

# COAHEC HOUSING PROGRAM POLICY

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## COLORADO AREA HEALTH EDUCATION CENTER (COAHEC) STUDENT CLINICAL ROTATION COAHEC Housing Policy and PROCESS

Brief Description	This policy clarifies the responsibilities of the AMC, UCCS, or SOMFC students, 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	April 15, 2025
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, UCCS, SOMFC students' clinical away rotations, aka, "clerkships." COAHEC Regional Centers (RC) find 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 housing for away rotations, or "Clerkship Housing," as housing required in areas greater than a 40-mile radius of the CU student's home campus and lasting 14-180 days. COAHEC defines "PRN Housing" as lodging needed by a UCCS student with an unplanned, clerkship-related, one-night stay in an area greater than 40 miles from their LIC home campus.

COAHEC does not pay for housing or make money for arranged housing. Instead, each school pays the RC 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 increases 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 that are in place before the effective date are under the policy 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](mailto:coahechousing@cuanschutz.edu) so COAHEC may address them as they arise.

COAHEC does not discriminate against 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. <https://www.colorado.edu/dontignoreit/what-report/discrimination-harassment/protected-class-definitions>

## **II. COAHEC ARRANGED CLERKSHIP HOUSING**

### **A. COAHEC ARRANGED CLERKSHIP HOUSING ELIGIBILITY**

1. Persons Eligible Are:
  - i. AMC, UCCS, and SOMFC health professions' students on away clinical rotations greater than 40 miles from their home Campus;
  - ii. Students on extended LIC clerkships for an immersion rotation more than 40 miles from their LIC campus.
2. Persons Not Eligible Are:
  - i. Residents, paid interns, and pre-health students;
  - ii. Students on extended LIC clerkships who do not need housing for an immersion.

### **B. COAHEC ARRANGED CLERKSHIP HOUSING CRITERIA**

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

### **C. RESPONSIBILITIES FOR THE FOLLOWING PARTIES**

1. COAHEC PROGRAM OFFICE MUST:
  - i. Work closely with AMC, UCCS, and SOMFC to ensure compliance with all AMC/CU policies and procedures regarding housing an AMC, UCCS, or SOMFC student;
  - ii. Serve as the financial pass-through between the AMC, UCCS, and SOMFC schools and RCs by managing the invoicing between these entities;
  - iii. Write, update, and enforce the COAHEC Housing Policy;
  - iv. Serve as the point of mediation between AMC, UCCS, and SOMFC schools, hosts, students, and RCs for any questions or issues;

- v. Maintain housing data and host information, contracts, background checks, and inspections on Salesforce;
- vi. Mediate all appeals submitted via the official COAHEC Housing Appeals Policy (see section IX).
- vii. Educate and support AMC, UCCS, and SOMFC Academic Coordinators by:
  - a. Providing one-on-one training on the COAHEC Housing Policy and procedures;
  - b. Providing at least annual group training re: COAHEC Housing Policy with Academic Coordinators and RCs to foster collaboration and compliance;
  - c. Maintaining open communication to answer any questions;
  - d. Maintaining updated resource documents surrounding policy, process, and contacts on our website;
  - e. Providing easy access to all documents on our website; and
  - f. Working collaboratively with Academic Coordinators to improve and expedite these housing processes.
- viii. Educate and support RCs by:
  - a. Provide one-on-one training on COAHEC Housing Policy and procedures as needed;
  - b. Providing at least annual group training with AMC, UCCS, SOMFC Academic Coordinators, and RCs to foster collaboration;
  - c. Maintaining open communication with the RCs to answer any questions;
  - d. Maintaining updated resource documents surrounding policy, process, and contacts on our website;
  - e. Providing easy access to all documents on our website; and
  - f. Working collaboratively with RCs to improve and expedite these housing processes.
- ix. Educate and support AMC, UCCS, and SOMFC students by:
  - a. Presenting housing program at pre-clerkship orientations or as requested by schools;
  - b. Providing easy access to all documents on our website;
  - c. Maintaining open communication to help them through the housing process and
  - d. Maintaining updated resource documents surrounding policy, process, and contacts on our website.
- x. Providing IT support and training to all parties on:
  - a. Salesforce data and supporting documents entry;
  - b. Questions surrounding rotation upload and entry;
  - c. Formstack web interface;
  - d. Data auditing/updates;
  - e. Salesforce reports; and
  - f. Status changes.
- xi. Maintain and audit Salesforce for:
  - a. Accuracy of housing record data integrity, including:
    - 1. Clinical Training record dates, nights of rotation, and status;
    - 2. Housing Assignment record dates and status;
    - 3. AMC, UCCS, and SOMFC Program Coordinator contact

- information;
  - 4. RC contact information;
  - 5. Student contact information;
  - 6. Preceptor data completeness;
  - 7. Up-to-date host contracts, background checks, and host home inspections; and
  - 8. Critical workflow and coding updates.
- xii. Creating and exporting reports to satisfy the requirements of grants and as-needed requests of AMC Schools or other authoritative entities.
- xiii. Serve as a pass-through for housing payments by:
  - a. Processing RC's quarterly invoices through the University of Colorado system for schools to pay RCs for their housing work (at no more than \$12 per night) and for them to pay the Host's rent (at no less than \$23 per night);
  - b. Processing invoices for COAHEC student-found clerkship housing through the AMC system for AMC, UCCS, and SOMFC schools to reimburse students for student-found clerkship housing; and
  - c. Invoicing AMC, UCCS, and SOMFC schools quarterly through the AMC system to reimburse the PO account that COAHEC temporarily used to pay the RCs and students.
- xiv. Maintain reporting requirements of housing activities by:
  - a. Auditing reports submitted by RCs; and
  - b. Submitting statewide data (including non-AMC student housing) to AMC, UCCS, and SOMFC schools and leadership, VCHA, HRSA, NAO (National AHEC Organization), and other interested parties.

## 2. COLORADO AHEC REGIONAL CENTER MUST:

- i. Hire and maintain a dedicated Regional Housing Coordinator to fulfill the AMC, UCCS, and SOMFC housing requests;
- ii. Read and become thoroughly familiar with the current COAHEC Housing Policy;
- iii. Ask for clarification of the COAHEC Housing Policy from the COAHEC Housing Team as needed until it is fully understood;
- iv. Attend mandatory training for the COAHEC Housing Policy as scheduled and as determined by COAHEC to be in-person or via Zoom;
- v. Abide by the current COAHEC Housing Policy working to provide AHEC housing to AMC, UCCS, and SOMFC students in Colorado;
- vi. Communicate with students following all timelines in the COAHEC Housing Policy process (see section [IV.A](#));
- vii. Conduct all communications with students via email, share all emails with PO, and save emails as written documentation;
- viii. Include the PO in real-time communications with students and Academic Coordinators. Failure to comply with this and the above number II.C.2.vi will result in the inability to file an appeal when an issue does arise or in payment non-reimbursement;
- ix. Make contact once a year with each preceptor site by email, phone, or in-person to maintain relationships therein;
- x. Identify local homeowners as hosts; and

- xi. Vet each Host (regardless of clerkship or PRN status) before entering a contract.
  - a. Follow the COAHEC Housing Policy to provide host homes for Clerkship Housing.
- xii. Vet and contract with hosts via the COAHEC Housing Policy. Vetting includes, but is not limited to:
  - a. All adults 18 years and older who reside in the home must pass an annual background check;
  - b. Annual in-person home safety inspections that ensure the Host can provide at a minimum;
  - c. 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);
  - d. 24/7 access to the house and that failure to do so results in a broken contract and non-payment to the Host;
  - e. A bedroom with up-to-date, safe, and fire hazard-free heating/cooling systems with ventilation that is up to code standards;
  - f. Access to a clean, private, or shared, full or  $\frac{3}{4}$  bathroom;
  - g. Use of a kitchen with room in a refrigerator/freezer and pantry/cabinets for student's food storage;
  - h. A non-smoking, tobacco-free, marijuana-free, and drug-free environment, including ensuring that medically prescribed controlled substances are safely stored and locked;
  - i. Have 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;
  - j. 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);
  - k. 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;
  - l. Structural integrity ensuring the house is safe to live in;
  - m. A drug-free home, including the secure storage of medically prescribed controlled substances;
  - n. Functional and adequately maintained and serviced heating and cooling systems; and
  - o. No fire hazards.
- xiii. Enter a legal contract with each Host (regardless of clerkship or PRN status). See Attachment E to safely house AMC, UCCS, and SOMFC students. This includes ensuring that:
  - a. The Host completely understands the COAHEC Housing Policy and expectations of an AHEC regional Host;
  - b. The Host understands that they are contractually obligated to arrange housing with CU students by going through the COAHEC housing process and their RC AHEC and may not contract independently with CU students;
  - c. The Host understands and signs a new COAHEC Formstack Housing Contract each calendar year, and such contracts are loaded into salesforce each year;



- d. The Host understands that all adults 18 years and older who reside in the home must pass an annual background check, and such background checks are loaded into Salesforce;
- e. The host understands a new background check is completed on any individual 18 years or older who will reside in the home when residents in the home are added and before the student may be hosted;
- f. The Host understands Host homes must pass annual safety inspections by a member of their RC, and such inspections are loaded into Salesforce;
- g. The Hosts know their primary point of contact is their RC Coordinator; and
- h. The Hosts understand that students are not considered part of the household to provide daycare, housekeeping, moving furniture, transportation, etc.
- xiv. Ensure that all COAHEC Host homes, including PRN Hosts, provide the students with the following, which will be noted and signed on each host home inspection that is loaded annually into Salesforce:
  - 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  $\frac{3}{4}$  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. Have 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," which is to be reviewed with the student upon arrival at the home;
  - i. All utilities will include gas, electricity, heat, cooling, light, hot and cold running water, sewer (cable or wi-fi not required), and
  - j. Parking is available on-site.
- xv. 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 and defined by HRSA per the COAHEC's necessary affiliation with the AMC only. 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. However, due to the grant deliverables of being an AHEC in Colorado, non-AMC students should be housed only on a space-available basis after AMC, UCCS, and SOMFC students have been housed.
- xvi. 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 and immediately when a new adult is added as a person staying overnight or



- residing in the home and upload them in Salesforce for spot-check auditing. (Failure to do so can result in non-reimbursement of housing monies.)
- xvii. Keep all up-to-date background checks on file in the RC offices for auditing purposes and upload them in Salesforce for spot-check auditing. (Failure to do so can result in non-reimbursement of housing monies.)
  - xviii. Provide the student with a list of pets in the home. This list should be revised annually or when new pets are added or leave the home.
  - xix. Perform and load into Salesforce annual home and safety inspections of the Host home before any student is placed in the home to ensure, 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 Host-only (with prior notification from the 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 private 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  $\frac{3}{4}$  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. Have 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. All utilities will include gas, electricity, heat, cooling, light, hot and cold running water, sewer (cable or wi-fi not required), and
    - j. Parking is available on-site.
  - xx. Remit payment to the hosts as agreed upon with contracted Hosts. Each host must receive not less than \$23 per night. 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.
  - xxi. Record Keeping and Reporting. Enter complete data and documentation into Salesforce (or risk non-reimbursement) for:
    - a. Host, including:
      - 1. First and last name;
      - 2. Mailing address (may be different from housing site);
      - 3. Phone number;
      - 4. Email address;
      - 5. Annual and as-needed background checks of Hosts and household members 18 years old or older;
      - 6. Use of COAHEC Formstack COAHEC Housing Contract signed by RC and Host;
      - 7. Annual Host home inspection;
      - 8. Active/inactive status; and
      - 9. PRN status.

- b. Housing site, including:
      - 1. Physical street address of the house where the student is Hosted (may be different from the host's mailing address);
      - 2. Home and safety inspections;
      - 3. Available rooms;
      - 4. Active/inactive status; and
      - 5. Pets.
    - c. Student:
      - 1. Hostname;
      - 2. Housing site;
      - 3. Rotation status;
      - 4. Housing status;
      - 5. Arrival and departure dates; and
      - 6. Notes.
  - xxii. Submit a quarterly housing report and invoice to the PO per the COAHEC Program Master Operating Contract dates. The report must include:
    - a. AMC, UCCS, and SOMFC students:
      - 1. Full name;
      - 2. Rotation dates;
      - 3. Arrival and departure dates;
      - 4. Housing location;
      - 5. Rotation Status;
      - 6. Housing Status;
      - 7. Number of nights of housing was provided in the current quarter; and
      - 8. Student's discipline.
  - xxiii. 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; and
    - e. Student's discipline.
  - xxiv. Follow the COAHEC Program Master Operating Contract specifications for the payment rate and the timeline for COAHEC-arranged clerkship housing in section IV.2 of this policy to ensure quarterly housing payments;
  - xxv. Verify host, student, and housing information is completely and accurately recorded in Salesforce;
  - xxvi. Review of 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 STUDENTS 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;
- iv. Follow all timelines outlined in the COAHEC Housing Policy as seen in II.D;
- v. Read, acknowledge, and e-sign they have received and understand the current COAHEC Housing Policy;
- 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 #E);
- ix. Students must utilize the Regional 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](mailto:COAHEChousing@cuanschutz.edu); and
- xii. Students understand that travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable.

#### 4. AMC, UCCS, AND SOMFC ACADEMIC COORDINATOR MUST:

- i. Read, understand, and abide by the current COAHEC Housing Policy, its timelines, and payment schedules therein;
- ii. Submit eligible rotations into the COAHEC housing system via an online web form according to the timeline in II.D. of this policy;
- iii. Notify PO and RC of any changes or cancellations to submitted rotations according to the timeline in II.D.iv-vii of this policy;
- iv. Review the weekly 60-day reports and notify the PO of any changes or corrections as soon as possible;
- v. Keep coordinator contact information up to date with PO;
- vi. Approve or deny any cost of COAHEC Housing alternative arrangements that exceed the daily housing rate;
- vii. 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;
- viii. Contact the PO with any questions (the PO is the primary point of contact); and
- ix. Follow all policies and procedures when filing an appeal. See section IX of this policy.

#### 5. AHEC REGIONAL CONTRACTED HOST MUST:

- i. Ensure all adults over 18 years old who reside in the home pass an annual background check;
- ii. Pass an annual safety inspection by a member of their RC;
- iii. Have a current signed contract with their RC (which must be signed annually) Using the COAHEC Formstack COAHEC Housing Contract form;
- iv. Hosts must utilize the RC Coordinator as their only primary point of contact. Any problems should be communicated to the RC Coordinator;

- v. The Host is responsible for communicating all house rules, including safety and security, with the student upon the student's arrival at the home;
- vi. Hosts understand that students are not considered part of the household providing daycare, housekeeping, transportation, etc.; and
- vii. All COAHEC Host homes must provide the student with the following:
  - 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  $\frac{3}{4}$  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. Have 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," which is to be reviewed with the student upon arrival at the home;
  - i. All utilities will include gas, electricity, heat, cooling, light, hot and cold running water, sewer (cable or wi-fi not required); and
  - j. Parking is available on-site.

#### D. PROCEDURAL TIMELINES FOR COAHEC ARRANGED CLERKSHIP HOUSING

- i. 42 days (or greater) before rotation: the Academic Coordinator enters the upcoming student's rotation information on a webform link provided by the PO.
  - a. COAHEC encourages Academic Coordinators to submit these records before this 42-day time frame to help facilitate the search for COAHEC-arranged clerkship housing.
  - b. 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 Academic Coordinator.
  - c. 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 Academic Coordinator to inform them they are late in their request and to advise the student to request COAHEC-arranged clerkship housing within 24 hours.
- ii. 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 Academic Coordinator and the student, asking them to define their

- housing request.
- iii. 1-7 days later: the student responds and enters their request.
    - a. The RC, Academic Coordinator, student, and PO receive an instant email notification from the data system validating their housing request.
  - iv. 1-2 business days later: The RC must email students to confirm the student's request.
    - a. 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.
  - v. 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.
  - vi. 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 clerkship housing, the RC, student, and Academic Coordinator must communicate closely. Neither should commit to housing before talking directly with the other. All communication with the students must be cc'd to the PO in real time.
  - vii. 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.
    - a. An example of this email is provided in Attachment C. The email must include:
      1. The Host's contact information;
      2. A description of the housing;
      3. Distance from the Host's home to the clinical site;
      4. Internet access;
      5. The type and number of pets; and
      6. the date the student must confirm or decline housing without penalty.
  - viii. 1-3 days after the RC sends the email stating that housing has been secured, the student must respond in writing to the RC stating that they accept or decline housing.
    - a. If the student accepts the COAHEC-arranged clerkship housing:
      1. The school is bound to pay a minimum of 14 nights of the accepted housing.
    - b. If a student declines COAHEC arranged clerkship housing:
      1. Within three (3) days of receipt of the email, the student is eligible for COAHEC student-found clerkship housing reimbursement;
      2. After three (3) days of receiving the email, the student is NOT eligible for COAHEC student-found clerkship housing reimbursement; and
      3. The student's school is still responsible for payment for at least 14 nights.
    - c. If the student fails to respond:
      1. The COAHEC-arranged clerkship housing is considered confirmed;
      2. The school is bound to pay a minimum of 14 nights;

- and
- 3. The student is not eligible for COAHEC student-found clerkship housing.
- d. 14 days before the start date:
  - 1. The RC must notify the Academic Coordinator, student, and PO if housing arrangements fall through.
- e. Housing arrangements may fall through for several reasons that cannot be foreseen.
- f. The RC, the Academic Coordinator, and the student can determine alternative arrangements through close communication with the PO, who is cc'd on all communication.
  - 1. However, any cost of such alternative arrangements that exceed the daily housing rate cost must receive written approval from the school's program coordinator; and
  - 2. the communication is cc'd to PO and RC.
- ix. 14 days or less: The Academic 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.
- x. During the rotation: if the Academic Coordinator cancels a rotation while a student is in COAHEC-arranged clerkship 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.

## E. PAYMENT PARAMETERS FOR COAHEC ARRANGED CLERKSHIP HOUSING

1. PAYMENT PARAMETERS FOR COAHEC-ARRANGED CLERKSHIP HOUSING for rotations 14-120 days.
  - i. COAHEC contracts with AMC, UCCS, and SOMFC schools for their housing payments, including one (1) night before and every night of the rotation.
    - a. 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.
  - ii. PO suggests the RC does not pre-pay hosts for more than 14 days of the rotation.
    - a. Additional payments should follow RC's contracts with the Host.
    - b. This is for the protection of the RC. If the Host is paid early and the contract is terminated before the end date (see II.D.ix).
  - iii. Rotations less than 14 consecutive days will be billed by the RC to the school (through the PO) for 14 days.
  - iv. If the student receives notice of found housing and does not respond within three (3) days, their housing is confirmed, and the school will pay for a minimum of 14 days (see II.D.viii.c).
  - v. The school's Program Coordinator may cancel more than 14 days before the rotation without payment due to the RC.
  - vi. The school's Program Coordinator who 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 II.D.viii.b.3).
  - vii. The COAHEC Program Master Operating Contact specifies the payment rate and timeline for COAHEC-arranged Clerkship Housing and the distribution of funds from the schools between the RC and Hosts.
    - a. The Vice Chancellor for Health Affairs at CU-SOM has set a Host



- housing rate of \$35 per night.
    - b. 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. The school must approve any cost of alternative housing arrangements that exceed the current daily housing rate (see II.D.viii.f.) and communication therein must be cc'd to PO and RC.
  - viii. 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.
  - ix. The school's Program Coordinator may cancel the rotation at any time.
    - a. If canceled while a student is in COAHEC-arranged Clerkship 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 II.D.ix.)
- 2. PAYMENT PARAMETERS FOR COAHEC ARRANGED CLERKSHIP HOUSING for rotations 121-180 days.
  - i. COAHEC's contract with the AMC, UCCS, and SOMFC schools for housing payment includes one (1) night before and every night of the rotation.
    - a. The school does not pay for any other nights, not part of that rotation timeframe unless pre-approved by the School's Coordinator, with all communication cc'd to PO and RC.
  - ii. The COAHEC Program Master Operating Contract specifies the payment rate and timeline for COAHEC-arranged Clerkship Housing and the distribution of funds from the schools between the RC and Hosts.
    - a. The Vice Chancellor for Health Affairs at CU-SOM has set a Host housing rate of \$35 per night.
    - b. 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.
  - iii. The school must approve any cost of alternative housing arrangements that exceed the current daily housing rate (see II.D.viii.f.), 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.
  - v. If the student accepts the COAHEC arranged clerkship housing for rotations between 120-180 days:
    - a. The school is now bound to pay a minimum of 60 days of the accepted housing;
    - b. The RC will pay the Host for the first two (2) months of housing at the beginning of the rotation; and
    - c. 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 Host home in a long rotation;
  - vi. The RC will continue quarterly invoicing to the PO, the pass-through to the AMC, UCCS, and SOMFC schools, who remit payment for Hosts and RC housing work.
  - vii. For a school to cancel a rotation of 120-180 days once contracted for housing:
    - a. The school may cancel more than 30 days before the rotation with no payment due;
    - b. If the school cancels less than 30 days before the start of the rotation,



- c. 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; and
- d. 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.

### III. COAHEC STUDENT-FOUND CLERKSHIP HOUSING

#### A. COAHEC STUDENT-FOUND CLERKSHIP HOUSING ELIGIBILITY

1. Persons Eligible Are:
  - i. AMC, UCCS, and SOMFC health professions' students on away clinical rotations greater than 40 miles from their home Campus;
  - ii. Students on extended LIC clerkships, with an immersion rotation more than 40 miles from their LIC campus.
2. Persons Not Eligible Are:
  - i. Residents, paid interns, and pre-health students;
  - ii. LIC MS2 clerkships of 12 months are not eligible, as deemed by the University of Colorado's School of Medicine decision-making body, which is not considered by COAHEC;
  - iii. Students are housed in their own residences or other homes they or their family own in the area where they need housing; and
  - iv. Students are housed with their immediate family, parents, or siblings.

#### B. COAHEC STUDENT-FOUND CLERKSHIP HOUSING CRITERIA

1. The Academic Coordinator must submit rotations six weeks before the start date.
2. Students must request housing before the start of the rotation.
3. Students are responsible for finding and paying for housing.
4. Students are responsible for submitting the **Official COAHEC Rent Receipt** to coahechousing@cuanschutz.edu within 45 days of the end of the rotation.
5. COAHEC housing allows payment for one (1) night ONLY of travel in addition to rotation dates.

#### C. RESPONSIBILITIES FOR THE FOLLOWING PARTIES

1. COAHEC PROGRAM OFFICE MUST:
  - i. Follow all items in II.C.1.i-xii. above;
  - ii. Serve as a pass-through for housing payments by:
    - a. Processing RC's quarterly invoices through the University of Colorado system for schools to pay RCs for their housing work (at no more than \$12 per night) and for them to pay the Host's rent (at no less than \$23 per night);
    - b. Processing invoices for COAHEC student-found PRN housing through the AMC system for AMC, UCCS, and SOMFC schools to reimburse students for student-found Clerkship housing; and
    - c. Invoicing AMC, UCCS, and SOMFC schools quarterly through the AMC system to reimburse the PO account that COAHEC temporarily used to

pay the students.

**2. AMC, UCCS, AND SOMFC 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 clerkship 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 III.D;
- v. Students must submit the completed COAHEC 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](mailto:COAHEChousing@cuanschutz.edu); and
- vii. Students must understand that COAHEC student-found clerkship 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.

**3. AMC, UCCS, AND SOMFC ACADEMIC COORDINATOR MUST:**

- i. Read, understand, and abide by the current COAHEC Housing Policy, its timelines, and payment schedules therein;
- ii. Submit eligible rotations into the COAHEC housing system via an online web form according to the timeline in III.D.1. of this policy;
- iii. Notify PO and RC of any changes or cancellations to submitted rotations according to the timeline in II.D. of this policy;
- iv. Review the weekly 60-day reports and notify the PO of any changes or corrections as soon as possible;
- v. Keep coordinator contact information up to date with PO;
- vi. Approve or deny any cost of COAHEC Housing alternative arrangements that exceed the daily housing rate;
- vii. 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;
- viii. Contact the PO with any questions (the PO is the primary point of contact); and
- ix. Follow all policies and procedures when filing an appeal. See section IX of this policy.

**D. PROCEDURAL TIMELINE FOR COAHEC STUDENT-FOUND CLERKSHIP HOUSING**

1. 42 days (or greater) before the rotation: the AMC, UCCS, and SOMFC Academic Coordinators enter 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 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 Academic Coordinator.

2. 0-2 Business days after the school submits the rotation information:
3. the PO will audit and upload the forms into the data system.
4. After uploading, the data system auto-generates and emails the student, asking them to define their housing request.
  - i. COAHEC-Arranged Clerkship Housing
  - ii. COAHEC Student-Found Clerkship Housing
  - iii. I will not be utilizing COAHEC housing for this rotation
5. 1-41 days later: The student responds and enters their request. The PO, Academic Coordinator, and students receive an instant email notification from the data system validating their housing request.
6. 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 COAHEC 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 and attach it to the student's CT record.
7. 0-45 days after the rotation end date:
  - i. The student submits the COAHEC Official Rent Receipt Form See **Attachment E** and all supporting documentation to COAHECHousing@cuanschutz.edu for reimbursement.
    - a. Failure on the part of the student to do so within this period may result in the school not reimbursing the student with housing monies.
8. 1-7 days after the PO receives the Official Rent Receipt from the student for the completed rotation:
  - i. The PO confirms rotation status, dates, and the student's mailing address in the email.
9. 1-7 days after the PO receives the Official Rent Receipt, the PO enters reimbursement information into the University of Colorado Procurement Services Center (PSC) system to begin the payment process to the student.
10. Payment will be made by check and mailed through USPS to the address indicated on the form.
11. COAHEC will not advance funds to the student on behalf of AMC, UCCS, or SOMFC schools.
12. Schools will only reimburse travel expenses with written approval.

## **E. PAYMENT PARAMETERS FOR COAHEC STUDENT-FOUND CLERKSHIP HOUSING**

1. Students must request COAHEC student-found clerkship housing before starting their rotation.
2. Students are eligible for reimbursement if they submit the required documentation up to 45 days from the end date of the rotation. The school will not reimburse requests made on day 46 or beyond the rotation.
3. AMC, UCCS, and SOMFC school's reimbursement contract with COAHEC includes one (1) night before and every night of the rotation.
4. The COAHEC Program Master Operating Contract specifies the payment rate and timeline for COAHEC student-found clerkship housing reimbursements and the distribution of funds between the PO and the student.

- i. The Vice Chancellor for Health Affairs at CU-SOM has set a housing rate of up to \$23 per night.
  - ii. Any cost of COAHEC student-found alternative housing arrangements that exceed the current daily housing rate must receive approval from the school (see II.D.viii.f.), and all communication must be cc'd to the PO.
5. Reimbursement checks are sent directly from the University of Colorado Procurement Services Center (PSC) to the student at the address provided on the Official Rent Receipt Form.
6. Payment is never rendered to property owners.
7. COAHEC does not guarantee a time frame for reimbursement sent by the University of Colorado Procurement Services Center (PSC).
8. 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.
9. Students will not be reimbursed if any of the following apply:
  - i. Students reside with immediate family members, e.g., parents or siblings, during their rotation;
  - ii. Students reside in primary residence during rotation;
  - iii. Students who do not adhere to the cancellation policy in (See IV.1.G.iii); and
  - iv. Travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable.
10. COAHEC will not advance funds to the student on behalf of AMC, UCCS, or SOMFC schools.
11. COAHEC will not process travel expense reimbursements without written approval by AMC, UCCS, or SOMFC schools with communication cc'd to the PO.

#### **IV. COAHEC ARRANGED PRN HOUSING (Only Available for SOM LIC Students)**

##### **A. COAHEC ARRANGED PRN HOUSING ELIGIBILITY**

1. Persons Eligible Are:
  - i. AMC Rural Program, UCCS, or SOMFC LIC students who have an unplanned, clerkship-related, one-night stay in an area greater than 40 miles from their LIC home campus.
2. Persons Not Eligible Are:
  - i. AMC, UCCS, and SOMFC Students in health profession schools that are not MD programs;
  - ii. AMC, UCCS, and SOMFC MD Students who are not in LICs; and
  - iii. Residents, paid interns, and pre-health students.

##### **B. COAHEC ARRANGED PRN HOUSING CRITERIA**

1. COAHEC cannot guarantee housing.
2. COAHEC will attempt to provide housing within the community hosting the clinical rotation.
3. Colorado AHEC RCs 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 the student expected.



4. Most COAHEC housing occurs in host homes, but there is also other housing, such as regionally leased or owned housing or hospital or school dormitories.
5. COAHEC PRN housing allows payment for one (1) night ONLY.

**c. RESPONSIBILITIES FOR THE FOLLOWING PARTIES**

**1. COAHEC PROGRAM OFFICE MUST:**

- i. Follow all items in II.C.1.i-xii.above;
- ii. Serve as a pass-through for housing payments by:
  - a. Processing RC's quarterly invoices through the University of Colorado system for schools to pay RCs for their housing work (at no more than \$12 per night) and for them to pay the Host's rent (at no less than \$23 per night);
  - b. Processing invoices for COAHEC student-found PRN housing through the AMC system for AMC, UCCS, and SOMFC schools to reimburse students for student-found PRN housing; and
  - c. Invoicing AMC, UCCS, and SOMFC LIC Directors quarterly through the AMC system to reimburse the PO account that COAHEC used temporarily to pay the RCs and students.

**2. COLORADO AHEC REGIONAL CENTER MUST:**

- i. Provide Host homes for PRN Housing following the parameters outlined in IV.E. A Host may be a Clerkship Housing Host or a PRN Housing host;
- ii. PRN Housing host must be vetted, maintained, contracted, and background checked as defined in II.C.2.xii. above;
- iii. When SOM Rural Program, UCCS, and SOMFC LIC Director notifies you that PRN housing is needed:
  - a. Source housing from your list of PRN hosts;
  - b. Contact that host to house a student overnight;
  - c. Check to make sure that the student housing contract is signed by the student and attached to the Clinical Rotation Record. (The Student Housing Contract will be automatically sent to the student when the LIC Director completes the PRN Formstack.); and
  - d. Create a Housing Assignment Record with the appropriate information in Salesforce;
  - e. Call the student with the host's information.

**3. AMC RURAL PROGRAM, UCCS, AND SOMFC LIC 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. Students must read, acknowledge, and e-sign that they have received and understand the current COAHEC Housing Policy and the Student housing contract when they receive the Formstack link requesting their information and the Housing Contract (See Attachment #4);
- iv. Students are responsible for requesting PRN Housing before 6:00 PM from their LIC Director at UCCS, SOMFC, or Rural Program by contacting them directly when they need an overnight stay;
- v. Students should communicate with their assigned Host before arriving to discuss items they may need to bring and the Host's expectations;

- vi. After their housing, Students must complete the post-housing survey sent via email from COAHEChousing@cuanschutz.edu.

#### 4. AMC RURAL PROGRAM, UCCS, and SOMFC LIC DIRECTOR MUST:

- i. Read, understand, and abide by the current COAHEC Housing Policy, its timelines, and payment schedules therein;
- ii. Notify the RC via phone before 6:00 pm when a student requests PRN housing;
- iii. Complete and submit the PRN rotation information via the Formstack link.
- iv. Keep coordinator contact information up to date with PO;
- v. Approve or deny any cost of COAHEC alternative housing arrangements that exceed the daily housing rate;
- vi. 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 LIC Director immediately and
- vii. Contact the PO with any questions (the PO is the primary point of contact);
- viii. Follow all policies and procedures when filing an appeal. See section IX of this policy.

#### 5. AHEC REGIONAL CONTRACTED PRN HOST MUST:

- i. Ensure all adults over 18 years old who reside in the home pass an annual background check;
- ii. Pass an annual safety inspection by a member of their RC;
- iii. Have a current signed contract with their RC (which must be signed annually);
- iv. Hosts must utilize the RC Coordinator as their only primary point of contact. Any problems should be communicated to the RC Coordinator;
- v. The Host is responsible for communicating all house rules, including safety and security, with the student upon the student's arrival at the home;
- vi. Hosts understand that students are not considered part of the household providing daycare, housekeeping, transportation, etc.;
- vii. All COAHEC Host homes must provide the students with the following:
  - 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 the 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 nonpayment to the Host;
  - c. A private 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  $\frac{3}{4}$  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. Have 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



- h. to manufacturer recommendations; and
- h. A posted "Fire Exit Plan" is to be reviewed with the student upon arrival at the home.
- viii. All utilities will include gas, electricity, heat, cooling, light, hot and cold running water, and sewer (cable or wi-fi not required); and
  - a. Parking is available on-site.
- ix. Be available before 6:00 PM for possible PRN Housing.

#### **D. PROCEDURAL TIMELINES FOR COAHEC ARRANGED PRN HOUSING**

1. When needed, the AMC Rural Program, UCCS, and SOMFC LIC students request COAHEC ARRANGED PRN Housing from their LIC Director before 6:00 PM when they need an overnight stay.
2. The LIC Director immediately contacts the RC Coordinator to request COAHEC ARRANGED PRN Housing FOR THEIR STUDENT.
3. The LIC Director completes the Formstack Form requesting that a student receive COAHEC-arranged PRN housing.
4. The RC will notify the host, contact the student with host information, and ensure the correct documentation is in Salesforce.
5. The student is responsible for contacting the Host before their arrival.
  - i. 1-3 days from receiving the COAHEC Arranged PRN Housing request, the RC Coordinator will:
    - a. Remit payment to the Host as agreed upon with contracted Hosts. Each Host must receive at least \$23 per night.
    - b. Enter complete data and documentation into Salesforce (or risk non-reimbursement), including:
      1. Host Name
      2. Host room
      3. Housing site
      4. PRN Status
      5. Student rotation status
      6. Housing status
      7. Arrival and departure dates
      8. Upload supporting documentation if needed.
6. 1-14 days from the PRN Housing, the student will receive and must complete a post-housing survey from COAHECHousing@cuanschutz.edu.

#### **E. PAYMENT PARAMETERS FOR COAHEC-ARRANGED PRN HOUSING**

1. Only AMC Rural Program, UCCS, and SOMFC LIC students are eligible for COAHEC PRN HOUSING.
2. The Vice Chancellor for Health Affairs at CU-SOM has set a Host housing rate of \$35 per night.
3. Students must request PRN housing from their LIC Director before 6:00 pm on the day PRN housing is needed.
4. The COAHEC Program Master Operating Contact specifies the payment rate and timeline for COAHEC Housing and the distribution of funds from the schools between the RC and Hosts.



5. Each RC 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.
  - i. The school must approve any cost of alternative housing arrangements that exceed the current daily housing rate (see II.D.viii.f.), and communication therein must be cc'd to PO and RC.
6. 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.
7. COAHEC PO will invoice the LIC Directors of the AMC Rural Program, UCCS, and SOMFC quarterly for all PRN Housing.

## **V. COAHEC STUDENT-FOUND PRN HOUSING** (Only Available for SOM LIC Students)

### **A. COAHEC STUDENT-FOUND PRN HOUSING ELIGIBILITY**

1. Persons Eligible Are:
  - i. AMC Rural Program, UCCS, or SOMFC LIC students who have an unplanned, clerkship-related, one-night stay in an area greater than 40 miles from their LIC home campus.
2. Persons Not Eligible Are:
  - i. AMC, UCCS, and SOMFC Students in health profession schools that are not MD programs;
  - ii. AMC, UCCS, and SOMFC MD Students who are not in LICs; and Residents, paid interns, and pre-health students.

### **B. COAHEC STUDENT-FOUND PRN HOUSING CRITERIA**

1. Students must request PRN housing from their LIC Director and
2. Students must sign the housing contract.
3. The LIC Director must email the COAHEC PO, the student is requesting PRN housing.
4. Students are responsible for finding and paying for PRN housing.
5. Students must submit the Official COAHEC Rent Receipt within 7 days of the PRN housing to [coahechousing@cuanschutz.edu](mailto:coahechousing@cuanschutz.edu).
6. COAHEC PRN housing allows payment for one (1) night ONLY

### **C. RESPONSIBILITIES FOR THE FOLLOWING PARTIES**

1. COAHEC PROGRAM OFFICE MUST:
  - i. Follow all items in II.C.1.i-xii. above;
  - ii. Serve as a pass-through for housing payments by:
    - a. Processing invoices for COAHEC student-found PRN housing through the AMC system for AMC RURAL PROGRAM, UCCS, and SOMFC schools to reimburse students for student-found PRN housing; and
    - b. Invoicing AMC RURAL PROGRAM, UCCS, and SOMFC LIC Directors quarterly through the AMC system to reimburse the PO account that COAHEC used temporarily to pay the students.
2. AMC RURAL PROGRAM, UCCS, AND SOMFC LIC 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 PRN housing

- iii. by contacting their LIC Director before 6:00 pm on the day housing is needed; 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 the timelines outlined in the procedural Timelines for COAHEC STUDENT-FOUND PRN Housing, as seen in V.D.;
- v. Students must submit the completed COAHEC Official Rent Receipt Form for reimbursement to COAHEChousing@cuanschutz.edu within 14 days of the PRN housing or risk not being reimbursed for their stay. This form can be found on the COAHEC [website](#);
- vi. Students must complete the post-housing survey sent 14 days after receiving PRN housing via email from [COAHEChousing@cuanschutz.edu](mailto:COAHEChousing@cuanschutz.edu) and
- vii. Students must understand that COAHEC student-found PRN 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.

### 3. AMC RURAL PROGRAM, UCCS, AND SOMFC LIC DIRECTOR MUST:

- i. Read, understand, and abide by the current COAHEC Housing Policy, its timelines, and payment schedules therein;
- ii. Notify the COAHEC PO when a student requests PRN housing via email to [coahechousing@cuanschutz.edu](mailto:coahechousing@cuanschutz.edu);
- iii. Complete and submit the PRN housing rotation using the Formstack link.
- iv. Keep coordinator contact information up to date with PO;
- v. Approve or deny any cost of COAHEC housing alternative arrangements that exceed the daily housing rate;
- vi. 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 LIC Director immediately;
- vii. Contact the PO with any questions (the PO is the primary point of contact), and
- viii. Follow all policies and procedures when filing an appeal. See section IX of this policy.

## D. PROCEDURAL TIMELINE FOR COAHEC STUDENT-FOUND PRN HOUSING

- 1. Before 6 pm on the day the student needs PRN housing:
  - i. The student must request COAHEC student-found PRN Housing from their LIC Director.
    - a. The LIC Director will complete and submit the PRN housing using the Formstack link provided by COAHEC PO.
    - b. The LIC Director will email the PO of the PRN Housing request.
  - ii. 1-2 days from receiving the email from the LIC Director, the PO will:
    - a. confirm the housing with the LIC Director via email;
    - b. ensure the student has signed the housing contract;
    - c. send the student via email the Official Rent receipt.
  - iii. 1-14 days after the PRN housing, the student submits the COAHEC Official COAHEC RENT RECEIPT Form (See Attachment E) and all supporting documentation to COAHEChousing@cuanschutz.edu for reimbursement.

- a. Failure on the part of the student to do so within this period may result in the school not reimbursing the student with housing monies.
- iv. 1-7 days after the PO receives the Official Rent Receipt, the PO enters reimbursement information into the University of Colorado Procurement Services Center (PSC) system to begin the payment process to the student.
- v. Payment will be made by check and mailed through USPS to the address indicated on the form.
- vi. COAHEC will not advance funds to the student on behalf of AMC, UCCS, or SOMFC schools.

## **E. PAYMENT PARAMETERS FOR COAHEC STUDENT-FOUND PRN HOUSING**

1. Students must submit the Official Rent receipt to Colorado AHEC within 7 days of receiving PRN Housing.
2. Students Must submit for reimbursement within 14 days of the PRN Housing Using the Official Rent Receipt.
  - i. The school will not reimburse requests made on day 8 or beyond.
3. AMC RURAL PROGRAM, UCCS, and SOMFC school's reimbursement contract with COAHEC includes one (1) night only.
4. The COAHEC Program Master Operating Contract specifies the payment rate and timeline for COAHEC student-found PRN housing reimbursements and the distribution of funds between the PO and the student.
  - iv. The Vice Chancellor for Health Affairs at CU-SOM has set a housing rate of up to \$23 per night.
  - v. Any cost of COAHEC student-found alternative housing arrangements that exceed the current daily housing rate must receive approval from the school (see II.D.viii.f.), and all communication must be cc'd to the PO.
5. Reimbursement checks are sent directly from the University of Colorado Procurement Services Center (PSC) to the student at the address provided on the Official Rent Receipt Form.
6. Payment is never rendered to property owners.
7. COAHEC does not guarantee a time frame for reimbursement sent by the University of Colorado Procurement Services Center (PSC).
8. 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.
9. Students will not be reimbursed if any of the following apply:
  - v. Students reside with immediate family members, e.g., parents or siblings, during their rotation;
  - vi. Students reside in primary residence during rotation;
  - vii. Travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable.
10. COAHEC will not advance funds to the student on behalf of AMC, UCCS, or SOMFC schools.
11. COAHEC will not process travel expense reimbursements without written approval by AMC, UCCS, or SOMFC schools with communication cc'd to the PO.

## **VI. HOUSING FOR LIC ROTATION**

- A. All MS2 11 MONTH LIC rotations are ineligible for COAHEC housing, as determined by the SOM authority.
- B. 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 housing. PO will keep the website up-to-date and current.

## **VII. 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. Still, the RC may not reserve housing for non-AMC, UCCS, or SOMFC schools.

## **VIII. UNPRECEDENTED TIMES**

### **A. HOUSING POLICY FOR UNPRECEDENTED TIMES**

- 1. Unprecedented Times will commence upon CU authorities' communication and apply to COAHEC PO, AHEC RCs, CU health professions schools, and Hosts.
- 2. PO Unprecedented Times declaration will be posted on the COAHEC website: <https://www.cuanschutz.edu/centers/coahec/unprecedented-times>. It will include a link to the Unprecedented COAHEC Housing Policy for that declaration pursuant to the University of Colorado policies and directives as they are known.
- 3. The PO will email all parties named in this policy within 7-10 days of declaring Unprecedented Times to note the COAHEC Housing Policy changes for Unprecedented Times.
- 4. The RC, AMC, UCCS, SOMFC health professions' schools, Hosts, and Lessors must follow the Unprecedented Times COAHEC 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.
- 5. Policies defined in Unprecedented Times supersede the current COAHEC Housing Policy until the PO declares the end of Unprecedented Times.
- 6. The PO will update the Unprecedented Times COAHEC Housing Policy as needed.
- 7. The most recent update will define the current Unprecedented Times policy mandates.
- 8. If any party mentioned in the COAHEC housing policy anticipates "missing a deadline" or otherwise violating COAHEC 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.
- 9. The issue will be communicated from the RC to the PO to the school or from the school to the PO to the RC.
- 10. 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.
- 11. Host communication will be sent from the RC to the PO and then to the school or student as necessary.

12. Communication from the Host to the RC to the student is allowed, provided the PO is copied.
13. Communication from students to schools and back will be copied to the PO.
14. Communication sent by a student to anyone other than the PO or school may be passed to the PO.
15. Communication must be in email to preserve a record of communication for review.
16. 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@cuanschultz.edu](mailto:coahechousing@cuanschultz.edu).

## **B. PAYMENT PARAMETERS FOR UNPRECEDENTED TIMES**

1. Refer to the Unprecedented Times Declaration developed by the PO for the current situation.
2. 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.
3. The PO understands that each situation may be unique.
4. The PO can facilitate these discussions and advocate for all parties as it fits the situation.
5. All agreements between parties must be communicated in writing from the school to all parties and a cc to the PO.
6. If no satisfactory resolution is reached, the parties should follow the complaints and appeals process (V) defined herein.

## **IX. COMPLAINTS AND APPEALS**

### **A. HOUSING APPEALS POLICY DETAILS**

1. **Responsible Office:** Colorado Area Health Education Center (COAHEC) Program Office
2. **Approved by:** Colorado Area Health Education Center (COAHEC) Executive Director
3. **Application:** Colorado Area Health Education Center (COAHEC) Housing Policy
4. **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.

### **B. INTRODUCTION**

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 Academic Coordinators shall contact the PO at [coahechousing@cuanschultz.edu](mailto:coahechousing@cuanschultz.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 Academic 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.
3. THIS POLICY:
  - i. Explain the procedure for requesting an appeal regarding Colorado Area Health Education Center COAHEC Housing Policy and procedures;
  - ii. Set forth the timeline for appeal, review, and final decision;
  - iii. The requirements stated in this policy must be followed by the "Appellant" or "petitioner" and the "Appellee;"
  - iv. Appellant - A person who applies to a higher court for a reversal of the decision of a lower court;
  - v. Petitioner – The person who submits the formal written application that requests action on a certain matter;
  - vi. Appellee - the respondent appealed to a higher court in a case.

## C. POLICY STATEMENT

1. To facilitate understanding, this policy is sub-divided into two separate topics:
  - i. Procedures and Guidelines for appeal;
  - ii. Timeline for appeal review and decision.

## D. PROCEDURES AND GUIDELINES FOR APPEAL

1. 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:
2. Name, Affiliation, Position, and email.
3. A thorough description of the issue under appeal.
4. Referring to COAHEC Housing Policy, description of the policy in question and the failure of adhering to policy; and
5. Description of the expected outcome of the appeal
6. The COAHEC Housing Manager and the COAHEC PO Director will review the appeal.
7. The COAHEC Housing Manager and the COAHEC PO Director will email an acknowledgment that the appeal has been reviewed and needs clarification.
8. The COAHEC Housing Manager and COAHEC PO Director will contact any other parties to review the appeal and their official written feedback.
9. 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.
10. The COAHEC Housing Manager and COAHEC Executive Director will review documents upon receipt.
11. Once the review is complete, 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.

12. A meeting between the three parties will be conducted (Skype, Zoom, or in person at the PO are all acceptable formats).
13. 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.
14. 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.

## E. TIMELINE FOR APPEAL REVIEW AND DECISION

1. COAHEC will acknowledge receipt of the appeal within five business days.
2. If additional clarification or supporting documentation is needed, COAHEC will contact the appellant within 14 business days of receiving the appeal.
3. The Appellant must submit additional clarifications or documents within 14 business days following that notice.
4. COAHEC will review additional clarifications or documentation and schedule a meeting within 14 business days.
5. The COAHEC Executive Director will make the final decision and notify the Appellant by phone and email within 14 business days of the scheduled meeting.

## X. TERMS DEFINED

- A. **Clerkships:** Unpaid, supervised educational and experiential opportunities approved by a participating in a school's academic program.
- B. **Clerkship Housing:** Housing is required for clerkships lasting between 14 and 180 days and located beyond a 40-mile radius of a CU student's home campus.
- C. **Clinical Rotation:** Synonymous with Clerkship (see above).
- D.
- E. **COAHEC Housing Application Form:** The form used to request COAHEC Housing.
- F. **Official COAHEC Rent Receipt:** the form a student needs to submit for COAHEC student-found Clerkship housing for reimbursement. (See **Attachment E**)
- G. **COAHEC Program Office (PO):** The central office for Colorado AHEC is located at the Anschutz Medical Campus (AMC). It oversees and supports six (6) COAHEC regional centers across Colorado.
- H. **COAHEC Regional Center (RC):** One of six (6) regions in Colorado that the COAHEC PO supports in meeting HRSA-mandated directives and AMC initiatives under the UC Vice Chancellor of Health Affairs.
- I. **Days:** Calendar days, including weekends, unless otherwise specified.
- J. **Health Professions School:** Any of the following institutions at AMC:  
 School of Medicine, Skaggs School of Pharmacy and Pharmaceutical Sciences  
 School of Public Health, School of Dental Medicine, College of Nursing  
 Other AMC graduate schools or affiliated branch programs  
 Throughout this policy, these institutions are referred to collectively as AMC school(s).



- K. **Health Professions Student:** An individual enrolled at AMC, UCCS, or SOMFC in a health professions program. This policy refers to them as AMC, UCCS, and SOMFC student(s), health professions student(s), or simply student(s).
- Q. **Host:** A COAHEC-approved homeowner who provides housing to students on away clinical rotations. All documentation must be completed, entered, and uploaded into Salesforce to be considered an “Approved Host.” (see above)
- R. **Host Home:** The residence of a Host used to house AMC Students while on Away rotations. (A Host cannot be a tenant renting from another individual.)
- S. **LIC Students:** Students enrolled in the CU School of Medicine’s LIC curriculum Program
- T. **Longitudinal Integrated Clinical Rotation (LIC):** An extended CU School of Medicine clinical rotation requiring more than 180 days of housing.
- U. **NON-AMC Student:** Students not enrolled in a health professions program at AMC, UCCS, or SOMFC.
- V. **Preceptor:** A licensed, practicing healthcare provider approved by AMC to provide instruction, training, and supervision to health professions students during clinical rotations.
- W. **Preceptorship:** A structured educational and clinical training experience where a student gains fundamental knowledge and real-world experience under the guidance of a preceptor.
- X. **PRN:** A Latin abbreviation for "pro re nata," meaning "as needed" or "as the situation arises"
- Y. **PRN Host:** A COAHEC-approved homeowner who provides temporary, overnight housing to students on an as-needed basis. Approval requires completing paperwork, background checks, and housing inspections, with records uploaded in Salesforce.
- Z. **PRN Housing:** Lodging for AMC Rural Program, UCCS, and SOMFC LIC students requiring an unplanned, clerkship-related, one-night stay beyond 40 miles from their LIC home campus.
- AA. **Regional Housing Coordinator:** A COAHEC Regional Center (RC) employee who liaises between AMC students, AMC school personnel, Hosts, and the COAHEC Program Office
- BB. **Salesforce:** COAHEC’s data collection and management system.
- CC. **Sixty-Day Report:** A weekly auto-generated report from Salesforce detailing clinical rotations scheduled within the next 60 days. It is emailed to AMC Coordinators and RCs. RCs have access to this report in Salesforce.
- DD. **Student Housing Contract:** A written agreement between AMC students and COAHEC outlining the terms, behaviors, and expectations for students using COAHEC-arranged clerkship housing.
- EE. **University of Colorado Anschutz Medical Campus (AMC):** The academic health sciences campus in Aurora, Colorado, housing all the University of Colorado's health sciences schools, colleges, and affiliated branch programs.
- FF. **University of Colorado at Colorado Springs (UCCS):** A branch of the University of Colorado located in Colorado Springs, Colorado.
- GG. **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.
- HH. **University of Colorado Procurement Services Center (PSC).**
- II. **Unprecedented Times:** Circumstances in which the existing COAHEC Housing Policy no longer applies due to extraordinary events, such as pandemics, wars, or world-altering events. COAHEC PO declares Unprecedented Times based on governing authority restrictions. The scope of such events cannot be fully defined or anticipated.
- JJ. **Vetting:** This is the process of completing all required documentation, background checks, and approvals as defined in the COAHEC Housing Policy before an individual or home is approved for participation.



## **XI. ATTACHMENTS**

- A. **COAHEC CONTACT LIST**
- B. **ACADEMIC COORDINATOR/LIC DIRECTOR CONTACT LIST**
- C. **SAMPLE NOTIFICATION OF HOUSING EMAIL TO STUDENTS**
- D. **COLORADO AREA HEALTH EDUCATION CENTER (COAHEC)  
APPEALS FORM**
- E. **COLORADO AHEC OFFICIAL RENT RECEIPT**
- F. **STUDENT HOUSING CONTRACT**

# ATTACHMENT A

## REGIONAL CENTER CONTACT INFORMATION

### COAHEC REGIONAL

#### Directors AS OF 04/2025

Western Colorado	Georgia Hoaglund	<a href="mailto:ghoaglund@wcahec.org">ghoaglund@wcahec.org</a>	970.434.5474
Southwestern Colorado	Rexine Williams	<a href="mailto:Rexine.williams@swcahec.org">Rexine.williams@swcahec.org</a>	970.426.4284
San Luis Valley	Ruth Horn	<a href="mailto:Ruth@slvahec.org">Ruth@slvahec.org</a>	719.589.4977
Southeastern Colorado	Doreen Gonzales	<a href="mailto:Doreen.gonzales@secahec.org">Doreen.gonzales@secahec.org</a>	719.225.9398
Centennial Colorado	Melissa Jensen	<a href="mailto:Melissa@cahec.org">Melissa@cahec.org</a>	970.330.3608
Front Range Colorado	Eric Stevens	<a href="mailto:Eric@frhealth.org">Eric@frhealth.org</a>	303.720.7600

### COAHEC REGIONAL

#### COORDINATORS AS OF

#### 04/2025

Western Colorado	Nicole Heil	<a href="mailto:nheil@wcahec.org">nheil@wcahec.org</a>	970.434.5474
San Luis Valley Southeastern	Lisa Lucero	<a href="mailto:lisa@slvahec.org">lisa@slvahec.org</a>	719.588.5363
Colorado Southwestern	Janeel Valdez	<a href="mailto:Admin@secahec.org">Admin@secahec.org</a>	719.544.7833
Colorado Centennial Colorado	Dyllon Mills	<a href="mailto:dyllon.mills@swcahec.org">dyllon.mills@swcahec.org</a>	970.426.4284
Front Range Colorado	Nicole Heil	<a href="mailto:nheil@wcahec.org">nheil@wcahec.org</a>	970.434.5474
<u>COLORADO AHEC</u>	Karen Jealouse	<a href="mailto:housing@frahec.org">housing@frahec.org</a>	303.720.7600

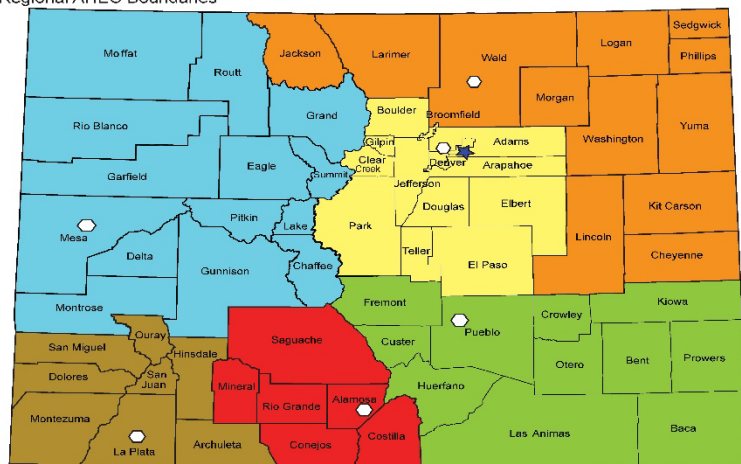
### PROGRAM OFFICE

#### Events Manager

#### Programs Manager

Patti Jo Wagner Fran	<a href="mailto:patti.wagner@cuanschutz.edu">patti.wagner@cuanschutz.edu</a>	303.724.3808
Zabalaga-Haberman	<a href="mailto:Mariafrancisca.zabalaga-Haberman@cuanschutz.edu">Mariafrancisca.zabalaga-Haberman@cuanschutz.edu</a>	303.724.1131

Colorado Regional AHEC Boundaries



Western Colorado AHEC  
WCAHEC



## Attachment B

### University of Colorado AMC, UCCS, UCFC Academic Coordinator Contact Information.

College of Nursing			
	Krista Neu	303.724.8867	<a href="mailto:krista.neu@cuanschutz.edu">krista.neu@cuanschutz.edu</a>
Physician Assistant Program	Miguel Perez Portillo	303.724.1336	<a href="mailto:clinical-team@ucdenver.edu">clinical-team@ucdenver.edu</a> <a href="mailto:miguel.perezportillo@cuanschutz.edu">miguel.perezportillo@cuanschutz.edu</a>
	Roberta Knott		<a href="mailto:Roberta.knott@cuanschutz.edu">Roberta.knott@cuanschutz.edu</a>
Physical Therapy Program	Jacob Austin	303.724.9344	<a href="mailto:Jacob.2.austin@cuanschutz.edu">Jacob.2.austin@cuanschutz.edu</a>
	Joe Palmer	303.724.9326	<a href="mailto:Joe.palmer@cuanschutz.edu">Joe.palmer@cuanschutz.edu</a>
School of Dental Medicine			
	Yanira Owens		<a href="mailto:Yanira.owens@cuanschutz.edu">Yanira.owens@cuanschutz.edu</a>
	Linda Perry	303.724.7030	<a href="mailto:linda.c.perry@cuanschutz.edu">linda.c.perry@cuanschutz.edu</a>
School of Pharmacy	Wesley Nuffer	303.724.2654	<a href="mailto:Wesley.nuffer@cuanschutz.edu">Wesley.nuffer@cuanschutz.edu</a>
	Wendy Anderson	303.724.2619	<a href="mailto:wendy.anderson@cuanschutz.edu">wendy.anderson@cuanschutz.edu</a>
SOM			
Community & Primary Care	Melanie DeHerrera		<a href="mailto:Melanie.deherrera@cuanschutz.edu">Melanie.deherrera@cuanschutz.edu</a>
	Melissa Darzins	303-724-8917	<a href="mailto:Melissa.darzins@cuanschutz.edu">Melissa.darzins@cuanschutz.edu</a>
Summer preceptorship	Lu Heimerl	303.724.5090	<a href="mailto:lucille.heimerl@cuanschutz.edu">lucille.heimerl@cuanschutz.edu</a>
Sub-I	Julia Kendrick		<a href="mailto:Julia.Kendrick@cuanschutz.edu">Julia.Kendrick@cuanschutz.edu</a>
SOMCS	Jamie Baker		<a href="mailto:Jamie.baker@cuanschutz.edu">Jamie.baker@cuanschutz.edu</a>
UCCS PT	Jessica Calhoun		<a href="mailto:Jessica.calhoun@cuanschutz.edu">Jessica.calhoun@cuanschutz.edu</a>
SOMFC	Kelley Yseth		<a href="mailto:kelley.yseth@cuanschutz.edu">kelley.yseth@cuanschutz.edu</a>



## Attachment C

### SAMPLE NOTIFICATION OF HOUSING EMAIL TO STUDENTS

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 of Adults (18+) in the home: \_\_\_\_\_

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 D



## Colorado Area Health Education Center (COAHEC) Appeals Form

Please complete and submit to [COAHECHousing@cuanschutz.edu](mailto: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 \_\_\_\_\_

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

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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).

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Description of the expected outcome of the appeal

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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 \_\_\_\_\_

# ATTACHMENT E

## Colorado Area Health Education Center Housing Program AMC, UCCS, and UCFC Health Profession Students



### Colorado AHEC Official Rent Receipt

#### Instructions:

- Fill this form out completely. Incomplete forms will be returned.
- If there is no landlord, i.e., Airbnb or hotel accommodations payment receipts must accompany this form.
- Email the completed form and supporting documentation to COAHECHousing@cuanschutz.edu with **"STUDENT-FOUND REIMBURSEMENT - STUDENT'S LAST NAME"** in the subject line.
- This receipt must be received in the COAHEC program office at COAHECHOUSING@cuanschutz.edu within 45 days of the last date of your rotation.

*Note: Landlords are requested to provide students who have paid rental expenses during rural rotations with a completed and signed receipt. Please make sure to enter the actual amount paid by the student. This receipt is required for students to receive reimbursement for rental expenses.*

Date: \_\_\_\_\_

This receipt certifies that the student whose name is mentioned below has paid the total amount of  
\$ \_\_\_\_\_ for \_\_\_\_\_ # of nights lodging.  
(Enter the total amount paid) (Enter the number of nights)

First night of housing: \_\_\_\_\_ Last night of housing: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

#### Landlord Contact Information:

(This may or may not be the address the student stayed at during their rotation.)

(All information below is required.) PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Note for Students: You will be reimbursed for (one day's travel before your rotation and actual rotation dates only) for actual costs of up to \$23.00 per night. This receipt must be received in the COAHEC program office at COAHECHOUSING@cuanschutz.edu within 45 days of the last date of your rotation. Please complete the student contact information. (This is where your check will be mailed).*

#### Student Contact Information

(All information below is required.) PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_





## 2025 Colorado AHEC 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 housing 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 Colorado AHEC Arranged Clerkship housing confirmation email 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 Colorado AHEC Arranged Clerkship 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, SOMFC school, or Colorado AHEC.
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 hot spots 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 and 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 Colorado AHEC Arranged Clerkship housing, 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 vaping cigarettes, chewing tobacco, marijuana, recreational drugs (including edibles), and illicit drugs while in Colorado AHEC Arranged Clerkship housing.
14. Students' consumption of alcohol is not permitted in Colorado AHEC Arranged Clerkship housing.
15. Students may not have overnight guests, visitors, or pets in Colorado AHEC Arranged Clerkship 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 Colorado AHEC Arranged Clerkship 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 Colorado AHEC Housing Policy.

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

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_