

# Federal Financial Participation (FFP) Secondary Documentation

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Presented by Nurse Consultant Panel

Jewel McGadney, NC II  
Terri van Aalst, NC II  
Elise Parnes, NC II  
Paula Curran, NC II



# Federal Financial Participation (FFP) Secondary Documentation

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- What is Secondary Documentation
- Documentation Requirements
- Guidelines and Suggestions
- Examples
- Support Documents



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## Secondary Documentation

- Supports FFP activities
- Assures program integrity
- Informs auditor



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## Documentation requirements

- Required of all staff
- Evidence of FFP activities performed
- Provides audit trail
- Accessible and available
- Records must be retained



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## Guidelines and Suggestions

- No standardized form but must provide evidence
- Written record concise and specific
- Other types of documentation



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## Examples - Outreach

### Good

5/19/08 (when) – At the Public Health office I gave a list of Medi-Cal dental providers (what) to a Medi-Cal covered man who had just moved to the county (with whom). Other relevant details might include a copy of the dental referral sheet.

### Poor Sample

I gave a list of community resources to a Medi-Cal person.



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## Example - Outreach

### Good

5/19/08 (when) – At a Community Center (where) I explained to a low income mother (with whom) the benefits of the Medi-Cal program and gave her information about how and where to apply for Medi-Cal (what).

Other relevant details might include a copy of the Medi-Cal brochure.

### Poor

I gave a list of community resources to a Medi-Cal person.



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## Example – Outreach

### Good

5/19/08 (when) – Worked the South County Health Fair (where) where I talked about and passed out brochures about Medi-Cal covered services (what) to Health Fair attendees (with whom). Other relevant details might include copies of the brochures.

### Poor

Gave out brochures at a Health Fair.



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## Example - Program Planning And Policy Development

### Good

5/19/08 (when) – Attended the South Bay Prenatal Access Task Group meeting (where) the membership (with whom) discussed and made plans to increase access to prenatal care clinics (what). Other relevant details might include the meeting agenda and participants.

### Poor

Met with the Battered Women's Coalition about needs.



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## Example -Program Planning And Policy Development

### Good

5/19/08 (when) – Reviewed resource directory and via phone calls (where) contacted Medi-Cal providers on the resource directory for updates (with whom and what).

### Poor

Revised the resource directory for the County.



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## Support Documents

- Job specifications
- Duty statements
- Organizational chart
- Scope of Work



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Remember -

Documentation substantiates time survey.

If not substantiated, activity may not be reimbursable.