

DACA Services Coordinator

1. Develop outreach literature, develop outreach plan and conduct outreach to identified clients. (4)
2. 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)
3. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (4, 8)
4. Participate in tracking clients' progress and office and phone contacts. (6)
5. Develop opportunities for follow-up after receipt of DACA status. (6)
6. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
7. Respond to and document program and client issues in a clear and timely manner. (6)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Develop strategies to reach program goals and objectives. (15,17)
11. Develop innovative approaches to generate increased DACA applications and services. (15,17)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Participant Name (Printed)