***the school must notify the Office of Home and Hospital Instruction and receive approval before the transition!***

6. If the parent/guardian indicates that they will be submitting an extension request, the following must be reviewed with the parent/guardian during the phone conference scheduled to take place 10 days prior to the expiration of the prior placement:

    a. The student's attendance will be marked (26) through the end of the original placement. It will be marked as a (21) after the original placement expires if the student is not present in the building and/or the extension hasn't been approved. If the extension request is received after the prior placement expires but within 10 school days AND is approved, the days between the expiration of the prior placement and the extension will be changed from (21) to (26) when the extension is approved. If the extension is received after 10 school days of the prior placement expiring, the (21) codes for attendance will stay in place.

    b. The administrator in charge of home and hospital placements will review the extension request, transition plan compliance, and any other pertinent information before approving the request. Ultimately, just because a request is submitted by a medical professional *DOES NOT MEAN* it will be granted. It is *CRITICAL* that the transition plan be implemented. Home and hospital is a *TEMPORARY* service and is not intended to be a long-term placement. Occasionally, there are students with health conditions that require extended home and hospital placements. These situations are reviewed on a case-by-case basis.

7. If an extension is approved, the Office of Home and Hospital Instruction will notify both home and hospital points of contact, the school administration, the PPW/SSRT, and the building coordinator for special education (when appropriate). The school will hold another SST/IEP meeting to review/revise/update the transition plan**.**

Hospitalized Students or Students Placed in Residential Treatment Centers (RTC)

- When the school is notified or becomes aware that a student is hospitalized or placed in an RTC, they should complete the following steps:
    1. Notify the home and hospital office by email (include contact information for the Hospital/RTC if available) – jwmangold@ccps.org and dlmontgomery@ccps.org. (If the school is notified by the home and hospital office, this step is not necessary)
    2. The school's home and hospital point of contact will contact the parent/hospital/RTC to determine the anticipated duration of the student's placement and *if and how* they have access to educational services (is online access available, does the hospital/RTC require hard copy/pdfs, or is the student not able to access educational services).
    3. If the student's placement at the hospital/RTC is anticipated to be 15 days or longer, the school's home and hospital point of contact will provide the parent/guardian a home and hospital application to be completed.

- **If the student is a student with a disability and their anticipated duration of placement is 10 days or longer, the school's home and hospital point of contact will notify the building coordinator for special education.**
    1. **The school must hold an IEP meeting to develop a home and hospital IEP.**
        - If the hospital/RTC has reported to the school point of contact for home and hospital that the student is not available for services, a home and hospital IEP should still be developed.
            - The IEP team will document in the Prior Written Notice that the student is not accessible for services in the current placement (RTC).
            - The student would continue to be coded as (26) for attendance and the IEP team would meet every 60 days to review the case.
    2. Once the home and hospital IEP is completed, the home and hospital IEP should be shared by the student's school with the educational liaison or social worker at the hospital/RTC along with any related materials to support delivery of SDI (assuming the child is accessible for services).
        - If online access is available at the hospital/RTC, the home and hospital point of contact should contact the Manager of Home and Hospital so that a tutor can be considered/provided.

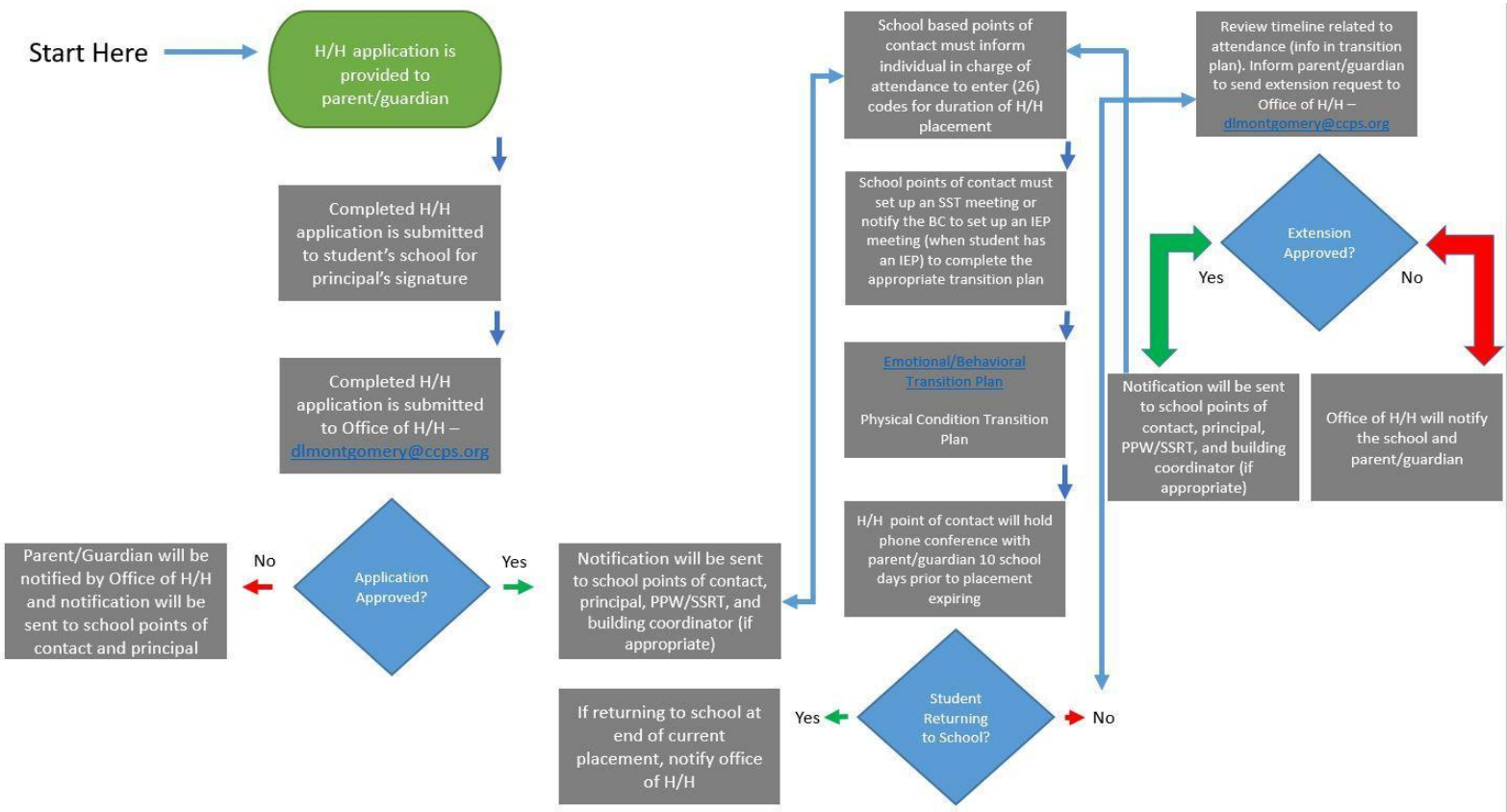
Additional Home and Hospital Information:

- After home and hospital has ended:
  - Students should remain on the SST/IEP agenda to ensure the transition plan is working and revise if needed or dismiss entirely from SST if student is meeting with success

- In the event a student is on home and hospital due to pregnancy, once the 60 day home and hospital placement expires, the student should be placed on the SST agenda so the team can discuss future services and supports

- **Grading:**
  - Students' placement in home and hospital will determine grading
    - Students placed in the BVP will be graded by BVP staff.
    - Students placed in Edmentum will be graded by the BVP administration. These grades will be communicated back to home schools at the end of each marking period
    - Students receiving face-to-face services through a home and hospital tutor will have their work graded by the home school teacher of record in each course
    - Students staying connected to their home school will have grading criteria established by the SST. The team must consider the student's health condition and comprehensive needs when making a determination that is best for the student.

- It is important that parents/guardians and when appropriate students understand that home and hospital is designed to **be a temporary support service and *NOT* an alternative educational placement.** Educational services during home and hospital do not replicate daily classroom instruction. As such, students that remain on extended home and hospital placements are likely to fall behind academically and may be adversely impacted as it relates to earning credits and meeting graduation requirements. Every effort should be made to transition students to school-based programming as quickly as possible.


Start Here
H/H application is provided to parent/guardian
Completed H/H application is submitted to student's school for principal's signature
Completed H/H application is submitted to Office of H/H – dlmontgomery@ccps.org
Application Approved?
No
Parent/Guardian will be notified by Office of H/H and notification will be sent to school points of contact and principal
Yes
Notification will be sent to school points of contact, principal, PPW/SSRT, and building coordinator (if appropriate)
School based points of contact must inform individual in charge of attendance to enter (26) codes for duration of H/H placement
School points of contact must set up an SST meeting or notify the BC to set up an IEP meeting (when student has an IEP) to complete the appropriate transition plan
Emotional/Behavioral Transition Plan
Physical Condition Transition Plan
H/H point of contact will hold phone conference with parent/guardian 10 school days prior to placement expiring
Student Returning to School?
Yes
If returning to school at end of current placement, notify office of H/H
No
Review timeline related to attendance (info in transition plan). Inform parent/guardian to send extension request to Office of H/H – dlmontgomery@ccps.org
Extension Approved?
Yes
No
Notification will be sent to school points of contact, principal, PPW/SSRT, and building coordinator (if appropriate)
Office of H/H will notify the school and parent/guardian