

**Date:** October 20, 2015

**To:** Partners who provide direct patient care clinical services to clients

**From:** Colorado Department of Public Health and Environment (CDPHE) Clinical Services programs

**Subject:** Provision of information about health insurance enrollment to program participants

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In order to facilitate client access and enrollment in health insurance, CDPHE is asking all state contractors and sub-recipients who contract with the department for direct patient care clinical service programs to provide Colorado Medicaid and Connect for Health Colorado information to clients presenting for services at their agencies.

At a minimum, CDPHE contractors must offer clients printed resource and referral materials that direct them to the nearest community Medicaid and Connect for Health Colorado enrollment location(s), including online enrollment options. These materials must be available for clients with limited English proficiency (LEP). To help you locate the nearest enrollment locations in your community, see resources below.

Contractors who routinely offer enrollment services on-site are exempt as they are currently providing services that go above and beyond this minimum requirement.

To assist with monitoring this new requirement, CDPHE will reference this expectation in contracting language/requirements. In addition, referral materials and processes may be reviewed as part of the contract monitoring process.

#### RESOURCES:

*To learn more about Medicaid and Connect for Health Colorado enrollment resources and referral locations, visit the following:*

- **Colorado Medicaid:** <https://www.colorado.gov/pacific/hcpf/how-to-apply> Scroll through the page and include online and in-person enrollment referral information.
- **Colorado's Insurance Marketplace, Connect for Health Colorado:** <http://connectforhealthco.com/resources/person-help/> Scroll through the website and include online and in-person enrollment referral information.

**What is Limited English Proficiency?**

<http://www.hhs.gov/ocr/civilrights/resources/specialtopics/lep/>

**Examples of what “printed resources” could be made available:**

- Brochures
- Flyers
- Fact sheets
- Postcards

**To obtain free outreach and promotional materials, visit:**

- Colorado Peak (online Medicaid application):  
<https://coloradopeak.secure.force.com/CPCLA>

Your organization may want to create small postcards for clients, showing where they can obtain more information. See example below:

Did you know you may be eligible for insurance through  
Colorado Medicaid or Connect for Health Colorado?  
To learn more about insurance and to check to see if you’re eligible for discounted plans, visit:

Colorado Medicaid  
INSERT HERE: Nearest Address / Phone / Contact Name

Connect For Health Colorado  
INSERT HERE: Nearest Address / Phone / Contact Name

Or visit the online portals at:  
Connect For Health Colorado: <http://connectforhealthco.com/get-started/new-customers/>  
Colorado Medicaid: <https://www.colorado.gov/hcpf/how-to-apply>

