

Dear Home & Hospital Coordinators,

We appreciate your help with the Home & Hospital program! You play a vital role in making the Home & Hospital program run smoothly. Always notify Student Support Services when you have a student who will be receiving Home & Hospital services, short and long term students. We need to know who the student is, how long they will be receiving Home & Hospital and who their teacher will be if they are Short-term. We need this to verify payroll for teachers.

The following steps will walk you through what procedures you will follow at the school level for your Home & Hospital teachers and students.

1. IF the student is on short-term Home & Hospital (less than 45 days), fill out a registration. Keep a copy for your records & send a copy of this form to Michelle Reyes in Student Support Services. The district personnel will fill this out for long-term students. <https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2019/09/HH-Registration-Form-2.pdf>

****If the student needs Home & Hospital for longer than 45 days you need to notify Michelle Reyes (88205) that you have a long term H&H student and we will assign a teacher.**

2. Students receiving Home & Hospital Services **MUST** be marked as an H on their attendance for the entirety of their Home & Hospital Service dates. Please use the dates listed on their Health Professional's Statement of Need to guide when to mark H's for attendance.
3. Get a Health Professional's Statement of Need from the parent/guardian to verify the student qualifies to receive Home & Hospital services. Send a copy to Michelle Reyes. <https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2020/02/Health-Professionals-Statement-of-NeedsFINAL-Jan2021.pdf>

*****Please Note:** We will not start Home & Hospital Services for a student until we receive a Health Professional's Statement of Need.

4. Have the student AND a parent/guardian sign a short term disclosure statement. There is a QR code available for parents to scan for easy access. Send a copy to Michelle. <https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2022/08/Short-Term-Home-Hospital-Disclosure.pdf>

<https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2022/08/Short-Term-Disclosure-Statement-Spanish.pdf>

5. Find a teacher from your school to teach the student. Let Michelle Reyes know who their teacher will be. If you are struggling to find a teacher from your school to teach a student, please reach out so we can help you.
6. Help your H&H teachers gather and turn in their:
 - a. **Teacher timesheet**
<https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2016/08/Time-Sheet.xls>
 - b. **Monthly Teaching Record**
<https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2019/01/Teaching-Record-1.31.19.pdf>
 - c. **Mileage Report Sheet**
https://jordandistrict.org/wp-content/uploads/083_MileageReport.xlsx

These forms need to be turned in by the second business day of each month. They need to be typed using the fillable form. Too many handwritten forms are turned in with unreadable writing. The teacher should prepare these on their own. Make sure the Timesheet, Teaching Record and Mileage Report are signed by the employee, a parent (if applicable, i.e. Teaching Record) and an administrator prior to turning them in. The Teaching Record **MUST** be signed by a parent or it will be returned. The parent signature verifies that the student was taught by the assigned teacher on the recorded days. If any of the documents are not signed correctly, they will be returned for signatures and the teacher may miss the payroll deadline for that month. They will still be paid but may have to wait for payment until the next pay period.

DO NOT wait until the student has completed their Home & Hospital services to turn these forms in. They need to be turned in monthly.

7. Please note that some of the codes used on the Timesheet and Mileage Report have changed in recent years. Also the mileage reimbursement has gone up. Please use the current form for this year to ensure proper payment. The codes are as follows:

Mileage Codes	Please fill in the vendor key (skyward Login)				
Fund	Type	Location	Program Code	Function	Object
10	E	School Number	9410	1090	581
Timesheet Codes					
Fund	Type	Location	Program Code	Function	Object
10	E	School Number	9410	1015	131

Michelle Reyes
Prevent Specialist-Student Support Services



The following are detailed instructions to help Home & Hospital teachers know what they need to do before and during their time as a Home & Hospital teacher.

It is important for you to familiarize yourself with this information so that if/when teachers have questions and need assistance with their forms, etc. you have the knowledge to help them. Always feel free to call me with any questions or concerns. (Michelle 88205)

When I am notified a teacher will be teaching a Home & Hospital student I will send these instructions directly to them via email.

HOME & HOSPITAL TEACHER INSTRUCTIONS:

Many of your questions about teaching Home & Hospital can be answered using the following link:

<https://studentsupport.jordandistrict.org/homehospital/guidelines/>

BEFORE YOU START TEACHING YOUR STUDENT:

1. Students and parents must sign a disclosure prior to your first teaching appointment OR you can bring it for them to sign at your first appointment.
<https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2020/03/Short-Term-Disclosure.pdf>
2. You may not start teaching a student unless they have a Health Professional's Statement of Need turned in to the school.
3. A parent/guardian must attend the first session with you and the student.

Here are some detailed instructions to help you:

IMPORTANT: There are **3 forms** you must fill out each month you teach a Home & Hospital student and **send to Michelle Reyes** in Student Support Services at the District Office. Forms **MUST** be typed using the fillable form and printed. **Make sure they are signed by an administrator before sending them. The teaching record must have a parent signature.**

1. **Teaching Record-**
<http://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2019/01/Teaching-Record-1.31.19.pdf>
2. **Teacher Timesheet-**
<https://studentsupport.jordandistrict.org/wp-content/uploads/sites/26/2016/08/Time-Sheet.xls>
3. **Mileage Report-**
https://jordandistrict.org/wp-content/uploads/083_MileageReport.xlsx

***Please see [examples](#) of each document (click on examples to see).

Teaching: Each student receiving Home & Hospital services is entitled to receive 2 hours of teaching time weekly from their assigned Home & Hospital teacher. Teachers can do the entire 2 hours in one sitting or they can break it up into two one hour sessions. K-3 Elementary students tend to do better with two one hour sessions.

- Teaching in their home- Be aware an adult over 18 must be present in the home and near you as you are teaching. Always do the teaching in a public location like the living room or kitchen. Even if the student has a desk in their bedroom. Jordan School District policies prohibit this and the teacher must teach in a public area.
- Teaching at a local public library- Teachers should sit in a spot where they can see the student enter. The teacher should stay in the same location every time they meet with the student so the student knows where to go each week. We recommend a big study table and not a private study carrel.
- Teaching over zoom- Zoom is the least preferred method and is done at the parent's request due to health reasons only.

Student NO SHOWS/Cancellations: IF you prepare to teach your student, show up at their home or you are waiting for your student at a public library, you are required to wait for 30 minutes. After that time you may leave and record on your timesheet one hour of teaching. You may still record the 30 minutes you prepared for this session even though the student did not show. Record this time on your teaching record and timesheet noting why you are claiming prep time for only one hour of teaching.

Preparation: For every two hours a Home & Hospital teacher teaches a student the teacher is allowed to claim 0.5 hours of preparation time. If the teacher is teaching multiple Home & Hospital students they may claim 0.5 hours of preparation for each student separately if the preparation is completed at different times. If the teacher only teaches one hour they only get paid 0.25 hours of preparation time for that week. Preparation time may include meeting with the student's teachers, gathering assignments, sending emails, contacting by phone, etc.

Payment: Home & Hospital teachers are paid their regular hourly rate for teaching Home & Hospital students. **Time claimed on their timecard for teaching Home & Hospital must be outside of their regular contract hours.** This includes their preparation time and their teaching time.

- **Timesheet-** For each student they teach they will fill out a timesheet. The time sheet should record any teaching time they provide for the student outside contract time. Here is a link to a short video describing how to fill out the timesheet. <https://prezi.com/v/xw1ghdvg9zcg/>
 - **The timesheet needs to be filled out using the online fillable form.** It must be typed prior to turning it in. Timesheets are due the second business day of each month and **MUST** be turned in monthly. **DO NOT** wait until their student is finished with their short term Home & Hospital to turn in their forms.

- Timesheets must be signed by a school administrator before you send them to payroll. If they are not signed they will be returned and the teacher may miss the payroll deadline for the month.
- **Timesheet CODES:** Please fill out Home Base School and Distribution number: 10 E (XXX your school location number) 9410 1015 131. Quick reference chart with codes included below.

Teaching record: This records which days you prepped for and met with/taught the student. **A parent MUST sign this form in order for you to be paid for the time taught.** The parent signing is vital as it proves you did meet with and teach the student on the days you indicated. **You MUST include the student's address on this form so we can verify the mileage traveled.** Here is a link to a short video to help you understand how to fill out the teaching record. https://prezi.com/v/wd_s41nbupiw/

Mileage: Home & Hospital teachers are allowed to claim miles traveled from your home based school to the student's home and then from the student's home back to school **OR** to the teacher's home. Some like to record these on separate lines. For example, on the first line record the distance from your home base school to the student's home address. On the second line, record the mileage from the student's home to your home or your home school. ***See the example attached above.*

Mileage CODES: Please fill in vendor key (skyward login) and mileage codes: 10 E (XXX school location code) 9410 1090 581.

Mileage is paid from school to student's home or public place to teacher's home, also between students' homes if applicable.

Here is a link to a video describing how to complete the mileage report.
<https://prezi.com/v/lxjtm14khl/>

- **Recording mileage: Always use an internet search to determine the mileage you claim.** Do not worry about recording your odometer reading.
 - You will be paid for the **shortest distance from location to location** found on an internet search such as Google Maps (even if you took a longer route you will be paid for the shorter route).
 - When recording mileage **always round to the nearest whole number** as accounting uses whole numbers to determine miles traveled for reimbursement.

Grades: Students on short term Home & Hospital will continue to work on their coursework online using Canvas. It is the responsibility of the assigned Home & Hospital teacher to coordinate with the student's regular teachers. The Home & Hospital teacher is the liaison between school and home. The Home & Hospital teacher will help the student complete assignments from Canvas or work you collect from their regular education teachers. Their assigned teachers will give their grades. If no work is completed while the student is receiving

Home & Hospital instruction the student will be given an **NC** (no credit) on their report card. This allows them to make up the credits at a later date. **NO student receives an F while receiving Home & Hospital services.**

Student Living Outside Jordan District Boundaries & attending on Permit:

If a Home & Hospital teacher is assigned a student who is attending one of our schools on permit and lives outside the school boundaries you can teach them on Home & Hospital, **BUT** you must provide the service **inside** our school district boundaries. Some teachers that have run into this problem meet their students at one of the public libraries near their home based school.

The Home & Hospital program ends on Friday, May 26, 2023 for the 2022-2023 school year.

That is a lot of information.

Let me know if you have any questions or concerns.



Warm Regards,
Michelle Reyes
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