



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



DIANA M. BONTÁ, R.N., Dr. P.H.  
 Director

ARNOLD SCHWARZENEGGER  
 Governor

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

<b>Mail Stop Codes</b>	
<b>Use this MS Code...</b>	<b>...when sending mail to these sections or programs</b>
MS 8100	Children's Medical Services Branch Chief or general correspondence
MS 8101	Assistant Branch Chief
MS 8102	Program Operations Section (which includes the Medically Vulnerable Infants Program; the Northern California Region, Sacramento Office; and the Specialty Consultation Unit)

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