

Federal Financial Participation Guide

<p>Activity Code 1a <i>Non-Medi-Cal/Family PACT Outreach</i></p>	<p>This activity code is used when program staff is informing individuals about their eligibility for non-Medi-Cal/Family PACT Programs and/or services and educational programs. This includes access, range of benefits, and how to obtain services includes paperwork, clerical activities, and staff travel required to perform these activities.</p>
<p>Activity Code 1b <i>Medi-Cal/Family PACT Outreach</i></p>	<p>This activity code is used when program staff is informing eligible or potentially eligible individuals about Medi-Cal/Family PACT services and how to access those services. This activity includes providing information or assistance with the Medi-Cal/Family PACT eligibility process and includes all paperwork, clerical activities, and staff travel required to perform these activities.</p>
<p>Activity Code 2a <i>Facilitating Eligibility Application or Determination for Non-Medi-Cal/Family PACT Programs</i></p>	<p>This activity code is used when program staff is informing an individual about Non-Medi-Cal/Family PACT programs such as: Temporary Assistance for Needy Families (TANF), Food Stamps, Women, Infant, and Children Nutritional program (WIC), day care, legal aid, and other educational or social service programs. This includes all paperwork, clerical activities, and staff travel required to perform these activities.</p>
<p>Activity Code 2b <i>Facilitating Medi-Cal/Family PACT Eligibility Application or Determination</i></p>	<p>This activity code is used by program staff when assisting an individual with the Medi-Cal/Family PACT eligibility process. Include all paperwork, clerical activities, and staff travel required to perform these activities.</p>
<p>Activity Code 7a <i>Program Planning, Policy Development, and Intra/Inter Agency Coordination Related to Non-Medi-Cal/Family PACT Services</i></p>	<p>This activity code is used by staff when working on developing strategies to improve the coordination and delivery of non-Medi-Cal or Family PACT services for Program participants. Non-Medi-Cal/Family PACT services may include social services, educational services, vocational services, and any other services not covered by Medi-Cal or Family PACT. Includes all paperwork, clerical activities, and staff travel required to perform these activities.</p>
<p>Activity Code 7b <i>Program Planning, Policy, and Coordination Related to Medi-Cal or Family PACT Services</i></p>	<p>This activity code is used by staff when performing activities associated with developing strategies to improve the coordination and delivery of Medi-Cal/Family PACT services for Program participants and when performing collaborative activities with other programs and/or providers. Only Program staff whose duty statements include program planning, policy development, and interagency coordination may use this code. Includes all paperwork, clerical activities, and staff travel required to perform these activities.</p>
<p>Activity Code 8a <i>Non-Medi-Cal/Family PACT Training</i></p>	<p>This activity code is used by staff when coordinating, conducting, or participating in trainings and/or seminars that is not directly related to the Medi-Cal/Family PACT programs and services. Includes all paperwork, clerical activities, and staff travel required to perform these activities.</p>

Activity Code 8b <i>Medi-Cal/Family PACT Training</i>	This activity code is used by staff when coordinating, conducting, or participating in training events and/or seminars that are directly related to the Medi-Cal/Family PACT programs and Medi-Cal or Family PACT services. Includes all paperwork, clerical activities, and staff travel required to perform these activities.
Activity Code 9a <i>Coordinating and Monitoring of Non-Medi-Cal/Family PACT Services</i>	This activity code is used by staff when coordinating and/or monitoring/evaluating non-Medi-Cal/Family PACT activities, such as social and educational services. Includes all paperwork, clerical activities, and staff travel required to perform these activities.
Activity Code 9b <i>Coordinating and Monitoring of Medi-Cal/Family PACT Services</i>	This activity code is used when coordinating and/or monitoring/evaluating the medical/dental/mental health services and/or Medi-Cal/Family PACT services for eligible Medi-Cal/Family PACT individuals. Includes all paperwork, clerical activities, and staff travel required to perform these activities.
Activity Code 10a <i>General Administration</i>	This activity code is used for activities that are not directly related to I&E Program. This includes non-program related paperwork, general clerical work, and staff travel required to perform these activities. Since activities coded under 10a support a variety of agency operated programs, such costs are allocated to the I&E Program. <i>Note: Certain functions such as: payroll, maintaining inventories, executive direction, etc., are considered overhead and, therefore, are reimbursable through the indirect cost rate.</i>
Activity Code 10b <i>Medi-Cal/Family PACT (I&E specific) Administration</i>	This activity code is used when performing activities related to the specific administration of I&E Program and aligned with FFP activities, which are identifiable and directly charged to I&E Programs such as Time Study entry or review.
Activity Code 11 <i>Activities for Other Programs and to Document Un-Worked time</i>	This activity code is used for any activity or time spent doing activities that are not part of I&E Program.
Activity Code 12 <i>Paid Time Off</i>	This activity code is for any staff paid time off.

NOTE: Time spent on preparation, travel and documentation associated with an activity are coded to that activity. Example: preparing, traveling and conducting a health education session at a high school. If the health education activity consisted of only "a" activities, the travel time would be coded as "a" for both travel to and from the event. If the health education session included both "a" and "b" activities the travel time for that health education session would be allocated an "a" and "b" coding in proportion to the time spent on "a" and "b" activities during the session. If the travel occurs during non-paid time (before or after the staff person's working hours) then the unpaid travel time is not coded or recorded on the Time Study.