



ODLSS

Office of DIVERSE LEARNER
SUPPORTS + SERVICES

CHICAGO
PUBLIC
SCHOOLS

CPS

Home and Hospital Instruction Program (HHIP)

A Bit of Legal-ese

- On July 14, 2011, [Public Act 97-0123](#) was enacted, effective immediately, amending Section 5/14-13.01 of the *Illinois School Code* regarding home and hospital instruction for students.

As a result ...

- The amended Act redefines the standards for determining when a student is eligible to receive home or hospital instruction. Specifically, a student now qualifies for home or hospital instruction when a medical physician **anticipates** that, due to a medical condition, the student will: (1) be unable to attend school for two or more consecutive weeks or (2) be absent on an ongoing intermittent basis. The term “ongoing intermittent basis” is defined as the student’s medical condition being of such a nature or severity that it is **anticipated** that the student will be absent for periods of “at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences.”

- Prior to this amendment, a student was only eligible to receive home or hospital instruction once the student was unable to attend school for two or more consecutive weeks due to his or her medical condition. Now, there is no minimum number of days a student must be absent before the student qualifies for home or hospital instruction. Additionally, the amended Act states that the home or hospital instruction **may** begin as soon as the school district receives a written physician's statement and **must** begin within five days of receiving the physician's statement.

- Finally, the amended Act requires school districts to implement, as part of the student's home or hospital instruction, any special education and related services pursuant to an IEP and any services and accommodations pursuant to a Section 504 plan unless the IEP or Section 504 team determines that modifications are necessary during the home or hospital instruction due to the student's condition.



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The HHIP Program

Mission

The Home and Hospital Instruction Program (HHIP) provides access to continuous instruction, by a certified teacher, to all students whose academic programs are anticipated to be interrupted for ten (10) or more consecutive days or as a result of ongoing intermittent absences for at least 2 days at a time multiple times during the school year totaling at least 10 days or more, due to a medical or psychiatric condition.

HHIP Delivery Models

Instructional Delivery Settings

- Home
- Hospital
- Rehabilitation Facility

Homebound vs. Hospital Instruction

- Homebound Instruction is provided in the home when the student is experiencing ongoing episodes of an intermittent illness.
- Hospital Instruction is provided when the student is hospitalized. The following facilities are assigned instructors provided by ODLSS:
 - Ann & Robert H. Lurie's Children's Hospital of Chicago
 - Rehabilitation Institute of Chicago (RIC)
 - University of Chicago Comer Children's Hospital
 - Rush Children's Hospital
 - John Stroger Hospital
 - LaRabida Children's Hospital
 - Schwab Rehabilitation Center
 - University of Illinois (Medical Unit)
 - University of Illinois Hospital (Psychiatric Unit)
 - Gateway Treatment Center
 - Mt. Sinai Children's Hospital
 - Advocate Children's Hospital (Oak Lawn)

Roles and Responsibilities of...

- School Principal
- Homebound Coordinator
- School Nurse
- Classroom Teacher
- Homebound Instruction Teacher
- Hospital and Treatment Center Teacher
- Parent/Guardian

School Principal

- Designate a teacher or administrator to serve as the homebound coordinator during the first week of school
- Oversee the responsibilities of the Homebound Coordinator
- Participate in the Educational Planning Conferences or select a responsible designee
- Obtain necessary consent signatures from parent/guardian in a timely manner
- Approve quarterly reports and final grades
- Select home and hospital instruction teachers who are certified, ***currently working in a teacher position***, and able to teach the designated subject material
- Facilitate reintegration of students from home, hospitals, and/or residential treatment centers

Homebound Coordinator

- Obtain a completed medical referral from a certified physician specifying the medical condition that necessitates an adjustment of the student's educational program
- Identify a teacher (preferably the classroom teacher) to provide homebound services
- Maintain a record of communication with parents, homebound teacher(s) and other pertinent persons (i.e. related service providers)
- Coordinate the Educational Planning Conference and/or IEP meeting
- Serve as the liaison between the classroom teacher, homebound teacher, and hospital teacher
- Update student information
- Facilitate activities and communications leading to appropriate services for student's home, hospital, or intermittent instructional services
- Provide a complete set of home and hospital instruction forms to the classroom teacher and parent, when appropriate
- Gather student classroom assignments, books, and teacher keys (when available) in a timely manner *(Please note that the curriculum should be modified, when appropriate.)*
- Facilitate the initiation of 504 Plan for students with chronic medical and health issues

- Obtain the medical referral forms completed by a licensed physician
- Review the medical referral forms and contact the physician, when necessary
- Assist in transitioning the student from homebound services back to the public school setting
- Assist with implementing 504 Plans for students with chronic medical and health issues
- Participate in the Education Planning Conference and/or IEP meeting

Classroom Teacher

- Participate in the Educational Planning Conference and/or IEP meeting
- Collaborate with the home and hospital instruction teacher (face-to-face) at least once a week
- Provide daily work, assignments, quizzes, and tests to the homebound teacher
- Modify assignments, when appropriate, with the input from the Homebound Coordinator
- Issue grades in consultation with the homebound teacher
- Provide answer key for Homebound and Hospital Teacher

Homebound Instruction Teacher

- Provide appropriate instruction by planning lessons and assignments with the classroom teacher
- Consult with the Homebound Coordinator to confirm the approved eligibility period (*start date and end date*)
- Serve as the liaison between the school and the student
- Conference (face-to-face) with the classroom teacher at least once a week
- Facilitate student's transition back to the affiliated school
- Collaborate with Hospital Teacher, when necessary

Please note that instruction may only be provided by a certified teacher currently staffed in a teaching position.

Hospital and Treatment Center Teacher

- Provide appropriate instruction by planning lessons and assignments in collaboration with the Classroom Teacher and/or Homebound Coordinator
- Serve as the liaison between the school and the student
- Conference with the classroom teacher at least once a week
- Facilitate student's transition back to the affiliated school

HB Teacher Payroll Procedures

- Payroll for homebound teachers is processed by ODLSS central office personnel
- Teachers use individual time sheets to record their instructional sessions
- The Homebound Teacher Time Sheet must be completed in its entirety
- Completed time sheets must be emailed to homeandhospital@cps.edu by the Monday ending the pay period
- ODLSS approves all homebound time sheets and submits them to the CPS Payroll Department to be processed (*CPS Payroll Department Contact Information: 553-4729, Option #3*)

- Enroll student in CPS school
- Notify the school of a medical or psychiatric condition when student is anticipated to be absent for ten (10) or more days with a medical or psychiatric condition
- Obtain completed medical referral from licensed physician that is updated every three months (medical cases) or every month (psychiatric cases)
- Attend Educational Planning Conference and/or IEP meeting
- Schedule homebound sessions after the school day
- Ensure adult is present during homebound services
- Bring student's books from home and/or school to hospital or treatment center

Homebound Services for Charter Schools

- ODLSS does not centrally coordinate homebound services for charter schools.
 - The homebound coordinator designated by the charter school or charter school network should identify a homebound instructor.
 - ODLSS provides technical support, when necessary
 - If a homebound instructor cannot be identified within the charter school community, then ODLSS will provide assistance by offering contact information for a pool of citywide teachers

Quick Facts

- All students receiving support from HHIP must be active CPS students.
- All required forms must be completed in their entirety prior to submission for approval. (Sections 1-7)
- All communications regarding homebound support must be submitted to homeandhospital@cps.edu
- The home and hospital instruction forms are available for download on the ODLSS website at www.cpsdiverselearner.org.
- Approval for provision of services will occur within 48 hours of receipt of completed forms.
- Instruction should not be provided until a formal approval letter has been received from ODLSS.
- Please note that approval is not automatic and the referral must be deemed appropriate.

Key Contact

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Thank you!