

January 10, 2020

Dear School District Administrator:

Based on feedback from some school districts, the Colorado Department of Human Services (CDHS) and the Colorado Department of Education (CDE) worked collaboratively with school district representatives to simplify the licensing process for school districts and identify areas where onsite monitoring by CDHS licensing staff could be expedited.

As a result, school districts have the opportunity to submit district-wide documentation to CDHS regarding compliance with specific health and safety requirements in order to streamline the individual site inspection process conducted by licensing.

School districts may apply by submitting the documentation outlined in the attached form, verifying that the school district maintains standards for the operation of the facility in compliance with the standards required by CDHS licensing rules, to the appropriate CDHS licensing supervisor. Attached is a list of supervisors that includes contact information and the geographic area they supervise. CDHS licensing supervisors will review the documentation you provide. Once reviewed and accepted as evidence of compliance with the specific health and safety standards outlined, they will update the CDHS licensing tracking system showing approval. This approval will remain in place as long as the school district continues to supply the required documentation annually.

In addition, school districts assigned multiple licensing specialists will have the ability to request a single point of contact for licensing. This point of contact will assist in answering questions and addressing concerns to help ensure consistent licensing processes. Your assigned point of contact will also facilitate a single review and approval of all school district policies and coordinate a day for annual staff file review for all programs.

Also, based on feedback from educators and school districts, CDHS and CDE worked collaboratively with the Colorado Bureau of Investigation (CBI) to simplify the fingerprint-based criminal background check process for individuals working in School District child care programs licensed by CDHS. We are very pleased to announce that CBI will be working on the method to share fingerprint results with both CDHS and CDE, eliminating duplicate fingerprinting submissions and fees to fulfill both departments' statutory requirements. CBI should implement this process in the coming months, and additional communication will be sent out once available.

Please feel free to contact Carin Rosa, Licensing Director at Carin.Rosa@state.co.us or by calling (303)866-6246, if you have any questions regarding this process.

Thank you for your continued commitment to the children of Colorado.

Sincerely,



Erin C. Mewhinney
Director
Division of Early Care and Learning



Melissa Colman
Associate Commissioner, Student Learning
Colorado Department of Education





MINIMIZING DUPLICATION OF MONITORING EFFORTS WHILE MAINTAINING SAFE LICENSED CHILD CARE PROGRAMS OPERATED BY A SCHOOL DISTRICT

Division of Early Care and Learning Requirements	School District Responsibilities
Child Care Health Consultant qualifications and monthly consultation meetings.	Annually provide the nurse’s schedule and qualifications including proof of RN or MD current licensure in good standing, a brief biography highlighting applicable knowledge, experience and dates work as a school nurse or child care health consultant commenced.
Children’s Immunization Certificates.	Submission of current CDPHE report of compliance for children’s immunization certificates.
Emergency and Disaster Preparedness training that aligns with FEMA Multihazard Planning for Childcare.	Submission of annual signed affidavit from training coordinator affirming compliance and listing preschool staff trained in Emergency and Disaster Preparedness.
Emergency and Disaster Preparedness Drills.	Submit a copy of written plan in compliance with 7.701.100 and 7.702.32 along with submission of annual dates of drills and an affidavit regarding whether the emergency and disaster preparedness plan has been modified.
Mandatory Abuse and Neglect Reporter training and Child Abuse Prevention training in compliance with 7.702.33.H, I.	Submission of annual signed affidavit from training coordinator affirming compliance, and listing preschool staff trained in Mandatory Abuse and Neglect reporting and Child Abuse Prevention.
Food and Nutrition requirements in compliance with 7.702.55.A.1-7.	Submission of current USDA and CDPHE reports showing compliance.
Transportation in compliance with 7.702.59.A-C.	After an initial inspection and review of school district’s transportation policies and procedures, the preschool or school district representative must submit an annual affidavit indicating that only school district transportation is being utilized and that it complies with the requirements of 7.702.59.A-C.





COLORADO
Office of Early Childhood
 Division of Early Care & Learning

COUNTIES	NAME / EMAIL	OFFICE	STATE CELL
El Paso, Pueblo, Crowley, Bent, Otero, Prowers, Las Animas, Baca, Huerfano, Custer, Saguache, Alamosa, Costilla, Conejos, Rio Grande, Mineral, Hinsdale, Fremont, Teller, Grand, Jackson, Routt, Rio Blanco, Moffat, Washington, Yuma, Kit Carson, Cheyenne, Kiowa, Lincoln, Elbert, Gunnison, Chaffe, Park, Lake, Pitkin	Jodi Gillespie Jodi.gillespie@state.co.us		720-415-6141
Clear Creek, Gilpin, Jefferson, Douglas	Christa Ferrari Christa.ferrari@state.co.us	303-866-5870	720-425-6294
Denver, Broomfield, Garfield, Summit	Colleen Rosa Colleen.rosa@state.co.us	303-866-5889	720-441-9823
Archuleta, Adams, Larimer, Weld, Mesa, Eagle, Dolores, San Juan, Montezuma, La Plata, San Miguel, Ouray, Montrose, Delta	Teresa Ribble Teresa.ribble@state.co.us	303-866-4191	720-454-5574
Arapahoe, Logan, Sedgwick, Phillips, Morgan, Boulder	Liz Miret Liz.miret@state.co.us	303-866-4192	303-908-5723

