Code 4-Initial outreach

Use this code when providing _initial information_ that informs eligible or potentially eligible individuals about any Medi-Cal programs and services and how to access them. Providing _initial_ Medi-Cal resource information to assist in the _initial identification_ of health condition.

Narrative Examples

1. I provided information to a family on the California Children's Services to access Medi-Cal.

2. I provided initial information about Medi-Cal covered services to students/families that will help identify, correct or improve medical conditions by services through Medi-Cal.

3. I distributed initial outreach information about Medi-Cal health plans to family needing health insurance.

4. I provided initial Medi-Cal outreach information to an adolescent in need of Medi-Cal family planning services.

5. During a parent conference I provided initial information on how to access, use and maintain participation in Medi-Cal/Healthy Families program.

6. I distributed flyers to students that had a list of local health clinics that accept Medi-Cal.

Distribution of Medi-Cal Outreach must be an activity that you routinely do in order to use this during the time survey week. You can not target Time Survey week for Medi-Cal Outreach distribution

Code 4-Referral

Use this code when providing initial referrals that inform eligible or potentially eligible individuals about Medi-Cal programs and services and how to access them. Providing initial information about Medi-Cal covered services or CHDP screenings that will help identify medical conditions that can be corrected or improved with Medi-Cal services.

Narrative Examples

1. I referred student to a Speech Therapist for an initial speech screening.

2. During a parent conference, I referred a student/family to Medi-Cal program for initial services to properly identify medical condition.

3. I made an initial student referral to a mental health counselor during a parent/teacher meeting.

4. I referred a student to the OT/PT for initial evaluation.

5. I referred a family to the medical clinic for initial evaluation of physical health concerns and possible Medi-Cal referral.

6. I referred student to Medi-Cal services through CHDP program for initial evaluation of health concerns.

7. I referred a student to an Internist for a sports physical.

8. I referred my high school student to Medi-Cal family planning services for evaluation.

Code 6-Facilitating Applications

Use this code when assisting an individual in becoming eligible for Medi-Cal/Healthy Families or when assisting family with the Medi-Cal application. This activity does not include the actual determination of Medi-Cal eligibility.

Not the Free and Reduced lunch form. Not attendance verification for AFDC.

Narrative Examples

1. I explained Medi-Cal/Healthy Families eligibility rules to parents and assisted with the Medi-Cal application process.

2. I spent a considerable amount of time assisting a parent in filling out an application for Medi-Cal/Healthy Families.

3. I assisted a family to locate the Medi-Cal office to receive an application for M/C services and clarify eligibility.

4. I helped a family gather documents for Medi-Cal/Healthy Families application.

5. I provided necessary Medi-Cal application forms and then packaged up the information to send to Medi-Cal office for determination of eligibility.

6. I reviewed a family's Medi-Cal/ Healthy Families application to assure them it was correctly completed.

Code 8-Ongoing Referral, Monitoring & Coordination of Medi-Cal services

Use this code when making **ongoing referrals**, **coordinating and monitoring the delivery of Medi-Cal covered services** for a student. This code is used after the initial referral and cannot be an integral part of the direct services. Referral, coordination, and monitoring the delivery of Medi/Cal service activities in an IEP are reported in Code 8. Gathering information required for further Medi-Cal service referrals Participate in meetings to coordinate or review students health related services covered by Medi-Cal. Providing follow-up contact to ensure that a child has received the prescribed medical/mental/dental etc.

Narrative Examples

1. I met with the School Nurse to verify a student's ongoing medical referral and M/C services are being received as prescribed.

2. I worked with the Speech Therapist to coordinate the ongoing Medi-Cal covered health services of student.

3. I participated in a meeting where a student's needs for M/C covered mental health counseling were coordinated.

4. I called the parent to gather further health information in coordination with the Physician regarding ongoing hearing referral.

5. I spent time gathering information to be shared with the OT/PT to support the necessary ongoing M/C services student is receiving.

6. I met with teacher to discuss a student's mental health progress.

7. I consulted with the Mental Health Counselor to discuss concerns identified with the ongoing mental health needs/services being delivered to student.

8. I discussed effectiveness of student's medication with parent to be shared with family Doctor, for ongoing evaluation of M/C services.

1. I coordinated the delivery of mental health counseling services of student with County Mental Health.

2. I spoke with parent, to coordinate the ADD/ADHD survey information requested by their physician to provide ongoing health services to student.

3. I identified concerns with a students medical services from doctor, and shared with the parent, the need for further evaluation.

4. The principal, school psychologist, school nurse and I were discussing the ongoing mental health issues of a student.

5. I participated in a meeting and identified concerns for a student requiring ongoing mental health referral with school Psychologist.

6. I identified the reactions of unstable diabetic student and discussed with nurse to ensure student is receiving Medi-Cal services discussed in the IEP.

7. I met with a school nurse and a teacher to review the asthma needs of students in our school to determine whether our school practitioners can meet those needs.

8. I collaborated with principal, Medi-Cal speech therapist, and school nurse about the ongoing mental health needs of student.

9. I coordinated with the Psychologist the medical health service provisions for student as part of medical services discussed in the IEP.

Code 10-Transportation

Scheduling or arranging transportation to Medi-Cal-covered services only.

NARRATIVE MUST LIST THE MEDICAL SERVICE BEING PROVIDED…

Not to be used for transporting – just the arranging!

1. I arranged a ride for a family so student can receive mental health services.

2. I arranged transportation for student to receive Speech Services.

3. I arranged transportation for a child to receive speech and language services at another location.

Code 12-Translations

Arranging for or providing translation to student/parent (oral, written or signing) to understand how to access the application process, necessary care or treatment covered by Medi-Cal or for Medi-Cal/ Healthy Families.

Narrative Examples

Arranged Translation:

1. I arranged for a translator to assist in translating Medi-Cal outreach fliers to be distributed to students.

2. I arranged for a translator to call parent about student's need for further health evaluation from their physician.

3. I helped to arrange for a translator to inform parents about referral made for speech services.

4. I made arrangements for a translator to attend parent meeting where Medi-Cal health concerns were discussed.

Translated:

1. I translated between the Speech Therapist and the parent during meeting to discuss Medi-Cal covered speech therapy services.

2. I translated for the school nurse to the parents on where and how to obtain Medi-Cal services for their child.

3. I translated for the school psychologist, to the parent the need for further Medi-Cal services related to the mental health services being delivered.

4. I translated Medi-Cal outreach information fliers to be handed out to students and families.

5. I translated between school psychologist and parent, the students mental health counseling services.

Code 14-*Program* planning, policy development, and interagency coordination

Use this code when staff perform collaborative activities with **other agencies** associated with the development of strategies to improve the coordination and delivery of Medi-Cal covered medical/mental health services to students and families in the districts.
Only employees whose position description includes program planning, policy development, and interagency coordination should use this code.

Narrative Examples

1. I met with the County Health Department to develop strategies to increase the capacity of school Medi-Cal health services.

2. I met with Medi-Cal providers to determine their availability to ensure our district's students will have access to Medi-Cal services.

3. I attended an interagency meeting where we identified gaps in Medi-Cal health care within our district and discussed resources so that the Medi-Cal covered health services can be provided.

4. I worked with health care center discussing available Medical programs that we can offer to students and families that may not have medical insurance.

5. I met with County Health Department to develop strategies to increase the capacity of school Medi-Cal health programs.

Code 15-MAA Administration

This code should be used _only_ by the LEA, LEC, and LGA coordinators when performing activities that are directly related to Medi-Cal claims admiration, coordination and training

Narrative Examples

1. As the district's MAA coordinator, I reviewed MAA sample narratives.
2. I am the district MAA coordinator working on preparing and submitting our district's MAA claim. I assisted staff with code clarification.
3. As MAA coordinator, I answered questions from survey

Code 16-Paid time off & Administrative Activities

This code is used when performing activities that are not directly assignable to program activities. Time survey participants use this code for completing the time survey form. Use this code when you are on paid time off. This would include sick leave, personal necessity, minimum days, jury duty, etc.
Attending or facilitating school staff meetings, board meetings not related to curriculum, instruction or students.

Narrative Examples

1. I completed MAA Time Survey Form.
2. I was out all day for paid time off.
3. I participated in union negotiations all day.
4. I took time to complete personal mileage and expense claims.
5. I completed job performance review for teacher.
6. I met with my supervisor for an employee performance evaluation.
7. During staff meeting, we reviewed OSHA policies, procedures and rules.
8. I read emails about new employee benefits being negotiated.
9. I reviewed and approved requests for paid time off.