



COLORADO

Department of Early Childhood

Provider Review & Declining Matches

February 2023

By Mina Farzad

INTERNAL ONLY

In This Deck

for Matching Round 1

Part 1

- Reviewing matches

Part 2

- Declining matches
-

Reviewing Matches

Here's what you'll see when you log in on Wednesday

 **Colorado**
Department of Early Childhood

Locations Matched Students ☰

Z Academy Denver

📍 Location unknown [Edit profile](#)

Placed	Accepted	Enrolled
<u>4</u>	<u>0</u>	<u>0</u>

Programs

4 Year Old -- Extended Day 0 students	4 Year Old -- Full Day 0 students	4 Year Old -- Half Day (AM) 0 students
4 Year Old -- Half Day (PM) 0 students		

Z Academy Ski Valley

📍 Location unknown [Edit profile](#)

Placed	Accepted	Enrolled
<u>6</u>	<u>0</u>	<u>0</u>

Programs

4 Year Old -- Full Day	4 Year Old -- Half Day (AM)	4 Year Old -- Half Day (PM)
------------------------	-----------------------------	-----------------------------

What's on here?

Z Academy Denver
Location unknown

Placed	Accepted	Enrolled
4	0	0

Programs

4 Year Old -- Extended Day	Full Day	4 Year Old -- Half Day (AM)
0 students		students
4 Year Old -- Half Day (PM)		

Callout 1: This is the number of *enrolled* students in that program. It will be zero until after the family review period.

Callout 2: This is the number of students placed into spots at *all of your programs* for this location.

Callout 3: This is the number of students that have accepted their match. It will be zero until the beginning of the family review period.

To see matches for an individual location, click on the number under Placed

COLORADO Department of Early Childhood

Locations Matched Students

Z Academy Denver

Location unknown

Placed	Accepted	Enrolled
<u>4</u>	<u>0</u>	<u>0</u>

Programs

4 Year Old -- Extended Day <u>0 students</u>	4 Year Old -- Full Day <u>0 students</u>	4 Year Old -- Half Day (AM) <u>0 students</u>
4 Year Old -- Half Day (PM) <u>0 students</u>		

Z Academy Ski Valley

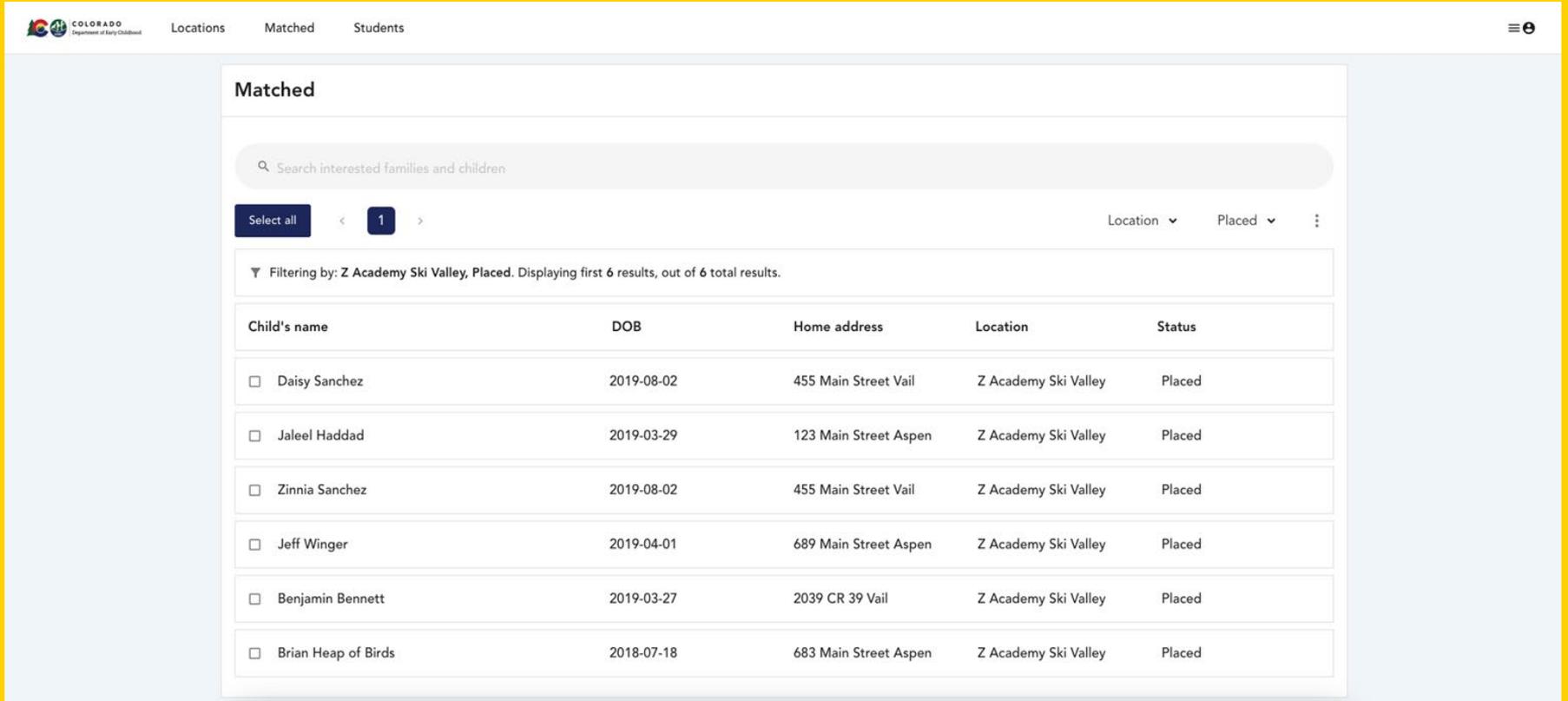
Location unknown

Placed	Accepted	Enrolled
<u>6</u>	<u>0</u>	<u>0</u>

Programs

4 Year Old -- Full Day	4 Year Old -- Half Day (AM)	4 Year Old -- Half Day (PM)
------------------------	-----------------------------	-----------------------------

You're now looking at the matched students *for all programs at that location*



The screenshot shows a web interface for the Colorado Department of Early Childhood. The top navigation bar includes the department logo, the text 'COLORADO Department of Early Childhood', and menu items for 'Locations', 'Matched', and 'Students'. A search bar is present with the placeholder text 'Search interested families and children'. Below the search bar, there is a 'Select all' button and a pagination indicator showing '1' of 1 items. On the right side, there are dropdown menus for 'Location' and 'Placed'. A filter summary indicates 'Filtering by: Z Academy Ski Valley, Placed. Displaying first 6 results, out of 6 total results.' The main content is a table with the following columns: 'Child's name', 'DOB', 'Home address', 'Location', and 'Status'. The table lists six children, all of whom are placed at 'Z Academy Ski Valley'.

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Daisy Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jaleel Haddad	2019-03-29	123 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Zinnia Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jeff Winger	2019-04-01	689 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Benjamin Bennett	2019-03-27	2039 CR 39 Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Brian Heap of Birds	2018-07-18	683 Main Street Aspen	Z Academy Ski Valley	Placed

Downloading your matches as a file

As you can see, the interface does not separate matches by program. **In order to see matches by program, you will have to download your matches as a file and sort.** The download contains all the application information from the matches, as well.

To get the most information about the students that have been matched to you in one view, download the Placed list as an excel file or CSV.

***In your download, there will be a column called Classroom name. That column is the program that the student has been matched into.**

— On this page, click the three dots. Note the filters are set to the individual location and the status of Placed

COLORADO Department of Early Childhood

Locations Matched Students

Search interested families and children

Select all < 1 > Location Placed 

Filtering by: Z Academy Ski Valley, Placed. Displaying first 6 results, out of 6 total results.

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Daisy Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jaleel Haddad	2019-03-29	123 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Zinnia Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jeff Winger	2019-04-01	689 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Benjamin Bennett	2019-03-27	2039 CR 39 Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Brian Heap of Birds	2018-07-18	683 Main Street Aspen	Z Academy Ski Valley	Placed

— Click on the file format you'd prefer and it will automatically begin downloading

Matched

Search interested families and children

Select all < 1 > Location ▾ Placed ▾ ⋮

Filtering by: Z Academy Ski Valley, Placed. Displaying first 6 results, out of 6 total results.

Child's name	DOB	Home address	Location	Status

Export to CSV

Export to XLSX

CSV = comma separated values

XLSX = excel file (can open in google docs)

Different views of matches

You can use the Matched page to filter different views of students that have been matched to you throughout all of the matching rounds.

— To view or download all matches to all programs at all locations, navigate to the *Matched* page

Colorado Department of Early Childhood | Locations | **Matched** | Students

Z Academy | Location unknown | [Edit profile](#)

	Accepted	Enrolled
	0	0

Programs

4 Year Old -- Extended Day 0 students	4 Year Old -- Full Day 0 students	4 Year Old -- Half Day (AM) 0 students
4 Year Old -- Half Day (PM) 0 students		

Z Academy Ski Valley | Location unknown | [Edit profile](#)

Placed	Accepted	Enrolled
6	0	0

Programs

4 Year Old -- Full Day	4 Year Old -- Half Day (AM)	4 Year Old -- Half Day (PM)
------------------------	-----------------------------	-----------------------------



— You will see this page; notice the different locations in one view

COLORADO Department of Early Childhood

Locations Matched Students

Matched

Search interested families and children

Select all < 1 >

Location Status

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Daisy Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Madeline Knope-Wyatt	2019-09-02	123 Main St Denver	Z Academy Denver	Placed
<input type="checkbox"/> Jaleel Haddad	2019-03-29	123 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Zinnia Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jeff Winger	2019-04-01	689 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jan Brady	2019-09-14	23092 SW 59th St Denver	Z Academy Denver	Placed
<input type="checkbox"/> Olivia Traeger	2019-06-22	676 Main St Denver	Z Academy Denver	Placed

From here you can change your view of matches based on location and status using the Location and Status filters

Matched

Search interested families and children

Select all < 1 >

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Daisy Sanchez	2019-08-02	455 Main Street	Z Academy Denver -)	
<input type="checkbox"/> Madeline Knope-Wyatt	2019-09-02	123 Main Street	Z Academy Ski Valley -)	
<input type="checkbox"/> Jaleel Haddad	2019-03-29	123 Main Street Aspen	Z Academy Ski Valley	Placed

Matched

Search interested families and children

Select all < 1 >

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Daisy Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Madeline Knope-Wyatt	2019-09-02	123 Main St Denver	Z Academy Denver	Placed

Statuses you can view:

- **Placed** - the student was placed there by the DAA
- **Accepted** - the student accepted their match
- **Declined** - the provider declined the match
- **Withdrawn** - the family declined the match
- **Enrolled** - the student is enrolled at the program

Declining a Match

Navigate to the Matched page and click the child's name.

Matched

Search interested families and children

Select all

<

1

>

Location ▾

Placed ▾

⋮

Filtering by: Z Academy Ski Valley, Placed. Displaying first 6 results, out of 6 total results.

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Daisy Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jaleel Haddad	2019-03-29	123 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Zinnia Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jeff Winger	2019-04-01	689 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Benjamin Bennett	2019-03-27	2039 CR 39 Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Brian Heap of Birds	2018-07-18	683 Main Street Aspen	Z Academy Ski Valley	Placed



— Click Placed to activate the dropdown

The screenshot shows a web application interface. On the left, there is a search bar with the text "Search interested families and..." and a "Select all" button. Below the search bar, there is a filter dropdown set to "Z Academy Ski Valle". A list of child names is displayed, including Daisy Sanchez, Jaleel Haddad, Zinnia Sanchez, Jeff Winger, Benjamin Bennett, and Brian Heap of Birds. The main area shows a detailed view for "Daisy Sanchez". The details include her birthdate (August 2, 2019), location (Z Academy Ski Valley), and application date (February 27, 2023). There is a "View application" button. Below the details, there is a "Family" section with the name "Rosa Sanchez", phone number "(555) 555-5555", and email "rsanchez@fakedomain.com". There is also a "Notes" section. At the bottom of the detailed view, there is a "Done" button. On the right side of the interface, there is a table with a "Status" column. The table has several rows, all of which have "Placed" in the status column. A red circle highlights the "Placed" dropdown menu in the detailed view, and a red arrow points to it.

— Click Decline

The image shows a user profile for Daisy Sanchez. The profile includes the following information:

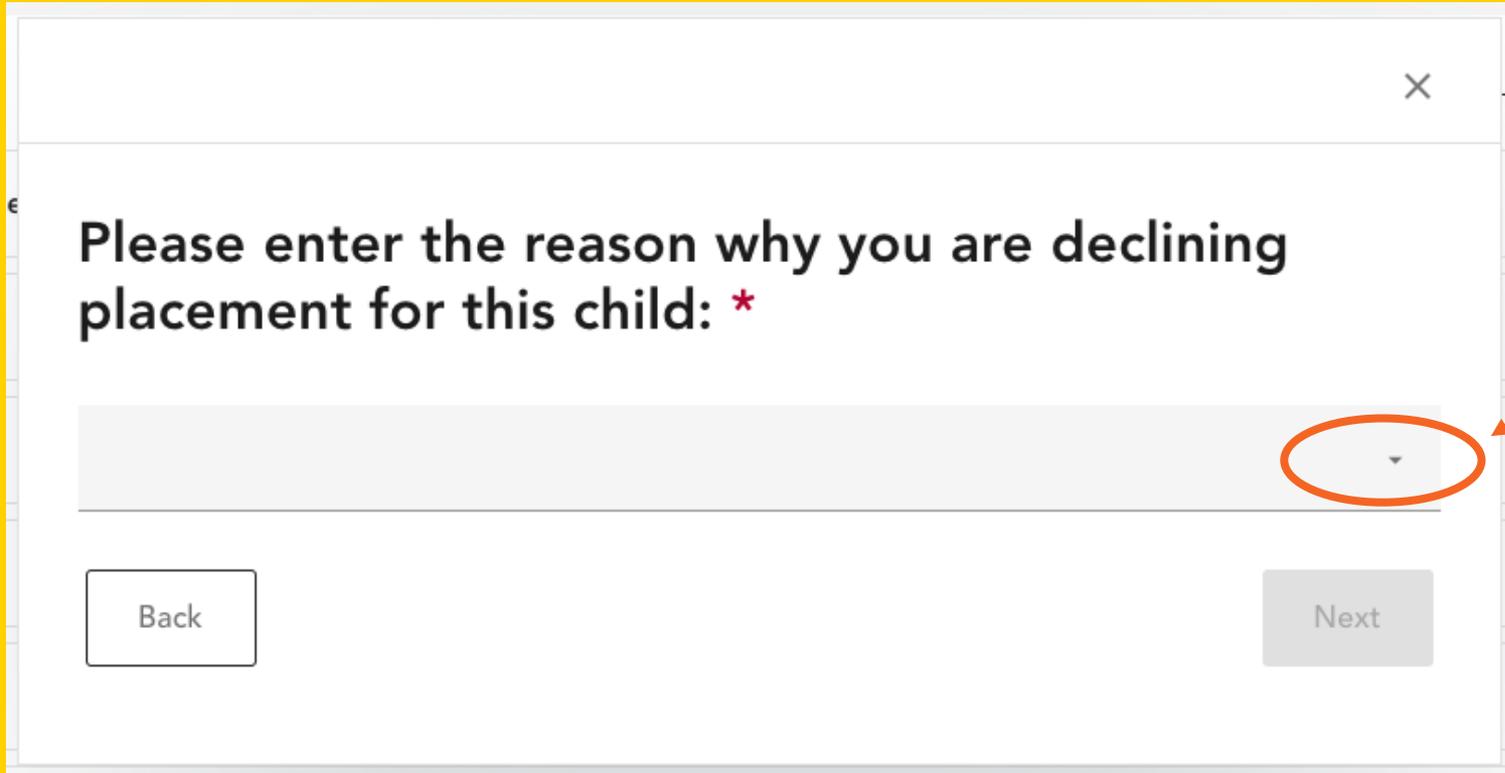
- Name:** Daisy Sanchez
- Birthdate:** August 2, 2019
- Location:** Z Academy Ski Valley
- Event:** February 27, 2024
- Application:** View application
- Family:** Rosa Sanchez
- Notes:** (Empty)

A 'Status' dialog box is open over the profile, showing the following options:

- Placed** (checked)
- Accepted**
- Enroll** (disabled)
- Decline** (highlighted with a red circle and an orange arrow)

A 'Done' button is located at the bottom of the profile page.

- Click the dropdown to select a decline reason



✕

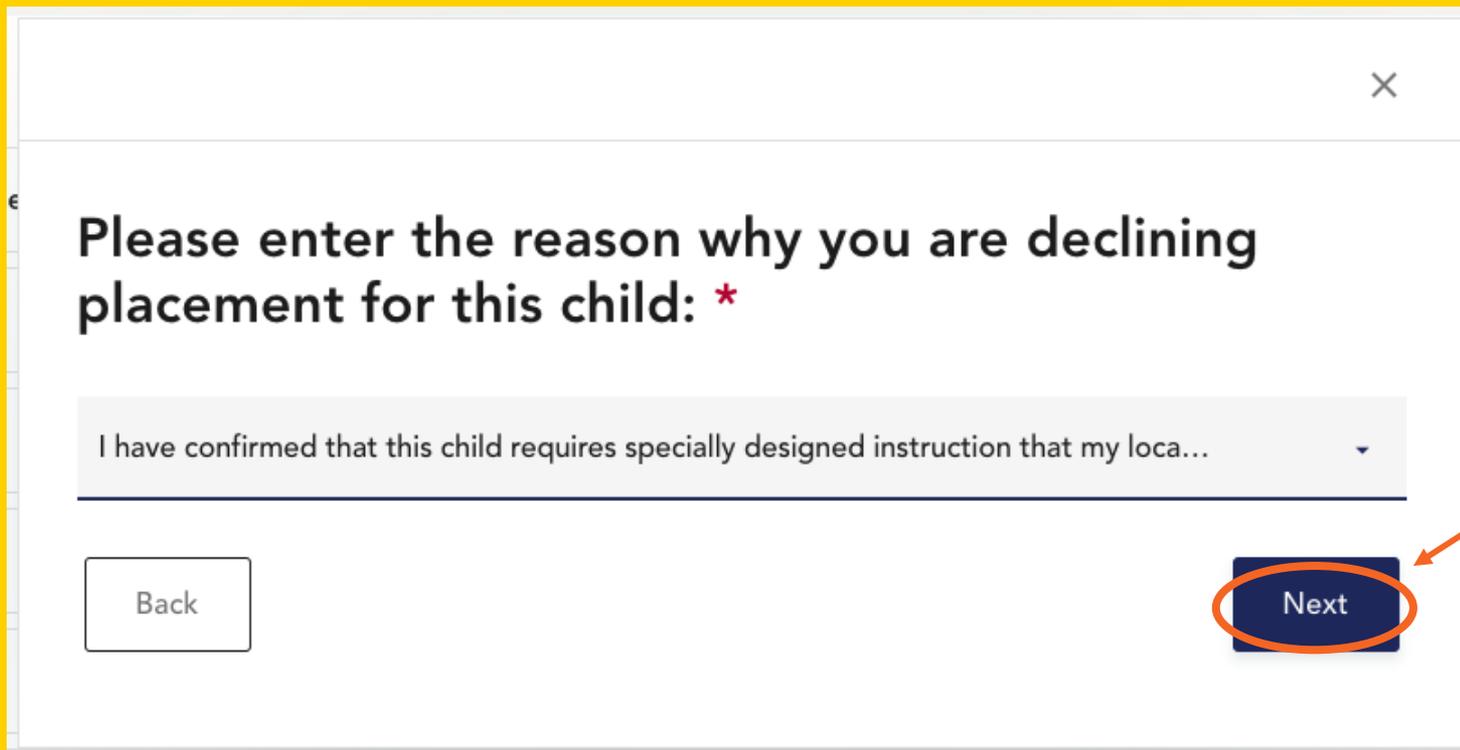
Please enter the reason why you are declining placement for this child: *



Back

Next

- Select a decline reason and click Next



A screenshot of a web form with a white background and a grey border. In the top right corner, there is a small grey 'X' icon. The main heading reads "Please enter the reason why you are declining placement for this child: *". Below this is a text input field containing the text "I have confirmed that this child requires specially designed instruction that my loca...". At the bottom left is a white button with a black border labeled "Back". At the bottom right is a dark blue button labeled "Next", which is circled in orange and has an orange arrow pointing to it from the right.

— Select I Agree to the decline attestation

×

Attest to decline reason terms: *

A child can only be declined for an exception reason that you explicitly stated when you registered for UPK and only by providers with exception approval from CDEC. All declines will be reviewed by UPK administrators and the child may be placed again at your location. If you attempt to decline a child for an unapproved reason you may be removed as a UPK provider participant.

I agree

Back Next

You will not be able to move forward with the decline until you agree to the attestation

×

Attest to decline reason terms: *

A child can only be declined for an exception reason that you explicitly stated when you registered for UPK and only by providers with exception approval from CDEC. All declines will be reviewed by UPK administrators and the child may be placed again at your location. If you attempt to decline a child for an unapproved reason you may be removed as a UPK provider participant.

I agree

Back Next

- The student's status has been changed to Declined and they are no longer on the Placed list

Matched

Search interested families and children

Select all < 1 > Location Placed

Filtering by: Z Academy Ski Valley, Placed. Displaying first 5 results, out of 5 total results.

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Jaleel Haddad	2019-03-29	123 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Zinnia Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Jeff Winger	2019-04-01	689 Main Street Aspen	Z Academy Ski Valley	Placed
<input type="checkbox"/> Benjamin Bennett	2019-03-27	2039 CR 39 Vail	Z Academy Ski Valley	Placed
<input type="checkbox"/> Brian Heap of Birds	2018-07-18	683 Main Street Aspen	Z Academy Ski Valley	Placed

Declining siblings

You will need to decline siblings individually. You might have noticed in my example that declining Daisy did not automatically decline Zinnia as well.

There will not be any specific indicators on the screen that students are in the same household.

However, the downloaded report of matches includes the parents' information, addresses, and dates of birth for all matches. This information should help you identify siblings.

Viewing your declined matches

At any time, you can filter the Matched page by the status of Declined and view a list of all of your previously-declined matches.

- View declined matches by filtering the Matched page to the Declined status

Matched

Search interested families and children

Select all < 1 > Location ▾ Declined ▾ ⋮

Filtering by: Declined. Displaying first 2 results, out of 2 total results.

Child's name	DOB	Home address	Location	Status
<input type="checkbox"/> Daisy Sanchez	2019-08-02	455 Main Street Vail	Z Academy Ski Valley	Declined

—

End