



## Home and Hospital Instruction Program "HHIP" for Elementary Schools

When a student is hospitalized or at home and too ill to attend school, the Home and Hospital Instruction Program (HHIP) provides access to continuous instruction, by a certified teacher, to all students whose academic programs are interrupted due to a diagnosed medical or psychiatric condition.

A student receiving HHIP instruction will remain enrolled and be carried in membership at the home school while receiving HHIP instruction.

1. The home school will submit a "HHIP Referral" to the Office of Diverse Learner Supports and Services (ODLSS) for review and consideration. If approved, ODLSS will provide the home school with a formal approval letter. The dates indicated on the ODLSS formal approval letter are the dates of HHIP associated attendance coding-see Step 4 below.

The length of a student's Home/Hospital instruction depends on the diagnosis and the eligibility period indicated on the ODLSS formal approval letter. If the HHIP referral window includes the first school day, the student's first day would be either a ½ day present if s(he) received instruction on that day or a full day excused absent (and withdrawn by IMPACT that day) if s(he) did not receive services the 1st school day. There are HHIP teachers available to provide instruction on the 1st day, if the student has a HHIP referral. Please contact the ODLSS Home and Hospital Instruction Program mailbox [athomeandhospital@cps.edu](mailto:athomeandhospital@cps.edu) to request assistance.

2. The HHIP teacher will complete and sign the Home/Hospital Monthly Report of Attendance Section of the "CPS Attendance Reporting Procedures for H/H (Home/Hospital) Students"- (listed under "Home Hospital Reports" on the IMPACT SIM Home Page).
3. The HHIP teacher will submit the completed "CPS Attendance Reporting Procedures for H/H (Home/Hospital) Students" form to the home school's Attendance Office on the last student attendance day of each month that HHIP services are provided.
4. Since the homeroom teacher can only enter attendance codes of "T", "AUFD" and "P" (by default), the Attendance Clerk will do the following in IMPACT SIM:
  - a. On the first day of the HHIP services period (per the ODLSS formal approval letter), enter "Start of HHIP services" in the comments section of the student's IMPACT SIM attendance record.
  - b. Change the daily code for every attendance day of the HHIP period to "AEFD" (Absent Excused Full-Day). Teachers will see but not be able to change the "AEFD" daily code.
  - c. When the HHIP teacher submits the "Home/Hospital Monthly Report of Attendance", change the "AEFD" daily attendance code to "HH" for each day the student received HHIP services. IMPACT will automatically credit that student with a ½ day of excused absence and a ½ day present for each of the reported days.
5. If the student requires an extension of HHIP services that extend beyond the eligibility end date indicated on the ODLSS formal approval letter, then the home school will submit a "HHIP Referral" to ODLSS for review and consideration. If approved, a new formal approval letter will be developed and sent to the home school.



## Home and Hospital Instruction Program “HHIP” for High Schools

When a student is hospitalized or at home and too ill to attend school, the Home and Hospital Instruction Program (HHIP) provides access to continuous instruction, by a certified teacher, to all students whose academic programs are interrupted due to a diagnosed medical or psychiatric condition.

A student receiving HHIP instruction will remain enrolled and be carried in membership at the home school while receiving HHIP instruction.

1. The home school will submit a “HHIP Referral” to the Office of Diverse Learner Supports and Services (ODLSS) for review and consideration. If approved, ODLSS will provide the home school with a formal approval letter. The dates indicated on the ODLSS formal approval letter are the dates of HHIP associated attendance coding-see Step 4 below.

The length of a student’s Home/Hospital instruction depends on the diagnosis and the eligibility period indicated on the ODLSS formal approval letter. If the HHIP referral window includes the first school day, the student’s first day would be either a ½ day present if s(he) received instruction on that day or a full day excused absent (and withdrawn by IMPACT that day) if s(he) did not receive services the 1st school day. There are HHIP teachers available to provide instruction on the 1st day, if the student has a HHIP referral. Please contact the ODLSS Home and Hospital Instruction Program mailbox [athomeandhospital@cps.edu](mailto:athomeandhospital@cps.edu) to request assistance.

2. The HHIP teacher will complete and sign the Home/Hospital Monthly Report of Attendance Section of the “CPS Attendance Reporting Procedures for H/H (Home/Hospital) Students”- (listed under “Home Hospital Reports” on the IMPACT SIM Home Page).
3. The HHIP teacher will submit the completed “CPS Attendance Reporting Procedures for H/H (Home/Hospital) Students” form to the home school’s Attendance Office on the last student attendance day of each month that HHIP services are provided.
4. Since the Homeroom Teacher can only enter attendance codes of “T”, “AUX” and “P” (by default), the Attendance Coordinator will do the following in IMPACT SIM:
  - a. On the first day of the HHIP services period (per the ODLSS formal approval letter), enter “Start of HHIP services” in the comments section of the student’s IMPACT/SIM attendance record.
  - b. Change all the period codes for every attendance day of the HHIP approval period to “AEX” (Period Absent Excused). The IMPACT system will generate a full-day excused absence daily code “AEFD” for each of the attendance days in the HHIP approval period. Teachers will see but not be able to change the “AEX” period code.
  - c. When the HHIP Teacher submits the “Home/Hospital Monthly Report of Attendance”, change the “AEX” period attendance codes and the “AEFD” daily code to “HH” for each day the student received HHIP services. IMPACT will automatically credit that student with a ½ day of excused absence and a ½ day present for each of the reported days.
5. If the student requires an extension of HHIP services that extend beyond the eligibility end date indicated on the ODLSS formal approval letter, then the home school will submit a "HHIP Referral" to ODLSS for review and consideration. If approved, a new formal approval letter will be developed and sent to the home school.