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**Code 4 ~ see generic narratives**

- I reviewed and approved Medi-Cal Outreach materials to be sent home.

**Code 8 ~**

- I consulted with school Psychologist about mental health services being provided, assuring no gaps in M/C services to a student.
- Talked with parents about student's medication side effects in coordination with the school Nurse and need for further evaluation by physician.
- I discussed progress and options for student's Medi-Cal related health services with the Speech Therapist.
- I gathered mental health information necessary for an ongoing mental health referral of student to mental health counselor.
- I worked with county mental health counselor to ensure the delivery of mental health services for student.

**Code 10~ see generic narratives**

- I arranged for the transportation of a student to P.T. services provided off campus.
- After IEP meeting, I scheduled transportation for student to access mental health service at County Mental Health.

**Code 12 ~ see generic narratives**

**Code 14 ~ see generic narratives- Only employees whose position description explicitly includes program planning, policy development and interagency coordination should use this code.**

- I attended a County Office meeting to discuss, collaboration with outside agencies to provide M/C providers for mental health services to students in the districts.

**Code 15 ~ must be a MAA Coordinator to use this code**

- As the district MAA Coordinator, I reviewed MAA sample Narratives

**Code 16 ~ see generic narratives**

- I observed a teacher, and gathered job performance information to provide job performance review.
- I met with staff to discuss union negotiations and contracts.
- I met with the Elks club to facilitate the use of buildings for public event.
- I reviewed school policy and procedure with staff not related to curriculum, instruction or students.
- I completed my MAA time survey each day.
- I attended school board meeting to discuss items not related to curriculum, students or instruction.
- At a school board meeting, I discussed union negotiations and staff contracts.