

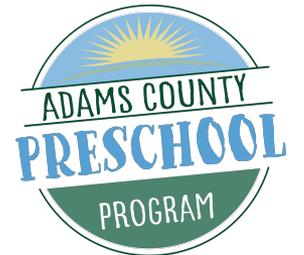
Connecting Families To Early Childhood Resources

March 2025

Universal Preschool (UPK) Information Session



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.

Total 25-26 GenEd Seats loaded into UPK for Adams County 3/11/25



Row Labels	Sum of Total # GenEd Seats
3 Year Old	0
Extended Day: 41+ Hours per week	914
Extended Day: 41+ Hours per week (Dual Language - English and Other Language Only)	194
Full-Time: 30-40 Hours per week	1006
Full-Time: 30-40 Hours per week (Dual Language - English and Other Language Only)	253
Half-Day AM: 15 hours per week	494
Half-Day AM: 15 hours per week (Dual Language - English and Other Language Only)	89
Half-Day PM: 15 hours per week	348
Half-Day PM: 15 hours per week (Dual Language - English and Other Language Only)	66
Other: 16 hours per week	48
Other: 28 hours per week (Dual Language - English and Other Language Only)	124
Part-Time AM: 10 hours per week	706
Part-Time AM: 10 hours per week (Dual Language - English and Other Language Only)	6
Part-Time PM: 10 hours per week	692
Part-Time PM: 10 hours per week (Dual Language - English and Other Language Only)	5
Grand Total	4945

**24-25 GenEd Seats as of 3/11/2025 = 4783

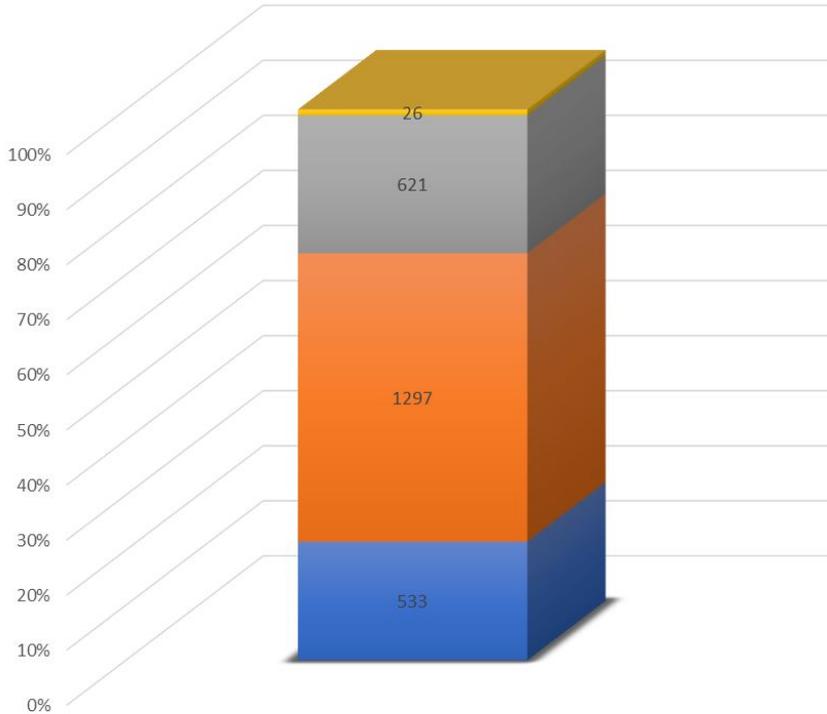
Sum of Count of Enrollments in Placed...

Sum of Count of Enrollments in Accepted...

Sum of Count of Enrollments in Enrolled...

Sum of Count of Enrollments in Offered...

UPK Students with a 25-26 Seat 3/12/2025 Total 2,477



Values

- Sum of Count of Enrollments in Offered Status
- Sum of Count of Enrollments in Enrolled Status
- Sum of Count of Enrollments in Accepted Status
- Sum of Count of Enrollments in Placed Status

25-26 2,477
placements is
63.5% of
current
enrollment total

**24-25 Enrolled Total as of 3/11/25 = 3895

Universal Preschool Colorado

Provider Updates March 2025



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Topics

- Reminders
 - CDEC Office Hours
 - Help Desk
- 24/25 Direct Enrollment Selected Status
- Awarded Supplemental Hours Eligibility 25/26
- 25/26 School Year: What's Next
- 25/26 Enrollment Form-Now Ready!
- How to View and Decline Matches
- CDEC Decline Reasons
- Edit Seat Counts by Type
- Provider Resources
- New Marketing Resources



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Reminders



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CDEC Office Hours

- Community (including FCCH) Provider office hours with simultaneous Spanish interpretation have been scheduled as follows:
 - 1st Tuesday of each month at 6pm:
<https://us02web.zoom.us/j/83557451399>
 - 4th Monday of each month at 1pm:
<https://us02web.zoom.us/j/88949693259>
- School District office hours have been scheduled as follows:
 - 3rd Thursday of each month at 4pm-
<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>



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Colorado Universal Preschool Help Desk

Parents, providers, and LCOs can now reach the help desk team by:

- Submitting a ticket request form at help.upk.colorado.gov
- Emailing universalpreschool@state.co.us
- Calling 303-866-5223



2024/2025 Direct Enrollment Selected Status



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2024/2025 Direct Enrollment

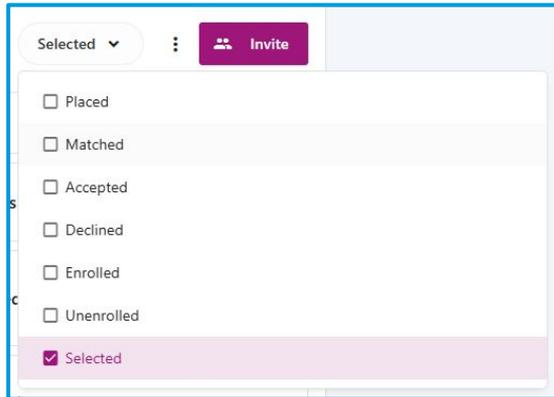
Families are waiting to attend your program!

Check your provider portal regularly for families who select your program during direct enrollment!

Families are continuing to apply for the 2024-2025 program year. See the next slide for instructions on how to review these selections!

Steps to view 24/25 Direct Enrollment Selections

How to view 24/25 selected status



The screenshot shows a web interface with a status filter dropdown menu. The dropdown is currently set to "Selected". Below the dropdown, there is a list of status options with checkboxes:

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

At the top of the interface, there is a purple button labeled "Invite" and a three-dot menu icon.

01

Login to the provider portal at provider.upk.colorado.gov

02

Select the 2024-2025 program year from the dropdown and navigate to your "Matched" tab

03

Click on the status drop down and check the "Selected" box.

04

This filter will show you the students names of families who have selected your program. Continue to follow the direct enrollment process as outlined in the provider handbook.

Awarded Supplemental Hours Eligibility for 25-26



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**Awarded Hours Eligibility for
25-26 family applications**

For the **2025-26** school year, families and providers will receive verification of the child's awarded hours before each placement phase. Verification letters were sent out on **January 27th, February 3rd, and March 3rd, 2025**. Provider Enrollment Reports will now show if a family's eligibility has been verified in the column titled "Supplemental Hours Award." The following slides include detailed information regarding family notification and reading your enrollment report.

Please attend any of the Provider Office Hours (mentioned in slides above) for any questions regarding these eligibility awards.



Awarded Hours Eligibility for 25-26 family applications



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What you need to know:

Before each matching round and biweekly throughout direct enrollment, we will send the communication below to the following groups:

Families eligible for supplemental hours: These are families who submitted their application within the validation window and meet 270% FPL (Federal Poverty Line) income, plus one additional qualifying factor. 270% FPL (Federal Poverty Line) Income plus one additional qualifying factor.

Families ineligible for supplemental hours: These are families who do not meet the 270% FPL (Federal Poverty Line) and/or do not have any other qualifying factors, but have selected at least one full or extended day option.

Eligibility Notification Schedule:

- **January 27th by 5pm:** Families who submitted their application by 10:00 AM on 1/22/25.
- **February 3rd by 5pm:** Families who submitted their application between 1/22/25 and 10:00 AM on 1/31/25.
- **March 3rd by 5pm:** Families who submitted their application between 1/31/25 and 10:00 AM on 2/28/25.
- Notices will be sent bi-weekly after the March 3rd Notice.

Awarded Hours Eligibility for 25-26 family applications



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How do I see which of my students qualify for supplemental hours?

Matched/Enrollment Status reports will now have a new column titled “Supplemental Hours Award.”

Column names & meaning

- Child Eligibility: Hours Per Week (HPW) - this was already included = # of hours per week the student is ELIGIBLE for
- Supplemental Hours Award - new = student has been verified for supplemental hours
 - If the value in that column is “TRUE,” the child’s eligibility for 30 hours has been verified and the family has/will soon be notified. Any other value or lack of value means they are not yet eligible for 30 hours.
- Supplemental Hours Award Date - new = this is the date of the determination

No matter the order of the numbers of the HPW, the child is eligible for all hours including the highest number listed in the report. These values indicate the number of hours per week the child is eligible for, such as:

- 10 HPW = Eligible for up to 10 hours of free preschool per week
- 10 HPW, 15 HPW = Eligible for up to 15 hours of free preschool per week
- 10 HPW, 15 HPW, 30 HPW = Eligible for up to 30 hours of free preschool per week

Awarded Hours Eligibility for 25-26 family applications



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How do I see which of my students qualify for supplemental hours?

Choose the program year from the drop down menu

Click the menu icon to download your report into a CSV file.

A screenshot of a web application interface. At the top, a purple header bar contains a dropdown menu with the text "2024-2025 Colorado Universal Preschool" and a downward arrow. Below the header, the word "Matched" is displayed. A search bar with a magnifying glass icon and the text "Search interested families and children by name or child ID" is present. At the bottom of the interface, there is a navigation bar with a "Select all" button, a left arrow, a purple button with the number "1", a right arrow, a "Location" dropdown, a "Selected" dropdown, a vertical ellipsis menu icon, and a purple "Invite" button with a person icon.

25/26 School Year What's Next



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2025/2026 School Year



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The second family-to-provider matching round will start on **March 10th**. Please see the [2025-2026 Universal Preschool Calendar](#) for more details. The last pre-registration nightly batch was **February 3rd**. If you have families who missed the CoC window and you would like to ensure their placement during direct enrollment please contact your LCO to reduce your seats.

Family Matching

- **March 3rd by 5pm:** Families who submitted their application between 1/31/25 and 10:00 AM on 2/28/25 receive eligibility notification.
- **March 4 - March 9:** Providers can adjust seats by adding seats on their own, or by connecting with their LCO to remove seats.
 - The last date for program uploads or archives for the second round of Matching is February 28th.
 - New providers will have to wait to participate in the next round
- **March 10:** Second matching round runs at noon for all new applications submitted between Feb 11th and Mar5th and families not matched in pre-registration or the first matching round.
- **March 12 - March 21:** Providers review and accept or decline matches after receiving notification of matches at noon on March 12th.
- **March 24:** Families notified of second round matches at **noon**. 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.

2025/2026 Enrollment Forms are Ready!



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2025/2026 Enrollment Forms



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The enrollment forms for the 2025-2026 Program Year are now ready to be completed! You can begin enrolling children once families have accepted their match and are in “accepted” status. You will be asked to verify age eligibility based on your program’s cutoff date before enrolling children.

I have confirmed that this child meets eligibility requirements to enroll in my program based on their date of birth and my program's established cutoff date. *

I understand that providing false or inaccurate information may affect payments to include reconciliation of overpayments. For children with IEPs- Please check the box that eligibility has been confirmed as that confirmation occurred through the AU placement process.

Yes, I have verified this child meets eligibility requirements.

Back

Next

2025/2026 Enrollment Forms



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For the 25/26 program year the enrollment form has changed in the following ways:

Removed: Confirmation of participation in CCCAP and Head Start.

Added: Provider verification of eligibility. The text states: I have confirmed that this child meets eligibility requirements to enroll in my program based on their date of birth and my program's established cutoff date. I understand that providing false or inaccurate information may affect payments to include reconciliation of overpayments. For children with IEPs- Please check the box that eligibility has been confirmed as confirmation occurred through the AU placement process. The check box states: Yes, I have verified this child meets eligibility requirements.

Important Note: If you completed the enrollment form before we announced that it was ready, you will **not** need to complete the form again. We kindly ask that you review 25/26 enrollment forms completed prior to 02/21/2025 for eligibility. The dot indicator from the current and prior year will not be implemented for 25/26 enrollments.

*If you come across a student who is not eligible for your program please unenroll if they are enrolled, and notify your LCO.

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.
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

The screenshot displays the 'Matched' tab in the Colorado Universal Preschool Provider Portal. At the top, there are navigation tabs for 'Locations', 'Matched', and 'Students', along with a user profile 'YN Your Name'. A dropdown menu shows '2024-2025 Colorado Universal Preschool'. Below this is a search bar with the text 'Search interested families and children by name or child ID'. There are filters for 'Location' and 'Status', and an 'Invite' button. A table lists matches with columns for 'Child', 'Date', 'Address', 'Program', 'Status', and 'Full-Time: Hours per week'. Two matches are shown: 'Brandon RA' and 'Albert RA'. Annotations highlight specific features: 'School year drop down' (2024-2025 Colorado Universal Preschool), 'Location Drop Down' (Universal Preschool 3), 'Status Filter' (Status dropdown), 'New Record Tag' (new tag on 2020-07-27), and 'Pre-Registration Element' (Pre-Registration Element tag on 2020-07-27).

Child	Date	Address	Program	Status	Full-Time: Hours per week
<input type="checkbox"/> Brandon RA Current Student	2020-07-27 new	1234 Colfax St Denver	Stout Street Children's Center	Placed	Full-Time: 30-40 Hours per week
<input type="checkbox"/> Albert RA Sibling	2020-07-27 Pre-Registration Element	1234 Colfax St Denver	Stout Street Children's Center	Placed	Full-Time: 30-40 Hours per week

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 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



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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.



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Edit Seat Count by Type Before March Matching Round



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Program Seats: Edit seat counts by type

How to edit seat counts 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- For the 25/26 school year during **March 4th- 9th: Providers can adjust seats by adding seats on their own, or by connecting with their LCO to remove seats. If you need support with other seat adjustments please reach out to your LCO.*

The screenshot displays the provider portal interface for 'Stout Street Children's Center'. At the top, navigation tabs include 'Locations', 'Requests', 'Matched', and 'Students'. The center location is identified as '721 19TH ST UNIT B65, DENVER'. A summary row shows 'Selected' (3), 'Matched' (0), 'Placed' (0), 'Waitlisted' (0), and 'Enrolled' (5). Below this, a 'Programs' section lists 'Extended Day: 41+ Hours per week' with '1 students / 6 IEP seats' and '2 students / 20 Standard seats'. A 'Register for the 2025 Universal Preschool Program' button is visible. A modal window is open for editing the 'Extended Day: 41+ Hours per week' program. It shows 'IEP' with 1 reserved and 5 available seats (total 6) and 'Standard' with 2 reserved and 18 available seats (total 20). A plus sign (+) is highlighted next to the 6 IEP seats, and a 'Save' button is highlighted at the bottom of the modal. Three orange callout boxes with arrows point to the three-dot menu icon, the plus sign, and the Save button, labeled '1. Select three dots', '2. Add Seats', and '3. Save' respectively. The top right of the page shows 'English' and 'Alex Winston'.

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](#)



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WHAT'S
NEXT



How we prioritize

What will help us...

- Reduce Risk
- Reduce Manual Work and Delays
- Improve the Family Experience
- Improve the Provider Experience



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The Small Print

Generally, specificity of dates and scope become less reliable as the time horizon increases, so we focus on regular re-prioritization of *problems we face* versus *specific solutions*.

Factors that impact a roadmap:

- New information becomes available, impacting priorities (statute and rule changes, new risks discovered, etc.)
- Funding constraints can impact the scope of the solution
- Competing resources may delay prior commitments





IEP / AU Assignment Automation

Problem

The current process of assigning students with IEPs to Administrative Units (AUs) is manual, involving multiple steps using spreadsheets. This leads to delays, increased risk of errors and data leaks, and a heavy burden on staff.

Solution

Automate the assignment of students with IEPs to the correct AUs based on geographic boundaries and school district codes.

Preventing and Fixing Duplicates

Problem

Duplicate family accounts, child records, and applications are prevalent in the UPK platform, leading to manual work and potential payment complications.

Solution

Implement measures to prevent the creation of duplicate records and provide tools to easily identify and resolve existing duplicates.





Role-based Permissions

Problem

The lack of granular administrative permissions precludes UPK partners, such as LCOs, from performing simple system management tasks they would prefer to make on their own in a more timely manner.

Solution

Implement role-based administration privileges to allow for more granular control over user access and permissions.



Updated Marketing Resources



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Marketing Resources

- This updated [Multi-Lingual Toolkit](#) provides a range of ready-to-use marketing materials to help you plan, execute, and refine your UPK Marketing strategy! These resources are tailored to boost visibility, engage your audience, and drive enrollment across various platforms and customer segments, ensuring effective outreach to your targeted audience.
- Get started by sending your banners, posters and flyers to your personal or professional printer.
- Some of the materials even allow you to customize them by adding your contact information.



Follow Us on Facebook!



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<https://www.facebook.com/AdamsCountyConnections/>

Agreement/Contract Questions:

cdec_procurement-contracts@state.co.us

Payment questions: [UPK Payment Helpdesk](#)

CDEC Feedback Submissions: [CDEC Feedback](#)

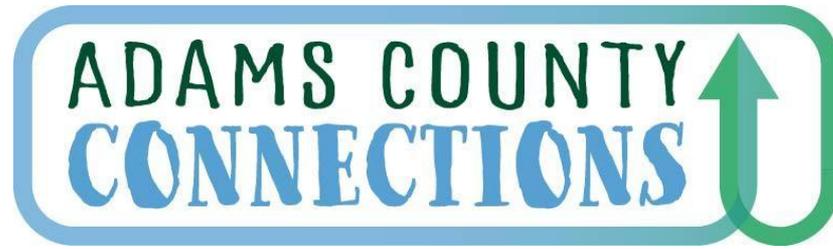
**also in our signature lines

Our best initial contact is the Help Desk:

○ **[Adams UPK Helpdesk](#)** (preferred)

○ Phone: 303-866-5223

 UPDATED



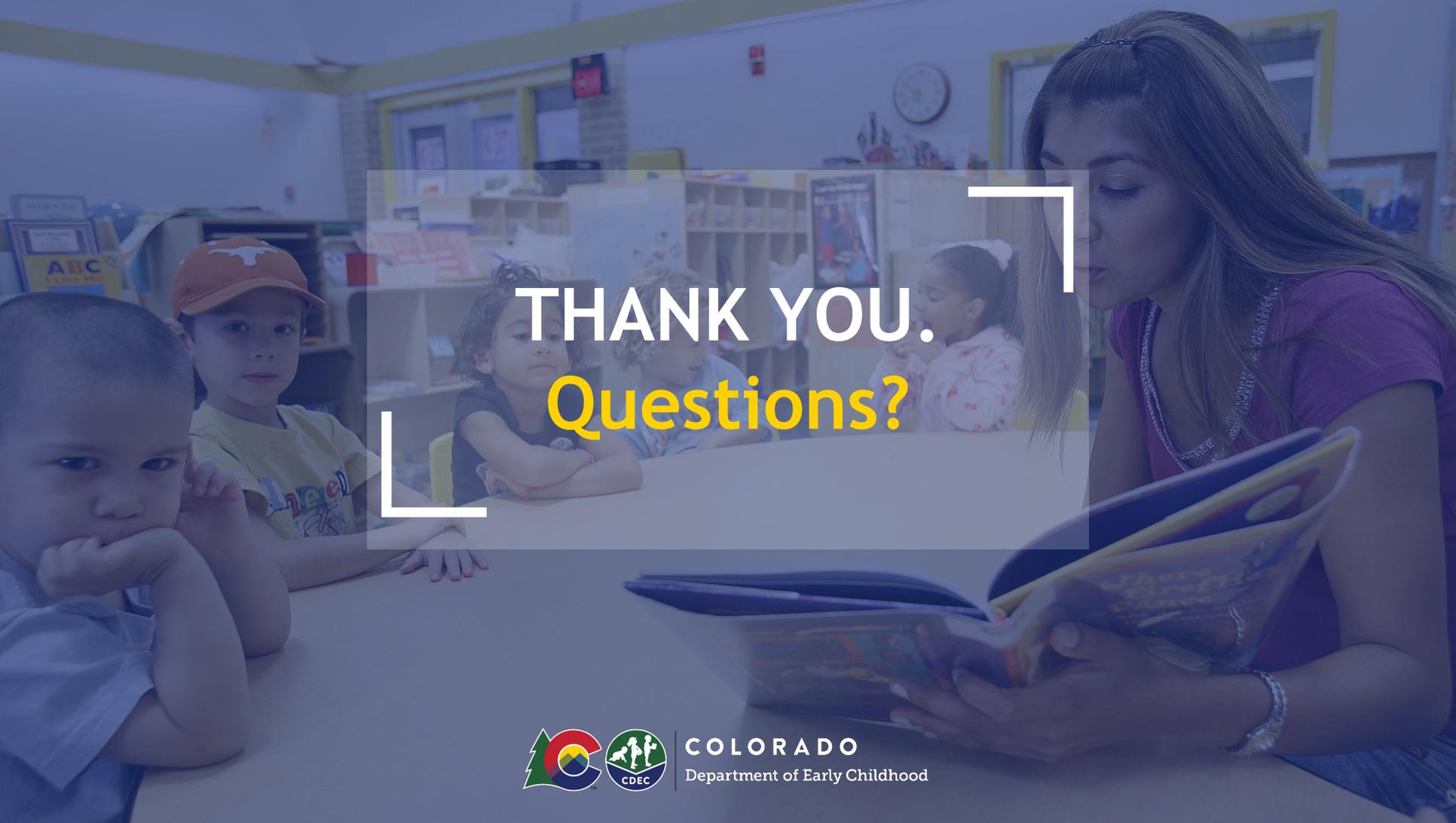
Connecting Families To Early Childhood Resources

Mark your Calendar!

Adams UPK Monthly Information Meeting
Wednesday, April 9
1:00 - 2:00pm

[Register Here](#)



A woman with long blonde hair, wearing a purple shirt and a necklace, is sitting at a table in a classroom, reading a large, colorful book. Several young children are sitting around the table, looking at the book. The classroom background shows shelves with books and a clock on the wall. The entire image has a blue tint and a semi-transparent white box in the center containing the text.

THANK YOU.
Questions?



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