



The Family Place Public Charter School Home and Hospital Instruction Policy

All public school students have a right to public education, including when they may have a short-term medical situation that prevents them from attending school in person. The Students' Right to Home and Hospital Instruction (HHI) Act of 2020¹ (Act) requires every LEA to adopt and implement a home and hospital instruction program.

The Family Place Public Charter School (TFPPCS) has designed this policy to promote a participating adult learner's academic progress and allow the learner to stay current with classroom instruction in core subjects, to the greatest extent possible. The delivery of HHI fosters coordination between the classroom teacher and the HHI instructors to ensure the rapid reintegration into the classroom when the student returns to school. HHI instructors will provide content aligned to that provided in the student's classroom at TFPPCS.

Process

1. An interested student must complete an application to notify TFPPCS that they are interested in HHI. The request may be made verbally, but TFPPCS will require a written application and will provide that application within **two** school days of any verbal request.
2. The written application can be found here: [HHI Request Form](#). It includes:
 - a. Student's name and date of birth;
 - b. Name of the student's current school;
 - c. 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. Consent for disclosure of medical information; and
 - h. Student's signature.
3. Students will be notified of TFPPCS's decision within five calendar days of receipt of the application.
 - a. TFPPCS will issue a written decision with an explanation for approval or denial.
 - b. If approved - TFPPCS 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 will last for 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 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 will be based on an application or medical certification of need that is missing or incomplete.

¹ DC ACT 25-526, D.C. Official Code Sections 38-251.01 through 38-251.10



4. 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 Individuals 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 student 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.
 - iv. TFPPCS does not receive IDEA funding.
5. The student has the right to appeal the decision through the Office of the State Superintendent of Education (OSSE) (see below for additional details).
6. If HHI is approved and delivered, TFPPCS may make reasonable requests for information concerning the student's continuing medical need for HHI and work with a student to develop accommodations or measures that would permit the student to return to school.

Medical Certification

To access HHI, a 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 had caused or is anticipated to cause the student to be unable to attend in-school instruction 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. State 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.

HHI Delivery and Attendance

If HHI is approved, direct instruction will be provided in-person by an HHI instructor, unless the student consents that an HHI instructor may provide direct instruction via a video platform such as Zoom in real-time or asynchronous learning. TFPPCS may provide direct instruction via a video platform such as Zoom in real-time or asynchronous learning without a student's consent in the following circumstances:

- During a public emergency, including a public health emergency, declared by the Mayor of the District of Columbia;



- When the student has been diagnosed with a communicable disease as defined in 22-B DCMR Chapter 2, or any superseding regulation;
- When a household member has been diagnosed with a communicable disease as defined in 22-B DCMR Chapter 2, or any superseding regulation, if the student is to receive instruction at home;
- When TFPPCS determines that safety concerns prevent in-person instruction; or
- When the student is receiving medical treatment outside of the District of Columbia.

TFPPCS may satisfy the provisions of this section by employing staff to provide instructional services to a student, contracting with private providers to deliver instructional services, contracting with other LEAs to provide instructional services, or combining any of the foregoing delivery options.

TFPPCS will maintain a student receiving HHI on the regular attendance roll and count the student as medically excused, except when a student is not available for HHI, in which event the student may be counted absent.

Recertification of Medical Need

When a student has already been receiving HHI services for the initial 60-day period, a student must get 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 and must also:

1. Verify the continued need for HHI;
2. State the maximum number of direct instructional hours the student needs to continue to receive HHI; and
3. State the anticipated duration and frequency.

Appeal and Mediation

If an adult learner wants to appeal the decision made by TFPPCS about their right to HHI, they can submit a written appeal to the Office of the State Superintendent of Education (OSSE). The appeals form is available here: [HHI Appeals Form](#)

The appeal must be submitted within ten (10) calendar days of receipt by the student of TFPPCS's written decision.

The written request for an appeal will:

- Include the student's name, date of birth, universal student identification number (USI), and the name of the LEA of enrollment (The Family Place Public Charter School) and school of attendance at the time of the appeal request;
- Describe how the denial or approval decision made by the LEA was not made in accordance with this chapter;
- Include a copy of the medical certification or recertification of need in support of the request for HHI; and



- Include a copy of the written decision of TFPPCS.

If a student appeals a decision by TFPPCS to approve a request for HHI, the appeal will be limited to TFPPCS's decision to approve and will not include an appeal of TFPPCS's written plan for implementation of HHI.

Upon receipt of the student's request for appeal, OSSE will provide mediation between the student and TFPPCS. OSSE will provide notice to the student of the proposed mediation date and an opportunity to request an alternative date for mediation.

Contact: TFPPCS staff responsible for the oversight and enforcement of this policy is Fernando Saldana, Chief Compliance Officer, fsaldana@thefamilyplacepcs.org

For more information:

[HHI Regulations](#)

[HHI Legislation](#)