Understanding the Hospital-Homebound Process

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Guest Panelists

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Session Overview

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- Student Eligibility
- Application Process
- Attendance
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- Instructional Delivery
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Overview

• Link to Hospital-Homebound Guide

http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Hospital-Homebound-Services.aspx

• Quick Link to Hospital Homebound Page: ctae.gadoe.org
Student Eligibility

• Must be enrolled in a Georgia public school
• The student must have a medical and/or psychiatric condition that prevents school attendance documented by a licensed physician. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder. The referring licensed physician and/or licensed psychiatrist must be the treating physician or psychiatrist for the medical and/or psychiatric condition for which the student is requesting HHB services. Examples include the following:
  • A student with leukemia **MAY NOT** request HHB services with a medical statement from a pediatrician. A statement from the oncologist currently treating the student is required.
  • A student with paranoid delusions may not request HHB services with a medical statement from a psychologist or pediatrician. The medical request must be from the licensed psychiatrist currently treating the student.
• Anticipated absence is a minimum of ten consecutive school days or for intermittent periods of time anticipated to exceed ten school days during the school year. If the school is on an approved block schedule, then the ten day minimum requirement is reduced to five consecutive or five intermittent days during the school year.
• Emancipated students or students 18 years of age or older are eligible to sign the Hospital/Homebound (HHB) Services Request Form and the Compliant Authorization for Exchange of Health and Education Information (The Health Insurance Portability and Accountability Act - HIPAA).
Student Eligibility (cont.)

• Students who have any form of influenza or other airborne contagious diseases will not be provided services until the licensed physician certifies that the student is no longer infectious.

• The local education agency (LEA) may require the parent, guardian, emancipated minor, or student 18 years of age or older to sign the HIPAA form relating to the reason for the request for HHB services. If the LEA requires the HIPAA form, it must be submitted before services can be provided.

• Students approved for intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided.

• Note: Chronic illnesses that require long term intermittent absences may require students missing many days, but possibly not three consecutive days. Systems are encouraged to use their discretion and evaluate these cases on an individual basis.
Application Process

- Parent Contacts School
- Initial Contact with Administrator, School Counselor or School Social Worker
- System Level vs. School Level
- School Provides Parent With Paperwork (for parent & doctor)
- Review Paperwork Once Returned (school level & system level)
- Within five school days of receiving physician statement, set meeting to discuss services
- Develop an Educational Service Plan (ESP) at meeting that can be documented on an ESP Form, SST Form, 504 Form or IEP form (for special education students)
- Hospital Setting HHB Services (school or hospital provided)
Attendance

• PRESENT FOR WEEK = Provided instruction on an individual basis or as part of a group by the HHB teacher for a minimum of three hours per week. **Note:** The HHB code should be used to record attendance which is not the FTE code used for a student being “present”.

• Absent for the week = The HHB teacher’s visit is cancelled by the parent/guardian, emancipated minor or student 18 years of age or older without notice or without a plan being in place for make up sessions.

• Make-up sessions = School decision if the student is unable to receive HHB instruction during the school week due to his or her medical condition.

• The health care facility should provide delivery of service information to HHB contact.
Scheduling

• Within five school days of receiving the completed medical referral form, the HHB services initial contact shall notify parent of the time and place of the school team for regular education students or the IEP meeting for special education students regarding HHB services and the development of the ESP. It is recommended that the team meeting be held as quickly as possible in order to assure continuity of instruction for the approved HHB student.

• The time of the instructional session shall be arranged by the HHB teacher in cooperation with the parent/guardian and usually occurs during the school day.

• The parent, guardian, or approved adult parent designee as identified in the ESP must be present at the student’s home during the entire instructional period.

• A parent, guardian, or approved adult parent designee is not required to be in attendance during the session with students 18 years of age or older.
Instructional Delivery

• Certification
• Location
• Delivery Method
• Work Environment in the Home
• Online Programs sponsored by the local school system
• Materials from student’s teachers
• State Mandated Tests
• Courses to be taken
Instructional Materials

• Parents pick up books from teachers at the school.

• High school students = Georgia Virtual School (GAVS) or approved online courses. Instructional resources associated with online courses shall be provided by the school.

• Comply with the post career readiness activities (BRIDGE Bill/CCRPI). Communication guidelines should be established between the school counselor and the HHB instructor.

• It is the student’s and parent’s responsibility to stay current with homework and class projects and make appropriate arrangements for delivery and submission of such. Delivery can be through the HHB teacher.
Termination of Services

A student is released from the HHB program:

- a. As of the projected return date on the Application for Hospital/Homebound Services Medical Referral or if the licensed physician or licensed psychiatrist indicates that the medical condition has changed or as defined in the Education Service Plan (ESP).

- b. When the student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities, or is no longer confined to home.

- c. On the last day of school of the regular school year. If services are needed the following year, new paperwork is needed as well as a meeting.

- d. When the student returns to school or is able to return to school for any portion of the school day other than to participate in state-mandated standardized testing.

- e. When the parent/guardian cancels three HHB instructional sessions without providing 24 hours notice.

- f. When the conditions of the location where HHB services are provided, are not conducive for instruction, or threaten the health and welfare of the HHB teacher.
Sample Forms

• **PARENT**: Hospital/Homebound (HHB) Services Request Form
• **PARENT TO GIVE TO DOCTOR**: Licensed Physician/Psychiatrist Statement and Medical Referral Form
• **TEAM MEETING WITH PARENT**: Educational Service Plan
• **SCHOOL TO PARENT**: Notice to Parents Regarding Hospital/Homebound (HHB) Services
• **SCHOOL TO HOSPITAL**: Contract for Hospital-Based Academic Services
• **HOSPITAL**: Hospital Verification of Instruction Form
• **HHB TEACHER**: Hospital/Homebound (HHB) Services Make-Up Instructional Session Verification Form
• **PARENT TO SCHOOL**: Compliant Authorization for Exchange of Health and Education Information (The Health Insurance Portability and Accountability Act - HIPAA)
Hospital Homebound Contacts

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Upcoming Webinars

August 19, 2015

Audience: ALL NEW COUNSELORS
Webinar Title: What to Expect & What Not to Expect When You’re a School Counselor
Time: 11:00 AM
Registration Link: https://attendee.gotowebinar.com/register/2918152605543780098

August 24, 2015

Audience: 8th Grade Counselors & High School Counselors
Webinar Title: Understanding Move On When Ready
Time: 2:00 PM
Registration Link: https://attendee.gotowebinar.com/register/4259086200703920642

September 09, 2015

Audience: All Levels
Webinar Title: Ethics in School Counseling
Time: 2:00 PM
Registration Link: https://attendee.gotowebinar.com/register/2767512915455112962

NOTE: Counselors are urged to email questions or hypothetical situations to mgrovner@doe.k12.ga.us for questions they would like answered by DOE’s Legal Services.