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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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April 6, 2018

( X ) Action Required  
Due date: July 6, 2018  
( X ) Informational

### BULLETIN NO. 031-18 STUDENT ENGAGEMENT & SUPPORT/SPECIAL EDUCATION

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Public Charter Schools  
Tribal Compact Schools  
School District Directors  
School Nurse Supervisors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Home/Hospital Instruction Program Procedures for School Districts, Charter Schools, and Tribal Compact Schools

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#### **PURPOSE/ BACKGROUND**

This bulletin provides Home/Hospital (H/H) Instruction Program procedures to determine student eligibility and reimbursement. Districts, charter schools, and tribal compact schools maintain responsibility to provide H/H services based on students' needs and board policy.

Eligibility for H/H services is determined by the district, charter school, or tribal compact school based on the requirements found in Washington Administrative Code (WAC) [392-172A-02100](#) and guidance provided in this bulletin and its attachments.

#### **ELIGIBILITY**

H/H services are provided to students enrolled in a public school who are temporarily unable to attend school for an estimated period of four weeks or more because of a physical and/or mental disability or illness.

Students residing at Seattle Children's Hospital do not qualify for H/H services. Seattle Children's Hospital is directly funded by the Office of Superintendent of Public Instruction (OSPI) to provide an educational program for their hospitalized students.

H/H services are **limited to a maximum of 18 weeks** per school year/student. Weeks of absences may be consecutive or intermittent, but may not exceed the 18-week limit. To qualify for H/H services on an intermittent basis, the total expected school days of absences must be at least four weeks, but the time that the H/H services begins and ends is no more than 18 weeks.

Students caring for an infant or relative who is ill are not eligible for H/H services. H/H services are not provided during school vacations unless students are enrolled in a summer school program. H/H services cannot begin for a student if less than four weeks of school remain.

### **PROCEDURES TO REQUEST H/H SERVICES**

Prior to providing H/H services, the student's parent or guardian can request H/H services by completing a locally developed form that must contain the following information:

1. Student's name
2. Diagnosis
3. Qualified medical practitioner's signature, date, and anticipated weeks of absences
4. Beginning date that H/H services would begin
5. Whether or not the Individualized Education Program (IEP) team needs to meet

A qualified medical practitioner is a:

- Doctor of Medicine (M.D.)
- Doctor of Osteopathy (D.O.)
- Doctor of Naturopathy (N.D.)
- Doctor of Dentistry (D.M.D.)
- Doctor of Chiropractic (D.C.)
- Physician Assistant (P.A.)
- Advanced Registered Nurse Practitioner (A.R.N.P.)
- Certified Nurse Midwife (C.N.M.)

The request for H/H services form is submitted to the district or school for approval, processing, and assignment of a tutor. Districts or schools should retain completed forms, as well as documentation of the actual number of weeks of H/H services for each student to support the H/H reimbursement claim. These records should be retained for six years and available for inspection by OSPI or educational service district staff/monitors and for audit by the Washington State Auditor's Office (SAO).

### **H/H SERVICES REIMBURSEMENT**

Once H/H services have begun, any missed school day can be claimed for H/H reimbursement. A school day that a student attends, regardless of the amount of time, may not be counted for H/H reimbursement.

Reimbursement of H/H services will be provided by OSPI based on the number of weeks the student is absent from school. Weeks for H/H reimbursement are not calendar weeks. Rather, as described in Form E-525 (Attachment 2), every five missed school days count as one week of H/H services.

H/H funding for the months of September through June is paid based upon the projected amount reported to OSPI by the district, charter school, or tribal compact school on their F-203 (State Revenue Forecast).

H/H funding is adjusted in July based upon the actual weeks of H/H services reported to OSPI on Form E-525. Form E-525 for the 2017–18 school year, found as Attachment 2 of this bulletin or at this link: [Instructions for Completing Form SPI E-525](#), is due to OSPI by July 6. Instructions for completion of this form are on the back of Form E-525.

H/H reimbursement is \$55 for each week of tutoring for a student who is hospitalized or in a treatment center, and \$60 for each week of home tutoring.

#### **RELATIONSHIP OF H/H SERVICES TO SPECIAL EDUCATION AND SECTION 504**

Students receiving H/H services are expected to be unable to attend school because of physical and/or mental disability or illness for at least four weeks and no more than 18 weeks. All students with an illness or injury that meet the necessary requirements are eligible for H/H services. This includes:

1. Students receiving special education and related services under the Individuals with Disability Education Act (IDEA).
2. Students receiving accommodations, aids, and services under Section 504 of the Rehabilitation Act of 1973 (Section 504).
3. Students who are not eligible for special education or Section 504 services. Meeting H/H eligibility does not necessarily mean that a student is eligible for special education or Section 504 services. However, it is prudent to assess whether students might be eligible for such services when H/H services end.

Students eligible to receive special education or Section 504 services may access H/H services to the same extent as general education students. H/H services should be provided when necessary, but shall not be used for the initial or ongoing delivery of services to students eligible for special education or Section 504 services. It shall be limited to services necessary to provide temporary intervention as a result of a physical and/or mental disability or illness. If a parent, district, school, or other provider believes a student who is receiving H/H services may also meet the criteria for special education or Section 504 services, the district, charter school, or tribal compact school should ensure that referral procedures for special education and/or Section 504 services are followed.

### **INFORMATION AND ASSISTANCE**

Additional information regarding home/hospital services is located in the H/H Services Frequently Asked Questions (Attachment 1). For questions regarding this bulletin, please contact Nicole Klein, PhD, RN-BC, Health Services Program Supervisor regarding student eligibility for H/H services at 360-725-6040 or email at [nicole.klein@k12.wa.us](mailto:nicole.klein@k12.wa.us) or Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or email [becky.mcLean@k12.wa.us](mailto:becky.mcLean@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's website at [Bulletins and Memoranda 2018](#).

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CR:bem

Attachment 1: H/H Services Frequently Asked Questions (FAQ)

Attachment 2: Form E-525 - Report of Final Home and Hospital (H/H) Services

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