

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: Public Guardian

Submittal Date: 06/30/2025

Local Governmental Agency: ABC County

Amended Date:

Provide the following information:

1. The names of the units and/or classifications being claimed and whether or not they are skilled professional medical personnel (SPMP):

Classifications of staff claiming to this activity are listed on the Claiming Unit Functions Grid. There are no SPMP staff in this claiming unit.

2. Individually list each type of allowable PP&PD tasks performed by staff:

- Develop strategies to increase Medi-Cal system capacity and close Medi-Cal service gap
- Develop policy and procedures on care and treatment of Medi-Cal and non Medi-Cal clients
- Participate in the development of program standards and procedures for coordinating health-related programs and services
- Participate in interagency work groups designed to identify ways of improving service delivery to Medi-Cal clients
- Assess and review the capacity of the agency and its providers to deliver medically appropriate health assessments, treatment, and care
- Provide ongoing liaison with Medi-Cal providers around issues of treatment, health assessments, preventive health, and mental health services
- Participate in the planning, implementation, and evaluation of services that relate to the Medi-Cal program
- Facilitate or participate in workshops and meetings relating to the scope of Medi-Cal benefits and changes in programs that relate to allowable CMAA activities as stated in the CMAA plan
- Participate in the development and review of Medi-Cal and non Medi-Cal health related regulations, policies and procedures such as Memoranda of Understanding, contract content and other of health or mental health services for total quality management

3. If the activity is performed in the LGA's health department, identify the health programs involved:

N/A

4. Provide the location(s) where the activity(s) is performed:

Most of the program planning and policy development activities will be performed at the Public Guardian Office at 123 Lane, Anytown, CA 12345. However, when involved in community work groups, this activity may be at a location other than the address listed.

5. Indicate whether staff perform 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:

PP&PD activities are conducted by claiming units on a part-time basis in a non-billable setting and time is accounted for through the time survey process.

6. Provide in detail with the method that will be used to calculate the Medi-Cal discount methodology and the sources that will provide the client data:

Claiming Unit will use the actual client count (ACC) using its list of clients served during the quarter, documented in its client database, [Name of System], and share this list with the LGA Coordinator. The LGA Coordinator will use MOVEit through DHCS to develop the agency ACC percentage.

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:

Method used for claiming will be time study. Staff will allocate their time to Code 15 (non-SPMP) when activities are focused on Medi-Cal clients and services. Staff will allocate their time to Code 17 (non-SPMP) when activities are focused on both Medi-Cal and non-Medi-Cal clients and services. Costs are determined by applying the percentage of time spent on Codes 15 and 17 to the salaries and benefits of staff in this claiming unit through the quarterly CMAA invoice.

8. Indicate whether and which PP&PD activities are being performed by contractors or consultants:

PP&PD activities are not performed by contractors or consultants.

Documents Required:

1. List of subcontractors, if applicable. **N/A**
2. Copies of any contracts entered into the for performance of PP&PD that: **N/A**
 - 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 is to be paid to the contractor.
3. Resource directories, if available.
4. A list 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. **N/A**

If additional space is required, use the next page.