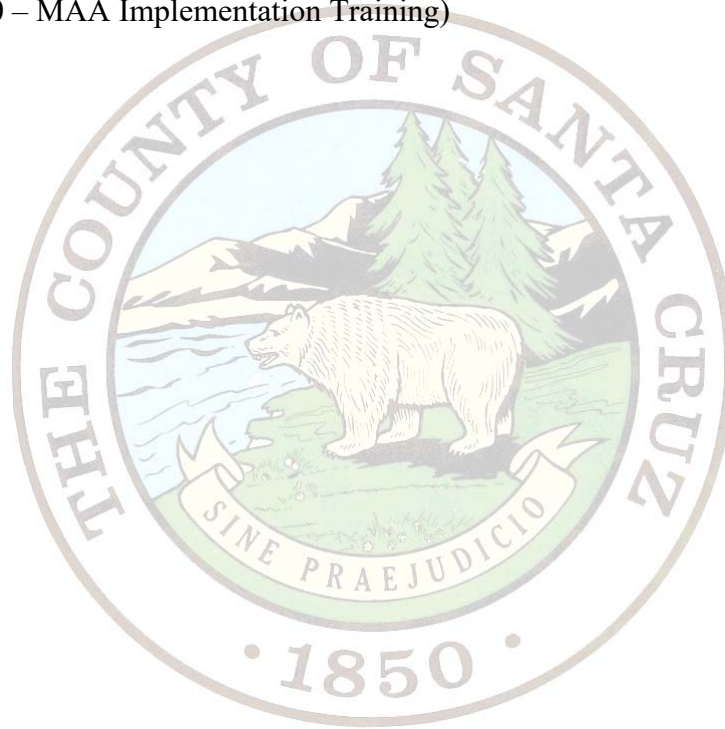


Advocate

1. Greet clients over the phone and in person, assess their needs, provide information and/or referral to any relevant services. (4 – Health related Outreach)
2. Provide information to individuals and families about the Medi-Cal program and refer to Medi-Cal eligibility sites. (4 – Health related Outreach)
3. Perform outreach to raise program visibility in the community—represent the program at events, distribute informational material, maintain contact with other relevant organizations and government bodies. (4 – Health related Outreach)
4. Maintain a database of current community resources and services. (4 – Health related Outreach) (15 & 17 – Health related Program Planning and Policy Development)
5. Participate in multi-disciplinary teams to coordinate client services. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
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 – Referral, Coordination and Monitoring of Medi-Cal Services)
7. Work with a defined caseload of clients to assess, plan, implement, coordinate, monitor, and evaluate the options and services required to meet the client's health and human service needs. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
8. Coordinate Medi-Cal covered health services for a client. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
9. Follow up on referrals and applications as necessary. (6 – Referral, Coordination and Monitoring of Medi-Cal Services) (8 -Facilitating Medi-Cal Application)
10. Assist individuals and families with aspects of the Medi-Cal application process. (8 -Facilitating Medi-Cal Application)
11. Help clients obtain, complete, and submit applications and forms for a variety of services, including health insurance and others. (8 -Facilitating Medi-Cal Application)
12. Engage in ongoing training and development to ensure effective programming. (15 & 17 – Health related Program Planning and Policy Development)

Advocate (Continued)

- 13. Prepare 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)
- 14. Assist to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19 – MAA/TCM Coordination and Claims Administration)
- 15. Attends training related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration) (20 – MAA Implementation Training)



Employee Signature (please sign in blue ink)

Date

Employee Name (printed)