



Responsibilities of the Home/Hospital Instruction Program (HHIP) Designee

Students Served: Students who are confined to the home and/or hospital due to medical conditions

Grades: PK3-STAY

Contact: hip.dcps@dc.gov or (202)939-3506

Every DCPS school should have a HHIP Designee, designated by the school principal. The principal will serve as the HHIP designee if another staff member is not designated.

Responsibilities:

1. Managing the HHIP process, which includes the following:

Referral:

- Receiving referrals for students who may be eligible to receive HHIP services.
- HHIP designee is responsible for gathering and uploading four documents via the Quickbase application
 1. Request for Service form
 2. Proof of Immunization form
 3. Parent Agreement form
 4. Physician Verification form
- Gathering the relevant documents (outside medical information, grades, teacher reports, etc.) needed to make an eligibility determination
- HHIP office will determine student eligibility for services within five business days

Eligibility:

- Students must be registered in a District of Columbia Public School or be hospitalized within the boundaries of DCPS, have an IEP and enrolled in a DCPS LEA charter school, or attend a non-public school that is monitored by DCPS
- The student's anticipated length of absence from school must be two weeks or more.
- The student has a chronic illness and has experienced intermittent absences over significant period of time
- Student must be confined to a home or hospital

HHIP Determination of Services:

Approval of HHIP Services

- HHIP office will request an education plan meeting to meet with school based staff in order to develop an education plan for the student while they are receiving HHIP services. HHIP designee responsible for organizing and hosting the education plan meeting
 - Attendees should include HHIP designee, teachers, parent (and student when appropriate) and representative from HHIP office
- HHIP office will provide HHIP designee with a service form that will indicate the date that the student will begin to receive HHIP services
- HHIP office will provide HHIP designee with a service form upon termination of HHIP services



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Specialized Instruction

Denial of HHIP services

- HHIP designee will be notified that student does not qualify for HHIP services within five business days of receiving all completed documentation
 - HHIP office and/or school will contact parent to discuss denial of services
 - HHIP office will provide parent/guardian with a denial of service document that will indicate reason for service denial
2. **Serving as the school's main point of contact for questions from students, parents, and school staff regarding HHIP services**
 3. **Work with HHIP office to ensure that stakeholders are notified of any changes to students HHIP status, changes to student's access to education, changes to IEP or 504 Plan.**