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DIVISION OF HEALTH AFFAIRS

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Greetings from the California Telehealth Network (CTN)!

On behalf of the California Telehealth Network, we are writing to invite you to participate in the next phase of this exciting project. This letter is being sent to you because you recently participated in the CTN online survey assessment, or are on our list of interested parties. To date, we have received almost 400 completed surveys. We will continue to accept survey responses, so if your facility has not yet completed the online survey, we encourage you to do so soon.

We are in the process of analyzing survey responses and making a preliminary determination regarding which sites meet the participant requirements established by the FCC. Although the final designation of eligibility will be made by the FCC, we are confident that the vast majority of survey respondents will qualify and are therefore beginning the process of **requesting Letters of Agency (LOA) and eligibility documentation from each potential participant.**

What is a Letter of Agency?

The FCC requires that each CTN Participant complete an LOA that among other things, authorizes the University of California to act on its behalf in matters relating to the CTN. The LOA in no way obligates a potential site to join the CTN or undertake any financial obligations of any kind.

Why does UC need my organization to complete an LOA?

As the Governor's designated lead agency managing the development of the California Telehealth Network, the University of California is required to file a range of documents with the FCC. A Letter of Agency from your facility will permit the University of California, as managing partner for the CTN, to include your facility name and certain demographic information in filings and associated supporting documents that we must provide to the FCC.

Where can I learn more about the LOA and the CTN?

The CTN Web site (<http://www.caltelehealth.org/>) has copies of the LOA in Microsoft Word and PDF format, together with instructions for properly completing the document. We have also posted a Frequently Asked Questions (FAQ) document there, which has general information about the LOA, required eligibility documentation, the FCC's Rural Healthcare Pilot Program (RHCPP) and the CTN. In addition, you are welcome to call us any time with your questions at the CTN Information Line, 1-916-734-3008.

What type of eligibility documentation is required?

The LOA instructions (described above) include a "checklist" to assist you in making a preliminary determination of your facility's eligibility for participation in the CTN, and in determining what eligibility documentation to include with your facility's signed LOA. We ask that you please return your eligibility documentation with your signed LOA.

When do you need our signed LOA?

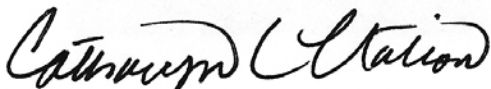
As soon as possible! We are encouraging all potential participants to submit an LOA at the earliest opportunity. We intend to file our formal project documents with USAC (the Universal Services Administrative Company, administrative arm of the FCC for the RHCPP) in mid- to late June. The amount of funding that will be made available to the CTN for the first year of the project will, to a large extent, depend on the number of signed LOA's that we submit with these documents. We therefore encourage your organization to submit your LOA as soon as possible, so that you can be considered for participation in the first phase of the project.

The CTN represents an unparalleled opportunity for California to develop statewide telehealth opportunities for our rural and underserved communities. The CTN will not succeed, however, without your facility's enthusiastic and timely participation. The Letter of Agency, as we've said, is non-binding, and – in order to secure the maximum amount of funding for the first phase of the CTN – we need to submit LOAs from every site that is potentially interested in being a CTN participant. Please join us by completing a CTN Letter of Agency as soon as possible. We look forward to working with you and hundreds of others across the state to make the CTN a reality, and will keep you informed as we continue to make progress.

Sincerely,



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