



OPERATIONAL MEMO

Title:	Topic: Choose an item.
Audience: Choose an item.	Sub-Topic: Choose an item.
Supersedes Number:	Division:
Effective Date:	Office: Choose an item.
Expiration Date:	Program Area:
Key Words:	
Legal Authority:	
Memo Author:	
Operational Memo Number:	
Issue Date:	
Approved By:	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Operational Memo Definition:

An Operational Memo provides detailed instructions and/or clarifications to operationalize a new or existing state and/or federal law, rule, or Department Policy. An Operational Memo indicates that action must be taken.

The purpose of an Operational Memo is to ensure transparent, uniform administration of the Department's programs. (Please delete prior to sending memo for approvals)

Purpose and Audience:

Note: Font and Formatting must remain standardized throughout the template. Any changes to the template will be rejected during the e-Clearance process.

WHAT AND WHO: Author should address what the communication is and to what audience.

Example: The purpose of this Informational Memo is to inform eligibility sites (AUDIENCE) of operational instructions to meet federal timeliness requirements (INFORMATION).

Information:

Insert body of information here. Start with some background.

HOW AND WHERE: Author should address how the audience can act on the information being shared and where this will occur.

Example: Federal guidance has changed regarding a certain benefit. The Department will be providing stakeholder engagement opportunities for this benefit change. (HOW) Stakeholder meetings will occur on June 18, 2018 from 2-3pm with opportunities to provide feedback. (WHERE) These stakeholder meetings will occur at the Department's offices at 303 E. 17th Ave, Denver, CO 80203; in addition, conference call participation is available.

This can be up to two paragraphs; if content is longer than two paragraphs, the author can create sub-headers by underlining body text. If sub-headers are used, this first paragraph should use to provide background on the sub-headers below:

Insert Sub-Header

Author can create multiple sub-headers as needed. Sub-Headers should be used to group like or similar information.

Insert Second Sub-Header

Author should conclude the body of information after any sub-headers.

Action To Be Taken:

Operational Memos indicate an action that should be taken on the part of the Audience. Author should list specific action that should be taken by the Audience and a timeline, if applicable.

Definition(s):

Please insert any definitions here that can help clarify to the audience your memo. (Ex: Instead of stating "timely" please define what will make the action "timely")

Attachment(s):

Author should list any supplemental documentation sent with the Memo, if applicable, by the document names. Example:

Proposed Benefit Changes Overview

Funding Impact Tables

Department Contact:

Author's First and Last Name (Author can remove name and only use shared inbox)

Author.email@state.co.us

Author's Phone Number (Optional)