

COLORADO AHEC (COAHEC) AWAY CLINICAL ROTATION HOUSING PROGRAM

Ouray, Colorado

COLORADO AHEC

(COAHEC)

- Established in 1977 by a former Dean of the SOM, Dr. Richard Krugman, who was the first Director of Colorado AHEC
- The Colorado AHEC Program office (COAHEC) is located on the CU Anschutz Medical Campus in Ed2 North
- The Director of COAHEC is Dr. Josina Romero O'Connell, MD

Colorado AHEC's Six Regions

Western
WCAHEC

Southwestern
SWCAHEC

San Luis Valley
SLVAHEC



Centennial
CAHEC

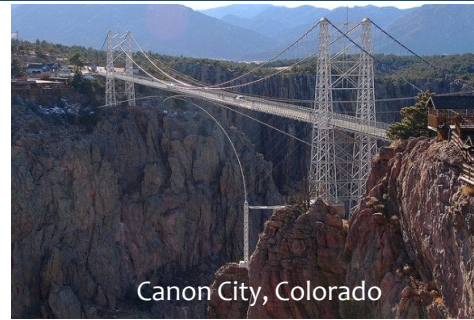
Front Range
AHEC

Southeastern
SECAHEC

Colorado AHEC Program Office
13120 East 19th Avenue, MS-F433
Aurora, Colorado 80045



Loveland, Colorado



Canon City, Colorado



Colorado Springs, Colorado

COAHEC STUDENT HOUSING

COAHEC provides support for students placed in rural/underserved Colorado locations for away clinical rotations.



The intent of COAHEC housing is to assist students with housing accommodations within the same local community in which their clinical rotation is located. This support facilitates the student's engagement with the community and the ability of the community to recruit them for future service.

COAHEC HOUSING OPTIONS

There are two (2) options for
COAHEC housing



Option #1

COAHEC ARRANGED HOUSING

COAHEC ARRANGED HOUSING

Which rotations are eligible for COAHEC arranged housing?

- Rotations located a minimum of 40 miles from the CU Anschutz Medical Campus
- Rotations at least 14 consecutive days
- Rotations submitted by a school's coordinator to COAHEC's housing system
- Rotations in which a student is not living in their primary residence

Montrose, Colorado

COAHEC ARRANGED HOUSING

Rotations **NOT** eligible for COAHEC Housing

- Less than 40 miles from Anschutz Medical Campus
- Out of state rotations
- Rotations more than 180 days
- Residents, paid interns, and pre-health students

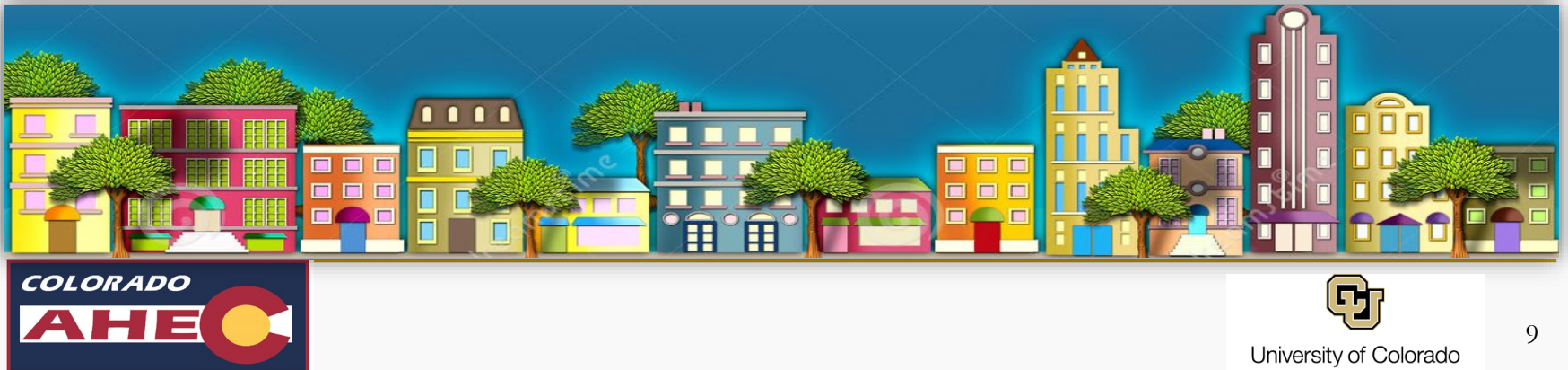
Montrose, Colorado

COAHEC ARRANGED HOUSING

For students who request COAHEC arranged housing, AHEC regional centers' housing coordinators will secure housing.

Students must request COAHEC arranged housing at least six (6) weeks before the start of their rotation to give the AHEC regional housing coordinators time to secure housing.

The AHEC regional housing coordinators do not begin securing housing until the student requests COAHEC arranged housing.



COAHEC ARRANGED HOUSING

AHEC regional housing coordinators will provide housing as close to the rotation as possible within the community hosting the clinical rotation.

The majority of COAHEC arranged housing occurs in host homes but other housing may be in a regional AHEC-leased or -owned property. Placement of the student is at the discretion of the AHEC regional coordinator.

COAHEC housing is provided for the duration of nights on the rotation plus one (1) night prior for travel.

Grand Junction, Colorado

COAHEC ARRANGED HOUSING

COAHEC Arranged housing
is **NOT** guaranteed.

Our AHEC regional housing coordinators work hard and do a great job matching students with approved housing for their clinical rotations. Some areas may prove to be more difficult to secure housing than others.

COAHEC provides more than 24,000 nights of housing annually.

Canon City, Colorado

COAHEC ARRANGED HOUSING

Students are placed in either,

HOST homes (majority of placements)

- They are completely vetted
- Background checked
- Inspected to meet safety requirements

Regional AHEC-owned or leased housing

- Inspected to meet safety requirements

Colorado Springs, Colorado

COAHEC ARRANGED HOUSING

ALL COAHEC HOST HOMES or REGIONAL AHEC OWNED/ LEASED HOUSING PROVIDE (at a minimum):

- 24/7 access to the home
- Private bedroom with lock
- Private or shared bathroom
- Kitchen access
- Available parking
- Non-smoking environment
- Working smoke and carbon dioxide detectors
- Fire escape plan



COAHEC ARRANGED HOUSING

When the AHEC regional housing coordinator confirms housing with the student, the student must contact their host to:

- Confirm rotation dates and coordinate their arrival
- Determine what they need to bring, e.g., pots and pans, bed linens, and towels
- 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.), storage, and bed linens while the student resides in COAHEC arranged housing



While in COAHEC ARRANGED HOUSING



Students must provide their own transportation throughout their 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 paid by COAHEC.



Wi-Fi is not guaranteed in all housing situations. However, AHEC regional housing coordinators will assist in locating Wi-Fi in their community.



Students may not use the host address for receiving mail unless approved by the host.



Students must use their personal cell phone for communication.



Students share a kitchen and may share bathroom facilities with the host or a student of the opposite sex or gender. The student is required to purchase and prepare their own meals and provide their own toiletries. In addition, students may have to provide bed linens and towels.

While in COAHEC ARRANGED HOUSING



Students are expected to keep the bathroom, bedroom and all common areas tidy; clean up in the kitchen including counters, stove, and dishes used in their meal prepping; laundry facilities if applicable; and leave their spaces clean upon departure. Students are responsible for extra costs related to cleaning or damage to the host home or regional AHEC owned or leased property.



Students MAY NOT HOST overnight guests, visitors, or house pets.



Students will remain smoke free and drug free. This includes no use of cigarettes, vaping, chewing tobacco, marijuana, recreational drugs (including edibles), and illicit drugs during their stay.

Alcohol is also not permitted in host homes.

Weapons of any kind including firearms, knives, explosives (fireworks, ammunition, etc.), bow and arrows, paint or BB guns, or any item that is a reasonable facsimile are not permitted at any time.

COAHEC ARRANGED HOUSING

Manage Your Expectations

You will be placed in a rural or underserved community away from the Denver Metro area. The majority of placements are in host homes.

You may have limited or no public transportation, internet access, and other resources.

Many homes have pets and or farm animals. Roosters may wake you up in the morning. It's all part of the rural experience.

Hosts consider themselves ambassadors for their community. Please respect them and their home.

Enjoy the experience!

Sterling, Colorado

COAHEC ARRANGED HOUSING



Option #2

COAHEC STUDENT-FOUND HOUSING

COAHEC STUDENT-FOUND HOUSING

Which rotations are eligible for COAHEC student-found housing?

- Rotations that are a minimum of 40 miles from the CU Anschutz Medical Campus
- Rotations submitted by a school's coordinator to COAHEC's housing system
- Rotations in which a student is not living in their primary residence

Durango, Colorado

COAHEC STUDENT-FOUND HOUSING

Which rotations are **NOT** eligible for COAHEC student-found housing?

- Rotations less than 40 miles from the CU Anschutz Medical Campus
- Out of state rotations
- Residents, paid interns, and pre-health students, SOM LIC rotations.

Durango, Colorado

COAHEC STUDENT-FOUND HOUSING

The student is responsible for securing housing and payment for their housing during their rotation and must submit for reimbursement at the end of their rotation.

- Students must request student-found housing before the start of their rotation.
- Student-found housing is not vetted nor required to meet any safety requirements.
- Lodging with your immediate family (parents and siblings) is not eligible for reimbursement.



COAHEC STUDENT-FOUND HOUSING

- Students will be reimbursed for the amount paid up to \$23.00 per night, for nights of rotation only, plus one (1) night prior for travel.
- Students must submit for reimbursement with an official rent receipt form* to coahechousing@cuanschutz.edu **within 45 days** of the end of the rotation. All reimbursements are processed at the end of the rotation.
- Travel expenses such as gas, mileage, car, truck, RV rentals, or food are not billable or reimbursable.

* The official rent receipt form is attached to the confirmation e-mail sent to students when student-found housing is requested. It can also be found on our website cuanschutz.edu/centers/coahec



COVID-19 NOTICE

The University of Colorado requires all students, faculty, and staff to verify vaccination on or before September 2021.

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 to fill out a self-report and submit such self-report to the University if they are experiencing COVID-19 symptoms, have had a known exposure to COVID-19, or test positive for COVID-19.

The University expects students to inform their host, preceptor, and COAHEC regional coordinator regarding COVID-19 symptoms, exposure, or status.

The University, COAHEC regional coordinator, student, and host will work together to determine next steps with respect to the homestay on a case-by-case basis.

Students are also required to comply with University travel restrictions while on away rotations.

STUDENT-FOUND HOUSING



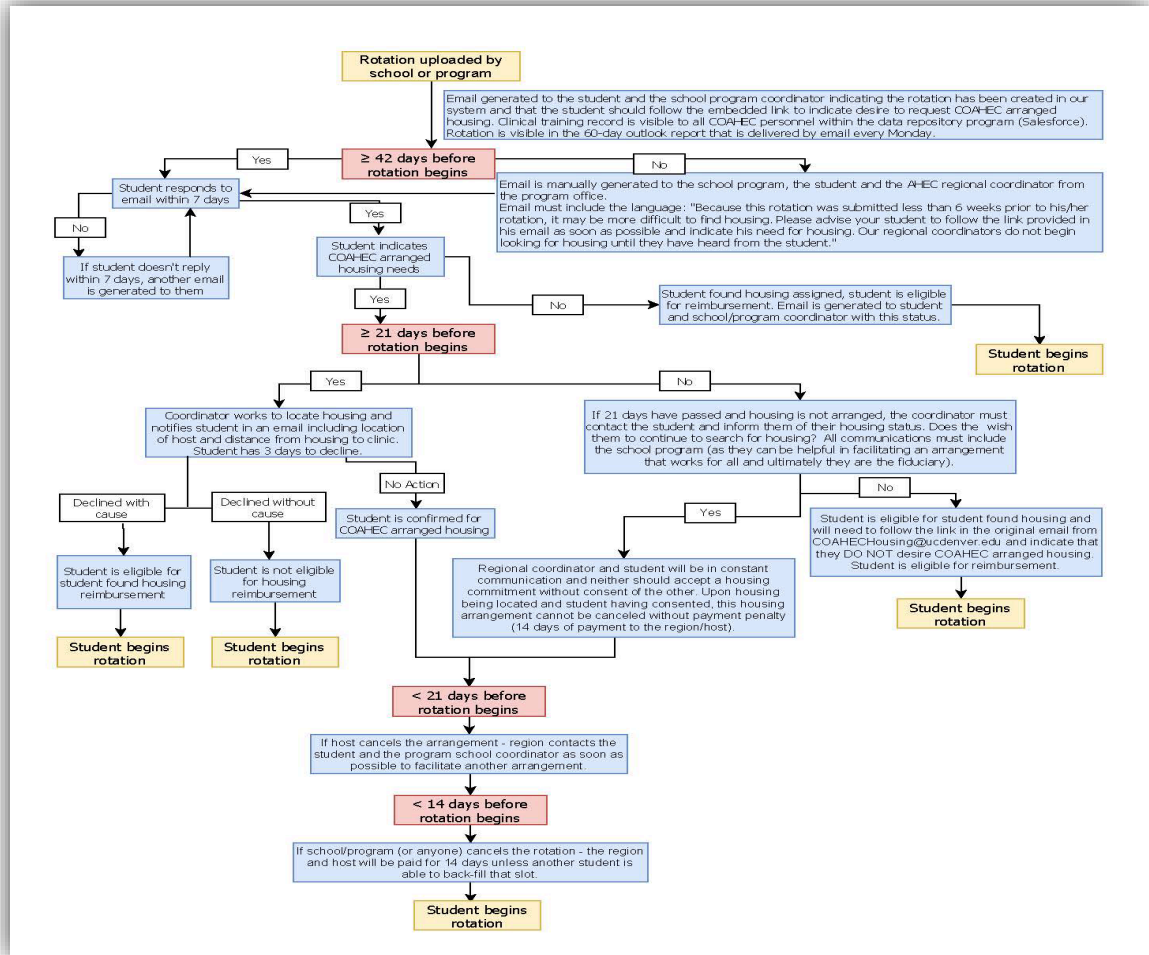
COAHEC STUDENT HOUSING PROCESS

Now for the Process



COAHEC STUDENT HOUSING PROCESS

Housing flow chart



COAHEC STUDENT HOUSING PROCESS

School coordinator submits eligible rotations to the COAHEC housing system

The student is notified via e-mail from coahechousing@cuanschutz.edu confirming that they have been placed in an eligible rotation

Students **MUST** follow their personalized link in the e-mail and request or decline COAHEC housing



COAHEC STUDENT HOUSING PROCESS

Very, very important!!!!

Please check your @cuanschutz.edu junk/spam e-mail for e-mails from:

coahechousing@cuanschutz.edu

NOTHING happens until **YOU** follow your personalized link and answer



Yes/No - I need COAHEC arranged housing and



Have you found your own housing Yes/No



If you do not need housing for your rotation, please indicate that on the housing form, e.g., “I will be commuting, I’m staying with my parents, or I will not be using COAHEC housing”.

COAHEC STUDENT HOUSING PROCESS

Students **MUST** request COAHEC housing six (6) weeks before the start of the rotation or as soon as possible to give the AHEC regional housing coordinators time to secure housing.

Students must read, agree to, abide by, and e-sign the student housing contract, and acknowledge the COAHEC housing policy's receipt when requesting housing.

Students will receive copies of the student housing contract and COAHEC's housing policy via e-mail after requesting housing. The [COAHEC housing policy](#) and the [student housing contract](#) can also be found on our website- cuanschutz.edu/coahec/centers.



COAHEC STUDENT HOUSING PROCESS

Student housing request form

Please indicate below if you would like to request housing

Would you like to request AHEC Housing for your Rotation? ☐ Yes ☐ No

Please review and validate your information below. If any information is incorrect please update.

Your Rotation Start Date (Read ONLY)

Your Rotation End Date (Read ONLY)

First Name*

Last Name*

Goes By

Birthdate*

Email*

Phone*

Gender* ☐ Male ☐ Female

Ethnicity* ☐ Hispanic/Latino ☐ Non-Hispanic/Latino

Race*

From Rural Background* ☐ Yes ☐ No

From a Medically Underserved Area?* ☐ Yes ☐ No

From Disadvantaged Background* ☐ Yes ☐ No

Graduation Year(Please enter a 4 digit year)*

Academic Year*

Please list languages you currently speak

Are you a member of the CHA/PA Spanish Immersion program?* ☐ Yes ☐ No

Housing Info

Housing Detail

1. No smoking of any kind (including marijuana), recreational drugs (including edibles), or alcohol allowed in any AHEC provided housing.
2. No visitors or overnight guests permitted.
3. No pets of any kind permitted.
4. No weapons of any kind including firearms, knives, explosives (fireworks, ammunition, etc), bow and arrows, paint or BB guns, or any item that is a reasonable facsimile are permitted.
5. You may use the kitchen facilities. Bring your own small set of pots and pans to use. It is expected that you leave the area clean after each use.
6. Bed linens may or may not be furnished; please check with your Host. Your Host will inform you of expectations for changing the bed linens. Please bring your own bath towels and toiletries.
7. You are expected to use your own cell phone for communication. Under no circumstances would you be allowed to charge phone calls to your Host's telephone.
8. Arrangements for the use of the laundry facilities are made with the Host. Students are expected to access laundry facilities in the community.
9. The volume of any electronic device must be such that it does not disturb the Host.
10. You are expected to keep your living area clean.
11. You may be in the same house as another student of the same institution. If you are, you must contact the Regional AHEC Office immediately!
12. Ask the Host if there are additional house rules that you must follow. Disrespect of the Host and the house rules will result in your removal from using AHEC for future housing needs.
13. Upon your arrival, the Host will provide you with a list of expectations to maintain the safety and security of the housing.
14. Students who wish to arrive early or stay beyond the rotation (do so at the discretion of the Host, are at the Student Housing Coordinator's discretion).
15. You are expected to provide your own transportation to and from the housing. Any costs associated with this are the responsibility of the student and will not be covered by AHEC.

☐ By entering my initials below I acknowledge reading and understanding the Student Contract stated above (and attached to you)

Initials *

Housing Info

You answered "NO" above, that you are NOT requesting AHEC housing. AHEC will not be looking for a host, to house you during your rotation, and you will secure your own housing. You MUST complete the information below.

If this was a mistake, and you would like to request AHEC look for a host to house you during this rotation, go back to page 1 the first question should be answered "YES".

Have you found your own housing?* ☐ Yes ☐ No

What is your relationship with the housing provider? (i.e. family, friend, parent, other...)*

* - required

Back Submit

COAHEC STUDENT HOUSING PROCESS

When requesting COAHEC housing:

- Use the personalized link provided in the notification of eligible rotation e-mail sent from coahechousing@cuanschultz.edu
- Always use your CUANSCHUTZ.EDU e-mail
- It is important to list any allergies, restrictions, or details. The AHEC regional housing coordinator will take these into consideration when looking for housing

A confirmation e-mail will be sent from coahechousing@cuanschultz.edu confirming your housing request. If this is not correct, please return to the form using your personalized link and correct it.

COAHEC STUDENT HOUSING PROCESS

You've requested
COAHEC Arranged housing,
now what?

Greeley, Colorado

COAHEC STUDENT HOUSING PROCESS

You will receive an e-mail confirming your housing request from coahechousing@cuanschutz.edu with the AHEC regional housing coordinator's contact information.

Your AHEC regional housing coordinator will reach out to you via e-mail 21 days before your rotation with your housing status.

You may reach out at anytime to your AHEC regional housing coordinator to find out the status of your housing.

If you haven't heard from your AHEC regional housing coordinator regarding your housing status within 21 days of the start of the rotation, contact your AHEC regional housing coordinator and the COAHEC program office immediately at coahechousing@cuanschutz.edu.

COAHEC STUDENT HOUSING PROCESS

When your AHEC regional housing coordinator has secured housing, you will be contacted via e-mail. You may decline housing, with cause, within three (3) business days and revert your housing request to student found.

If you fail to reply to the confirmation e-mail within three (3) business days, housing is considered accepted, and your school will be responsible for the cost of housing for this rotation.

Remember, COAHEC arranged housing is not guaranteed. Be prepared to find your own housing, especially in those areas with limited housing.

You may change your request to student-found housing anytime before housing has been confirmed by your AHEC regional housing coordinator and accepted by you.

You may change your housing request from student-found housing to COAHEC arranged housing; however, you must adhere to all timelines within the housing policy for requesting COAHEC arranged housing.

COAHEC HOUSING POLICY

Familiarize yourself with the COAHEC housing policy and the student housing contract.

- You acknowledge you have read and understood this policy when you e-sign the student contract
- If you violate the housing policy, the issue is forwarded to the Office of Student Affairs

For more information see: Student Rotations Resources Student Housing Information on our website at: cuanschutz.edu/centers/coahec

Pueblo, Colorado

COMMUNICATION

It is important to stay in communication with your AHEC regional housing coordinator throughout your rotation. They know the hosts, preceptors, and their community. They are here to help.

Your AHEC regional housing coordinator is your main point of contact throughout your rotation.

If you have a question or an issue regarding your housing accommodations, the AHEC regional housing coordinator should be contacted first, or at the least, cc'd on all communication.

You may also contact the COAHEC program office at coahechousing@cuanschutz.edu. Please cc your school coordinator, and your AHEC regional housing coordinator on all communications.

COAHEC STUDENT HOUSING PROCESS

You've requested
COAHEC Student-found housing,
now what?

Greeley, Colorado

COAHEC STUDENT HOUSING PROCESS

You will receive an e-mail confirming your student-found housing request from coahechousing@cuanschutz.edu with the official rent receipt as an attachment.

You are responsible for payment; this is a reimbursement not a stipend.

You must submit the official rent receipt within 45 days of the end of your rotation.

The AHEC regional housing coordinator is there for support and will reach out to you sometime during your rotation.

You may reach out to COAHEChousing@cuanschutz.edu on the status of your payment 2 weeks after submission.

NOTE

Your **school coordinator** is cc'd on all notification emails.

Only a school coordinator can cancel a rotation.



COAHEC HOUSING



Check your @cuanschutz.edu junk/spam folder for



coahechousing@cuanschutz.edu

Alamosa, Colorado

CONTACT INFORMATION

E-mail Address

coahechousing@cuanschutz.edu

Website

<http://www.cuanschutz.edu/centers/coahec>

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