Home/Hospital Coordination of Services

At the beginning of the school year, each school will identify a Home/Hospital (H/H) case manager/school designee who will act as the main contact for the teachers delivering H/H instruction. Some schools may choose to identify the H/H case manager/school designee for students with Individualized Education Programs (IEPs) and another person for all other students. In addition to identifying this person, each school will designate an agreed upon secure location for the pick up & return of assignments, materials, and other information for the teachers delivering the H/H instruction.

The coordination of the H/H services begins after it is determined that a student is to receive services through Home/Hospital (H/H). A process should be followed to coordinate the support. The bullets of roles and responsibilities below clarify this coordination process for services being delivered by H/H staff and by school staff.

I. H/H Coordination of Services When H/H Staff is Providing Instruction:

School H/H Case Manager:

- The H/H case manager will act as the coordinator of H/H services by doing the following.
  - Collecting and assuring the completion of all necessary forms from the parent regarding the H/H services
  - Providing the H/H teacher with copies of all the necessary forms
  - Providing the H/H teacher with demographic & course information for the student
  - Collecting assignments & materials from each teacher so that those materials are in a central location for the H/H teacher to pick up
  - Making sure that assignments provided by staff include copies of the assignments since giving a teacher website to gather, download, copy, or print is often not possible in the H/H service setting
  - Returning completed H/H assignments to the appropriate teacher for grading
  - Coordinating the 30 day review of H/H services for each student and involving appropriate participants in the review
  - Notifying appropriate administrator regarding any issues or concerns that need to be resolved as a part of providing H/H services

Home/Hospital Staff:

- Contacts the designated H/H school case manager to notify them of the need for H/H forms, assignments, materials, information, etc. prior to the start of H/H and as additional items are needed during H/H services
- Returns completed work to the agreed upon location (person) and reports attendance
- Clarifies questions related to assignments, etc. with individual teachers at the school site either directly or via email
- Notifies case manager if there are issues or concerns related to the provision of H/H services for a student. This might include the provision of assignments, clarification of assignments, student concerns, etc.
II. **H/H Coordination of Services When School Staff is Providing Instruction:**

School H/H Case Manager:
- The H/H case manager will act as the coordinator of H/H services by doing the following.
  - Working with H/H staff to determine if all necessary H/H forms & materials have been completed
  - Consult with school Administrator for identification of school staff member who will deliver the H/H instruction
  - Collecting assignments & materials from each teacher so that those materials are in a secure central location for the teacher to pick up
  - Making sure that assignments provided by staff include copies of the assignments since giving a teacher website to gather, download, copy, or print is often not possible in the H/H service setting
  - Returning completed H/H assignments to the appropriate teacher for grading
  - Coordinating the 30 day review of H/H services for each student and involving appropriate participants in the review
  - Notifying appropriate administrator regarding any issues or concerns that need to be resolved as a part of providing H/H services

School Staff Member Who Will Deliver H/H Instruction:
- Contacts the designated school H/H case manager to notify them of the need for additional assignments, materials, information, etc. as additional items are needed during H/H services
- Returns completed work to the agreed upon location (person) and reports attendance
- Clarifies questions related to assignments, etc. with individual teachers at the school site either directly or via email
- Notifies school case manager if there are issues or concerns related to the provision of H/H services for a student. This might include the provision of assignments, clarification of assignments, student concerns, etc.

III. **Student Attendance for H/H Instruction:**
- H/H instruction provider (H/H staff or school teaching staff) will keep attendance
- If student misses 4 consecutive sessions* of H/H instruction and is age 16 or older, then the student will be dropped.
- If student misses 4 consecutive sessions* of H/H instruction either because of non-attendance or cancellation and is under age 16, the school social worker will be notified and appropriateness of services will be re-determined

*4 consecutive sessions of H/H instruction typically equals 2 weeks worth of instruction