

Staff Ombudsman

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Coordinating Medi-Cal covered health services for a client. (6)
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)
4. Assists individuals and families with aspects of the Medi-Cal application process. (8)
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)
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)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
8. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)