

# **Documentation of Medical History**

## *Required For Classifications:*

*Multiple Disabilities (MD), Other Health Impairment (OHI), Traumatic Brain Injury (TBI), Orthopedic Impairment (OI), and Autism (AUT)*

### 1. When must this form be completed?

- When eligibility is going to be determined.

### 2. Do I have to get this information at every eligibility determination?

- Not necessarily, but:
  - if there are current significant changes,
  - if you know there have been changes in the past few years,
  - if guardian(s) have indicated changes, or
  - if there have been significant medical events since the last eligibility, then you need to gather new information via the form.
- If your team feels that the past “Documentation of Medical History” is current enough and still contains relevant information, then you have to find this previous information in the past envelope(s) and put it with the current evaluation results.

### 3. Who can gather the information on this form?

- Special Educators should give the form to the guardian(s) to take to their medical provider to complete.
- If parents are unable to take the form to their medical provider, then the Special Educator should fax the form to the doctor along with the “Authorization for Release and Use of Health Information” that has been signed by the guardian(s).
- If a medical provider refuses to give the information requested, the Special Educator should contact the JSD Nurse who will then gather the information from the guardian(s).

### 4. What is the difference between a medical history and a developmental history?

- The information required on the “Documentation of Medical History” form needs to come from a qualified health professional based on the classification being considered (see table below for list of health professionals). For a developmental history the information can come from a qualified health or mental health professional.

***Note:** For AUT, TBI, and EBD classifications you have to have both a medical history and a developmental history. The qualified mental health professionals that can give the information for a developmental history include a Psychologist, School Psychologist, Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Clinical Mental Health Counselor (CMHC).*

### 5. What if I already have all this same information in a report I received from an outside provider?

- Look to see who the provider is and if they meet the criteria for the classification you are considering
  - if the provider has the credentials necessary then your team can use that report as part of the eligibility process (criteria for each classification is below)
  - if they don't meet criteria... then follow the standard procedure for obtaining the information necessary

## 6. What type of medical provider can provide the required information?

Qualified health professional means an individual who has the requisite training and licensure and functions in the role of providing medical information to the school evaluation team consistent with the individual's professional license. This person could be the student's physician, nurse, or other healthcare professional (Rules I.E.37.)

<b>MD</b>	<b>OHI</b>	<b>TBI</b>	<b>OI</b>	<b>AUT</b>
Medical Doctor (MD)	Medical Doctor (MD)	Medical Doctor (MD)	Medical Doctor (MD)	Medical Doctor (MD)
Physicians Assistant (PA)	Physicians Assistant (PA)	Physicians Assistant (PA)	Physicians Assistant (PA)	Physicians Assistant (PA)
Licensed Practical Nurse (LPN)	Licensed Practical Nurse (LPN)	Licensed Practical Nurse (LPN)	Licensed Practical Nurse (LPN)	Licensed Practical Nurse (LPN)
Advanced Practice Registered Nurse (APRN)	Advanced Practice Registered Nurse (APRN)	Advanced Practice Registered Nurse (APRN)	Advanced Practice Registered Nurse (APRN)	Advanced Practice Registered Nurse (APRN)
Doctor of Osteopathy (DO)	Doctor of Osteopathy (DO)	Doctor of Osteopathy (DO)	Doctor of Osteopathy (DO)	Doctor of Osteopathy (DO)
Registered Nurse (RN)	Registered Nurse (RN)	Registered Nurse (RN)	Registered Nurse (RN)	Registered Nurse (RN)

## 7. What do I do with the signed copy of the “Authorization for Release and Use of Health Information” form and “Documentation of Medical History” form once I have gathered all the information needed?

- Put it in the current folder with the evaluation materials.

*Note: for OHI classification you should also add the information that was gathered to the Health PLAAFP on Goalview.*

## 8. What happens if I can't get the information needed?

- If parent declines to sign the “Authorization For Release and Use of Health Information” or reports that there is no qualified health or mental health professional they take their student to:  
Then: Document on the “Authorization For Release and Use of Health Information” and the “Documentation of Medical History” form that parent declined to release information, put both items in the current folder with the evaluation materials
- If parent takes the form to their medical provider and they fail to respond:  
Then: Have parents call the medical provider. *(Note: Make sure the parent has the schools fax number to make it easy to return the form.)* If still no response, then the school team can fax the form to the medical provider along with the “Authorization For Release and Use of Health Information”.
- If you have contacted the provider that parents indicated (by fax) and they fail to respond:  
Then: the Special Educator should contact the JSD Nurse who will gather the information from the guardian(s).