

**MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA)**

 **REQUIREMENTS**

Participation in MAA meets agreement obligations set forth in Section V, B, 1. FIRST 5 and partner agencies will maximize and report MAA productivity to sustain the financial viability of our programs and the provision of health, outreach, information, and referral activities to the 0-5 population, their families and communities.

*Failure to comply with federal, state, and local requirements may result in reduced funding.*

**Claim Plan Requirements:**

Agency MAA Coordinator is responsible for claim plan requirements and submission of forms/documents.

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| Claim Plan Update Form | Claim Plan Update Form(s) are submitted to communicate a change to a current claim plan. |
| Job Descriptions*(due with Claim Plan Update Form)* | An agency job description is submitted for all positions included in the claim plan. |
| Duty Statements | Original signed and dated duty statements for each MAA participant are submitted to FIRST 5 MAA Coordinator. |
| Training Certification Form | Agency MAA Coordinator shall train new staff within first week of employment and submit *a signed and dated training certification form*. |
| All MAA participants attend a yearly mandatory training that takes place at FIRST 5. Agency MAA Coordinators may also be required to attend a Webinar based training. *These trainings will be posted on the Community of Learning Calendar.* |

**Tracking Requirements**

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| Reporting Hours | Participating staff will enter hours into Paradigm time survey according to FIRST 5 funded time. |
| MAA Coordination and Claims Administration | Agency MAA Coordinator will review and approve MAA data on a monthly basis to ensure 100% completion of MAA time surveys, accuracy in coding MAA activities, and alignment with agency timesheets.  |

**MAA Activity Requirements:**

MAA participants provide the following activities in alignment with MAA codes.

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| Outreach | Bring potentially eligible children into Medi-Cal system for the purposes of determining Medi-Cal eligibility via Application Assistor.Provide telephone and/or walk-in services for informing/referring families to Medi-Cal covered services. |
| Referral, Coordination, and Monitoring | Referral, coordination, monitoring/follow-up for the delivery of Medi-Cal covered services: medical/dental/mental health services. |
| Facilitating Application | Assist with Medi-Cal application process including but not limited to: explaining eligibility, rules, and process; preparation of forms for eligibility determination.  |
| Program Planning and Policy Development | Developing strategies to increase Medi-Cal system capacity: Conducting needs assessments, preparing Medi-Cal data reports, preparing proposals for the expansion of Medi-Cal services, or developing resource directory of available Medi-Cal covered services. |
| MAA Training | Attending or providing training related to MAA. |
| Events | Host and participate in community events and activities directed towards bringing high-risk families into Medi-Cal covered health services. |
| Collaboration | Collaborate with partner agencies in outreach, referral, and enrollment events. |

**Monthly Document Requirements:**

Agency MAA Coordinator is responsible for submission of forms/documents.

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| MAA Time SurveysAgency Timesheets | Participating agency is to submit MAA time survey & Agency Timesheets on a monthly basis with submission of invoice (due within 30-days of billing period).*MAA time survey submissions shall be aligned with* ***MAA Time Survey Standards****. Incomplete invoice submission will not be approved for payment.* |

**Applicable Forms**

[*http://www.first5kids.org/forms*](http://www.first5kids.org/forms)

MAA Claim Plan Update Form

MAA Training Certification Form

MAA Time Survey Sample

MAA Time Survey Standards