



**COLORADO**  
Department of Education

# Facility Schools Work Group Implementation Plan

Submitted to:

**Joint Budget Committee  
House Education Committee  
Senate Education Committee  
State Board of Education**

By:

**Office of Facility Schools**

October 2023

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## Table of Contents

Executive Summary	3
Membership and Facilitation	4
Legislatively Required Representation	
Facilitation of Facility School Work Group	
Stakeholder Groups of the Facility School Work Group	
Implementation Updates	8
Funding	
Capacity	
Continuum	
External Evaluation	
Next Steps	10
Funding	
Capacity	
Continuum	
External Evaluations	
Appendix A	12
Appendix B	14
Appendix C	15



## Executive Summary

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Facility Schools provide educational services outside of the traditional classroom to students with physical, behavioral, mental health, or special education needs. Facility Schools in Colorado are found primarily on the Front Range and operate as day or residential treatment facilities, or in a hospital setting. Each year approximately 6,000 students across the state rely on Facility Schools for critical educational and treatment services, but statewide capacity has decreased by 40% over the last ten years (in 2013, there were 51 Facility Schools, today there are 31 Facility Schools). This has led to a decrease in available placement options for students and limited access for students outside the Denver Metro area. This loss of approved Facility School capacity creates significant barriers to academic success for many students and decreases educational opportunities for the state's most vulnerable students.

Senate Bill 21-274 established a [Facility School Work Group](#) (Work Group) that was tasked with developing a series of recommendations to help foster a sustainable Facility School model to better serve students. The recommendations were intended to address the educational, physical, behavioral, and mental health needs of children and youth who need advanced services. The bill also identified funding, capacity, and the continuum of student services as areas of focus for the Work Group.

The Colorado General Assembly passed Senate Bill 23-219 in April of 2023, to address the recommendations put forth by the Work Group. The system-level recommendations were grounded in the three areas: funding; capacity; and the continuum of student services. Each area contained specific items, listed below, to help address state-wide needs.

### **Funding Recommendations:**

- *Baseline Funding*
- *Tuition Costs*
- *Medicaid Reimbursements*
- *Shared Operational Services*

### **Capacity Recommendation:**

- *Technical Assistance Center*

### **Continuum of Services Recommendations:**

- *Specialized Day School*
- *Interagency Resource Guide*
- *Accountability and Accreditation*

After passage of S.B. 23-219 the Work Group shifted their focus to monitor and track implementation of the new legislation and provide feedback and additional recommendations concerning the work. The following report reviews their work to date and outlines next steps in implementation tracking.



# Membership and Facilitation

## Legislatively Required Representation

SB23-219 required representation from the following entities within the Work Group:

- School Districts
- Boards of Cooperative Services
- Special Education Directors
- Facility Schools and Facility School Board Members
- The Department of Health Care Policy and Financing
- The Department of Education
- The Department of Human Services, Including the Division of Youth Services
- County Departments of Human or Social Services
- Parents, Guardians, & Legal Custodians of Students with Exceptionally Severe or Specialized Needs
- Therapeutic Facilities for Students with Exceptionally Severe or Specialized Needs That Are Not Approved Facility Schools

Work Group members were appointed through the Office of Facility Schools. Representatives were sought through a variety of stakeholder groups and pathways. The office ensured each member had knowledge of, or experience with, Facility Schools. A complete list of Work Group members, the entity they represent, and their roles can be found below.

**Table 1**

**SB23-219 Facility School Work Group Membership By Name, Representation, and Role**

Member	Representation Required by State	Role/Position
Sarah Baumgartner	School District	Out of District Coordinator- Brighton 27J
Laurie Burney	Colorado Department of Human Services	Division of Child Welfare- Monitoring
Danny Combs	Non-approved Facility School	TACT Executive Director
Kari Chapman	Facility School	Chief Finance Officer- Griffith Facility School
Michele Craig	Colorado Department of Health Care Policy & Finance	Office of Community Living
Wendy Dunaway	Colorado Department of Education	Assistant Director- Office of Facility Schools



Mylynda Herrick	Facility School Board Member Parent/Guardian of Student	Parent
Sonjia Hunt	Special Education Director Facility School Facility School Board Member	Hilltop Facility School
John Laukkanen	Colorado Department of Health Care Policy & Finance	Behavioral Health Initiatives and Coverage Office
Sandy Malouff	BOCES	Executive Director- Santa Fe Trails BOCES
David Molineux	Special Education Director Facility School	Special Education Director- Jefferson Hills Facility School
Erin Osterhaus	Division of Youth Services	Director of Education
Betsy Pepper	School District Facility School Board Member	School Psychologist- Douglas County
Steven Ramirez	Facility School Facility School Board Member	CEO- Shiloh Facility School
Deon Roberts	Special Education Director Facility School	Special Education Director- Various Facility Schools
Robin Singer	Colorado Department of Education	Supervisor- Office of Facility Schools
Judy Stirman	Colorado Department of Education	Director- Office of Facility Schools
Ann Symalla	Colorado Department of Education	Office of Facility Schools
Lindsey Tapp	Colorado Department of Human Services	Foster Care Liaison
Barb Taylor	Special Education Director Facility School	Special Education Director- Various Facility School
Kevin Tracy	Facility School	Chief Officer- Residential & Education Services- Shiloh
Callan Ware	School District Special Education Director	Director of Special Education- Englewood Schools
Mareen Welch	Parent/Guardian of Student	Parent



Cate White	Parent/Guardian of Student	Parent- rural
Laura Writebol	County Departments- Human Services	Denver County Human Services

**Facilitation of the Facility School Work Group**

Meeting Dates- Meetings occur approximately once a month. Meeting dates from the passage of the bill through December 2023 are listed below.

- Friday April 7, 2023; 9am-10:30am
- Thursday May 4, 2023; 9am-10:00am
- Tuesday June 6, 2023; 9am-10:30am
- Thursday August 24, 2023; 9am-11:00am
- Friday September 8, 2023; 9am-11:00am
- Thursday October 12, 2023; 9am-11:00am
- Friday November 3, 2023; 9am-11:00am
- Wednesday December 6, 2023; 9am-11:00am

Virtual Meetings- All meetings are held virtually through Zoom. Meetings are open to the public and include a scheduled time for public comment, however only Work Group members actively participate in meetings.

Website for Work Group- Agendas, PowerPoint presentations, meeting notes, and Zoom links are available to the public through the Work Group page on the Colorado Department of Education (CDE) website (<https://www.cde.state.co.us/facilityschools/facilityschools-workgroup> ).

**Stakeholder Groups of the Facility School Work Group**

Stakeholder Groups will be required to address specific items outlined in S.B. 23-219. At present a Tuition Cost Stakeholder Group has been established to analyze and recommend changes to the methods used for calculating tuition costs for approved Facility Schools. C.R.S. 22-2-407.5. These recommendations concerning tuition costs will feed into possible amendments to the State Board of Education’s Rules for Administration of the Exceptional Children’s Educational Act (ECEA), 1 CCR 301-8.

Tuition Cost Stakeholder Group Formation and Work

The Tuition Cost Stakeholder Group was assembled by the Office of Facility Schools and includes S.B. 23-219 Work Group members, Facility School Board members, School District staff, Charter School Institute staff, and Facility School staff. A complete list of stakeholder group members, representation, and their roles can be found below. The stakeholder group will share its recommendations with the S.B.23-219 Work Group and then with Department of Education staff. Department staff will propose amendments to the state board’s ECEA Rules, as appropriate. The stakeholder group will meet regularly until the ECEA Rules have been revised and approved by the State Board of Education in Spring 2024.

**Table 2**

**SB23-219 Tuition Cost Stakeholder Group Membership By Name, Representation, and Role**

Member	Representation	Role/Position
Jennifer Bossman	Special Education Director	Boulder Valley School District



Kari Chapman	Facility School Finance Facility School Work Group Member	Griffith Center Facility School
Wendy Dunaway	Colorado Department of Education, Office of Facility Schools	Assistant Director
Annie Haskins	Colorado Department of Education, Office of Facility Schools	SPED/IEP System Administrator
Matt Hudson	Charter School Institute	Special Education Director
Sonjia Hunt	Facility School Facility School Board Member Facility School Work Group Member	Hilltop Facility School Facility School Director
Nancy Ingalls	Facility School	Laradon Facility School Director- Past School District Special Education Director
Corey Kala	Facility School	Laradon Chief Financial Officer
Lori Kochevar	Colorado Department of Education, Office of Facility Schools	Lead- Tuition Cost- Committee Lead
David Molineux	Facility School Facility School Work Group Member	Jefferson Hills Facility School Director
Betsy Pepper	School District Facility School Board Member Facility School Work Group Member	School Psychologist -Douglas County
Robin Singer	Colorado Department of Education, Office of Facility Schools Facility School Work Group Member	Supervisor- Committee Lead
Judy Stirman	Colorado Department of Education, Office of Facility Schools Facility School Work Group Member	Director
Ann Symalla	Colorado Department of Education, Office of Facility Schools Facility School Work Group Member	Monitoring Specialist
Barb Taylor	Multiple Facility Schools Facility School Work Group Member	Facility School Director
Callan Ware	School District Facility School Work Group Member	Special Education Director - Englewood



Jewell Weber	Facility School	Chief Financial Officer- Joshua School
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## Implementation Updates

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### Funding

#### Baseline Funding

S.B. 23-219 creates a baseline funding model for approved schools. The bill requires reporting on the new baseline funding model for approved schools. C.R.S. 22-54-129. The new Facility School State Revenue payments began July 2023. CDE internal guidance for the new funding model has been drafted for internal use. Enrollment projections for all existing approved Facility Schools have been finalized for SY 2023-24. Data collection for bill reporting has commenced. An overview of the metrics being collected across all existing approved Facility Schools can be reviewed in [Appendix A](#). Historical records are currently being collected to provide a starting point for future comparison as the bill is implemented. Monthly enrollment/attendance reports for existing approved Facility Schools have been updated to enable schools to provide the required data moving forward. An overview of data to be collected through the monthly enrollment/attendance report can be reviewed in [Appendix B](#).

#### Tuition Costs

S.B. 23-219 requires the Office of Facility Schools to provide recommendations to change the method used for calculating costs for approved Facility Schools as described in section 22-2-405(5) and identify next steps. C.R.S. 22-2-407.5. As discussed above, a Tuition Cost Stakeholder Group has been formed to address this requirement. The new Tuition Cost Calculation Method will help to ensure that Facility Schools are receiving more consistent funding for special education services. The Stakeholder Group has confirmed that the ECEA Rules pertaining to tuition costs will need to be updated. The group is considering methods that include a tiered rate system based on student disability, student behavioral needs, Individualized Education Plan needs, and staffing requirements. The progress of this Stakeholder Group has been reviewed with the Work Group.

#### Medicaid Reimbursement Guidance

S.B. 23-219 requires the Department of Health Care Policy and Financing (HCPF) to recommend a plan to provide guidance to approved schools on the eligibility standards required to request and receive Medicaid reimbursement funding for therapeutic services to the maximum extent feasible. C.R.S. 25.1-1-104(6). The Medicaid reimbursement guidance plan will provide important information to approved Facility Schools regarding eligibility requirements to receive reimbursement funding for therapeutic/treatment services. It is the responsibility of HCPF and the Work Group to consult with one another during the development of the Medicaid Reimbursement Guidance. The Department of Health Care Policy and Finance is on the agenda at the October Work Group meeting.





### Shared Operational Services

S.B. 23-219 creates the shared operational services grant program to award a grant to eligible applicants to contract for two years with an organization that coordinates shared operational services. C.R.S. 22-2-411. The grant request for applications has been written and was released on the Work Group page on the CDE website on August 7, 2023. The grant submission deadline was September 8, 2023. Submissions were reviewed and a single grant recipient was determined by September 29, 2023. The grant review process mirrors that of other competitive grants managed by the Grants Program Administration office at CDE. The state board will approve the grantee at their regular board meeting in November.

### Capacity

#### Technical Assistance Center

S.B. 23-219 creates the technical assistance center in the Office of Facility Schools to provide technical assistance support to school districts and related administrative units, with a priority to serve rural and remote school districts and related administrative units. Beginning in the 2023-24 budget year, the center is required to assess the needs of school districts and related administrative units. C.R.S. 22-2-412. A job description is currently being developed to enable the position to be posted and filled by December. The Office of Facility Schools has begun to informally collect data from key stakeholders to help assess potential needs of school districts and related administrative units, with priority for rural and remote locations.

### Continuum

#### Specialized Day Schools

S.B. 23-219 creates the specialized day school as a type of approved school. The Facility School Board must promulgate rules for a facility to become authorized to operate as a specialized day school. C.R.S. 22-2-406(5)(a). The Facility Schools Board will update current rules, CCR 304-1, Rules for Administration of the Facility Schools Act to include the process to authorize and approve specialized day schools. Rules are expected to be finalized by spring 2024.

#### Interagency Resource Guide

S.B. 23-219 requires the Department of Education, Department of Human Services, Department of Health Care Policy and Financing, and the Department of Public Health and Environment to collaborate and create an interagency resource guide to provide assistance to facilities that are pursuing licensing or authorization to operate as an approved school. The bill requires the state agencies to identify and recommend legislation and changes to each department's respective rules and administrative processes to facilitate licensing, authorization, and approval processes for facilities seeking to operate as approved schools. C.R.S. 22-2-410. A draft Interagency Resource Guide has been written and reviewed by stakeholders including the S.B. 23-219 Work Group Members. Feedback has been received and edits are being incorporated into the final version. The draft Interagency Resource Guide can be reviewed in [Appendix C](#).



## Accountability and Accreditation

S.B. 23-219 requires the Facility Schools Board to adopt accountability and accreditation measures for approved schools. C.R.S. 22-2-406(1)(b). The Facility Schools Board will adopt a process to accredit approved Facility Schools and the components of the accreditation outcome reports. Additionally, the board will determine accountability measures for approved Facility Schools.

## External Evaluation

### Third-Party Evaluation

S.B. 23-219 requires the Office of Facility Schools to contract with a qualified third-party evaluator to evaluate and report whether the Work Group recommendations resulted in more effective services and better access to those services for students with exceptionally severe and specialized needs. C.R.S. 22-2-405(4). The Office of Facility Schools has begun to collect data from across the state that can be utilized by evaluators to help assess implementation of the work group recommendations and associated outcomes. The request for applications will be written and posted and a third-party evaluator will be chosen ahead of the October 2024 Annual Report.

## Next Steps

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### Funding

Baseline Funding- Monthly enrollment reports and additional administrative and operational data from existing approved Facility Schools will be collected moving forward. This data will enable the Work Group to determine if implementation of the baseline funding model is on track to facilitate sustainable funding levels that help ensure high quality education and services for more Facility School students.

Tuition Costs- Recommended methods of calculating tuition costs and required rule changes will be finalized by spring 2024, ahead of the report due October 1, 2024 to the Education Committees of the House of Representatives and the Senate or their successor committees, the Joint Budget Committees, and the State Board of Education. Implementation of the new methods would commence in SY 2024-25.

Medicaid Reimbursements Guidance- It is the responsibility of the Department of Health Care Policy and Finance and Work Group to consult with one another during the development of the Medicaid Reimbursement Guidance ahead of the November 1, 2023 deadline.

Shared Operational Services- Once a grant recipient is approved by the State Board of Education, grant funds will be awarded and the recipient will assess the shared operational services needed by approved Facility Schools and contract with appropriate service providers or negotiate various cost saving contracts as needed.



### Capacity

Technical Assistance Center- Once the position has been filled the center will complete an assessment of the needs of school districts and administrative units that face significant obstacles to providing support to serve students with exceptionally severe or specialized needs prioritizing rural and remote locations.

### Continuum

Specialized Day Schools- Once rules have been created to enable facilities to operate as specialized day schools, the Facility School Board will utilize current monitoring processes and procedures of the Office of Facility Schools to review each specialized day school to determine whether the specialized day school is in compliance with the requirements. Additionally, the Facility School Board will promulgate rules specifying the procedural requirements associated with the renewal of specialized day schools. These will be part of the initial rule creation and/or part of existing renewal of rules for approved Facility Schools. Once renewal procedures are in place, the Office of Facility Schools will be responsible for renewals.

Interagency Resource Guide- Once the Interagency Resource Guide is finalized it will be available to Facility Schools on the websites of all the contributing state agencies. The Resource Guide will also be shared widely across agencies, providers, and various stakeholder groups. The Work Group will monitor use of the guide and gather feedback from users to help evaluate its implementation. Additionally, the Work Group will monitor potential changes to the system that would necessitate adjustments to the document. The draft Interagency Resource Guide can be found in [Appendix C](#).

Accountability and Accreditation- The Facility School Board will adopt accountability and accreditation measures for approved Facility Schools to be used beginning December 1, 2026.

### External Evaluation

Third-Party Evaluation- Ahead of SY2024-25, an RFP will be written by the Office of Facility Schools, applications will be reviewed and an evaluator will be selected.



## Appendix A

<b>Financial and Student Information (Historical)</b>		
<p><i>The Office of Approved Facility Schools is collecting historical data from all Facility Schools to create a point of comparison to help determine whether changes resulting from SB23-219 are having the desired impact within the Facility School system.</i></p>		
<p><i>Data collected through this process will be compared to future data collected throughout the implementation process. All data will be shared with the Work Group to help them track system level funding and capacity and enable them to recommend any needed changes to the implementation process. Below is a list of areas in which data will be collected, examples of specific data points, and a brief description of the purpose of each area.</i></p>		
<b>Funding</b>		
<b>Financial Statement</b>	<i>Example: Total Revenue, Total Expenses</i>	Financial Statements provide a snapshot of a Facility's overall financial health, giving insight into its performance, operations, and cash flow.
<b>Balance Sheet</b>	<i>Examples: Total Assets, Total Liabilities</i>	Balance Sheets can be used to determine if the Facility has enough working capital to sustain current and future operations.
<b>Program Expenses</b>	<i>Examples: Program Revenue for Children's Education</i>	Program Expenses provides an overview of the adequacy for educational funding.
<b>Funding Sources</b>	<i>Examples: School District Funding, Medicaid Offsets</i>	Funding Sources provide a breakdown of money received to fund educational programs within Facility Schools.
<b>Expenses</b>		
<b>Operating Expenses</b>	<i>Examples: Salaries and Benefits as well as non-labor costs</i>	Operating Expenses help demonstrate what Facility Schools are prioritizing in terms of resources needed to educate students. The total expenditure on staffing versus non salary related resources help explain what supports are needed most for student learning.
<b>Staffing</b>		
<b>Staff Count</b>	<i>Examples: FTE and PTE Teachers, Office Staff, etc</i>	Staff Counts helps determine the existing capacity of the Facility School.
<b>Staff Salary</b>	<i>Examples: Annual salary of Teachers, Office Staff, etc</i>	Staff Salary helps provide information regarding the competitiveness of salaries at Facility Schools across the state.
<b>Staff Benefits</b>	<i>Examples: Annual benefits of Teachers, Office Staff, etc.</i>	Staff Benefits helps provide information regarding the competitiveness of benefits at Facility Schools across the state.
<b>Lowest Salary</b>	<i>Examples: Annual salary of Teachers, Office Staff, etc</i>	Lowest Salary helps provide a comprehensive picture regarding the competitiveness of salaries at Facility Schools across the state.



<b>Average Salary</b>	<i>Examples: Annual salary of Teachers, Office Staff, etc</i>	Average Salary helps provide a comprehensive picture regarding the competitiveness of salaries at Facility Schools across the state.
<b>Highest Salary</b>	<i>Examples: Annual salary of Teachers, Office Staff, etc</i>	Highest Salary helps provide a comprehensive picture regarding the competitiveness of salaries at Facility Schools across the state.
<b>Average Benefits</b>	<i>Examples: Annual benefits of Teachers, Office Staff, etc.</i>	Average Benefits helps provide a comprehensive picture regarding the competitiveness of benefits at Facility Schools across the state.
<b>Vacancies</b>	<i>Examples: Openings and potential job postings for various staff positions</i>	Vacancies help determine areas of unmet capacity of the Facility School.
<b>Students</b>		
<b>Enrollment</b>	<i>Examples: Gen Ed, SPED, High Need SPED</i>	Enrollment represents the average number of students enrolled as of the 15th of a given month and provides a snapshot of capacity.
<b>Attendance</b>	<i>Examples: Gen Ed, SPED, High Need SPED</i>	Attendance represents the average number of students attending as of the 15th of a given month and provides a snapshot of participation by enrolled students.
<b>Empty Seats</b>	<i>Examples: Gen Ed, SPED, High Need SPED</i>	Empty Seats represents available seats in the classroom and provides a snapshot of excess capacity that is available.
<b>Waiting List</b>	<i>Examples: Gen Ed, SPED, High Need SPED</i>	Waiting List represents students that are unable to enroll at a Facility School because of insufficient capacity and provides a snapshot of locations where there is a barrier to access.
<b>Quick Stats</b>		
<b>Student:Teacher Ratio</b>	<i>Examples: Gen Ed, SPED, High Need SPED</i>	Student:Teacher Ratio represents the number of teachers available for each student and helps provide information about the severity of student need at Facility Schools.
<b>Per Pupil Revenue</b>	<i>Examples: Gen Ed, SPED, High Need SPED</i>	Per Pupil Revenue represents the funding available per student and helps provide information about the potential discrepancy between expenses and funding at Facility Schools.
<b>Length of Stay</b>	<i>Examples: Gen Ed, SPED, High Need SPED</i>	Length of Stay represents the average number of days a student is enrolled at a Facility School and provides information about turn over at Facility Schools.



## Appendix B

<b>Attendance Instructions/Rules</b>	
<p><i>The Office of Approved Facility Schools collects attendance data from all Facility Schools for the purpose of auditing by CDE. The Office of Facility Schools does not confirm attendance; it only functions as an intermediary to collect the data.</i></p>	
<p><i>All data will be aggregated, analyzed, and shared with the Work Group to help them track system level capacity and enable them to recommend any needed changes to the implementation process. Below is a list of areas in which data will be collected and a brief description of the purpose of each area.</i></p>	
<b>Seats</b>	
<b>Average Number of Available/Open Student Seats</b>	Average Number of Available/Open Student Seats can provide information regarding available capacity of the Facility School.
<b>Average Number of Students on a Waitlist</b>	Average Number of Students on a Waitlist can provide information regarding insufficient capacity of the Facility School.
<b>Public or Private Placement</b>	Public or Private Placement can provide information regarding where student referrals are coming from in Colorado.
<b>Attendance Field Keys</b>	Attendance of enrolled students can be tracked utilizing the following designations. The designations provide information regarding capacity of the Facility School as well as use of services by students enrolled.
<i>*Blank</i>	<i>Student was not enrolled on this date. Delete any entered data so the cell is 'blank'.</i>
<i>*Present</i>	<i>Student was in school for this date. Mark as "P".</i>
<i>*Excused</i>	<i>Student was absent from school. Mark as "E" using this current guidance: pre-approved vacations, sickness, hospitalization, pre-approved therapeutic leave, and sentencing to a detention center</i>
<i>*Unexcused</i>	<i>Student was absent from school. Mark as "U" if the absence does not meet the criteria above.</i>
<i>*Noncontact</i>	<i>This is a non-contact day for students. No instruction provided to students. (i.e. Staff professional development, teacher conferences, teacher planning day)</i>
<i>*Holiday</i>	<i>Mark the calendar with "H" for observed holidays. (i.e. New Year's Day, Thanksgiving...)</i>
<i>*Closed</i>	<i>Mark the calendar with "C" for when the school is closed. (Example: snow day, planned school closure)</i>



## Appendix C

*The following is a DRAFT of the Interagency Resource Guide created in collaboration by the Department of Education, Department of Human Services, Department of Health Care Policy and Financing, and the Department of Public Health and Environment.*

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### Process for Becoming an Approved Facility School Provider Resource Guide

Drafted 2023

- Local Inspections/Approvals
- CHDS License
- CDE Facility School Approval
- HCPF Enrollment
- RAE Contract

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**LOCAL** - CDHS cannot issue any type of license without local zoning approval, fire inspection, and health department inspection and approval, prior to submitting an application.

Contact your local municipality to find the Building, Planning and Zoning Department and local fire department for your facilities location.

1. Contact and obtain written documentation of zoning approval from the county in which the facility exists and its specific facility type and the population to be served. This approval should also address any limitations in characteristics of youth that may attend the program as well as any limitations on capacity for the facility.
2. The facility will need to have an inspection and approval from the local fire department and from the local health department prior to the issuance of a license.
3. To find your local health department go to:  
<https://cdphe.colorado.gov/public-information/find-your-local-public-health-agency>

#### **Colorado Department of Human Services (CDHS), Provider Services Unit (PSU)**

In order to become an Approved Facility School through CDE providers must have one of the following licenses:

1. Day Treatment License issued by CDHS - A Day Treatment Facility License is required for any school setting NOT physically located within a residential setting or that provides services for youth from the community who are NOT enrolled in their residential program.  
- OR -
2. Residential Child Care Facility (RCCF) License issued by CDHS - For Residential Child Care Facility (RCCF, QRTP, PRTF) licenses XXX Resource  
- OR -
3. Hospital License issued by CDPHE - For Hospital licenses, please see XXX Resource.

#### **Steps to get a Day Treatment License**



- Email - [cdhs\\_dcw-facilitylicenseapps@state.co.us](mailto:cdhs_dcw-facilitylicenseapps@state.co.us) to request information about becoming a Day Treatment Facility.
- An application will be sent to you including an addendum and current fee sheet
- Complete the application and respective addendums and include a check for the application fee and submit it to Colorado Department of Human Services, Provider Services Unit, 2nd Floor, 1575 Sherman Street, Denver CO 80203.
- A licensing specialist will contact you and set up a review appointment.
- The licensing review will include, but is not limited to, written policies and procedures, staff qualifications and files, forms used for admission to the facility, facility site review, and other documents demonstrating compliance with the rules and regulations.
- The licensing specialist will complete a report of inspection which will include a list of the rules and regulations the facility will need to demonstrate compliance with before a license can be issued, a description of type of license, capacity and ages the facility will be approved for and any conditions of the license.
- Upon verification of full compliance the licensing specialist will approve the application and a license will be sent to the provider.
- Once a license has been approved, the facility will be required to submit an annual continuation notice and fee to the Department.

### **Colorado Department of Education (CDE), Office of Facility Schools (OFS)**

To request a meeting with Office of Facility School staff and review an application packet to become an Approved Facility School, email [facility\\_schools@cde.state.co.us](mailto:facility_schools@cde.state.co.us) and [stirman\\_j@cde.state.co.us](mailto:stirman_j@cde.state.co.us). You can get an application from CDE, OFS or on the website at <http://www.cde.state.co.us/FacilitySchools>

Submit Letter of Intent - may be sent via email, prior to completion of above requirements with CDHS or CDPHE (for hospitals). Email [facility\\_schools@cde.state.co.us](mailto:facility_schools@cde.state.co.us) and [stirman\\_j@cde.state.co.us](mailto:stirman_j@cde.state.co.us) with your letter.

Applicants must have a current CDHS or CDPHE license (day treatment, RCCF, hospital) to submit an application.

### **Steps to Become an Approved Facility School**

- Submit completed application packet electronically to [facility\\_schools@cde.state.co.us](mailto:facility_schools@cde.state.co.us) and [stirman\\_j@cde.state.co.us](mailto:stirman_j@cde.state.co.us),
- CDE Office of Facility Schools (OFS) Reviews application
- OFS sends feedback to the requesting applicant regarding applicable components of the application
- Applicant submits final documents to CDE
- OFS conducts site visit
- Final documents sent to the Facility Schools Board for review
- Applicant presents at Facility Schools Board meeting
- Facility School may be granted probationary approval for one year by Facility Schools Board, if application meets requirements
- OFS conducts periodic monitoring of the new siteFacility Schools Board grants full approval after one year, if expectations are met



**Colorado Department of Health Care Policy and Financing (HCPF)**

To be reimbursed for Medicaid-covered clinical/therapy services provided by licensed Day Treatment Facilities, a provider must enroll with HCPF and contract with Regional Accountable Entities (RAEs). All enrollment requirements can be found at the HCPF enrollment page:

<https://hcpf.colorado.gov/find-your-provider-type>.

Day Treatment providers should enroll as Provider Type XX. The following documents should be submitted with your enrollment application:

- CDHS Day Treatment License
- CDE Facility School Approval Letter
- W9 (signed and dated within the last 6 months)
- Voided business check (no temporary checks or deposit slips) or bank letter (dated within the last 6 months)
- Malpractice/Liability insurance information must be entered in the application; however, proof of insurance is not a required attachment.

Once a Day Treatment program is enrolled with HCPF, they will receive a Medicaid ID#. Providers must contract with Regional Accountable Entities who are responsible for paying for Behavioral Health Day Treatment services (CPT Code H2012) for Medicaid members. RAE Contacts can be found here:

<https://hcpf.colorado.gov/accphase2>