



Hospital/Homebound Teacher Training 2026-2027



MRS. AME HOLMES

**COORDINATOR OF HEALTH SERVICES AND
ELEMENTARY SCHOOL COUNSELORS**



VISION STATEMENT

To prepare every student to thrive, adapt, and lead in an ever-changing world.



MISSION STATEMENT

Empowering Every Learner Every Day.

BELIEFS

- Success is attainable for everyone
- All students deserve a quality educational experience
- Education is a shared responsibility
- Transparency is a foundation of trust
- Safety for all is a priority





RICHMOND COUNTY
SCHOOL SYSTEM
**2025-2030
Strategy Map**



Student Achievement

Objective

Empower Every Learner to Take Ownership of their Learning.

Critical Initiatives

- ◀ Provide professional learning in evidence-based teaching methods.
- ◀ Provide all learners with access to engaging learning opportunities in a comprehensive curriculum.
- ◀ Promote student ownership of learning by fostering voice, choice, and accountability.
- ◀ Improve measurable academic outcomes using data-driven decision making.



Stakeholder Engagement & Communication

Objective

Engage with our Community using a Variety of Consistent Two-Way Communication Tools.

Critical Initiatives

- ◀ Streamline and centralize communications platforms.
- ◀ Develop a district-wide communications plan.
- ◀ Train staff and school district leaders in effective communication strategies.
- ◀ Create systems, processes and opportunities for student and staff achievement stories to be disseminated across multiple platforms.
- ◀ Enhance partnership program to foster community involvement.



Talent Development

Objective

Foster Student and Staff Potential to Embrace Ongoing Growth and Development.

Critical Initiatives

- ◀ Establish a framework for adult-centered professional learning opportunities based on staff input, experiences and roles.
- ◀ Enhance student agency for increased student opportunities for enrollment, enlistment and employment.
- ◀ Refine the comprehensive recruitment and retention plan for students and staff.
- ◀ Leverage technology integration to enhance student and staff performance and productivity.
- ◀ Develop a system for monitoring the implementation of professional learning.



Safe & Secure Learning Environment

Objective

Provide a Safe and Secure Environment for All.

Critical Initiatives

- ◀ Define and develop a positive system culture.
- ◀ Ensure physical and emotional safety by enhancing security measures and providing emotional support for students and staff.
- ◀ Develop a comprehensive safety training plan.
- ◀ Design fiscally responsible processes and procedures for operational effectiveness.

What are hospital/homebound services?

Hospital/Homebound (HHB) Services

Georgia State Board of Education Rule 160-4-2-.31

Hospital/Homebound (HHB) services provide continuity of education for students whose **physical or psychiatric medical conditions prevent them from attending school for a limited period of time.**

HHB instruction may:

- Bridge the gap between school and home or hospital during a temporary medical absence.
- Supplement classroom instruction for students with serious health impairments that interfere with regular attendance.
- Support students undergoing intensive medical treatments, such as **dialysis, radiation, chemotherapy**, or other significant health-related conditions.

Key Point: HHB services are intended for **temporary medical situations** and are designed to help students remain academically engaged while unable to attend school in person.



Hospital/Homebound Models

Full-time/Long Term

- ▶ Injury
- ▶ Recovery from surgery
- ▶ Medical condition that requires student to be confined to the home for an extended time
 - ▶ Dialysis
 - ▶ Chemotherapy
 - ▶ Transplants

Intermittent

- ▶ Student has a medical condition where he/she may have absences that are sporadic (but are related to the HHB diagnosis). Student can come to school but may have multiple, extended absences throughout the year.
 - ▶ Sickle Cell
 - ▶ Asthma –needs a care plan on file
 - ▶ Diabetes –needs a care plan on file
 - ▶ Seizures—needs a care plan on file
 - ▶ Mental Health

Homebound does not roll over from previous years.

Homebound will need to be periodically reviewed with medical updates.

HHB Services Are NOT:

- ▶ Home school
- ▶ Virtual school/online school
- ▶ SPED homebased services (Home Instruction)
- ▶ For students who have behavior issues and may need a BIP
- ▶ Alternative to avoid the mandatory attendance requirements of all students
- ▶ An avenue to ensure passing grades, promotion and/or graduation for students .



Application process



1. Parent contacts the HHB contact at each school.
2. School provides the parent with paperwork for parent and doctor
 - ▶ 2026-2027 Hospital/Homebound Service Parent Information Guide (required form #1)
 - ▶ HIPAA form/Verification of Receipt Form (required form #2)
 - ▶ Medical form which includes the physician's letter (required form #3)
 - ▶ All forms can be found in the **Hospital Homebound Booklet** online (you must be signed into the RCBOE website to have access). Forms must be given to the parent by the HHB contact only.
3. The **doctor returns the medical form to Student Services** department for review by Coordinator. (Approval within 48 hours)
4. Within 5 days of receiving approval email, **the school must set a meeting to develop an Educational Services Plan.**
 - a. The ESP can be face-to-face, virtual or email
 - b. ESP must be documented on a form. SST, 504 and IEP forms can be used
 - c. School needs to provide an HHB teacher

HOSPITAL/ HOMEBOUND SERVICES

Full-Time Hospital/Homebound (HHB) Services

- **Eligibility**
 - A licensed physician or psychiatrist must certify that the student is unable to attend school and must remain confined to the home and/or bed for **10 or more consecutive school days** due to a medical or mental health condition.
- **Temporary Service**
 - Full-time HHB services are intended to be **short-term and temporary**, generally **nine weeks or less**.
 - HHB is not a substitute for homeschooling or private tutoring.
- **Attendance & Grades**
 - Attendance credit is awarded only for instructional services provided by the assigned HHB teacher.
 - Course grades remain the responsibility of the student's classroom teacher(s).
- **Service Dates**
 - The physician or psychiatrist must provide recommended start and end dates for HHB services.
 - The official HHB start date is the date the completed medical documentation is received by the RCSS Student Services Office, regardless of the date listed on the medical form.
- **Activity Restrictions**
 - Students receiving full-time HHB services may not participate in extracurricular activities, maintain employment, or take vacations while on HHB status.

Key Point: Full-time HHB services are designed to provide temporary educational support during a period when a student's medical or mental health condition prevents regular school attendance.

Intermittent Hospital/Homebound (HHB) Services

(For absences that are sporadic or occur periodically throughout the school year)

1. Eligibility

- A licensed physician or psychiatrist must certify that the student is able to attend school but is expected to have intermittent absences related to a medical or mental health condition.
- The physician anticipates the student will miss **10 or more school days** during the school year due to the condition.

2. Service Delivery

- Because absences may occur unpredictably throughout the year, the school will assign an HHB teacher to provide instructional services when eligible absences occur.

3. Distinct from Full-Time HHB

- Intermittent HHB services **are not interchangeable** with full-time HHB services and are designed to support students who are able to attend school on a regular basis but experience periodic absences.

4. Student Participation

- Students receiving intermittent HHB services may continue to participate in extracurricular activities, employment, and family vacations, provided these activities are consistent with their medical plan and school requirements.

Key Point: Intermittent HHB services provide academic support for students whose medical or mental health conditions cause occasional, recurring absences while allowing them to remain actively enrolled and engaged in their regular school program.

Intermittent HHB hours are determined by the number of days per week that are missed. See the chart below to determine the number of hours a student should receive when they are approved for intermittent services. 3 hours is the max.

Days missed per week	# of hours of service provided
1	1 hour
2	2 hours
3	3 hours
Students receiving Intermittent HHB services should not miss entire weeks of school without appropriate school- based interventions being implemented. These supports are essential to ensure the student remains engaged in their education and that absences are managed in alignment with the HHB diagnosis	Intermittent HHB students should not be consecutively out of school unless they are hospitalized for their condition.

There is not a minimum # of days to have intermittent HHB services begin once the student is approved.

How do Hospital Homebound Services begin?

Students must be approved for Hospital Homebound Services. You will be notified by your schools HHB contact.

An Educational Services Plan (ESP) meeting should be held with the HHB contact, you as the teacher, and the parent. This should be done within 5 days of the HHB approval.

HHB services should begin within 5 days of approval.

It is up to you to make initial contact after the ESP meeting with the parent to set up services.

The HHB contact will provide you with the following:

- **Teacher approval details form**
 - **Student's name, type of HHB (full time or intermittent), date range of HHB services, and date services should begin**
- **HHB Timesheet**
- **HHB Contact Log**

Attendance

- ▶ Students who are approved for HHB should be marked **absent** **until services are provided.**
- ▶ For every 3 hours of service, a student can be marked present for the entire week
 - ▶ The code of “HH” should be entered in Infinite Campus if student is a full-time HHB student and receives services.
 - ▶ The code of “IH” should be entered in Infinite Campus if student is an intermittent HHB student and receives services.
 - ▶ The code is entered **after the services have been rendered.** Schools are not to assign students the code of “H” for the entire year.
- ▶ It is the HHB teacher's responsibility to communicate weekly with the attendance secretary to make sure the attendance is correct in IC.
- ▶ If services are cancelled and not made up, the student is to be marked “absent.”
- ▶ It is the responsibility of the HHB teacher to notify the school's Homebound Contact and student's teacher of record of HHB services rendered



STEPS FOR HHB TEACHER WITH A STUDENT WITH **FULL TIME HHB SERVICES**

1. **Receive Your Assignment:**

Meet with the HHB contact at the school to get your assignment. This includes student name, timesheets, and a contact log. If this has not been done, the HHB contact should set up the **Educational Services Plan (ESP) meeting**. This can be virtual or by phone.

2. **Schedule First Meeting:**

Contact the student's parent to schedule the first meeting. Remind them that a person over 21 years of age must be present for the entire duration of the homebound session. **Document this contact in your contact log.**

3. **Collect Assignments:**

Reach out to the student's teachers to begin collecting work and assignments.

4. **Confirm Meetings:**

•**The day before:**

•Contact the parent or student to remind them of the day and time of the upcoming session. **Document this in your contact log.**

•**The day of:**

•Contact the parent or student again to confirm the session. **Document this in your contact log.**

5. **Complete and Sign Timesheet:**

After the session is complete, fill out your timesheet completely and have the parent sign it.

6. **Return Work:** The next school day, return the completed work to the teachers and pick up new assignments for your next visit.

7. After services have been delivered, meet with or email attendance secretary to code absences correctly in IC.

•**Repeat and Submit:** Repeat steps 2-6 for all subsequent sessions for the duration of the HHB services.

•At the end of the month, submit your timesheet to **_RCSSHospitalHomebound@boe.richmond.k12.ga.us**

•Note that timesheets with service dates older than 30 days will not be processed.

STEPS FOR HHB TEACHER WITH A STUDENT WITH INTERMITTENT HHB SERVICES

1. Receive Your Assignment:

Meet with the HHB contact at the school to get your assignment. This includes student name, timesheets, and a contact log. If this has not been done, the HHB contact should set up the **Educational Services Plan (ESP) meeting**. This can be virtual or by phone.

2. Make contact with student's teacher. When that student is absent, the teacher needs to notify you the HHB teacher so that you can provide the correct hours of service. The absence should be directly related to the HHB medical diagnosis. Please consult with your HHB contact for assistance with this. They can contact Ame Holmes if concerns arise. The student should be coming to school when medically able.

3. Schedule First Meeting:

Contact the student's parent to schedule the first meeting. Remind them that a person over 21 years of age must be present for the entire duration of the homebound session. **Document this contact in your contact log.**

4. Collect Assignments:

Reach out to the student's teachers to begin collecting work and assignments.

5. Confirm Meetings:

•The day before:

•Contact the parent or student to remind them of the day and time of the upcoming session. **Document this in your contact log.**

•The day of:

•Contact the parent or student again to confirm the session. **Document this in your contact log.**

Complete and Sign Timesheet:

After the session is complete, fill out your timesheet completely and have the parent sign it.

6. Return Work: The next school day, return the completed work to the teachers and pick up new assignments for your next visit.

7. After services have been delivered, meet with or email attendance secretary to code absences correctly in IC.

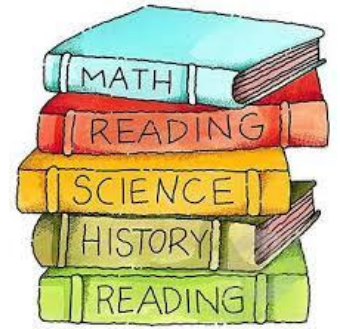
8. Repeat and Submit: Repeat steps 2-6 for all subsequent sessions for the duration of the HHB services.

At the end of the month, submit your timesheet to _RCSSHospitalHomebound@boe.richmond.k12.ga.us

Note that timesheets with service dates older than 30 days will not be processed.

Instructional Delivery

- ▶ Emphasis should be put on **core subjects** (Math, English, Science, Social Studies)
- ▶ The ESP team should explain specifics of instruction.
- ▶ Students are still responsible for standardized testing (I-Ready, Benchmarks, GMAS)
 - ▶ Testing accommodations need to be considered, referenced in ESP and listed in 504 or IEP
- ▶ Students are responsible for Career Development/ BRIDGE Bill requirements (coordinate with School Counselor)
- ▶ **Who grades assignments?**
 - ▶ The student's teacher of record grades the assignments . It is not the HHB teacher's responsibility to grade assignments





HHB Instruction

Teachers should be meeting students after their contracted hours either at the students' home or an agreed upon location.

- ▶ Within 5 days of being notified of approval, HHB services should begin.

Services should not extend past the last date of service indicated on your timesheet and teacher approval form. Make-up hours can continue past the last date of service, but no additional hours will accrue.

If services need to be extended have the parent contact the HHB school contact.

There are to be no virtual services. HHB is in-person (face to face) ONLY.

Where can services be provided?

- ▶ Student's home
- ▶ Health care facility
- ▶ Library
- ▶ Community Centers, Boys & Girls Club, etc.
- ▶ ESP/IEP should include location of services

- ▶ Space should have/be:
 - ▶ table or desk
 - ▶ well ventilated,
 - ▶ smoke-free,
 - ▶ Clean
 - ▶ Quiet



****A PARENT, GUARDIAN OR OTHER DESIGNATED ADULT OVER THE AGE OF 21 MUST BE PRESENT FOR THE ENTIRETY OF SESSIONS.***

Delivery of Services

- ▶ The ESP/IEP/504 will include the beginning and ending dates of services.
- ▶ The HHB teacher and parent must communicate to determine the dates and times of services.
- ▶ HHB services must be provided **outside** of teacher contract hours.
- ▶ HHB services can be provided on any days of the week or times of the day as long as they are not during contracted hours.
- ▶ HHB hours do not accrue over holidays or weekends.
- ▶ HHB service hours **are not** provided for the Summer.
- ▶ **HHB Teachers must maintain contact with...**
 - ▶ HHB Contact (for initial information and signing of timesheets)
 - ▶ student's teacher(s) of record (for lessons and grades),
 - ▶ Registrar (for attendance coding).



What should happen during HHB session?

▶ **Direct Instruction**

- ▶ HHB teacher should provide student with assignments from teacher of record
- ▶ HHB teacher provides instruction when needed
- ▶ HHB teacher leaves assignments for student to complete
- ▶ HHB teacher administers classroom tests and any standardized tests that must be given.
- ▶ HHB teacher returns assignments to student's teacher of record



▶ **Tutoring/Remediation**

▶ **Online Instruction** – Canvas, Edgenuity, I-Ready, etc.

- ▶ **School must provide materials and books for students.** It is the parent/guardian's responsibility to pick up and sign-out books.

How are services terminated?

1. The licensed physician or psychiatrist recommends that the student return to school, as of the projected return date on the HHB Medical Form
2. The licensed physician or licensed psychiatrist indicates that the medical condition has changed from what was defined in the ESP
3. The student's absence extends beyond the estimated length of service stated by the physician. *(At this point, the parent will be required to obtain an updated form from the physician)*
4. The student graduates or the school year ends
5. The student withdrew from the school system
6. The student does not assume responsibility for the completion of assignments
7. The student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities or is no longer confined at home
8. The parent cancels three sessions without a 24-hour notice
9. The conditions of the location for HHB services are not conducive for instruction or threaten the health and welfare of the teacher
10. The parent chooses to end the services

**NOTICE OF
TERMINATION**

Teacher Qualifications

- ▶ Employed by RCSS
- ▶ Current GA Teaching Certificate
- ▶ Preference is for teacher to be working at the same school in the grade level range of the student
- ▶ SPED certification – required to work with SWD
- ▶ Ability to adjust to a variety of home situations
- ▶ Appreciation of cultural diversity
- ▶ Ability to travel to and from or communicate with the student's school of enrollment



Teacher Training for HHB Services

- Homebound Teacher Information and Training Verification Form



Hospital/Homebound Teacher Information Form 2026 - 2027

Confidential



If you are interested in serving as a hospital/homebound teacher, please complete our training:

- ✓ View the informational power point, HHB Teacher training (must be signed in to view).
- ✓ Complete and submit the Training Verification Form.
- ✓ Complete and submit the Teacher Information Form.

- For **regular ed students**, you may fax the two forms to Ame Holmes in the Student Services Dept. at 706-826-4626 or email at rcsshospitalhomebound@boe.richmond.k12.ga.us
- For **SPED students**, you may fax the two forms to Keiante Williams at 706-826-4649 or email at willike@boe.richmond.k12.ga.us.

Full Name (please write legibly): _____

Current School Assignment: _____

*Home Address (for travel purposes): _____

*Cell Number: _____

Certificate Type(s): _____

Subject and grade level areas of certification(s): _____

Grade level you wish to provide services for: _____

Are you willing to provide services to a student outside your home school? _____

(All information is confidential will only be used by RCSS HHB Coordinator and Assistant for HHB purposes.)

Complete
the Teacher
information
form and
the training
verification
form with
the links
above.
Thanks.

Hospital/Homebound (HHB) Training Verification Form 2026 – 2027

Prior to providing HHB services, please complete our training:

- ✓ View the informational power point found at HHB Teacher training (must be signed in to view).
- ✓ Complete and submit the Teacher Information Form.
- ✓ Complete and submit the Training Verification Form.
- **Submit to:** Ame Holmes - at 706-826-4626 or email at rcsshospitalhomebound@boe.richmond.k12.ga.us for regular ed students, or Keiante Williams at 706-826-4649 or email at willike@boe.richmond.k12.ga.us for SPED students.

1. HHB services are in-person only.

2. Eligibility for HHB services and the duration of HHB services is determined by the student's physician or psychiatrist & are specified in the official approval email sent from Central Office.

3. Students receiving Intermittent services must be absent due to their HHB diagnosis to receive services.

Days missed per week	# of service hours provided
1	1 hour
2	2 hours
3	3 hours
Students receiving Intermittent HHB services should not miss entire weeks of school without appropriate school-based interventions being implemented. These supports are essential to ensure the student remains engaged in their education and that absences are managed in alignment with the HHB diagnosis.	
Intermittent HHB students should not be consecutively out of school unless they are hospitalized for their condition.	

4. It is the HHB School Contact and HHB teacher's responsibility to work with the school and parent to develop and document a plan for providing hospital/homebound services (Educational Services Plan, IEP, 504).
5. The HHB teacher must communicate regularly with the student's teacher(s) of record to ensure students' assignments are received and returned.
6. HHB teachers are to provide no more than 3 hours of hospital/homebound services per week, unless the Educational Team determines it is necessary, and permission is received from Coordinator of Health Services, Ame Holmes.
7. HHB teachers must provide a *supportive* instructional program for the student(s) for whom they provide services.
8. It is the HHB teacher's responsibility to communicate with the student's parent and teacher(s) about his/her progress and achievements. Being on approved homebound status does not guarantee passing grades, earning credits or promotion to the next grade level, continued enrollment in a magnet school.
9. The HHB teacher must ensure that a completed, signed payroll form and contact log is received in either the Student Services Dept (Reg Ed students) or the SPED Dept (SPED students) by the date provided in the Hospital/Homebound Handbook for each payroll period to receive pay for the HHB services provided.
10. Payroll forms are to be signed by the HHB contact of the school that the student attends. Should be submitted monthly. Must document each visit with the date, time in and out, instructional activities and have a parent/guardian signature for every visit. A contact log should also be submitted with each timesheet documenting all contacts or attempts at contact with the parent. Incomplete payroll forms or missing contact logs will not be processed.
11. The rate of pay for HHB services is based on years of experience and certificate level and one additional hour is included for travel and preparation for every three hours of service provided. The Coordinator of Health Services adds this additional hour when your payroll is submitted for approval.
12. The HHB teacher must notify the school HHB School Contact if any difficulties prevent HHB services from being provided, or if you are unable to contact the student, or if the student parent cancels scheduled appointments.
13. Student's attendance record can only be changed to show HHB instruction after services are provided.

My Signature below verifies that I have watched the RCSS HHB Training Webinar and I understand and agree to follow all above statements.

Teacher's Signature: _____ Date: _____

Send completed forms to _RCSSHospitalHomebound@boe.richmond.k12.ga.us

How will the HHB teacher be paid?

Rate of Pay: Teachers will be paid on a per hour rate of pay calculated by years of experience and certificate level. This is for three (3) hours per week of instruction + 1 hour for travel and planning. The calculation for the additional hour allotted for planning/travel will be calculated by the Department of Student Services and added to your payroll.

Payroll Forms

- ▶ **MUST BE SUBMITTED MONTHLY– forms received more than 30 days past the date of service will not be paid.**
- ▶ Due by the cut-off date in Student Services – **forms not received by the date indicated will be included on the next payroll.**
- ▶ **Emails and electronic submissions will be accepted.**
- ▶ Must be signed by the HHB Contact of the school that the student attends
- ▶ Each session must be listed individually, with date, beginning and ending times, and description of activities.
- ▶ Must have a parent/guardian signature for **each** individual session
- ▶ Teacher signature is required
- ▶ Contact log must be submitted with each time sheet documenting all contacts made to parents, teacher of record, HHB contact, and registrar about HHB student.

How will the HHB teacher be paid?

Examples:

- (A) You submit your timesheet with 3 hours of service for a week. Ame Holmes will add 1 additional hour before your timesheet is submitted to payroll. You will be paid for 4 hours of service.**
- (B) You submit a timesheet with 2 hours of service for a week. Ame Holmes will submit your timesheet with only 2 hours of service to payroll. You will be paid for 2 hours of service.**
- (C) You submit a timesheet for the month with 4 weeks of service. Week 1 = 2 hours, Week 2 = 3 hours, Week 3 = 2 hours, Week 4 = 2 hours. Total hours = 9 hours. Ame Holmes will add 3 additional hours of service before your timesheet is submitted to payroll. You will be paid for 12 hours of service.**

Payroll & Contact Log

2026-2027 RCSS HOSPITAL/HOMEBOUND SERVICES TIMESHEET

Student: _____ **School:** _____ **Grade:** _____

Parent: _____ Contact: _____

Service Start Date:	Service End Date:	Full-Time:	Intermittent:
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NOTE:

To the PARENT:

- It is your responsibility to verify the dates & times entered by the teacher are correct at every visit.
- *Calls, texts & emails cannot be listed as "service dates".* Only in-person instructional visits can be listed.
- Please do not sign if the class assignment line is blank. **Signatures only - do not initial. Please write clearly.**

To the TEACHER: NO VIRTUAL SERVICES. *HHB Timesheets cannot be used for SPED Home Instruction.*

- List only in-person visits where you provided instruction for assignments (List ALL contacts on *Contact Log*)
- REQUIRED - at least **ONE timesheet per month, per student**, with **all service dates listed for that month**
- Do not provide services past the designated end date without prior approval from *Student Services*.
- A *Parent Contact Log* for the service dates listed is **required** with each timesheet.

Submit completed timesheets & Parent Contact Log to **Timira Hudson in Student Services @ fax 706-826-4626 or email to rcsshospitalhomebound@boe.richmond.k12.ga.us. No phone pictures. TIMESHEETS ARE DUE THE END OF EACH MONTH. Timesheets with service dates more than 30 days old will not be paid.**

<i>Date & Time of Services</i> (Round off to nearest half hour)	Total	List <i>specific class assignments:</i> (subject, lesson, topic, activity)	<i>Parent/Guardian SIGNATURE</i> (Adult 21 years old or older must be present)
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
Date: _____ Time in: _____ Time Out: _____			Signature: _____ Relationship: _____
TOTAL PHYSICAL HOURS & MINS:		List # of previously approved "make-up hours" if applicable.	

TEACHER PROVIDING SERVICES:

TEACHER PROVIDING SERVICES: _____ Home _____
Name: _____ EIN: _____ School: _____

Teachers Signature: _____ Date: _____ Contact Log Attached? YES NO

HHB Contact Signature: _____ Date: _____

* *Central Office Use ONLY:*

Coordinator's Signature: _____ Date Processed: _____

Total # of hours (*this page*): _____ Additional Hour(s): _____ (Sub-Total: _____) **GRAND TOTAL:** _____

Date emailed to Bookkeeper: _____ Page # _____ of _____

2026 – 2027 RCSS HOSPITAL / HOMEBOUND PARENT CONTACT LOG

HHB Teacher (*Print full name*): _____

Student: _____ School: _____ Grade: _____

Parent(s): _____

Contact #: _____ Email: _____

HNB Service Type: FT _____ or Intermittent _____ **Approved Date Range:** _____

Contact Methods: P = Phone call E = Email T = Text I = Instructional Visit C = In-Person Conversation

NOTES TO SERVICING TEACHER: *No virtual services. Not to be used for SPED Home Instruction.*

1. A contact log is **REQUIRED** with each timesheet for the dates of service listed.
2. List **ALL** methods of contact you had with this student & their parent during the approved date range.
3. Even if no services were provided a **contact log** is **REQUIRED** to be submitted to **Student Services** or **SPED** for the entirety of the approved date range.

[illegible]

Teachers Signature: _____ Date: _____

Sample time sheet

Date & Time of Services	Total Hours & Minutes	Instructional Activities	Parent/Guardian Signature (indicate relationship if not parent/guardian)
Date: 9/23/20 Time in: 6:30 Time Out 7:30	Hours: <u>1</u> Minutes:	Reviewed vocabulary words; lesson on fractions; monitored <u>Edgenuity</u> test	Relationship:
Date: Time in Time Out	Hours: Minutes:		Relationship:

TEACHER PROVIDING SERVICES:

Name: _____ EIN: _____ School: _____

Teachers Signature: _____ Date: _____ Contact Log Attached? YES _____ NO _____

HHB contact Signature: _____ Date: _____

Submitting Payroll

- ▶ The timesheet should be presented to the parent at the **end of each session** for a signature.
- ▶ The teacher should sign the timesheet before submitting it to the HHB Contact.
- ▶ The HHB Contact should sign your timesheet before the teacher submits it to Student Services.
- ▶ Email or fax completed time sheet to **_RCSSHospitalHomebound@boe.richmond.k12.ga.us**

Payroll Forms

- **MUST BE SUBMITTED MONTHLY (any forms more than 30 days past last service date will not be paid)**
Example: You last saw your student on 10/30/2025. You have all your dates in October on this time sheet. You submit that timesheet in January of 2026. You will be asked if there is a reason this timesheet was submitted late. If there is not a valid reason, then you will not receive compensation for those hours. (I forgot is not a valid reason) .
- **Due by the cut-off date in Student Services –Emails and electronic submissions will be accepted. (see next slide for cut-off dates)**
- **Must be signed by the HHB Contact of the school that the student attends**
- **Each session must be listed individually**
- **Each session must be listed with date, beginning and ending times, and description of activities.**
- **Must have a parent/guardian signature for each individual session**
- **Contact log must be submitted with each time sheet documenting all contacts made to parents, teacher of record, HHB contact, and registrar about HHB student.**
- **All areas of the payroll form must be completed**

Payroll Dates

Due Dates for Time Sheet

2026 - 2027			
If I submit HHB timesheets between these dates:		Then I will be paid on:	HOLIDAY?
7-20-26	8-4-26	8-31-26	
8-3-26	8-18-26	9-15-26	
8-17-26	9-1-26	9-30-26	
8-31-26	9-15-26	10-15-26	
9-14-26	9-29-26	10-30-26	
9-28-26	10-13-26	11-13-26	BEFORE Thanksgiving break
10-12-26	10-27-26	11-30-26	BLACK FRIDAY
10-26-26	11-10-26	12-15-26	BEFORE Christmas break
11-9-26	12-8-26	12-29-26	BEFORE New Years
12-7-26	1-5-27	1-15-27	
1-4-27	1-19-27	1-29-27	
1-18-27	2-2-27	2-12-27	BEFORE Valentine's Day
2-1-27	2-16-27	2-26-27	
2-15-27	3-2-27	3-15-27	
3-1-27	3-16-27	3-31-27	BEFORE Spring break
3-15-27	3-30-27	4-15-27	
3-29-27	4-20-27	4-30-27	
4-19-27	5-4-27	5-14-27	
5-3-27	5-18-27	5-28-27	Beginning of summer break
5-17-27	6-1-27	6-15-27	
5-31-27	6-15-27	6-30-27	
Thank you for servicing our HHB students! 😊			

Responsibilities

HHB School Contacts

- Meet with the parents to initiate HHB process
- When the approval email is received from central office, assign a teacher for services.
- Complete the ESP within 5 days of receiving approval email.
- Assist HHB teacher with contacting student's teacher and getting assignments.
- Make sure that teacher is providing services once approved.

HHB Teachers

- Complete Teacher HHB teacher training and submit verification and information page to **_RCSSHospitalHomebound@boe.richmond.k12.ga.us**
- Contact parent once they have been assigned the HHB student
- Determine day and time and location of services with parent
- Participate in ESP meeting
- Provide services based on approval of HHB services
- Submit timesheets on a weekly or monthly basis.

Other Final reminders

- ▶ Complete and return “**Hospital/Homebound Training Verification Form**”
- ▶ HHB Services are not the same as Homebased Instruction provided by SPED
- ▶ Students must meet medical eligibility to receive hospital/homebound services
- ▶ HHB Services are not the same as home schooling
- ▶ **Confidentiality is imperative!** Sharing student health information with those who do not have a legitimate educational need is a violation of FERPA and can also be a violation of HIPAA legal guidelines
- ▶ Payroll forms must be in Student Services by 5:00 PM on the date listed on the payroll form.
- ▶ Payroll forms must have description of services provided

Contact Information

General Inquiries & Submitting Paperwork:

_rcsshospitalhomebound@boe.richmond.k12.ga.us

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THANK YOU FOR HELPING RCSS STUDENTS TO SUCCEED!

Hospital Homebound Contact
Training 2026-2027 School Year



*Thank
You!*



Celebrate Student Success!

