

DUTY STATEMENT

LGA:

Claiming Unit:

Position Title: Family Resource Center Manager

MAA Activities Codes: 4, 6, 8, 15, 17, 20

MAA Eligible Duties and Responsibilities:

- Participate in outreach events where information is provided to the public about Medi-Cal eligibility, enrollment, or access to Medi-Cal covered services such as behavioral health, Enhanced Care Management or Community Supports. **(4)**
- Assist with preparation and materials for outreach activities that educate eligible individuals about Medi-Cal services and how to access them. **(4)**
- Provide guidance and consultation to staff making referrals to Medi-Cal-covered services, including Enhanced Care Management, Community Supports, and behavioral health programs. **(6)**
- Refer clients to Medi-Cal-covered services, including Enhanced Care Management, Community Supports, and behavioral health services. **(6)**
- Coordinate and monitor referrals to Medi-Cal-covered services, including housing navigation, medically tailored meals, and other Community Supports. **(6)**
- Facilitate transportation arrangements for Medi-Cal clients to attend Medi-Cal-covered appointments and services. **(6)**
- Assist clients in accessing Medi-Cal by providing application support and follow-up as needed. **(8)**
- Lead planning and implementation of CalAIM initiatives, including ECM and Community Supports, in alignment with Medi-Cal requirements. **(15)**
- Participate in the development of strategies that strengthen agency's ability to deliver Medi-Cal-covered services for the Medi-Cal population. **(15)**
- Collaborate with agency leadership to implement internal procedures that support access to Medi-Cal covered services for the Medi-Cal population. **(15)**
- Participate in the development of strategies that strengthen agency's ability to deliver Medi-Cal-covered services for agency clients include both Medi-Cal and non-Medi-Cal. **(17)**
- Attend MAA training sessions to ensure accurate time study coding and compliance with Medi-Cal administrative claiming requirements. **(20)**

Name	Signature	Date