



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

Brief Description	This policy clarifies the responsibilities of the AMC student, the AMC school, the COAHEC Program Office, the COAHEC Regional Centers, and the Regional Contracted Hosts
Effective Date	November 9, 2021
Policy Agent	Colorado AHEC Program Office
Applies to	All University of Colorado Anschutz Medical Campus 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 health care 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 health care distribution and delivery to the State of Colorado by facilitating housing for AMC students' clinical away rotations. COAHEC defines rotations that require housing as clerkships occurring in areas greater than a 40-mile radius from AMC. COAHEC works with AMC schools to find housing through the regional AHECs. **COAHEC does not pay for housing** or make money for arranged housing. Instead, the AMC school pays the regional center for housing work using COAHEC as a pass-through entity.

Clinical rotations play an essential role in the education of health care professionals, allowing students to prepare for employment through real-world experiences in underserved areas. It is the intent of COAHEC to provide students in clinical rotations housing within the community in which they are rotating. Housing students within the communities in which they learn facilitates their engagement within the community and augments the ability of the community 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 schools, AHEC regional directors in Colorado, hosts, and AMC students will adhere for successfully arranged housing in clinical away rotations. Other non-AMC schools for which the AHEC regions in Colorado provide housing are not affected by this policy. **COAHEC regional offices, however, will give priority to AMC students over non-AMC students for COAHEC housing in Colorado.**

This policy will be in effect for clinical rotations that begin on or after the effective date of this document. Clinical rotations in place before the effective date are pursuant to the policy in effect when those clinical rotations began. COAHEC proceeds with the understanding that no policy can be fully comprehensive nor cover all scenarios. Therefore, we request that any emerging issues/conflicts that this policy does not clearly outline be reported to coahechousing@cuanschutz.edu, so COAHEC may address them as they arise.

COAHEC does not discriminate in housing of students based on parameters set by AMC. 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. TERMS DEFINED

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

Away Clinical Rotation: Clinical rotation or clerkship occurring greater than a 40-mile radius from the AMC that requires housing for no less than 14 days and no more than 180 days.

Clerkships: Unpaid, supervised educational and experiential opportunity or clerkship approved by a participating AMC school's academic program.

Clinical Rotation: Clerkship, see above.

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

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

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

Extended Away Clinical Rotation: A clinical rotation lasting more than 180 days.

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

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

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

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

Hybrid Longitudinal Integrated Clinical Rotation (LIC) Clerkships: clinical rotations in the CU School of Medicine that require housing for more than 180 days between January 2022 – October 2022.

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

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

Preceptorship: The experience of study and clinical training in which a health professions' student participates during an AMC clinical rotation under the tutelage and guidance of a preceptor in order to gain fundamental knowledge and real-world experience working in the healthcare field.

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

Salesforce: COAHEC's data collection system.

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

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

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

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

III. ELIGIBILITY for COAHEC ARRANGED Housing

- A. Persons Eligible Are:
 - i. AMC health professions' students on away clinical rotations.
 - ii. Students on away rotations that are 14 –180 consecutive days in length.
 - iii. Students on away rotations that are more than 40 miles from AMC.
- B. Persons Not Eligible:
 - i. Residents, paid interns, and pre-health students.
 - ii. Students on extended, LIC, and Hybrid LIC rotations.
 - iii. The student who is housed in their own or their immediate family's primary residence or other homes owned by the student or any of their immediate family in the area in which they are seeking housing.

IV. RESPONSIBILITIES of the Following Parties:

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

1. COAHEC PROGRAM OFFICE

- A. Work closely with AMC to ensure compliance with all AMC/CU policies and procedures in anything that relates to housing an AMC student.
- B. Serve as the financial pass-through between the AMC Schools and RCs. COAHEC handles the invoicing between the AMC school and the RC to pay the rent to the hosts and the RC Coordinator for their work.
- C. Write, update, and enforce the COAHEC Housing Policy.
- D. Serve as the point of mediation between AMC schools, hosts, AMC students, and RCs for any questions or issues that arise.
- E. If a student believes they are in immediate danger, they may leave the home, call 911 (if appropriate), and contact the RC and their AMC program coordinator immediately.
 - i.
- F. Mediate all appeals submitted via the official COAHEC Housing Appeals Policy (see section vi)

- G. Educate and support AMC School Coordinators by:
 - i. Providing one-on-one training on the housing policy and procedures.
 - ii. Providing group training with AMC school coordinators and RCs to foster collaboration.
 - iii. Maintaining open communication with the AMC school coordinators to answer any questions.
 - iv. Keeping updated resource documents surrounding policy, process, and contacts.
 - v. Providing easy access to all documents on our website.
 - vi. Working collaboratively with AMC school coordinators to improve and expedite these housing processes.
- H. Educate and support RCs by:
 - i. Providing one-on-one training on housing policy and procedures.
 - ii. Providing group training with AMC school coordinators and RCs to foster collaboration.
 - iii. Maintaining open communication with the AMC school coordinators to answer any questions.
 - iv. Keeping updated resource documents surrounding policy, process, and contacts.
 - v. Providing easy access to all documents on our website.
 - vi. Work collaboratively with RCs to improve and expedite these housing processes
- I. Educate and support AMC Students by:
 - i. Presenting housing program at pre-clerkship orientations.
 - ii. Providing easy access to all documents on our website.
 - iii. Maintaining open communication with the students by guiding them through the housing process.
 - iv. Keeping available updated resource documents surrounding policy, procedure, and contacts.
- J. Providing IT support and training to all parties on:
 - i. Salesforce data entry,
 - ii. Questions surrounding rotation upload and entry,
 - iii. Formstack web interface,
 - iv. Data auditing/updates,
 - v. Salesforce reports, and
 - vi. Status changes.
- K. Maintain and audit Salesforce for
 - i. Accuracy of housing record data integrity including:
 - a. Clinical Training record dates, nights of rotation, and status,
 - b. Housing Assignment record dates and status,
 - c. AMC Program Coordinator contact information,
 - d. RC contact information,
 - e. Student contact information, and
 - f. Preceptor data completeness.
 - ii. Critical workflow and coding updates.
 - iii. The ability to export data and create reports to satisfy the requirements of grants and requests of the University of Colorado, or other authoritative entities.
- L. Serve as a pass-through for housing payments by:
 - i. Processing RCs' quarterly invoices through the AMC system for AMC schools to pay RCs for their housing work and for them to pay the host's rent.
 - ii. Processing invoices for student-found housing through the AMC system for AMC Schools to reimburse students for student-found housing.

- iii. Invoicing AMC schools quarterly through the AMC system to reimburse the PO account that COAHEC used temporarily to pay the RCs and/or students.
- M. Maintain reporting requirements of housing activities by:
 - i. Auditing reports submitted by RCs.
 - ii. Submitting statewide data (including for non-AMC student housing) to AMC schools and leadership, VCHA, HRSA, NAO (National AHEC Organization), and other interested parties.

2. COLORADO AHEC REGIONAL CENTER

- A. Read and become completely familiar with the current COAHEC Housing Policy.
- B. Ask for clarification of the housing policy from the COAHEC housing team as needed until it is fully understood.
- C. Attend mandatory training for the housing policy as scheduled.
- D. Abide by the current housing policy when working to provide AHEC housing in Colorado to AMC and non-AMC students.
- E. Identify local homeowners as hosts.
- F. Vet each host before entering into a contract. Vetting includes, but is not limited to:
 - i. Background checks for all adults 18 or older.
 - ii. In-person home safety inspections that ensure the host can provide at a minimum:
 - a. Private bedroom access with a locking door. The door must have a privacy lock from the inside for the student and a keyed lock from the outside,
 - b. Cleanliness: At a minimum, this includes rodent-free, rodent dropping-free, cleaned floors, clean kitchen appliances and dishes, clean shared spaces, and all reasonable expectations of hygienic living,
 - c. Structural integrity ensuring the house is safe to live in,
 - d. Working smoke detectors and carbon monoxide detectors in every room or as specified by code,
 - e. Up to date heating and cooling systems,
 - f. No fire hazards,
 - g. Fire escape plans, and
 - h. Detail of number and type of pets.
 - iii. Physical proximity to clinical sites.
- G. Enter into a legal contract with the host to house AMC students safely. This includes ensuring that:
 - i. The host completely understands the COAHEC housing policy and expectations of an AHEC regional host.
 - ii. The host understands and signs a new contract each calendar year.
 - iii. All adults 18 years and older that reside in the home must pass an annual background check.
 - iv. The host homes must pass annual safety inspections by a member of their RC.
 - v. The hosts know their primary point of contact is their RC Coordinator and the next in the chain of communication is from the RC coordinator to the PO.
 - vi. The hosts understand that AMC students are not considered part of the household to provide daycare, housekeeping, moving furniture, transportation, etc.
 - vii. All COAHEC host homes must provide the student with:
 - a. 24/7 access to the house and that failure to do so results in a broken contract and nonpayment to host,

- b. A private bedroom with locking door including inside privacy lock and external keyed lock,
 - c. A bedroom with up to date, safe, and fire hazard free heating/cooling systems with ventilation that is up to code standards,
 - d. Access to a clean, private or shared, full or ¾ bathroom,
 - e. Use of a kitchen with room in a refrigerator/freezer and pantry/cabinets for student's food storage,
 - f. A non-smoking, tobacco-free, Marijuana-free, and drug-free environment,
 - g. Working smoke detectors and carbon monoxide detectors in every room or as specified by code, with batteries checked every six (6) months and tested according to manufacturer recommendations,
 - h. A posted "Fire Exit Plan" to be reviewed with the student upon arrival at the home,
 - i. That all utilities will include gas, electricity, heat, cooling, light, hot and cold running water, sewer (cable or wi-fi not required), and
 - j. Available parking on site.
- H. Provide housing to AMC students as a priority over any other student from any non-AMC school to align with the deliverables defined by and paid for by the Vice-Chancellor for Health Affairs. Non-AMC students should be housed only on a space-available basis after AMC students have been housed.
- I. Complete annual background checks on all adults 18 years old and older that reside in any host home before students are placed in the home.
- J. Keep all up-to-date background checks on file in the RC offices for auditing purposes and record these in Salesforce. (Lack of doing so can result in non-reimbursement of housing monies.)
- K. Provide a list of pets in the home to the student. This list should be revised annually.
- L. Perform annual home and safety inspections of the host home before any student is placed in the home to ensure, at a minimum:
- i. Private bedroom access with a locking door. The door must have a privacy lock from the inside for the student and a keyed lock from the outside,
 - ii. Cleanliness: At a minimum, this includes rodent-free, rodent dropping-free, cleaned floors, clean kitchen appliances and dishes, clean shared spaces, and all reasonable expectations of hygienic living,
 - iii. Structural integrity ensuring the house is safe to live,
 - iv. There are working smoke detectors and carbon monoxide detectors in every room or as specified by code,
 - v. Up to date heating and cooling systems that are up to code,
 - vi. No fire hazards,
 - vii. Fire escape plans, and
 - viii. A tobacco, marijuana, smoke-free, and drug-free environment.
- M. Remit payment to the hosts as agreed upon with contracted hosts. If RC decides to pre-pay hosts, it is with the knowledge that the RC will not be reimbursed outside the confines of the housing policy, nor will the housing be reimbursed after any early termination of the housing contract by actions on the part of the host, AMC student, AMC school, or RC.
- N. Recordkeeping and Reporting
- i. Enter complete data into Salesforce (or risk non-reimbursement), for
 - a. Host, including:
 - i. First and last name,
 - ii. Mailing address (may be different from housing site),

- iii. Phone number,
 - iv. Email address,
 - v. Annual background checks of hosts and household members 18 years old or older, and
 - vi. Active/inactive status.
 - b. Housing site, including:
 - i. Physical street address of the house where the student is hosted (may be different from the host's mailing address),
 - ii. Home and safety inspections,
 - iii. Available rooms,
 - iv. Active/inactive status, and
 - v. Pets.
 - c. Student:
 - i. Host name,
 - ii. Housing site,
 - iii. Rotation status,
 - iv. Housing status,
 - v. Arrival and departure dates, and
 - vi. Notes.
- ii. Submit a quarterly housing report and invoice to PO per the COAHEC Program Master Operating Contract dates. The report must include:
 - a. AMC Student's:
 - i. Full name,
 - ii. Rotation dates,
 - iii. Arrival and departure dates,
 - iv. Host name and room,
 - v. Number of nights housing was provided in the current quarter, and
 - vi. Student's discipline.
 - b. All non-AMC students (Note: failure to report non-AMC students as determined by audit will result in a breach of contract):
 - i. Full name,
 - ii. The outside institution's name,
 - iii. Host name,
 - iv. The number of nights of housing provided in the current quarter, and
 - v. Student's discipline.

- iii. To ensure quarterly housing payments.
 - a. Follow the COAHEC Program Master Operating Contract specifications for the payment rate and the timeline for COAHEC arranged housing in section V.1 of this policy.
 - b. Verify host, student, and housing information is completely and accurately recorded in Salesforce.
 - i. Communicate with students following all timelines in the housing policy process (see section V.1.D-H).
 - ii. If a student believes they are in immediate danger, they may leave the home, call 911 (if appropriate), and contact the RC and their AMC program coordinator immediately.
 - iii. Make personal and direct contact once a year with active preceptors by email, phone, or in person.
 - iv. Conduct all communications with students via email, sharing all emails with PO and saving emails as written documentation.
 - v. Include the PO in all communications with AMC students and AMC School coordinators in real-time. Failure to comply with this and the above letter “N” will result in the inability to file an appeal when an issue does arise or in payment non-reimbursement.
- iv. Review the weekly Salesforce 60-day reports.
 - a. Contact all students by email who have not responded to the eligible housing email request to respond accordingly.
 - b. Attach a copy of that email to that Salesforce record.
 - c. Notify the PO immediately if something appears unusual in the 60-day report.

3. AMC STUDENT

A. IN COAHEC ARRANGED HOUSING

- i. Adhere to all University of Colorado policies.
- ii. Conduct themselves with the highest professionalism as expected by AMC guidelines.
- iii. Request COAHEC housing by following the personalized link in the rotation confirmation email sent by COAHEChousing@cuanschultz.edu.
- iv. Students must follow all timelines outlined in the COAHEC Housing Policy as seen in V.1.
- v. Read, acknowledge, and e-sign they have received and understand the current 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 #4).
- ix. Students must utilize the RC housing coordinator as their primary point of contact.
- x. If a student believes they are in immediate danger, they may leave the home, call 911 (if appropriate), and contact the RC and their AMC program coordinator immediately.
- xi. Students must complete the Post-Housing survey sent 7 days prior to the end of the rotation via email from COAHEChousing@cuanschultz.edu.
- xii. Students understand that travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable.

B. IN STUDENT-FOUND HOUSING:

- i. Students must read, acknowledge, and e-sign they have received and understand the current COAHEC Housing Policy.
- ii. Students are responsible for requesting COAHEC Student Found housing by following the personalized link in the rotation confirmation email sent by COAHEChousing@cuanschultz.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 V.5.
- v. Students must submit the completed official rent receipt form for reimbursement to COAHEChousing@cuanschultz.edu within 45 days of the end of the rotation or risk not being reimbursed for their stay.
- vi. Students must complete the Post-Housing survey sent 7 days prior to the end of the rotation via email from COAHEChousing@cuanschultz.edu.

4. AMC SCHOOL COORDINATOR

- A. To read, understand and abide by the current COAHEC Housing Policy, its timelines, and payment schedules therein.
- B. Submit eligible rotations into the AHEC housing system via an online web form according to the timeline in V.1.A of this policy.
- C. Notify PO and RC of any changes or cancellations to submitted rotations according to the timeline in V.2.E-H of this policy.
- D. Review the weekly 60-day reports and notify PO of any changes or corrections as soon as possible.
- E. Keep AMC coordinator contact information up to date with PO.
- F. Approve or deny any cost of COAHEC housing alternative arrangements that exceed the daily housing rate.
- G. If a student believes they are in immediate danger, they may leave the home, call 911 (if appropriate), and contact the RC and their AMC program coordinator immediately.
- H. Contact the PO with any questions (PO is the primary point of contact).
- I. Follow all policies and procedures for filing an appeal. See section VI of this policy.

5. REGIONAL CONTRACTED HOST

- A. All adults over 18 that reside in the home must pass an annual background check.
- B. Host homes must pass annual safety inspections by a member of their RC.
- C. Hosts must have a current signed contract with their RC (must be signed annually).
- D. Hosts must utilize the RC Coordinator as their only primary point of contact.
- E. The host is responsible for communicating all house rules, including safety and security, with the student upon the student's arrival at the home and any problems therein to the RC.
- F. Hosts understand that students are not considered part of the household providing daycare, housekeeping, transportation, etc.
- G. All COAHEC host homes must provide the student;
 - i. 24/7 access to the house and that failure to do so results in a broken contract and nonpayment to host,
 - ii. A private bedroom with locking door including inside privacy lock and external keyed lock,
 - iii. A private bedroom with up to date, safe, and fire hazard free heating/cooling systems with ventilation that is up to code standards,

- iv. Access to a clean, private or shared, full or ¾ bathroom,
- v. Use of a kitchen with room in a refrigerator/freezer and pantry/cabinets for student's food storage,
- vi. A non-smoking, tobacco-free, marijuana-free, and drug-free environment,
- vii. Working smoke detectors and carbon monoxide detectors in every room or as specified by code, with batteries checked every six (6) months and tested according to manufacturer recommendations,
- viii. A posted "Fire Exit Plan" to be reviewed with the student upon arrival at the home,
- ix. All utilities will include gas, electricity, heat, cooling, light, hot and cold running water, sewer (cable or wi-fi not required), and
- x. Available parking on site.

V. COAHEC HOUSING PROCEDURES AND TIMELINES for all responsible parties including:

1. COAHEC ARRANGED HOUSING FOR AWAY CLINICAL ROTATION
2. PAYMENT PARAMETERS FOR COAHEC ARRANGED HOUSING for rotations 14-120 days
3. PAYMENT PARAMETERS FOR COAHEC ARRANGED HOUSING for rotations 121-180 days
4. HOUSING FOR AN LIC ROTATION (APPLIES ONLY TO THE AMC SCHOOL OF MEDICINE)
5. STUDENT-FOUND HOUSING FOR AWAY CLINICAL ROTATION
6. PAYMENT PARAMETERS FOR STUDENT-FOUND HOUSING
7. NON-AMC STUDENT HOUSING POLICY
8. UNPRECEDENTED TIMES HOUSING POLICY
9. PAYMENT PARAMETERS FOR UNPRECEDENTED TIMES

1. COAHEC ARRANGED HOUSING FOR AWAY CLINICAL ROTATION

81. COAHEC cannot guarantee housing.
 82. COAHEC will make every attempt to provide housing within the community hosting the clinical rotation.
 83. Colorado AHEC RCs shall provide housing as close to the rotation as possible.
 84. The majority of COAHEC housing occurs in host homes, but there are other hosts such as regionally leased or owned housing, or hospital or school dormitories.
 85. COAHEC housing allows payment for one (1) night of travel ONLY in addition to rotation dates.
 86. LIC rotations are not eligible as deemed by the University of Colorado's School of Medicine decision-making body, not as deemed by COAHEC.
- A. 42 days (or greater) before rotation: the AMC school enters the upcoming AMC student's rotation information on a webform link provided by the PO.
 - i. COAHEC encourages academic programs to submit these records before this 42-day time to help facilitate the search for COAHEC arranged housing.
 - ii. If the AMC school submits the rotation notice at least 42 days before the start date of the rotation but the AMC student has not responded about the need for housing within 7 days of the initial email, the PO data system will generate an urgent reminder email to the AMC student and their AMC school.
 - iii. If the AMC school submits their records later than the 42-day requirement, housing will be more difficult or impossible to secure for the student. Therefore, the PO then sends an urgent email to the AMC school to inform them they are late in their request and to request COAHEC arranged housing within 24 hours.
 - B. 0-2 Business days after AMC school submits the rotation information: the PO will audit the forms and upload them into the data Salesforce.

- i. After uploading: The data system auto-generates and sends an email to the AMC student asking them to define their housing request.
- C. 1-7 days later: the AMC student responds and enters their request.
 - i. The RC, AMC school, AMC student, and the PO get an instant notification validating their housing request via email from the data system.
- D. 1-2 business days later: the RC must communicate via email or phone with AMC students to confirm the student's request.
 - i. RC will do this via email to cc PO to have a record of the correspondence. If email is not possible and this is done by phone, RC will email PO when the phone call is done and summarize what was discussed. Either way, all communication must be documented by RC and sent/cc'd to PO in real time.
- E. 21 days (or greater) before rotation start date: the RC begins to secure housing and stays in constant communication with the AMC student, keeps records of such communication, all of which the RC must forward to the PO.
 - i. The RC MUST communicate directly with AMC students who have requested COAHEC arranged housing via email or telephone.
 - ii. If the RC has not secured housing, the RC must ask the AMC student if they still want the RC to continue arranging housing.
 - iii. If the AMC student still wants COAHEC arranged housing, the RC, AMC student, and AMC school must communicate closely. Neither should commit to housing before talking directly with the other. All communications with the student must be cc'd to the PO in real time.
- F. 2 business days after the RC secures housing: the RC MUST notify the AMC student via email that housing is found and copy this communication to the PO.
 - i. An example of this email is provided as attachment #2.
 - ii. The email must include the host's contact information, description of housing distance from the host home to the clinical site, and internet access.
- G. 1-3 days after the RC sends the email of housing being secured: the AMC student must respond to the RC that they accept or decline housing.
 - i. If the AMC student accepts the COAHEC arranged housing:
 - a. The AMC school is bound to pay a minimum of 14 nights of the accepted housing.
 - ii. If a student declines COAHEC arranged housing:
 - a. Within 3 days of receipt of the email, the student is eligible for student-found housing reimbursement, or
 - b. After 3 days of receiving the email, the student is NOT eligible for student-found housing reimbursement.
 - iii. If the AMC health professions' student fails to respond:
 - a. The COAHEC arranged housing is considered confirmed,
 - b. The AMC school is bound to pay at least 14 nights, and
 - c. The AMC student is not eligible for student-found housing.
- H. 14 days before the start date: The RC must notify the AMC school, AMC student, and PO if housing arrangements fall through.
 - i. Housing arrangements may fall through for several reasons, all of which cannot be foreseen.
 - ii. The RC, the AMC student, and the AMC school can determine alternative arrangements through close communication with the PO cc'd on all communication. Any cost of such alternative arrangements, however that exceed the daily housing rate cost must receive approval by the AMC school's program coordinator and this communication cc'd to PO and RC.

- I. 14 days or less: the AMC school canceling a rotation in this timeframe will still pay the host 14 days of rent if no substitute student is placed in that host home by the RC.
- J. During the rotation:
 - i. If the AMC school cancels a rotation while an AMC student is in COAHEC arranged housing, the AMC school will pay 14 nights of housing from the date of cancellation or until the end of the rotation, whichever is less.
- K. 1 (One) week before the end of their rotation, students will receive a Post-Housing survey from the PO.

2. PAYMENT PARAMETERS FOR COAHEC ARRANGED HOUSING for rotations 14-120 days

- I. COAHEC's contract with AMC schools for their payment of housing includes one night before the rotation and every night of the rotation.
 - i. The AMC school will not pay for nights outside the rotation unless pre-approved by the AMC school's coordinator and this documentation is cc'd to PO and the RC.
- II. PO suggests that the RC not pre-pay hosts for more than 14 days of the rotation.
 - i. Additional payments should follow RC's contracts with the hosts.
 - ii. This is for the protection of the RC, as the AMC School may choose to not pay the costs if paid early and the contract is terminated before the end date.
- III. Rotations less than 14 consecutive days will be billed by the RC to the AMC school for 14 days.
- IV. If the AMC student has received notice of found housing and that student does not respond within 3 days, their housing is considered confirmed, and the AMC school will pay a minimum of 14 days (see V.1.G. above).
- V. The AMC school may cancel greater than 14 days before the rotation with no payment due to the RC.
- VI. An AMC school that cancels a rotation less than 14 days before a rotation will pay for 14 days if no substitute student is placed in that COAHEC arranged house. (See V.1.I above).
- VII. The COAHEC Program Master Operating Contract specifies the payment rate and timeline for COAHEC arranged housing and the distribution of funds from the AMC schools between the RC and hosts.
 - i. Any cost of alternative housing arrangements that exceed the current daily housing rate must receive approval by the AMC school (see V.1.H. ii) and communication therein cc'd to PO and RC.
 - ii. Of note, the RC will continue quarterly invoicing to PO, who serves as the pass-through to the AMC for host payment and RC housing work.
- VIII. The AMC school may cancel a rotation at any time. If the AMC school cancels a rotation while a student is in COAHEC arranged housing, the AMC school will pay 14 nights of housing from the date of cancellation or until the end of the rotation, whichever is less. (See V.1.I-J)

3. PAYMENT PARAMETERS FOR COAHEC ARRANGED HOUSING for rotations 121-180 days

- A. COAHEC's contract with the AMC school for housing payment includes one night before the rotation and every night of the rotation.
 - i. The AMC school does not pay for any other nights that are not part of that rotation timeframe unless pre-approved by the AMC School's Coordinator with all communication cc'd therein to PO and RC.
- B. If the AMC student accepts the COAHEC arranged housing for rotations between 120-180 days:
 - i. The AMC school is now bound to pay a minimum of 60 days of the accepted housing.
 - ii. The RC will pay the host for the first 2 months of housing at the beginning of the rotation.
 - iii. The RC will pay additional payments to the host on a month-to-month basis at the beginning of each subsequent month, which allows for the mutual termination of use of the host home in a long rotation.
 - iv. The RC will continue quarterly invoicing to PO, who serves as the pass-through to the AMC who remits payment for hosts and RC housing work.
- C. AMC students and AMC schools and hosts may cancel the COAHEC arranged housing for away rotations after 60 days and notify the RC by the 15th of the month that the student will vacate the property by the end of that month with all communication cc'd therein to the PO.
 - i. If, after 60 days, the AMC student and school choose to stay with the current housing, they will occupy the home on a month-to-month payment basis.
 - ii. Any decision by either party to cancel the COAHEC arranged housing must be communicated to the RC by the 15th of the month that the arrangement will cease.
- D. If the AMC school cancels a rotation once contracted for housing:
 - i. The AMC school may cancel greater than 30 days before the rotation with no payment due.
 - ii. If the AMC school cancels less than 30 days before the start of the rotation, the AMC school will be bound to pay 60 nights.
 - iii. If the AMC school cancels a rotation within the first 60 nights, the AMC school will pay the remaining nights to equal a full 60 nights.
 - iv. If the AMC school cancels the rotation greater than 60 nights into the rotation, the school will pay through the end of the following month if notice is not given by the 15th of the current month.
- E. The COAHEC Program Master Operating Contact specifies the payment rate and timeline for COAHEC arranged housing and the distribution of funds from the AMC schools between the RC and hosts.
 - i. Any cost of COAHEC arranged alternative housing arrangements that exceed the current daily housing rate must receive approval from the AMC school (see V.1.H. ii) with communications copied to the PO and RC.
 - ii. Of note, the RC will continue quarterly invoicing to PO, who will bill the AMC school who then remits payment for the RC housing work and for the hosts.

4. HOUSING FOR AN LIC ROTATION (applies only to the AMC School of Medicine)

- A. All LIC rotations beginning in 2022 are ineligible for COAHEC housing by determination of the SOM authority.
 - i. Students may refer to the COAHEC website <https://www.cuanschultz.edu/centers/coahec/clinical-training/student-housing-resources> for a list of chambers of commerce in the various COAHEC regions for assistance in finding their housing. PO will keep the website up to date and current.
- B. Per the decision by the school of medicine, the SOM will not pay for COAHEC or student arranged housing for any Hybrid LIC clerkships during the 2022 academic year.

5. STUDENT FOUND HOUSING FOR AWAY ROTATIONS

- A. 42 days (or greater) before the rotation: the AMC school enters the upcoming AMC student's rotation information on a webform link provided by the PO.
 - i. If the AMC school submits the rotation notice at least 42 days before the start date of the rotation, and the AMC student has not responded about the need for housing within 7 days of the initial email, the PO data system will generate an urgent reminder email to the AMC student and their AMC school.
- B. 0-2 Business days after the AMC school submits the rotation information: the PO will audit the forms and upload them into the data system.
 - i. After uploading: the data system auto-generates and sends an email to the AMC student asking to define their housing request.
- C. 1-41 days later: the AMC student responds and enter their request. The PO, AMC school, and AMC students receive an instant notification validating their housing request via email from the data system.
- D. 1-2 business days later: the PO must communicate via email with AMC students to confirm the student's request.
 - i. The PO confirms the AMC student has received the official COAHEC Rent Receipt Form required to submit reimbursement at the end of the rotation.
 - ii. PO will keep a written record of all correspondence therein.
- E. 0-45 days after rotation end date: the AMC student submits the official COAHEC rent receipt form to COAHECHousing@cuanschutz.edu for reimbursement.
 - i. Failure on the part of the student to do so within this period may result in non-reimbursement of housing monies to the student from the AMC school.
- F. 1-7 days after PO receives the official Rent Receipt from the AMC student for the completed rotation: the PO confirms receipt of official Rent Receipt with AMC student via email to the student.
 - i. The PO confirms rotation status, rotation dates, and AMC student's address in the email.
- G. 1-7 days after PO receives the official Rent Receipt: the PO enters rotation information into the University of Colorado PCS system to begin the process of payment to the student.
- H. COAHEC will not advance funds to the student on behalf of AMC schools.
- I. AMC schools will not reimburse for travel expenses without written approval.

6. PAYMENT PARAMETERS FOR STUDENT-FOUND HOUSING

- A. Only AMC students are eligible for reimbursement.
- B. AMC students must request student-found housing before starting their rotation.
- C. AMC students must submit the required documentation for reimbursement no more than 45 days from the end date of the rotation to be eligible for reimbursement. Requests made on day 46 or beyond the rotation will not be reimbursed by the AMC school.
- D. AMC school's reimbursement contract with COAHEC includes one night before the rotation and nights of rotation only.
- E. The COAHEC Program Master Operating Contact specifies the payment rate and timeline for student-found housing reimbursements and the distribution of funds between PO and the AMC student.
 - i. Any cost of COAHEC student-found alternative housing arrangements that exceed the current daily housing rate must receive approval from the AMC school (see V.1.H. ii) with all communication cc'd to the PO and the RC.

- F. Reimbursement checks from the AMC school are sent from the University of Colorado Procurement Services Center (PSC) directly to the AMC student at the address provided on the official Rent Receipt Form.
 - i. Payment is never rendered to property owners.
 - ii. Payment is rendered from the University of Colorado Procurement Services Center (PSC).
 - iii. COAHEC does not guarantee a time frame for reimbursement sent by AMC through the PSC.
 - iv. AMC students may contact PO at COAHEChousing@cuanschutz.edu if they have not received reimbursement beyond 28 days after PO has acknowledged the request. PO will research payment process status and communicate the status information with the student.
- G. AMC students **will not** be reimbursed if any of the following apply:
 - i. AMC student resides with immediate family members, e.g., parents or siblings, during their rotation,
 - ii. AMC student resides in primary residence during rotation, or
 - iii. AMC students who do not adhere to the cancellation policy in (See V.1.G.iii)
- H. COAHEC will not advance funds to the student on behalf of AMC schools.
- I. COAHEC will not process reimbursements for travel expenses without prior written approval by AMC schools with communication cc'd to the PO.

7. NON-AMC STUDENT HOUSING POLICY

- A. It is understood that AMC students from AMC schools shall be given priority for Colorado AHEC housing. If housing is not being utilized by an AMC student from the University of Colorado Anschutz Medical Campus, non-University of Colorado Anschutz Medical Campus health professions' students may be considered for COAHEC housing at the discretion of the RC, but housing may not be reserved by the RC for non-AMC schools.

8. UNPRECEDENTED TIMES, HOUSING POLICY

- A. Unprecedented Times will commence upon communication from AMC Chancellor to the AMC Campus, which includes the PO.
- B. PO Unprecedented Times declaration will be posted on the COAHEC website <https://www.cuanschutz.edu/centers/coahec/unprecedented-times> and will include a link to the Unprecedented Housing Policy for that declaration pursuant to the AMC policies and directives as they are known.
 - i. The PO will notify all parties named in this policy via email within 7-10 days of declaring Unprecedented Times to note the housing policy changes for the Unprecedented Times.
 - ii. The RC, AMC schools, Hosts, and Lessors must follow the Unprecedented Times Housing Policy effective on the announcement date until the PO declares the end of Unprecedented Times under the guidance of AMC rules and regulations.
 - iii. Policies defined in Unprecedented Times supersede the current housing policy until the PO declares the end of Unprecedented Times.
 - iv. The PO will update the Unprecedented Times housing policy as needed.
 - v. The most recent update will define the current Unprecedented Times policy mandates.
- C. If any party mentioned in the COAHEC housing policy anticipates "missing a deadline" or otherwise violating housing policy under the declaration of Unprecedented Times, they are to email or cc PO immediately (within 48 hours) to begin a line of communication.
 - i. Communication of the issue will pass from the RC to the PO to AMC school or from AMC school to PO to the RC.

- ii. Chain of communication regarding concerns originated by AMC students will be from AMC student to AMC school to PO to the RC or from AMC student to the RC to the PO to AMC school.
- iii. Host communication will be sent from the RC to the PO and then to AMC school or AMC student as the situation necessitates.
- iv. Communication from the Host to the RC to AMC student is allowed provided the PO is copied.
- v. Communication from AMC students to AMC schools and back will be copied to the PO.
- vi. Communication may be passed to the PO if sent by an AMC student to anyone other than the PO or AMC school.
- vii. Communication must be in email to preserve a record of communication for review. 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.

9. PAYMENT PARAMETERS FOR UNPRECEDENTED TIMES:

- A. Refer to the Unprecedented Times Declaration developed by the PO for the current situation.
- B. Payments will follow the COAHEC housing policy unless specifically altered in the Unprecedented Times Declaration. Exceptions to the payment parameters' policy currently in effect for each housing situation will be addressed on a case-by-case basis between the AMC school and the RC.
 - i. The PO understands that each situation may be unique.
 - ii. The PO is available to facilitate these discussions and advocate on behalf of all parties as fits the situation.
 - iii. All agreements between parties must be communicated in writing from the AMC school to all parties and a cc to the PO.
 - iv. If no satisfactory resolution is reached, the parties in question should follow the complaints and appeals process (VI) defined herein.

VI. COMPLAINTS AND APPEALS

- A. Complaints and concerns by students or AMC 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 AMC coordinators shall contact the COAHEC Program Office at coahechousing@cuanschultz.edu. If a student believes they are in immediate danger, they may leave the home, call 911 (if appropriate), and contact the RC and their AMC program coordinator immediately.
- B. A Host's or the RC housing coordinator's complaints or concerns regarding student behavior or perceived violations of the student housing contract or COAHEC housing policy by AMC students shall be referred to the PO at coahechousing@cuanschultz.edu and the AMC 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. Email will document the line of communication with all parties cc'd therein

HOUSING APPEALS POLICY DETAILS

Responsible Office:	Colorado Area Health Education Center (COAHEC) Program Office
Approved by:	Colorado Area Health Education Center (COAHEC) Executive Director
Application:	Colorado Area Health Education Center (COAHEC) Housing Policy

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

1. INTRODUCTION

This policy:

- A. Explains the procedure for requesting an appeal regarding Colorado Area Health Education Center (COAHEC) housing policy and procedures, and
- B. Sets forth the timeline for appeal review and final decision.

The requirements stated in this policy must be followed by “Appellant” or “petitioner” and the “Appellee.”

Appellant - A person who applies to a higher court for a reversal of the decision of a lower court.

Petitioner – The person who submits the formal written application that requests action on a certain matter.

Appellee - the respondent in a case appealed to a higher court.

2. POLICY STATEMENT

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

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

3. PROCEDURES AND GUIDELINES FOR APPEAL

- A. The “Appellant” must submit the following information, via COAHEC appeal form (attachment #3) to Colorado Area Health Education Center Program Office, to be further referenced as “COAHEC,” at coahechousing@cuanschutz.edu with “APPEAL” in the subject line:
 - i. Name, Affiliation, Position, email, and date emailed;
 - ii. A thorough description of the issue under appeal;
 - iii. Referring to COAHEC Housing Policy, description of the policy in question and the failure of adhering to policy; and
 - iv. Description of the expected outcome of the appeal
- B. The appeal will be reviewed by the COAHEC Housing Manager and the COAHEC PO Director.
- C. The COAHEC Housing Manager and/or the COAHEC PO Director will acknowledge the appeal as having been reviewed and/or needing clarification via email.
- D. The COAHEC Housing Manager and/or COAHEC PO Director will reach out to any other parties as needed to review the appeal and their official written feedback.
- E. The COAHEC Housing Manager and/or the COAHEC Executive Director will determine the need for clarification on the part of the Appellant and request additional information be submitted in writing via email.
- F. COAHEC Housing Manager and/or COAHEC Executive Director will review documents upon receipt.
- G. The COAHEC Housing Manager and/or the COAHEC Executive Director will contact via email the Appellant to schedule a review meeting between the Appellant, the COAHEC Housing Manager, and the COAHEC Executive Director once the review is complete.

- H. A meeting between the 3 parties will be conducted (Skype, Zoom, or in person at COAHEC Program Office are all acceptable formats).
- I. The COAHEC Executive Director shall notify the Appellant of the decision COAHEC has made regarding the appeal, including justification using the COAHEC Policy as a reference by telephone and email.
- J. COAHEC will make every attempt to make a fair and equitable decision for all parties based on the latest version of the COAHEC Housing Policy.

4. TIMELINE FOR APPEAL REVIEW AND DECISION

- A. COAHEC will acknowledge receipt of the appeal within 5 business days.
- B. COAHEC will contact the Appellant within 14 business days of receipt of the appeal if additional clarification or supporting documentation is needed.
- C. The Appellant must submit additional clarifications or documents within 14 business days following that notice.
- D. COAHEC will review additional clarifications or documentation and schedule a meeting within 14 business days.
- E. COAHEC Executive Director will make the final decision and notify the Appellant within 14 business days of the scheduled meeting.

Attachment #1



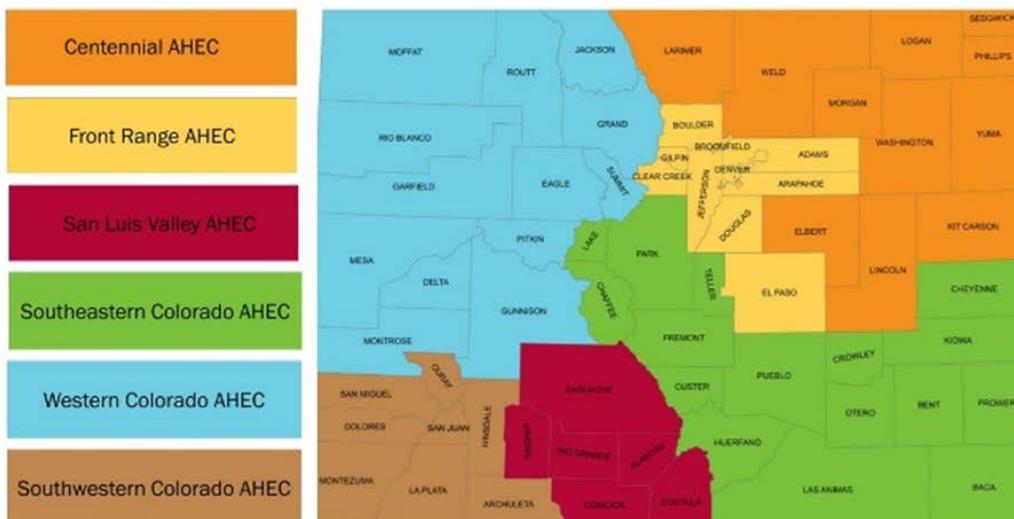
COAHEC REGIONAL Directors AS OF 11/9/2021

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

COAHEC REGIONAL COORDINATORS AS OF 11/9/2021

<i>Western Colorado</i>	<i>Nicole Heil</i>	nheil@wcahec.org	970.434.5474
<i>Southwestern Colorado</i>	<i>Heather Sorensen</i>	Heather.Sorensen@swcahec.org	970.426.4285
<i>San Luis Valley</i>	<i>Lisa Lucero</i>	lisa@slvahec.org	719.588.5363
<i>Southeastern Colorado</i>	<i>Debra Ball</i>	Debra.ball@secahec.org	719.544.7833
<i>Centennial Colorado</i>	<i>Nicole Heil</i>	nheil@wcahec.org	970.434.5474
<i>Front Range Colorado</i>	<i>Karen Jealouse</i>	housing@frahec.org	303.720.7600
<i>Program Office</i>	<i>Patti Jo Wagner</i>	patti.wagner@cuanschutz.edu	303.724.3808
<i>Program Office</i>	<i>Sam Hanson</i>	sam.hanson@cuanschutz.edu	303.724.1131

Map of Colorado with counties and regions that comprise COAHEC



University of Colorado
Anschutz Medical Campus

**UNIVERSITY OF COLORADO and ANSCHUTZ MEDICAL CAMPUS ACADEMIC COAHEC PROGRAM LIAISONS
AS OF 11/9/2021**

College of Nursing	Crystal Gallegos	303.724.1393	crystal.gallegos@cuanschutz.edu
	Krista Neu	303.724.8867	krista.neu@cuanschutz.edu
	Fara Bowler	303.724.0281	Fara.bowler@cuanschutz.edu
	Katherine Foss	303.724.3891	Katherine.foss@cuanschutz.edu
Colorado Springs LIC	Julia Walden	719.255.8086	jwalen@uccs.edu
Physician Assistant Program	Clinical Team	303.724.1345	clinical-team@ucdenver.edu
	Janice Baker	303.724.1336	Janice.s.baker@cuanschutz.edu
Physical Therapy Program	Jacob Austin	303.724.9344	Jacob.2.austin@cuanschutz.edu
	Joe Palmer	303.724.9326	Joe.palmer@cuanschutz.edu
School of Dental Medicine	Tamara Tobey	303.724.7033	tamara.tobey@cuanschutz.edu
	Karen Tawara	303.724.7030	karen.tawara@cuanschutz.edu
School of Pharmacy	Wesley Nuffer	303.724.2654	Wesley.nuffer@cuanschutz.edu
	Wendy Anderson	303.724.2619	wendy.anderson@cuanschutz.edu
School of Medicine	Jennifer Adams	303.724.6407	
	Shanta Zimmer		
Community & Primary Care	Catherine LeMay		catherine.Lemay@cuanschutz.edu
	Melissa Darzins	303-724-8917	Melissa.darzins@cuanschutz.edu
Summer preceptorship	Lu Heimerl	303.724.5090	lucille.heimerl@cuanschutz.edu
C-CLIC	Lu Heimerl	303.724.5090	lucille.heimerl@cuanschutz.edu
Emergency Care		720-848-6793	emergencycaclerkship@cuanschutz.edu
Hospitalized Adult Care	Angie Duet	303-724-1790	Angie.Duet@cuanschutz.edu
Infant, Child, and Adolescent Care	Shelley Moore	817.781.9254cell	shelley.moore@cuanschutz.edu
Neurologic Care	Kirsten Proskey	303-724-0324	Kirsten.Proskey@cuanschutz.edu
OBGYN	Carly Hollinshead	303.724.2548	carly.hollinshead@cuanschutz.edu
Peri-Operative Care (surgery)	Mary Kay Anderson	303-724-2681	Marykay.Anderson@cuanschutz.edu
Anesthesiology	Bertha Moua		Bertha.moua@cuanschutz.edu
Sub-I	George Olsen, Director		
	Lu Heimerl	303.724.5090	lucille.heimerl@cuanschutz.edu
Psychiatric	Sharon Campbell	303-724-7400	Sharon.Campbell@cuanschutz.edu

ATTACHMENT #2: SAMPLE EMAIL TO STUDENT ABOUT AHEC ARRANGED HOUSING

Dear ___ *student name* _____,

I am the student Housing Liaison for _____ AHEC. I have been informed that you will be coming to ___ *town* _____ from ___ *clinical rotation start date* _____ to ___ *clinical rotation end date* _____ for a clinical rotation at ___ *clinical rotation site name* _____. As you requested, we have secured this housing for you:

Name of host: _____

Address of host: _____

This address is _____ miles from your clinical rotation site.

Internet access availability: yes/no

Phone: _____

E-Mail: _____

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

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

Unless you notify us by 5:00 PM on _____ (*date three days from the date of this email*), this housing assignment will be considered confirmed for you, and your school program will be charged for the cost.

We hope you have a rewarding experience, and please do not hesitate to call if you have any questions (*phone number*).

Sincerely,

Housing Liaison name, address, email, and phone number.



ATTACHMENT #3: OFFICIAL APPEALS FORM

Colorado Area Health Education Center (COAHEC) Appeals Form

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

This appeal will be reviewed by the COAHEC Program office within 14 days of receipt of the completed form. Incomplete forms will be returned.

Name _____

Affiliation _____

Position _____

Thorough description of issue under appeal, include dates (attach separate sheet if necessary)

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

Description of desired outcome of appeal

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

For Office use only: Date Form received _____ Received by whom _____

Decision _____ Date _____



2021-2022 AHEC Student Housing Contract

1. Students must read and acknowledge receipt of the current COAHEC housing policy.
2. After receiving COAHEC arranged housing confirmation from the COAHEC Regional Office, the student should contact the host to confirm their rotation dates, items the student will need to provide for themselves at the residence, and coordinate with the host for the student's arrival.
3. Upon arrival, the student should ask the host to share the "house rules." Specifically discuss any expectations regarding the safety and security of the house (locking doors etc.), fire escape plan, storage, and bed linens while the student resides in COAHEC arranged housing.
4. 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 are at the student's expense and **must be arranged through the COAHEC Regional Office before arrival.**
5. Students are expected to provide their own 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 school or COAHEC.
6. Students may not use the host address for receiving mail unless approved by the host.
7. Students Must use their cell phones for communication.
8. Internet access "may" be available but is not guaranteed. If not, students will need to make other arrangements to access the internet using WI-FI hot-spots in the community or via 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.
10. Students must purchase and prepare their meals and provide their toiletries and may be required to provide their bed linens and towels.
11. Students should access laundry facilities in the community.
12. Students are expected to keep the bathroom, bedroom, and all communal areas tidy. In addition, students are expected to clean the kitchen (this includes counters, stove, and dishes from preparing your meals and laundry facilities if applicable) and leave all areas clean before departure.
13. Students are responsible for any additional costs related to cleaning or damage to the host home or AHEC regional owned/leased property.
14. Students will remain smoke-free and drug-free. Including cigarettes, chewing tobacco, marijuana, recreational drugs (including edibles), and illicit drugs while in the COAHEC arranged housing.
15. Consumption of alcohol by students is not permitted in COAHEC arranged housing.
16. Students may not have overnight guests, visitors, or pets while in COAHEC arranged housing.
17. Weapons of any kind, including firearms, knives, explosives (fireworks, ammunition, etc.), bow and arrows, paint or BB guns, or any reasonable facsimile item, are not permitted while in COAHEC arranged housing.
18. Due to the ongoing COVID-19 pandemic and the need to appropriately respond to instances of COVID-19 in the community, from a public health perspective, the University requires all students, faculty, and staff to be vaccinated by September 1, 2021. Students who are experiencing COVID-19 symptoms have had a known exposure to COVID-19 or test positive for COVID-19 must self-report to the University. Students must inform their host and preceptor of such COVID-19 self-report. The University, student, and host will work together to determine the next steps regarding homestay on a case-by-case basis. Students are also required to comply with university travel restrictions even when on AHEC rotations
19. The student will abide by this student contract and the current COAHEC Housing Policy.

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

Student Signature: _____ **Date:** _____

Print Name: _____