



Massachusetts Department of Elementary and Secondary Education

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Jeffrey C. Riley
Commissioner

August 27, 2018

Dear Superintendents, Charter School Leaders, and Special Education Directors:

With the new school year, The Massachusetts Department of Elementary and Secondary Education (DESE) has reviewed and revised the “Home and Hospital” form, i.e. a physician’s order for the implementation of educational services in a home or hospital setting.

The changes we have made to the form are intended to:

1. improve the physician’s authorization process by narrowing the scope of orders to comply with the regulation, and
2. provide additional clarity and certainty to districts by requiring the provision of clear and specific information by the authorizing physician.

These changes include:

- Providing the physician with clear guidance regarding the regulatory standard under which the services are being ordered
- Adding a specific up-front statement that all items must be fully completed in order for the form to be valid
- Emphasizing the regulatory requirement that students “must remain at home or in a hospital on a day or overnight basis” in order to qualify for services
- Establishing specific dates of service delivery, with a requirement to resubmit past that time, and emphasizing that the student’s anticipated return to school date must be provided
- Rephrased questions to ensure the provision of clear instructions
- Adding a link to our [Question and Answer Guide on the Implementation of Educational Services in the Home or Hospital](http://www.doe.mass.edu/pqa/ta/hhep_qa.html) (http://www.doe.mass.edu/pqa/ta/hhep_qa.html) and the contact phone number for our Problem Resolution System Office

- Specifically establishing that the authorizing physician is the student's treating physician and clarifies the type of medical professional that is filling out the form (M.D., nurse practitioner or physician's assistant). Adds licensure information.

The revised form is now available on our [Mandated and Recommended Forms for the Implementation of Special Education Requirements page](http://www.doe.mass.edu/sped/28MR/) (<http://www.doe.mass.edu/sped/28MR/>).

We hope you will find this revised form helpful. Please do not hesitate to contact our Problem Resolution System office (781) 338-3700 with any questions or for further clarification.

Sincerely,

A handwritten signature in blue ink, appearing to read "Russell Johnston".

Russell Johnston, PhD
Senior Associate Commissioner