



DIANA M. BONTÁ, R.N., DR P.H.  
*Director*

State of California  
Department of Health Services



GRAY DAVIS  
*Governor*

September 19, 2003

CHDP Information Notice No.: 03-G

TO: ALL CHILD HEALTH AND DISABILITY PREVENTION (CHDP)  
PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE  
CHILDREN'S MEDICAL SERVICES (CMS) BRANCH STAFF AND  
REGIONAL OFFICE STAFF

SUBJECT: ORDERING INSTRUCTIONS FOR CHDP GATEWAY MATERIALS

This information notice provides local CHDP programs with instructions for ordering Gateway materials. These materials should only be given to those CHDP providers who are enrolling children in the CHDP Gateway.

Gateway Pre-Visit Flyers

The pre-visit flyer, entitled "Important Information about the CHDP Gateway to Health Coverage," is printed in full color and laminated. It has English on one side and Spanish on other side.

The pre-visit flyer explains the pre-enrollment process to parents. Provider's staff should ask parents to read the flyer before filling out the CHDP Pre-Enrollment Application (DHS 4073, July, 2003). The providers' staff should collect the flyer when the parents turn in the completed application. These flyers are not intended for use as outreach materials or take-home handouts.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:  
[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

1515 K Street, Suite 400, MS 8100, P.O. Box 942732, Sacramento, CA 94234-7320  
(916) 327-1400

Internet Address: <http://www.dhs.ca.gov/pcfh/cms>

Local CHDP programs are responsible for ordering pre-visit flyers for their providers. They can be ordered using the DHS Warehouse Order Form (DHS 2031). The item number is PUB 139. Order a three to four month supply as orders take four to six weeks to process. To expedite processing, send your completed orders directly to:

Karl Halfman  
Children's Medical Services Branch  
MS 8102  
P.O. Box 942732  
Sacramento, CA 94234-7320

#### Gateway Post-Visit Flyers

The post-visit flyer is entitled "Your Child Now Has Free Temporary Medi-Cal Health Coverage." It is printed in full color on glossy paper. English is on one side and Spanish on the other. This flyer can be imprinted with local CHDP contact information.

The post-visit flyer is to be given to parents to take home after a CHDP visit which results in a child's pre-enrollment into temporary Medi-Cal. This flyer is specifically for the child pre-enrolled in temporary Medi-Cal. It is not to be distributed to families who qualify for CHDP only or who are already covered by Medi-Cal.

There are two spaces on the flyer for the provider's staff to fill in (1) the name of the child and (2) the name of the month when the temporary Medi-Cal ends. The post-visit flyer, the eligibility confirmation, and the parent copy of the PM 160 should be stapled together and given to the parents to take home.

Local CHDP programs are responsible for ordering post-visit flyers for their providers. Use the Order Form for Customized CHDP Materials (DHS 4483, August, 2003) to place an order. The DHS 4483 can be downloaded from the "Forms and Publications" section of the CHDP website ([www.dhs.ca.gov/chdp](http://www.dhs.ca.gov/chdp)).

Order a three to four month supply. Please use the CHDP Business Objects Gateway Reports to determine a reasonable quantity. Orders for post-visit flyers are processed on the 15th of every month and should arrive after the 20th of the following month.

CHDP Information Notice No.: 03-G  
Page 3  
September 19, 2003

### Translations

The English and Spanish versions of both flyers are currently available in the “Forms and Publications” section of the CHDP website ([www.dhs.ca.gov/chdp](http://www.dhs.ca.gov/chdp)). In the coming months, both flyers will be translated into the following threshold languages: Armenian, Cambodian, Chinese (traditional characters), Farsi, Hmong, Korean, Lao, Russian, and Vietnamese. These translations will only be available on the CHDP website.

If you have questions about the ordering process, please refer to the CMS Forms and Publications Catalog on the CHDP website, or contact Karl Halfman, at (916) 327-2670. If you have questions about the use of the flyers, please contact your regional nurse consultant.

**Original Signed by Maridee Gregory, M.D.**

Maridee A. Gregory, M.D., Chief  
Children’s Medical Services Branch