



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

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

**Grades:** K-3

**Contact:** [dlinassi@learncharter.org](mailto:dlinassi@learncharter.org)

### 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 three documents via Education Modified
  1. Request for Service form
  2. Parent Agreement form
  3. Physician Verification form
- Gathering the relevant documents (outside medical information, grades, teacher reports, etc.) needed to make an eligibility determination
- Principal and SSS team will determine student eligibility for services within five business days

##### *Eligibility:*

- Students must be registered at LEARN DC PCS or be hospitalized within the boundaries of DC or attend a non-public school that is monitored by LEARN DC PCS
- 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**

- Principal and SSS team 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 Principal
- HHIP designee will complete a service form that will indicate the date that the student will begin to receive HHIP services
- HHIP designee will complete a service form upon termination of HHIP services



***Denial of HHIP services***

- HHIP designee will notify the team that student does not qualify for HHIP services within five business days of receiving all completed documentation
  - Principal will contact parent to discuss denial of services
  - HHIP designee 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 the school team 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.**