

2008 DRAFT School-Based MAA Samples

Code 4

1. Prepared paperwork referring two (2) disruptive 6th Grade students to psychologist for initial Medi-Cal covered evaluations.
2. Told parents of 1st Grade student about the Medi-Cal program and services. Referred them to a Medi-Cal eligibility worker to seek health services for their young children.

Code 6

1. Parents of a Kindergarten student needed transportation to a Medi-Cal eligibility office, and I worked with staff at a community agency to arrange that transportation.
2. Reviewed National School Lunch information to facilitate Medi-Cal/Healthy Families enrollment.
3. During IEP meeting, assisted parents with Medi-Cal/Healthy Families application.

Code 8

1. Called parent to verify student appointment with Pediatrician for evaluation of recurring ear aches.
2. Revised student's therapy schedule to coordinate community-based Pediatric Otolaryngology services for speech disorder evaluation.

Code 10

1. Coordinated transportation arrangements with parent taking student to medical center for Medi-Cal covered mental health services.
2. Talked with transportation supervisor about bus changes added to route of student who receives Occupational Therapy services in the community.

Code 12

1. Called several translators to arrange services for various parent meetings regarding Occupational Therapy, Physical Therapy, and/or Speech Services.
2. Translated for Certified Application Assistant, who was working with Farsi-speaking parents applying for Medi-Cal.

Code 14

1. Traveled to County Office of Education to attend a Student Health Meeting where we evaluated countywide need for additional Medi-Cal providers who accept new patients.
2. Finalized my notes from meeting with countywide agencies to coordinate health service agreements and sent notes to all participants.

Code 15

1. As MAA Assistant for my school site, I verified that each survey participant had either a paper copy of the time survey form or access to the electronic version.
2. Reviewed with supervisor which daily activities should be coded as Code 14.
3. I attended brief refresher MAA training during our staff meeting at the district office.
4. I completed my time survey daily.

Code 16

1. I was on jury duty for the full survey period.
2. Attended in-service training on new employee information system and reviewed my employee record.
3. Attended committee meeting to review district policies regarding school site utilization by community groups.
4. Daily paid lunch periods per contract for my position.
5. Presented emergency preparedness information to staff and classroom volunteers.
6. Met with my supervisor, who gave me an employee performance evaluation.