

Office Staff Job Specific Narratives

See Time Surveying for Dummies pages 16-24 for a lot more narratives



Code 4 ~ (see Time Surveying for Dummies page 16 for more Code 4 narratives)

- 8/26/09, I called parent about excessive student absence and referred student to physician for health evaluation,
- On Wed, after reviewing records I provided Medi-Cal outreach to families needing immunizations, including list of CHDP providers.
- Tuesday morning, I sent Medi-Cal outreach information with Truancy letters to parents for possible M/C referral.
- Thursday, I stuffed envelopes with Medi-Cal outreach materials to be sent out with SARB letters for M/C outreach campaign.
- Tuesday, I included with the suspension/expulsion letter, M/C provider information for student mental health counseling referral.

Code 6~ (see Time Surveying for Dummies page 16 for more Code 6 narratives)

- After school, I explained Medi-Cal/Healthy Families eligibility rules and process for prospective applicants.
- On Monday, I used student information from the Express Enrollment/ Free and Reduced Lunch form to assist family with Medi-Cal application process.
- I reviewed the Express Enrollment form and called parent to clarify information for Medi-Cal application process.

Code 8 ~ (see Time Surveying for Dummies page 19 for more Code 8 narratives)

- On Tuesday I worked with school nurse to ensure the health of students in accordance with their managed care plan received in the IEP.
 - On Thursday morning I spent time with the Psychologist, scheduling student mental health counseling appointments and coordinating with staff.
 - On Friday, I gathered mental health information from past school staff and provided to nurse for continuation of M/C services.
 - After the SST meeting on Friday, I collected parent consent forms and coordinated with the Speech Therapist and staff student's speech services.
 - After the IEP meeting, I processed the paperwork for student's mental health counseling services with the mental health counselor.



Code 10 ~

- After the IEP, I worked with the administrator to schedule transportation of student to M/C covered P.T. services off campus.
- 8/24/09, I arranged for the school to transport student to dental appointment.

Code 12 ~ (see Time Surveying for Dummies page 22 for more Code 12 narratives)

- On Friday, I arranged for a translator to attend the SARB meeting to discuss with parent, student's mental health referral.
- On Monday, I translated the non-mandated vision referral of a student to their parent for the nurse.

Code 14 ~ (see Time Surveying for Dummies page 23)

Code 15 ~ (see Time Surveying for Dummies page 24)

Code 16 ~ (see Time Surveying for Dummies page 24 for more Code 16 narratives)