

MARCH 2025

# ROUNDTABLES



FOR EARLY CHILDHOOD PROVIDERS

# CCCAP 2025-26



**COLORADO**  
Department of Early Childhood



## INFORMATION MEMO IM-CCCAP- 2025-002

### Purpose

The purpose of this informational memo is to notify LCOs, County Human Services Directors, and child care providers serving children in CCCAP and Universal Preschool that starting in the 2025-2026 school year, CCCAP and Universal Preschool payments for dually enrolled children will be stacked. When these funds are stacked, the two funding sources will work together to pay for services, but they cannot be utilized during overlapping time periods.

### Action

Child care providers serving children in CCCAP and Universal Preschool should start planning for a stacked rate structure for payment on children dually enrolled. Please review the below background section for more details and an example. County Human Services Directors and LCOs should review this memo and share the information with relevant staff. The Department will re-engage the work group comprised of counties, child care providers, LCOs, and community advocates to develop the implementation plan to stack CCCAP and Universal Preschool funds. The implementation work will include Operational Memos for all affected groups and include general communications that can be used for families.

**Link to Memo [HERE](#).**





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**Universal  
Preschool  
Resource  
Bank**



**CO UNIVERSAL  
PRESCHOOL**

# Resource Bank Intro Video

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Click [HERE](#) to play video.



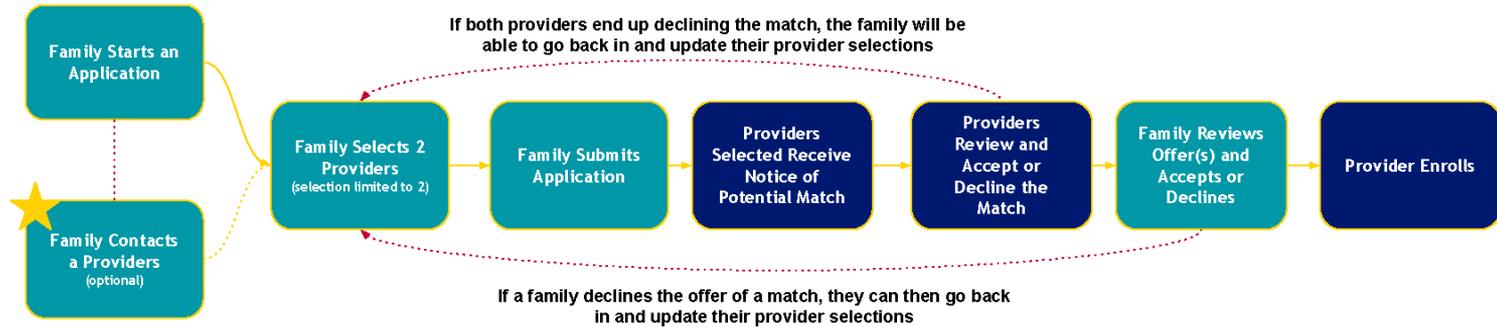
# Direct Enrollment



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# DIRECT ENROLLMENT: Overview

## What is the direct enrollment process



★ Because this entire process could be completed while a Family and a Provider are on the phone together or in a room together, we recommend families are connecting with Providers first before initiating the process.



# Direct Enrollment Scenario 1

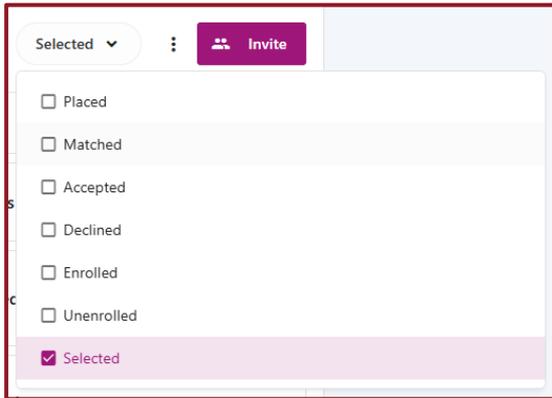
- Parent contacts provider to ask if they have open seats.
- Provider verifies child's date of birth and confirms that the child is eligible for a UPK seat
- Parent goes to [upk.Colorado.gov](http://upk.Colorado.gov) and submits an application, choosing that provider and a program where the provider has open seats
- Parent submits the application
- Provider will see the child in selected status and can immediately offer a seat (match) to the parent
- Parent accepts the match in their child's application
- Provider enrolls the child

# Direct Enrollment Scenario 1

- Parent submits a UPK application and chooses two providers where they would like to attend
- Provider notices the child in selected status during their daily check in their portal
- Provider reaches out to the family to offer them a tour and answer questions
- Family confirms that they would like a seat at that provider
- Providers offers a match from their portal
- Family accepts match
- Provider enrolls

## Steps to view Direct Enrollment Selections

# How to view selected status



01

Login to the provider portal at [provider.upk.colorado.gov](http://provider.upk.colorado.gov)

02

Select the 2024-25 or 2025-26 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.

# DIRECT ENROLLMENT: Provider Process Steps

The screenshot shows the 'Matched' section of the Universal Preschool Direct Enrollment system. At the top, there are navigation tabs for 'Locations', 'Requests', 'Matched', and 'Students'. A dropdown menu shows '2024-2025 Colorado Universal Preschool'. Below this, there is a search bar and a filter bar with three active filters: 'Stout Street Children's Center', 'Full-Time: 30-40 Hours per week', and 'Selected'. A table lists two students: 'Junior Bunny' and 'Donald Duck'. The student names are bolded. 'Junior Bunny' has a 'NEW' indicator and a 'Specialized education plan' tag. 'Donald Duck' has a 'NEW' indicator. The table columns are 'Child', 'DOB', 'Home', 'Location', 'Program', and 'Status'. The number '11' is visible in the bottom right corner of the screenshot area.

<input type="checkbox"/>	Child	DOB	Home	Location	Program	Status
<input type="checkbox"/>	<b>Junior Bunny</b> <span>NEW</span> <small>Specialized education plan</small> <small>Sibling of student</small>	2020-04-06	5 Main St Denver	Stout Street Children's Center	Full-Time: 30-40 Hours	Selected per week
<input type="checkbox"/>	<b>Donald Duck</b> <span>NEW</span>	2020-08-27	1625 Blake St Denver	Stout Street Children's Center	Full-Time: 30-40 Hours	Selected per week

## Key indicators help focus your review:

You will notice that names are “bolded” until you click on the student. Additionally, you will see indicators that help you identify submissions that are “new” and if those submissions may be for a student with an IEP or potentially identify themselves as a sibling of an existing student.

## Filter to refine your view:

You may choose to refine your review by filtering to a specific Location, Program, or Status. *Using these filters are optional, you can always choose to view your full list.*

# DIRECT ENROLLMENT: Provider Process Steps

The screenshot displays the 'Matched' section of the Universal Preschool system. On the left, a sidebar lists students: 'Kingston- TES' (highlighted in blue), 'Junior Bunny', and 'Donald Duck' (highlighted in orange). The main view shows details for 'Donald Duck #6148339', including the date of birth (August 27, 2020), location (Stout Street Children's Center), and creation date (July 18, 2024). A 'View application' button is visible. Below this, a 'Status: Selected' dropdown menu is shown. The student's contact information is listed in a table format, including primary and secondary phone numbers and email addresses. Orange callouts and arrows point to these key elements: 1. Student name and ID, 2. Application creation date and 'View application' button, 3. Status dropdown menu, and 4. Student name in the list.

## View a selection:

When viewing a student who has selected one of your programs, you can easily view a few key elements including:

1. Student information
2. Application information
3. Application enrollment status
4. When a student name is not longer “bolded” you will know you have opened that application

# DIRECT ENROLLMENT: Provider Process Steps

The screenshot displays the 'Kingston- TEST Tong #9597000' profile in the Universal Preschool system. The profile includes fields for 'Primary first name' (Sarina), 'Primary phone' ((269) 352-4362), and 'Secondary first name'. A 'Status' dropdown menu is open, showing options: Selected (checked), Placed, Matched, Waitlisted, and Accepted. Below the dropdown are buttons for 'Enroll', 'Accept', and 'Decline'. The 'Accept' button is highlighted with a green box, and the 'Decline' button is highlighted with a red box. Arrows from the text below point to these two buttons. The background shows a 'Matched' list on the left and an 'Invite' button on the right.

13

## Accepted or decline selections:

Providers should respond to selections in a timely manner (using either an accept or decline) decision. Note: Providers can decline families who are in selected, placed, and program full status.

## Important reminder:

It is important for providers to either accept or decline a families selection in order to move the family forward, without this action, a family will remain in a “pending” status until the provider takes action or the family chooses to withdraw.

## DIRECT ENROLLMENT: Important Notes

### WILL PROVIDERS RECEIVE A NOTIFICATION (EMAIL) WHEN FAMILIES SELECT THEIR PROGRAM?

No. Given the anticipated volume, we will not be sending providers individual notifications. We are strongly recommending to families that they work directly with a provider as they make their selections so that a provider is aware. In addition, we recommend that providers review their dashboard at a regular cadence to ensure they are getting consistent visibility into potential matches.

### IS THE PROCESS IN REAL-TIME OR DO WE HAVE TO WAIT OVERNIGHT FOR A SELECTION TO SHOW UP ON OUR DASHBOARD?

The Direct Enrollment process works in real-time. This is one of the primary benefits, it allows a family and provider to connect in person or over the phone and potentially facilitate the entire match from start to finish.

### WILL ALL PROVIDERS SEE THAT CHILD'S APPLICATION IN THEIR DASHBOARD? CAN MORE THAN ONE PROVIDER RESPOND WITH AN ACCEPTANCE OR DECLINE?

Yes. Any provider identified in a selected status will potentially see that child in their dashboard. Each provider can potentially accept or decline the match.

**However**, the family is only able to accept **one match** at a time.

### WHAT ABOUT STUDENTS WHO HAVE MORE THAN 2 SELECTIONS?

Students who initiated an application before July 5 may have more than two programs in a selected status, in those instances, all providers will be notified of a potential match. **Note**, families do not need to complete a new application to participate in Direct Enrollment, they simply need to make sure they have at least one program in a selected status.

## DIRECT ENROLLMENT: Important Notes

### WILL FAMILIES BE ABLE TO SELECT A PROGRAM THAT IS FULL?

Yes. A family can select any program, regardless of seat availability. A provider can then decide if they want to add additional seats and offer the family a placement/match. As a reminder, reach out to your LCO if you need to add seats.

### WHAT WILL HAPPEN TO STUDENTS WHO ARE WAITLISTED?

As a reminder, the Universal Preschool Program is not managing waitlists. Any children that were placed in a “program full” (i.e., waitlist status) after the last DAA will be moved to “selected” status.

### HOW LONG TO FAMILIES HAVE TO ACCEPT A MATCH?

Once you accept a student selection, the family will have 7 calendar days to accept the match and move forward with the enrollment process.

### WHAT IF A FAMILY DECIDES THEY NO LONGER WANT TO MOVE FORWARD WITH THE SELECTION?

A family can withdraw from a program if they are in a selected, placed, matched, or accepted status. This new feature gives you and the family even greater ability to respond to any changes in the application process. A view of the family withdrawal step is provided on the following page.

# Help Desk and Office Hours Updates



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## Metrix Help Desk Updates

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

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



# 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: [us02web.zoom.us/j/83557451399](https://us02web.zoom.us/j/83557451399)
  - 4th Monday of each month at 1pm: [us02web.zoom.us/j/88949693259](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](https://meet.google.com/jpw-svxi-qsv)
- AU office hours have been scheduled as follows:
  - 2nd Tuesday of each month at 2pm- [meet.google.com/vxn-siwg-zed](https://meet.google.com/vxn-siwg-zed)



# Provider Resources



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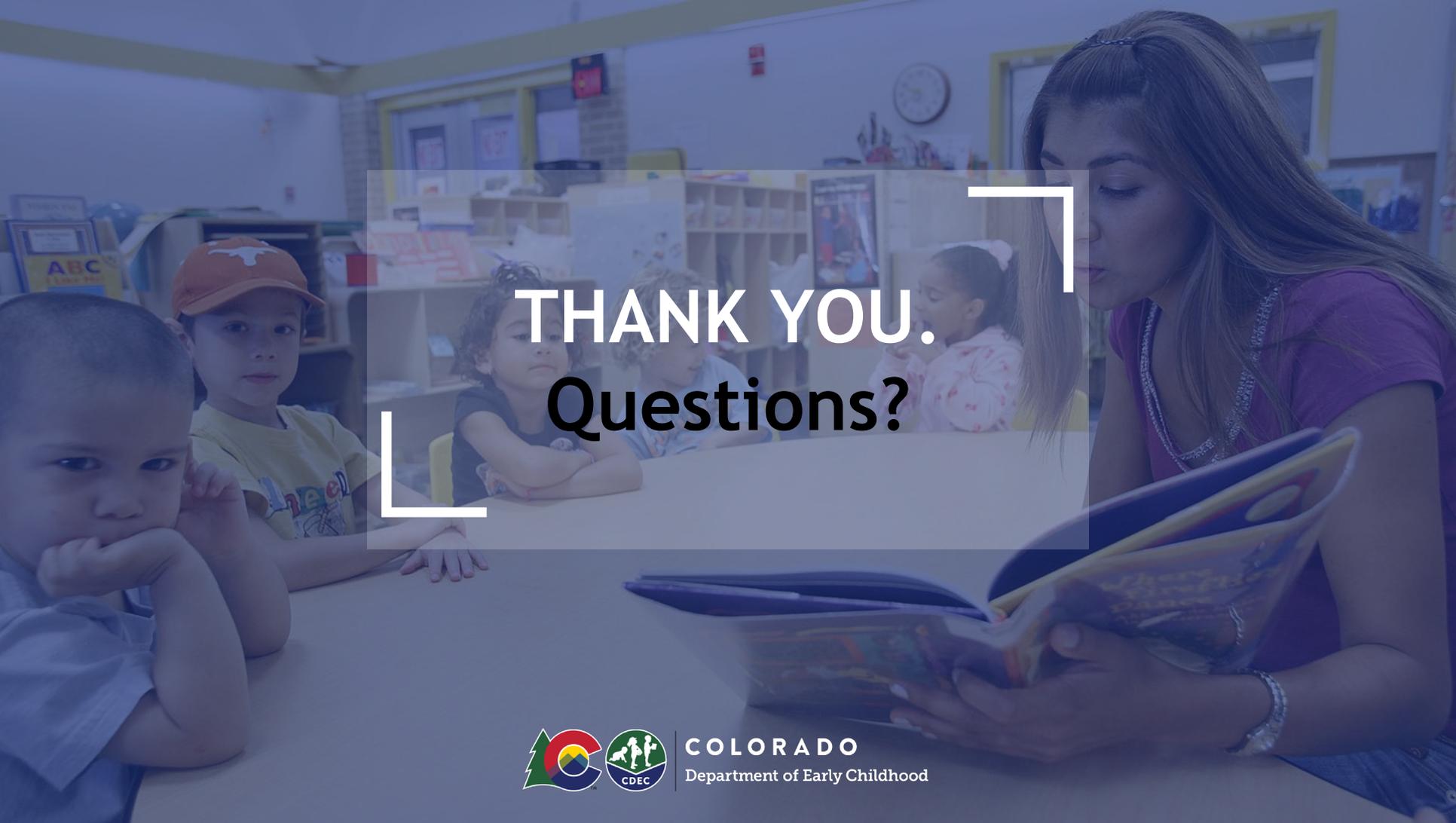
## Provider Resources

- [2024-25 Provider Handbook](#)- Updated 12/12/2024
- [2024-25 Family Handbook](#)-Updated 12/12/24
- [CDEC Website](#) and the [Colorado Universal Preschool Newsletter!](#)
- Joint Initiatives' UPK pages: [jointinitiatives.org/upk](https://jointinitiatives.org/upk) (providers) and [jointinitiatives.org/upkfamilies](https://jointinitiatives.org/upkfamilies) (families)



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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.

**THANK YOU.**  
**Questions?**



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