October 3, 1996

PPL No. 96-025

To All County Medi-Cal Administrative Activities (MAA)/
Targeted Case Management (TCM) Coordinators and
Advisory Committee Members

POSITION DESCRIPTIONS AND DUTY STATEMENTS

The purpose of this transmittal is to provide all Local Governmental Agencies (LGAs) participating in the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs with clarification on the basic elements of a position description and/or duty statement. Position descriptions and/or duty statements are required as supporting documentation and must be attached to the MAA claiming plan (refer to Policy and Procedure Letter No. 96-015). A copy of the position description and/or duty statement must also be retained by the Local Governmental Agency (LGA) as a requirement for the TCM program.

A position description is an official written document describing the necessary knowledge, skills, abilities, education, certification and minimum qualifications for a specific position classification. The position description also defines the scope of work, the variety and complexity of general tasks performed by the employee, and the supervision exercised and/or received. The level and type of general tasks typically performed by the classification should be identified. An official and exact copy of the position description must be available upon request during a State and/or federal program audit.

Whereas, a duty statement is an official written document describing the current duties and responsibilities assigned to a specific position. The duty statement should be consistent with the position description. Each duty statement should identify the position classification, the program or claiming unit name, and contain a brief narrative describing the reporting relationships and functions of the job, the specific assignments or activities performed by the employee, supervision received, and as appropriate, supervision exercised by the position. The duty statement must coincide with activities contained in the MAA claiming plan for the position and an exact copy must made available upon request during a State and/or federal program audit. The position description and duty statement may be consolidated in a single document. Supplementals and/or addendums to current position descriptions and/or duty statements are not considered to be valid documents.

Failure to provide a position description and/or duty statement during a State and/or federal audit which replicates the position description and/or duty statement submitted as supporting documentation for the MAA claiming plan shall be in violation of the MAA contract and shall result in the disallowance of MAA costs associated with the position.
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Failure to provide an official copy of the position description and/or duty statement
during a State and or federal audit of the TCM program shall be in violation of the TCM provider
agreement and shall result in the disallowance of TCM costs associated with the position.

If you have any questions regarding this matter, please contact the analyst assigned to
your LGA.

Sincerely,

[Signature]
Darryl Nixon, Chief
Medi-Cal Benefits Branch

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Targeted Case Management: X
Medi-Cal Administrative Activities X
Policy Effective Date: 7-1-95
Policy Reference: PPL No. 96-015

cc: Cathleen Gentry
Host County Liaison
455 Pine Avenue
Half Moon Bay, CA 94019

Bill Lasowski, Director
Division of Financial Management
Medicaid Bureau
Health Care Financing Administration
P.O. Box 26678, MSC 4-17-27
Baltimore, MD 21207-0278

Richard Chambers
Associate Regional Administration
Division of Medicaid
Health Care Financing Administration
75 Hawthorne Street, Fourth Floor
San Francisco, CA 94105