



Facility Schools Model Work Group Meeting Notes
February 1, 2024, 9:00 - 10:30 PM Virtual - Zoom Meeting

Work Group Members Present: Laurie Burney, Kari Chapman, Wendy Dunaway, Mylynda Herrick, Sandy Malouff, David Molineux, Erin Osterhaus, Betsy Pepper, Steven Ramirez, Deon Roberts, Robin Singer, Judy Stirman, Ann Symalla, Lindsey Tapp, Barb Taylor, Kevin Tracy, Cate White

Work Group Members Absent: Sarah Baumgartner, Danny Combs, Michele Craig, Sonjia Hunt, Callan Ware, Maureen Welch, Laura Writebol

Guest Observers: Lori Kochevar, Sara Pielsticker (Disability Law Colorado), Becky Miller Updike & Dave Sevick (CAFCA)

Facilitator & Support: Virginia (G) Winter, Equinox Consultancy LLC, Darren Serrato

Analysis Team: Nick Stellitano – Dillinger Research & Applied Data

Public Comment: no public comment

1. SB23-219 implementation updates

- Work Group members reviewed their work plan and received updates on a dashboard of progress specific to the elements in SB 23-219
- Aug - Dec 2023 data regarding total number of students served each month by facility schools was provided
- The data being collected now can be used to help inform the third party evaluation
- The Work Group reviewed the facility school systems model 'venn diagram' in relation to data being collected & added thoughts about possible methods of evaluating outcomes for students/families (accountability)

2. Overview of the internal preparation to assess baseline funding

- Work Group members may discuss potential changes to the funding 'formula' at the March meeting

3. Specialized Day Schools (SDS) authorization process review

- Work Group members reviewed and discussed the draft authorization process and provided input regarding requirements, timelines, and maintenance of authorized status
- Efforts will be made to distinguish between the SDS authorization process and facility school approval process

4. Shared Operational Services Grantee - CAFCA

- Work Group members heard an update from Becky Miller-Updike and Dave Sevick of CAFCA about their next steps in assessing where the highest need may be for coordinating (sharing) operational services and purchasing by facility schools
- Next steps include the creation of an advisory committee to inform the needs assessment

5. Update on the timing of the third party evaluation RFP recommendation

- The Work Group was provided with an update regarding CDE's efforts to take the recommendation (from our January meeting) forward through their legislative process

Next Steps - Reminder of upcoming Work Group meetings:

- Next meeting dates: Friday, March 1
 - Friday, April 5, Thursday, May 2, Thursday, June 6

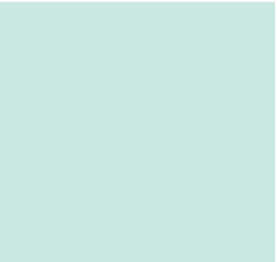
[Shared work group member folder for meeting notes, reports, etc.](#)

Greetings



Purpose



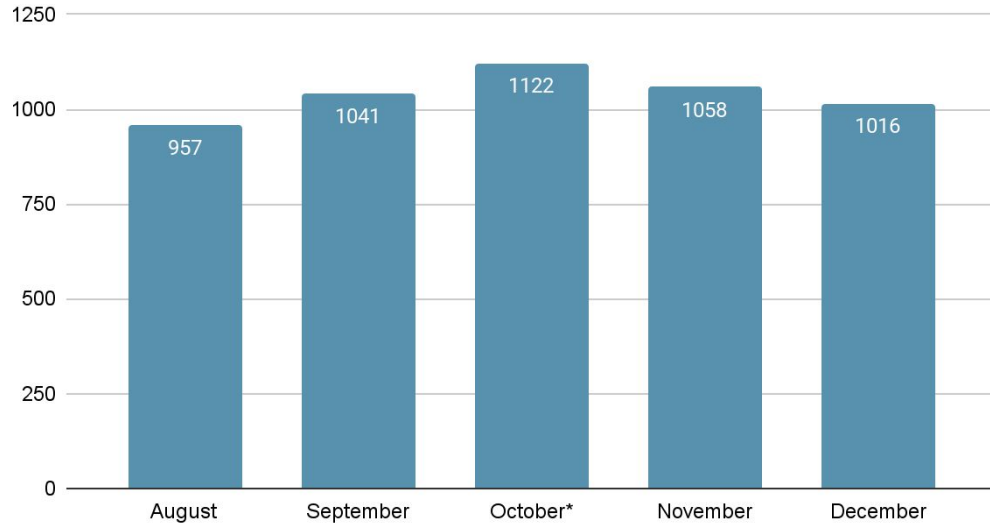


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Data Collection

Data Re

of Unique Students Served per Month



Facility School



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Facility Schools -

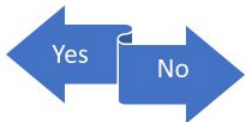
Preview process to

Preview process to

Specialized Day School's Authorization

Will your entity/school offer a treatment component?

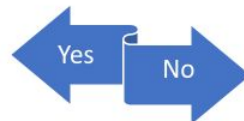
Seek day treatment license thru CDHS



Seek authorization thru CDE

Will all education staff be licensed by CDE?

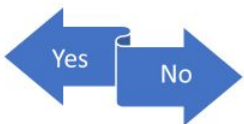
Seek authorization thru CDE



Not eligible to be a specialized day school or approved facility school without CDE licensed staff

Will you accept children/youth placed by CDHS/Child Welfare?

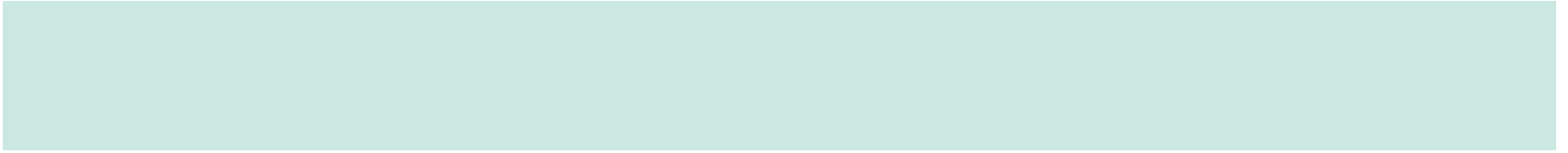
Seek day treatment license thru CDHS



Seek authorization thru CDE



Update on



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Wrap Up, Closing

Process for Becoming Authorized as a Specialized Day School

Provider Resource Guide

DRAFT – December 2023

- Local municipality zoning
 - Background checks and registries
 - Local fire, health, safety inspections
 - Incident tracking policy/procedures
 - Colorado Department of Education (CDE) licensed staff
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Submit a letter of intent to the Office of Facility Schools – [Letter of Intent Form](#)

All required components noted must be obtained prior to submitting an application for authorization to the department.

1. Contact your local municipality (city, county) in which the building exists, to obtain written documentation of zoning approval, including its specific purpose of use. Zoning approval must be in alignment with the intended purpose or program of the school, a learning environment, and/or for children and youth.
2. Contact your local fire department to obtain an inspection and approval for your building/space.
3. Contact your local health department to obtain an inspection and approval for your building/space.
 - a. To find your local health department go to:
<https://cdphe.colorado.gov/public-information/find-your-local-public-health-agency>
4. Provide evidence that you have notified your local county department of human or social services that you intend to open a specialized day school within the county. **Include information regarding a partnership to collaborate for required trainings and other support, if applicable.**
5. Provide evidence that you have conducted criminal background checks through CBI and FBI, as well as sex offender and child abuse and neglect registries.
6. Provide evidence of policies and procedures for recording and reporting incidents to county human services and/or school districts. **The contract between the school district and approved facility school will outline expectations for tracking and reporting incidents.**
7. Provide evidence of policies and procedures for restraints, chosen model, training of all education staff in that model (alignment with Protection of Pupil Rights Amendment rules) as extension of school district services.
8. Provide evidence of liability insurance.
9. Provide evidence that all education staff are CDE licensed.
10. Overview of anticipated budget – revenue and expenses.
11. **Provide information regarding the number of students to be served, ages of students to be served, and primary focus for services to be provided**
12. **Provide evidence that the school district where the entity is located, is aware of the intent of the entity to become a specialized day school, approved by CDE.**
13. **Provide evidence that the entity's board is aware of and has approved the pursuit of the specialized day school authorization and approved facility school status.**

14. Provide evidence that required trainings for staff are consistent, provided annually, included in orientation for new staff, and meet Colorado standards for training.

Steps to apply for Specialized Day School Authorization from the Colorado Department of Education –

1. Email facility_schools@cde.state.co.us to request an application for authorization.
2. An application will be sent to you including additional guidance regarding the application process, **within two weeks of receipt of the email request**.
3. Complete the application including the required components noted above.
4. The Office of Facility Schools will contact you to set up a time to review your application and conduct a site visit.
5. The onsite visit will include a tour of the building/facility/campus, review of written policies and procedures, review of educational staff files, review of tracking and reporting system for student incidents.
6. The office will have **45 calendar days to complete the review** of the application and summary of the site visit to ensure all requirements have been met.
7. The office will notify you in writing and by email to confirm authorization of your Specialized Day School.

Assurance that they are not providing treatment of any kind, that would lead them to the path of a day treatment license. Assurances for Safety, Finance, bulleted list below for self-reporting, Restraint model and training, Staff incidents – These will be part of the application for authorization. We will also include the guidance.

Once your Specialized Day School is authorized by the Colorado Department of Education-Office of Facility Schools, you may begin the application process to become an Approved Facility School. An entity that is authorized as a Specialized Day School must begin the approval process within 30 business days of authorization, by submitting the initial application to the department. An authorized SDS may not remain in operation without approved facility school status.

Add steps to apply to become an Approved Facility School

Probationary status of authorization – Reasons to lose authorization – This would go in guidance – Some of these may warrant immediate revocation of authorization, others may require a review and probationary period with a corrective action plan – 30 day review period – 30 days for corrective action plan – These would be required self-reports

- Failure to maintain fire, safety, health inspection approvals
- A change in zoning
- Failure to conduct background checks

- Failure to track and report incidents
- Failure to maintain CDE licensed staff
- Criminal behavior/charges/etc. against facility leadership/staff
 - Convicted of a felony, other than those specified in 26-6-905(8)
 - Convicted of child abuse – any degree of
 - Convicted of third degree assault, domestic violence
 - Determined to be insane or mentally incompetent by a court
 - Use of any controlled substance during operating hours of the facility
 - Convicted of unlawful use of a controlled substance
 - Furnishes or makes false statements or report to the department
 - Refuses to submit required reports/data
 - Fails or refuses to submit to an investigation or inspection by the department
 - Fails to provide, maintain, equip, and keep in safe and sanitary condition premises established or used for student education
 - Fails to maintain financial resources adequate for the satisfactory education of students served in regards to upkeep of premises and provision for personal care and safety
 - Charged with the commission of an act of unlawful sexual offense
 - Misuse of public funds, especially state education funds
- Any education related issues would be handled through the annual monitoring process and addressed through their facility school approval status