

Hospital-Homebound Attendance



Policies and Procedures

Presented to
CCPS Attendance Secretaries
September 19 & 20, 2017
by
Quintella Harrell, Ed.D

What is Hospital-Homebound?



- Hospital – Homebound (HHB) refers to instructional services for students who have a medically diagnosed injury or illness which
 - restricts them to their homes or hospital for a period of time
 - a minimum of ten consecutive days for fulltime HHB services
 - a minimum of ten intermittent days for intermittent HHB services
 - will significantly interfere with their education
 - is non-communicable
 - allows them to benefit from instruction
- HHB is needed to ensure that the student's education is not interrupted because of injury or illness.
- The Georgia Department of Education HHB rule is 160-4-2-.31

[HHB state board rule 160-4-2-.31.pdf](#)

Definition

- A limited educational program for students who are temporarily too ill to attend school
- Helps the student progress in classes in which they are currently enrolled so they are not behind when they return to school

Characteristics

- All core academic classes are supported while a student is in the homebound program
- Teacher works with the student 2 to 3 times a week
- Students must have miss 10 continuous or intermittent days.
- A referral is needed and a medical certification form is required from a licensed Georgia physician or psychiatrist

Examples

- Student with chronic diseases; like Crohn's, sickle cell anemia, lupus
- Students on chemotherapy whose resistance is compromised
- Students who have had surgery and require hospital and/or home recovery for an extended period of time
- Students who are on bed rest for a pregnancy complication



Non-Examples

- **NOT** for students with excessive absences for non health related issues
- **NOT** for students who have missed school due to numerous suspensions
- **NOT** for pregnant students without documented complications

The Hospital Homebound Referral and Approval Process



- The counselor gives the parent/guardian the HHB forms to be completed signed and returned to the counselor or hospital homebound department.
- HHB reviews and verifies the documents and notify parent/guardian, and counselor of decision.
- The HHB teacher meets with the case manager, parent, counselor, and teachers to develop and discuss an Educational Service Plan/ IEP.
- The Parental Guidelines Form is given to the parent to sign.
- The Parental Guidelines Form outlines the expectations of both parents and students.
- The student is enrolled in HHB and the enrollment form is sent to the **attendance secretary**

Please place a copy in student's record

Clayton County Public Schools
Lovejoy High School Hospital-Homebound Services
1058 Fifth Avenue * Jonesboro, GA 30236
Phone: 770-473-2700 ext. 700154 Fax: 678-817-3098

HOSPITAL-HOUBOUND ENROLLMENT FORM

FROM: Ericks R. Woodson
TO: John Simpson
CC: Jane Doe
RE: HHB Enrollment Form

STUDENT: Michael J. Smith ID: 0123456 GRADE: 9th
SCHOOL: Mount Zion High School

Please be advised that Michael J. Smith is enrolled in Hospital-Homebound (HHB) for intermittent services from September 18, 2017 to May 23, 2018. Presently, he is attending school. However, should he need HHB services, you will be notified of such dates to mark him hospital-homebound present (H). **Should any changes or updates occur, you will certainly be informed.**

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

Thanks.

Kind regards,



Ericka R. Woodson
Hospital-Homebound Teacher
Office: 770-473-2700 ext. 700154
Fax: 678-817-3098

Please place a copy in student's record

Clayton County Public Schools
Lovejoy High School Hospital-Homebound Services
1058 Fifth Avenue * Jonesboro, GA 30236
Phone: 770-473-2700 ext. 700154 Fax: 678-817-3098

HOSPITAL-HOMEBOUND ENROLLMENT FORM

FROM: Ericka R. Woodson
TO: John Simpson
CC: Jane Doe
RE: HHB Enrollment Form

STUDENT: Kelly Clark
SCHOOL: Mount Zion High School

ID: 0654321 GRADE: 10th

Please be advised that is enrolled in Hospital-Homebound (HHB) for full-time services from September 20, 2017 to October 13, 2017. Please mark her as hospital-homebound present (H) for that time. **Should any changes or updates occur, you will certainly be informed.**

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

Thanks.

Kind regards,



Ericka R. Woodson
Hospital-Homebound Teacher
Office: 770-473-2700 ext. 700154
Fax: 678-817-3098

CCPS Hospital Homebound Attendance



- The **attendance secretary** at each school is responsible for enrolling and recording attendance for HHB students.
- The HHB teacher notifies the attendance secretary if a student should be marked present or absent.
- The student is counted present (**H**) for the entire week when he/she is seen on an individual basis or as part of a group by the HHB teacher for a minimum of three hours per week.

CCPS Hospital Homebound Attendance



- If the student is unable to receive HHB instruction during the school week due to his or her medical condition, the HHB teacher may, at his/her discretion, schedule a make-up session.
- Once the session is completed, the student is counted in accordance with the Georgia State Board of Education Rule.

CCPS Hospital Homebound Attendance



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- 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. The LEA may, at its discretion, reschedule the cancelled session.
- Once the schedule is completed, the student is counted in accordance with the Georgia State Board of Education Rule.



CCPS Hospital Homebound Attendance

- If a student is hospitalized within or outside of the school district, the health care facility providing approved HHB services must submit verification of the number of hours of instruction to the appropriate hospital homebound contact.
- Attendance will be coded accordingly.



CCPS Hospital Homebound Attendance

- Students **are not** marked present during the approval process.
- Parents are encouraged to work with the school counselor to get missed assignments and make up work.

CCPS Hospital Homebound Attendance



- Occasionally, students are served under special circumstances which require slight variations from the attendance protocol.

When is a Student Released from HHB?

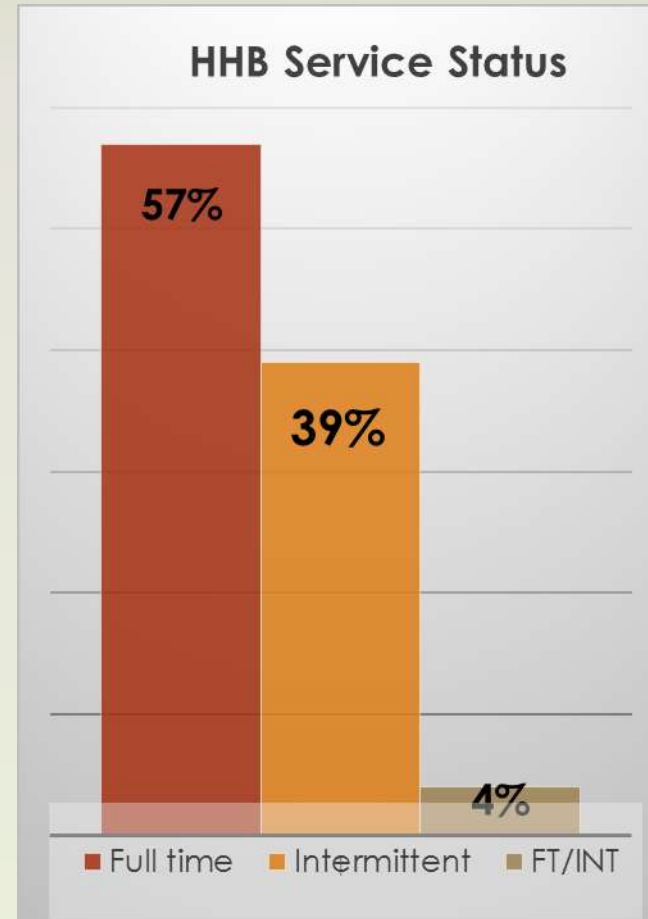
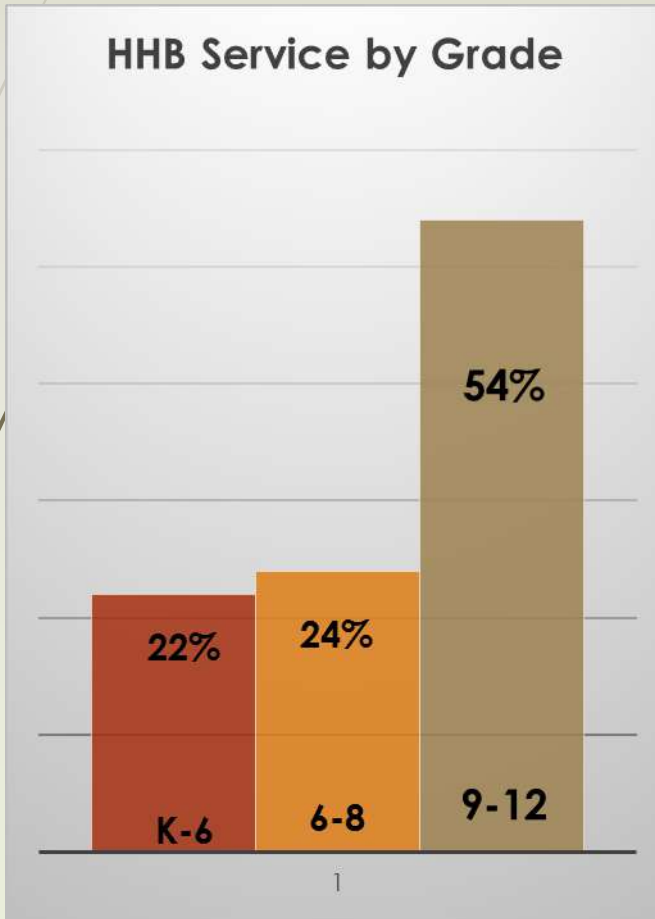
A student is released from HHB services

- Upon the ending date on the HHB medical certification form.
- When he/she has excessive unexcused absences
- If he/she engages in employment, goes on an extended vacation, or moves out of the county
- When the school year ends. The student is automatically withdrawn and must re-apply for HHB services for the following year.
- If the physician/psychiatrist retracts the original date of expected length of HHB services in writing.
- If the student is officially withdrawn from CCPS.

HHB Enrollment

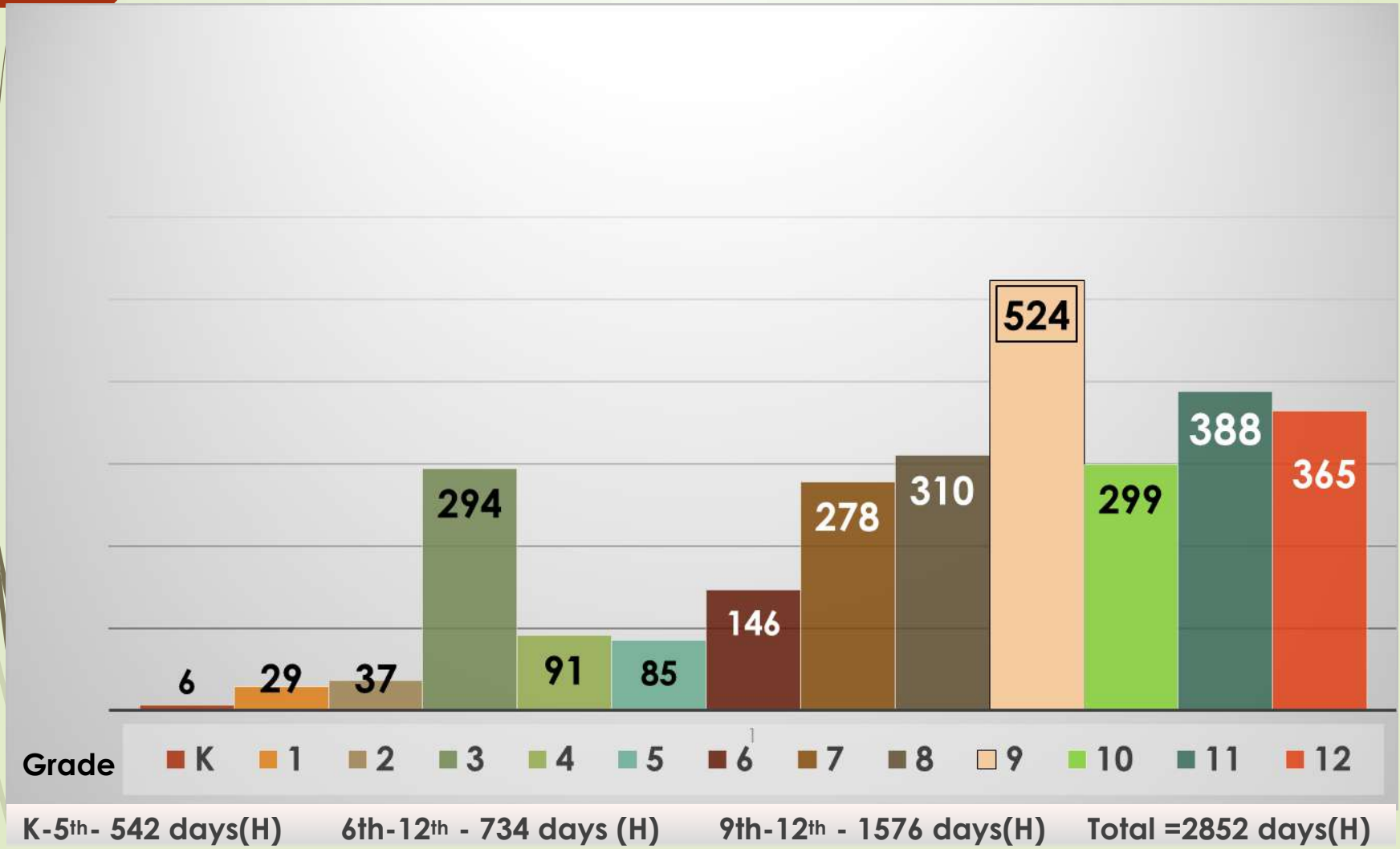
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- On a typical day, HHB
 - has between 50-60 approved students
 - marks approximately 90% of approved HHB students present (+)
 - has about 10 students pending



HHB Students Present (H) by Grade Level

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Most frequently Served HHB Diagnoses

- ▶ ALLERGIC DISORDER
- ▶ CANCER
- ▶ CARIOVASCULAR DISORDER
- ▶ CHROMOSOMAL
- ▶ DERMATOLOGICAL
- ▶ EAR, EYES, THROAT
- ▶ FRACTURE
- ▶ GASTROINTESTINAL DISORDER
- ▶ GENITOURINARY
- ▶ HEART SURGERY
- ▶ HEMATOLOGY
- ▶ IMMUNOLOGY
- ▶ INJURIES
- ▶ LUPUS
- ▶ MUSCULOSKELETAL
- ▶ NEPHROLOGICAL
- ▶ NEUROLOGICAL
- ▶ OBSTRETICS
- ▶ ORTHROPEDIC
- ▶ PSYCHIATRIC
- ▶ PULMONARY DISORDER
- ▶ SEIZURE DISORDER
- ▶ SICKLE CELL ANEMIA
- ▶ TRAUMATIC BRAIN INJURY
- ▶ OTHER



Hospital Homebound Department

Contact Information

Teacher	Phone	Email
Dr. Quintella Harrell– Lead Contact q.harrell@clayton.k12.ga.us	678- 977-3751	
Donna Oldham - Elementary School donna.oldham@clayton.k12.ga.us	404- 895-3853	
Dr. Ericka Woodson – Middle School ericka.woodson@clayton.k12.ga.us	404-780-8505	
Yvonne Williams- High School Area 1 yvonne.williams@clayton.k12.ga.us	404-780-8504	
Megan Lymon-Middle/High @clayton.k12.ga.us	770-712-6567	megan.lymon
Tashawn Lyles-DES Elementary/Middle	770-851-6572	tlyles@clayton.k12.ga.us
Trenkena Maddox-DES High School lakisha.maddox@clayton.k12.ga.us	678-708-6251	

For additional information, specific school assignments , or a copy of the presentation, contact

Quintella Harrell

References

GABOE Rule 160- 5-1-.10 Student Attendance. Retrieved January 24, 2017 from <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/HHB-Guidelines.pdf>

Hospital Homebound Attendance Questions?



Thank you for your time.