

**ACTIVITY CODES (15) (16) (17) (18)
PROGRAM PLANNING AND POLICY DEVELOPMENT
FOR MEDI-CAL SERVICES FOR MEDI-CAL and/or NON MEDI-CAL CLIENTS**

Claiming Unit:	Submittal Date:
Local Governmental Agency:	Amended Date:
Provide the following information:	
1. The units and/or classifications being claimed and whether or not they are skilled professional medical personnel (SPMP):	
2. Individually list each type of allowable PP&PD tasks performed by staff:	
3. If the activity is performed in the LGA's health department, identify the health programs involved:	
4. Provide the location(s) where the activity(ies) is performed:	
5. Indicate whether staff performs PP&PD activities full-time or part-time. For part-time, indicate whether staff deliver direct services part-time in a billable setting and identify the setting:	
6. Explain how the Medi-Cal discount percentage will be determined:	
7. Describe the method that will be used for claiming, i.e., direct-charge or time-studies, and explain the method for determining time and costs:	
8. Indicate whether and which PP&PD activities are being performed by contractors or consultants:	
<u>Documents Required:</u>	
1. List of subcontractors, if applicable.	
2. Copies of any contracts entered into the for performance of PP&PD that: <ul style="list-style-type: none"> a) Clearly describe the PP&PD to be performed; b) Describe how the time spent performing PP&PD will be documented; c) The effective date of the contract; d) The method used for determining the direct-charge claiming (include application of the Medi-Cal percentage discount); and e) The dollar amount to be paid to the contractor. 	
3. Resource directories, if available.	
4. A listing of staff employed in service provider settings who are involved with the four allowable MAA tasks above which are: developing strategies, interagency coordination, developing resource directories, and contracted support services. As noted above, PP&PD is not allowable if staff performing this function are employed by LGA service providers, such as clinics.	