



CHRONIC HEALTH CONDITION PROCEDURE (INS-P047)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure addresses the use of the Chronic Health Conditions Policy by Clarksville-Montgomery County School System students.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Schools
- 2.2 Chief Academic Officer
- 2.3 Section 504 Coordinator
- 2.4 District RN/Nursing Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools
- 3.2 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Chronic Health Condition means an illness or condition that lasts for a prolonged time period, requires more than routine health services, and can cause or contribute to chronic and sometimes extended absences from school.

5.0 PROCEDURE:

- 5.1 A parent/guardian, school counselor, administrator, teacher, or attendance clerk may initiate the process for chronic medical verification by informing the school nurse of excessive absences due to an illness, condition, disease, pregnancy complications, accident or severe health problems of the infant child of a student.
- 5.2 Upon referral, the school nurse will provide the parent/guardian with a letter of explanation (INS-F143) and the chronic health verification form (INS-F142) which is to be completed by the treating provider. A treating provider would include a MD, DO, nurse practitioner or physician associate.
- 5.3 Once the chronic health verification form is returned to the school nurse, the nurse shall review the form for completeness. If the form is complete, the nurse shall give the form to the Support Team Coordinator. If the form is not fully completed, the nurse will return the form to the parent/guardian for completion.
- 5.4 Upon receipt of the completed chronic health verification form, the Support Team Coordinator will determine if the student receives special education or Section 504 Plan services or accommodations. If the student receives services or accommodations pursuant to a special education and/or Section 504 Plan, the Support Team Coordinator shall notify the Special Education case manager or 504 Building Coordinator, as appropriate.



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- 5.4.1 The Support Team Coordinator will convene a meeting with the, at least one (1) school administrator, nurse, general education teacher, the parent, and any other persons who have relevant knowledge of the student, to review the Chronic Health Verification Form and to ensure that the student meets the qualifications under the Chronic Health Condition Policy.
 - 5.4.1.1 If the team determines that the student qualifies under the policy, the team will write a Chronic Health Verification Form Instructional Plan (INS-F144). The Instructional Plan may be retroactive up to 14 days.
 - 5.4.1.2 Based on the data, the team may also recommend the student for further evaluation under Section 504 and/or IDEA. If further evaluation is recommended, the Support Team Coordinator will make a referral to the Section 504 Building Coordinator and/or Special Education Building Lead as appropriate.
 - 5.4.1.3 A Section 504 Plan or IEP is not required to be eligible for the Chronic Health Condition policy.
 - 5.4.1.4 If the student qualifies under the Chronic Health Condition policy, the nurse will upload the Chronic Health Verification Form into the Electronic Medical Record ("EMR"). An alert will be automatically generated to PowerSchool for attendance purposes, and a copy will be emailed to case managers and teachers.
- 5.5 At the beginning of each school year, the school nurse will review records of any students with previous Chronic Health Verification Forms on file. The nurse will send home a parent letter of explanation (INS-F143) and a new Chronic Health Verification Form (INS-F142) for those students.
 - 5.5.1 An updated Chronic Health Verification Form must be obtained for each school year to verify the need for continuing instructional accommodations, if applicable.
 - 5.5.2 The student may be recertified at any time to reevaluate appropriate services that may be needed.
- 5.6 All students with an approved Chronic Health Verification Form will be recorded in the EMR and a CHVF alert will be visible in PowerSchool.
 - 5.6.1 Original records shall be kept in the student's cumulative file.
- 5.7 Each student absence must be coded appropriately when a Chronic Health Condition exists.
 - 5.7.1 Parents will be instructed by school personnel to provide written documentation for any absence related to a Chronic Health Condition. Documentation must include notice of the absence being directly related to the approved chronic illness or condition.



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- 5.7.2 If the parent does not provide written documentation for any absence alleged to be related to a Chronic Health Condition within five (5) school days, the student's absence will be counted as unexcused.
- 5.8 If a Chronic Health Condition Instructional Plan is necessary, the Support Team Coordinator will document appropriate instructional services for the student, including:
- 5.8.1 The delivery and return of homework assignments;
 - 5.8.2 The anticipated contact time with the teacher;
 - 5.8.3 The physical activity restrictions and other limitations affecting school activities as set forth by the healthcare provider, and any specific restrictions in physical education classes; and
 - 5.8.4 The nurse may also include suggestions to assist teachers in working with students who have identified Chronic Health Conditions. Supports may include referrals to social workers, BCBAs, other Mental Health professionals, or other related services. Any referrals will only be made with written parent/guardian permission.
 - 5.8.5 The Support Team Coordinator will send the plan electronically to each of the student's teachers, the school nurse, and provide a copy to the parent/guardian.
- 5.9 If the student's absences exceed 20 school days, a review of services will be completed and a process of continuous learning will be considered.
- 5.10 Schoolwork assignments will be provided during absences of students with Chronic Health Conditions within a reasonable amount of time, and credit will be given for course work completed within established timelines. Course credit will be given for completed requirements.
- 5.11 School counselors who schedule students with Chronic Health Conditions will take into consideration the anticipated days of absence (as noted on the Chronic Health Verification Form) and feasibility of completing courses requiring laboratory work or vocational workshops.
- 5.12 Physical education course-work requirements shall include flexibility and adaption for students with Chronic Health Conditions to participate in regular program activities as much as their health permits.

6.0 ASSOCIATED DOCUMENTS:

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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CHV Form (INS-F142)	Cumulative Folder	Length of the cumulative record	N/A	School file rooms, locked
CHV Instructional Plan (INS-F144)				

8.0 REVISION HISTORY:

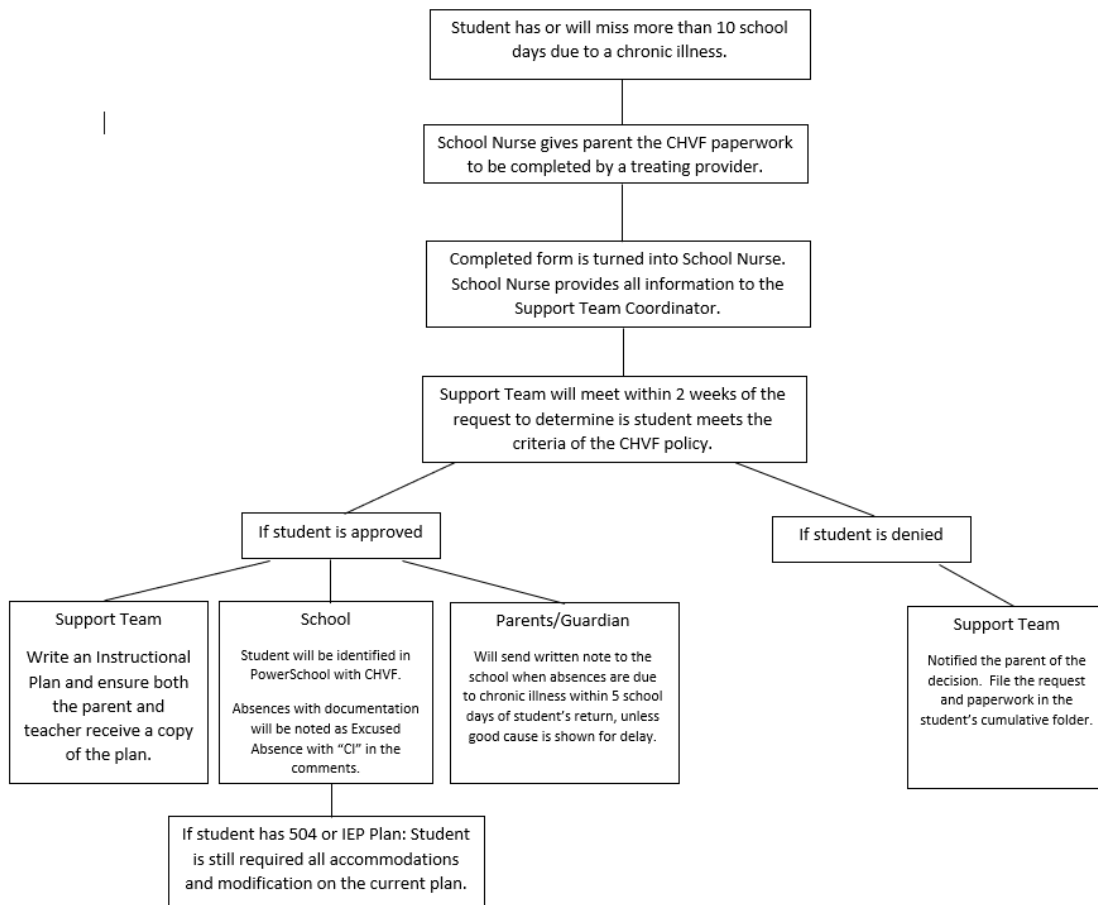
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/2/22		Initial Release
9/1/23	A	Changed the meaning of chronic illness, changed the doctors to treating physician, changed the procedure to only go through Support Team, changed the wording on team, changed the notes to 5 days to be consistent with the district policy, added supports with parent permission, changed the expectations of the review meeting after 20 days, updated the flow chart.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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