

Home Hospital

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Program Services Technician III

What is Home Hospital?

- Home Hospital provides educational services for a student in their home.
- The students on Home Hospital have an illness, surgery or injury that does not allow them to attend school regularly or in person.
- The length of time that a student is on Home Hospital varies, each student is different.



Types of Home Hospital Students

504

A student who has an active 504 plan will be placed on Home Hospital through the 504 office.

SPED

A student who has an active IEP plan will be placed on Home Hospital through the Special Education office.



Who works to get a student on a Home Hospital Plan?

Student, Parent,
School Counselor, School Nurse
504/SPED Home Hospital Team



Responsibilities for Counselors/504 Case Managers

- Conduct a 504-team eligibility meeting.
- Complete HH form.
- Contact 504/HH department to request a HH teacher be assigned.
- Introduce HH teacher to student's teacher(s).
- Communicate to the school secretary/registrar/attendance personnel that the student will be on HH status.
- Communicate to the school secretary/registrar/attendance personnel the date that HH services will begin.
- Designate a place in the front office for Home Hospital work to be picked up and dropped off along with the HH logs.
- Homework will be picked-up and dropped off on **Friday's** (unless permission is granted from the 504/HH dept. for a different day)



Responsibilities for Home Hospital Teachers

- Contact the parents to introduce yourself and make arrangements to meet and discuss the students HH schedule.
- Communicate the date of that first meeting with parents to the counselor and the school office staff.
- During your parent meeting discuss with the parents the role of a Home Hospital teacher.
- Work with the parents to schedule the dates you are going to meet with the student to provide Home Hospital services.
- Try to schedule two weeks at a time when possible.
- Once your dates are set complete the HH logs. **Get each scheduled week signed by the parent.**
- Provide a copy of the most recent HH logs to the 504/HH office every **Friday**.
- Provide a copy of the most recent HH log to the school secretary/registrar/attendance personnel during the pickup and drop-off of homework each **Friday**.



Home Hospital Teacher avoid the following when completing the Home Hospital Logs

- Avoid leaving the subject fields blank or using generalized terms like “Academics”, “Core Subjects” or a single subject for all days.
- **All** subjects that are on the student's schedule should be covered with the student during Home Hospital work.
- Do not allow parents to pre-sign a blank form. Signatures and approvals must be gathered after the pre-planning week has been discussed with the parent.
- If teacher will be out due to illness, avoid using comments such as “Teacher out due to illness” on the working week and leave it blank instead.



Home Hospital Log

What to complete on the Home the Hospital Log:

- For each week a pre-planning sheet and working week sheet is needed to include, student information, dates and times, parent name, parent signature and the subjects to be covered, each week must have 5 hours of service planned.

STUDENT NAME: Minnie Mouse		STUDENT ID#: 9999999		
TEACHER NAME: Teresa Magana		SCHOOL: Wooster HS		GRADE: 10
PRE-PLANNING WEEK				
DATES: 11/11/2024 TO		DATES: 11/15/2024		
	DATES	TIMES WHEN TO WHEN	SUBJECTS	COMMENTS
MONDAY	11/11/2024			Labor Day
TUESDAY	11/12/2024	3-4:15pm	BIOLOGY	
WEDNESDAY	11/13/2024	3-4:15pm	ALGEBRA	
THURSDAY	11/14/2024	3-4:15pm	PE/ART	
FRIDAY	11/15/2024	3-4:15pm	US HISTORY	
Parent Name Approving Next Week: Angela Mouse				
Approval Received Via: Phone				
Parent Signature: Angela Mouse		Date: 11/12/2024		Teacher Signature: Teresa Magana
WORKING WEEK				
*This section will be for the week the teacher and student are actively working on and earning hours.				
DATES: 11/11/2024 TO		DATES: 11/15/2024		
	DATE WORKED THIS WEEK	HRS WORKED THIS WEEK	SUBJECTS	COMMENTS
MONDAY	11/11/2024	0		
TUESDAY	11/12/2024	1.5	BIOLOGY	UNIT 1
WEDNESDAY	11/13/2024	1.5	ALGEBRA	PACKET 1
THURSDAY	11/14/2024	1	PE/ART	DRAWINGS/SQUATS
FRIDAY	11/15/2024	1	US HISTORY	CHAPTER 11:11 AND ANSWER QUESTIONS
Parent Signature: Angela Mouse		Date: 11/15/2024		Teacher Signature: Teresa Magana



Roles for School Office Personnel

- Home Hospital Student's attendance is adjusted to AEL only once the HH logs have been turned in and reviewed for completeness by the office staff.
- Students who do not have 5 hours pre-planned each week or the logs are not signed by the HH teacher, or the parent will be marked absent (EMD) for that week.
- Teachers must always pre-plan to meet with a student for 5 hours a week even on weeks with holidays and must plan to work on all the subjects that the student is scheduled in; unless stated otherwise in the 504 or IEP.
- If a student is pre-planned to meet but is unable to or meets for less than the planned amount of time the student will still count as present because it was pre planned, attendance can still be marked AEL for that week.
- Teacher should make a note in the comment section of the log as to why the student did not complete the planned 5 hours.
- Notify the counselor when the Home Hospital student is close to being withdrawn/unenrolled due to attendance. (20 consecutive EMD absence).
- Follow the Student Accounting process for maintaining the HH logs on the school SharePoint files.



Why do we upload Home Hospital Logs to the school's SharePoint site?

- The Nevada Department of Education audits schools and proof that the Home Hospital student received educational services must be provided.
- Student Accounting reviews the logs for accuracy and verifies attendance.



Steps for uploading Home Hospital Logs to SharePoint

- In your schools SharePoint site, create a folder called **“Home Hospital”**.
 - Within the Home Hospital folder create a **subfolder** for the current school year.
 - Within the **subfolder** create a **student file**, name it with the student’s **last name, first name**.
 - Within each student's file add each week’s HH log, they should be labeled with the “Work Week Log Dates” ex. 08-12-24 to 08-16-24.



Attendance

- AEL is the attendance code used in IC when a student is receiving HH services.
- A student must be confirmed by the Home Hospital Department as receiving HH services before attendance can be marked AEL.
- Only once the school has received the Home Hospital Logs can the student's attendance be changed to AEL.
- AEL can be used to update attendance only for the week that is on the logs.
- AEL can be used for the pre planned week only if the teacher has submitted a log for the planning week and the log has been signed by the parent and the teacher.
- AEL code can only be used to pre enter attendance up to one week in advance based on the home hospital log.
- AEL is also used if a student has temporarily been assigned to Jan Evans and the school is notified from Washoe Inspire.



Contact

Please if you have any questions, or concerns contact me.

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