



State of California-Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

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CHDP Information Notice No.: 04-A

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

SUBJECT: NEW PROCEDURES FOR OBTAINING CHDP INFORMING BROCHURES

This information notice outlines new procedures for obtaining CHDP Informing Brochures. These brochures, entitled "Medical and Dental Health Check-Ups," are used by social services agencies to meet the federal informing mandates. The brochures are available in Armenian, Cambodian, Chinese (traditional characters), English, Farsi, Hmong, Korean, Lao, Russian, Spanish, and Vietnamese.

Local CHDP programs are responsible for providing their social services agencies with State-approved Informing Brochures. In the past, local CHDP programs ordered customized brochures imprinted with their contact information directly from the CMS Branch. The operating costs for this "print on demand" system were vastly higher than traditional printing. Due to state budget constraints, the CMS Branch decreased its printing budget. As such, customized, "print on demand" Informing Brochures will be immediately replaced by (1) non-customized brochures available from the Department of Health Services (DHS) Warehouse, and (2) customizable brochures available on the CHDP website.

DHS Warehouse

Local CHDP programs may place an order using the warehouse order form (DHS 2031). Social services agencies that would like hardcopy brochures must place their order through the local CHDP program. Only the English (PUB 183) and Spanish (PUB 184) versions are available from the warehouse.

If desired, local CHDP programs may place a stamp or label on the back panel with specific contact information. However, the back panel was rewritten to provide general contact information. It now reads: "For more information, or help with getting an appointment and transportation, contact your local CHDP office. Find their phone number in the government section of your phone book. Look under Child Health and Disability Prevention or Health Department. Or, look for your local CHDP office, at www.dhs.ca.gov/chdp."

CHDP Website

Local CHDP programs may create customized brochures in any of the above listed languages. Click on the "Forms and Publications" link at www.dhs.ca.gov/chdp. Scroll through the web page until you locate the CHDP Informing Brochures. Double-click the desired language(s). You will need Adobe Acrobat 5.0 or higher to open the brochure.

To customize a master, go to the "Information" panel of the brochure. Place your cursor slightly below the sentence reading "Or, look for your local CHDP office at www.dhs.ca.gov/chdp." When the cursor changes from a hand to an I-beam, click once. Now type in the address, phone number, website address, and/or other pertinent contact information for the local CHDP program (up to eight lines). When finished typing, print a copy. This copy can then be photocopied back-to-back, head-to-head, and folded in thirds to make tri-fold brochures.

Questions

If you have any questions on these procedures, please refer to the CMS Forms and Publications Catalog located in "Forms and Publications" section of the CHDP website. If you have any questions on the use of the CHDP Informing Brochure, please contact your regional nurse consultant.

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

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