

Case Manager

1. Provide client assistance including but not limited to assistance in the completion paperwork, and referrals to community resources. (4)
2. Perform outreach activities related to Program as needed. (4)
3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
4. Refer clients to appropriate treatment services. (4,6)
5. Utilize assessments to determine participant's needs and risks. (6)
6. Develop individualized case/treatment plans for Day Program clients based on need/risk. (6)
7. Work collaboratively with Treatment Team. (6)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
11. 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)
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

Employee Name (Printed)