

Staff Ombudsman

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4 – Health related Outreach)
2. Coordinating Medi-Cal covered health services for a client. (6 – Health related Referral, Monitoring and Coordination)
3. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6 – Health related Referral, Monitoring and Coordination)
4. Assists individuals and families with aspects of the Medi-Cal application process. (8 – Medi-Cal Application)
5. Preparing data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15 & 17 Health related Program Planning and Policy Development)
6. Preparing proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15 & 17 Health related Program Planning and Policy Development)
7. Shall determine budget priorities, develop language or participate in budget preparation, and be informed of budget allocations. (15 & 17 Health related Program Planning and Policy Development)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)