



INFORMATIONAL MEMO

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**DIVISION AND OFFICE: EXTERNAL RELATIONS, OFFICE OF POLICY
COMMUNICATIONS AND ADMINISTRATION**

PROGRAM AREA: MEDICAL SERVICES BOARD RULES

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Purpose and Audience:

The purpose of this informational memo is to inform County Departments of Human/Social Services of the opportunities to engage on the Department's rules prior to approval at Medical Services Board meetings.

Information:

It is the responsibility of the [Medical Services Board](#) (MSB) to adopt the rules that cover the Department's programs. Before rules reach or are finalized by the MSB, there are three points at which stakeholders, including counties, can have the most impact in the rule making and revision process: Executive Order 5 notifications, Public Rule Review meetings and MSB meetings.

[Executive Order 5](#) creates a process to enhance the relationship between state and local government. Executive Order 5 (E05) requires state rule making agencies to consult with and engage local governments prior to the promulgation of any rules containing mandates. [Sign up for the E05 distribution list to receive email notification of rule revisions.](#)

Since the rule has just been proposed and is in early draft form, stakeholders have the most opportunity for their feedback to shape the rule at this point in the process.

The Department will communicate which proposed rules may affect counties in the monthly [Policy Advisory Committee \(PAC\) Updates](#). Counties can then contact the rule author(s) to submit feedback.

[Public Rule Review meetings](#) are an opportunity for stakeholders to have one on one conversation with the rule author regarding the draft rule. Public Rule Review meetings happen on the second Monday after the second Friday of each month at 303 E 17th Ave in Denver. Stakeholders can attend in person or can e-mail feedback to the rule author before the rule goes to the MSB. At this point, the rule has been drafted and reviewed by internal HCPF staff, but is still open to changes.

The Department will communicate the agenda of the next Public Rule Review meetings in the monthly [County Connections Newsletter](#).

Stakeholders may also engage at the [Medical Services Board](#) meetings, which are on the second Friday of every month. While there is opportunity to change the rule at this point, timing only allows for crucial changes at the MSB meeting.

Attachment(s):

None

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