

Homebound Procedure Navarro Independent School District

INTRODUCTION

The guidelines included within this procedure are provided to ensure that consistent protocols are followed in order to provide services to students requesting Homebound Services.

ROLES AND RESPONSIBILITIES

- Campus
 - Each campus is to establish a General Education Homebound Committee (GEH).
 - The GEH Committee is to be comprised of the following campus personnel:
 - A campus Administrator
 - A teacher of the student
 - A parent or guardian of the student
 - For students in Special Education, the ARD Committee will meet to determine eligibility for Homebound Services in lieu of the GEH Committee.
- Roles of the GEH Committee
 - To review and consider the necessity of providing instruction to a general education student at home or hospital bedside.
 - To determine the type(s) and amount of instruction to be provided.
 - To ensure that the student receives instruction in all core academic subject area courses, and if possible in all courses in which the student is enrolled.
 - To consider information from the student's licensed physician.
- Responsibilities of the GEH Committee – Qualifying a Student for GEH
 - Utilize the District provided GEH Committee Meeting form
 - Document on the GEH Committee Meeting form the GEH Committees decision regarding the type(s) and amount of instruction to be provided to the student, including the designated amount of time per week that instruction will be provided.
 - Obtain a completed "Physicians Statement and Homebound Needs Assessment" from the students' physician.
 - Review the "Physicians Statement and Homebound Needs Assessment" stating that the student has a medical condition that may confine the student at home or hospital bedside for a minimum of 4 weeks.
 - Document the day(s) homebound instruction is to start and stop
- Responsibilities of the GEH Committee – Transition back to the Classroom
 - Responsible for determining the length or type of transition period necessary in order for a student to move from GEH to the classroom.
 - Responsible for the review of any request to have a student return to the classroom without a transition period from GEH to the classroom.
 - In the event a student is transitioned to the classroom, the GEH Committee will notify the Academic Services Office of the discontinuation of Homebound Services and the effective date of the discontinuation.
- District
 - Once a student is recommended for Homebound Services from the GEH Campus Committee, it is the responsibility of the District Homebound Coordinator to contact the District Homebound teacher for services.

Procedure: Homebound Procedure

Supporting Policy: EEH Local and EHBA (Legal)

Other Supporting Documents: Physicians Statement and Homebound Needs Assessment; Homebound Attendance Log

- The Academic Services Office will prepare the Teacher's Homebound Instruction Log to be given to the District Homebound Teacher for use.
- During the students' homebound instruction, the district homebound teacher will provide weekly mileage and attendance logs to the Instructional Services Office for review.
- The Academic Services Office will provide necessary attendance accounting information to the home campus of the home student.

WORKFLOW PROCESS:

- Upon notification of a student requesting Home Bound Services, campuses are to provide the parents/guardians with the "Physicians Statement and Homebound Needs Assessment" letter.
- Parent/Guardians are to provide the letter to the licensed physician for completion as well as complete the Release of Information section of the form.
- Once completed, the form is to be returned to the Campus so that it may be reviewed by the General Education Homebound (GEH) Committee.
- For students enrolled in the Special Education program, statements will be reviewed by the ARD Committee.
- The appropriate GEH or ARD Committee will review the Physicians Statement and Homebound Needs Assessment as well as all other necessary documentation to determine if the student qualifies for homebound services.
- If approved, the GEH will indicate the qualification on the GEH Committee Meeting form.
- The campus administrator will provide the campus Registrar with the GEH Committee Form and the completed Physicians Statement and Homebound Needs Assessment so that the student's status may be updated in the Student Management (PEIMS) System
- Once student data is entered, the Registrars are to sign and date the GEH Committee Meeting Form and Physician Statement and Homebound Needs Assessment. The original Physician statement and GEH Committee Meeting Form are to be kept in the student record at the home campus.
- The campus administrator on the GEH Committee will forward a copy of the GEH Committee Meeting Form and the completed Physicians Statement and Homebound Needs Assessment to the Instructional Services Office to activate Homebound Services.
- The Academic Services Office will contact the homebound teacher concerning the start of services.
- Upon a students' return to the classroom, the campus is to notify the Instructional Services Office of the GEH Committee transition plan and the date of discontinuation of services.

DELIVERY OF SERVICES AND ATTENDANCE

- Academic Services is responsible for contacting the homebound teacher to begin services once a student is approved for the homebound program through the GEH Committee.
- The Homebound teacher will be provided with the contact information for the homebound student and a listing of the student's current academic schedule from the GEH Committee.
- The Homebound teacher will contact the student's classroom teachers for resources, assignments and other documentation necessary to assist the student.
- The Homebound teacher will maintain a weekly log of attendance hours for all homebound students.
- All attendance logs must include the following:
 - The Name of the Homebound teacher

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- The student's name and Texas Unique Student ID number
- The date that the homebound teacher visited the homebound student.
- The specific time period that the student was served.
- Attendance logs will be returned to the Academic Services Office weekly to be reviewed by the Homebound Coordinator.
- Approved attendance logs will be sent to the home campuses for attendance purposes at the campus site.



Navarro Independent School District

6450 N. State Hwy 123 ♦ Seguin, TX 78155

830.372-1930 Phone ♦ 830.372-1853 Fax

PHYSICIAN'S STATEMENT AND HOMEBOUND NEEDS STATEMENT

HOMEBOUND NEEDS ASSESSMENT/ELIGIBILITY/RELEASE

Professional Evaluation: Physician licensed to practice in Texas

Student Name: _____ D.O.B.: _____ Age: _____
 Sex: ____ School: _____ Grade: _____
 Teacher/s (if junior high or high school, list counselor): _____
 Parents: _____
 Home Phone: _____ Cell/Work Phone: _____
 Address: _____ Zip: _____

To be completed by Parent:

Release of Information (for General Education Homebound)

I/we give permission for the Homebound Department at Navarro ISD to obtain records from the physician completing this Needs Assessment Form. The information to be released/requested from the physician will include records containing confidential information (including medical information, history and/or recommendations) regarding the above named student as pertaining to Homebound Services.

Signature: Parent / Guardian / Surr. Parent / Adult Student

Date

I understand that I may, in writing, revoke this authorization at any time. I recognize that once these records are received by the school district they may be protected as educational records by FERPA rather than HIPPA. I also understand that if I / we refuse to sign, such refusal will not interfere with my child's ability to obtain health care. *Parents of Special Education students please refer to procedural safeguards for a full explanation of rights. If another copy of the procedural safeguards is needed please contact the Department of Special Education office.

The following information (two pages) must be completed by a licensed physician:

Date of physical exam: _____

Diagnosis:

Date of onset: _____ Degree of Disability: Severe _____ Moderate _____ Mild _____

Current treatment plan:

Have you recommended a follow-up exam? _____ When? _____

The student has been confined to his/her home for a minimum of four weeks except for visits to the doctor.

Yes ___ No ___.

The period of confinement is expected to last from _____ to _____. (Dates must be given.)

Explain, **in detail**, why the student cannot function in a classroom. (Attach any additional medical documentation necessary.):

Is the student on any type of medication currently that would interfere with his/her ability to function in a classroom/on a campus? Yes ___ No ___ If yes, note medication:

Is the student infectious at this time? Yes ___ No _____. (If a student is contagious, homebound services will not be provided until documentation by the physician is provided to indicate it is safe for the school staff to interact with the student.)

Is the student permitted to participate in any activities **outside** the home (e.g. organized sports, scouts, etc.)? Yes ___ No _____. If yes, please explain:

If the student has not been totally confined to the home, is the student able to receive any instructional services on a regular campus (e.g. shortened school day)? Yes _____ No _____ If Yes, explain: _____

****Are there any accommodations that would enable the student to receive his/her instruction on the regular campus (e.g. change in schedule, special transportation, frequent breaks, rest periods, shortened school day). Yes _____ No _____**

If yes, please describe:

Are there other instructions or implications of which the homebound teacher should be aware?

Yes No This student is unable to function in the school setting, even for a shortened day at this time.

Yes No I recognize that homebound placement is a very restrictive educational placement that prevents the student from interacting with his/her peers.

Yes No My recommendation concerning educational placement is based on my professional medical assessment of this student's condition.

Licensed Physician's Signature

Office Number _____

Office Fax Number _____

Physician's Printed/Typed Name

Date _____

*** Homebound services will be considered, once this form is completed and returned to the Navarro Academic Services Office. Attn: Homebound Coordinator or email as an attachment to lacey.gosch@nisd.us or becky.newton@nids.us Forms may also be faxed to 830-372-1853**

For Office Use ONLY:

_____ Approved

_____ Not Approved

Date Received

Homebound Coordinator

Date PEIMS Status Updated

Registrar Signature

Original copy is to be placed in Student File; Copy is to be returned to the Academic Services Offices

