

SCHC Program Coordinator

1. 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)
2. Providing outreach to advertise or promote the services of RAP. (4)
3. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. Medi-Cal. (4, 8)
4. Coordinates Medi-Cal covered health services for a client. (6)
5. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
6. Providing direct client assistance as well as oversight of RAP services including limited case management, application processes (if Medi-Cal, 8), eligibility requirements, reporting, tracking committed funds, and client services including information and referral. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
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. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)