

**School-Based Medi-Cal Administrative Activities  
Code 1 and Code 16**

<b>Code 1</b>	<b>Code 16</b>
<p><u>Education Requirements</u></p> <ul style="list-style-type: none"> <li>- Performing administrative or clerical activities specific to instructional, curricular, student-focused areas (e.g., attendance)</li> <li>- Performing activities related to the immunization requirements for school attendance (These activities are considered Free Care and cannot be billed to Medi-Cal.)</li> <li>- Enrolling new students or obtaining registration information</li> <li>- Compiling, preparing, and reviewing reports on textbooks or attendance</li> <li>- Reviewing the education record for students who are new to the school</li> <li>- Conducting external relations related to school/educational issues/matters</li> </ul>	<p><u>Education Requirements</u></p> <ul style="list-style-type: none"> <li>- Only Code 1</li> </ul>
<p><u>Instruction</u></p> <ul style="list-style-type: none"> <li>- Providing classroom instruction (including lesson planning)</li> <li>- Testing, correcting papers, completing reports</li> <li>- Monitoring student academic achievement</li> </ul>	<p><u>Instruction</u></p> <ul style="list-style-type: none"> <li>- Only Code 1</li> </ul>
<p><u>Individualized Education Program</u></p> <ul style="list-style-type: none"> <li>- Developing, coordinating, and processing the IEP for a student, which includes ensuring that annual reviews of the IEP are conducted, parental sign-off is obtained, IEP meetings are scheduled, and the IEP is completed</li> </ul>	<p><u>Individualized Education Program</u></p> <ul style="list-style-type: none"> <li>- Only Code 1</li> </ul>
<p><u>Operations -</u></p> <ul style="list-style-type: none"> <li>- <u>Fulfilling administrative and oversight responsibilities as Assistant Superintendent, Principal, or Assistant Principal</u></li> <li>- Conducting external relations related to overall general operations (e.g., fiscal, legal, administrative) [previously Code 16]</li> <li>- Performing administrative or clerical activities related to general operations such as accounting, budgeting (including budget development and monitoring of program expenditures), payroll, purchasing and data processing (when these activities are not included in the indirect rate) [previously Code 16]</li> <li>- Compiling, preparing, and reviewing reports related to overall general operations but unrelated to the instructional, curricular, or student information [previously Code 16]</li> <li>- Reviewing technical literature and research articles related to general operations (e.g., fiscal, legal, administrative) [previously Code 16]</li> </ul>	<p><u>Operations</u></p> <ul style="list-style-type: none"> <li>- Only Code 1</li> </ul>
<p><u>Meetings and Trainings</u></p> <ul style="list-style-type: none"> <li>- Coordinating, participating in, or presenting training related to curriculum or instruction to improve the delivery of student services for programs other than Medi-Cal</li> </ul>	<p><u>Meetings and Trainings</u></p> <ul style="list-style-type: none"> <li>- Coordinating, participating in, or presenting training necessary to clarify site and district policy, procedures, or issues related to employees</li> <li>- Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction, or students)</li> </ul>
<p><u>Review and Planning</u></p> <ul style="list-style-type: none"> <li>- Reviewing technical literature and research articles related to curriculum and instructional services</li> <li>- Evaluating curriculum and instructional services, student/teacher policies, and procedures as they relate to student instruction for the school site or district</li> </ul>	<p><u>Review and Planning</u></p> <ul style="list-style-type: none"> <li>- Reviewing school policies, procedures, or rules</li> </ul>
<p><u>Supervision</u></p> <ul style="list-style-type: none"> <li>- Providing general supervision of students (e.g., playground, lunchroom)</li> <li>- Conferring with students/parents about discipline, academic matters, or other school non-health related issues</li> <li>- Applying discipline activities with students</li> </ul>	<p><u>Supervision</u></p> <ul style="list-style-type: none"> <li>- Providing general supervision of staff, including supervision of student teachers or classroom volunteers</li> <li>- Evaluation of employee performance (including person being evaluated)</li> </ul>
<p><u>Survey Participant Paperwork</u></p> <ul style="list-style-type: none"> <li>-</li> </ul>	<p><u>Survey Participant Paperwork</u></p> <ul style="list-style-type: none"> <li>- Completing expense claims as required for work-related travel</li> </ul>
<p><u>Paid Time Off</u></p> <ul style="list-style-type: none"> <li>- Only Code 16</li> </ul>	<p><u>Paid Time Off</u></p> <ul style="list-style-type: none"> <li>- Paid time off (when you are being paid, but you are not at work). This includes vacation days, jury duty, sick leave, breaks, and lunch breaks (if it is paid time)</li> </ul>