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Special:

# Circular Letter

**TO:** HEALTH BENEFITS OFFICERS (HBO) AND ASSISTANTS OF THE CALIFORNIA STATE UNIVERSITY, STATE AND CONTRACTING AGENCIES

**SUBJECT:** EMPLOYER OPEN ENROLLMENT HEALTH FAIR SCHEDULING TOOL

**Introduction** CalPERS and its health plan partners will bring you the “Open Enrollment Health Fair Reservation System” (system) early this summer. This tool will provide employers with a single point of service, web-enabled portal through which you can schedule all of our health plan partners for your employee health fairs. HBOs can access this online system by simply clicking on a link at the CalPERS Internet Website.

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**Background** In the past, HBOs contacted individual health plans to request their attendance at Open Enrollment Health Fairs. This was a time-consuming effort for the HBOs and resulted in health plan staffing issues, missed Open Enrollment Health Fairs, and loss of direct contact with health plan membership and agency personnel.

CalPERS and its health plan partners are developing and implementing a system which allows employers to schedule their Open Enrollment Health Fairs with all available health plans simultaneously, and better equips our health plans to manage their attendance at these events.

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**Benefits** The “Open Enrollment Health Fair Reservation System” provides “one-stop-shopping” for employers scheduling Open Enrollment Health Fairs and brings synergy to the process by aligning people, places and information.

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CalPERS Health staff continue to work with our health plan partners to establish this new scheduling tool, and will provide you with instructions on how to access and navigate through it in the next few months.

Sincerely,

A handwritten signature in cursive script, reading "Holly A. Fong". The signature is written in black ink and is positioned above a thin horizontal line.

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