



Student Wellness Services Department
Home and Hospital Instructional Services
9361 South 300 East, Sandy, UT 84070
Telephone: 801-826-5506 Fax: 801-826-5507

Home and Hospital Instructional Program Expectations

Procedures for Short-Term (45 Days and Less)

1. Administrators at the school of record will meet and discuss with parent/guardian and student the home and hospital instructional program and begin processing documents.
2. Short-term home and hospital instructional services are approved by school administrators.
3. The Special Ed team at the school of record schedules an IEP Meeting to discuss adjustments of the IEP and potential Change of Placement.
4. For students in general education, the school of record assigns a home and hospital instructor to meet with the student once weekly for two hours in the home, hospital, other public space, or virtually. Teachers are allowed .5 hour preparation time per week. **Note: When an instructor meets virtually with multiple students at the same time, they will be paid for their time of instruction, not per student.**
5. The student will maintain his/her enrollment and class schedule at school of record.
6. [Request for Home and Hospital Instructional Services](#) form is sent to the Home and Hospital Instructional Services office, along with the [Health Professional's Statement of Needs](#) and any health professional's notes/letters.
7. A [Home and Hospital Instruction Disclosure Statement](#) and [HIPAA Release Authorization Form](#) are completed, signed, and sent to the Home and Hospital Instructional Services office.
8. [Short-term Home and Hospital Instruction Teaching Record](#) is attached to the timesheet. [Timesheets and Mileage Reimbursement](#) forms are sent to the Home and Hospital Instructional Services for payment authorization. Documents must be received by the second working day of each month in order to receive payment that month.
9. Home and Hospital Instructional Services will manage student home & hospital instruction files.

Procedures for Long-Term (Over 45 Days)

1. Administrators at the school of record will meet and discuss with parent/guardian and student the home and hospital instructional program and begin processing documents.
2. The Special Ed Department at the school of record schedules an IEP Meeting to discuss adjustments of the IEP and potential Change of Placement.
 - a. If the team determines Change of Placement, complete change of placement forms in EdPlan.
3. Provide the following Documents:
 - a. [Request for Home and Hospital Instructional Services](#) form is sent to the Home and Hospital Instructional Services Office,
 - b. along with [Health Professional's Statement of Needs](#),
 - c. [Home and Hospital Instruction Disclosure Statement](#),
 - d. [HIPAA Release Authorization Form](#) and any health professional's notes/letters.
4. Upon receipt of documentation, Home and Hospital Instructional Services staff will contact families to schedule an orientation with the family and student.

5. Qualifying students must be enrolled at their school of record at 100% and in the Long Term Home and Hospital program (Entity 905) at 0%.
6. Qualifying students will be served by accredited educational programs assigned by Home and Hospital Instructional Services.
7. For applicable (SWD 504 or IDEA), timelines will be established in the request for home and hospital form and transmitted to the Special Education Department.
8. Special Education Administration will follow-up with the building LEA and ensure that the building LEA understands the requirements, why the team is completing timelines and how to ensure data collection and development of annual IEP/Reevaluation if applicable.

Considering Special Education Services

This is an outline of the responsibility of the school-based team in the development and maintenance of compliance for this student.

1. **Mary Bianco** mary.bianco@canyonsdistrict.org and **John Biggerstaff** john.biggerstaff@canyonsdistrict.org (801.826.6624) are our Home and Hospital Special Education Teachers who will provide instruction to students enrolled in the Home and Hospital Instructional Program.
2. The school based team's **case manager** will add the student's IEP and Reevaluation dates to the caseload calendar.
3. The **school based team**, in the event that a Re-Evaluation is due, will complete the following:
 - ☐ **Case manager** will complete the Data Review Document after coordinating with applicable team members including the home and hospital service providers (teacher & other related service providers as applicable).
 - ☐ will contact the family, share the team's recommendations (which is to include home and hospital staff observations, data, and other input) and determine if the parent has additional testing concerns or any other information that will be helpful to the re-evaluation.
 - ☐ will complete the Data Review and generate consent.
 - ☐ will arrange for the eligibility meeting to occur at school-based site, virtual, or conference call and invite all relevant service providers (which is to include home and hospital staff).
 - ☐ will solicit feedback from relevant providers (to include home and hospital staff) such as data, observations, and input that will help the school based team create present levels of performance and develop goals based off of those present levels.
 - ☐ will hold all relevant meetings regarding student's offer of FAPE (IEP) and coordinate with all service providers (to include home and hospital staff).
4. **The parent** will provide signed consent to Home and Hospital Teacher, this will be scanned, uploaded, and the school-based team will be notified that signed consent has been received.

Child Find

- The IEP team at the school of record will work closely with YA instructional and support staff to determine any suspicion of child find and will be the determining body for any student that is believed to be a student with a disability. All decisions for Prior Written Notice (including consent for testing) will be issued from the IEP team at the school of record.

Evaluation/Reevaluation

- The IEP team at the school of record will work to provide evaluation support for any suspected child find case while enrolled at YA. Instructional and support staff can participate in evaluation surveys or other relevant information gathering needs that the school of record IEP team requires to make a determination regarding eligibility for special education or related services or students who might qualify under section 504.

IEP Development and Timelines

- The IEP team at the school of record will work with the YA instructional and support staff to develop an offer of FAPE or maintain annual renewals for such purposes (IEP reauthorization). The staff at H&H will assist with providing relevant progress monitoring etc. for teams to have meaningful present levels with which to develop new goals. The YA team will also provide relevant information and assist in creating timely and meaningful progress reports. Coordination for this particular IEP required item should be done in collaboration and under the supervision of administration from the school of record and administrative staff overseeing the YA program.

FAPE

- The agreed upon offer of FAPE, as documented in the agreed upon annual IEP, will be carried out by H&H staff during the duration of student enrollment in the program.