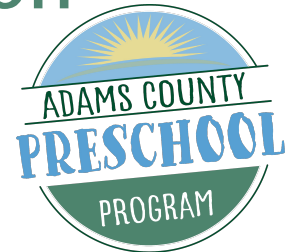


*Connecting Families To Early Childhood Resources*

January 2025  
Universal Preschool (UPK)  
Adams County Information Session



[adcoconnect.org](http://adcoconnect.org)



# Introductions, Purpose and Objectives



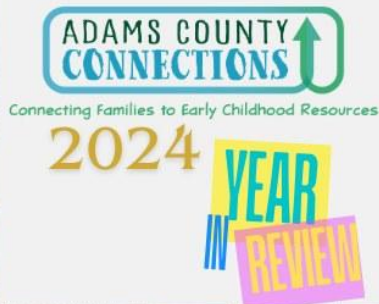
Connecting Families to Early Childhood Resources

## Introductions and Purpose

- Provide local support to providers participating in the UPK program.
- Share the most recent updates from CDEC and answer provider questions.

## Objectives

- To create a safe space for providers where they can share experiences and build relationships with Adams County Connections LCO staff and other providers within our catchment area.
- To promote networking, best practices and collaboration among participants.



Connecting Families to Early Childhood Resources

# Celebrations..



Connecting Families to Early Childhood Resources



# Happy New Year!

Adams County UPK Updates

January 14th, 2025

## Important Reminder for current Pre-Registration Phase

- **Verify COC Students in Placed Status:** Ensure all Continuity of Care (COC) students are correctly showing as "placed" in your portal
- **If Issues Arise:** If parents are reporting they have submitted the application *but* they aren't showing as placed on your portal, they likely missed checking the COC box. [Submit a ticket](#) to resolve the issue promptly. Please **do not** ask them to re-submit a new application, this causes duplicates and more issues down the road.
- **Act Before Pre-Registration Closes:** All corrections must be completed before pre-registration closes on **February 3**.

## Finding 24/25 Selected Students

In order to view **24/25 direct enrollment students**, use the filter feature in the *matched tab*.



Connecting Families to Early Childhood Resources

# Updated Newsletter..

# Universal Preschool Colorado

Provider Updates January 2025



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# Topics

- CDEC Office Hours
- Reminders
  - Payments
  - Login Issues
- Awarded Hours Eligibility 25/26
- 24/25 Direct Enrollment Update
  - Selected Status Workaround
- 25/26 School Year
  - Pre-Registration Phase
  - What's Next
- How to View and Decline Matches
- CDEC Decline Reasons
- Universal Preschool Helpdesk Updates
- Edit Seat Counts by Type
- Provider Resources



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# CDEC Office Hours



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# CDEC Office Hours

- Community (including FCCH) Provider office hours have been scheduled as follows:
  - 1st Tuesday of each month at 6pm: [meet.google.com/jck-exmr-fog](https://meet.google.com/jck-exmr-fog)
  - 4th Monday of each month at 1pm: [meet.google.com/sgi-cvcu-zji](https://meet.google.com/sgi-cvcu-zji)
    - i. We'll be keeping in close contact with CFCCA on the need for FCCH-specific office hours.
- School District office hours have been scheduled as follows:
  - 3rd Thursday of each month at 4pm- [meet.google.com/jpw-svxi-qsv](https://meet.google.com/jpw-svxi-qsv)
- AU office hours have been scheduled as follows:
  - 2nd Tuesday of each month at 2pm- [meet.google.com/vxn-siwg-zed](https://meet.google.com/vxn-siwg-zed)
- Family office hours have been scheduled for the following dates:
  - Tuesday January 21, 5pm- <https://us02web.zoom.us/j/84923886216>
  - Friday January 31, 12:30pm- <https://us02web.zoom.us/j/88213029922>





# Reminders



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# Payments Reminders

Colorado Universal Preschool funding will be paid monthly per enrolled child, based on the published rates by LCO and the individual child's eligibility. You must keep track of your UPK expenses each school year to report back to CDEC what your funding was spent on.

You can find Colorado Universal Preschool rates by LCO and funding level for FY 2024-25 [here](#), listed as the monthly payment and school year total amounts.

Monthly payments will be prorated based on attendance for children who attend more than one program in a month due to a transfer of care. This makes keeping your enrollment data in the portal accurate very important!

You can review your monthly payment reports through our payment partner's account, MetrixIQ.

To activate your account and for instructions on logging in, click [here](#).

- For any questions or issues related to your payment submit a ticket [here](#).

"Eligible funding" is defined as how many program hours the state will fund for a child, depending on the child's award.

- This could be some, or all of the program's hours that families have elected to participate in.
- A child's funding award will vary based on the hours they are scheduled to attend preschool each week (i.e., their Colorado Universal Preschool program) and if they qualify for supplemental funding hours beyond the standard rate.



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# Login Issues

First ensure that you are attempting to login to the **provider portal**:

[provider.upk.colorado.gov](https://provider.upk.colorado.gov)

**If you are unable to utilize the authorization method**, scroll down and delete the account and start a new one (this includes lost password, no more login codes, access codes going to the wrong phone, etc)

**If you are unable to access the email**, register with a new email. The application you are trying to access will also need to enable your email to have an account, but [login.gov](https://login.gov) facilitates the login

**If you want multiple people to access the same account**, add multiple authentication methods to the [login.gov](https://login.gov) email (this info should help on the login issues for smaller providers who use one email for many things)

**If you want to change any information**, login to "[www.login.gov](https://www.login.gov)" and manage your settings on the home page

For assistance: [login.gov](https://login.gov) help desk: (844) 785-6446



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# Awarded Hours Eligibility for 25-26 family applications



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## Awarded Hours Eligibility for 25-26 family applications

For 2025-26 school year, families and providers will receive verification of the child's awarded hours before each placement phase. The first verification letters will be sent beginning on **January 27, 2025**.

Providers will also receive confirmation that awarded hours listed on the enrollment report are final on **January 27, 2025**.

# 24/25 Direct Enrollment Update



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# Direct Enrollment Selected Status

Due to pre-registration for 25/26 and concurrent 24/25 direct enrollment, the “selected” status under the matched tab is not visible. Instead of viewing students directly by clicking on the selected status you will need to use the filter feature.

First ensure you are in the correct program year and then from your matched tab, click on the Status drop down. Then, click on the box next to “selected”. This is how you will be able to see the students who have selected your program and continue to follow the direct enrollment process for the 24/25 program year.

Status drop down

Click the box to see selected students

Status ▾

- ☐ Placed
- ☐ Matched
- ☐ Accepted
- ☐ Declined
- ☐ Enrolled
- ☐ Unenrolled
- ☒ Selected





# 25/26 School Year What's Next



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# 2025/2026 School Year



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The Colorado Universal Preschool general application for 25-26 school year opened to all families at noon on December 17th, 2024, whether they qualify for the pre-registration enrollment, or are new to Colorado Universal Preschool Program. Only those eligible for pre-registration will be placed during that phase. Those that are not eligible for pre-registration will be placed in the first round of placements.

## Pre-Registration December 17th- February 3rd

The Pre-registration application opened **December 17th** for families requesting Continuity of Care placements, sibling attending or child of employee for the 2025-2026 Program Year!

To invite families to apply for the specific program you are offering you can send them your program specific link. The next slide has more information on how to access your link. You can also refer to the [Provider Handbook](#).

The pre-registration window will match families to their current provider as the first choice in their application if they meet the pre-registration eligibility criteria **AND** must answer at least one of the continuity of care questions with this provider.

Providers will receive matches each day for eligible family registrations, and will be able to accept or decline placements.

# PROVIDER PROGRAM LINK

## Provider Guide: Program Link - How do I access and send the program link?

- 1a. To access the program link, navigate to the CO UPK Provider Portal, and navigate to the "Matched" tab.
- 1b. Ensure you are looking at the correct year selector at the top of the page.
2. From the "Matched" tab, select the "Invite" button, which opens a pop-up

1a. Navigate to the "Matched" tab

1b. Select the applicable program year

2. Select the "Invite" button to open the pop up

The screenshot shows the CO UPK Provider Portal interface. At the top, there is a navigation bar with the Colorado Department of Early Childhood logo and tabs for 'Locations', 'Matched', and 'Students'. The 'Students' tab is highlighted. Below the navigation bar, there is a dropdown menu for the program year, currently set to '2023-2024 UPK Colorado'. The main content area is titled 'Matched' and contains a search bar with the placeholder text 'Search interested families and children by name or child ID'. Below the search bar, there is a 'Select all' button and a table of results. The table has columns for 'Child', 'DOB', 'Home', 'Location', 'Program', and 'Status'. The first row of the table is for 'Wednesday Addams', with a 'NEW' tag, DOB '2020-04-05', Home '15 Main st Denver', Location 'A Busy Child Preschool', Program '4 Year Old - Extended day', and Status 'Placed'. An 'Invite' button is located in the top right corner of the table, and it is highlighted with a red box and an arrow pointing to it.

Colorado Department of Early Childhood

Locations Matched **Students**

2023-2024 UPK Colorado

Matched

Search interested families and children by name or child ID

Select all Location Status Invite

Displaying first 1 results, out of 1 total results.

<input type="checkbox"/> Child	DOB	Home	Location	Program	Status
<input type="checkbox"/> Wednesday Addams	NEW 2020-04-05	15 Main st Denver	A Busy Child Preschool	4 Year Old - Extended day	Placed

# 2025/2026 School Year



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## General Family Registration:

**December 17th through February 5th:** The registration for the 2025 2026 Program year opens for families through [upk.colorado.gov](https://upk.colorado.gov)

The first matching round will run on **February 10th**

**February 12th - February 21st:** Providers will review and accept or decline matches.

On **February 24th** families will be notified of first round matches. Families must accept or decline their match by **March 3**.

The second matching round will run on **March 10th**

**March 12th through March 21st:** Providers will review and accept or decline matches.

On **March 24th** families will be notified of second round matches. Families must accept or decline by **March 31**.

# 2025/2026 School Year



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## Non-IEP Direct Enrollment:

Beginning **April 1st** until the end of the 2025-26 school year direct enrollment for non-IEP families will occur directly through providers.

## IEP Registration:

**December 2024 through the end of the 2025-26 school year:** As families whose children have IEPs submit their applications starting in December, they are assigned to an AU. Starting in January 2025, the AU can place the student into a program using the Program ID through the AU Portal.

**March 2025 through the end of the 2025-26 school year:** Special Education Administrative Units (AUs) and school districts will request placement of students in accordance with their IEPs and CDEC will support direct upload of those identified placements. Providers will accept matches within 2 weeks of receiving a match; families will have until the start of the school year to accept matches.



# How to View and Decline Matches



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# How to View and Decline Matches



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1. Login to the Provider Portal at [provider.upk.colorado.gov/welcome](https://provider.upk.colorado.gov/welcome).
2. Navigate to the “Matched” Tab.
3. Select the correct year to view in the top drop down menu.
4. Select the correct location to view from the middle drop down menu.

## Pro Tip:

- When reviewing this screen, users have the option to filter by status to better manage matches
- New records will show a “new” tag
- Pre-Registration matches will show the pre-registration element for verification

CO UNIVERSAL PRESCHOOL Locations Matched Students YN Your Name

2024-2025 Colorado Universal Preschool

Matched School year drop down

Search interested families and children by name or child ID

Location Drop Down

Status Filter

Displaying first 2 results, out of 2 total

<input type="checkbox"/> Child	Search by name or address	Location	Status	Invite	
<input type="checkbox"/> Brandon RA	2020-07-27	1234 Colfax St Denver	Stout Street Children's Center	Full-Time: 30-40 Hours per week	Placed
Current Student					
<input type="checkbox"/> Albert RA	2020-07-27	1234 Colfax St Denver	Stout Street Children's Center	Full-Time: 30-40 Hours per week	Placed
Pre-Registration Element					
Sibling					

# CDEC Decline Reasons



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# CDEC Decline Reasons

The following types of programmatic preferences were included in the Program Set Up Form. If you checked any of these in your PSUF and choose to decline a match for one of these reasons no further action will be needed for those declines.

- I have confirmed this child is not a part of my congregation and is not eligible to participate in my program (NOTE: This decline reason has been repealed and will no longer be available as of 1/14/25 per [8 CCR 1404-1](#))
- I have confirmed that this family will not be able to meet my participation requirements as a co-op
- I have confirmed that this child does not meet the language requirement to participate in my program
- I have confirmed this child does not live in the district and is ineligible for my program
- I have confirmed that this child requires specially designed instruction that my location cannot support
- I have confirmed that we do not have an open general education seat in my location
- I have confirmed that this child does not meet additional factors to qualify for Head Start
- I am a provider who grants preference to an eligible child who is residing in foster/kinship care





# CDEC Decline Reasons

The following decline reasons are only available during pre-registration:

- I am a provider that prioritizes placement for the children of my employees
- This child does not qualify for pre registration because they are not a current student
- This child does not qualify for pre registration because they do not have a sibling that currently attends my program
- This child does not qualify for pre registration because they do not have a family member on my program staff
- You selected the correct Location (District) but the Provider selected does not match our understanding of your continuity of care preference
- You selected the correct Provider but your Program does not match our understanding of your continuity of care preference

CDEC may deny requests for declines.







# CDEC Decline Reasons

We also recognize that certain providers may have specific requirements of families in order to participate in their program that are not outlined in the Provider Program Set Up Form.

If you need to request to decline a placement based on a requirement that is not listed in previous slides and not in the Program Set Up Form you must reach out to your LCO for next steps in processing your request to decline.

In order for CDEC to approve a decline based on a reason not listed in your Program Set Up form, and the reason for decline is outlined in your program's handbook as approved by licensing that is published in your provider profile, your handbook must be submitted to your LCO as part of the CDEC review process.



# Helpdesk Updates



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## Metrix Helpdesk Updates

The new Help Desk is now live! Parents, providers, and LCOs can now reach the MetrixIQ Help Desk team by:

- Submitting a ticket request form at [help.upk.colorado.gov](https://help.upk.colorado.gov)
- Emailing [universalpreschool@state.co.us](mailto:universalpreschool@state.co.us)
- Calling 303-866-5223

**Agreement/Contract Questions:**

[cdec\\_procurement-contracts@state.co.us](mailto:cdec_procurement-contracts@state.co.us)

**Payment questions: [UPK Payment Helpdesk](#)**

**CDEC Feedback Submissions: [CDEC Feedback](#)**

**Our best initial contact is the Help Desk:**

- **[Adams UPK/LCO Helpdesk](#)**
- Email: [upk@adcoconnect.org](mailto:upk@adcoconnect.org)
- Phone: 720-677-6157



# Edit Seat Count By Type



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# PROGRAM SEATS: EDIT SEAT COUNTS BY TYPE

## HOW TO EDIT SEATS BY TYPE

The ability to adjust seats is only to be available during the direct enrollment phase of each school year. Providers have the ability to add to the number of seats by type directly through the provider portal to ensure accurate information is presented to families.

To edit seats by type:

1. From the locations tab, Select the three dots next to the program name for the program you'd like to adjust, and then select "edit seats"
2. In the resulting pop up, select the plus (+) sign to add seats
3. Click Save to save the seat change

If you do not see the "Edit Seats" functionality, it is not currently enabled - please contact your LCO. If you are interested in removing seats, please work with your LCO as defined in the provider handbook.

*\*NOTE-At this time providers are only able to adjust seats for 24/25 school year. There will be a window before the DAA that providers can increase 25/26 seats. If you need support with other seat adjustments please reach out to your LCO*

The screenshot displays the 'Stout Street Children's Center' profile in the provider portal. The top navigation bar includes the Universal Preschool logo, tabs for 'Locations', 'Requests', 'Matched', and 'Students', a language dropdown set to 'English', and a user profile for 'Alex Winston'. The center's address is '721 19TH ST UNIT B65, DENVER'. A summary row shows 'Selected' (3), 'Matched' (0), 'Placed' (0), 'Waitlisted' (0), and 'Enrolled' (5). Below this, the 'Programs' section lists 'Extended Day: 41+ Hours per week' with '1 students / 6 IEP seats' and '2 students / 20 Standard seats'. A modal window is open for editing the 'Extended Day' program. It shows 'IEP' with 6 seats (1 reserved, 5 available) and 'Standard' with 20 seats (2 reserved, 18 available). Each row has a plus sign to increase seats. The modal includes 'Cancel' and 'Save' buttons. Three orange callout boxes with numbers 1, 2, and 3 point to the three-dot menu icon, the plus sign for IEP seats, and the 'Save' button, respectively. A blue 'Get started' button is also visible in the bottom right of the modal.

UNIVERSAL PRESCHOOL

Locations Requests Matched Students

English Alex Winston

**Stout Street Children's Center**  
721 19TH ST UNIT B65, DENVER

Selected 3 Matched 0 Placed 0 Waitlisted 0 Enrolled 5

**Programs**

Extended Day: 41+ Hours per week  
1 students / 6 IEP seats  
2 students / 20 Standard seats

Register for the 2025 Universal Preschool Program ( )  
Complete this form to register as a participating provider with UPK C

**Test Location 1**  
Location unknown

Selected Matched Accepted Placed Waitlisted Enrolled

1. Select three dots

2. Add Seats

3. Save

- **Discuss 3YO and seat adjustments**

# Provider Resources



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## Provider Resources

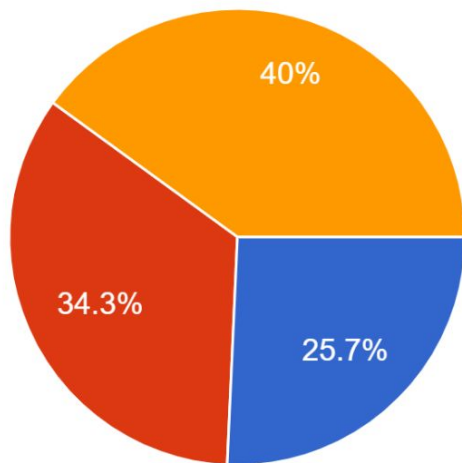
- [2024-25 Provider Handbook](#)- Updated 12/12/2024
- [2024-25 Family Handbook](#)-Updated 12/12/24
- [CDEC Website](#) and the [Colorado Universal Preschool Newsletter!](#)
- Stay connected with CDEC
  - [To sign up for updates or to access your subscriber preferences, click this link](#)





5. How does this year's total 4 year old enrollment compare with your total 4 year old enrollment this time last year?

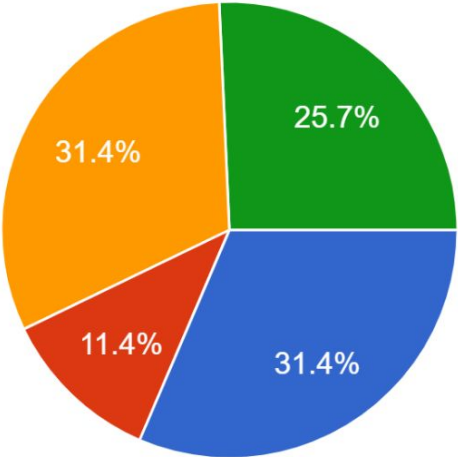
35 responses



- I enrolled MORE students this year compared to last year
- I enrolled the SAME number of students as last year
- I enrolled FEWER students this year compared to last year

11. Did you update your handbook to reflect 24-25 UPK policies for Healthy Development Family and Community Engagement?

35 responses



- Yes
- No
- No need - already in place
- Not yet, please support us to do so

Behavioral

3 year old funding

Option to pick and choose my students

More visibility

How can we better help families that move during the year to get programming in their new district?

El- Mental Health and faster referral processes

Have more resources for children needing extra development support.

Information for parents in our area.

The resources to provide the mental health support that the children need. In many cases the parents do not follow up.

There are significantly more administrative man hours that go into enrolling students in two systems. Families do not like/feel it is necessary to complete two application to enroll their child into preschool and we spend a lot of time reaching out to families to complete both applications.

The ability to accept placement on parents behalf- families forget to accept their match and therefore we go unfunded. Also to apply for parents to help them submit their initial request.

Behavior support, teacher education

health services

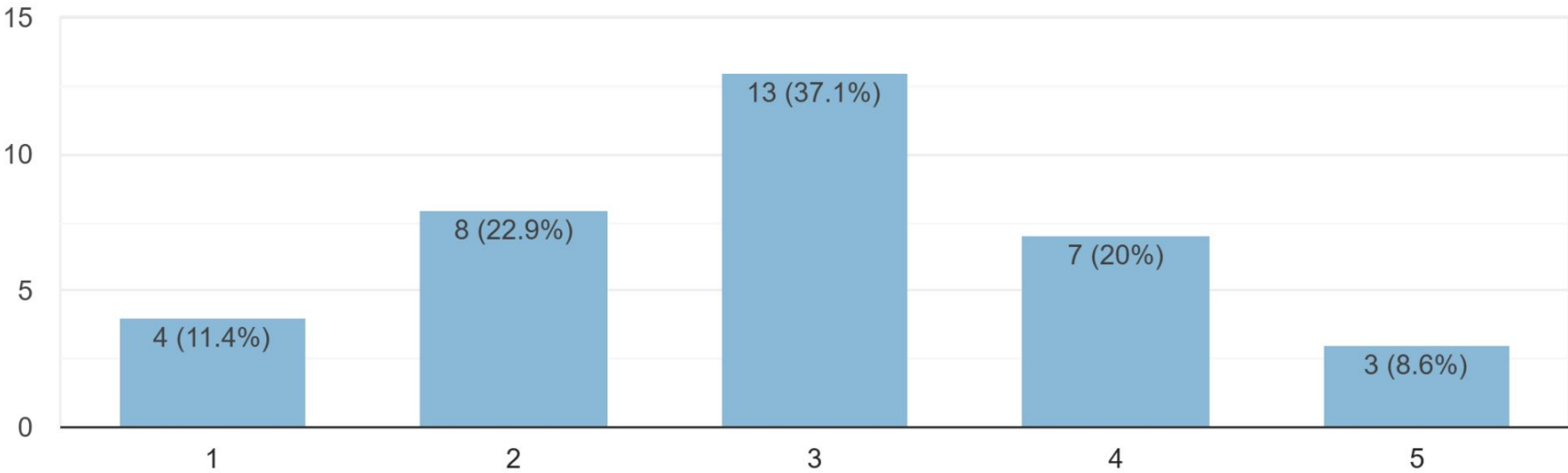
A list of places to call for screenings.

We need more UPK funding for families. Low Income Working families are limited on hours they can work, even with a 30 hour level of UPK funding. And now with CCAP in a freeze in most counties, the families can't supplement with CCAP funds.

More training on how to start up, and enroll new families under the UPK umbrella

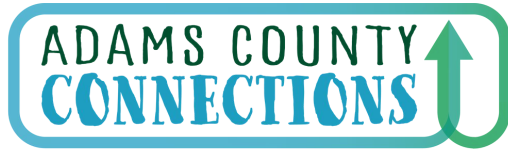
8. How does your revenue for the 24-25 year compare to prior years before implementing UPK? (3 means it is the same)

35 responses





- **February Launch of Provider Work Groups**



Connecting Families to Early Childhood Resources

# Adams County Equity Analysis

Geocoding Enrollment Data to  
Understand Access to Early Childhood  
Programing

Presented to

**CDEC Leadership / ECIDS Team**



# Project Partners



**Alicia Champlin**

Early Childhood Administrator  
Adams County Human  
Services



**Dr. Daniela Lewy**

Managing Partner  
Social Determinants of  
Health Consulting, LLC



**Kelly Altizer**

Executive Director  
Adams County  
Connections - LCO



**Dr. Lisa Piscopo**

Consultant  
Custom Computer  
Solutions



**Dr. Jasmine Pulce**

DEI Executive Strategist  
Adams County Human  
Services

# Project Partners



Connecting Families to Early Childhood Resources



Custom  
computer  
solutions

With generous support from:







## Project Purpose

- To understand UPK access and enrollment in Adams County to improve implementation, funding, and policy
- To explicitly guide the county's UPK community plan to expand and improve UPK access to low-income and BIPOC children through targeted, culturally responsive outreach
- To demonstrate the value of using geocoded data to drive equity in order to scale the practice to other communities across the state.



## Project Purpose

- To understand UPK access and enrollment in Adams County to improve implementation, funding, and policy
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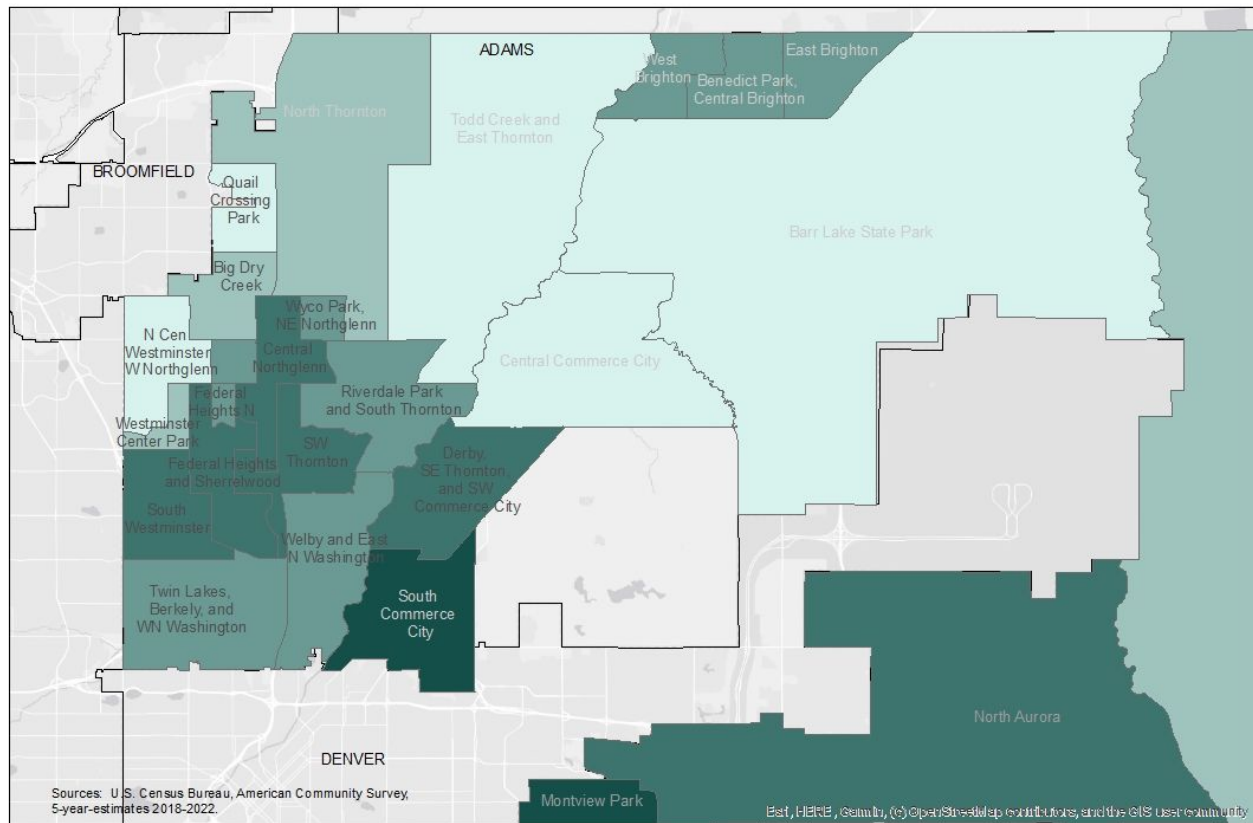
# Adams County UPK Equity Project

<https://storymaps.arcgis.com/stories/6ef5482dbca94d69a0bc76773ce920fc>



3% - 5%    6% - 7%    8% - 10%    11% - 14%    15% - 25%

**High Poverty Areas:**  
The darker-shaded neighborhoods represent areas with a higher proportion of people living in poverty.



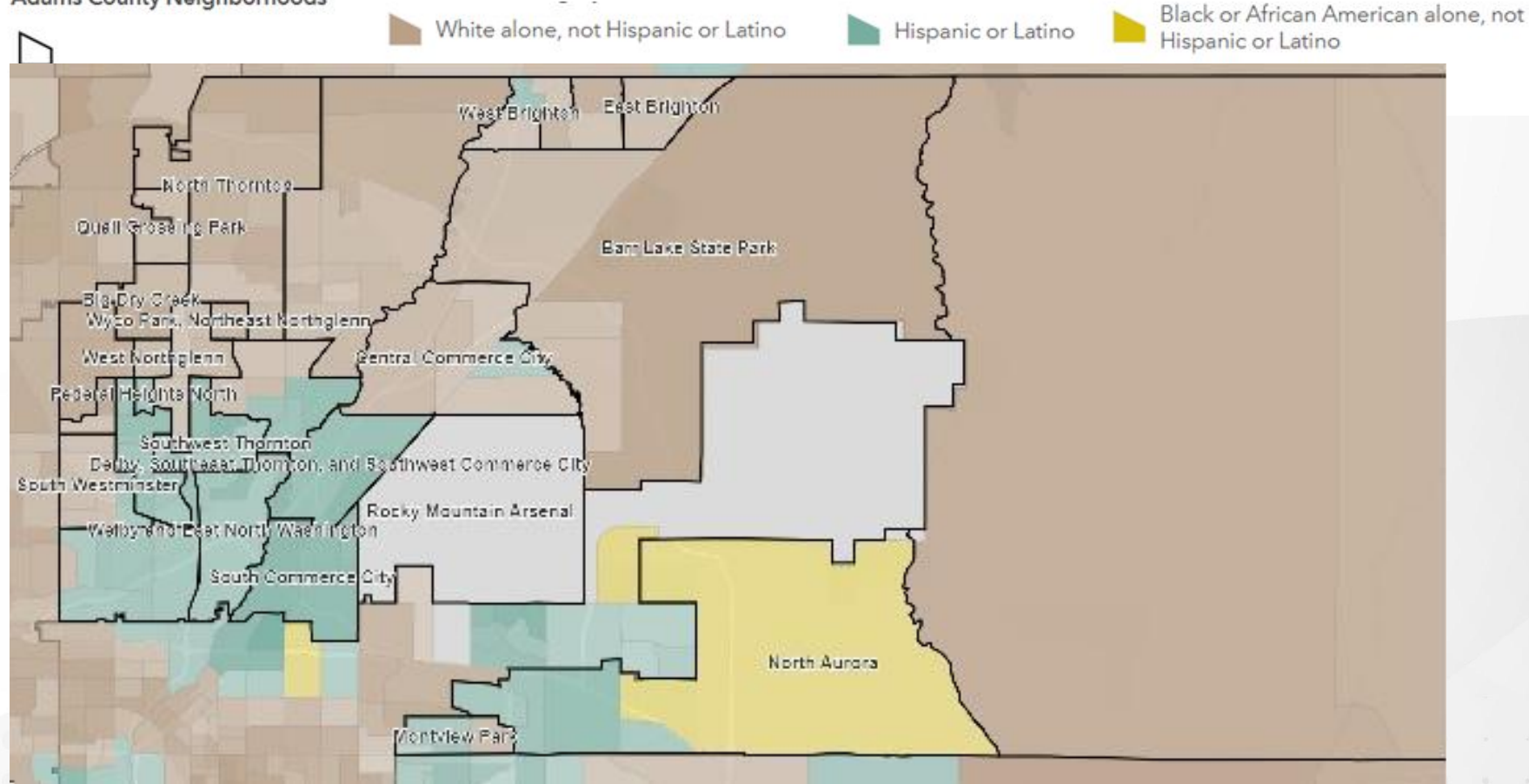
Poverty in this table is defined by the Federal Poverty Level (FPL).

For example, the darkest green area neighborhoods with up to 25% of families of 4 making only \$31,200 per year.



# Predominant Race/Ethnicity in Adams County

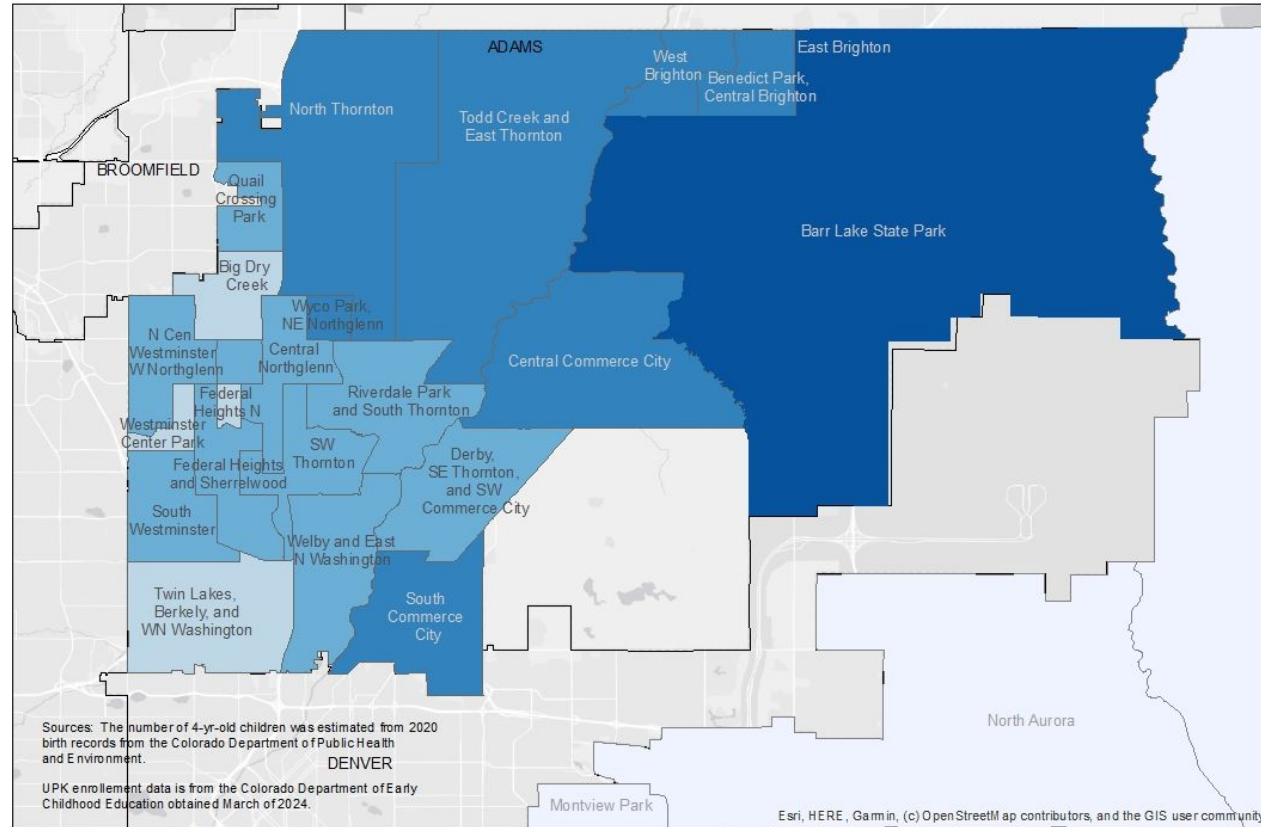
## Adams County Neighborhoods



## Eligible Children Enrolled in UPK



High Participation Areas:  
The darker-shaded neighborhoods represent areas with a higher number of students estimated participating in the UPK program.



UPK enrollment was higher in wealthier white neighborhoods (dark blue) compared to lower income BIPOC neighborhoods (light blue).

# Sample variation in enrollment by race and income

Neighborhood	Estimated % 4 year olds enrolled in UPK	# 4 year olds enrolled in UPK/Estimated 4 year olds	Poverty rate	Predominant Race
Montview Park	9%	31/360	20%	Hispanic or Latino
North Aurora	12%	44/371	11%	Black or African American
Twin Lakes/Berkley/West N Washington	31%	117/374	10%	Hispanic or Latino
Todd Creek and E Thornton	70%	359/510	5%	White, non-Hispanic
Barr Lake State Park	87%	317/365	5%	White, non-Hispanic
East Brighton	100%	136/136	9%	White, non-Hispanic

# Findings:

- By looking at aggregated state level data, it is not possible to know exactly who is able to access UPK.
- We found that 2023-24 UPK enrollment in Adams County was higher in wealthier white neighborhoods compared to lower income BIPOC neighborhoods.
- When data is mapped at the neighborhood level, findings show that UPK is not accessible to everyone.
- Mapping is the necessary tool for LCOs to do equity-driven work on the ground.



# What do these findings mean for Adams County?



- Build capacity for Adams County to conduct an annual equity analysis of UPK.
- Drive strategic planning with targeted outreach to 8 neighborhoods where enrollment was less than 42% of eligible UPK students.
- Build partnerships with community based organizations in low-enrollment neighborhoods to support culturally responsive outreach.

# Schedule with us!



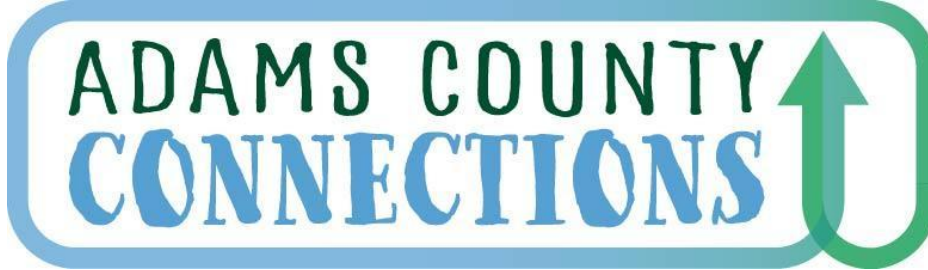
Connecting Families to Early Childhood Resources

- **Discuss Tuition and Program**
- **Enrollment events**

**email:**

**Beth Russell @ [brussell@wps.org](mailto:brussell@wps.org)**

**Cynthia Hernandez @ [chernandez@wps.org](mailto:chernandez@wps.org)**



*Connecting Families To Early Childhood Resources*

Mark your Calendar!

Adams UPK Monthly Information Meeting  
Friday Feb. 21st, 2024  
1:00-2:00pm  
(\*\*\*and then Mar. 12)

Adjusted Day  
with  
Presidents  
Day and  
Conference

[Link to Register](#)



A woman with long brown hair, wearing a purple shirt, is sitting at a table and reading a colorful book to a group of young children. The children are sitting around the table, looking at the book. The background shows a classroom setting with shelves of books and a clock on the wall. The text "THANK YOU. Questions?" is overlaid on the image in white and yellow. The text "THANK YOU." is in white, and "Questions?" is in yellow. There are white L-shaped brackets on the left and right sides of the text.

THANK YOU.  
Questions?



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