



## UNIVERSAL PRESCHOOL UPDATE

1.8.26

### PURPOSE

This document offers Universal Preschool updates to local providers.

### UPDATES

We have some reminders below as there are some deadlines coming up. I will also be forwarding a separate email to you about the federal freeze on child care and social service funds for your information. That will come shortly after this update.

#### **Two different reports/surveys due on January 16**

There are two separate reports/surveys due on January 16. The first is your **quarterly expenditure report** and the second is the **program survey**. Below is the email that you should have received from Metrix IQ, coming from [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com). If would have been sent to the administrative contact on your provider set up forms. Metrix had several bounce backs and researched alternative email addresses so hopefully, through one channel or another, you all received this. Please be sure to search your emails that came to you from the address above if you have not seen this email.

Dear Universal Preschool Program Providers,

Welcome to fall! It is quarterly reporting time. The purpose of this communication is to initiate the new Universal Preschool (UPK) Program classroom reporting, as required in your Provider Agreement under "Reporting Requirements." This information will be used to inform the Resource Bank's professional learning, tools, and materials. It is also crucial for the independent evaluation team to make informed recommendations for program improvements. The information collected in this report is not currently available in any other systems; however, the information must be gathered for continuous improvement purposes. Please see below for the reporting required at this time:

1. Universal Preschool Provider Expenditure Reporting for the 2025-2026
2. Universal Preschool Program survey reporting for 2025-26
3. QRIS/PDIS Profile Updates

#### **1. Universal Preschool Provider Expenditure Reporting for the 2025-2026**

**Background:** Providers will need to report expenditures on the funding that was received each year through the Universal Preschool Program (UPK). For additional information, see Provider agreement and the Expenditure Reporting memo, [OM-UPK-2024-0003](#).

To streamline your UPK Reporting and Processes, the Provider Expenditure Reporting Process is now available in [Metrix Enroll](#) on your dashboard.

## Resources:

- [Expenditure Memo](#) - outlines standard requirements for Providers
- [2024-25 Quarterly Expenditure Template & Tools](#) (Q1 due January 16th) (The template provided can be used as your record-keeping tool to keep track of what you will enter into Metrix Enroll)
- [2025-26 Expenditure Reporting Guidance](#)
- [2025-26 FCCH-Universal Preschool Program -Expenditure Reporting Guidance](#)
- [Expenditure Reporting FAQs](#) - answers to common questions from Providers
- [Metrix Enroll](#) - dashboard where you will submit reporting (same account you access your UPK monthly payment reports)

## Expenditure Reporting quarterly schedule:

- Quarter 1 (Q1) – August - November (Due January 16th)
  - Deadline extended due to the holidays
- Quarter 2 (Q2) – December - February (Due March 31st)
- Quarter 3 (Q3) - March - May (Due June 30th)

## Please follow the steps below to submit your Universal Preschool expenditures report:

- [Click here](#) for visuals on the detailed step-by-step process.
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## 2. UPK Program Survey

**Background:** This information will be used to support aligned Resource Bank professional learning, tools, and materials. This survey collects essential background information about your program, including:

- Program structure
- Curriculum and Assessment
- Educator compensation

**Schedule:** This survey is completed only once at the beginning of each school year. For 2025-26, the due date is January 16, 2026.

### Important Notes:

- For multi-site or district-based programs, please only complete one survey that represents all centers/schools in your organization/district, unless you implement a variety of models, then please complete one for each site with a different model.
- This survey will be shared via MetrixIQ and will be completed through a link from Survey Sparrow.

Please begin gathering the necessary data and ensure that both reporting components above are completed and submitted by the deadlines stated in the Schedules.

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## 3. QRIS/PDIS Profile Updates

To streamline the process for reporting data on your staff and their credential levels in the near future, please begin working with your staff to be sure their PDIS profiles are connected to your program's QRIS/Colorado Shines profile. This data is not due by 12/31, but will be required to be completed by the end of this school year. From the [Provider Hub](#), access your QRIS profile to:

- View staff associated with your program on the QRIS Workforce page
  - Note, this data comes from PDIS. If you are missing any staff, please have them update their employment and job role in the PDIS as described below.
  - View your licensed classrooms

- Add classroom sessions, as needed, and select staff who work in each classroom session

**Updating PDIS Employment Information** From their PDIS profile, all staff need to:

- Select "Update My Employment" button on their PDIS dashboard
- Add your program as a "New" role in their employment history, making sure that lead teachers choose the "Job Role" of "UPK Lead Teacher"
- [This guide walks through the steps of adding or updating employment information in the PDIS. See the guide in Spanish as well.](#)

**Some have asked if completing the one-time program survey is voluntary.** The answer is no, every UPK provider must complete the survey. Your specific link should be in your Metrix Enroll account or in the follow up email that was sent to you with your link. If you did not receive a link or can't find it in your Metrix Enroll account, please submit a ticket to [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com) to receive the link again.

CDEC held office hours about the reporting requirements on December 17. The full recording and the slides can be found on the JI UPK page, [www.jointinitiatives.org/upk](http://www.jointinitiatives.org/upk), under the CDEC Office Hours section.

### **Quick timeline reminders**

We are currently in the priority registration phase of UPK for 2026-27. Families who have priority status can take advantage of that by completing a UPK application for 2026-27 by February 2nd. After that time, no priority registration will be honored as the matching process will begin.

Between now and February 2nd, you are receiving any applications where the family has stated that they have priority (currently attending child, sibling of a child or child of an employee). You are then verifying whether what they have stated on the application is correct. **These are the only applications that you are able to see at this time.** While non-priority families are able to register in preparation for the matching algorithms, you cannot see who has chosen you.

On February 2, those families whom you have confirmed as having priority with you will be sent a match, with an opportunity to accept or decline their match. They will have until February 11th to do that. If they decline or do nothing, they will run through the matching algorithm on February 16. If they accept, they have a seat with you.

The timelines are posted on the JI UPK page if you need a refresher.

### **Reconciliations for August through November**

All providers who submitted a payment reconciliation request should have received those payments on December 31. If you did not receive a payment that you were expecting or you have questions about the payment you received, please submit a ticket to Metrix IQ at [coupkpayments@metrixiq.com](mailto:coupkpayments@metrixiq.com).

## **Quality Standards**

More information is becoming available about what the implementation of the UPK quality standards will mean for your program. We will do everything we can to keep the information on the JI page under the quality standards up to date. The biggest impact will be the required trainings for your staff as well as the staff to child ratios depending upon your Shines rating. CDEC is working to put together all of that information in one place so it is easy for you to track. As soon as that is available, we will send it out as an attachment to an email. Much of this information should also be in the resource bank (link on the JI page). Reach out if you have further questions.

## **Monthly email from CDEC**

CDEC has decided that, rather than sending out monthly slides for LCOs to use in our roundtables, they will be sending to you directly a monthly email update. We believe that these will start in February. When we receive them, we will resend them to you to be sure that you have received it. As soon as we know the email address from which these will come, we will let you know so you can add it to your contact list and be sure to receive them.

## **Roundtable**

We will have our next roundtable on February 5th at 1:00 and 6:00 p.m. The link to the roundtable is on the UPK JI page.

As always, if you have questions or need assistance, please reach out to us. Noreen can be reached at [nslt@mac.com](mailto:nslt@mac.com), 719-338-7223. Heather can be reached at 719-630-0927 and [hmayheu@jointinitiatives.org](mailto:hmayheu@jointinitiatives.org).