

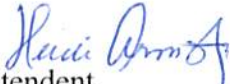


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STUDENT SUPPORT SERVICES

September 14, 2020

TO: Complex Area Superintendents, Principals (All), District Educational Specialists,
Public Charter School Executive Director, Public Charter School Directors (All)

FROM: Heidi Armstrong 
Assistant Superintendent

SUBJECT: **Homebound Placement and Provision of Services for Students with Disabilities**

When a student with a disability is not able to access their education in an educational setting due to a medical condition and/or severe behavioral challenges or is absent for more than ten (10) consecutive school days, the Individualized Education Program (IEP) team should meet to consider a change of placement, such as Homebound. The student's parent(s)/legal guardian(s) is part of this IEP team and shall be provided an opportunity to participate in discussions regarding a change in placement. When a change in placement is proposed, the IEP team must review and utilize data that supports the evidence of a need for a change in placement before making a determination. The provision of any in-home service must be indicated on the student's IEP as an educational placement.

Given the current global COVID-19 pandemic, considerations and precautions need to be taken when providing services to students who have Homebound placement. The IEP teams should first discuss if and/or how services can be provided virtually (e.g., distance learning, telepractice) to eliminate or reduce the need for in-person services. If services cannot be provided virtually, and will be provided either in the home or an alternate Hawaii State Department of Education (HIDOE) approved instructional site, the following considerations must be taken.

Prior to In-Person Services

- All service providers should review the Return to Learn: School Reopening Plan Health & Safety Handbook, Version 6, September 4, 2020. Parent(s)/legal guardian(s) can also receive a copy of the Return to Learn: School Reopening Plan Health & Safety Handbook, if requested.

- The IEP team should meet with the parent(s)/legal guardian(s) to outline the expectations for services provided in the home or an alternate HIDEOE approved instructional site, in alignment with the Return to Learn: School Reopening Plan Health & Safety Handbook.
- The school should inform the parent(s)/legal guardian(s) of the health and safety requirements necessary to conduct homebound services in writing.
- The Daily Wellness Checklist must be completed by the student, service provider, and all household members prior to entering the household/alternate HIDEOE approved instructional site **each day**:

Step 1: Take Temperature Every Morning

If the student, service provider, or household member has a temperature of 100 degrees Fahrenheit or higher - services should not be provided.

Step 2: Check for Signs of Illness

If the student, service provider, or household member exhibits any of the following symptoms, services should be not provided.

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness, weakness)
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Step 3: Check for Recent COVID-19 Exposure

If the student, service provider, or household member is in quarantine, has had close contact (within six (6) feet for at least 15 minutes) with someone with COVID-19, or is waiting for COVID-19 test results - services should not be provided until the quarantine is completed or they are cleared by a healthcare provider.

- If services are not able to be provided, the service provider should document why services were not provided.

Arrival at Location

- The service provider and student should wash hands with soap and water, or sanitize hands when soap and water are not available.

- Clean and disinfect all surfaces in the designated instructional areas and all equipment and/or materials that will be used.
- When greeting, ensure physical distance of six (6) feet is maintained.

While Services are Provided

- Another adult family member must be present at all times.
- Ensure proper ventilation (e.g., open a door or window) and offer services outside if weather permits.
- If services are inside, limit the number of individuals in the area to those who are essential for instruction to be provided.
- Avoid sharing materials and/or equipment as much as possible.
- Maintain physical distance of at least six (6) feet apart, to the extent possible.
- Promote and practice proper personal hygiene (e.g., refrain from touching eyes, nose, mouth; sneeze in elbow or tissue).
- All individuals in the instructional area must wear a face-covering/mask, to the extent possible.
 - Other required protective equipment, such as a face shield or gloves, may be required if the recommended six (6) feet the physical distance cannot be maintained and/or the student is not able to follow all health and safety requirements.
- Refrain from eating and/or drinking while services are provided. Please also refrain from sharing or offering others food and/or drink.

After Services are Provided

- The service provider and student should wash hands with soap and water, or sanitize hands when soap and water are not available.
- Clean and disinfect all surfaces in the designated instructional areas and all equipment and/or materials that were used.
- Properly dispose of all protective equipment that was used.
- When bidding farewells, ensure the physical distance of six (6) feet is maintained.
- Document the provision of services and student outcomes.

If at any time the parent(s)/legal guardian(s) is unable to fulfill the health and safety expectations that were outlined with the IEP team prior to services starting, the school should hold another IEP meeting to review the expectations again, and problem solve any barriers that are hindering the provision of services. Once the meeting is complete, the school should detail what was discussed in the IEP meeting and the health and safety requirements necessary to conduct homebound services to the parent(s)/legal guardian(s) in the Prior Written Notice (PWN).

If an agreement cannot be reached and all health and safety expectations cannot be fulfilled, the provision of in-home services shall cease. The school will document why services are not able to be provided and continue collaboration and communication with parent(s)/legal guardian(s).

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[Parent Communication and Services Provided Documentation](#) tool can be used to continually document all communication and/or communication attempts with the parent(s)/legal guardian(s).

The information in this memo is based on the information that is currently available to the HIDEO at this time and is subject to change as new information is provided.

If you have any questions, please contact your Special Education District Educational Specialist or the Exceptional Support Branch, at (808) 305-9806.

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c: Superintendent
Deputy Superintendent
Assistant Superintendents
State Public Charter School Commission