LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
- SHREVEPORT

TUTORIAL SERVICES
(PUBLIC SCHOOL SYSTEM)

Purpose:
To delineate guidelines for obtaining hospital based tutorial services for school aged patients who are hospitalized for 3 weeks or longer or for those school aged patients who will not be able to return to public school for an extended period of time post discharge.

Policy:
1. Information regarding tutorial services will be given to those school aged patients (and their families), who are hospitalized for three weeks or longer and/or those who will not be able to return to school for extended period post discharge.

2. The Case Manager will consult with treating physician to determine course/length of hospitalization for all school age patients in order to assess the appropriateness of a referral.

3. Once a determination has been made as to the length of hospitalization and the needs post discharge, the Case Manager will instruct patient/parent verbally on Hospital/Homebound Services.

4. A Hospital/Homebound Referral Form will be placed on the patient’s chart for completion by the physician.

5. After the physician has completed Special Educational Services Hospital/Homebound Referral Form, the Case Manager will mail or fax completed form to the parish school board (special education department) where patient attends school. In addition, a copy is given to the parent.

6. Referral form must be updated every 12 weeks.

7. Only those patients who are residents of Caddo-Bossier Parish Public Schools are eligible for hospital based tutoring.

8. Patients who reside out of Caddo-Bossier must have anticipated homebound needs for a minimum of 3 weeks after hospital discharge to qualify for services through their local school board. Those select patients who live out-of-parish, and have an expected lengthy hospital stay, may opt to transfer from their school of origin to a designated Caddo Parish school and receive homebound services through Caddo Parish while in-patient. The parents would then transfer back to their school of origin at hospital discharge.
9. Private schools do not have homebound services. When a private school student will have an extended absence from school due to illness, the case manager will work with the family to obtain the necessary school work and excuses for the student.

Administrator

10/18/12

Date

Approved by Clinical Board: 8/19/03, 9/19/06, 10/20/09, 10/16/12
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