

## OSD Home and Hospital Instruction Program (HHIP) Frequently Asked Questions (FAQs)

### 1. **What is the main goal of the OSD Home and Hospital Instruction Program?**

The main goal of our program is to provide students with access to continuous instruction while they are away from school managing their illness. This program strives to keep students current with classroom instruction and facilitate their return to the classroom setting.

- a. Homebound instruction is not intended to replace school service and is, by design, temporary.
- b. It is not a remediation program and is not designed to provide students with time to make up previously missed assignments.
- c. Homebound instruction is not homeschool; if parents/guardians are interested in homeschool as an educational option, then please direct them to contact the [CPS Office of Academic Enhancement - Homeschooling](#).

### 2. **If a student in my building is unable to attend school as a result of a diagnosed medical or psychiatric condition, what services are available?**

Students are expected to attend school to the fullest extent possible, but homebound and hospital instruction may be provided to students who have a diagnosed medical or psychiatric condition preventing them from participating in classroom instruction because they are limited to home or a healthcare facility.

### 3. **What do I do first?**

In order to request temporary homebound support for any student on active membership at your school who will be out of school for 10 or more school days due to a documented medical or psychiatric condition, you will need to secure the following four documents: medical/psychiatric referral form, parent eligibility letter, teacher application and your student's education plan which are available on the [CPS Employee Intranet Home/Hospital Information](#) (HHIP) page. Once secured, please upload all documents into SSM (*utilize for all students, General Education, Special Education and students with a 504 plan*). Upon receipt of your response, the district will promptly process the request and provide administrative approval, or feedback to correct any paperwork errors.

### 4. **Virtual Academy: Alternative to Homebound Instruction?**

Here is a link to detailed information regarding the CPS Virtual Academy ~ [Virtual Academy Overview](#). *How is the Virtual Academy different from homebound?* As a Virtual Academy student, students will have a full day of attendance, full schedule of classes, and engage in learning with peers.

**5. Who is responsible for approving and coordinating services for students that need homebound?**

The CPS/charter school in which the student is on active membership (attending school) is responsible for coordinating instruction and services for an eligible student, instruction, based on the Illinois School Code, regulations, and Illinois State Board of Education guidelines. The IEP team determines “the type and amount of home hospital services” for students with an IEP, and the 504 team determines eligibility for a student with a 504 plan. Approval requires medical documentation submitted by a licensed medical professional. Approval is determined on the basis of the documented need for service, and if the IEP/504 team deems that there is a need, that can not be supported in the school building.

**6. Does the school nurse determine eligibility for homebound?**

No. The type and amount of home hospital services is an IEP/504 team decision. The school nurse must be included, to provide medical expertise, and ensure that the medical referral is completed correctly, but the school nurse does not have sole discretion in deciding homebound. The entire team must review the referral and reach consensus about eligibility. *Direct nursing services are not provided while a student is receiving Homebound instruction, however consultation minutes can be provided if necessary.*

**7. I am waiting for an administrative approval from Central Office to start homebound services. What do I do now?**

School teams should not wait for approval from Central Office. Eligibility is an IEP/504 team decision. Central Office provides administrative approval, after the school team has already determined the student to be eligible. The administrative approval is simply a check of the documents and review of the teacher’s credentials, to ensure that they are qualified to provide instruction. Instruction can begin before receiving administrative approval from Central Office.

**8. What if the school team does not think a student is eligible for homebound?**

Homebound is an IEP/504 team decision. If the team decides that the student can be appropriately supported in the school building, the team should document the additional services the school can provide, in lieu of homebound services. Please remember that homebound is a decision on a service delivery method that must be made by the team. No one person can make the homebound decision.

**9. Who are members of the team for a student that does not have an IEP or 504 plan?**

The classroom teacher(s), school nurse, school homebound coordinator, parent/guardian, student if possible, homebound teacher (if available), school administration.

**10. Are students able to receive related services while on homebound?**

Students are able to receive any related services already listed in their current IEP or 504 plan; in fact, special education and related services required by the child's IEP *must be implemented* as part of the child's home or hospital instruction, unless the IEP Team determines that modifications are necessary during the home or hospital *instruction due to the child's condition*. When teams meet for the education planning meeting, they must include the student's current Related Service Provider(s), and the team by consensus will determine whether the student needs access to their related services while on homebound. If the student does not need access to their related services while on homebound, the agreement should be documented in the education plan. If the IEP team determines that the student does need access to any or some of their related services, this will be noted in the student's Homebound referral. This notation will alert the Related Service Provider Manager assigned to oversee services at the student's school to then assign a related service provider to provide the homebound services. Please ensure that all related service providers listed on the IEP/504 plan attend the education planning meeting. Please be sure to label each related service provider on the signature sheet of the education plan.

**11. What happens after the team has determined the type and amount of homebound services the student requires for home instruction?**

The school team is responsible for securing a teacher to support the student. This must be done rather quickly, as the school team has 5 school days to begin instruction after receiving the signed medical referral. The team should schedule an education planning meeting immediately upon receiving the medical referral. At that meeting, the team should discuss education goals, as well as grading agreements. This must be documented in the district's education plan.

**12. What is the location of homebound instruction?**

Based on a regular five-day school week, homebound is provided on days when CPS school is in session. Homebound instruction will be provided virtually or in the family's home, with an adult present at all times. Instruction may be delivered in-person or via an online platform, as determined by the IEP team.

**13. What is the location of Related Services while a student is Homebound?**

Related Services for a Homebound student will be provided virtually or in the family's home, with an adult present at all times. Related Services may be delivered in-person or via an online platform, as determined by the IEP team.

**14. What is the length of time per week of homebound instruction and related services, if applicable?**

General education students are eligible to receive one hour of homebound services per school day. Students with an active IEP will receive no less than one hour of education services in the home setting per school day. The Education Plan Team, after considering medical documentation submitted by a licensed physician, will decide the amount of daily instruction *and* related services the student will receive. The Education Plan team should consider any physical or mental factors that may impede the student's instruction when determining the scheduling and duration of homebound services.

**15. What academic courses are supported?**

Instructional support will be provided based on the student's Education Plan. With the parent's/guardian's participation, the school team will design a plan of instruction, which will include curriculum (live instruction, digital curriculum resources, and/or independent work), accommodations or modifications to the curriculum, expectation of student engagement and completed classwork, progress reports, grading criteria and grades.

**16. Who will be responsible for recording students' grades for all completed work?**

The classroom teacher is the Teacher of Record. In collaboration with the homebound teacher, the classroom teacher is responsible for assigning quarter, semester, and final grades based on completed and returned assignments. Please be advised that homebound is a program, not a school. Students are still on active membership at their school. This means the school is still responsible for writing their IEP/504 plan and grading assignments and assigning grades. The homebound teacher is not responsible for planning or grading assignments. The homebound teacher must be in regular contact with the student's school-based teachers for determination of grades and recording of grades.

**17. How will school attendance be recorded for students on homebound?**

Students are eligible to receive  $\frac{1}{2}$  day attendance credit for each day that homebound instruction is provided. The homebound teacher should complete the student attendance report, found on the [HHIP intranet website](#), at the end of each month. This should be submitted to the homebound coordinator, and the homebound coordinator should provide this to the attendance coordinator to update the student's attendance in ASPEN. The ASPEN code is HH.

**18. How are Related Services documented during Homebound Instruction?**

All Related Services provided during Homebound should be documented in SSM via a progress note. RSP's are required to keep robust data, both qualitative and quantitative, around the goals and services that they provide as outlined in the IEP.

- 19. What happens if a student has to miss a homebound session or related service minutes due to student illness or teacher/provider absence? Are there make-up sessions in homebound?**  
The district is required to make up instructional sessions and related service minutes, and the teacher/provider should coordinate with the parent/guardian whether to make up minutes and how they will be made up. This can be done by adding additional time on to future sessions. If a teacher is absent from school they can not provide homebound instruction for that day, and the hours must be made up at a future time. Instructional time should be made up in either 30 minute or 1 hour increments.
- 20. What happens if instruction or a related service cannot be provided?**  
A break-in service letter should be completed by the homebound coordinator and provided to the parent/guardian, indicating the services that cannot be provided.
- 21. What are the hours that Related Services can be provided? Can they be provided on a Saturday?**  
Related Services should be scheduled only on days when school is regularly in session, unless otherwise agreed to by all parties. Saturday sessions may be offered if school-day sessions are not feasible for the provider.
- 22. What happens if a student requires an extension of homebound instruction?**  
In order to continue homebound instruction beyond the termination date (homebound eligibility end date), In order to request an extension of temporary homebound services for a student, the parent/guardian must submit a formal request for an extension. This requires submitting a new medical referral for the team to consider. If the team determines the student eligible, the team must resubmit the Homebound referral forms through SSM, with the new medical/psychiatric referral form, eligibility letter/form, teacher application, and the updated education plan.
- 23. Can a homebound teacher support more than one student?**  
At this time, teachers are only permitted to support one student at a time. This is to ensure that students receive adequate instruction.
- 24. Can more than one teacher support a single student?**  
Students can be supported by more than one teacher. However, only one teacher can support the student per day. With that in mind, there can be a different teacher each day, as long as the student receives all of their required minutes. For example, one teacher may provide Math instruction on Monday, one teacher may support English instruction on Tuesday, one teacher may support Science instruction on Wednesday, etc. This is a school team decision.

**25. What is the rate of pay for a homebound teacher/RSP?**

Teachers/RSPs are paid their instructional hourly rate of pay for homebound instruction/related services.

**26. What if I have additional questions about homebound or hospital instruction?**

Additional questions may be directed to the Director of Service Delivery, Sarah Phillips [snphillips@cps.edu](mailto:snphillips@cps.edu).

**27. What if I have additional questions about Related Services during Homebound Instruction?**

If a Related Service Provider has questions about Homebound Instruction, they should reach out to their Manager.

**28. What happens if a student is enrolled in Summer School but needs Homebound Instruction?**

It is recommended that homebound instruction be provided during Summer School if the student meets the CPS criteria for summer school enrollment. The instruction shall occur only on the days when school is regularly in session unless otherwise agreed to by the parties. Additionally, a medical referral should be on file to verify the need for homebound tutoring (i.e. that the child cannot attend school for medical reasons).