

COLORADO AREA HEALTH EDUCATION CENTER (COAHEC) STUDENT CLINICAL ROTATION HOUSING POLICY and PROCESS

Brief Description	This policy clarifies the responsibilities of the AMC, UCCS, or SOMFC student, the AMC, UCCS, or SOMFC school, the COAHEC Program Office, the COAHEC Regional Centers, and the regionally contracted Hosts. This policy is only for use with these entities.
Effective Date	May 14, 2024
Policy Agent	Colorado AHEC Program Office
Applies to	All CU AMC, UCCS, and SOMFC health professions students' clinical away rotations seeking Colorado AHEC housing.

I. INTRODUCTION

The state of Colorado is divided into six regional Area Health Education Centers (AHECs) to support local healthcare initiatives that meet the Colorado Area Health Education Center (COAHEC) program's mission and goals. As part of its core mission, COAHEC's program office (PO) at the University of Colorado Anschutz Medical Campus (AMC) works to improve healthcare distribution and delivery to the State of Colorado by facilitating housing for AMC students' clinical away rotations. COAHEC finds housing for students at the University of Colorado Health Professions' schools on the AMC, the CU Medical School branch at the University of Colorado at Colorado Springs (UCCS), and the CU Medical School branch at the University of Colorado at Fort Collins (SOMFC) through the Regional Center (RC) AHECs. COAHEC defines rotations (clerkships) as those that require housing in areas greater than a 40-mile radius of the CU student's home campus. COAHEC does not pay for housing or make money for arranged housing. Instead, each school pays the regional center for housing work using COAHEC as a pass-through entity. COAHEC does not provide housing options for out-of-state students that the AMC, UCCS, or SOMFC schools have declined to fund, nor for students not from these schools. The RC may elect, however, to separate contracts between non-funded out-of-state students without the support of COAHEC PO.

Clinical rotations play an essential role in the education of healthcare professionals, allowing students to prepare for employment through real-world experiences in underserved areas. COAHEC intends to provide housing for students in clinical rotations within the community in which they are rotating. Housing students in the communities they learn from facilitates their engagement within the community and augments its ability to engage students in future recruitment as medical professionals.

Thus, this work is of utmost importance in solving healthcare disparity in our state. In this document, COAHEC outlines the policies to which the AMC, UCCS, and SOMFC schools, AHEC regional directors in Colorado, Hosts, and AMC, UCCS, and SOMFC students will adhere for successfully arranged housing in clinical away rotations. This policy does not affect other non-AMC, UCCS, and SOMFC schools for which the AHEC regions in Colorado provide housing. However, COAHEC regional offices will prioritize AMC, UCCS, and SOMFC students over non-AMC, UCCS, and SOMFC students for COAHEC housing in Colorado.

This policy will be in effect for clinical rotations that begin on or after this document's effective date. Clinical rotations in place before the effective date are pursuant to the policy in effect when those clinical rotations began. COAHEC proceeds with the understanding that no policy can be fully comprehensive nor cover all scenarios. Therefore, we request that any emerging issues/conflicts that this policy needs to clearly outline be reported to coahechousing@cuanschutz.edu so COAHEC may address them as they arise.

COAHEC does not discriminate in students' housing based on parameters set by AMC, UCCS, and SOMFC. Please follow this link to view the complete list of groups against whom we do not discriminate.



2024 COAHEC Student Housing Contract

1. Students must read, acknowledge receipt, and understand the COAHEC housing policy.
2. Should a student decide to decline COAHEC housing, it is imperative to notify the Regional Center in writing by 5 pm on the third day after receiving the confirmation email. Failure to do so will result in COAHEC considering the housing as accepted and invoicing your health profession's school for the cost.
3. Upon receiving the COAHEC-arranged housing confirmation from the COAHEC Regional Center, the student must promptly contact the host. This communication is to confirm their rotation dates, discuss the items they will need to provide at the residence, and coordinate their arrival with the host. This process is designed to facilitate a smooth transition into housing.
4. Upon arrival, the student should ask the host to share the "house rules." Specifically, they should discuss any expectations regarding the safety and security of the house, such as locking doors and the fire escape plan, storage, and bed linens. At the same time, the student resides in COAHEC-arranged housing. Students who wish to arrive early or stay beyond the dates of their rotation (excluding the night before) do so at the host's discretion, and the student agrees to pay out of pocket for these extra days. The student must email the Regional Center before staying for the additional days, and the Regional Center must approve and arrange accordingly before the student arrives.
5. Students must provide transportation throughout this rotation and discuss parking restrictions with the host. Any costs associated with mileage, parking, or being towed for parking in a restricted area are the student's responsibility and will not be reimbursed by your AMC, UCCS, UCFC school, or COAHEC.
6. Students may not use the host address to receive mail unless the host approves.
7. Students must use their cell phones for communication.
8. Access to the internet is not guaranteed. Students may need to use WI-FI hotspots or their cell phone provider.
9. Be aware that students may share kitchen and bathroom facilities with the host or a student of the opposite sex or gender. **If the student disagrees, the student must state this in their allergies or other comments in their initial request for housing.**
10. Students must purchase and prepare their meals, provide their toiletries, and may be required to provide bed linens and towels per host expectations.
11. Students should access laundry facilities in the community unless the host has notified the student that they may use the laundry facilities in the host home.
12. As a student living in this accommodation, you must maintain cleanliness in all shared areas, such as the bathroom, bedroom, and communal spaces. You are also expected to clean the kitchen after use, including wiping the counters and stove, doing the dishes, and doing laundry facilities (if any). Please ensure that you leave all common areas clean and tidy before leaving. Students are responsible for any additional costs related to cleaning or damage to the Host home or AHEC regional-owned/leased property.
13. Students will remain smoke-free and drug-free, including cigarettes, chewing tobacco, marijuana, recreational drugs (including edibles), and illicit drugs while in COAHEC-arranged housing.
14. Students' consumption of alcohol is not permitted in COAHEC-arranged housing.
15. Students may not have overnight guests, visitors, or pets in COAHEC-arranged housing.
16. Weapons, including firearms, knives, explosives (fireworks, ammunition, etc.), bow and arrows, paint or BB guns, or any reasonable facsimile item, are prohibited in COAHEC-arranged housing.
17. Students will follow the University of Colorado and Anschutz Medical Campus protocol defined by Chancellor Don Elliman for public health or other unprecedented situations per this link: <https://cuanschutz.edu/campus-health-resources>.
18. The student will abide by this student contract and the COAHEC Housing Policy.

Please sign below to acknowledge that you have read and agree to abide by the above:

Student Signature: _____ **Date:** _____

Print Name: _____

II. ELIGIBILITY FOR COAHEC-ARRANGED HOUSING

- A. Persons Eligible Are:
 - I. AMC, UCCS, and SOMFC health professions' students on away clinical rotations;
 - II. Students are on away rotations that are 14 –180 consecutive days in length;
 - III. Students on away rotations 40 miles or greater from their home campus (AMC, UCCS, SOMFC).
- B. Persons Not Eligible Are:
 - IV. Residents, paid interns, and pre-health students;
 - V. Students on extended, LIC, and Hybrid LIC rotations;
 - VI. Students are housed in their own or their immediate family's primary residence or other homes they own in the area where they need housing.

III. RESPONSIBILITIES OF THE FOLLOWING PARTIES:

OVERVIEW

1. COAHEC PROGRAM OFFICE MUST
2. COLORADO AHEC REGIONAL CENTER
3. AMC, UCCS, AND SOMFC STUDENT
 - A. IN COAHEC-ARRANGED HOUSING
 - B. IN STUDENT-FOUND HOUSING
4. AMC, UCCS, AND SOMFC SCHOOL COORDINATOR
5. REGIONAL CONTRACTED HOST

2. COAHEC PROGRAM OFFICE MUST:

- A. Work closely with AMC, UCCS, and SOMFC to ensure compliance with all AMC/CU policies and procedures in anything that relates to housing an AMC, UCCS, or SOMFC student;
- B. Serve as the financial pass-through between the AMC, UCCS, and SOMFC schools and RCs. COAHEC handles the invoicing between the AMC, UCCS, and SOMFC schools, and the RC pays the rent to the Hosts and the RC Coordinator for their work;
- C. Write, update, and enforce the COAHEC Housing Policy;
- D. Serve as the point of mediation between AMC, UCCS, and SOMFC schools, hosts, students, and RCs for any questions or issues that arise;
- E. Mediate all appeals submitted via the official COAHEC Housing Appeals Policy (see section [V](#)).
- F. Educate and support AMC, UCCS, and SOMFC School Coordinators by:
 - I. Providing one-on-one training on the housing policy and procedures;
 - II. Providing group training with school coordinators and RCs to foster collaboration;
 - III. Maintaining open communication to answer any questions;
 - IV. Keeping updated resource documents surrounding policy, process, and contacts;
 - V. Providing easy access to all documents on our website,
 - VI. Working collaboratively with school coordinators to improve and expedite these housing processes.
- G. Educate and support RCs by:
 - I. Providing one-on-one training on housing policy and procedures;
 - II. Providing group training with AMC, UCCS, SOMFC school coordinators, and RCs to foster

- collaboration;
 - III. Maintaining open communication with the RC coordinators to answer any questions;
 - IV. Keeping updated resource documents surrounding policy, process, and contacts;
 - V. Providing easy access to all documents on our website;
 - VI. Working collaboratively with RCs to improve and expedite these housing processes.
- H. Educate and support AMC, UCCS, and SOMFC students by:
 - I. Presenting housing program at pre-clerkship orientations;
 - II. Providing easy access to all documents on our website;
 - III. Maintaining open communication with the students by guiding them through the housing process;
 - IV. Keeping updated resource documents surrounding policy, procedure, and contacts available.
 - I. Providing IT support and training to all parties on:
 - I. Salesforce data entry;
 - II. Questions surrounding rotation upload and entry;
 - III. Formstack web interface;
 - IV. Data auditing/updates;
 - V. Salesforce reports;
 - VI. Status changes.
 - J. Maintain and audit Salesforce for:
 - I. Accuracy of housing record data integrity, including:
 - a. Clinical Training record dates, nights of rotation, and status;
 - b. Housing Assignment record dates and status;
 - c. AMC, UCCS, and SOMFC Program Coordinator contact information;
 - d. RC contact information;
 - e. Student contact information;
 - f. Preceptor data completeness.
 - II. Critical workflow and coding updates.
 - III. The ability to export data and create reports to satisfy the requirements of grants and requests of the University of Colorado or other authoritative entities.
 - K. Serve as a pass-through for housing payments by:
 - I. Processing RC's quarterly invoices through the University of Colorado system for schools to pay RCs for their housing work and for them to pay the Host's rent;
 - II. Processing invoices for student-found housing through the AMC system for AMC, UCCS, and SOMFC schools to reimburse students for student-found housing;
 - III. Invoicing AMC, UCCS, and SOMFC schools quarterly through the AMC system to reimburse the PO account that COAHEC used temporarily to pay the RCs and students.
 - L. Maintain reporting requirements of housing activities by:
 - I. Auditing reports submitted by RCs;
 - II. Submitting statewide data (including for non-AMC student housing) to AMC, UCCS, and SOMFC schools and leadership, VCHA, HRSA, NAO (National AHEC Organization), and other interested parties.

3. COLORADO AHEC REGIONAL CENTER MUST:

- A. Read and become thoroughly familiar with the current COAHEC Housing Policy;
- B. Ask for clarification of the housing policy from the COAHEC housing team as needed until it is fully understood;
- C. Attend mandatory training for the housing policy as scheduled;
- D. Abide by the current housing policy when working to provide AHEC housing in Colorado to AMC, UCCS, and SOMFC students;
- E. Communicate with students following all timelines in the housing policy process (see section IV.2);

- F. Conduct all communications with students via email, sharing all emails with PO and saving emails as written documentation;
- G. Include the PO in real-time communications with students and School coordinators. Failure to comply with this and the above letter "F" will result in the inability to file an appeal when an issue does arise or in payment non-reimbursement;
- H. Make contact once a year with preceptor site management by email, phone, or in-person to maintain relationships therein;
- I. Identify local homeowners as hosts;
- J. Vet each Host before entering into a contract. Vetting includes, but is not limited to:
 - I. All adults 18 years and older who reside in the home must pass an annual background check;
 - II. Annual in-person home safety inspections that ensure the Host can provide at a minimum:
 - a. A private bedroom with a locking door including, at a minimum, a simple privacy lock from the inside for the student and a keyed lock on the outside for access to the student and the host only. The Host may enter with prior notification to the student or in case of emergency;
 - b. Cleanliness: At a minimum, this includes a rodent-free and rodent-dropping-free home, clean floors/carpets, clean kitchen appliances and dishes, clean shared spaces, and all reasonable expectations of hygienic living;
 - c. Structural integrity ensuring the house is safe to live in;
 - d. A drug-free home, including the secure storage of medically prescribed controlled substances;
 - e. Working smoke detectors and carbon monoxide detectors in every room or as specified by code;
 - f. Functional and adequately maintained and serviced heating and cooling systems;
 - g. No fire hazards;
 - h. Fire escape plans;
 - i. Written list of number and types of pets;
 - j. Physical proximity to clinical sites in feet, yards, or miles.
- K. Enter into a legal contract with the Host to house AMC, UCCS, and SOMFC students safely. This includes ensuring that:
 - I. The Host completely understands the COAHEC housing policy and expectations of an AHEC regional Host;
 - II. The Host understands that they are contractually obligated to arrange housing with CU students by going through the COAHEC housing process and their regional Center AHEC and may not contract independently with CU students.
 - III. The Host understands and signs a new contract each calendar year;
 - IV. All adults 18 years and older who reside in the home must pass an annual background check;
 - V. The Host homes must pass annual safety inspections by a member of their RC;
 - VI. The Hosts know their primary point of contact is their RC Coordinator;
 - VII. The Hosts understand that students are not considered part of the household to provide daycare, housekeeping, moving furniture, transportation, etc.
 - VIII. All COAHEC Host homes must provide the student with:
 - a. A private bedroom with a locking door including, at a minimum, a simple privacy lock from the inside for the student and a keyed lock on the outside for access to the student and Host-only (with prior notification from Host to the student or in case of emergency);
 - b. 24/7 access to the house and that failure to do so results in a broken contract and non-payment to the Host;

- c. A bedroom with up-to-date, safe, and fire hazard-free heating/cooling systems with ventilation that is up to code standards;
 - d. Access to a clean, private, or shared, full or ¾ bathroom;
 - e. Use of a kitchen with room in a refrigerator/freezer and pantry/cabinets for student's food storage;
 - f. A non-smoking, tobacco-free, marijuana-free, and drug-free environment, including ensuring that medically prescribed controlled substances are safely stored and locked;
 - g. Working smoke detectors and carbon monoxide detectors in every room or as specified by code, with batteries checked every six (6) months and tested according to manufacturer recommendations;
 - h. A posted "Fire Exit Plan" is to be reviewed with the student upon arrival at the home;
 - i. That all utilities will include gas, electricity, heat, cooling, light, hot and cold running water, and sewer (cable or wi-fi not required);
 - j. Available parking on site.
- L. Provide housing to AMC, UCCS, and SOMFC students as a priority over any non-AMC, UCCS, or SOMFC health professions student to align with the deliverables defined and paid for by the Vice-Chancellor for Health Affairs. Note: Each RC may contract separately with non-AMC, UCCS, or SOMFC health professions schools to provide housing using a policy and contract written and agreed to by the RC and the outside school. Due to the grant deliverables of being an AHEC in Colorado, however, non-AMC students should be housed only on a space-available basis after AMC, UCCS, and SOMFC students have been housed;
- M. Complete annual background checks on all adults 18 years old and older who reside in any host home before students are placed in the home;
- N. Keep all up-to-date background checks on file in the RC offices for auditing purposes and record these in Salesforce. (Lack of doing so can result in non-reimbursement of housing monies.);
- O. Provide the student with a list of pets in the home. This list should be revised annually;
- P. Perform annual home and safety inspections of the Host home before any student is placed in the home to ensure, at a minimum:
- I. A private bedroom with a locking door including, at a minimum, a simple privacy lock from the inside for the student and a keyed lock on the outside for access to the student and Host-only (with prior notification from the Host to the student or in case of emergency);
 - II. 24/7 access to the house, and that failure to do so results in a broken contract and non-payment to the Host;
 - III. A private bedroom with up-to-date, safe, and fire hazard-free heating/cooling systems with ventilation that is up to code standards;
 - IV. Access to a clean, private, or shared, full or ¾ bathroom;
 - V. Use of a kitchen with room in a refrigerator/freezer and pantry/cabinets for student's food storage;
 - VI. A non-smoking, tobacco-free, marijuana-free, and drug-free environment, including ensuring that medically prescribed controlled substances are safely stored and locked;
 - VII. Working smoke detectors and carbon monoxide detectors in every room or as specified by code, with batteries checked every six (6) months and tested according to manufacturer recommendations;
 - VIII. A posted "Fire Exit Plan" is to be reviewed with the student upon arrival at the home;
 - IX. All utilities will include gas, electricity, heat, cooling, light, hot and cold running water, sewer (cable or wi-fi not required); and
 - X. Available parking on site.
- Q. Remit payment to the hosts as agreed upon with contracted Hosts. If RC decides to pre-pay Hosts,

it is with the knowledge that the RC will not be reimbursed outside the confines of the housing policy, nor will the housing be reimbursed after any early termination of the housing contract by actions on the part of the Host, AMC, UCCS, or SOMFC student, school, or RC.

R. Record Keeping and Reporting. Enter complete data into Salesforce (or risk non-reimbursement) for:

- I. Host, including:
 - a. First and last name;
 - b. Mailing address (may be different from housing site);
 - c. Phone number;
 - d. Email address;
 - e. Annual background checks of Hosts and household members 18 years old or older;
 - f. Active/inactive status.
- II. Housing site, including:
 - a. Physical street address of the house where the student is Hosted (may be different from the host's mailing address);
 - b. Home and safety inspections;
 - c. Available rooms;
 - d. Active/inactive status;
 - e. Pets.
- III. Student:
 - a. Host name;
 - b. Housing site;
 - c. Rotation status;
 - d. Housing status;
 - e. Arrival and departure dates;
 - f. Notes.
- IV. Submit a quarterly housing report and invoice to the PO per the COAHEC Program Master Operating Contract dates. The report must include:
- V. AMC, UCCS, and SOMFC students:
 - a. Full name;
 - b. Rotation dates;
 - c. Arrival and departure dates;
 - d. Housing location;
 - e. Rotation Status;
 - f. Housing Status;
 - g. Number of nights housing was provided in the current quarter;
 - h. Student's discipline.
- VI. All non-AMC, UCCS, SOMFC students (Note: failure to report non-AMC, UCCS, SOMFC students as determined by audit will result in a breach of contract):
 - a. Full name;
 - b. The outside institution's name;
 - c. Host name;
 - d. The number of nights of housing provided in the current quarter;
 - e. Student's discipline.
- VII. Follow the COAHEC Program Master Operating Contact specifications for the payment rate and the timeline for COAHEC-arranged housing in section IV.2 of this policy to ensure quarterly housing payments;
- VIII. Verify host, student, and housing information is completely and accurately recorded in

Salesforce;

- IX. Review the weekly Salesforce 60-day reports;
 - a. Contact all students by email who have not responded to the eligible housing email request to respond accordingly;
 - b. Attach a copy of that email to that Salesforce record;
 - c. Notify the PO immediately if something appears unusual in the 60-day report.

3. AMC, UCCS, AND SOMFC STUDENT MUST:

A. IN COAHEC-ARRANGED HOUSING, THE STUDENT MUST:

- I. Adhere to all University of Colorado policies;
- II. Conduct themselves with the highest professionalism as expected by the University of Colorado guidelines;
- III. Request COAHEC housing by following the personalized link in the eligible rotation confirmation email sent by COAHEChousing@cuanschutz.edu. Note: Students must obtain AHEC Housing in Colorado by going through the COAHEC process and may not approach AHEC contracted regional hosts in Colorado on their own to arrange housing.
- IV. Follow all timelines outlined in the COAHEC Housing Policy as seen in IV.2;
- V. Read, acknowledge, and e-sign they have received and understand the current housing policy (seen on the request for housing form);
- VI. Indicate all allergies or special needs pursuant to housing in the application form;
- VII. Communicate with their assigned host before their rotation to confirm arrival dates and to discuss items students may need to bring and Hosts' expectations;
- VIII. Sign and abide by the current Student Housing Contract (See Attachment #4).
- IX. Students must utilize the RC housing coordinator as their primary point of contact;
- X. If a student believes they are in immediate danger, they should leave the home, call 911 (if appropriate), and contact the COAHEC PO, RC, and their school program coordinator immediately;
- XI. Students must complete the post-housing survey sent seven (7) days before the end of the rotation via email from COAHEChousing@cuanschutz.edu;
- XII. Students understand that travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable.

B. IN STUDENT-FOUND HOUSING, THE STUDENT MUST:

- I. Students must read, acknowledge, and e-sign that they have received and understand the current COAHEC Housing Policy.
- II. Students are responsible for requesting COAHEC Student-Found housing by following the personalized link in the rotation confirmation email sent by COAHEChousing@cuanschutz.edu;
- III. Students understand that travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable;
- IV. Students must follow all timelines outlined in the COAHEC Housing Policy, as seen in IV.2.
- V. Students must submit the completed official rent receipt form for reimbursement to COAHEChousing@cuanschutz.edu within 45 days of the end of the rotation or risk not being reimbursed for their stay. This form can be found attached to the housing request confirmation email or on the COAHEC website;
- VI. Students must complete the post-housing survey sent seven days before the end of the rotation via email from COAHEChousing@cuanschutz.edu;
- VII. Students must understand that Student-Found Housing has not passed COAHEC vetting, inspection, or safety standards. COAHEC and its RCs cannot be held liable or

responsible for student issues with such housing.

4. AMC, UCCS, and SOMFC SCHOOL COORDINATOR MUST:

- A. Read, understand, and abide by the current COAHEC Housing Policy, its timelines, and payment schedules therein;
- B. Submit eligible rotations into the COAHEC housing system via an online web form according to the timeline in [IV.2.A](#) of this policy;
- C. Notify PO and RC of any changes or cancellations to submitted rotations according to the timeline in [IV.2.E-H](#) of this policy;
- D. Review the weekly 60-day reports and notify the PO of any changes or corrections as soon as possible;
- E. Keep coordinator contact information up to date with PO;
- F. Approve or deny any cost of COAHEC housing alternative arrangements that exceed the daily housing rate;
- G. Know that if your student believes they are in immediate danger, they should leave home, call 911 (if appropriate), and contact the PO, RC and their school program coordinator immediately;
- H. Contact the PO with any questions (the PO is the primary point of contact);
- I. Follow all policies and procedures when filing an appeal. See section [V](#) of this policy.

5. REGIONAL CONTRACTED HOST MUST:

- A. Ensure all adults over 18 years old who reside in the home pass an annual background check;
- B. Pass an annual safety inspection by a member of their RC;
- C. Have a current signed contract with their RC (which must be signed annually);
- D. Hosts must utilize the RC Coordinator as their only primary point of contact. Any problems should be communicated to the RC Coordinator;
- E. The Host is responsible for communicating all house rules, including safety and security, with the student upon the student's arrival at the home;
- F. Hosts understand that students are not considered part of the household providing daycare, housekeeping, transportation, etc.;
- G. All COAHEC Host homes must provide the student with the following:
 - I. A private bedroom with a locking door including, at a minimum, a simple privacy lock from the inside for the student and a keyed lock on the outside for access to the student and Host-only (with prior notification from the Host to the student or in case of emergency);
 - II. 24/7 access to the house, and that failure to do so results in a broken contract and nonpayment to the Host;
 - III. A private bedroom with up-to-date, safe, and fire hazard-free heating/cooling systems with ventilation that is up to code standards;
 - IV. Access to a clean, private, or shared, full or $\frac{3}{4}$ bathroom;
 - V. Use of a kitchen with room in a refrigerator/freezer and pantry/cabinets for student's food storage;
 - VI. A non-smoking, tobacco-free, marijuana-free, and drug-free environment, including ensuring that medically prescribed controlled substances are safely stored and locked;
 - VII. Working smoke detectors and carbon monoxide detectors in every room or as specified by code, with batteries checked every six (6) months and tested according to manufacturer recommendations;
 - VIII. A posted "Fire Exit Plan" is to be reviewed with the student upon arrival at the home;
 - IX. All utilities will include gas, electricity, heat, cooling, light, hot and cold running

- water, sewer (cable or wi-fi not required);
- X. Available parking on site.

IV. COAHEC HOUSING CRITERIA, PROCEDURAL TIMELINES, AND PAYMENT PARAMETERS:

OVERVIEW

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3. PAYMENT PARAMETERS FOR COAHEC-ARRANGED HOUSING for rotations 14-120 days.
4. PAYMENT PARAMETERS FOR COAHEC-ARRANGED HOUSING for rotations 121-180 days.
5. HOUSING FOR ANY LIC ROTATION LESS THAN 6 MONTHS (APPLIES ONLY TO THE CU SCHOOL OF MEDICINE)
6. STUDENT-FOUND HOUSING FOR AWAY ROTATIONS
7. PAYMENT PARAMETERS FOR STUDENT-FOUND
8. NON-AMC STUDENT HOUSING POLICY
9. UNPRECEDENTED TIMES HOUSING POLICY
10. PAYMENT PARAMETERS FOR UNPRECEDENTED TIMES

1. CRITERIA

- A. COAHEC cannot guarantee housing.
- B. COAHEC will attempt to provide housing within the community hosting the clinical rotation.
- C. Colorado AHEC RCs shall provide housing as close to the rotation as possible, but due to Colorado's rural/frontier makeup, the nearest housing may be a greater distance than that expected by the student.
- D. The majority of COAHEC housing occurs in host homes, but there is also other housing, such as regionally leased or owned housing or hospital or school dormitories.
- E. COAHEC housing allows payment for one (1) night ONLY of travel in addition to rotation dates.
- F. LIC MS2 clerkships of 12 months are not eligible as deemed by the University of Colorado's School of Medicine decision-making body, not as considered by COAHEC.

2. PROCEDURAL TIMELINES FOR COAHEC-ARRANGED HOUSING

- A. 42 days (or greater) before rotation: the school coordinator enters the upcoming student's rotation information on a webform link provided by the PO.
 - I. COAHEC encourages school coordinators to submit these records before this 42-day time frame to help facilitate the search for COAHEC-arranged housing.
 - II. If the school submits the rotation notice at least 42 days before the start date of the rotation but the student has not responded about the need for housing within seven (7) days of the initial email, the PO data system will generate an urgent reminder email to the student and their school coordinator.
 - III. If the school submits its records later than the 42-day requirement, housing will be more challenging to secure for the student. Therefore, the PO then sends an urgent email to the school coordinator to inform them they are late in their request and to advise the student to request COAHEC-arranged housing within 24 hours.
- B. 0-2 Business days after the school submits the rotation information: the PO will audit the form and upload it into the data system. After uploading, the data system auto-generates and sends an email to the school coordinator and the student, asking them to define

their housing request.

- C. 1-7 days later: the student responds and enters their request.
 - I. The RC, school coordinator, student, and PO receive an instant email notification from the data system validating their housing request.
- D. 1-2 business days later: The RC must email students to confirm the student's request.
 - I. RC will do this via email and cc the PO to have a record of the correspondence. If email is impossible and this is done by phone, RC will email the PO when the phone call is done and summarize what was discussed. Either way, all communication must be documented by RC and sent/cc'd to PO in real-time.
- E. 21 days (or greater) before the rotation start date: The RC begins to secure housing and stays in constant communication via email or telephone with the student, keeping records of such communication, all of which the RC must forward to the PO.
 - I. If the RC has not secured housing, the RC must ask the student if they still want the RC to continue arranging housing.
 - a. If the student still wants COAHEC-arranged housing, the RC, student, and school coordinator must communicate closely. Neither should commit to housing before talking directly with the other. All communications with the student must be cc'd to the PO in real-time.
- F. 2 business days after the RC secures housing: the RC MUST notify the student via email that housing is found, attach the email to the student's Clinical Rotation record, and copy this communication to the PO.
 - I. An example of this email is provided as Attachment #2.
 - II. The email must include the Host's contact information, a description of the housing distance from the Host's home to the clinical site, internet access, the type and number of pets, and the date the student must confirm or decline housing without penalty.
- G. 1-3 days after the RC sends the email of housing being secured: the student must respond in writing via email to the RC that they accept or decline housing.
 - I. If the student accepts the COAHEC-arranged housing:
 - a. The school is bound to pay a minimum of 14 nights of the accepted housing.
 - II. If a student declines COAHEC-arranged housing:
 - a. Within three (3) days of receipt of the email, the student is eligible for student-found housing reimbursement;
 - b. After three (3) days of receiving the email, the student is NOT eligible for student-found housing reimbursement;
 - c. The student's school is still responsible for payment for at least 14 nights.
 - III. If the student fails to respond:
 - a. The COAHEC-arranged housing is considered confirmed;
 - b. The school is bound to pay a minimum of 14 nights;
 - c. The student is not eligible for student-found housing.
- H. 14 days before the start date: The RC must notify the school coordinator, student, and PO if housing arrangements fall through.
 - I. Housing arrangements may fall through for several reasons that cannot be foreseen.
 - II. The RC, the school coordinator, and the student can determine alternative arrangements through close communication with the PO, who is cc'd on all communication. However, any cost of such alternative arrangements that exceed the daily housing rate cost must receive written approval by the school's program coordinator, and this communication is cc'd to PO and RC.
- I. 14 days or less: The school coordinator canceling a rotation in this timeframe will still pay the Host 14

- nights of rent if the RC does not place a substitute student in that host home.
- J. During the rotation: if the school coordinator cancels a rotation while a student is in COAHEC-arranged housing, the school will pay an additional 14 nights of housing from the date of cancellation or until the end of the rotation, whichever is less.
 - K. 1 week before the end of their rotation, students will receive a post-housing survey from the PO.

3. PAYMENT PARAMETERS FOR COAHEC-ARRANGED HOUSING FOR ROTATIONS 14-120 DAYS.

- A. COAHEC contracts with AMC, UCCS, and SOMFC schools for their payment of housing to include one (1) night before the rotation and every night of the rotation.
 - I. The school will not pay for nights outside the rotation unless pre-approved by the school's coordinator. This documentation is attached to the student's Clinical Rotation record and cc'd to the PO and the RC.
- B. PO suggests that the RC not pre-pay hosts for more than 14 days of the rotation.
 - I. Additional payments should follow RC's contracts with the Host.
 - II. This is for the protection of the RC. If the Host is paid early and the contract is terminated before the end date (see [IV.2.J](#)).
- C. Rotations less than 14 consecutive days will be billed by the RC to the school (through the PO) for 14 days.
- D. If the student receives notice of found housing and does not respond within three (3) days, their housing is considered confirmed, and the school will pay for a minimum of 14 days (see [IV.2.G](#)).
- E. The school may cancel more than 14 days before the rotation without payment due to the RC.
- F. A school that cancels a rotation less than 14 days before a rotation will pay for 14 days if no substitute student is placed in that COAHEC-arranged house. (See [IV.2.I-J](#)).
- G. The COAHEC Program Master Operating Contract specifies the payment rate and timeline for COAHEC-arranged housing and the distribution of funds from the schools between the RC and Hosts.
 - I. The Vice Chancellor for Health Affairs at the CU-SOM has set a Host housing rate of \$35 per night.
 - II. Each regional center must guarantee that the Host receives at least \$23 dollars a night to host a student but may also opt to provide greater than \$23 a night to a host on a case-by-case basis.
 - III. The school must approve any cost of alternative housing arrangements that exceed the current daily housing rate (see [IV.2.H.II](#)), and communication therein must be cc'd to PO and RC.
 - IV. Of note, the RC will continue quarterly invoicing to the PO, who serves as the AMC, UCCS, and SOMFC pass-through for Host payments and RC housing work.
- H. The school may cancel a rotation at any time. If the school cancels a rotation while a student is in COAHEC-arranged housing, the AMC, UCCS, or SOMFC school will pay 14 nights of housing from the date of cancellation or until the end of the rotation, whichever is less. (See [IV.2.I-J](#))

4. PAYMENT PARAMETERS FOR COAHEC-ARRANGED HOUSING FOR ROTATIONS 121-180 DAYS.

- A. COAHEC's contract with the AMC, UCCS, and SOMFC schools for housing payment includes one (1) night before and every night of the rotation.
 - I. The school does not pay for any other nights that are not part of that rotation timeframe unless pre-approved by the School's Coordinator, with all communication

cc'd therein to PO and RC.

- B. The Vice Chancellor for Health Affairs at the CU-SOM has set a host housing rate of \$35 per night, with the understanding that each RC will pay at least \$23 per night to every host.
 - I. Each RC must guarantee that the Host receives at least \$23 a night to host a student but may also opt to provide greater than \$23 a night to a host on a case-by-case basis.
- C. If the student accepts the COAHEC-arranged housing for rotations between 120-180 days:
 - I. The school is now bound to pay a minimum of 60 days of the accepted housing;
 - II. The RC will pay the Host for the first two (2) months of housing at the beginning of the rotation;
 - III. The RC will pay additional payments to the Host on a month-to-month basis at the beginning of each subsequent month, which allows for the mutual termination of the use of the Host home in a long rotation;
 - IV. The RC will continue quarterly invoicing to the PO, who is the pass-through to the AMC, UCCS, and SOMFC schools, who remit payment for Hosts and RC housing work.
- D. For a school to cancel a rotation of 120-180 days once contracted for housing:
 - I. The school may cancel more than 30 days before the rotation with no payment due;
 - II. If the school cancels less than 30 days before the start of the rotation, the school will be bound to pay for 60 nights;
 - III. If the school cancels a rotation within the first 60 nights, the school will pay for the remaining nights to equal a full 60 nights;
 - IV. If the school cancels the rotation greater than 60 nights into the rotation, the school will pay through the end of the following month if notice is not given by the 15th of the current month.
- E. The COAHEC Program Master Operating Contact specifies the payment rate and timeline for COAHEC-arranged housing and the distribution of funds from the schools between the RC and Hosts.
- F. COAHEC's contract with the AMC, UCCS, and SOMFC schools for housing payment includes one (1) night before and every night of the rotation.
- G. The Vice Chancellor for Health Affairs at the CU-SOM has set a Host housing rate of \$35 per night with the understanding that each RC will pay at least 23 dollars a night to every Host.
 - I. Each regional center must guarantee that the host receives at least \$23 a night to host a student, but the host may also opt to provide more than \$23 a night to a host on a case-by-case basis.
 - II. Any cost of COAHEC-arranged alternative housing arrangements that exceed the current daily housing rate must receive approval from the school (see [IV.2.H.II](#)) with communications copied to the PO and RC.
 - III. Of note, the RC will continue quarterly invoicing to the PO, who will bill the AMC, UCCS, and SOMFC schools and then remit payment for the RC housing work and the hosts.

5. HOUSING FOR ANY LIC ROTATION LESS THAN 6 MONTHS (APPLIES ONLY TO THE CU SCHOOL OF MEDICINE)

- A. All MS2 LIC rotations are ineligible for COAHEC housing by determination of the SOM authority.
 - I. Students may refer to the COAHEC website <https://www.cuanschutz.edu/centers/coahec/clinical-training/student-housing-resources> for a list of chambers of commerce in the various COAHEC regions for assistance in finding their housing. PO will keep the website up-to-date and current.

6. PROCEDURAL TIMELINE FOR STUDENT-FOUND HOUSING

- A. 42 days (or greater) before the rotation: the AMC, UCCS, and SOMFC school coordinator enters the upcoming student's rotation information on a webform link provided by the PO.
 - I. If the school submits the rotation notice at least 42 days before the rotation's start date and the student has not responded about the need for housing within seven days of the initial email, the PO data system will generate an urgent reminder email to the student and their school coordinator.
- B. 0-2 Business days after the school submits the rotation information: the PO will audit the forms and upload them into the data system.
 - I. After uploading, the data system auto-generates and sends an email to the student asking them to define their housing request.
- C. 1-41 days later: the student responds and enters their request. The PO, school coordinator, and student receive an instant notification validating their housing request via email from the data system.
- D. 1-2 business days later: The PO must email students to confirm the student's request.
 - I. The PO confirms that the student has received the Official COAHEC Rent Receipt Form, which is required to submit reimbursement at the end of the rotation.
 - II. The PO will keep a written record of all correspondence therein.
- E. 0-45 days after the rotation end date: the student submits the Official COAHEC Rent Receipt Form to COAHECHousing@cuanschutz.edu for reimbursement.
 - I. The failure on the part of the student to do so within this period may result in non-reimbursement of housing monies to the student from the school.
- F. 1-7 days after the PO receives the Official Rent Receipt from the student for the completed rotation:
 - I. The PO confirms rotation status, rotation dates, and the student's mailing address in the email.
- G. 1-7 days after the PO receives the Official Rent Receipt, the PO enters rotation information into the University of Colorado Procurement Services Center (PSC) system to begin the payment process to the student.
- H. COAHEC will not advance funds to the student on behalf of AMC, UCCS, or SOMFC schools.
 - I. Schools will only reimburse travel expenses with written approval.

7. PAYMENT PARAMETERS FOR STUDENT-FOUND HOUSING INCLUDING IMMERSIONS

- A. Only AMC, UCCS, and SOMFC students are eligible for reimbursement.
- B. Students must request student-found housing before starting their rotation.
- C. Students must submit the required documentation for reimbursement up to 45 days from the end date of the rotation to be eligible for reimbursement. The school will not reimburse requests made on day 46 or beyond the rotation.
- D. AMC, UCCS, and SOMFC school's reimbursement contract with COAHEC includes one (1) night before and every night of the rotation.
- E. The COAHEC Program Master Operating Contract specifies the payment rate and timeline for student-found housing reimbursements and the distribution of funds between the PO and the student.
 - I. Any cost of COAHEC student-found alternative housing arrangements that exceed the current daily housing rate must receive approval from the school (see IV.2.H.II), and all communication must be cc'd to the PO.
- F. Reimbursement checks are rendered from the University of Colorado Procurement Services Center (PSC) directly to the student at the address provided on the Official Rent Receipt

Form.

- I. Payment is never rendered to property owners.
 - II. COAHEC does not guarantee a time frame for reimbursement sent by the University of Colorado Procurement Services Center (PSC).
 - III. Students may contact the PO at COAHEChousing@cuanschutz.edu if they have not received reimbursement 28 days after the PO acknowledges the request. The PO will research the payment process status and communicate the status information to the student.
- G. Students **will not** be reimbursed if any of the following apply:
- I. Student resides with immediate family members, e.g., parents or siblings, during their rotation;
 - II. Student resides in primary residence during rotation;
 - III. Students who do not adhere to the cancellation policy in (See [IV.1.G.iii](#));
 - IV. Travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable.
- H. COAHEC will not advance funds to the student on behalf of AMC, UCCS, or SOMFC schools.
- I. COAHEC will not process reimbursements for travel expenses without prior written approval by AMC, UCCS, or SOMFC schools with communication cc'd to the PO.

8. NON-AMC STUDENT HOUSING POLICY

- A. It is understood that AMC, UCCS, and SOMFC students shall be given priority for Colorado AHEC housing. If housing is not being utilized by an AMC, UCCS, or SOMFC student, non-University of Colorado students may be considered for COAHEC housing at the discretion of the RC, but the RC may not reserve housing for non-AMC, UCCS, or SOMFC schools.

9. UNPRECEDENTED TIMES HOUSING POLICY

- A. Unprecedented Times will commence upon CU authorities' communication and apply to COAHEC PO, AHEC RCs, CU health professions schools, and Hosts.
- B. PO Unprecedented Times declaration will be posted on the COAHEC website <https://www.cuanschutz.edu/centers/coahec/unprecedented-times> and will include a link to the Unprecedented Housing Policy for that declaration pursuant to the University of Colorado policies and directives as they are known.
- I. The PO will email all parties named in this policy within 7-10 days of declaring Unprecedented Times to note the housing policy changes for Unprecedented Times.
 - II. The RC, AMC, UCCS, SOMFC health professions' schools, Hosts, and Lessors must follow the Unprecedented Times Housing Policy effective on the announcement date until the PO declares the end of Unprecedented Times under the guidance of University of Colorado rules and regulations.
 - III. Policies defined in Unprecedented Times supersede the current housing policy until the PO declares the end of Unprecedented Times.
 - IV. The PO will update the Unprecedented Times housing policy as needed.
 - V. The most recent update will define the current Unprecedented Times policy mandates.
- C. If any party mentioned in the COAHEC housing policy anticipates "missing a deadline" or otherwise violating housing policy under the declaration of Unprecedented Times, they are to email or cc the PO immediately (within 48 hours) to begin a line of communication.
- I. The issue will be communicated from the RC to the PO to the school or from the school to the PO to the RC.
 - II. The communication chain regarding students' concerns will be from student to school

- to PO to the RC or from student to the RC to the PO to school.
- III. Host communication will be sent from the RC to the PO and then to the school or student as necessary.
- IV. Communication from the Host to the RC to the student is allowed, provided the PO is copied.
- V. Communication from students to schools and back will be copied to the PO.
- VI. Communication may be passed to the PO if sent by a student to anyone other than the PO or school.
- VII. Communication must be in email to preserve a record of communication for review.
- VIII. A summary of communication by phone or in person will be followed up with an email from the initiator of the call or meeting to the PO at coahechousing@cuanschutz.edu.

10. PAYMENT PARAMETERS FOR UNPRECEDENTED TIMES

- A. Refer to the Unprecedented Times Declaration developed by the PO for the current situation.
- B. Payments will follow the COAHEC housing policy unless specifically altered in the Unprecedented Times Declaration. Exceptions to the payment parameters policy currently in effect for each housing situation will be addressed case-by-case between the AMC, UCCS, or SOMFC school and the RC
 - I. The PO understands that each situation may be unique.
 - II. The PO can facilitate these discussions and advocate for all parties as it fits the situation.
 - III. All agreements between parties must be communicated in writing from the school to all parties and a cc to the PO.
 - IV. If no satisfactory resolution is reached, the parties should follow the complaints and appeals process (V) defined herein.

V. COMPLAINTS AND APPEALS

1. Complaints and concerns by students or AMC, UCCS, and SOMFC schools regarding Colorado AHEC housing shall be directed to the RC. If not satisfactorily addressed or if there is a wish to appeal a decision (see policy below and Attachment #3), students or school coordinators shall contact the COAHEC Program Office at coahechousing@cuanschutz.edu. If students believe they are in immediate danger, they should leave the home, call 911 (if appropriate), and immediately contact the RC and their school coordinator.
2. A Host's or the RC housing coordinator's complaints or concerns regarding student behavior or perceived violations of the student housing contract (Attachment #4) or COAHEC housing policy by AMC, UCCS, and SOMFC students shall be referred to the PO at coahechousing@cuanschutz.edu and the school immediately upon learning of the occurrence. These will be handled judiciously and expediently, and the student will be contacted by the PO or health professions school program to determine the next steps. The email will document the line of communication with all parties cc'd therein.

HOUSING APPEALS POLICY DETAILS

Responsible Office: Colorado Area Health Education Center (COAHEC) Program Office

Approved by: Colorado Area Health Education Center (COAHEC) Executive Director

Application: Colorado Area Health Education Center (COAHEC) Housing Policy

Brief Description: For an individual (AMC, UCCS, and SOMFC student, RC, AMC, UCCS, and SOMFC school, Host) who encounters difficulty with any decision by a party in fulfillment of the current COAHEC Housing policy or payment parameters, the following steps will be followed while referencing the COAHEC Housing Policy.

1. INTRODUCTION

This policy:

- A. Explains the procedure for requesting an appeal regarding Colorado Area Health Education Center (COAHEC) housing policy and procedures;
- B. Sets forth the timeline for appeal, review, and final decision;
- C. The requirements stated in this policy must be followed by the “Appellant” or “petitioner” and the “Appellee;”
 - I. Appellant - A person who applies to a higher court for a reversal of the decision of a lower court;
 - II. Petitioner – The person who submits the formal written application that requests action on a certain matter;
 - III. Appellee - the respondent appealed to a higher court in a case.

2. POLICY STATEMENT

To facilitate understanding, this policy is sub-divided into two separate topics:

- A. Procedures and Guidelines for appeal;
- B. Timeline for appeal review and decision.

3. PROCEDURES AND GUIDELINES FOR APPEAL

- A. The “Appellant” must submit the following information via COAHEC appeal form (attachment #3) to the Colorado Area Health Education Center Program Office, to be further referenced as “COAHEC” at coahechousing@cuanschutz.edu with “APPEAL” in the subject line:
 - I. Name, Affiliation, Position, and email.
 - II. A thorough description of the issue under appeal.
 - III. Referring to COAHEC Housing Policy, description of the policy in question and the failure of adhering to policy; and
 - IV. Description of the expected outcome of the appeal
- B. The COAHEC Housing Manager and the COAHEC PO Director will review the appeal.
- C. The COAHEC Housing Manager and the COAHEC PO Director will email an acknowledgment that the appeal has been reviewed and needs clarification.
- D. The COAHEC Housing Manager and COAHEC PO Director will contact any other parties as needed to review the appeal and their official written feedback.
- E. The COAHEC Housing Manager or the COAHEC Executive Director will determine whether the appellant needs clarification and request additional information be submitted in writing via email.
- F. COAHEC Housing Manager and COAHEC Executive Director will review documents upon receipt.
- G. The COAHEC Housing Manager or the COAHEC Executive Director will email the Appellant to schedule a review meeting between the Appellant, the COAHEC Housing Manager, and the COAHEC Executive Director once the review is complete.
- H. A meeting between the three parties will be conducted (Skype, Zoom, or in person at the COAHEC Program Office are all acceptable formats).
- I. The COAHEC Executive Director shall notify the Appellant by telephone and email of COAHEC's decision regarding the appeal, including justification using the COAHEC Policy as a reference.
- J. COAHEC will make every attempt to make a fair and equitable decision for all parties based on the latest version of the COAHEC Housing Policy.

4. TIMELINE FOR APPEAL REVIEW AND DECISION

- A. COAHEC will acknowledge receipt of the appeal within five business days.
- B. COAHEC will contact the Appellant within 14 business days of receipt of the appeal if additional clarification or supporting documentation is needed.
- C. The Appellant must submit additional clarifications or documents within 14 business days following that notice.
- D. COAHEC will review additional clarifications or documentation and schedule a meeting within 14 business days.
- E. COAHEC Executive Director will make the final decision and notify the Appellant by phone and email within 14 business days of the scheduled meeting.

VI. TERMS DEFINED

Active Preceptor: A provider who precepts (trains) two (2) or more AMC students per year. (See definition of Preceptor below.)

Away Clinical Rotation: A clinical rotation or clerkship occurring within a 40-mile radius of the student's home campus that requires housing for no less than 14 days and no more than 180 days.

Clerkships: Unpaid, supervised educational and experiential opportunities or clerkships approved By a participating school's academic program.

Clinical Rotation: Clerkship, see above.

COAHEC Program Office (PO): The COAHEC PO is the state seat of Colorado AHEC and is located at the Anschutz Medical Campus (AMC). It supports the six (6) COAHEC regions in Colorado.

COAHEC Regional Center (RC): One of six (6) regions in Colorado that COAHEC PO supports in fulfilling the HRSA-mandated directives of an AHEC and the AMC directives given by the Vice-Chancellor of Health Affairs.

Days: Calendar days, including weekend days, unless otherwise specified.

Health Professions School: AMC School of Medicine; AMC Skaggs School of Pharmacy and Pharmaceutical Sciences; AMC School of Public Health; AMC School of Dental Medicine; AMC College of Nursing; and other AMC Graduate Schools or affiliated branch school programs. Throughout the policy, we will refer to these as "AMC school(s)."

Health Professions Student: An individual enrolled in one of the health professions schools at AMC, UCCS, or SOMFC. Throughout the policy, we will refer to these as "AMC, UCCS, and SOMFC student(s)," "health professions' student(s)," or "student(s)."

Host: COAHEC-approved homeowner who provides housing to students on away clinical rotations.

Host Home: The home owned by the Host. (Note: A host cannot be a tenant of a property owned by another individual.)

Longitudinal Integrated Clinical Rotation (LIC): An extended clinical rotation in the CU School of Medicine that requires more than 180 days of housing. Beginning in 2022, all second-year medical students will participate in an 11–12-month LIC beginning in September of their second year.

Preceptor: An individual who is a licensed, practicing health care provider approved by AMC to provide personal instruction, training, and supervision to a health professions student in any clinical rotation.

Preceptorship: The experience of study and clinical training in which a health professions student participates during an AMC clinical rotation under the tutelage and guidance of a preceptor to gain

fundamental knowledge and real-world experience working in the healthcare field.

Regional Housing Coordinator: An individual employed by a Colorado AHEC Regional Center (RC) who functions as the liaison between the AMC students, the AMC school personnel, the Host, and the COAHEC program office.

Salesforce: COAHEC's data collection system.

Sixty-Day Report: This report is auto-generated weekly from Salesforce and details uploaded clinical rotations starting in the next 60 days. It is emailed to AMC Coordinators and RCs weekly.

Student Housing Contract: A written agreement between AMC students and COAHEC defines the terms, behaviors, and expectations of any AMC student using COAHEC-arranged housing.

University of Colorado Anschutz Medical Campus (AMC): The academic health sciences campus in Aurora, Colorado, that houses all the University of Colorado's health sciences-related schools and colleges and its affiliate branches, which may be in other cities or counties in Colorado.

University of Colorado at Colorado Springs (UCCS): a branch of the University of Colorado located in Colorado Springs, Colorado.

University of Colorado School of Medicine, Fort Collins Branch Campus. (SOMFC): a branch of the University of Colorado School of Medicine located in Fort Collins, Colorado.

Unprecedented Times: An unexpected time-space in which the existing housing policy no longer applies. COAHEC PO declares unprecedented times based on restrictions mandated by a governing authority. Such times include, but are not limited to, pandemics, wars, world-changing events, etc. Unfortunately, we are unable to define or anticipate all unprecedented time situations.

ATTACHMENT #1

REGIONAL CENTER CONTACT INFORMATION

COAHEC REGIONAL Directors

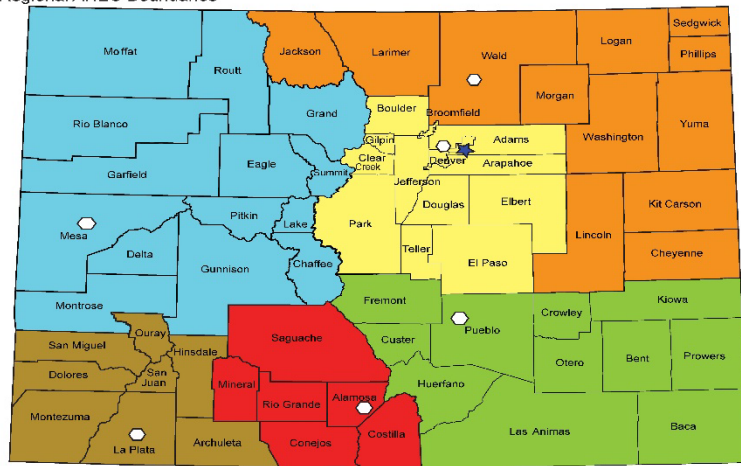
AS OF 04/2024

Western Colorado	Georgia Hoaglund	ghoaglund@wcahec.org	970.434.5474
Southwestern Colorado	Kate Hartzell	Kate.hartzell@swcahec.org	970.426.4284
San Luis Valley	Ruth Horn	Ruth@slvahec.org	719.589.4977
Southeastern Colorado	Doreen Gonzales	Doreen.gonzales@secahec.org	719.225.9398
Centennial Colorado	Melissa Jensen	Melissa@cahec.org	970.330.3608
Front Range Colorado	Eric Stevens	Eric@frhealth.org	303.720.7600

COAHEC REGIONAL COORDINATORS AS OF 04/2024

Western Colorado	Nicole Heil	nheil@wcahec.org	970.434.5474
San Luis Valley	Lisa Lucero	lisa@slvahec.org	719.588.5363
Southeastern Colorado	Debra Ball	Debra.ball@secahec.org	719.544.7833
Southwestern Colorado	Dyllon Mills	dyllon.mills@swcahec.org	970.426.4284
Centennial Colorado	Nicole Heil	nheil@wcahec.org	970.434.5474
Front Range Colorado	Karen Jealouse	housing@frahec.org	303.720.7600
Program Office	Patti Jo Wagner	patti.wagner@cuanschutz.edu	303.724.3808
Program Office	Fran Zabalaga-Haberman	Mariafrancisca.zabalaga-Haberman@cuanschutz.edu	303.724.1131

Colorado Regional AHEC Boundaries



Southwestern Colorado AHEC SWCAHEC
San Luis Valley AHEC SLVAHEC
Southeastern Colorado AHEC SECAHEC
Centennial AHEC CAHEC

Western Colorado AHEC WCAHEC
Front Range AHEC FRAHEC







Attachment #1 Continued

University of Colorado AMC, UCCS, UCFC School coordinator information.

College of Nursing			
	Krista Neu	303.724.8867	krista.neu@cuanschutz.edu
	Fara Bowler	303.724.0281	Fara.bowler@cuanschutz.edu
	Katherine Foss	303.724.3891	Katherine.foss@cuanschutz.edu
Physician Assistant Program	Miguel Perez Portillo	303.724.1336	clinical-team@ucdenver.edu miguel.perezportillo@cuanschutz.edu
	Roberta Knott		Roberta.knott@cuanschutz.edu
Physical Therapy Program	Jacob Austin	303.724.9344	Jacob.2.austin@cuanschutz.edu
	Joe Palmer	303.724.9326	Joe.palmer@cuanschutz.edu
School of Dental Medicine	Sarah Dirks DDS	303.724.8462	sarah.dirks@cuanschutz.edu
	Yanira Owens		Yanira.owens@cuanschutz.edu
	Linda Perry	303.724.7030	Linda.c.perry@cuanschutz.edu
School of Pharmacy	Wesley Nuffer	303.724.2654	Wesley.nuffer@cuanschutz.edu
	Wendy Anderson	303.724.2619	wendy.anderson@cuanschutz.edu
SOM			
Community & Primary Care	Melanie DeHerrera		Melanie.deherrera@cuanschutz.edu
	Melissa Darzins	303-724-8917	Melissa.darzins@cuanschutz.edu
Summer preceptorship	Lu Heimerl	303.724.5090	lucille.heimerl@cuanschutz.edu
C-CLIC	Julia Kendrick		Julia.Kendrick@cuanschutz.edu
Sub-I	Julia Kendrick		Julia.Kendrick@cuanschutz.edu
	Lu Heimerl	303.724.5090	lucille.heimerl@cuanschutz.edu
SOMCS	Nicole Perez		Nicole.perez@cuanschutz.edu
Colorado Springs IMLIC	Julia Walden	719.255.8086	jwalen@uccs.edu
SOMFC	Kelley Yseth		kelley.yseth@cuanschutz.edu



Attachment #2

SAMPLE EMAIL TO STUDENTS ABOUT COAHEC-ARRANGED HOUSING

Dear ___ **Student's Name** _____,

As requested, the housing for your upcoming rotation in ___ **City name** _____ from ___ **Clinical Start Date** ___ to ___ **Clinical End Date** _____ for a clinical rotation at the _____ **Name of Clinical Site** _____, has been secured at:

Host Name _____

Host Address _____

Host phone _____ Host E-mail _____

This address is _____ miles from your clinical rotation at _____ **Name of Clinical Site** _____

Internet access availability: Yes / No

Number and types of animals in the home:

Your arrival and departure dates are _____ - _____ (includes the night before and until noon the day after your rotation start and end dates)

Please contact the host at the phone number or email shown as soon as possible to review the house rules and plan your arrival. Your host has been copied on this email.

Please take note that you have three (3) days from the date of this notification letter to either accept or decline this housing. If you fail to respond within three (3) days this housing assignment, it will be considered confirmed, and your school program will be responsible for the cost. Please refer to the COAHEC housing policy for more information.

We hope you have a rewarding experience, and please do not hesitate to call if you have any questions. You may reach me at a _____ **Phone Number** _____ or _____ **Email** _____.

Sincerely,

Housing Liaison Name,
address,
email, and phone number

Attachment #3



Colorado Area Health Education Center (COAHEC) Appeals Form

Please complete and submit to COAHECHousing@cuanschutz.edu with the "APPEAL" in the subject line and attach all supporting documentation within 30 days of a decision you wish to appeal.

The COAHEC program office will review this appeal within 14 days of receipt of the completed form. Incomplete forms will be returned.

Name _____
Affiliation _____
Position _____
Email _____

A thorough description of the issue under appeal, including dates (attach separate sheet if necessary)

Referring to the current COAHEC Housing policy, please cite the segment of policy in question and/or the failure to conform to said policy (attach a separate sheet if necessary).

Description of the expected outcome of the appeal

COAHEC will make every attempt to make a fair and equitable decision for all parties based on the current version of the COAHEC Housing Policy.

For Office Use Only

Date form Received _____
Received by Whom _____
Decision _____

Date _____



2024 COAHEC Student Housing Contract

1. Students must read, acknowledge receipt, and understand the COAHEC housing policy.
2. Should a student decide to decline COAHEC housing, it is imperative to notify the Regional Center in writing by 5 pm on the third day after receiving the confirmation email. Failure to do so will result in COAHEC considering the housing as accepted and invoicing your health profession's school for the cost.
3. Upon receiving the COAHEC-arranged housing confirmation from the COAHEC Regional Center, the student must promptly contact the host. This communication is to confirm their rotation dates, discuss the items they will need to provide at the residence, and coordinate their arrival with the host. This process is designed to facilitate a smooth transition into housing.
4. Upon arrival, the student should ask the host to share the "house rules." Specifically, they should discuss any expectations regarding the safety and security of the house, such as locking doors and the fire escape plan, storage, and bed linens. At the same time, the student resides in COAHEC-arranged housing. Students who wish to arrive early or stay beyond the dates of their rotation (excluding the night before) do so at the host's discretion, and the student agrees to pay out of pocket for these extra days. The student must email the Regional Center before staying for the additional days, and the Regional Center must approve and arrange accordingly before the student arrives.
5. Students must provide transportation throughout this rotation and discuss parking restrictions with the host. Any costs associated with mileage, parking, or being towed for parking in a restricted area are the student's responsibility and will not be reimbursed by your AMC, UCCS, UCFC school, or COAHEC.
6. Students may not use the host address to receive mail unless the host approves.
7. Students must use their cell phones for communication.
8. Access to the internet is not guaranteed. Students may need to use WI-FI hotspots or their cell phone provider.
9. Be aware that students may share kitchen and bathroom facilities with the host or a student of the opposite sex or gender. **If the student disagrees, the student must state this in their allergies or other comments in their initial request for housing.**
10. Students must purchase and prepare their meals, provide their toiletries, and may be required to provide bed linens and towels per host expectations.
11. Students should access laundry facilities in the community unless the host has notified the student that they may use the laundry facilities in the host home.
12. As a student living in this accommodation, you must maintain cleanliness in all shared areas, such as the bathroom, bedroom, and communal spaces. You are also expected to clean the kitchen after use, including wiping the counters and stove, doing the dishes, and doing laundry facilities (if any). Please ensure that you leave all common areas clean and tidy before leaving. Students are responsible for any additional costs related to cleaning or damage to the Host home or AHEC regional-owned/leased property.
13. Students will remain smoke-free and drug-free, including cigarettes, chewing tobacco, marijuana, recreational drugs (including edibles), and illicit drugs while in COAHEC-arranged housing.
14. Students' consumption of alcohol is not permitted in COAHEC-arranged housing.
15. Students may not have overnight guests, visitors, or pets in COAHEC-arranged housing.
16. Weapons, including firearms, knives, explosives (fireworks, ammunition, etc.), bow and arrows, paint or BB guns, or any reasonable facsimile item, are prohibited in COAHEC-arranged housing.
17. Students will follow the University of Colorado and Anschutz Medical Campus protocol defined by Chancellor Don Elliman for public health or other unprecedented situations per this link: <https://cuanschutz.edu/campus-health-resources>.
18. The student will abide by this student contract and the COAHEC Housing Policy.

Please sign below to acknowledge that you have read and agree to abide by the above:

Student Signature: _____ **Date:** _____

Print Name: _____