

Code 4- Initial Outreach Samples

1. Each day I distributed initial local Medi-Cal resource information about health services available to students and families
2. On Monday, I copied and distributed initial Medi-Cal outreach flyers to students during a school wide campaign
3. On Tuesday, I created local Medi-Cal outreach flyers for distribution to students
4. During Back to School activity I distributed initial information about the Medi-Cal/Healthy Families program to parents
5. During class discussion I distributed initial information on how to access Medi-Cal health resources in our area
6. During a parent conference I provided initial information on how to access Medi-Cal and other Health resources in our area
7. On Thursday, I researched local Medi-Cal outreach resources and services to provide information to families for distribution
8. After school, I designed bulletins about early identification of health concerns through Medi-Cal health programs
9. On Thursday, I researched local Medi-Cal outreach resources and services to provide information to families for distribution
10. On Tuesday, I informed families on how to effectively access, use and maintain participation in all health resources under Medi-Cal /Healthy Families program.
11. During parent conference I distributed initial information about where to find Medi-Cal providers in the area
12. Monday, I distributed initial information on CHDP physicals and providers to students needing non-mandated physicals, possible M/C referral.
13. On Thursday, I distributed initial information about where to find Medi-Cal providers as part of the beginning of the year packets sent home to parents.
14. I designed a portion of the newsletter that contained Medi-Cal outreach information to parents for possible M/C referrals
15. On Wednesday, after I reviewed health folders, I provided initial M/C outreach information to families for students needing medical care

Code 4- Initial Referral Samples

1. During my prep period, I referred student to the Speech Therapist for an initial speech screening.
2. During a parent conference, I referred a student/family to Medi-Cal programs for services to properly identify medical condition.
3. After school, I referred parents/students to local mental health facility in our area for initial emotional health evaluation.
4. On Monday, during an IEP meeting, I referred student to the school psychologist for mental health concerns and evaluation.
5. During an SST meeting on Wednesday, I referred a family to the doctor for health concerns and possible Medi-Cal referral.
6. On Monday, I referred student to SST meeting for health concerns and possible M/C referral.
7. After school, during parent conference, I referred student and parent to Medi-Cal eligibility worker for information.
8. On Tuesday, I referred student to eye doctor for severe eye injury.
9. During IEP meeting I referred student to doctor for a physical examination.
10. During meeting with parent, I referred student to Medi-Cal services through the EPSDT program for evaluate health concerns

11. Friday morning, I referred a family to CPS for health abuse and neglect and possible Medi-Cal referral.
12. During parent meeting, I referred student to dentist for non-mandated dental evaluation.
13. After class, I referred student with severe injury to medical clinic for initial evaluation and possible M/C referral.
14. On Monday, I assisted with an initial referral of a student to the speech therapist for a speech evaluation.
15. During my prep period, I gathered health information for SST meeting to discuss health concerns and possible M/C referral.
16. I assisted another staff member with Medi-Cal referral of student to nurse for evaluation of physical health concerns.

Code 6 Facilitating Applications

1. After school, I explained Medi-Cal/Healthy Families eligibility rules and the eligibility process to prospective applicants, assisting with the application process.
2. Before school on Tuesday, I used the student information from student's CHDP's to facilitate the Medi-Cal/Healthy Families application process and expand enrollment into Medi-Cal programs and services.
3. Monday morning, I helped with the application process for Medi-Cal/Healthy Families by gathering the necessary health forms for a student.
4. During lunch, I assisted in helping family in filling out application for Medi-Cal/Healthy Families.
5. On Monday, I assisted in facilitating the application for a family to Medi-Cal/Healthy Families Program.
6. During senior exit meeting, I assisted a graduating senior in filling out an application for Medi-Cal/Healthy Families.
7. I assisted a family to locate the Medi-Cal office to receive an application for M/C services.
8. Thursday afternoon, I helped with the application process for Medi-Cal/Healthy Families by gathering the necessary health forms for a student.

Code 8- Ongoing Referral & Monitoring

1. On Monday, I monitored a managed care plan of a student and coordinated ongoing Medi-Cal services with OT/PT
2. Each day, I monitored the managed care plan of student in coordination with the Special Education Teacher as Case Manager of M/C services received in IEP
3. Each day, I monitored the on task ADHD behaviors of a student in coordination with the School Psychologist
4. On 9/8/09, I monitored the autistic behaviors of student in coordination with Mental Health Counselor
5. Friday afternoon, I monitored the mental health managed care plan and reported to the Mental Health Counselor
6. On Wednesday, I monitored the speech needs of a student in coordination with the Speech Therapist
7. Every afternoon, I monitored the hearing concerns of a student in coordination with the Speech Therapist
8. Friday morning, I monitored the medication side effects of a student in coordination with the physician via parents as part of managed care plan

9. I monitored the vision concerns of a student in coordination with the school Nurse
10. After school, I assisted a student in crisis to maintain access to Medi-Cal programs and services
11. On Tuesday, I monitored diabetic concerns of student in coordination with School Nurse
12. Every day, I monitored the behavioral health concerns of a student in coordination with Administrator as Case Manager of the M/C services received in IEP

Code 8-Coordinating Medi-Cal covered services

1. On 9/10/09, I consulted with the Mental Health Counselor to discuss the managed health care plan and progress of student
2. After school, I met with the Nurse to discuss the managed health care plan of student in order to monitor the Medi-Cal services for student
3. On Monday, I spoke with the Nurse regarding the ongoing vision concerns for student and progress with the Medi-Cal service provisions for student.
4. On Tuesday, I followed up with the Nurse regarding referral for evaluation of student and the health services student will be receiving
5. On Monday, I called the parent to gather further health information in coordination with Nurse regarding ongoing hearing referral
6. I spoke with parent, in the morning, to coordinate the ADD/ADHD survey information requested by Physician to provide health services to student
7. I spoke with parent, afterschool, regarding changes Physician made with the diabetic care plan of student and coordinated this information with the school Nurse and other staff members
8. During recess, I spoke with the PT regarding student M/C services being delivered and updated managed care plan with the School Nurse
9. On Monday, I followed up with parent regarding the student's Medi-Cal covered treatment being received in coordination with School Nurse
10. On Friday, I discussed concerns of medication side effects of student with Physician via parent as part of managed care plan
11. Attended an IEP on Monday, where M/C covered services and managed care plans were discussed with parents, Speech Therapist, and/or Nurse
12. During meeting, I coordinated services with Adaptive PE Specialist as Case Manager of M/C services and OT/PT to coordinate and monitor the M/C covered services for student
13. After school, I followed up with Mental Health Counselor for ongoing mental health referral for student
14. Monday afternoon, I met with the Mental Health Counselor and others regarding mental health service provisions of student
15. After school, I followed up with the Speech Therapist about speech service for a student
16. Thursday morning, I worked with the Nurse on health options and enhancements for the Medi-Cal covered services of a student.
17. On Monday, I talked with parents about a student's medication in coordination with the school Nurse as part of managed care plan
18. On Monday, I coordinated with the Nurse the medical health service provisions for student as part of managed care plan
19. During an afternoon meeting, I coordinated with the School Psychologist the mental health counseling services of student with severe behavioral issues

Code 12- Translation-(3-people) to arrange or provide translation for Medi-Cal services dealing with health services for students

1. On Thursday, I arranged for a translator to call parent about student's non-mandated vision screening
2. After school, I arranged for a translator to inform parents about referral made for speech services
3. I arranged for a translator during parent conference to discuss student's progress in mental health counseling
4. During IEP, I arranged for a translator to call parent about student's hearing aides
5. During phone call, I arranged for a translator to inform parents about referral made for adaptive PE and OT/PT services
6. After school, I arranged for a translator to assist in creating Medi-Cal resources and services.
7. On Tuesday, I arranged for a translator to inform schools about Medi-Cal resources and services
8. Monday morning, I arranged for Medi-Cal resources and services for schools to be translated.
9. Tuesday afternoon, I arranged for a translator to help with forms for a student's managed care service plan
10. Thursday morning, I arranged for the health forms to be translated on a student for up-coming IEP meeting
11. After school, I arranged for translation by phone to parent about a student's health issues for the School Nurse
12. During lunch, I arranged for a translator for Nurse and School Psychologist to help with an assessment
13. All Tuesday morning, I arranged for the translated lists of Medi-Cal providers, including phone numbers and addresses, for students and their families
14. I arranged for Medi-Cal resources and services for schools to be translated in Spanish during my break
15. I arranged for a translator to call parent about student's medication in preparation of a mental health evaluation after school on Tuesday
16. During phone call, I arranged for translated mental health forms for IEP
17. During IEP meeting, I arranged for a translator to inform parents about referral made for mental health counseling
18. On Tuesday, I helped to arrange with the Nurse for a translator to call parent about student's medication
19. On Monday, I helped to arrange with the Speech Therapist for a translator to inform parents about referral made for speech services
20. During lunch, I helped arrange with the Nurse for a translator during parent conferences to discuss student's health issues and concerns and how they relate to the Medi-Cal covered services
21. Before school, I helped to arrange for a phone call to be translated to parents for the school Nurse about health issues

Code 14- Program Planning and Development of Medi-Cal for whole school

1. On Friday, I attended a work group of health professionals to provide consultation and advice regarding the delivery of Medi-Cal care services in school
2. On Monday, I attended a county wide work group to coordinate and develop strategies to increase M/C covered mental health services in schools
3. During a staff meeting, we developed new Medi-Cal resources to make good faith effort to locate and develop health service referrals
4. All day Wednesday, I attended an interagency coordination meeting with different agencies that provide Medi-Cal services to expand access and improve collaboration around the identification of medical problems
5. During week, I developed medical referral sources, including directories of Medi-Cal providers for parents
6. During staff meeting, we developed strategies to increase mental health services in schools
7. During staff meeting, we identified Medi-Cal service gaps provided to students and developed strategies to improve the delivery and coordination of these services
8. During staff meeting, we developed strategies to increase adaptive PE and OT/PT services in schools
9. During staff meeting, we developed strategies to increase speech services in schools
10. During staff meeting, we monitored the medical/mental health delivery systems in schools to determine M/C services needed to be expanded.
11. After school, I developed procedures for tracking families' requests for assistance with Medi-Cal-covered services and providers
12. During staff meeting, we evaluated the need for Medi-Cal data related to our specific program, population and geographic area to help determine if we have gaps in M/C services in our area
13. On Friday, we coordinated with interagency committees to identify, promote and develop CHDP services in the school system
14. On Wednesday, I participated in a training that enhanced the early identification, intervention, screening and referral of students with special health needs to Medi-Cal services
15. On Thursday, I coordinated a training that enhanced the early identification, intervention, screening and referral of students with special health needs to Medi-Cal services

Code 15 Medi-Cal Administration, Training & Coordination

1. Each day, I filled out my MAA time survey and reviewed training materials
2. On the last day of survey, I filled out my MAA time survey and reviewed training materials
3. During staff meeting, we reviewed MAA related activities and how to code for them on time survey forms
4. On last day of survey, I met with MAA Coordinator to go over my time survey form
5. During staff meeting, I assisted staff with code clarification
6. During MAA week, I assisted staff with code clarification
7. During MAA time survey week, I met with grade level team to review MAA time survey codes

8. On Friday, I collected and reviewed MAA time survey forms.
9. On Friday, I assisted participants with code clarification
10. I distributed MAA related materials for MAA week

Code 16 Paid Time off/ General Administration

1. On Wednesday, I was out all day for jury duty
2. On Tuesday, I was out all day for paid time off
3. On Monday, I participated in union negotiations all day
4. During MAA week, I was away from the school campus at a non-educational conference
5. On Friday, I took time to complete personal mileage and expense claims
6. During staff meeting, we reviewed non-educational school policies, procedures and rules

