



**HOSPITAL/HOMEBOUND SERVICES PROGRAM
INFORMATIONAL BOOKLET
2024 – 2025**



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The mission of the Richmond County School System is building a globally competitive school system that educates the whole child through teaching, learning, collaboration, and innovation.

"Learning Today...Leading Tomorrow"

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HOSPITAL/HOMEBOUND SERVICES

Philosophy

Every student should have the opportunity to be educated to his/her full potential regardless of physical or mental limitations. Hospital/Homebound teachers are liaisons between the student and the school who help to ensure the best education for all students. They have the unique responsibility of coordinating and continuing the designed program of study for the hospital/homebound student. Our goal is to provide through the combined efforts of a hospital/homebound teacher, the school administration and the parent, a continuous educational program for all ill or disabled students.

Purpose of Hospital/Homebound Services

Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services. HHB is designed for students who are confined to the home or hospital due to a medical or psychological condition, which is acute, catastrophic, chronic, or repeated intermittent.

HHB services are not intended to supplant regular school services and are by design temporary. The medical doctor must anticipate the student being absent from school for a minimum of **ten consecutive or intermittent school days due to a medical or psychiatric condition**. HHB services are designed for students who are confined to the home or hospital due to a medical or psychological condition, which is **acute, catastrophic, chronic, or repeated intermittent**. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is **currently treating the student** for the diagnosis presented.

- Types of Hospital/Homebound Services:
 - **Full Time**-less than 9 weeks in length, must be out a minimum of 10 consecutive days
 - **Intermittent**—will miss days after a medical flare up— severe asthma attack, diabetic episode, etc. Should be expected to attend school between flare ups.
 - **Long-Term**— this is for students who may have long term-possibly terminal-illnesses that require them to have regular treatments that would keep them out of school (transplants, dialysis, cancer, etc.)

DELIVERY MODELS

There are three models of Hospital/Homebound instruction offered in Richmond County.

FULL TIME, INTERMITTENT AND LONG-TERM HOSPITAL/HOMEBOUND SERVICES

All services are designed for students are confined to the home or hospital due to a medical or psychological condition, which is acute, catastrophic, chronic, or repeated intermittent.

Full Time Temporary Services

HHB instruction and other services for eligible students who have a medically diagnosed physical or psychiatric condition, which confines the student to home or hospital and restricts activities ***for nine weeks or less, but for a minimum of ten consecutive school days*** or equivalent on a modified calendar or a minimum of five consecutive days on a high school block schedule. The student receives **3 hours of service per week**. This would consist of the assigned teacher delivering assignments from the teacher of record and providing any assistance to the student with instruction. This would also cover any time needed for testing– either teacher made or standardized testing.

An Educational Service Plan (ESP) is to be scheduled within 5 days of services being approved. This plan should document that all procedures for full-time homebound services have been successfully explained to the parent. The ESP should be uploaded into the attendance tab/documents once completed. An updated 504 or IEP with the same information would also be acceptable forms of documentation.

Example: An example of a student who might receive full time temporary services is one who breaks a limb and cannot bear weight, having to remain at home to prevent further injury.

Intermittent Services

In certain cases, it is deemed by the physician that a student may miss school on an intermittent basis due to a chronic condition from which they may suffer. In cases such as these, the physician will indicate the attendance parameters for the students based on the illness or injury of the student. ***Students receiving intermittent services must be absent a minimum of three consecutive days before HHB services will be provided, unless the student has a chronic illness requiring ongoing intermittent services, in which case the days may not be consecutive.***

Example: A student has severe asthma that flares up periodically during the school year. The student will receive services after being absent 3 consecutive days due to a severe attack.

Intermittent Homebound Services Procedures

- Student is anticipated to be out of school for 10 or more days over the course of the school year.
- **No virtual homebound services will be approved for a student on intermittent homebound services.**
- Student must be out 3 consecutive school days for the **student's specific medical diagnosis** before HHB services will be provided. (this requirement is waived for students undergoing chemotherapy, dialysis or other intermittent treatment)
- School nurses will provide support for student by checking in on students/parents on a bi-weekly basis and entering their findings under the health tab. School nurses should submit their findings to the attendance review team as part of the monitoring of intermittent homebound.
- Student should be on bi-weekly attendance meeting agenda to monitor attendance. Documentation should be uploaded to the attendance tab for each student.
- If medical documentation is not submitted within 3 days of attendance review meeting, district attendance protocols will be applied to all absences incurred at that time.
- All documentation of 10 consecutive absences and medical documentation (or lack thereof) must be submitted to Wanda Hutcheson within 3 days of bi-weekly attendance meeting.
- Intermittent homebound could be terminated at this point if qualifying medical event has not been supported.
- Parents are welcome to apply for full-time homebound services with a new packet if intermittent services are terminated.

A student receiving ongoing intermittent services (ex. dialysis or chemotherapy patient) in which regular treatment requiring absences occurs will receive an adjusted rate of services based on the number of hours the student is able to attend school. This schedule of services will be evaluated by the Student Services Director and Hospital/Homebound

Coordinator and communicated to the school contact person.

Long-Term Services

HHB instruction and other services for eligible students who have a medically diagnosed chronic health condition which may cause the student to be absent from school for more than nine consecutive weeks per year or equivalent on a modified calendar.

An Educational Service Plan (ESP) is to be scheduled within 5 days of services being approved. This plan should document that all procedures for long-term homebound services have been successfully explained to the parent. The ESP should be uploaded into the attendance tab once completed. An updated 504 or IEP with the same information would also be acceptable forms of documentation.

Example: An example of a student who might receive long term services is one who has or will receive an organ transplant or a student who has been diagnosed with cancer and is undergoing chemotherapy or radiation therapy,

Eligibility Criteria

1. The student must be enrolled in the public-school system in which he or she is requesting this service. Private or home school students are NOT eligible for HHB services from a Georgia public school.
2. For a student to receive hospital or homebound instruction, a licensed physician or psychiatrist currently treating the student must declare the diagnosis and that the student is able to participate in and benefit from an instructional program. Students with other disabilities and other handicapping conditions also must meet the eligibility requirements.
3. The student must have a medical and/or psychiatric condition that is documented by a licensed physician. 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.
4. The student must be anticipated to be absent from school for a minimum of ten consecutive school days per year (or the equivalent on a modified calendar) or the student has a chronic health condition causing him/her to be absent for intermittent periods of time anticipated to exceed ten school days during the school year.
5. 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
6. Students approved for **intermittent HHB services** must be absent for **three consecutive school days** on each occurrence before HHB services will be provided. *
7. 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).
8. The referring physician or psychiatrist must certify that the student can receive instruction without endangering the health and safety of the instructor or other students with whom the instructor may come contact. 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. Students out of school because of communicable diseases are eligible for HHB services for a length of time as determined by Educational Services Plan (ESP) provided that they satisfy the other eligibility requirements.
9. Students out of school because of expulsion or suspension are not eligible.
10. Students with absences due to pregnancy, related medical conditions, services or treatment; childbirth; and recovery there from are eligible for HHB services for a length of time as determined by the ESP, provided that they satisfy the eligibility requirements.
11. The parent, guardian, emancipated minor, or student 18 years of age or older must sign a document certifying they understand the policies and procedures for HHB services. Additionally, the Richmond County School System requires the signature of a HIPAA form relating to the reason for the request for HHB services. It must be submitted before services can be provided.

***Note:** Chronic illnesses that require ongoing intermittent absences may require students missing many days, but possibly not three consecutive days. Such cases will be evaluated on an individual basis.

RECORD KEEPING:

Record keeping is vital to the overall operation of the RCSS hospital/homebound program. Records must be accurate. A copy of the student's Education Service Plan (ESP) will be maintained on file at the school by the HHB School Contact. This plan should also be uploaded in the attendance tab under documents in Infinite Campus. Hospital/Homebound teachers will maintain schedules, lesson plans, attendance, and referral forms. The coordinator of the Hospital/Homebound Program, Department of Special Education and Student Services, will maintain records on all program referrals, teacher assignments and time (payroll).

REPORT CARDS:

Report cards will be issued to students receiving hospital/homebound instruction at the same time they are issued in the regular or special education classroom. The classroom teacher prepares and issues the report card. Grades are based upon the performance of students indicated by their work and tests. Grades are determined by the classroom teacher and the hospital/homebound teacher in conference. Grades are posted on permanent records by the classroom teacher.

CONFIDENTIALITY:

Insuring that confidential information remains confidential involves careful record keeping and sharing of information in a professional manner. **The teacher and other employees should not repeat confidential information about the students or their parents either to other parents or to the staff members who are not working with the children.** This is a violation of the Family Educational Rights and Privacy Act (FERPA) and an invasion of privacy to which the students and their parents have a right. If there is a need to share confidential information with another staff member to help him/her work better with the child, have the discussion in a private place and limit it to necessary information.

HOSPITAL HOMEBOUND APPLICATION PROCESS

Step #1—Parent meets with HHB contact at the school level to receive parent packet.

Step #2—School level HHB contact reviews packet to request service with parent, getting signatures on

Form #1 – 2024-2025 Hospital/Homebound Service Outline

Form #2 -- Parent Responsibilities

Form #3 -- Health Insurance Portability and Accountability Act (HIPAA) and Verification of Receipt of Hospital/Homebound Services Information

The School HHB contact also ensures that the parent completes the top section of

Form #4—Letter to the physician and the Hospital Homebound Services Medical Form.

Step #3—Parent takes **Form #4 (medical form)** to the treating physician. The physician then returns this form to Student Services via fax (with a cover sheet) 706-826-4626 or via email hutchwa@boe.richmond.k12.ga.us. No completed medical forms will be accepted from the school or the parent.

Step #4—Once a completed medical form has been received by Student Services a decision to approve or deny services will be communicated to the school within 5 days of receipt of the completed medical form.

Step #5 --Within 5 days of approval the HHB contact will schedule an Educational Services Plan Meeting (ESP). The ESP meeting should be held as quickly as possible to assure continuity of instruction for the HHB student. **The ESP meeting should be held either by face-to-face, virtually or via telephone. However, signatures of all parties involved should be secured to indicate understanding and agreement by all.** This plan must address: (1) *the disabling condition*, (2) *anticipated length of absence*, (3) *accommodations and modifications recommended by the licensed physician or licensed psychiatrist*, (4) *instructional delivery method*, (5) *place of instruction*, (6) *adult parent designee if the student is under 18 years of age*, (7) *team members participating*, and (8) *strategies for the student's reentry to school upon his or her return*. The plan does not need to be lengthy, but it must give all parties enough information to adequately serve the student's needs. A 504 team or IEP team can also develop an Educational Service Plan (ESP) for each designated HHB student. (should be completed within 5 days)

- **Within 5 days of approval the HHB contact will assign a teacher to service the student**
- Students eligible for services under the Individuals with Disabilities Education Act shall be served by appropriately certified personnel. The IEP committee shall convene to review the IEP for any necessary changes and to recommend hospital/homebound instruction. This can be in lieu of the ESP meeting.
- In compliance with the Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services and to meet attendance requirements, three (3) hours of instruction per week must be provided to count a student present for a week.
- The school 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.
- If hospital/homebound instruction should be necessary beyond the date indicated on the original referral form, the parent will submit a request for an **extension of services, and additional documentation from the physician may be required.** Additionally, students requiring long-term or ongoing services may be required to submit updated medical information.
- 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.

Hospital Homebound Process

Step by Step on how to submit paperwork for approval.

1. A request from the parent/teacher/principal for Hospital Homebound services is made to the school's Hospital Homebound contact. (add HHB contact link here)
2. Parent meets with Hospital Homebound contact.
3. HHB contact reviews packet to request services with parent and has parent sign, initial and date where appropriate.
4. HHB contact retains Form #'s 1-3 with parent's signature and initials and submits them to Wanda Hutcheson via fax or email within 24-48 hours.
5. Parent is given a signed copy of forms #1-3 for their records.
 - a. All information on the **Service Outline** (Form #1) should have a parent's initials beside each statement. Please ensure that the parent understands all statements.
 - b. **Parent Responsibilities** (Form #2)—please ensure that parent is aware of eligibility requirements and reasons for termination of HHB.
 - c. **HIPPA and Receipt of Services** (Form #3)—please ensure that the parent initials each line and then signs at the bottom—to include an email address.
6. HHB contact should sign the bottom of form #3 after parent has signed.
7. HHB Contact helps the parent make arrangements to obtain students assignments until if/when HHB services are approved.
8. Parent must complete the top of the **Medical request form** (Form #4). HHB contact should retain a copy of this form with the parent information completed.
9. Parent should take both the Medical Request form and the Physician Letter to their treating physician or psychiatrist for them to complete. Inform parents ER doctors are not eligible to request HHB services. ER doctors can only provide a school excuse until the parent can have the child seen by a continued care physician.
10. Treating physician or psychiatrist must return medical form directly to Student Services via fax (with a cover sheet) or email.
11. Student Services will email HHB contact within 24 hours of receiving completed medical form of approval determination.

Hospital Homebound Process

Step by Step for HHB Contacts after decision is received.

1. Notify the parent that (FT *or* Intermittent) services have been approved or denied, the approved date range & the medical update due date, if applicable.
2. **Within 72 hours, identify teacher for homebound student and notify Wanda Hutcheson.**
3. Be sure that the teacher has completed the updated HHB training and submitted assurance paperwork to Wanda Hutcheson.
4. Forward approval email (with attachments) from Wanda Hutcheson to the teacher that has been selected to service the HHB student. This will include a timesheet & Parent Contact Log for the teacher to submit each month.
5. Special Education Students will be assigned a teacher from their department. If a teacher is needed for a Special Education student from the school level, the Special education department (Dr. Quenshauna Smith or Keiante Williams) will make the HHB contact aware.
6. Special Education will notify the HHB contact as to which of their full-time teachers are assigned to the students.
7. An Educational Services Plan (ESP) of 504 update meeting should be held within 5 days with the servicing teacher, HHB contact and the parent/guardian to discuss logistics and details of instructional delivery.
8. If the student is a SPED student, an amendment to their IEP should be held to indicate that the student is receiving HHB instruction.
9. HHB contact will sign each timesheet when the teacher is ready to submit for payment. The teacher is responsible for submitting their timesheets to Wanda Hutcheson.
10. Provide the registrar with a list of students who are receiving HHB services so if they withdraw from the school, the registrar can alert the HHB contact and Wanda Hutchison so the appropriate next steps can be taken.

ATTENDANCE CREDIT

Person(s) Responsible for Coding HHB Services and Attendance Credit:

- Registrar
- Hospital/Homebound Teacher
- School Hospital/Homebound Contact
- Student's Teacher(s) of Record

Attendance Guidelines

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 ("HH") should be used to record attendance for full time or long term homebound. The HHB code ("IH") should be used to record attendance for intermittent homebound.***
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. At the discretion of the HHB Coordinator, the cancelled session *may* be rescheduled. 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 should 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. It must be indicated on the Payroll Form that the session was a make-up session.
5. All students who are approved for intermittent services will be included in the bi-weekly school level attendance meetings. Any student on intermittent homebound who misses 10 or more consecutive days without a valid medical excuse will have their homebound services terminated.
6. 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.
7. Each student with whom the hospital/homebound instructor works with is enrolled on the regular or special education classroom teacher's roll. The student's absence from the classroom is legitimate and should be understood and accepted by the school. Children who have never been enrolled in a public school must be enrolled if the system is to serve the student and receive attendance credit. These children should be enrolled in the school they would normally attend. After HHB instruction is provided, ***the HHB code ("HH") should be used to record attendance for full time or long term homebound. The HHB code ("IH") should be used to record attendance for intermittent homebound.*** Please note that attendance credit will only be given to students who are active participants in the Hospital/Homebound program.

Where is HHB coded in Infinite Campus – 2 Locations

Location #1—Infinite Campus (new look)

This information will be entered for each instance of HHB services by the District HHB personnel.

1. On the Search Tab, type in the name of the student receiving the services. Select that student.
2. On the Right hand under “Related Tools” scroll down to “Hospital Homebound.”
3. The dates of service, type of homebound--full-time or intermittent, and the assigned teacher are all documented here under the custom status data list.

Person Information

Full Name	Grade	Birth Date	Age	Student Number
Marion, Averi Devyne	06	7/12/13	11	300231638

Email: marion.averid@student.rck12.net

Household: Marion Person ID State ID Race(s)

Related Tools:

- General Contact Log
- GPA Info
- Grades
- Graduation
- Honor Roll
- Hospital Homebound

Date	Time	Custom Data
08/10/2022	02:37 PM	HB Start Date=08/08/2022, Intermittent=1, HB End Date=12/30/2022, HTeacher=Deidre Johnson
01/31/2022	10:13 AM	Homebound=1, HB Start Date=01/28/2022, HB End Date=05/24/2022, HTeacher=back to FT. Ms. Stirrup
11/02/2021	03:47 PM	Homebound=1, HB Start Date=10/22/2021, HB End Date=05/24/2022, HTeacher=1/15: INTERMITTENT to 5/24/22 N. Stirrup

Location #2

In the General contact log, District HHB personnel will enter the effective service dates for the hospital homebound services, the type of services approved, and the homebound teacher. If any extension is approved it will also be documented here.

Contact Log

Contacted About	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
[Redacted]	General	[Redacted]	[Redacted]	[Redacted]	03/09/2023 01:56 PM	[Redacted]
[Redacted]	General	Hutcheson, Wanda	[Redacted]	[Redacted]	03/01/2023 10:22 AM	1-3-23: INTERMITTENT services extended to 5/24/23. Servicing teacher remains [Redacted]
[Redacted]	General	[Redacted]	[Redacted]	Telephone	02/13/2023 08:38 AM	[Redacted]
[Redacted]	General	Hutcheson, Wanda	[Redacted]	[Redacted]	12/05/2022 03:24 PM	Student approved for INTERMITTENT homebound services for 8/8 - 12/20/22. Servicing teacher is [Redacted]

INSTRUCTIONAL DELIVERY:

1. An individual employed as an HHB teacher must hold Georgia teacher's certification. The HHB teacher must be employed and supervised by a designated official of the LEA. The HHB teacher should have a broad background of professional training and experience so that he or she will be able to adapt instruction to each student's needs. The HHB teacher must also be able to adjust to a variety of home situations and be knowledgeable of cultural diversity existing within his or her community.
2. HHB teachers providing educational services in a hospital must hold Georgia teacher's certification and possess similar characteristics as teachers in an LEA.
3. **Whenever possible, the student's regular teacher will be asked to provide hospital/homebound services.**
4. HHB instruction can be offered on a one-on-one basis, or in a small group, at the home of the student, at the health care facility where the student is confined, or through online learning courses, such as the Georgia Virtual School or other approved online courses or other locations as identified by the ESP. The type of instruction offered is based on the agreement as set forth in the ESP which shall take into consideration the cognitive ability and medical condition of the student. If multiple students are being serviced at one time, the teacher will be paid based on the time spent with the group, not with the number of students serviced.
5. Other locations that may be considered are the public libraries, community centers, Boys and Girls Clubs, etc.
6. A parent or guardian over 21 must be present during the entire instructional period for students under age 18. A parent, guardian, or approved adult parent designee is not required to be in attendance during the session with students 18 years of age.
7. If instruction is provided in the student's home, a table, desk in a work space that is well ventilated, smoke-free, clean, and quiet (e.g., free of radio, TV, pets, and visitors) must be provided. A schedule for student study time between teacher visits should be established and the student should be prepared for each session with the teacher.
8. HHB teachers shall provide direct delivery of the course materials provided by the student's classroom teacher. The classroom teacher is required to provide to the HHB teacher a course syllabus, assignments, and tests and any supplementary materials (i.e., study guides for quizzes/tests, chapter notes, etc.) in a timely manner.
9. All state mandated tests shall be administered unless the student is approved to take an alternate assessment as stipulated in the ESP. The decision to administer final examinations shall be included in the ESP.
10. Full credit shall be given for work completed as stipulated in the ESP.
11. HHB instructional delivery shall **focus on the core subjects**, i.e., reading, language arts, mathematics, science, and social studies. However, elective courses may, at the discretion of the LEA, be included in HHB instruction for graduating seniors.
12. HHB instructors and other school personnel should ensure that the HHB student is fulfilling career awareness requirements as indicated in HB 400, HB 713, and HB 186. Communication guidelines should be established between the counselor and the HHB instructor.
13. Some adaptations to regular assignments may be required for some of the following reasons:

- a. Physical limitations may increase the time needed to complete assignments and may require that part or all of the work be done orally with the hospital/homebound instructor.
 - b. Class work may be of a nature that cannot be duplicated and other of equal value should be substituted, such as research for group projects and field trips and textbook and reference work for class lectures.
14. The parents should plan with student for a regular time for daily study and encourage him/her to complete all work in advance. Students are expected to work on assignments on the days they are not visited by the HHB teacher.

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 RCSS.
3. The RCSS 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.

EXIT CRITERIA/TERMINATION OF SERVICES

It is important that hospital/homebound services be terminated as soon as they are no longer needed and students return to the school-based program. Reasons for dismissal include the following:

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 24-hours' 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

Roles and Responsibilities in the Hospital/Homebound Process

CLASSROOM TEACHER:

The help and cooperation of the regular classroom teacher can assist in assuring continuity to the student's program while receiving hospital/homebound services if he/she:

1. Promptly reports to the principal students who may qualify for hospital/homebound services.
2. Works with school and parents in developing the student's Educational Services Plan.
3. Meets with the hospital/homebound teacher to discuss the specific course requirements and assignments.
4. Assists the hospital/homebound teacher in area of specialized instruction.
5. Responsible for evaluating the work and progress of the homebound student.
6. Notifies HHB Contact and/or HHB Teacher when student receiving intermittent services is absent 3 consecutive days.
7. Notifies school HHB contact if services are not being provided.

HOSPITAL/HOMEBOUND TEACHER:

The hospital/homebound teacher serves students with differing educational backgrounds and various disabilities. In providing a program for these students, the hospital/homebound teacher:

1. Works with school and parents in developing the student's Educational Services Plan.
2. Provides a supportive instructional program for the student.
3. Evaluates and communicates to the student's teacher the student's educational status, progress and achievements.
4. Returns all completed assignments to regular class teachers.
5. Sets up communication with school officials to make re-entry as smooth as possible.
6. Maintain a timesheet to include parent signatures after each visit.
7. Maintain a contact log to document all contacts made/attempted to parents, teachers of record, and others.
8. Notifies HHB School Contact if any difficulties prevent HHB services being provided.

SAFETY TIPS FOR HHB TEACHER VISITS

- Inform the school administrator or other responsible school employee of the destination of the HHB instructor and the expected start and end time.
- The HHB instructor should leave a contact number for emergencies.
- Be actively aware of surroundings inside and outside of the student's home.
- Carry keys and money in a pocket rather than in a purse or wallet.
- If the instructor feels unsafe during the visit, and think there might be the threat of danger, immediately end the session and leave.
- Do not allow parents or students to play on your sympathy and good nature to get what they want. Stay firm and stick to the curriculum.
- Conduct a first time drive by to observe the home, the atmosphere, and the surrounding area.

Salary and Scheduling:

Hospital/Homebound services are scheduled after school hours with the teacher and the parent. **An adult 21 or older (preferably a parent or guardian) must be present.** Students may not sign payroll forms and complete signatures are required. Teachers will be paid on a per hour rate of pay calculated by years of experience and certificate level. **Teachers are not to submit more than 3 hours of service per week to payroll without prior approval from the HHB Coordinator in the Department of Student Services.**

For additional information or questions, call Ame Holmes, Coordinator or Wanda Hutcheson, Assistant at 706- 826-1129.

PARENTS:

The cooperation of parents is a vital factor in the success of the hospital/homebound program. Responsibilities of parents/guardians are:

1. Completes all forms that detail HHB services.
2. Submit the Medical Form to the student's physician/psychiatrist. Form is to be submitted directly from the physician to Student Services.
3. Be present or have their designee present during every homebound session.
4. Participate in the development in the student's Educational Services Plan.
5. Provide an appropriate area in the home for the student and teacher during instruction.
6. Have the student ready to begin instruction when the teacher arrives.
7. Plan with the student regular times for daily study.
8. Notify the hospital/homebound teacher in advance if the student is unavailable for instruction.
9. Notify school HHB contact if services are not being provided.

HOSPITAL HOMEBOUND SCHOOL CONTACT:

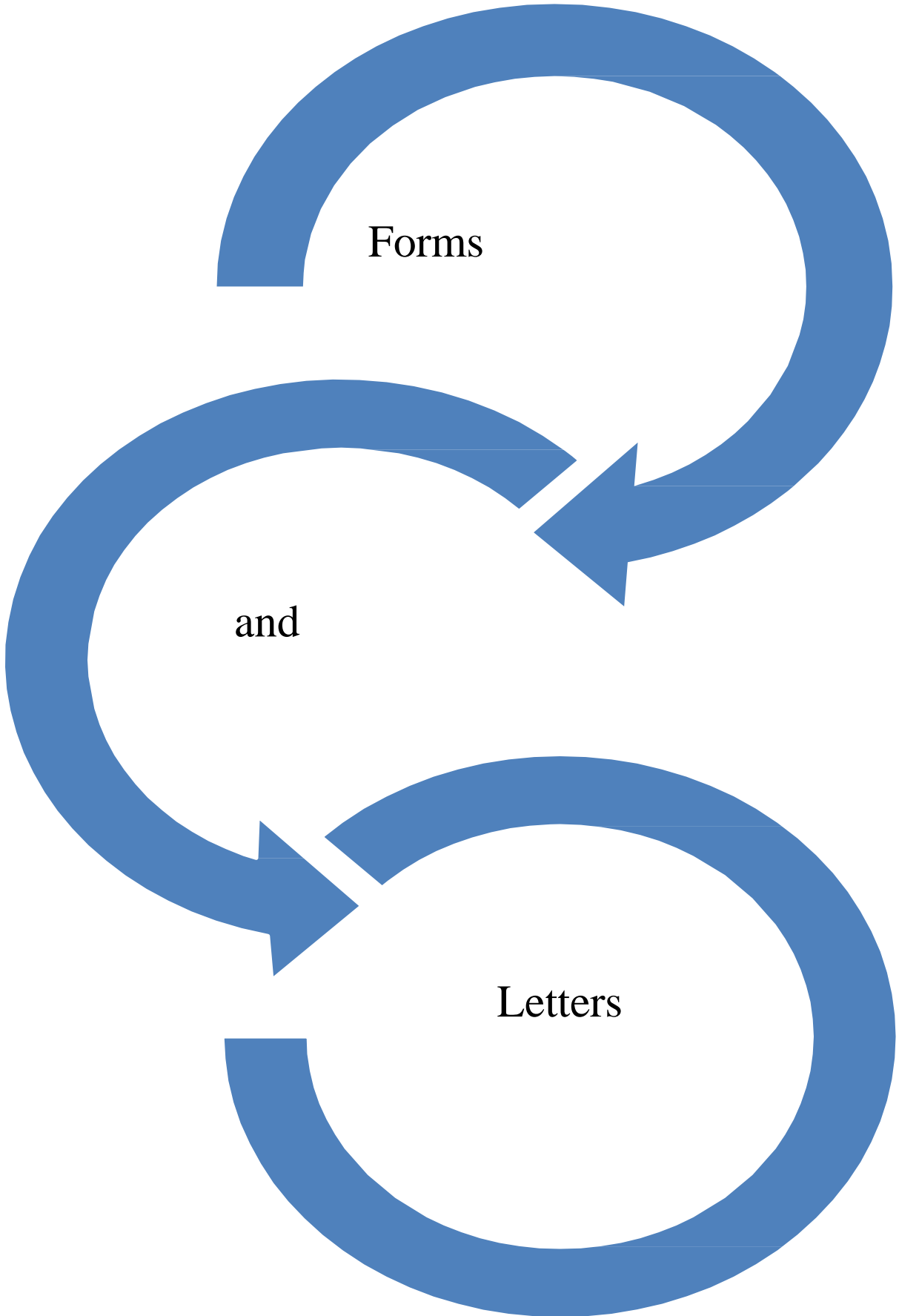
HHB Contact is designated by the principal to assist the parent in completing the necessary documentation when a student needs hospital/homebound services. The school contact person:

1. Provides the parent with a Hospital Homebound Service Outline, Parent Responsibilities, HIPAA form/receipt of services, physician letter, and a Medical Form. Reviews the form with the parent to ensure they understand the scope and purpose of Hospital Homebound.
2. Collaborates with teachers to secure a HHB teacher for the student.
3. Collaborates with parents, teachers and other personnel in the development of the student's Educational Services Plan.
4. Collects materials/assignments from regular class teachers on a weekly basis and provides them to the hospital/homebound teacher.
5. Distributes all completed assignments to regular class teachers.
6. In conjunction with classroom teachers, keeps records of student's attendance.
7. Notifies District HHB Coordinator and Administrator if HHB services are not being provided.

STUDENT SERVICES DEPARTMENT:

1. Maintains all forms and documentation of medical need of HHB services.
2. Notifies the school HHB Contact of student's eligibility/ineligibility for services.
3. Receives notification of the teacher assignment from the school HHB Contact.
4. Collects and processes payroll forms from HHB teachers.
5. Follows up with HHB teachers and or parents, as necessary, to help resolve concerns regarding HHB services.

*** Please note: For further assistance on the referral process for students please contact Ame Holmes, Coordinator or Wanda Hutcheson, Assistant, or at 706-826-1129.**





Department of Student Services
864 Broad Street, Augusta, GA 30901
706-826-1129 ~ Fax: 706-826-4626

Dr. Aronica Gloster, Ed.D
Director of Student Services

Marcus Allen, Ed. D.
Assistant Superintendent

Amelia Holmes
Coordinator, Health Services

2024-2025 Hospital/Homebound Service Outline – REQUIRED – Parent Form #1

Parent/Guardian: INITIAL EACH LINE to indicate you have read & understand each one.

Eligibility & Requirements

- _____ I understand that eligibility for services is based on the Georgia State Board of Education Rule 160-4-2-31 Hospital/Homebound (HHB) Services, and that a medical referral form issued from their primary care physician (PRIMARY CARE/CONTINUED CARE PHYSICIAN) or licensed psychiatrist is required to determine eligibility. **An ER doctor is not eligible to sign a HHB Medical form to request services.**
- _____ Before services can be processed and provided, the Richmond County School System (RCSS) – Student Services Dept, must have on file the 4 required 2024-2025 updated, completed/signed/dated forms:
 - 1) HHB Service Outline
 - 2) Parent Information & Responsibility Form
 - 3) HIPAA/Verification of Receipt Form
 - 4) Physicians Medical Form
- _____ I understand my child must be currently enrolled before I officially request HHB services.
- _____ I understand HHB services are **TEMPORARY** for students confined in-patient at a hospital or their home due to a medical or psychological condition, which is acute, catastrophic or repeated intermittent. It must be anticipated by a doctor that the student will be absent from school for a minimum of ten consecutive school days. **Any absence less than 10 days will not be considered.**
- _____ Before HHB services will be considered for the diagnosis of **asthma, diabetes and seizure**, the student must have a "Care Plan" on file with the school nurse for the same diagnosis as HHB services are being requested for.
- _____ I understand that my child's primary care/continued care physician must specify that my child does not have a contagious disease and is able to participate in HHB instruction.
- _____ It is my responsibility as a parent to complete the "parent/guardian section" of the Medical Form, deliver and leave that form with your child's PRIMARY/CONTINUED CARE PHYSICIAN or psychiatrist, so that it will be directly returned to the Department of Student Services @ Fax 706-826-4626 (include a letterhead sheet) or hutchwa@boe.richmond.k12.ga.us **Medical information from the parent or school will not be accepted or processed.**
- _____ Additionally, an Educational Service Plan (ESP) conference will be held at your child's school to discuss the implementation of HHB services. The ESP conference may be face-to-face, phone conference or virtual.
- _____ **Submission of an HHB request does not guarantee approval.**

Attendance & Instruction

- _____ For students who qualify and are approved, services may be provided but credit will not be issued for school attendance until after HHB instruction.
- _____ If my child is approved for Intermittent HHB services, I understand that it is my responsibility as the parent/guardian to **submit a doctor's excuse, if requested, to Student Services to confirm absence is due to the approved HHB diagnosis.**
- _____ **An absence for any other reason will not be coded as HHB and instruction for that time will not be provided.**
- _____ A student approved for HHB services must receive three (3) hours of instruction to be counted present for a week.
- _____ However, if instruction is scheduled and the **child is not prepared to work, does not keep the appointment or if the instructional period is missed, credit will not be given for that day.**
- _____ A parent, guardian or adult designee 21 years old or older, as identified in the ESP, must be present during the entire instructional period and is required to **sign the timesheet to verify the service date and time.**
- _____ Instructional materials will be provided by the student's regular teacher(s), from the student's home school.
- _____ The parent/guardian and student will **schedule study time between teacher visits**, and the student will be prepared for each scheduled visit. It is the **student and parent's responsibility to stay current with assignments.** Students who regularly fail to complete assignments in the designated time determined by their HHB teacher may be terminated from the program.
- _____ Students are **required to work independently** between instructional visits.
- _____ I understand that if my child does not complete his/her assignments he/she may not receive credit and may be at risk of failing that class, not being promoted or not graduating.

2024-2025 Parent Responsibilities – REQUIRED – Parent Form #2

Parent/Guardian: **INITIAL EACH LINE ITEM** to indicate you have read & understand each one.

_____ I understand that submission of a hospital/homebound (HHB) request does not guarantee approval.

_____ I understand my child being approved for HHB services does not guarantee any of the following:

- 1) Protection from the *Georgia Compulsory School Attendance Law* (court),
- 2) Passing grades,
- 3) Promotion to the next grade level,
- 4) Continued enrollment in a magnet school or special program, if applicable,
- 5) Graduation, if applicable.

_____ I understand there are no virtual HHB services. Services are provided in person only.

Eligibility Requirement Specifics:

_____ My child is currently enrolled in the Richmond County School System.

_____ My child's primary care/continued care physician or psychiatrist has specified on our HHB Medical Form the student is expected to be absent a minimum of 10 consecutive school days.

_____ I understand an Emergency Room (ER) doctor is not eligible to sign an HHB medical form to request services.

_____ My child is not suspended, expelled, or incarcerated.

_____ All absences covered by HHB must be directly related to the medical/mental diagnosis for which services were approved. An absence for any other reason will be coded as a regular absence not covered under HHB.

_____ I understand for **Intermittent** services, if requested by Student Services, I must provide an excuse for **absences to confirm they were due to the HHB diagnosis**.

_____ I understand that if my child cannot keep a scheduled appointment with the designated teacher, it is my responsibility to contact the teacher, in advance, if possible, to cancel and reschedule the appointment.

_____ I understand if the designated teacher misses a scheduled appointment, if it is my responsibility, I must contact the school HHB contact and/or the Student Services Dept @ 706-826-1310, extension 5190 or _____.

_____ I understand that being approved for homebound does not automatically mean my child can remain out of school for the entire school year, specifically on Intermittent status.

_____ I understand my child's services will end if the designated teacher provided to the HHB contact by Student Services (in accordance with the doctor's request) unless services have previously been terminated for any of the reasons stated below.

Reasons for Termination/Discontinuation from Program

_____ 1) My child fails to attend school as mandated by the primary/continued care physician, while on Intermittent services.

_____ 2) My child is absent from school for more than 10 consecutive school days while on Intermittent status, without submitting a doctor's note to verify the absence was directly related to the HHB diagnosis.

_____ 3) My child misses scheduled appointments with the HHB teacher and/or is not consistently available to receive services.

_____ 4) My child does not complete the weekly assignments, to include online assignments.

_____ 5) My child is employed in any capacity.

_____ 6) My child goes on any vacation.

_____ 7) My child participates in extracurricular activities—both inside and outside of school (for full-time/long term services).

_____ 8) As the parent, I do not provide the medical update every 12 weeks when requested by Student Services (if applicable).

_____ 9) If the conditions of the home, or agreed upon location where services will be provided, are not conducive for instruction or threaten the health and welfare of the HHB teacher, the student will be removed from the program.

_____ 10) When the student returns to school for any portion of the school day, other than to participate in State-mandated standardized testing.

_____ 11) My child is withdrawn from RCSS.

Students Full Name (PRINT) _____ School: _____ Grade _____

Parent/Guardian Signature: _____ Date: _____



Department of Student Services
864 Broad Street, Augusta, GA 30901
706-826-1129 ~ Fax: 706-826-4626

Dr. Aronica Gloster, Ed.D
Director of Student Services

Marcus Allen
Assistant Superintendent

Amelia Holmes
Coordinator, Health Services

Health Insurance Portability and Accountability Act REQUIRED - Parent Form #3

The "Health Insurance Portability and Accountability Act" (HIPAA) requires written parental consent for us to speak with your child's doctor. When determining the hospital/homebound (HHB) services that your child may need, it may be necessary for us to contact your child's doctor to obtain further medical information.

Parent/Guardian: INITIAL EACH LINE ITEM to indicate you have read & understand each one, as it directly pertains to HHB services.

I give the Student Services Dept full access to my child's medical records, as it relates to my HHB request.
If my child medically requires an extension of services, it is my responsibility to have my child's doctor submit a written request for an extension of services, to include updated medical information, in writing sent directly to the Student Services Dept @ fax 706-826-4626 or hutchwa@boe.richmond.k12.ga.us

I understand any medical information regarding my child's HHB request and/or services will only be accepted by the Student Services Dept when submitted from my child's doctor's office.

Verification of Receipt of Hospital/Homebound Service Information

My signature below verifies I have received the entire packet, to include information regarding:

- 1) eligibility,
2) what HHB covers and what it does not,
3) reasons for termination,
4) approved HHB does not protect my child & I from Georgia Compulsory School Attendance Law (court).
5) Before HHB services will be considered for the diagnosis of asthma, diabetes or seizures, I must have an "Care Plan" on file with the school nurse for the same diagnosis for which HHB services are being requested for.
6) Submission of a request for HHB services does not guarantee approval.

Student Name (Last, First, Middle Initial) School Grade

Signature of Parent/Guardian Email Date

REQUIRED: Does child require Special Education (SpEd) services? Yes OR No

HHB Contact Signature: Date:

- Please make a copy of all 3 completed forms for the parent/guardian.
Then submit Required Parent Forms #1, 2 & 3 to Wanda Hutcherson in Student Services Department @ Fax 706-826-4626 or hutchwa@boe.richmond.k12.ga.us.
Advise the parent we will email you once the request has been processed.

Sincerely,

Amelia Holmes
Coordinator of Health Services



Department of Student Services
864 Broad Street- Augusta, GA 30901
Office: 706-826-1129 - Fax: 706-826-4626

2024-2025 Hospital/Homebound Services – LETTER TO THE PHYSICIAN

Page 1 of 2

Dear Treating Physician/Psychiatrist,

The parent of the student listed on the **adjoining application Hospital Homebound (HHB) Services Request Form** has requested Hospital/Homebound services from the Richmond County School System. The purpose of this letter is to ensure that the medical community understands the educational implications and requirements of serving students through the Hospital/Homebound Services.

The Georgia State Board of Education established Hospital/Homebound services for students who are able to participate in and benefit from educational instruction but who are **medically unable to participate in the school environment due to a medical or psychiatric condition**. For students receiving Hospital/Homebound services, the School System requests ongoing information from the treating physician that will allow the School System to develop a plan to transition the student back to the school setting as quickly as possible. HHB services

- are for students confined in-patient at a hospital or confined to their home due to a medical or psychiatric condition, which is **acute, catastrophic, chronic or repeated intermittent**. Anticipated absences should be a minimum of 10 school days.
- are for students who would benefit from **TEMPORARY** Hospital Homebound services. (Typically, less than 9 weeks.) Except for the instances of long term homebound—all students should be expected to return to school at some point during the school year.
- The State Board Rule (160-4-2-.31) requires only **three hours of instruction per week** for students enrolled in the Hospital/ Homebound Services. **This is not considered home instruction**. The hospital homebound teachers are not a replacement for in-class instruction. They serve more as a test administrator and a liaison between the student and their teacher(s). Many times, HHB meetings are a combination of test administration and transfer of assignments from student to teacher. The HHB teacher returns the completed work to the student's teacher of record for grading.
- All students approved for Hospital/Homebound services should be receiving ongoing treatment from the doctor of record on the medical form. For chronic conditions a "Care Plan" must be on file with the school nurse (asthma, diabetes, seizure). **By completing the medical form, the treating doctor is certifying that the HHB services are medically necessary for the student to rehabilitate from their specified condition.** The doctor requesting HHB services is expected to provide continuous treatment/care to their patient and to encourage the student to return to school as soon as medically able.
- For intermittent services, the student must be absent for **at least three consecutive school days for the medical diagnosis on the medical form** in order to receive services for the week. The student must be anticipated to be absent from school for a minimum of ten school days per year. Any absence less than these specified days will not be considered.
- **Students will be required to complete the same assignments and tasks as their classmates who are attending school full time.**
- Core subjects (English, math, science, and social studies) will be the focus of homebound unless other subjects are needed for graduation purposes.

In general, there are typically three modes of delivery of homebound services—**Full-time temporary, Intermittent, and Long-Term Services**.

- **Full-time temporary**: Students who have a medically diagnosed physical or psychiatric condition, which confines the student to home {bed} or hospital and restricts activities **for nine weeks or less, but for a minimum of ten consecutive school days** (e.g., broken leg, surgical procedure).
- **Intermittent**: A student may miss school on an intermittent basis due to a chronic condition from which they suffer (e.g., severe asthma attacks, periodic anxiety, depression). **Student must miss 3 consecutive school days to qualify for homebound services.**
- **Long-term**: Students who have a medically diagnosed chronic health condition which cause the student to be absent from school for more than nine consecutive weeks per year (e.g., transplant, students receiving chemotherapy, radiation, dialysis or other therapy that significantly affects the student's ability to attend school).

Hospital Homebound Services are being requested for the individual named on the **attached Hospital Homebound (HHB) Services Request Form**.

As a part of the application process for these services, your input as the student's treating physician/psychiatrist is necessary. Please complete and return the attached **Licensed Physician Statement and Medical Referral Form** on behalf of the student/patient.

Once you have fully completed the following Medical Referral Form, **please forward it directly to the Richmond County School System's Student Services Department (fax) 706-826-4626—please include a cover sheet or (email) hutchwa@boe.richmondga.us.** Parents are welcome to receive a copy of the completed form; however, **the medical information we require must be directly from the treating physician/psychiatrist or his/her designee.**

Your continued input regarding the student's condition may also be needed in order to assist the School System in effectively planning for the student's educational plan.

If you have any questions regarding this form or the process, please do not hesitate to reach out to me (contact information below). We appreciate your time and consideration of this information. The Richmond County School System looks forward to working with you in the best interests of the student.

Sincerely,

Mrs. Amelia Holmes

Health Coordinator of the Richmond County Schools

Hospital/Homebound Services

via the Student Services Dept.

706-826-1310, Ext 5564

706-533-8688, cell

Richmond County School System – Student Services Department
2024-2025 Hospital/Homebound Services Medical Request Form – REQUIRED FORM #4
 864 Broad Street- Augusta, GA 30901 - Office: 706-826-1129 - FAX: 706-826-8626

PARENT/GUARDIAN: All enclosed questions below are **REQUIRED to be completed BY YOU prior to this form being taken to a doctor.** Submission of a homebound packet does NOT guarantee approval. Any absence covered by HHB must be the same as the medical/mental diagnosis for which the request is being made. Complete this section **ONLY** and leave this page with your child's doctor or psychiatrist. **An ER doctor is not eligible to sign an HHB medical form to request services.**

Student's Name (PRINT) _____ D.O.B. _____

Parent/Guardian (PRINT): _____ Phone Number: _____

If not the parent, what relation are you to this student: _____

Physical Address _____

Parent/Guardian's email: _____

Parent/Guardian's Signature _____ Date _____

School _____

TO THE "CONTINUED CARE" PHYSICIAN: Please review attached "Physician Letter" prior to completing this form.

- ⚡ The parent must already have a "Care Plan" on file with the doctor's office for asthma, diabetes & seizures.
- ⚡ All requested information below is required for our student to be considered for homebound (HHB) services.
- ⚡ Failure to provide all required information will result in a denial of services.
- ⚡ **We do not backdate services to cover past absences.**
- ⚡ GA Dept of Education regulations require we receive information pertaining to the student's health and limitations.
- ⚡ This information will **ONLY** be provided when FAXED or EMAILED directly to Student Services, Attention Wanda Hutcherson @ 706.826.8626 or email at hhb@rcss.k12.ga.us from the doctor's office, to include a **fax cover sheet or printed fax header to confirm originality.**
- ⚡ **We do not accept medical information, except for a medical release from the parent,** but they are welcome to a copy.
- ⚡ Services will not be eligible for a request for absence **less than 10 consecutive school days.**
- ⚡ We may require a doctor's excuse for absences for Intermittent services.
- ⚡ Submission of a homebound request does not guarantee approval.

1. A. What is the student's **physical or emotional diagnosis?** Include DSM diagnosis. List **HDD for pregnancy** (we provide 6 weeks post-partum **ONLY**) if applicable, list the surgery date (previous or upcoming). Attach additional page if needed.

B. Are you providing **continued care/treatment** to this student, for this condition? **(If not, do not complete this form)** YES _____ NO _____

2. Is the student free from communicable diseases, such as COVID, flu or any contagious airborne diseases? YES _____ NO _____
 If NO, services will be delayed until the student is no longer contagious.

3. Is the student temporarily "**confined to the hospital or home (BED)**"? YES _____ NO _____
 If NO, we will provide **intermittent services ONLY, complete question #4.** If YES, complete question #5)

NOTE: If either service requires longer than 12 weeks, a medical update from you will be required to continue services.
Intermittent Services – Doctor's excuse may be required for multiple absences.

Intermittent implies the student can and should be attending school and only miss school **periodically** for above listed diagnosis. We may require the student **be seen by you and a doctor's excuse be provided** to confirm the absence was due to the HHB diagnosis only.

4. Does the student suffer from a chronic disease or ailment that may cause the student to miss school **intermittently?** Days do not have to be consecutive but must be more than 10 school days in a school year. YES _____ NO _____

Start date for intermittent services: _____ End date for intermittent services: _____
 ~ OR ~

Full-Time Temporary or Long-Term Services – Medical update required every 12 weeks.
Full-Time service is reserved for students who are in-patient at a medical facility or are medically confined to their home/bed.

5. Start date for Full-Time services: _____ End date & return to school: _____

PHYSICIAN CERTIFICATION:
 I certify that this student is under my continued care and treatment for the previously mentioned medical condition. My recommendation has been based on the **medical needs of the patient,** keeping in mind that the least restrictive environment is more beneficial to the student's educational needs. **ALL FIELDS BELOW ARE REQUIRED.**

PRINT Physicians Name: _____ Phone #: _____
 FAX #: _____ Signature DATE: _____

Physician's Signature: _____



Educational Services Plan for Students Receiving Hospital/Homebound Services



School _____ Conference Date: _____ Conference Location: _____

Method of Conference: face-to face telephone conference call virtual meeting

Regular Ed Student Sped Student

Student Name: _____

Student Date of Birth: _____ Last _____ First _____ MI _____
M _____ F _____ Grade: _____

Parent Guardian: _____

Phone: (H) _____ Last _____ First _____ MI _____
(W) _____ (C) _____

Proposed Educational Plan

(Attach a copy of the student's current schedule to this form.)

HHB: Begin Date: _____ End Date: _____

Location of HHB services: Virtual/Online Home Hospital

Homebound Teacher: _____ Number of Hours/ Week: (maximum of 3): _____

IEP Updated 504 Updated

Intermittent Schedule determined Full time requirements

Medical considerations for instruction:

Other accommodations: _____

If the parent/guardian is not at home at the time of the scheduled instructional session, the following adult designee is authorized to monitor the session. I certify that this person is 21 years of age.

Adult Parent Designee: _____ **Relationship:** _____ **Phone:** _____

Plan for Re-Entry

Anticipated date of return to school: _____

Strategies to facilitate student's re-entry to school: _____

Conference Participants

Parent/Guardian's Printed Name

Parent/Guardian's Signature

HHB School Contact Printed Name

HHB School Contact Signature

HHB Teacher Printed Name

HHB Teacher Signature

Classroom Teacher Printed Name

Classroom Teacher Signature

To be completed at the school level, retained in the student's HHB records at the school, and uploaded to the attendance tab/documents.



**Hospital/Homebound
Services**



Physician Certification

Release to Return to School

Note to School:

This form should be completed and signed by the attending physician if the student is being released to return to school before the previously stated ending date of HHB services. Before the student is permitted to return to school, a copy of this form must be sent to Central Office @ (fax) 706-826-4626 or emailed to hutchwa@boe.richmond.k12.ga.us

Students Full Name: _____

School: _____ **Grade:** _____

Parent/Guardian: _____

Note to the treating Physician:

The above-named student has been under my care, but is being released to return to school, **with** the following restrictions:

This student my return to school with no restrictions.....YES.....or.....NO ?

Physician's Name (Please Print): _____

Physician's Signature: _____ Date: _____

Phone Number: _____



Department of Student Services
864 Broad Street
Augusta, GA 30901
(706) 826 – 1129 – Fax: (706) 826 – 4626

ARONICA M. GLOSTER, Ed. D
Director of Student Services

MARCUS ALLEN, Ed.S
Assistant Superintendent

AMELIA HOLMES, Ed. S
Coordinator, Health Services

To: Hospital/Homebound Teachers
From: Amelia Holmes, Ed.S

Thank you for agreeing to be a Hospital/Homebound teacher for your school. It is because of your dedication that we are able to offer these support services to students when they are ill and cannot attend school. It is important that certain guidelines are followed in regard to these services, so please keep this memo on hand to refer to when serving as a hospital/homebound teacher.

1. After services have been approved and you have been assigned as the hospital/homebound teacher, it is the HHB teacher's responsibility to contact the parent to set up a time for instruction to begin. Please document all contact and attempts to contact parents on the contact log that is attached to the time sheet.
2. Coordinate with the parent to ensure that materials, assignments, books and any other pertinent educational materials are provided from the student's classroom teacher(s) in order to provide the student with current academic assignments.
3. As a hospital/homebound teacher, it is your responsibility to assist the student with the assignments that have been provided and offer remediation if needed. A maximum of three (3) contact instructional hours is to be spent with the student each week. ***Any additional time must be approved by the Department of Student Services before payment of additional hours will be authorized.***
4. A parent or guardian (21 years or older) ***must*** be present at all times during the instructional visit.
5. The time sheet is to be signed by the parent or guardian only. A complete signature is required, **no initials**. **The student is not authorized to sign this form.*** The time is to be filled out prior to the parent signing this form so that this is a verification of time spent. The time entered should reflect the date and time of day that services were rendered, i.e., 8/16/07, time in, 5:15 and time out, 6:15 p.m. **Homebound services must be rendered during non-contractual hours.** ***Be specific about instructional activities (e.g. reviewed spelling words, practiced fractions, etc.)***
6. Teachers will be paid on a per hour rate of pay calculated by years of experience and certificate level. This is for no more than three (3) hours per week of direct instruction. The calculation for additional time allotted for planning/travel will be determined by the Department of Student Services and added to your payroll.
7. Payroll must be turned in at the end of the month that services rendered according to the payroll schedule. Both the timesheet and the contact log must be submitted for processing to payroll. **Payroll may not be accumulated for more than two months at a time. Original Hospital Homebound Contact signatures from the school the student attends are required to process payroll forms. Failure to comply may result in no-payment.**

*At any time, the parent of guardian may be called to verify hours submitted and services rendered.

It is our goal to provide hospital/homebound students with the optimum of services to ensure that their time away from school does not hinder their academic progress. You, the teacher, are their most valuable resource during this time. We are confident that you will take on this role with the same professionalism as you do your daily teaching duties. **If you have any questions or concerns about your role as hospital/homebound teacher, please call Ame Holmes (Coordinator) or Wanda Hutcheson (Assistant) in the Department of Student Services at 706-826-1129.**

2024-2025 RCSS HOSPITAL/HOMEBOUND SERVICES TIMESHEET

Student: _____ School: _____ Grade: _____

Parent: _____ Contact: _____

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

NOTE: _____

NO VIRTUAL SERVICES ~ IN-PERSON SERVICES ONLY

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 instructional activity line is blank. Signatures only - *do not initial*. Please write clearly.

To the TEACHER:

We require 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 the Health Coordinator.

A *Parent Contact Log* for the service dates listed is required for each timesheet.

Submit completed timesheets & Parent Contact Log to Wanda Hutcherson-Student Services @ Fax 706-826-4626

or Email to: hutchwa@boe.richmond.k12.ga.us COMPLETED TIMESHEETS ARE DUE AT THE END OF

EACH MONTH OR AS SOON AS SERVICES EXPIRE.

<i>Date & Time of Services</i> (IN-PERSON ONLY)	Total	<i>List specific instructional activities:</i> (For Core classes only: 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:		# of previously approved "make-up hours" if applicable.	

TEACHER PROVIDING SERVICES:

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 number of hours (this page): _____ Additional Hour(s): _____ TOTAL: _____

Emailed to Bookkeeper: Date: _____ Time: _____ Page # _____ of _____

RCSS HOSPITAL / HOMEBOUND PARENT CONTACT LOG

Student: _____ School: _____ Grade: _____

Parent(s): _____

Contact #: _____ Email: _____

HHB Service Type: FT _____ or Intermittent _____ Approved Date Range: _____

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

NOTES TO SERVICING TEACHER: *All services are in-person only – no virtual services.*

A contact log must be submitted with each timesheet for the dates of service listed.

A contact log must be submitted to Student Services even if no services were provided for the entirety of the approved date range.

HHB Teacher (Print full name): _____

DATE	CONTACT TYPE	CONTACT MADE WITH	REASON FOR CONTACT & OUTCOME

Teachers Signature: _____ Date: _____



Hospital/Homebound Payroll Information 2024 - 2025
Due Dates for Time Sheets



Hospital/Homebound payroll sheets are due in the Department of Student Services monthly. forms accumulate for two or more months. **Please send payroll forms to Wanda Hutcheson via email at wanda.hutcheson@rcss.edu**. Remember to include your EIN or social security number and have all the required signatures on the form. Form must be completed correctly in order to allow for prompt payment. Any forms missing information will be returned and this could delay payment.

Reports must be turned in by the due dates listed below. Failure to return completed or correct forms with all information requested by the designated due dates will result in a delay in pay. Failure to submit forms in a timely manner may result in pay being withheld. If any discrepancies are found in the amount you reported, you must report it at once or corrections cannot be made in your check.

2024 - 2025			
If I submit HHB timesheets between these dates:		Then I will be paid on:	HOLIDAY?
6-24-24	7-7-24	7-31-24	
7-8-24	7-21-24	8-15-24	
7-22-24	8-4-24	8-30-24	
8-5-24	8-18-24	9-13-24	
8-19-24	9-1-24	9-30-24	
9-2-24	9-22-24	10-15-24	
9-23-24	10-6-24	10-31-24	
10-7-24	10-20-24	11-15-24	BEFORE Thanksgiving break
10-21-24	11-3-24	11-29-24	BLACK FRIDAY
11-4-24	11-17-24	12-13-24	BEFORE Christmas break
11-18-24	12-8-24	12-27-24	BEFORE New Years
12-9-24	12-22-24	1-15-25	
12-23-24	1-12-25	1-31-25	
1-13-25	1-26-25	2-14-25	Valentine's Day
1-27-25	2-9-25	2-28-25	
2-10-25	2-23-25	3-14-25	
2-24-25	3-9-25	3-31-25	BEFORE Spring break
3-10-25	3-23-25	4-15-25	
3-24-25	4-6-25	4-30-25	
4-7-25	4-27-25	5-15-25	
4-28-25	5-11-25	5-30-25	Beginning of summer break
5-12-25	5-25-25	6-3-25	
5-26-25	6-8-25	6-30-25	

Thank you for servicing our HHB students! 😊



Hospital/Homebound Teacher Information Form
2024 - 2025



Confidential

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

- ✓ View the informational power point,
 - ✓ 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 *Wanda Hutcheson in the Student Services Dept* at 706-826-4626 or email at hutchwa@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.)



Prior to providing HHB services, please complete our training:

- ✓ View the informational power point,
- ✓ Complete and submit the Teacher Information Form,
- ✓ Complete and submit the Training Verification Form.
- **Submit to: Wanda Hutcheson - at 706-826-4626 or email at hutchwa@boe.richmond.k12.ga.us for regular ed students, 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 three consecutive days prior to receiving services, unless they have a chronic condition requiring regular treatments (ex. Dialysis, chemotherapy, etc.;). Students are not permitted to remain out of school completely and are not eligible for full-time services, if only approved for Intermittent services.
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 of 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;
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.
9. The HHB teacher must ensure that a completed, signed payroll form and contact log is received in either the Student Services Division (Reg Ed students) or the SPED Dept (SPED students) by the date provided in the Hospital/Homebound Handbook for each payroll period in order to receive pay for the HHB services provided;
10. Payroll forms: are to be signed by the principal of the school that the student attends; Should be submitted monthly and no more than 2 months should be submitted on a payroll form; 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. This additional hour is added by the Coordinator of Health Services when your payroll is submitted for approval.
12. The HHB teacher must notify the school HHB School Contact if any difficulties prevent HHB services being provided; or if you are unable to make contact with 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: _____

Frequently Asked Questions about HHB

The following Frequently Asked Questions (FAQs) are provided to assist schools, local education agencies (LEAs), parent, guardians, and others regarding Hospital/Homebound (HHB) services. The answers supplied are general in nature and may vary depending upon other facts involved in an individual case.

1. What is the purpose of Hospital/Homebound (HHB) instruction?

The purpose of Hospital/Homebound (HHB) instruction is to sustain continuity of instruction for students who will be absent from school for medical or psychiatric reasons for a minimum of ten consecutive school days per year (five school days on an approved block schedule) or intermittent periods of time for a minimum of ten days per year (five school days on an approved block schedule), and to facilitate the student's return to school.

2. Is homebound instruction the same as home schooling?

No. In home schooling parents are responsible for their child's education. The local education agency (LEA) provides HHB services to enrolled students with medical or psychiatric conditions that prevent them from attending school for a minimum of ten consecutive days per school year.

3. What are the types of Homebound Services provided?

*Temporary Full-Time HHB services are provided for students who have a condition which confines the student to home or the hospital and restricts activities for nine weeks or less, but for a **minimum of ten consecutive school days** (or equivalent on modified calendar/ five days on a block schedule).*

Intermittent HHB services are provided for students who may attend school for either part of a day or miss school on an intermittent basis due to chronic condition from which they suffer.

Long-term HHB services are provided for students who have a chronic condition causing them to be absent for more than nine consecutive weeks per year or the equivalent.

4. How many days must a student be absent before HHB services are provided?

Students receiving temporary HHB services will begin them on the date that the physician or psychiatrist indicates on the medical form. Students receiving intermittent services must be absent a minimum of three consecutive days before HHB services will be provided, unless the student has a chronic illness requiring long term intermittent services. Students receiving long-term intermittent services will receive an adjusted rate of services based on the number of hours the student is able to attend school.

5. Can I request homebound services for a child having mental health issues?

Yes. Students with absences due to psychiatric and/or emotional disorders as defined in the latest edition of the Diagnostic and Statistical Manual (DSM) are eligible for HHB services for a length of time as determined by the Educational Service Plan (ESP) provided that they satisfy the eligibility requirements as set forth in the Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services.

6. How do parents request HHB services?

The process begins at the school level. Parents/Guardians should receive the appropriate forms (Letter about HHB, HIPAA Form, and Medical Form). These forms are available at your child's home school via the Hospital Homebound Contact.

- 7. Is it permissible to use medical information/referral submitted by a nurse, dentist, chiropractor, social worker, licensed professional counselor, or psychologist to determine eligibility for HHB services?**
No. Only the licensed physician (or Advanced Nurse Practitioner) or licensed psychiatrist treating the child for the presenting diagnosis can provide the certification of need (medical referral form) for students to receive HHB.
- 8. Can HHB services be denied if there is reason to believe the medical condition identified for the student to miss school is not legitimate?**
Only a person licensed to practice medicine under state law can determine if a student is unable to attend school because of illness. School personnel can discuss the situation with the doctor if the parent or guardian has signed the medical release. The school may also request a second medical opinion. It is best for the LEA in this situation to consult its local board attorney for advice.
- 9. How will parents be made aware of approved HHB services and the conditions of the HHB services?** *Medical forms will be received at the District Office. Within 48 hours, approval status will be sent to the school HHB contact. GADOE requires that **within 5 days of receiving the medical statement**, the school must provide written notification of a meeting (face-to-face, electronic or by phone) with the parent to develop an **Educational Services Plan (ESP)** or adjust the IEP for the student. The plan must address the services and a plan for re-entry. A signed copy of the form should be kept on file by the School Hospital Homebound Contact.*
- 10. Who provides HHB instruction?**
Instruction is provided by a Georgia certified teacher. RCSS tries to utilize the student's teachers when possible
- 11. Must students with disabilities be provided HHB instruction by a SPED teacher? Yes**
- 12. Who will provide the grades for HHB students?**
The classroom teacher (in collaboration with the HHB teacher) is responsible for assigning grades.
- 13. Can private school or home school students receive HHB services?**
No. The student must be enrolled in the public school system in which he or she is requesting this service.
- 14. What courses are available for students approved for HHB services?**
Core subjects (reading, language arts, mathematics, science, and social studies) are the focus of instructional delivery with students' receiving hospital/homebound services; however, elective courses may be included for graduating seniors.
- 15. Must students receiving HHB services complete career education requirements from the Georgia Department of Education? Yes** *If a student is medically unable to complete the requirements, documentation should be maintained. However, the student will be included in the school's overall report for CCRPI purposes as not having completed the requirements.*
- 16. If a student lives in one LEA in Georgia and attends school in another LEA, which LEA has the responsibility for providing HHB services?**
The LEA in which the student is enrolled must provide HHB services.

17. Is a pregnant student eligible for HHB services? Yes

HHB covers 6-8 weeks postpartum (calculated from the date of delivery) for all students who deliver babies. Students with absences prior to delivery due to pregnancy, related medical conditions, services or treatment; childbirth; and recovery are eligible for HHB services provided that they satisfy the eligibility requirement for HHB service. [The Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services reflects the following Title IX, statement: Pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery shall be treated as any other temporary medical condition/disability. If the school does not have a leave policy for students, or in the case of a student who does not otherwise qualify for leave under the policy, the school shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's licensed physician, at the conclusion of which the student shall be reinstated to the status which she held when leave began. Regulations implementing Title IX, 34 C.F.R. § 106.40(b) (4).]

18. Does the LEA have to provide services if a pregnant student submits a referral from a psychiatrist stating that the student should be placed on HHB services due to emotional issues related to the pregnancy, but the OB-GYN indicates that the student can attend school?

Yes, the LEA must provide services because the psychiatrist is licensed to treat mental disease and to assess the student's psychiatric and/or emotional condition.

19. How much instructional time is provided for a student eligible for HHB services?

Students are generally provided 3 hours of service per week in RCSS unless an IEP dictates otherwise. Additional time is allotted for the administration of standardized testing. Although the local school team or IEP team determines the number of hours necessary to meet the instructional needs of the student, the student must receive a minimum of three hours of HHB instruction per school week to be considered present by the school system. This requirement does NOT apply to students receiving instruction via the Georgia Virtual School or other online/telecommunication courses.

20. Can the LEA provide more than three hours of instruction?

Students are generally provided 3 hours of service per week in RCSS unless an IEP dictates otherwise. Additional time is allotted for the administration of standardized testing. The number of hours of instruction is determined by the local school team or IEP to meet the specific needs of the individual student as identified in the ESP.

21. When students enrolled in a public school are hospitalized in health care or psychiatric facilities that do not provide education services, is the LEA obligated to provide HHB instruction in the healthcare facility?

Yes. Each LEA must provide academic instruction to students who are confined in a health care facility for periods that would prevent them from attending school based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the condition for which the student is requesting HHB services.

22. When students are hospitalized in out-of-state health care or psychiatric facilities, is the LEA obligated to provide HHB services in the out-of-state facilities?

Yes. The LEA is obligated to provide services even if the student is hospitalized out-of-state. The LEA must arrange with or contract directly with the health care facility, the LEA in which the health care facility is located, or the appropriately certified teachers in the geographic area in which the health care facility is located.

23. Does the LEA have to provide HHB services during the summer? Holidays?

Services do not have to be provided during the summer unless the student is in the special education program and the IEP requires it.

24. Are LEAs required to make-up sessions?

Make-up sessions are provided at the discretion of the LEA. Make up sessions must be documented and coordinated with the HHB Coordinator

25. Can HHB Services be provided on weekends? HHB services should be provided during the regular work week (Monday – Friday.) Weekends may occasionally be needed for make-up sessions. Consult with the HHB Coordinator in such a case prior to rendering the services.

26. It is difficult to get doctor’s input into the medical referral plan, it will be impossible to get input into a reentry plan.

The input of the licensed physician or psychiatrist regarding the student’s current physical or psychological condition is important and is part of the medical referral plan; if the attending physician or psychiatrist fails to provide such information, the school team can proceed to develop a reentry plan without the input.

27. How are students counted for attendance purposes?

A student is counted present for the week if he or she receive three hours of instruction. If the student is unable to receive a scheduled HHB instructional session during the school week due to his or her medical condition as documented by the licensed physician or licensed psychiatrist who is treating the student a make-up instructional session may be provided. Once the student completes the instructional session the student shall be counted in accordance with the attendance rule.

28. Is there ever a time when a child is counted present but no HHB service is provided?

No. The student must receive a minimum of three hours of instruction to be counted present for that week.

29. Can medical forms be back-dated so that HHB code can be used for attendance purposes if a student was out due to illness? No. The HHB code is only used after services have been provided to a student. Services can only begin on dates after the date the doctor signed the Medical Form.

30. What code in Infinite Campus should be used for marking a student present who receives HHB services? “H”

31. Can students receive missed services when they return to school? No

32. Can students participate in extra-curricular activities while on HHB?

The decision should be based on the student’s ESP, the physician’s statement, and the LEA if there is not a stated policy.

33. Who should be contacted if a student is not receiving HHB services as outlined in the ESP?

Regular monitoring of the HHB services should occur at the school and district levels. Notify the school HHB contact first if HHB services are not being provided. The school HHB contact should then notify the district HHB coordinator.