

Purpose

To provide educational services to all patients admitted who fall between the ages of 18 and 21:

1. Have not finished high school;
2. Have a history of an Individualized Education Program (IEP);
3. Wants services.

Scope

This policy applies to all patients admitted to Spring Grove Hospital Center from 18 through 21 years of age. This even applies to 18 through 21 years patients regardless of their enrollment status at the time of their admission.

**General
Procedures**

1. The Admissions office staff will fill out a MDH Educational Services Interview form and place it in the education section of the Medical Record for patients from 18 through 21.
2. If the patient qualifies for the above services and wants these services, the hospital admissions staff shall fill out the hospital form "Authorization to Disclose Protected Health Information" indicating a request for educational records. Individualized Educational Plan (IEP): The completed form shall be emailed by admissions staff to the treatment team and a hard copy shall be filed in the education section of the medical record.
3. If the patient does not qualify for services, the MDH Education Services Interview form will still be placed in the education section of the medical record.
4. Upon receipt of the MDH Education Services Interview form and the Authorization to Disclose Protected Health Information (IEP) form, who qualify and want services, the designated treatment team member shall mail as soon as possible the completed Authorization to Disclose Protected Health Information (IEP) form to the designated home school (last school of enrollment). The request shall be directed to the IEP Chair and school principal. A copy of this written request shall be placed in the educational section of the medical

record. A progress note shall be made in the progress note section of the medical record indicating to whom and when the authorization was mailed. This progress note will follow standard progress note format.

5. Within two business days amount of time the unit psychiatrist or psychologist will complete the Baltimore County Home and Hospital Service form. A designated treatment team member will then send a copy of the Baltimore County Home and Hospital Service form as well as a copy of the MDH Educational Services Interview form to the Office of the Director of Psychology.
6. The Office of the Director of Psychology will subsequently forward the completed forms to Baltimore County Home and Hospital Services and identify the location of the patient needing services.
7. The home school (last school of enrollment) is required to respond to the IEP request within 3 days. If the home school has not forwarded the IEP, the designated treatment team member will contact the school to facilitate the process. All efforts regarding obtaining the IEP shall be documented in the progress note section of the medical record by the designated treatment team member.
8. Upon receipt of the IEP, the designated treatment team member will arrange an IEP team meeting with the school of last enrollment (Home School), to review/revise the IEP and the provision of home and hospital services as the patient is currently hospitalized. This meeting review should involve the designated treatment team member and home school staff members. These IEP meetings should all be documented in the progress note section of the medical record and any revisions or conclusions such as the provision of home and hospital services. If the home school is not willing to participate in the IEP team meeting, the designated treatment team member shall contact the patient's rights advisor and document in the progress note section of the medical record.

9. The treatment team shall consider the patient's clinical condition, readiness for instruction, and willingness for education involvement prior to initiating educational services.
10. The assigned teacher will meet regularly with the patient for home and hospital instruction. The teacher will initiate instruction as soon as possible following receipt of referral and treatment team clearance as indicated in number 9 above. The designated treatment team member will document through regular progress notes the patient's attendance and progress with education services.

Monitoring

A yearly report shall be filed by the Director of Psychology to the Chief Medical Officer, indicating who is receiving education services and who have refused such services.

Approved



Monica Chawla, M.D., FAPA,
Chief Medical Officer

2/22/24
Date



Marie Rose Alam, M.D., FAPA,
Chief Executive Officer

2/22/24
Date

MRA/tg

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