

ATTACHMENT M

Last Revision: January 1, 2015

Code G	Code H	Code I	Code J	Code K
<i>MA Eligibility Determination Assistance</i>	<i>Health/Medical Related Service Coordination</i>	<i>Direct Medical Services</i>	<i>Other Services</i>	<i>General Administration – Not Program Related</i>
Conducting Medical Assistance (MA) outreach or assisting in the MA eligibility process	Referring, arranging, monitoring and evaluating health/medical services. Performing activities related to improving the delivery of health services in schools	Performing activities and services for students that are billable directly to MA. It is not necessary to know if your school actually does send a bill	Performing job specific activities that are not included in the other codes or that are billed to a third party other than MA	School general operating functions and activities, personal time taken during the work day, or when you are not at work to perform your job
EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES	EXAMPLES
Informing parents on MA services available for their child and seeking out families who may be eligible for MA and encouraging them to apply for MA.	Arranging for, coordinating, & monitoring the health services needed per a student's IEP/IFSP/IIIP or other case plan, including arranging for necessary support services such as translation/transportation & consulting with other staff on implementing the health services outlined in a student's IEP/IFSP/IIIP.	IEP/IFSP/IIIP: - Student needs assessments or continued services, writing reports and interpreting results of tests. - Providing the services contained in the IEP/IFSP/IIIP.	Obtaining parental consent forms for educational activities or to discuss their child's academic needs, to discuss discipline issues, special education services available, the Free and Reduced Lunch Program, and vocational and educational programs available.	Any type of leave including vacation, sick, personal, jury duty and snow days, lunch, break, personal discussions with colleagues, personal phone calls or internet use.
Assisting a family to complete the MA application. Referring the parents to a county staff person who will assist them with MA.	Advising a parent of a possible health issue for their child & encouraging them to make appointments with medical professionals. Educating parents on identifying their child's health needs, child development, proper health care & substance abuse.	Administering prescribed injections, medication or immunizations to a student.	All classroom instruction and related activity, cafeteria & study hall activity, recess & after school activity. Activities performed by a school truancy officer for students not currently in foster care or have been identified as a Foster Care Candidate.	Completing time sheets, working on goals and objectives, participating in employee grievance processes, EEO or union activity, reading professional magazines or articles, reviewing administrative policies or office procedures.
Contacting pregnant and parenting teens to discuss MA prenatal and well baby care programs available to them.	Referring and arranging for medical screenings, & providing appropriate follow-up. Meetings to address how MA health services are delivered within the school.	Providing health/medical services or procedures such as physical therapy and speech therapy that are billed to MA.	IEP Activities not included in codes H or I. Providing health/medical services including first aid or performing medical procedures. Obtaining parental consent forms for sharing data between partners & county social services for the purpose of submitting a Foster Care Candidacy recommendation to the county.	General staff meetings, planning sessions, orientations, policy and procedure review sessions, discussion on curriculum changes or changes in staffing. Completing and submitting the Foster Care Candidacy Determination Form to county social services.
Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.	Paperwork and staff travel related to the above activities.