

**ACTIVITY CODE (8)  
FACILITATING MEDI-CAL APPLICATION**

Claiming Unit:

Submittal Date:

Local Governmental Agency:

Amended Date:

Provide the information listed below:

1. Identify the Eligibility Intake objective and provide a detailed description of the Medi-Cal application facilitation process performed:

Staff explain Medi-Cal eligibility rules and the Medi-Cal eligibility process to prospective applicants when application is needed. When appropriate, staff assist completing a Medi-Cal eligibility application. Staff explain the information needed for the application and eligibility determination/redetermination, including resource information and third-party liability information. When available, staff provide necessary forms and assist with packaging all forms in preparation for the Medi-Cal eligibility determination.

2. Provide a detailed description of how the Eligibility Intake activity will be performed to achieve the objective. For example, identify the staff performing the activity, describe what is performed, indicate when and where it is performed:

Staff works with individuals and families, most of which are considered high risk, where health needs have been identified. Facilitating Medi-Cal application activities are conducted on an individual basis and are performed on an on-going, as needed basis. Staff provide information to clients about Medi-Cal rules and the application process, assist clients complete the application, assist clients to gather needed information and documents required by the application process, and may provide necessary forms and package forms in preparation of the eligibility appointment. The purpose of the activity is to increase participation of high risk clients in the Medi-Cal program so they will be better able to access Medi-Cal covered services. Facilitating activities may be performed at any time during agency hours throughout the year based on client need.

3. Indicate whether the Eligibility Intake is performed by the LGA's subcontractors or by claiming unit staff:  
Facilitating activities are performed by claiming unit staff.

A. Provide the name(s) and address(s) of the subcontractor(s), if applicable:

Not applicable.

4. If using a method other than time survey, describe how the costs of the Eligibility Intake will be developed and documented:

The time survey method will be used to document time spent by staff performing this activity.

Documents Required:

1. Copies of any documents unique to or designed by the claiming unit for use in conjunction with this activity.
2. A list of subcontractors, if direct-charge invoices will be submitted for those subcontractors.
3. Copies of those sections of contracts that clearly describe the Eligibility Intake to be performed, how the time spent performing the Eligibility Intake will be performed, and that show the effective date of the contract. If direct charging, the contract must clearly show the method used for determining direct-charge claiming (including application of the Medi-cal percentage discount) and the dollar amount to be paid to the contractor.