

Application for Home and Hospital Services – Parent Checklist

We hope this information will help clarify the process, and explain each necessary document, to complete the application and verification process for Home and Hospital Instructional Services.

- ☐ 1. **[Request for Home and Hospital Instructional Services](#)** This document will be **originated by the school**, upon receipt of the Health Professional's Statement of Needs from the healthcare provider.
- ☐ 2. **[Health Professional's Statement of Needs](#)** It is essential that your health care provider complete all sections of this form to ensure the information needed to process the request is included. Incomplete forms will not be accepted, and may delay the application process.
- ☐ 3. **[HIPAA Release Authorization Form](#)** The Release allows verification of records, clarification of information provided, and/or requests for additional information, regarding your student's condition(s) from the health care provider.
- ☐ 4. (Special Education ONLY). If your child is currently receiving Special Education services, your student's school of record must provide a copy of the current IEP, including a Change of Placement, to the Home and Hospital Instructional Services Team to complete their application.
- ☐ 5. (Short-term ONLY). If you are applying for short-term services for your child, your student's school of record must provide us with a copy of the current **[Home and Hospital Instruction Disclosure Statement](#)** and **[HIPAA Release Authorization Form](#)** to complete their application.
- ☐ 6. **Enroll your student at the school of record.** If your student qualifies for long-term services, the school will provide paperwork to the Home and Hospital Services office. Home & Hospital staff will contact you to schedule an orientation with you and your student. This will allow discussion of your student's needs and determine appropriate services.

Please feel free to contact Home and Hospital Instructional Services with questions you may have about this process.

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