

**ACTIVITY CODES (12) (13)**  
**CONTRACT ADMINISTRATION for MEDI-CAL SERVICES**  
**SPECIFIC TO MEDI-CAL and/or NON MEDI-CAL POPULATIONS**

Claiming Unit:	Submittal Date:
Local Governmental Agency:	Amended Date:

Provide the following information:

1. Individually list each type of contract administered by the unit. Describe how staff perform contract administration for each contract listed:

2. For each contract, indicate whether the contract is for Medi-Cal populations only (12) or for a combination of Medi-Cal and non-Medi-Cal populations (13):

3. For those contracts that combine both Medi-Cal and non-Medi-Cal populations, indicate the Medi-Cal population served by each contract and the methodology used for determining the Medi-Cal percentage:

4. For each contract, explain the method for allocating time spent by employees between Medi-Cal and non-Medi-Cal contract functions:

Documents required:

1. Copies of a sample of the contracts being administered to include the scope of work, contract page with the start and end dates and signed and dated executed contract page.