



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

State of California  
Department of Health Services



GRAY DAVIS  
*Governor*

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CHDP Provider Information Notice No.: 03-23

TO: CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM  
PROVIDERS

SUBJECT: CHDP GATEWAY UPDATES

The CMS Branch would like to thank you for your cooperation in a successful implementation of the CHDP Gateway. In order to ensure continued success in pre-enrolling children into temporary Medi-Cal, we would like to remind you of the following when your staff performs Gateway transactions.

- Use of the word “same” in the mailing address fields

If the mailing address is the same as the residence address, do **not** enter the word “same” in the mailing address fields. The computer system is programmed to mail information (BICs and joint Medi-Cal/Healthy Families applications) to the residence address.

Only enter information in the mailing address fields, if the place at which the family receives mail is different than the residence address. If the place is the same, please leave this field blank.

- Benefits Identification Card (BIC) Number

When entering a BIC number, please verify that the BIC is for the child and not the mother.

- Single name option

Use the “single name box” only when a child or youth only has **one** name.



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(916) 327-1400

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

Otherwise, do not check "single name box" and enter child or youth's last name in last name box and first name in first name box.

- Transaction errors

When an error is made in entering a Gateway transaction, do not attempt to correct this by re-entering the transaction. This causes a duplicate record to be created.

Compliance with these instructions will reduce the number of children who are **not** successfully enrolled through the Gateway because of limitations of the computer system.

As a reminder, the Post Visit Flyer is only to be given to families of children or youth who are pre-enrolled in temporary Medi-Cal as a result of the Gateway (Eligibility Verification System shows aid codes 8W or 8X). These flyers should **not** be given to families of children or youth whose eligibility verification indicates that they are only eligible for CHDP services (aid code 8Y).

If you have any questions, please contact your local CHDP Program office.

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

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