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## **Goodwill Excel Center Home and Hospital Instruction Program (HHIP)**

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### **GEC HHIP Team Leader Information**

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### **Introduction**

The GEC Home and Hospital Instruction Program (HHIP), is a service that works to provide access to education for students who have a medically diagnosed physical or psychiatric condition that prevents a student from participating in the day-to-day activities typically expected during school attendance. HHIP utilizes different modalities to keep students as connected to their classrooms and classroom teachers as possible with the goal of a successful transition back to the student's least restrictive environment as soon as they can safely do so.

HHIP's primary purpose is to provide students with access to their assigned, school-based teacher(s) whenever possible, as opposed to a non-school-based instructional team, and remove barriers to accessing instruction. In fact, GEC believes that in most instances formal use of the HHIP program will not be necessary because GEC makes remote instruction available to students. **Students who believe that they may need to be able to access their classes at home or in a hospital are encouraged to first talk to their Academic Success Coach about how their needs can be met through existing GEC programs such that it is not necessary to go through the formal HHIP application process.** GEC's investment in technology and the implementation of additional support systems should allow our medically confined students to have minimal disruption to their academic needs.

### **Process**

1. An interested parent/guardian or adult student must complete an application to notify GEC that they are interested in HHIP. The request may be made verbally, but GEC will require a written application and will provide that application within **two** school days of any verbal request.
  - a. The application is available on the GEC website
  - b. The application will also be provided to the student by GEC staff

2. The written application can be found here: [Key Documents & Reports - Goodwill Excel Center](https://www.goodwillexcelcenter.org/about/key-documents-and-reports/) (<https://www.goodwillexcelcenter.org/about/key-documents-and-reports/>)

The application includes:

- a. Student's name and date of birth;
  - b. Name of LEA the student is enrolled in
  - c. Parent/guardian or adult student's name, address, phone number and email address as available;
  - d. Advocate or representative information (if applicable);
  - e. A medical certification, as defined below;
  - f. Requested start date and duration of services;
  - g. Parental/guardian or adult student's consent for disclosure of medical information; and
  - h. Parent/guardian or adult student's signature.
3. Once all paperwork is submitted and approved, the following will take place **immediately** HHIP Team Leader (The GEC School Compliance Manager) will schedule a student meeting with the student's School Director, Academic Success Coach, Lead Teacher, and Registrar, Manager. If the student has an IEP or 504 plan, the Manager of Special Education will also be at the meeting.
    - a. The application must be submitted to the HHIP Team Leader
      - i. GEC's HHIP Team Leader is the School Compliance Manager, Arturo Martinez – [Arturo.Martinez@goodwillexcelcenter.org](mailto:Arturo.Martinez@goodwillexcelcenter.org)
      - ii. If the application is submitted to another GEC Team Member, that team member must forward it to the HHIP Team Leader
    - b. The HHIP Team Leader will send out a calendar invite for the meeting and determine if the meeting will take place at the school or virtually via Teams.
4. During the meeting, the team will decide based on the current week of the term and student's needs and unique context the following:
    - a. The students' schedule remains the same or is adjusted.
    - b. The student has access via technology to classrooms and teachers on Teams and if not, submit a request for the appropriate IT items for access and schedule pick up or drop off.
    - c. The student has access to their Microsoft Teams login and to Powerschool, Odyssyware, and/or any other learning platform or class-based need.
    - d. Identify a tutoring schedule with classroom teachers for Fridays as needed and ensure any work missed due the approved HHIP paperwork is accounted for and a make up work plan and timeline is in place.
    - e. If the student has an IEP or 504 plan, the student's case manager will be part of the meeting and also the Manager of Special Education and any other team members from the students IEP and/or 504 plan team. A review of the students IEP and/or 504 will also take place for consideration and support needs to ensure continued services

5. Parent/guardian or adult students will be notified of GEC's decision **within five calendar days of receipt of the application**.
  - a. GEC will issue a written decision with an explanation for approval or denial.
  - b. If approved, GEC will include a written plan for the delivery of HHI which includes the location, services to be delivered, method of delivery, number of hours per week of direct instruction, and the schedule for service delivery. This plan shall last the duration of the student's health condition or 60 days, whichever is less. If a student requires more than **60** days of HHI, the parent/guardian or adult student must reapply at least **five** days before the expiration of the current HHI plan.
  - c. If denied, a specific written explanation of the reason for denial will be provided. Denials shall be based on an application or medical certification of need that is missing or incomplete.
6. Upon receipt of an HHI application for a student who has an individualized education program (IEP) or who is suspected of having such a disability, the LEA is responsible for contacting the appropriate team members.
  - a. The Individual's with Disabilities Education Act (IDEA) supersedes all HHI requirements.
  - b. If a student is eligible for an IEP, the LEA shall also:
    - i. Provide the parent/guardian with procedural safeguard notices under IDEA;
    - ii. Consider whether the placement could impact the student's "least restrictive environment" and if so, convene a placement team to review and revise the student's IEP, as appropriate; and
    - iii. In doing so, the determination and eligibility for HHI shall be governed by the IDEA rather than the HHI program.
7. The parent/guardian or adult student has the right to appeal the decision through the Office of the State Superintendent of Education (OSSE) (see below for additional detail).
8. If home or hospital instruction is approved, during the provision of such instruction GEC may make reasonable requests for information from the parent or adult student concerning the student's continuing medical need for home or hospital instruction and work with a student's parent to develop accommodations or measures that would permit the student to return to school.

### **Medical Certification**

To access HHI, a parent/guardian or adult student must provide a medical certification of need. This is a written letter from the appropriate medical personnel and must:

1. Include signatory's license number;
2. Certify that a student has been diagnosed with a health condition and explain how the condition has caused or is anticipated to cause the student to be unable

to attend in-school instruction or remote instruction already available to GEC students on a continuous, partial, or intermittent basis, at the student's school of enrollment or attendance for 10 or more consecutive or cumulative school days during a school year;

3. Contain a recommendation that the student receive HHI;
4. Identify if there are a maximum number of direct instructional hours permitted due to the student's health condition;
5. Define the expected duration and frequency of the student's health condition and the needed start date for services; and
6. Explain whether the medical condition is anticipated to cause continuous, partial, or intermittent absence from school.

### **Recertification of Medical Need**

When a student has already been receiving HHI services and the initial 60-day period, a parent/guardian or adult student must obtain a recertification of medical need and reapply at least five calendar days before the current HHI plan expires. This requires a second letter of need, with the same requirements of the original medical certification.

### **Appeal and Mediation**

Appeals are limited to instances where the parent/guardian or adult student asserts that the application and medical certification or recertification are complete and/or the LEA's decision was not made in accordance with the statute and/or regulations. The appeal process is outlined below.

1. Parent/Guardian or adult student appeals by submitting a written request for an appeal to OSSE within **10** calendar days of receipt of the LEA decision approving or denying the student home or hospital instruction. Appeals to OSSE can be made through the OSSE Home and Hospital Instruction Appeal [Portal](#).
  - An appeal must include all student information, the LEA's reason for denial (if given), a copy of the medical certification, and why the applicant believes the LEA's decision was not in alignment with the law.
  - An individual who is unable to file a written request for appeal by e-mail may contact the OSSE Division of Systems and Supports, K12, Special Populations and Programs office at [OSSE.HHIappeal@dc.gov](mailto:OSSE.HHIappeal@dc.gov) for further assistance.
2. OSSE will refer each request for appeal to the OSSE Office of Dispute Resolution to coordinate mediation of the request for appeal.
  - Mediation is an automatic step in the appeal process.
  - The LEA shall participate in a mediation with the parents/guardians or adult student.
  - Parent/Guardian or adult student have the right to request **one** change in date for mediation.
  - OSSE will deny the appeal if a parent/guardian or adult student fails to participate in the mediation.

3. If, following receipt of the appeal and after completion of mediation, the LEA and the parent/guardian or adult student are unable to resolve the issues raised by the appeal, the appeal shall be reviewed by a three-member appeals panel within OSSE within **eight** school days of the failed mediation.
  - The parent/guardian or adult student may request an opportunity for oral argument before the appeals panel.
  - The parent/guardian or adult student shall have the burden of proof.
  - The presumption will be in favor of the medical opinion set forth in the medical certification or recertification. The LEA shall have the burden of proof in seeking to rebut this presumption.
  - The panel will consist of OSSE employees with appropriate expertise as determined by OSSE.
4. OSSE will issue a final decision within **10** days following receipt of the appeal to the panel that indicates the findings of fact upon which the decision is based, and next steps.
5. In the case where the appeal determines that HHI should be provided, the LEA must provide services no later than **five** days following the issuance of the decision.

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