

Claim Unit:

Position:

Name:

Each activity code includes related emails, phone call, documentation, & meetings. Assign time based on purpose.

Activity Code	 Activities with Clients Direct Services & Support to Individuals and Families	 Resources & Community Working with Community Providers Creating Resources & Planning	 Meetings Staff, Unit, or Programs
1 Other Programs			
3 Outreach Non- Medi-Cal			
4 Outreach Medi-Cal			
5 Referral, Coordination and Monitoring Non- Medi-Cal Services			
6 Referral, Coordination and Monitoring Medi-Cal Services			

Claim Unit:

Position:

Name:

• Track your time throughout the day
• 0 to 7 mins per day - not rounded
• 8 to 14 mins per day- round to 15

Activity Code	 Activities with Clients Direct Services & Support to Individuals and Families	 Resources & Community Working with Community Providers Creating Resources & Planning	 Meetings Staff, Unit, or Programs	
7 Facilitating Non-Medi-Cal (MC)				
8 Facilitating Medi-Cal (MC)				
<p>Code 21 - General Admin</p> <ul style="list-style-type: none">• Completing timecard• 15-minute paid breaks• Triaging or deleting junk email• Mandatory trainings• General employee supervision <p>Code 20 - MAA training</p> <ul style="list-style-type: none">• Annual MAA Training• Asking a question about how to code your MAA time using the QR code on this guide <p>Code 22 - Paid Time off</p> <p>-----</p> <p>Assign your time proportionately. Example: if you attend 1 hr meeting where 25% of the meeting is about Code 17 activities and 75% is about Code 14 activities your time survey should show .75 in Code 14 and .25 in Code 17.</p>		<p>14 Program Planning & Policy Development Non-Medi-Cal Services</p>		
		<p>15 Program Planning & Policy Development Medi-Cal Services for Medi-Cal Population</p>		
		<p>17 Program Planning & Policy Development Medi-Cal Services for General Population</p>		