Guidelines for School Re-Entry Following Discharge From Psychiatric Hospitalization

This guideline is intended to frame a best practice for discharge protocol for students returning to school after admission to Strong’s Children and Adolescent Inpatient Hospitalization (CAIH), Partial Hospitalization (CAPHS); and Rochester Psychiatric Center (RPC).

Annually, in August, an MOU (Memorandum of Understanding) signed by the Superintendent of Schools of participating districts will affirm the district’s willingness to: 1) follow the Guidelines for School Re-Entry Following Discharge from Psychiatric Hospitalization; 2) identify an Administrative Contact Person for the coming school year who will serve as a district-hospital liaison to enhance communication.

Upon Hospital Admission to Strong CAIH and CAPHS:

- Given that parental permission is granted the hospital educational setting will communicate with the student’s home school district as needed.

- Hospital will send consent for release of academic information and assignments, post-hospitalization transition planning and the school collaboration form to student/parent and identified school contact(s).

- In the event hospital staff cannot connect with student/parent-identified school contact, hospital staff will contact district designated Administrative Contact person to initiate above communication.

Strong Partial Hospitalization Program

- In Strong Child and Adolescent Partial Hospitalization Unit teacher will coordinate all collaboration regarding student unless specific concerns have been identified and /or accommodations are being requested. In this case the Primary Therapist will collaborate with the school contact person.

- Hospital teacher will contact home school staff person to discuss/exchange relevant academic information and initiate Hospital/School Collaboration Form.
School district will send relevant educational records, e.g., IEP, 504 plan, schedule, transcript, academic work to assist the patient in keeping up academically, will provide information regarding anything that would prohibit the student from returning to school/program upon discharge and will communicate academic placement location for the student to commence at the time of discharge.

**Strong In-Patient Hospitalization Program**

- On **Strong Inpatient Unit** Social Worker/Clinician will coordinate communication with family and designated school personnel.

- At the time of admission school contact person will initiate dialogue with hospital contact person regarding anything that would prohibit the student from returning to school/program upon discharge and will communicate academic placement location for the student to commence at the time of discharge.

**Upon Admission to Rochester Psychiatric Center:**

- Hospital teacher will send consent for release of academic records (e.g., transcript, schedule, IEP, 504 plan, most recent report card, to student/parent-identified school contact(s).
- In the event hospital teacher cannot connect with student/parent-identified school contact school district designated Administrative Contact person to initiate above communication
- School team will be invited to monthly treatment plan to discuss discharge planning.
- School team will be invited to meetings specific to academic needs.
- Hospital teachers will have ongoing contact with home school staff person to discuss/exchange relevant academic information and state assessments.
- Hospital Social Worker/designee will ensure communication with family and designated school personnel.
- School district will send relevant academic work to assist the student in keeping up academically.
- At the time of admission school contact person will initiate dialogue with hospital contact person regarding anything that would prohibit the student from returning to school/program upon discharge and will communicate academic placement location for the student to commence at the time of discharge.
Education Discharge Planning Process:

- Given that parental permission is granted planning/treatment team meetings will be scheduled with hospital staff, family and education staff as soon as appropriate in students’ admission. Staff are encouraged to make use of phone conferencing if necessary. Educationally relevant topics to be discussed include:
  1. Academic progress while at the hospital;
  2. Safety assessment information (e.g. assessments, safety plans);
  3. Effective strategies for student as recommended by hospital staff (including behavioral management strategies);
  4. Brainstorm educational and social-emotional needs of the student;
  5. Develop plan for successful school re-entry;
  6. Provide input for CSE related meetings if possible and appropriate.

School Re-Entry Process:

- If possible and appropriate, student to attend/visit educational placement before discharge from hospital program. School and hospital staff will coordinate arrangements for partial day attendance at school while student transitions from hospital placement. School will provide immediate (minimally before student returns to hospital from school each day) feedback to hospital staff regarding transition experience.
- If possible and appropriate, transition meeting to be held prior to discharge with key community mental health provider(s), other support individuals, school support individuals, youth and family to develop the community reintegration plan.

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