



COLORADO AREA HEALTH EDUCATION CENTER (AHEC)

STUDENT ROTATION & HOUSING INFORMATION 2017

Background information for Student Rotations:

As part of its core mission, the Colorado Area Health Education Center (AHEC) Program Office—a part of the University of Colorado Anschutz Medical Campus—seeks to improve health care delivery to the State of Colorado especially in rural and medically underserved communities. When students are assigned to clinical rotations in rural and/or underserved areas, local health care providers, many of whom are preceptors, benefit from the teaching experience, while the community and residents benefit from receiving thousands of hours of health care from students who bring up-to-the-minute health care innovation and education to the clinical experience.

Additionally, it is hoped that by gaining exposure to healthcare practice in rural and/or underserved areas of the state, the students will return to these communities to practice upon completion of their degrees. It has been demonstrated that students who have enjoyed a rotation in a rural and/or underserved area are more likely to practice in a similar setting and also perform better on board or standardized tests than students who did not participate in a rural and/or underserved rotation.

Colorado is divided into six AHEC regions and has offices in each of these regions to help students find housing and provide support to local health care initiatives that serve the Colorado AHEC Program's mission and goals (Colorado AHEC Program website: www.ucdenver.edu/coahhec).

Housing Policies

These policies are applicable to all Health Professions students on the University of Colorado Anschutz Medical Campus as well as Non CU Anschutz Health Professions students taking part in unpaid educational and experiential opportunities in rural and medically underserved areas who are eligible for Colorado AHEC housing. Colorado AHEC housing is for secondary housing purposes only. Students may NOT use AHEC housing as a primary residence.

For the purposes of the policy, educational and experiential opportunities shall be referred to as ROTATIONS. The University of Colorado (CU) does not discriminate in housing based on race, color, religion, gender, national origin, age, disability, creed, sexual orientation, gender identity or veteran status.

These policies do not apply to medical residents or those participating in paid internships. **Residents and paid interns are not eligible for Colorado AHEC housing.**

General information:

Students who need housing during a rural clinical rotation **must** register with Colorado AHEC Housing (<http://ahec.ucdenver.edu/finaid>) using their CU Anschutz issued e-mail address (or applicable University e-mail address) and must register **at least six (6) weeks prior** to the start of his/her rotation in order to allow sufficient time to secure housing. If a student is unable to register six (6) weeks in advance due to unforeseen circumstances such as a rotation change or cancellation, the student must register as soon as possible and contact the Regional AHEC Housing Coordinator and the Colorado AHEC Program Office as soon as possible (coahechousing@ucdenver.edu) to alert the office of the need for emergency housing.

University of Colorado/ Anschutz Medical Campus Academic AHEC Program Liaisons

- College of Nursing: Allison Boyrer (Allison.boyrer@ucdenver.edu) 303.724.8311 (office)
- Physician Assistant Program: Tanya Fernandez (tanya.fernandez@ucdenver.edu) 303.724.1345
- Physical Therapy Program: Cindy Armstrong (cynthia.armstrong@ucdenver.edu) 303.724.8927 (AHEC office) 303.888.0580 (mobile)
- School of Dental Medicine: Tamara Tobey (tamara.tobey@ucdenver.edu) 303.724.7033 **concurrently** with Karen Tawara (karen.tawara@ucdenver.edu) 303.724.7030 (office)
- School of Pharmacy: Wendy Anderson (wendy.anderson@ucdenver.edu) 303.724.2619 (office) **concurrently** with Wes Nuffer (wesley.nuffer@ucdenver.edu) 303.724.2654 (office)
- School of Medicine: Kristina Tocce (Kristina.tocce@ucdenver.edu) 303.815.9340 (mobile) **concurrently** with Jeff Druck (Jeffrey.druck@ucdenver.edu) 303.724.6407 (office)
- Anesthesiologist Assistant Program: Ann-Michael Holland (Anne-Michael.HollandBurnett@ucdenver.edu) 252.414.1042 (mobile) **concurrently** with Carlos Rodriguez (Carlos.R.Rodriguez@ucdenver.edu) 303.724.7164 (office)
- The Colorado AHEC Program Office **cannot guarantee** housing will be available in every community, especially in mountain towns during peak tourist seasons, or in rural communities during harvest. It is especially difficult to accommodate housing requests with notice of less than six (6) weeks prior to the commencement of the rotation, however every effort will be made to secure appropriate accommodations. Although rare, due to variability of clinical rotations and Host housing, there are occasions when housing may not be immediately available at the start of the rotation. If this situation arises, the Regional Housing Coordinator will notify the student a minimum of two (2) weeks prior to the start of the rotation and the Colorado AHEC Program Office will contact the student to discuss alternative housing options.
- Students must acknowledge and sign the **Student Housing Contract** when registering. Upon receipt of the student housing contract by the Regional AHEC Office Housing Coordinator, housing will be arranged. Once the contract has been received from the student and the housing has been confirmed, the Regional AHEC Housing Coordinator will contact the student directly with their housing information a minimum of two weeks (10 business days) prior to the start of the rotation.
- When the student has registered six (6) weeks in advance, received confirmation that their registration was received, and returned their **signed** student contract and have not been contacted by the Regional AHEC Housing Coordinator within two (2) weeks of the start of the rotation, the student is asked to contact the appropriate Regional AHEC Housing Coordinator immediately (contact information below) as well as to notify the Colorado AHEC Program Office (coahechousing@ucdenver.edu). Failure to notify these entities of the absence of housing confirmation may delay any resolution or housing availability, and students may need to begin their rotation without AHEC provided housing or reimbursement.

Regional AHEC Housing Coordinators:

- Centennial AHEC (CAHEC): Nancy Schumacher (nschumacher@cahec.org) 970.330.3608
- Central Colorado AHEC (CCAHEC): Mitch Fittro (mitch@centralcoahec.org) 720-863-8199
- San Luis Valley AHEC (SLVAHEC): Lisa Lucero (lisa@slvahec.org) 719.589.4977; 719.588.5363 (mobile)
- Southeastern Colorado AHEC (SECAHEC): Debra Ball (debra.ball@secahec.org) 719.544.7833

- Southwestern Colorado AHEC (SWCAHEC): Karen Rider (karen.rider@swcahec.org) 970.903.3126
- Western Colorado AHEC (WCAHEC): Nicole Heil (nheil@wcahec.org) 970.434.5474 ext. 3; 970.201.9565 (mobile)

Student responsibilities:

- Students must register using their official student CU Anschutz e-mail address (personal e-mail addresses are not acceptable) or contact the appropriate regional AHEC office using an applicable official University e-mail address if a non CU Anschutz student.
- Some of the Regional AHEC Offices have owned / leased houses and apartments. For other parts of the state, and for additional needs in these communities, the Regional AHEC Office provides Host housing in private homes. Students must be flexible and acceptable of housing which meets AHEC program standards outlined below.
- Students may arrive one day prior to the start date of their rotation and vacate the housing the day following the end of their rotation. The Colorado AHEC Program Office will reimburse for the length of a student's rotation **only** and will **not** fund housing for students who choose to arrive early or stay longer than one day prior or one night after their assigned rotation. Any additional days would be at the expense of the student, arranged by the Regional Housing Coordinator and up to the discretion of the Host.
- Once the host housing has been confirmed, it is the responsibility of the student to contact the Host at least two (2) weeks prior to the rotation's start date to confirm arrival and finalize any special arrangements that may be needed (such as obtaining keys, etc.)
- Students who stay in Colorado AHEC housing must abide in full with any required housing rules, including the housing rules of the Host, and must acknowledge and sign the **Student Housing Contract** prior to placement. As a guest in the Host's home, students are expected to inquire about and abide by any additional house rules established by the Host.
- The Colorado AHEC Program Policy prohibits visitors and/or overnight guests (including family and friends) in any Host or Regional AHEC owned/leased housing.
- The Colorado AHEC Program Policy prohibits smoking of any kind (including marijuana), recreational drugs (including edibles) or the use of alcohol in any Host or Regional AHEC owned/ leased housing.
- The Colorado AHEC Program Policy prohibits pets in any Host or Regional AHEC owned / leased housing.
- The Colorado AHEC Program Policy prohibits the possession of any weapon within AHEC housing. This includes items such as firearms, knives, explosives (fireworks, ammunition, etc) bow and arrows, paint or BB guns, or any item that is a reasonable facsimile.
- Students are responsible for providing their own transportation to and from their Host homes as well as to and from their rotation site and in the community. Students need to make their own arrangements with their rotation site in the event of inclement weather (which may include 4-wheel drive or chains in the winter). It is **NOT** the responsibility of the Host to provide transportation to students during their rotation.
- Students are responsible for discussing parking with the Host. Any costs associated with parking or being towed for parking in a restricted area is the responsibility of the student. Any costs related to parking or being towed will **NOT** be reimbursed by AHEC.
- Students are expected to use their own cell phone for communication while on rotation. Prior to arrival they should discuss other conveniences with the Host, such as television, the use of other electronic devices, internet access, etc.

- Students are expected to provide their own bed linens and it is the student's responsibility to inquire as to whether or not this is necessary. Students are required to bring their own towels and toiletries.
- Students are responsible for any costs related to cleaning or damage to AHEC housing and will be charged accordingly.
- If a rotation is changed or cancelled, the student must notify the Regional AHEC Housing Coordinator and the Colorado AHEC Program Office immediately. In addition, if changes occur within two (2) weeks of the start date the student **AND** the student's Academic Program Liaison must notify the Regional AHEC Housing Coordinator and the Colorado AHEC Program Office **immediately**. Failure to provide notice of cancellation once housing has been assigned will result in charges to the student's Academic program and the inability for the student to request Colorado AHEC housing in the future. The student's Academic program will determine the need for any further action toward the student.

AHEC responsibilities:

- Colorado AHEC Host housing provides students with a single, private sleeping room, however the bathroom may be shared with the Host family or other students. Students are expected to purchase their own food and prepare their own meals unless previously arranged with the Host. Any costs for food are at the expense of the student and will **NOT** be reimbursed by AHEC. The Host family will share space in their kitchen and may share other living space in the home which should be discussed with the Host upon arrival.
- Colorado AHEC owned / leased houses, apartments and condos may be coed (male/female). Colorado AHEC provides students with a single, private sleeping room, however the bathroom may be shared. Additionally, all common areas; kitchen, living, and dining areas may be shared with other students.
- Some Regional AHEC owned / leased housing have washers and dryers. In Host homes, arrangement for the use of laundry facilities are made with the Host, however students are expected to access laundry facilities in the community.
- Internet access is **NOT** guaranteed. If Internet service is not available at the housing location, the student will be notified prior to the rotation and the Regional AHEC Office will assist the student in locating internet access in the community. It is the student's responsibility to communicate with their Academic Program on the Anschutz Medical Campus should internet access not be available. Bandwidth is a limited in many rural areas. Students are asked to limit their internet usage to Academic Program related activity while residing in Colorado AHEC Housing.
- AHEC housing for students who require service or emotional support animals will be considered on a case by case basis. Issues related to liability and damage will be handled individually with assistance of the Office of Disability Resources and Services (DRS), the University of Colorado legal department and the Colorado AHEC Program Office on the CU Anschutz campus or equivalent University sanctioned office and Regional AHEC program office if the student is a non CU Anschutz health professions student. There is NO guarantee that Regional AHEC Offices will be able to accommodate these requests due to lack of availability in many rural areas. Students who require service or emotional support animals are asked to provide proof of need from a qualified licensed healthcare professional and must submit their requests a **minimum of eight (8) weeks or longer** in order to allow time to locate appropriate housing. Students who require service or emotional support animals are also encouraged to arrange their own housing and apply for reimbursement as outlined in the **student found housing** upon the completion of their rotation.
- Complaints and concerns regarding Colorado AHEC housing should go **directly** to the Regional AHEC Office. If not satisfactorily addressed, students should contact the Colorado AHEC Program Office (coahechousing@ucdenver.edu). If a student believes they are in immediate danger, the student should leave the home, call 911, and contact the Regional AHEC Office and their Academic Program coordinator immediately.

2017 COLORADO AHEC STUDENT ROTATION POLICY

1. EFFECTIVE DATE OF THIS POLICY:

This policy will be in effect for those rotations which begin on or after the effective date of **July 1, 2017**. Rotations in place before the effective date will be reimbursed according to the policy in effect at the time the rotation began.

2. ROTATION DEFINED:

A ROTATION is defined as an unpaid supervised educational experience approved by a participating Health Professions Academic Program. Such rotations shall take place in Colorado rural areas. Participants may take part in multiple rural rotations during the time they are a health professions student.

3. GEOGRAPHIC REQUIREMENTS FOR ELIGIBILITY:

Eligible rotations are in communities located further than a 40 mile radius from the Anschutz Medical Campus. Areas within a forty (40) mile radius of the Anschutz Medical Campus are NOT eligible (thus, communities such as Boulder, Golden, Castle Rock, Evergreen, and Brighton are NOT eligible) even if the community is considered to be a medically underserved area.

AHEC provided/supported housing and the lodging reimbursement only applies when the student chooses to live in the community during the rotation. There is **no** per diem for meals, travel or mileage reimbursement. Funding support is limited to AHEC housing **only** according to the policies and payment parameters herein.

4. HOUSING PAYMENT PARAMETERS:

A. AHEC Provided Housing:

Housing (including the night prior and the night following the rotation) will be provided for students who choose to complete their rotation and live in a rural Colorado community. Only consecutive days will be considered regardless of the students' clinic or academic schedule. AHEC will reimburse for the length of a student's rotation **only** and will not fund housing for students who choose to arrive early or stay longer than one day prior or one night following their assigned rotation. Any additional days would be at the expense of the student, coordinated by the Regional Housing Coordinator, and up to the discretion of the Host.

Requests for housing will be coordinated by the designated Regional AHEC Housing Coordinator at each of the Regional AHEC Offices.

There are three (3) possible options for housing and each option is dependent on the location and timing of the rotation. These options may include:

1. Accommodations owned / leased by the Regional AHEC Office
2. Regional AHEC Host Housing
3. Student Found Housing

1. **AHEC Owned or Leased Housing:** Housing may be provided in AHEC owned or leased housing in certain regions. Only consecutive days will be considered regardless of the students' clinic or academic schedule. Students who would like to arrive early or stay longer than their assigned rotation will be allowed to do so at the discretion of the Regional AHEC Office and any costs associated with an extended stay will be at the student's expense. No student visitors, family members or pets are allowed. Smoking (including marijuana), recreational drugs (including edibles), alcohol or weapons of any kind are prohibited in the housing or on the property.

Safety checks in leased / owned housing must be completed by the Regional AHEC Office annually. Following the initial safety check, documentation for maintenance of smoke detectors

and carbon monoxide detectors including battery changes must be completed by the regional AHEC office on an annual basis. Physical inspection of the leased/owned must occur every three years or more frequently at the discretion of the regional office.

2. **Host Housing:** The majority of AHEC housing is provided by Hosts. For those students who reside in Host housing that has been arranged by the Regional AHEC Offices, housing payment for the length of the rotation will be paid to the Host during the first week of the rotation once the student is physically present in the Host home. Hosts will receive between \$10 and \$15 per night as determined by the agreement with the Regional AHEC Office. No visitors, student family members or pets are allowed. Smoking (including marijuana), recreational drugs (including edibles), alcohol and weapons of any kind are prohibited in Host homes.

If the student fails to show or the housing is cancelled after it has been assigned, the host will be paid in full and the students' academic program will be billed for the length of the rotation unless the Regional housing coordinator is able to place another student with the same Host during the previously assigned time. If another student is placed with the same host, payment to the Host will be paid at a prorated rate and will include the balance for the second student's rotation. Whether the originally assigned student is responsible for the costs incurred is determined by the students' Academic program.

Student safety is a priority. Background checks will be conducted by the Regional AHEC Office for all adults eighteen (18+) or older who reside in the Regional AHEC Host Home during any time of the students stay. Hosts must agree to, and complete, a background check before hosting students.

Safety checks of Host homes must be completed by the Regional AHEC office upon acceptance into the AHEC housing program. Following the initial safety check, documentation of smoke detectors and carbon monoxide detectors including proof of annual battery changes must be submitted to the regional AHEC offices. Physical inspection of Host housing shall occur every three years or more frequently at the discretion of the regional AHEC office. All Host homes must comply with basic safety recommendations including smoke detectors, carbon monoxide detectors, emergency ladders and designated escape routes. Hosts are asked to take the time to review their fire escape plan with the student and show the student where emergency lights and where accessible doors are located in the home upon arrival.

3. **Student Found Housing.** CU Anschutz students may choose to find his/her own housing and request reimbursement as outlined below. Students who find his/her own housing **must** register on the Colorado AHEC Program website (<http://ahec.ucdenver.edu/finaid>), a minimum of six (6) weeks **in advance** of their rotation. Students must enter his/her rotation information, including the location and dates of the rotation, in addition to the Student Found Housing information to be eligible for reimbursement.

Reimbursement: \$15/day will be reimbursed at the **completion** of the rotation. Students will only be reimbursed up to the number of days of their rotation regardless of when he/she chooses to arrive or to leave.

At the **END** of the rotation, students must properly complete an Official Colorado AHEC Program Rent Receipt found on the Colorado AHEC Program website (www.ucdenver.edu/coahec) and submit it to the Colorado AHEC Program Office (COAHECHousing@ucdenver.edu) no later than forty-five (45) calendar days following the completion of the rotation to receive reimbursement. Reimbursement checks will be mailed directly to the student from the Colorado AHEC Program Office.

Students who arrange for his/her own housing are responsible for any payments required during the length of their stay. No reimbursement will be made for students who reside with immediate family members (parents or siblings). No advance of funds can be made to students to pay for housing. No background checks or other support is provided by the Colorado AHEC Program Office for student found housing.

Students who request AHEC housing when they register and are assigned AHEC housing, but cancel or no show **after** their housing has been arranged (due to making their own housing arrangements) will **NOT** be eligible for future AHEC housing or for AHEC reimbursement. The student's Academic Program will be billed for the entire length of the rotation. Whether the student is subsequently held responsible for costs incurred due to a late cancellation or no show is between the academic program and the individual student.

5. REGISTRATION FOR ROTATION(S):

Method: All students participating in a rural rotation experience must register (<http://ahec.ucdenver.edu/finaid>) using their official student CU Anschutz e-mail address whether or not housing is requested or required.

Timely Registration: Students who require housing while on rotation **MUST** register online and return the signed student contract to the regional AHEC office (attached to housing registration confirmation) at least six (6) weeks prior (more if possible) to the beginning of the rotation. Exceptions may be made in the event of a rotation cancellation with confirmation from the student's Academic program as placement may be more difficult.

6. ADHERENCE TO RULES AND REGULATIONS:

Students who stay in housing that has been provided or arranged for by the Regional AHEC Offices must abide in full with any required housing rules or regulations and must acknowledge and sign the **Student Housing Contract** prior to placement.

Any student who is dismissed from AHEC housing will NOT be reassigned to another location during the rotation or for any later rotations. The Regional AHEC Office and the student's Academic program will be notified of the dismissal. The student's Academic Program will be responsible for any changes necessary in reassigning the student.

Students are responsible for all charges associated with any damages or additional cleaning of Colorado AHEC housing.

Colorado AHEC Program Office funds housing for students during their rotation **ONLY** and will not fund any additional days. Any student who would like to stay for days beyond their rotation, either before or after, must make arrangements through the Regional Housing Coordinator. The student is responsible for any and all costs, at a rate set by the Host home, for any additional days.

7. OUT-OF-STATE PAYMENT LIMITATIONS:

Expenses: Housing cannot be reimbursed for those clinical sites outside of the State of Colorado. In certain circumstances the Regional AHEC Office may be able to provide assistance in locating host housing in sites outside Colorado but cannot provide payment to host housing that is not within the state. There is no per diem, travel or mileage reimbursement for any rotation outside the State of Colorado.

8. NON UNIVERSITY OF COLORADO HEALTH PROFESSIONS STUDENTS

It is understood that Health Professions Students from the University of Colorado Anschutz Medical Campus will be given priority for Colorado AHEC Housing. In the event that housing is not being utilized by a health professions student from the University of Colorado Anschutz Medical Campus, non-University of Colorado Health Professions students may be considered for Colorado AHEC housing at the discretion of the Regional AHEC Offices. For students to be considered for Colorado AHEC housing, the policy is as follows:

- The student must have proof of enrollment of an accredited Health Professions Program.
- The student must register using an official University e-mail address.
- The student must provide contact information for an individual within their Academic Health Professions Program overseeing their clinical rotation.

- The student must have proof of acceptance by a rural Colorado clinical rotation site.
- The student must have proof of personal health insurance.
- The student must have had a background check upon matriculation into their Health Professions Program (or more recently) and provide a copy to the Regional AHEC Office.
- The student or his/her Health Professions Program will negotiate with the Regional AHEC Office the cost for the housing stay and pay the Regional AHEC Office directly.
- The student may be required to pay a \$200 deposit directly to the Regional AHEC Office which will apply to any damage/ cleaning requirements. This deposit is above the amount charged for the housing by the Regional AHEC Office. Balance of the deposit will be returned to the student within 30 days following the end of the rotation, when a deposit is requested.
- The student must acknowledge and sign the **Student Housing Contract** and agree to abide by all Host home house rules.

END OF POLICY