

Home & Hospital Flow Chart

Parent makes request for Home/Hospital Services because the student has a condition that warrants being confined from school for a minimum of 10 consecutive days.

HOME/HOSPITAL APPLICATION (to be completed by parent/guardian)



Completed application is returned to student's school.
School shall scan and send a copy to the school nurse.



Nurse will contact doctor to complete the PHYSICIAN STATEMENT OF NEED form.



Nurse will contact district administrator with acquired information.



District administrator will contact site based Home & Hospital Coordinator with recommendation of approval or denial of Home & Hospital request.



If student is eligible for Home & Hospital services, the team completes H&H school plan and parent/guardian assurances form.

- Educator/s complete **Home and Hospital Service Log** While providing services and submits to district office monthly.



If student is in Special Education convene the IEP team (remembering to send Prior Notice for review/discuss IEP and to discuss placement) to:

- Review the existing IEP goals/objectives and determine which ones will be addressed during the absence.
- Determine the amount of service time to be provided during the absence.
- Complete a **Change of Placement Form** and a **Home and Hospital Plan Form**.

(Make two copies of the Home/Hospital Service Plan. Attach the original to the existing IEP and give a copy to the parent/guardian.

The third copy will be sent to the Special Education office. Make sure SCRAM adjustments have taken place on the class list.)



If student is NOT eligible for Home & Hospital services, the team provides written notice of denial along with grievance