

Student Eligibility

Eligibility for HHB service is based on the following criteria:

1. The student must be enrolled in the public school system in which he or she is requesting this service.
2. The student must have a medical and/or psychiatric condition that is documented by a licensed physician. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder. The psychiatric condition presented must be listed in the latest edition of the Diagnostic and Statistical Manual (DSM). 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.
3. The student must be anticipated to be absent from school for a minimum of ten consecutive school days or for intermittent periods of time anticipated to exceed ten school days during the school year.
4. 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.
5. Students who have been declared emancipated by a court or are 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).

6. 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.

7. 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.

8. 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

Each LEA should outline a procedure for HHB services identifying initial contact either at the school level or system level. It is recommended that the student's school counselor, graduation coach, or school social worker be the initial contact for parents/guardians to provide information regarding the policies, procedures, and the application process.

1. The parent/guardian, emancipated minor, or student 18 years of age or older should contact the school's HHB contact to discuss HHB services and to obtain an application for these services.

2. The parent/guardian, emancipated minor, or student 18 years of age or older should read and sign a document to certify his or her understanding of the HHB policies, procedures and application process.
3. The parent/guardian, emancipated minor, or student 18 years of age or older should take the HHB application to the licensed physician or licensed psychiatrist treating the student for the medical condition. The completed application must be returned to the school HHB contact. An incomplete application may cause a delay in services. Only the original paperwork will be accepted as application for hospital/homebound services.
4. The appropriate designee will review the application to ensure that the student meets the minimal eligibility requirements and submit the application to the appropriate school or system personnel for action.
5. The application will be forwarded to the appropriate school team for regular education students or Individualized Education Program (IEP) team for special education students.
6. Within five school days of receiving the completed Licensed Physician/Psychiatrist Statement and Medical Referral Form, the appropriate HHB personnel shall notify the parent, guardian, emancipated minor or student 18 years of age or older of the time and place of the school team or IEP meeting to discuss HHB services. A telephone conference call or other electronic communication may be considered a meeting.
7. The school team or IEP team will develop an Educational Service Plan (ESP) for each designated HHB student. This plan must address the disabling condition, anticipated length of absence, accommodations and modifications recommended by the licensed physician or licensed

psychiatrist, instructional delivery method, place of instruction, adult parent designee if the student is under 18 years of age, team members participating, and strategies for the student's reentry to school upon his or her return.

8. The plan does not need to be lengthy, but it must give all parties enough information to adequately serve the student's needs.

9. If the doctor does not address reentry on the medical referral form, the LEA may want to contact the doctor directly. If such information is not provided, the school team can develop the reentry plan without doctor input.

10. The ESP shall identify the number of hours necessary to meet the instructional needs of the student. To comply with the Georgia State Board of Education Rule 160-4-2-.31

Hospital/Homebound (HHB) Services and meet attendance requirements, a minimum of three hours of instruction per week must be provided. If the LEA wishes to provide additional instructional hours, that is a local option on behalf of the district.

11. The ESP shall identify the appropriate course load for the student during the approved period of HHB instruction. It is noted that HHB instruction is not structured to supplant the regular school day and may, therefore limit the number and type of classes offered.

12. Parents/guardians of students, emancipated minors, or students 18 years of age or older who are hospitalized must follow the application process in order for the LEA to provide HHB services in the hospital setting.

13. A contractual agreement between the LEA and hospital that stipulates the services to be provided shall be entered into prior to the hospital providing HHB services.

Attendance

1. The student shall be counted present for the entire week when he or she is 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”.

2. A student shall be counted absent for the week when the HHB teacher’s visit is cancelled by the parent/guardian, emancipated minor or student 18 years of age or older. The LEA may, at its discretion, reschedule the cancelled session. Once the schedule is completed, the student is counted in accordance with the Georgia State Board of Education Rule 160-5-1-.10 Student Attendance.

3. If the student is unable to receive HHB instruction during the school week due to his or her medical condition, the school may, at the school’s discretion, schedule a make-up session. Once the session is completed, the student is counted in accordance with the Georgia State Board of Education Rule 160-5-1-.10 Student Attendance.

4. Make-up sessions must have documentation that identifies the date of the absence that is being made-up, the number of hours of instruction, the type of instruction provided, and the content area(s) taught.

5. The health care facility providing approved HHB services to a student confined in the facility must submit verification of the number of instructional hours the student received to the appropriate HHB contact at the LEA for the student to be counted present during this time.

Scheduling

1. 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.
2. The time of the instructional session shall be arranged by the HHB teacher in cooperation with the parent, guardian, emancipated minor, or student 18 years of age or older. The time of the instructional session will typically occur during the school day.
3. 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. If an adult is not present at the time of the scheduled sessions or leaves the home at any time during the scheduled session, that session shall be considered cancelled without notice and shall not be rescheduled. The student shall be counted absent for that school week.
4. 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 Materials

1. The HHB student shall use instructional materials issued by the student's classroom teachers. The student's parents or guardians shall be responsible for obtaining all of the student's books from the school prior to the first session of HHB instruction.

2. High school students approved for HHB services may receive instruction through Georgia Virtual School (GAVS) or approved online courses. Instructional resources associated with online courses shall be provided by the LEA.
3. The LEA should ensure that the HHB student is complying with the legislative requirements of HB 400 (BRIDGE) (passed during the 2010 General Assembly), HB 713 (passed during the 2012 General Assembly), and HB 186, (K-12 Career Development) (passed during the 2011 General Assembly) are being met. Communication guidelines should be established between the counselor and the HHB instructor.
4. 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.

Termination of Services

1. 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 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.
 - 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.