



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of Teaching and Learning

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# Parent Guide to Home/Hospital Instruction Program (HHIP)

Version 01

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## What is the purpose of HHIP?

The DCPS Home and Hospital Instruction Program (HHIP) offers an individualized, blended-learning instructional model to students who are medically confined for two weeks or more. HHIP meets the academic and related service needs of students with health impairments by incorporating Common Core State Standards, as well as the DCPS Scope and Sequence. The HHIP team engages the student, parents/guardians, medical professional, and school-based team with the goal of successfully transitioning the student back to their school of enrollment or appropriate school-based setting.

## Who is this guide designed to support?

Parents and guardians of children who are confined to the home and/or hospital for medical reasons for 2 weeks or more.

## What information is included in this guide?

- Eligibility requirements
- Explanation of referral forms
- Referral and procedural steps
- FAQ

## What are the eligibility requirements for HHIP services?

DCPS HHIP services are available to students who are:

- enrolled in a DCPS school
- a ward of DC
- placed in a private school by DCPS
- attend a nonpublic school that is being monitored by DCPS
- attend a dependent charter school (where DCPS is the LEA Representative) and receive SPED services

To be considered eligible for HHIP services, all forms must be completed & submitted. The student must meet the following criteria:

- confined to the home and/or hospital for two weeks or more for medical reasons, includes 6 weeks of post-partum recovery from pregnancy (which is extended to 8 weeks for Cesarean deliveries); OR
- experienced intermittent absences that are equivalent to 2 weeks or more (based on historical or present data) due to chronic health impairments, such as sickle cell disease

## What forms are needed to submit a HHIP referral?

The forms required to be completed and submitted for a HHIP referral are listed below. They can be found on the DCPS website (<https://dcps.dc.gov/service/home-and-hospital-instruction>) and the appendix of this document.

Name of Form	Purpose	Completed By...
Physician Verification	States diagnosis which is confining student to the home/hospital or causing intermittent absences, a specified timeframe with a detailed treatment plan, a transition plan, and contact information for the physician	Treating physician, psychiatrist or licensed psychologist
Release of Records	Gives parental consent for treating physicians to share information with the DCPS HHIP team	Parents/Guardians
Parent/Guardian Agreement	Explains HHIP team expectations of parents/guardians and student while HHIP services are being given	Parents/Guardians
School Request for Service	Includes basic information about the student (e.g. date of birth, ID number, grade level) and contact information for the parents/guardians	School HHIP Designee
Immunization	Confirms the student's vaccinations are up-to-date	School nurse

Upon submission of the School Request for Service form, parents/guardians have 10 calendar days to submit the remaining documents. If the remaining documents are not received within 10 calendar days, an Incomplete Referral form letter will be sent to the HHIP Designee and the parents/guardians. The initial referral can be continued upon receipt of the remaining documents.

When a student is approved for HHIP services, the student must

- be free of infectious or communicable diseases, such as pink eye, flu, etc.
- be medically available to access the education
- not be a threat to others

## What are the steps in the referral and determination process?

Steps	Action	What happens / Explanation
1. Parent tells HHIP Designee that HHIP services are needed	HHIP Designee gives parents <ul style="list-style-type: none"> <li>Physician Verification (PV) form</li> <li>Release of Records form</li> <li>Parent/Guardian Agreement form</li> </ul>	<ul style="list-style-type: none"> <li>Parent gives treating physician PV form</li> <li>Parent completes other 2 forms</li> </ul>
2. Parent returns completed forms to HHIP Designee	<ul style="list-style-type: none"> <li>HHIP Designee submits completed forms</li> </ul>	<ul style="list-style-type: none"> <li>Centralized HHIP team begins processing referral</li> </ul>
3. Decision of eligibility for HHIP services made within 5 instructional days	<ul style="list-style-type: none"> <li>Attendance Counselor triggers HHIP referral code</li> <li>Centralized HHIP team reaches out to physician on PV</li> </ul>	<ul style="list-style-type: none"> <li>Absences are medically excused</li> <li>Discusses condition, treatment plan, timeframe, transition plan with physician</li> </ul>
4. Decision determined	<ul style="list-style-type: none"> <li>Approved – Beginning of Service form sent to HHIP Designee and parents/guardians with start and end dates</li> <li>Denied – No Service form sent to HHIP Designee and parents/guardians with reasons why denied</li> </ul>	<ul style="list-style-type: none"> <li>Approved – Attendance Counselor triggers HHIP approval code – absences medically excused</li> <li>Approved – HHIP Teacher(s) and Related Service Provider(s) (if appropriate) notified</li> <li>Denied – Centralized HHIP team calls parents/guardians to discuss reasons why ineligible; discusses next steps</li> </ul>
5. HHIP teacher(s) notified	<ul style="list-style-type: none"> <li>HHIP teacher(s) reach out to parent within 48 hours to schedule classes</li> </ul>	<ul style="list-style-type: none"> <li>Instruction begins within 5 instructional days of scheduling</li> <li>Adult must be present during instruction</li> </ul>
6. Collaboration between centralized HHIP team and school-based team	<ul style="list-style-type: none"> <li>School-based team sends assignments/assessments for core classes to Centralized HHIP team; work for non-core classes goes to family</li> </ul>	<ul style="list-style-type: none"> <li>HHIP teachers use notes and assignments from school-based teachers in sessions</li> </ul>
7. HHIP services end	<ul style="list-style-type: none"> <li>School is notified that end date is approaching and of any needs (e.g. transition meeting, 504 Plan Referral, SPED evaluation, etc.) observed</li> <li>End of Service form sent to HHIP Designee and parents/guardians</li> </ul>	<ul style="list-style-type: none"> <li>Student returns to school</li> <li>Attendance counselor resumes normal attendance procedures</li> <li>Progress reports sent to HHIP Designee</li> </ul>

## Frequently Asked Questions (FAQ)

1. How do I make a HHIP referral?

- The following forms need to be completed and submitted to the school's HHIP Designee.
  - Physician Verification form
  - Release of Records form
  - Parent/Guardian Agreement form

2. Who is the HHIP Designee at my school?

- The school HHIP Designee is appointed by the school principal. If parents/guardians do not know who the HHIP Designee is, the school principal should be contacted.

3. How long does it take for a HHIP determination to be made?

- Once all forms have been completed and submitted, a determination is made within 5 instructional days. Inability to reach the physician who signed the Physician Verification form can cause a delay. The need for additional information can also cause a delay in determination.

4. How does HHIP work once my child is found eligible for services?

- The HHIP teacher(s) will contact the parents/guardians within 48 hours of being notified that the student is eligible for services. Scheduling will be done between the parents/guardians and the HHIP teacher(s). Classes will begin no later than 5 instructional days after scheduling.
- If the student has an IEP, the appropriate related services will be provided. The related service providers will schedule with the parents/guardians.

5. My child does not need special education, can she/he still receive HHIP services?

- Yes, all students are eligible for HHIP services if they meet all other eligibility requirements.

6. My child has a surgical procedure coming up next month, can I submit the referral now?

- Yes, HHIP referrals can be submitted in advance. When HHIP referrals are submitted in advance, services will be ready to begin as soon as the student is available for education.

7. My child missed two weeks of school but has now returned to school. Can she/he have services now?

- No, HHIP services are not retroactive.

8. I cannot be home when the HHIP teacher wants to come for instruction, can I have another family member or neighbor be present in the home for me?

- Yes, another responsible adult can be in the home if you are unable to be present at the time of instruction. Notice of this must be given to the instructor that this is occurring.

9. What kind of work will my child do with the HHIP teacher?

- HHIP teachers follow DCPS Scope and Sequence. HHIP teachers collaborate with the school-based team to ensure continuity of assignments, to the extent possible.

10. Can pregnant students receive HHIP services?

Yes, students who are on maternity leave will receive HHIP services for 6 weeks. These services will be extended to 8 weeks if there is a Cesarean delivery. These services begin when the baby is delivered,

unless the student is put on mandatory bed rest. In these cases, HHIP services begin as soon as the mandatory bed rest begins.

14. My child was found ineligible for HHIP services earlier in the year but has need for HHIP services now. Can she/he be referred?

Yes, a student can be re-referred at any time.

15. My child has a doctor's appointment during a scheduled class. What should I do?

Notify the HHIP teacher of the appointment and the class will be rescheduled if notification occurs at least 24 hours in advance.