

Activity Code	Activities Example	Not FFP Eligible	FFP Eligible
1a	Non-Medical/Family PACT Outreach		
	Information about anything other than Medi-Cal/Family PACT eligibility or access		
	<ul style="list-style-type: none"> Teaching I&E participants about reproductive health, STI, HIV, contraception 	X	
	<ul style="list-style-type: none"> Teaching I&E participants about setting goals, money management, educational plans, resume, job applications, communication skills, etc. 	X	
	<ul style="list-style-type: none"> Teaching I&E participants to be peer educators 	X	
	<ul style="list-style-type: none"> Providing Youth Leadership, Mentoring, or Teen Theater activities 	X	
	<ul style="list-style-type: none"> Talking with youth at a health fair about reproductive health, STI, HIV or contraception 	X	
	<ul style="list-style-type: none"> Developing lesson plans, materials, etc., that deal with the above topics 	X	
	<ul style="list-style-type: none"> Mileage and staff time to go to a location to teach about the above topics 	X	
1b	Medi-Cal/Family PACT Outreach		
	Information about Medi-Cal/Family PACT eligibility or access		
	<ul style="list-style-type: none"> Teaching I&E participants how to access Medi-Cal/Family PACT services, including clinic location and services available 		X
	<ul style="list-style-type: none"> Conducting Targeted Prevention Activities (outreach) to increase Medi-Cal/Family PACT access 		X
	<ul style="list-style-type: none"> Distributing flyers and brochures with information about Family PACT clinic locations, hours, fees, etc. 		X
	<ul style="list-style-type: none"> Distributing Family PACT referral cards to I&E participants 		X
	<ul style="list-style-type: none"> Developing and distributing media materials about access to, or eligibility for, Medi-Cal/Family PACT services 	X	
	<ul style="list-style-type: none"> Paperwork, clerical activities, mileage and staff time to go to a location to perform outreach, distribute media, etc. 		X
2a	Facilitating Eligibility Application or Determination for Non-Medi-Cal Family PACT Programs		
	<ul style="list-style-type: none"> Informing an I&E participant about other supportive services such as Temporary Assistance for Needy Families (TANF), Cal Fresh (Food Stamps), Women, Infant and Children Nutritional Program (WIC), day care, legal aid, housing, etc. 	X	
	<ul style="list-style-type: none"> Paperwork, clerical activities and staff travel to tell I&E participants about the above topics 	X	
2b	Facilitating Medi-Cal/Family PACT Eligibility Application or Determination		
	<ul style="list-style-type: none"> Explaining Medi-Cal/Family PACT eligibility 		X
	<ul style="list-style-type: none"> Answering I&E participant questions about completing Family PACT forms 		X
	<ul style="list-style-type: none"> Explaining eligibility for Medi-Cal/Family PACT services 		X
	<ul style="list-style-type: none"> Explaining how to access Medi-Cal/Family PACT providers/services 		X

Activity Code	Activities Example	Not FFP Eligible	FFP Eligible
7a	Program Planning, Policy Development, and Intra/Inter-Agency Coordination Related to Non-Medi-Cal/Family PACT Services		
	<ul style="list-style-type: none"> • Coordination with programs such as TANF, WIC, housing, etc., not provided by Medi-Cal or Family PACT 	X	
	<ul style="list-style-type: none"> • Explaining, discussing, coordinating, scheduling Reproductive Health Education with schools, administrators, youth clubs, etc. 	X	
	<ul style="list-style-type: none"> • Any clerical work associated with scheduling Reproductive Health Education (or other program) presentations at schools, youth clubs, etc. 	X	
	<ul style="list-style-type: none"> • Advertising Reproductive Health Education sessions including creating and displaying flyers 	X	
	<ul style="list-style-type: none"> • Developing and revising work plans and lesson plans not focused on Medi-Cal/Family PACT eligibility or access. 	X	
	<ul style="list-style-type: none"> • Any recruitment activities to bring youth into Reproductive Health Sessions, or other sessions not focused on Medi-Cal/Family PACT services 	X	
7b	Program Planning, Policy Development and Inter/Intra Agency Coordination Related to Medi-Cal/Family PACT Services.		
	Only staff employed by I&E program whose duty statement include program planning, policy development, and interagency coordination may use this code.		
	<ul style="list-style-type: none"> • Meeting with teachers, counselors, parents to provide information about Medi-Cal/Family PACT training or services and any clerical work associated with scheduling trainings or meetings about Medi-Cal/Family PACT 		X
	<ul style="list-style-type: none"> • Arranging for health educators to present Medi-Cal/Family PACT information to I&E participants 		X
	<ul style="list-style-type: none"> • Developing relationships, developing referral systems, attending meetings with Medi-Cal and Family PACT providers in the area 		X
	<ul style="list-style-type: none"> • Developing strategies to increase access to Medi-Cal/Family PACT providers/services 		X
8a	Non-Medi-Cal/Family PACT Training		
	<ul style="list-style-type: none"> • Classroom management, data collection, cultural competence, public speaking, etc. 	X	
8b	Medi-Cal/Family PACT Training		
	<ul style="list-style-type: none"> • Training staff, volunteers and peers about local Medi-Cal/Family PACT clinics, services, referral process, eligibility, access, etc. 		X
	<ul style="list-style-type: none"> • Attending MCAH training about Medi-Cal/Family PACT or FFP documentation requirements 		X
9a	Coordination and Monitoring of Non-Medi-Cal Services/Family PACT Services		
	I&E funds are not authorized for case management or providing the following services identified in the first bullet below.		
	<ul style="list-style-type: none"> • Service provision for social services, housing, schooling, domestic violence, etc. 	X	
	<ul style="list-style-type: none"> • Evaluation of social services provided 	X	

Activity Code	Activities Example	Not FFP Eligible	FFP Eligible
9b	Coordination and Monitoring of Medi-Cal/Family PACT Services		
	<ul style="list-style-type: none"> Evaluation activities to determine participants knowledge of how to access Medi-Cal/Family PACT services 		X
	<ul style="list-style-type: none"> Collecting and analyzing evaluation data related to accessing Medi-Cal/Family PACT services or related to participants eligibility for Medi-Cal/Family PACT services. 		X
	<ul style="list-style-type: none"> Staff collaborating with or participating in Medi-Cal/Family PACT-related evaluation and/or site visits 	X	
10a	General Administration		
	Any activity not directly related to FFP activities. Time allocated between eligible and non-eligible funds.		
	<ul style="list-style-type: none"> Attending staff meetings related to the I&E Program scope of work 	Allocated	
	<ul style="list-style-type: none"> Attending agency required training such as new employee orientation, sexual harassment prevention, benefits 	Allocated	
	<ul style="list-style-type: none"> Supervising employees, students, peer educators, or volunteers working with the I&E program 	Allocated	
	<ul style="list-style-type: none"> Developing duty statements, procedure manuals etc., for the I&E program 	Allocated	
	<ul style="list-style-type: none"> Developing program budget and monitoring expenses 	Allocated	
	<ul style="list-style-type: none"> Answering and responding to letters, phone calls and emails related to the overall agency scope of work 	Allocated	
	<ul style="list-style-type: none"> Creating reports, reviewing documents, preparing correspondence, etc., as required by I&E program scope of work 	Allocated	
10b	Medi-Cal/Family PACT (I&E Specific) Administration		
	<ul style="list-style-type: none"> Completing FFP monthly time study documentation 		X
	<ul style="list-style-type: none"> Training staff about the requirements for FFP claiming. 		X
11	Activities for Other Programs and to Document Time Not worked		
	<ul style="list-style-type: none"> Performing any other program activities 	X	
	<ul style="list-style-type: none"> Document part-time employee's un-worked time during a month 	X	
12	Paid Time Off		
	<ul style="list-style-type: none"> Vacation, holiday, sick leave, education leave, family leave, etc. 	Allocated	