

**FEDERAL FINANCIAL PARTICIPATION (FFP)
EXAMPLES FOR BIH AGENCIES**

**Function Code 1
Outreach**

This function code is to be used by all staff (SPMP and Non-SPMP) when performing activities that inform Medi-Cal eligible or potentially eligible individuals, as well as other clients, about health services covered by Medi-Cal and how to access the health programs. Activities include a combination of oral and written informing methods that describe the range of services available through the Medi-Cal program and the benefits of preventive or remedial health care offered by the Medi-Cal program.

SCOPE ACTIVITY EXAMPLES

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| 1 | FHA completed assessment form during Life Planning meetings with participants to determine appropriate referrals to Medi-Cal services. |
| 2 | Helping client review Medi-Cal related documents for enrolling in Medi-Cal. |
| 3 | Helping client review Medi-Cal related documents for medical and mental health providers that accept Medi-Cal. |
| 4 | Providing information and assistance on transportation related to accessing Medi-Cal services. |
| 5 | Assisting client to schedule appointments that are related to Medi-Cal health services. |
| 6 | Developing Annual Community Resource Guide including Medi-Cal services and providers to increase access to care. |
| 7 | Assisting client to access Medi-Cal services or care and helping them to understand the need for treatment and follow up. |
| 8 | Developing a brochure that provides information regarding available Medi-Cal services. |
| 9 | Hosting a table at a health fair and encouraging participation in Medi-Cal or services funded by Medi-Cal. |
| 10 | Non-SPMPs may use this code when providing case management/care coordination that meets the FFP objectives. |

**Function Code 2
SPMP Administrative Medical Case Management**

This function code is to be used **only** by SPMPs when participating in medical reviews; assessing the necessity for and types of medical care associated with medical case management and case coordination activities required by individual Medi-Cal beneficiaries.

SCOPE ACTIVITY EXAMPLES

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| 1 | Case management of Medi-Cal clients regarding a medical problem such as hypertension, gestational diabetes, pre-term labor etc. (including home visits and related activities such as chart reviews, visit preparation, charting, travel time, appointment confirmation, data collection, etc.) - refer to a Medi-Cal specialist as needed. |
| 2 | Provide assistance to develop protocols that address clinical issues, including medical, dental and mental health services. |
| 3 | Consult with clients to assist them in understanding and identifying health problems and recognizing the need for and value of preventive health care - refer to Medi-Cal provider as needed. |
| 4 | PHN or MHP making an assessment on a Medi-Cal client whose condition indicates further screening and referral to Medi-Cal provider. |
| 5 | Assist Medi-Cal client in contacting her physician for clarification on a specific medical condition such as gestational diabetes and its effect on her pregnancy. |
| 6 | Provide clinical expertise to the case manager about client's infant that is not achieving height/weight goals for age and its potential causes. |
| 7 | PHN or MHP completed assessment form during Life Planning meetings with participants to determine appropriate referrals to Medi-Cal services. |
| 8 | PHN/RN Consult with Medi-Cal provider in regard to client or infant's health needs. |
| 9 | MHP Consult with Mental Health provider in regard to participant mental health needs. |

Function Code 3

SPMP Intra/Interagency Coordination, Collaboration and Administration

This function code is to be used **only** by SPMPs when performing collaborative activities that involve planning and resource development with other agencies which will improve the cost effectiveness of the (Medi-Cal) health care delivery system and improve availability of medical services.

SCOPE ACTIVITY EXAMPLES

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| 1 | SPMP participation in conference calls with other agencies to better serve Medi-Cal and Medi-Cal eligible participants to improve access to Medi-Cal services for high-risk, pregnant and postpartum clients. |
| 2 | Collaborate with other agencies in health care planning and resource development to improve the access and quality of the health care delivery system and decrease barriers in accessing Medi-Cal health and dental services. |
| 3 | Work with community collaborative, Medi-Cal and Medi-Cal Managed Care plans/providers to decrease barriers to drug treatment, mental health and prenatal care services for Medi-Cal enrolled pregnant and parenting women. |
| 4 | SPMP attending interagency meetings to discuss ways to reduce barriers and increase participation in Medi-Cal funded services. |
| 5 | Using skilled professional medical expertise, identify and interact with local health care providers, key informants in the community, managed care plans, coalitions, etc. for the purpose: <ul style="list-style-type: none">• Identifying gaps and services to better assist underserved populations and needs in the community.• Sharing data and analysis based on findings. |

Function Code 4

Non-SPMP Intra/Interagency Collaboration and Coordination

This function code is to be used by non-SPMP staff (or SPMP staff in which their medical expertise is not necessary) when performing activities that are related to program planning functions, including collaborative and intra/interagency coordination activities.

SCOPE ACTIVITY EXAMPLES

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| 1 | Meet with other Public Health programs to discuss collaborative activities to serve the Medi-Cal population. |
| 2 | Participate in discussions with perinatal providers to encourage them to increase the number of Medi-Cal clients they accept and educate them on Presumptive Eligibility. |
| 3 | Coordinate logistics for BIH Collaborative groups, BIH Advisory Board and others whose purpose includes improving access to Medi-Cal Services. This may include creating MOUs/interagency agreements for the coordination of services and/or referrals. |
| 4 | Contact and coordinate with dental practices in the County to develop a resource directory of services provided to Medi-Cal/Denti-Cal clients. |
| 5 | Collaborating with mental health, substance abuse and other agencies to link clients to services. |

Function Code 5 Program Specific Administration

This function code is to be used by all staff when performing activities that are related to (Medi-Cal) program specific administration.

SCOPE ACTIVITY EXAMPLES

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| 1 | Maintaining and monitoring program information - entering all client data into the ETO. |
| 2 | Attending Medi-Cal outreach eligibility and enrollment training. |
| 3 | Monthly supervision meetings to identify/address areas of concern in service delivery and provide support to case managers in Medi-Cal enrollment and access to care. |
| 4 | Plan CM activities including outreach regarding Medi-Cal and Medi-Cal covered services. |
| 5 | Consults with BIH staff to review job performance activities, client caseloads, including enrolling in Medi-Cal and access to care, and provide supervision. |
| 6 | Inputting time study data, reviewing time study data for invoicing. |
| 7 | Develop BIH budget and monitor Title XIX reimbursement expenditures. |
| 8 | Assisting the SPMP to implement BIH including policies and procedures that support the Medi-Cal population. For example, how to do outreach / how to do referrals / how to connect with Medi-Cal. |
| 9 | Training and orientation for use of FFP for non SPMP staff. |

Function Code 6 SPMP Training

This function code is to be used **only** when training is provided for or by SPMPs and **only** when the training activities directly relate to the SPMP's performance of specifically allowable SPMP administrative activities.

SCOPE ACTIVITY EXAMPLES

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| 1 | Attending training on new treatment modalities for pregnant and postpartum women including hypertension, Mental Health issues, etc. |
| 2 | Using skilled medical expertise to present or conduct professional training to health care providers that will improve quality of care i.e. risk factors for prematurity, LBW, infant mortality. |
| 3 | Attend expert trainings and professional education in-services relevant to the role of the medical professional and to administration of BIH Programs to facilitate access to Medi-Cal services. |
| 4 | Attend professional education for SPMP Medical Case Management to increase skills of SPMP to better facilitate access to care for Medi-Cal clients and Medi-Cal eligible. |
| 5 | SPMP specific activities. Training for new Director's on Medi-Cal related topics such as training related to barriers and access to care of Medi-Cal and Denti-Cal services. |
| 6 | Orientation and training of new SPMP staff regarding FFP rules and regulations as they pertain to an SPMP. |

Function Code 7 Non-SPMP Training

This function code is to be used by all staff (SPMP and Non-SPMP) when training relates to Non-SPMP allowable (Medi-Cal) administrative activities and to the medical care (medical knowledge) of clients.

SCOPE ACTIVITY EXAMPLES

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| 1 | C.M.s/Supervisors receive training on infant/maternal mortality, LBW, preventative health care and prematurity to facilitate client enrollment and linkage to appropriate Medi-Cal services. |
| 2 | CM's/Supervisors receive instruction or provide staff training on how to complete the FFP time study and secondary documentation. |
| 3 | Training a new staff member to their responsibilities relative to Medi-Cal enrollment and referral services. |
| 4 | Provide training to external Community Health Workers in areas of health related topics and assisting clients to access medical care. |
| 5 | PHN or MHP assessing medical or mental health needs of participants in order to facilitate referrals. |
| 6 | The portion of trainings, orientations or meetings that are related to health disparities, FFP or Medi-Cal services. |

Function Code 8 SPMP Program Planning and Policy Development

This function code is to be used **only** by SPMPs and **only** when performing (Medi-Cal) program planning and policy development activities. The SPMP's tasks must officially involve program planning and policy development, and those tasks must be identified in the employee's position description/duty statement.

SCOPE ACTIVITY EXAMPLES

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| 1 | MCAH director, PSC, BIH coordinator meeting with Medi-Cal providers to develop referral protocols for women with risk factors for adverse birth outcomes. |
| 2 | Meeting with dental providers to increase access to dental services for pregnant or postpartum women. |
| 3 | Review of local perinatal statistics to identify gaps in services in order to develop strategies to address adequacy of services related to birth outcomes. |
| 4 | Develop professional educational materials for BIH staff training to meet policy instructions. |
| 5 | Reviewing and modifying policies and procedures including Medi-Cal enrollment eligibility, referral processes and barriers to access care. |
| 6 | Participate in the planning, implementation, and evaluation of BIH services that relate to the Medi-Cal programs. |
| 7 | Staff attending a Health Disparities training including barriers to enrollment in Medi-Cal services and access to care. |

Function Code 9

Quality Management by Skilled Professional Medical Personnel

This function code is to be used only by SPMPs and only when performing quality management activities (that benefit the Medi-Cal eligible population).

SCOPE ACTIVITY EXAMPLES

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| 1 | Reviewing client charts for quality case management to ensure appropriate follow-up and access to Medi-Cal services. |
| 2 | Reviewing staff work, e.g. time study and secondary documentation for meeting the FFP requirements. |
| 3 | Implement continuous quality improvement activities as stated in the BIH Policies and Procedures manual. |
| 4 | Assess and review population needs and capacity of the agency to provide services or the need to refer to appropriate Medi-Cal services. |
| 5 | Develop, implement and monitor BIH quality assurance for ETO data. |

Function Code 10

Non-Program Specific General Administration

This function code is to be used by all staff when performing non-program specific administrative activities that relate to multiple functions or to no specific, identifiable functions due to the general nature of the activities. This is an allocated function code. Time recorded under this function code will be prorated amongst all programs (BIH, MCAH, AFLP etc.) included in the time study and matched and unmatched function codes. The portion allocated as matchable may only be matched at the Non-Enhanced rate.

SCOPE ACTIVITY EXAMPLES

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| 1 | Agency related activities, such as, fire drills. |
| 2 | Management Academy classes, annual mandatory Airborne/Bloodborne Pathogen Training. |
| 3 | Develop and provide health promotion activities for agency employees. |
| 4 | Staff attend agency meetings and non-BIH related trainings such as HIPAA, Safety Training, Sexual Harassment or County New Employee Orientation. |

Function Code 11

Other Activities

This function code is to be used by all staff to record time performing activities which are in the BIH SOW but not specific to the administration of the Medi-Cal program. These activities **do not qualify** for FFP match.

SCOPE ACTIVITY EXAMPLES

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| 1 | Client events including workshops, graduation, parenting, health education, and domestic violence classes that do not result in a Medi-Cal referral. |
| 2 | Meeting with a BIH client to help them create an educational or career plan. |
| 3 | Home visits with clients that focus on non-medical issues such as relationships, child development and parenting concerns. |
| 4 | Program planning for "Social Support and Empowerment" activities. |
| 5 | All SIDS risk reduction educational activities. |
| 6 | Assistance to obtain shelter, housing, car seats, transportation (basic needs). |

Function Code 12 Paid Time Off

This function code is to be used by all staff to record usage of paid leave, holiday, vacation, sick leave or any paid leave other than CTO. This is an allocated function code. Time recorded under this function code will be prorated amongst all programs (BIH, MCAH, AFLP etc.) included in the time study and matched and unmatched function codes. CMS permits the matchable amount to be proportionately distributed between Enhanced and Non-Enhanced rates.

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| 1 | Paid time off for a holiday. |
| 2 | Paid time off for sick leave. |
| 3 | Paid time off for vacation. |
| 4 | Paid time off for jury duty. |