

Executive Director

1. Collaborates with community and governmental and community-based organizations.(15,17)
2. Keeps abreast of nursing home, mental health, Medi-Cal and Medicare regulations and requirements. (15,17)
3. Ensures program compatibility with State and Federal mandates. (15,17)
4. Preparing data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
5. Preparing proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
6. Assists with fiscal aspects of the MAA claiming process, including development of fiscal data to support claims. (19)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
8. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)