# Universal Preschool Colorado

Provider Updates December 2023

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## Topics

- Payments
- How to View Enrollment Start Date
- Enrollment Guidance
- Year 2 Updates
- Provider Bonuses
- Quality Standards

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Payments

# Provider Payments

**Provider Payments**

- As a reminder, for the December payment and beyond, providers will only be paid for children where the enrollment form is completed and the enrollment start date aligns with the payment period.
- It is the provider's responsibility to verify a child's date of birth and Colorado residency at the time of enrollment. If the child is **NOT** eligible based on the child's date of birth and the provider's kindergarten eligibility date, the provider must **UNENROLL** that child.
- Payment concerns: Ensure that providers elevate payment concerns directly to MetrixIQ. This will create a ticket so we can track progress and resolution times.
  - Contact: coupkpayments@metrixiq.com or submit a ticket to the help desk

# Staggered Payments

- Standard Monthly Payments - This includes payments for children who were in Enrolled status as of the 15th of the previous month.
  - December -The provider can identify these payments in the report that includes "December_12-08-23" in the file name and "December" listed as the payment month at the top of the report.

- Delayed payments for late enrollments at the half-month rate - This includes half payments for children who had an enrollment start date between the 16th and the 25th two months prior
  - October - The file name will have the identifier "October_12-08-23", and providers can identify these payments by noting if they are a full-month or half-month payment. This batch will include only payments at the half-month rate.

- Payments do come staggered, please allow time for all of your payments to be made to you before contacting your LCO or Metrix.
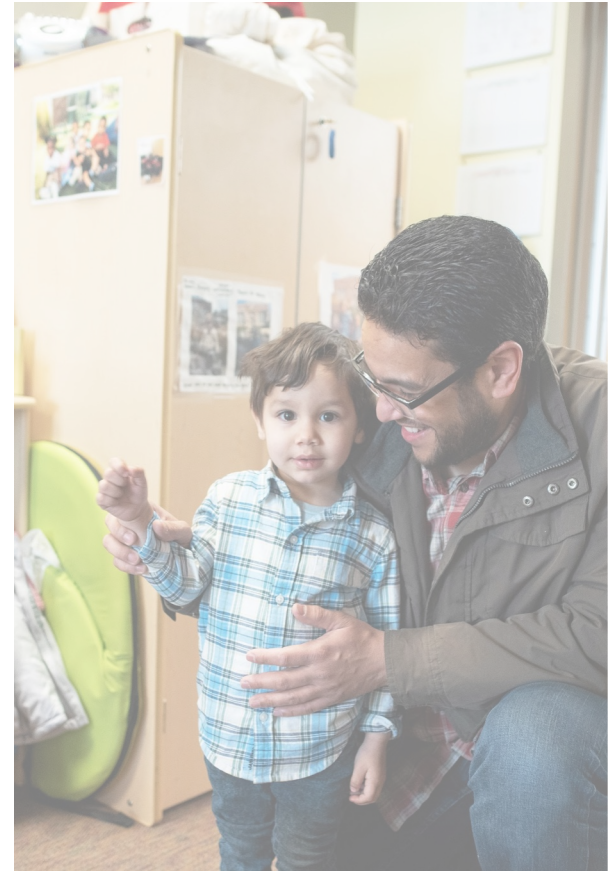
# How to View Enrollment Dates

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# Enrollment Forms Start Date

- Providers are able to see the start date they entered on an enrollment form by selecting the child's name under "Enrolled" in the provider portal.

- This will pull up the child information that shows the student name, ID # and program information. Next to the calendar icon it says "Enrolled on _____" This is the date that was selected as the start date. Below that it also says "status last changed on _____" This is be the date the status last changed. Likely that is the date the enrollment form was completed and the status changed from accepted to enrolled.

- REMINDER: All enrollments are to be completed by the provider. LCOs should not be placing children in enrolled status.

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# Enrollment Forms Start Date

## Provider View

Child Name, ID # and DOB

Provider Name

Program Child is Enrolled in

Date of birth: September 1, 2020

Enrolled on August 21, 2023

View application

Start date that was selected on enrollment form

Program: 3 Year Old

Status last changed on August 15, 2023

Date of last status change (likely from accepted to enrolled).

Family | Notes | Forms

Notes

Save

# Enrollment Guidance

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- There will be no more matching rounds/DAA for the rest of this school year

- Families still needing a seat have 2 paths to receive help:
  1. Families can reach out directly to the provider they are interested in.
     a. If you have a seat available, you can tell the family they can join.
     b. Reach out to your LCO to have the student "accepted" in the portal.

  1. Families can reach out to the LCO.
     a. If you have an open seat in the portal, the LCO may place and "accept" the student and then reach out to you to confirm.
     b. Providers will need to reach out to the family to complete internal registration.

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# Choosing a Start Date

Please keep the [payment schedule](#) in mind, and communicate with the family up front any out-of-pocket tuition they will have to pay until the Universal Preschool funding begins if needed.

# When should providers enroll and unenroll?

- Providers should enroll children as close to the actual start date as possible.
  - This will help to ensure accurate payments and support smooth transitions when families are changing providers.
- If you have a family who is leaving your program, CDEC will honor the policy in your handbook (E.g., if your policy states that families must give a two week notice).
- Providers must change a student's status in the portal to unenrolled within one week after their last day. Notify your LCO when you have unenrolled a student.
  - Per the provider agreement
- **LCOs should never delete a child's former enrollment form.**

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## Additional Hours Awards

<u>Additional hours are continuing to be awarded at this time. Additional hours are awarded monthly based on availability of funding.</u>

Providers can tell if a student has been awarded additional hours in two ways

1. Downloaded enrollment report. In the column titled "Awarded Additional Hours" a "Yes" indicates a student has been awarded additional hours.
2. Each months payfile shows students who were awarded additional hours.

*If families need to add qualifying factors to their application after it has been submitted they can contact their <u>Local Coordinating Organization (LCO)</u> to unlock their application and make the necessary changes.

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# Open Discussion

- What best practices with direct enrollment have you adapted that are most helpful?
- What tools or technology are you using to support families in completing their application for walk-in enrollment?
- How are you keeping track of open seats in your program?

# Year 2

# Quality Standards

- Developmental Concepts for UPK Quality Standards
- Frequently Asked Questions (FAQ)
- Webinar Recording | Webinar Slides (from Sept. 2023)
- Quality Standards Crosswalks
- Preliminary Stakeholder Input Report
- Operational Memo on Quality Standards in 2023-24 Program Year

- **Early Milestones hosted their QS Stakeholder Meeting Monday, November 13th. Please view the recording here if you are interested.**

As a reminder, all of the above documents, and any future relevant material including the draft rule package once it is available, are posted in the UPK Quality Standards Public Folder. You can also review the CDEC Rule Tracker, located on the Rulemaking and Rules Advisory Council's (RAC) webpage, for more detailed information regarding the rulemaking timeline for the proposed UPK Quality Standards rules.

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# New Qualifying Factor



- New proposed emergency rule **establishing "living in poverty" as a new qualifying factor** towards eligibility for additional preschool hours.

- Rule defines "living in poverty" as children whose families make less than 100% of the Federal Poverty Guideline (FPG).

    - Current qualifying factor defining families that make less than 270% of the federal poverty guideline as "low-income."

- What this new rule means is that all children whose families are "low-income" and make less than 100% of the FPG will meet the "is low income and has one qualifying factor" provision in statute, ensuring eligibility for full-day preschool funding.

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Dear [Provider],

Thank you for your ongoing partnership in shaping the future of the Colorado Universal Preschool Program. We are grateful for your continued collaboration, feedback, and insights as we work to continuously improve the program to best serve children, families, and providers in Colorado.

Your feedback during the 2023-24 school year has informed the development of a revised draft application and enrollment process for the 2024-25 school year.

This proposed process aims to simplify participation in the program by meeting families where they are, and increasing provider flexibility to enroll Colorado children in high-quality preschool at multiple stages of the school year.

We're writing now to solicit feedback on this plan, as well as input about how we can best support your organization in implementing these changes. Please see an overview of the proposed change to the enrollment process and a tentative timeline below.

**Pre-Registration (February - March)**
With an eye towards continuity-of-care, a pre-registration process would be available for families with children currently enrolled, children with siblings currently enrolled, or with a family member currently employed by a participating provider. CDEC and LCOs will provide additional support to providers between pre-registration and the start of the school year to ensure that all families have access to and can complete the application in a timely manner.

**Family Matching (March - July)**
For families looking for a new preschool provider, the Family Matching process would offer families a simplified opportunity to be matched with a 'just-right fit,' based on their top choices from a wide variety of high-quality, licensed school-based, community-based, and home-based providers participating in Colorado Universal Preschool. Families will find a one-stop-shop to browse providers, select top choices, review eligibility for the program, and submit an application for funding via upk.colorado.gov.

**Walk-In Direct Enrollment (Summer)**
Closer to the start of the school year, families who have yet to enroll would work directly with a provider of choice to enroll as space allows. Similar to the pre-registration process, families would be able to submit an application and directly enroll with the provider. CDEC will continue to work with providers to find ways to ensure families complete the universal preschool application during this phase so that providers secure funding for these families.

**Students with an IEP (Year Round)**
Throughout the enrollment process and school year, children with Individualized Education Programs (IEPs) would  be supported through direct application, registration, and enrollment through their Administrative Unit (AU).

As always, your feedback and suggestions are crucial to our success. To further refine this approach and address your specific needs, we invite you to attend an upcoming feedback session.

- December 14, 1-2 p.m.
- December 14, 2-3 p.m.
- December 15, 1-2 p.m.

This email provides a general overview of the new process, and that the CDEC team is working with the application software team to ensure we can answer your specific questions around the "how" for each phase at these feedback sessions. These meetings will be a valuable platform for expanded opportunities to further discuss, collaborate, and help ensure the proposed changes effectively support you and your programs.

Provider Resources

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# Capacity Building Grants & Provider Bonuses

- CDEC is now reviewing applications for Provider Capacity Building Grants. Funds will be distributed by the end of December.
- Provider Bonus Grants (one-time) will also be distributed in December for all Universal Preschool providers who have registered by August 31, 2023 and have not previously participated in a state-run preschool program will receive a base bonus, estimated at $700-$1,000.
- [Provider Bonus Fact Sheet](#)

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# Universal Preschool Provider Information



We're excited to have providers participate in Universal Preschool Colorado. Providers will participate once they have registered and created a profile within the Universal Preschool Colorado application system.

We hope this helps providers always be at their desired capacity, more easily communicate with families, and represent their businesses to a wider audience.

Providers must be licensed to provide services for preschoolers and must sign a provider service agreement. Speak with your LCO to begin your registration process.

**Provider Login**

Log in using your email address associated with the licensing system.

If you have issues, please contact your Local Coordinating Organization (LCO).

Click here!

**Participating Provider Guidance**

Includes information on:

- Provider Payments
- Qualifying Factors
- Multi-age Settings & Seat Flexibility
- Special Education/IEPs
- Funding
- Application & Matching Process

**Additional Resources:**
Provider Guide

Provider Training Video

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THANK YOU.
Questions?

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