

**ACTIVITY CODES (15) (16) (17) (18)
PROGRAM PLANNING AND POLICY DEVELOPMENT
FOR MEDI-CAL SERVICES FOR MEDI-CAL and/or NON MEDI-CAL CLIENTS**

Claiming Unit:	Submittal Date:
Local Governmental Agency:	Amended Date:
Provide the following information:	
<p>1. The names of the units and/or classifications being claimed and whether or not they are skilled professional medical personnel (SPMP):</p> <p>Classifications and SPMP status (none) of staff claiming to this activity are listed on the Claiming Unit Functions grid.</p>	
<p>2. Individually list each type of allowable PP&PD tasks performed by staff:</p> <p>The PP&PD tasks performed by claiming unit staff facilitate the Local Government Agency's (LGA) ability to perform approved PP&PD activities. These PP&PD support services include: a) developing Medi-Cal services directories; b) preparing Medi-Cal data reports; c) conducting needs assessments related to Medi-Cal services; d) preparing proposals for expansion of Medi-Cal services.</p>	
<p>3. If the activity is performed in the LGA's health department, identify the health programs involved:</p> <p>Not applicable.</p>	
<p>4. Provide the location(s) where the activity(s) is performed:</p> <p>PP&PD support services are conducted primarily at the Claiming Unit address listed on the Claiming Unit Function grid page and at various locations throughout the county.</p>	
<p>5. Indicate whether staff performs PP&PD activities full-time or part-time. For part-time, indicate whether staff deliver direct services part-time in a billable setting and identify the setting:</p> <p>PP&PD staff support services are conducted by claiming unit on a part-time basis in a non-billable setting and time is accounted for through the time survey process.</p>	
<p>6. Provide in detail the method that will be used to calculate the Medi-Cal discount methodology and the sources that will provide the client data:</p> <p>An actual client count of the agency will be used for determining the Medi-Cal discount percentage, on a quarterly basis.</p>	
<p>7. Describe the method that will be used for claiming, i.e., direct-charge or time-studies, and explain the method for determining time and costs:</p> <p>Staff will code to Code 17 when activities are focused on both Medi-Cal and non-Medi-Cal clients and services.</p>	
<p>8. Indicate whether and which PP&PD activities are being performed by contractors or consultants:</p> <p>PP&PD activities are not performed by contractors or consultants.</p>	
<p><u>Documents Required:</u></p> <ol style="list-style-type: none"> 1. List of subcontractors, if applicable. 2. Copies of any contracts entered into the for performance of PP&PD that: <ol style="list-style-type: none"> a) Clearly describe the PP&PD to be performed; b) Describe how the time spent performing PP&PD will be documented; c) The effective date of the contract; d) The method used for determining the direct-charge claiming (include application of the Medi-Cal percentage discount); and e) The dollar amount to be paid to the contractor. 3. Resource directories, if available. 4. A listing of staff employed in service provider settings who are involved with the four allowable MAA tasks above which are: developing strategies, interagency coordination, developing resource directories, and contracted support services. As noted above, PP&PD is not allowable if staff performing this function are employed by LGA service providers, such as clinics. 	

If additional space is required, use the next page.