

Behavioral Health Program Manager

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Translates materials for public distribution as needed by the division. (4)
3. Coordinates Medi-Cal covered health services for a client. (6)
4. Assists in the development of special trainings for contractors as identified. (12, 13)
5. Coordinates the submission of reports by contractors, for incorporation into overall quarterly report to CSAT. (12, 13)
6. Develops quarterly narrative reports based on contractor data. (12, 13)
7. Develops quarterly fiscal summary reports based on contractor data. (12, 13)
8. Oversees and facilitates monthly meetings for Federal grant contractors. (12, 13)
9. Oversees the development and implementation standards by contractors. (12, 13)
10. Develops strategies to enhance services to Medi-Cal clients and close Medi-Cal service gaps. (15, 17)
11. Coordinates interagency collaboration to enhance the delivery and access to Medi-Cal services, including those impacted by welfare reform. (15, 17)
12. Analyzes data as part of program development for Medi-Cal program services. (15, 17)
13. Assists in the planning or development of services, as assigned. (15, 17)
14. Assists in the development of administrative operating policies and procedures and manuals. (15, 17)
15. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
16. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
17. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)