

### **RAP Program Coordinator**

1. Providing direct client assistance as well as oversight of RAP services including limited case management, application processes, eligibility requirements, reporting, tracking committed funds, and client services including information and referral. (4, 6, 8)
2. Providing outreach to advertise or promote the services of TSP. (4)  
  
Problem solving with shelter and motel managers.
3. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (4, 8)
4. Provides information to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to application and eligibility staff for eligibility determination. Refers Medi-Cal eligible individuals and families directly to provider services. (4)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Assists individuals and families with aspects of the Medi-Cal application process. (8)
7. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
8. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)
9. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
11. Attends training related to the performance of MAA. (19)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)