

FEDERAL FINANCIAL PARTICIPATION (FFP)

EXAMPLES FOR MCAH 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

1	Helping client review Medi-Cal related documents for enrolling in Medi-Cal.
2	Helping client review Medi-Cal related documents for medical and mental health providers that accept Medi-Cal.
3	Providing information and assistance on transportation related to accessing Medi-Cal services.
4	Assisting client to schedule appointments that are related to Medi-Cal health services.
5	Developing Annual Community Resource Guide including Medi-Cal services and providers to increase access to care.
6	Assisting client to access Medi-Cal services or care and helping them to understand the need for treatment and follow up.
7	Developing a brochure that provides information regarding available Medi-Cal services.
8	Home Visitor/Case Manager completed assessment form with client to determine appropriate referrals to Medi-Cal services.
9	Hosting a table at a health fair and encouraging participation in Medi-Cal or services funded by Medi-Cal.

**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

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 specialists as needed.
2	Provide assistance to develop protocols that address clinical and health issues and 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.
4	PHN or SPMP 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 SPMP completed assessment form during Life Planning meeting with participants to determine appropriate referrals to Medi-Cal services.
8	PHN/RN consults with Medi-Cal provider in regard to client or infant's health needs.
9	SPMP consult with Mental Health provider with regards 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

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	Monitor the health status of the MCAH population including disparities and social determinants of health and work with local leadership to address identified issues.
3	Provide assistance to Medi-Cal OB providers to become CPSP providers and implement CPSP.
4	Collaborate with other agencies in planning to address unmet needs to improve access to Medi-Cal health and dental services and decrease barriers to care.
5	Work with community collaboratives, Medi-Cal and Medi-Cal Managed Care plans/providers to decrease barriers to drug treatment services for Medi-Cal enrolled pregnant and parenting women and their partners.
6	Work with California Children's Services or other collaboratives to improve care coordination for children with special health care needs.
7	SPMP attends interagency meetings to discuss and develop ways to reduce barriers and increase participation in Medi-Cal funded services.
8	Using skilled professional medical expertise, identify & interact with local health care providers, key informants in the community, managed care plans, coalitions, etc. for the purpose of: <ul style="list-style-type: none">Identifying gaps and services to better assist underserved populations and needs in the community.Sharing data & analysis based on findings.Developing shared policies or protocols to address identified needs.Assisting the collaborative to develop a QA or QI plan to ensure the effectiveness of the collaborative's activities.

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

1	Meet with other Public Health programs to discuss collaborative activities to better serve the Medi-Cal population.
2	Participate in conference calls to encourage providers to increase the number of Medi-Cal clients they accept and educate them on Presumptive Eligibility.
3	Coordinate logistics for MCAH Collaborative groups whose purpose includes improving access to Medi-Cal Services.
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	Prepare for MCAH local Advisory Board meetings to improve coordination of healthcare services in a seamless delivery system.
6	Collaborate with mental health, substance use and other agencies to identify resources that will facilitate client access to mental health/substance use 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

1	Maintaining and monitoring program information - entering all client data into a program tracking database.
2	Attending Medi-Cal outreach eligibility and enrollment training.
3	Monthly supervision meetings to identify/address gaps in service delivery and provide support to case managers in Medi-Cal enrollment and access to care.
4	Plan outreach activities to Medi-Cal eligible individuals to facilitate access and linkage to Medi-Cal enrollment and services.
5	Consult and provide technical assistance to MCAH staff regarding Medi-Cal policy development and administration.
6	Inputting time study data, reviewing time study data for invoicing.
7	Develop MCAH budget and monitor Title XIX reimbursement expenditures.
8	Under the direction of the SPMP, to improve collaboration with California Children's Services (and other relevant Medi-Cal programs); coordinate and convene stakeholder meetings.
9	Assisting the SPMP to implement MCAH including policies and procedures that support the Medi-Cal population.
10	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

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 MCAH 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 of New Director's (must be SPMP) 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.
7	Travel related to any of the above mentioned trainings.

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 of clients.

SCOPE ACTIVITY EXAMPLES

1	C.M.s/Supervisors receive training on infant/maternal mortality, LBW, 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 Log and secondary documentation.
3	Training a new staff member to their responsibilities relative to Medi-Cal enrollment and referral services.
4	Training Community Health Workers in areas of health related topics and assisting clients to access medical care.
5	Staff attending a Health Disparities training including barriers to enrollment in Medi-Cal.
6	Travel related to any of the above trainings.

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

1	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 health related educational materials for MCAH staff training to meet policy directives.
5	Reviewing and modifying Policies and Procedures including Medi-Cal enrollment eligibility, referral processes and barriers to access to care.
6	Participate in the planning, implementation, and evaluation of MCAH services that relate to the Medi-Cal programs.
7	MCAH Directors and PSC's work with Medi-Cal Managed Care plans to ensure access to appropriate care.
8	Provide technical assistance to ensure policies increase access to/ utilization of Medi-Cal services.

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

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	Assess and review the capacity of the agency and its providers to deliver medically appropriate health assessment, preventive health services and medical care, and respond to appeals on medical quality of care issues.
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 MCAH program implementation and outcome data for quality assurance.

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.

1	Attend Public Health Safety Meeting.
2	Management Academy classes, annual mandatory Airborne/Blood Borne Pathogen Training.
3	Develop and provide health promotion activities for agency employees.
4	Staff attend agency meetings and non-MCAH related trainings such as HIPAA, Safety Training, Sexual Harassment.

Function Code 11

Other Activities

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

SCOPE ACTIVITY EXAMPLES

1	Client events including workshops, graduation, parenting, health education, and domestic violence classes.
2	Meeting with a MCAH client to help them create an educational or career plan.
3	Home visits or portions thereof with clients that focus on non Medi-Cal covered services.
4	Outreach, program planning and policy development activities of non-Medi-Cal programs financed by other federal and state programs.
5	All SIDS risk reduction educational activities.
6	Assistance to obtain shelter, housing, transportation to non-Medi-Cal related services.

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.

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.