January 9, 2004

CMS Information Notice No.: 04-01

TO: ALL COUNTY CALIFORNIA CHILDREN’S SERVICES (CCS) ADMINISTRATORS, MEDICAL CONSULTANTS, AND CHIEF/SUPERVISING THERAPISTS, CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM DIRECTORS AND DEPUTY DIRECTORS, STATE CHILDREN’S MEDICAL SERVICES (CMS) BRANCH AND REGIONAL OFFICE STAFF

SUBJECT: NEW CMS BRANCH MAILING ADDRESS

The California Department of Health Services now has a new post office box and has instituted the use of mail stop codes. The old P.O. Box will remain active for the next eight months. Please update your records to reflect our new mailing address as follows:

Addressee’s Name (if applicable)
California Department of Health Services
Children’s Medical Services Branch
MS XXXX (See the table below for mail stop codes)
P.O. Box 997413
Sacramento, CA 95899-7413

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<th>Mail Stop Codes</th>
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<tr>
<td><strong>Use this MS Code...</strong></td>
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<td>MS 8100</td>
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<td>MS 8101</td>
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<td>MS 8102</td>
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MS 8103 | Program Standards and Quality Assurance Section (which includes the Hearing Conservation Program and the Newborn Hearing Screening Program)

MS 8104 | Program Support Section (which includes the Clerical Support Unit; Data Analysis, Research, and Evaluation Unit; and the Fiscal Unit)

MS 8105 | Program Case Management Section (which includes the Genetically Handicapped Persons Program; the Provider Services Unit; and the Sacramento Regional Office)

MS 8106 | Information Technology Section

You may still use our street address for courier deliveries (UPS, FedEx, Golden State Overnight, etc.). The appropriate address is:

Addressee's Name (if applicable)
Children's Medical Services Branch
1515 K Street, Suite 400
Sacramento, CA 95814-4040

The mailing and street addresses for the Southern California Regional Office and the Northern California Region, San Francisco Office, remain the same.

If you have any questions regarding this request, please contact the Clerical Unit, at (916) 327-1400.

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

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