



P.O. Box 942714
 Sacramento, CA 94229-2714
(888) CalPERS (888-225-7377)
 TDD – (916) 795-3240
 www.calpers.ca.gov

Date: June 21, 2010
 Reference No.:
 Circular Letter No.: 600-042-10
 Distribution: **VII**

Special:

Circular Letter

TO: ALL PEMHCA HEALTH BENEFITS OFFICERS AND ASSISTANT HEALTH BENEFITS OFFICERS

SUBJECT: CALPERS 2010 HEALTH FAIR REGISTRATION SYSTEM FOR OPEN ENROLLMENT HEALTH FAIRS

Prior to the 2010 Open Enrollment period, CalPERS will once again provide the online 2010 Health Fair Registration System for employers to request CalPERS Health Plan Partners attendance at health fairs.

To accommodate schedule availability, the frequency and duration of our Health Plan Partners visitations will be limited. This is necessary to allow our Health Plan Partners to equitably serve participating employers. The online Open Enrollment Health Fair Registration scheduling tool will be accessible from June 21, 2010 through August 13, 2010. Thereafter, any request for Health Plan Partners visitations will not be accepted. Registration for the health fairs are on a “first-come, first-served” basis. The table below outlines important dates scheduled for the 2010 Open Enrollment year.

Date	Event Description
June 21, 2010 through August 13, 2010	Open Enrollment Health Fair Registration system available to employers.
August 30, 2010 through October 8, 2010	Open Enrollment Health Fairs Conducted
September 13, 2010 through October 8, 2010	CalPERS 2010 Open Enrollment Period

REGISTRATION SCHEDULING TOOL

The registration scheduling tool provides employers with a convenient electronic Web portal to request a scheduled appearance from our Health Plan Partners: Anthem Blue Cross, Medco Health Solutions, Inc. (PPO pharmacy provider), Blue Shield of California, and Kaiser Permanente. The website’s simple, step by step instructions make it easy to use. Employers may also download health plan educational and informational materials (Adobe PDF) for their respective agency use.

Health Plan Partners are scheduled to attend in two-hour increments, so please schedule accordingly. CalPERS requests employers encourage their employees to R.S.V.P. for the fairs to ensure good attendance, and ensure our Health Plan Partners bring the appropriate supply of materials.

CalPERS' policy provides that no gifts (such as pens, cups, clothing, food, etc.), prizes for raffles or drawings, game prizes, or giveaways under any guise are to be distributed at health fairs or similar open enrollment functions. Hand-outs are provided to educate the members, and are limited to information about the health plans. This policy only applies from June 1, 2010 through October 31, 2010 for any health fairs held by a prospective contracting agency, or existing agencies that provide information to members about CalPERS health plan choices. The policy does not apply to health fairs and other health-related activities conducted at other times during the year. Please be certain that other health plan vendors who may exhibit at your health fair know about this important policy.

Employers may access the electronic Web portal June 21, 2010 through August 13, 2010 by visiting CalPERS On-Line at www.calpers.ca.gov or directly at www.healthfairregistration.com. Exceptions to limitations on booking dates, length of event and other criteria may be made at the discretion of CalPERS, Office of Employer and Member Health Services. To request an exception, please contact Van Nguyen directly at (916)795-4179, or email her at hoang-van_nguyen@calpers.ca.gov.

SCHEDULING INSTRUCTIONS

The online registration system (electronic Web portal) has several design features to assist employers through their navigation of the system and process.

<i>Simple Registration</i>	To register, use your agency's four-digit employer code, three digit unit code, and five digit Zip code (e.g., 1234-000, 00000). To find your agency's employer code, unit code, or Zip Code, check your monthly invoice (public agencies only).
<i>Flexibility</i>	For scheduling flexibility, an event calendar is available on CalPERS On-Line at www.calpers.ca.gov or directly at www.healthfairregistration.com prior to the start of the CalPERS Open Enrollment Period.
<i>Helpful Instructions</i>	For guidance, step tabs are available through the scheduling process.
<i>Confirmation of Requests</i>	Employers will receive an e-mail confirmation through the scheduling tool and will be contacted directly by Health Plan Partners (typically via email), with confirmation of their attendance.
<i>Reminder Follow-up</i>	Employers will receive confirmation of attendance by Health Plan Partner(s) two weeks prior to their fair date.

If you have any questions about this Circular Letter, please contact the CalPERS Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

Sincerely,

Holly A. Fong, Chief
Office of Employer and Member Health Services