

## ACTIVITY CODE SUMMARY DESCRIPTIONS

### **OUTREACH**

#### **Code 1 Medicaid Programs**

Identifying children potentially eligible for Medicaid & informing them/their families of EPSDT/health services.

#### **Code 2 Non-Medicaid Programs**

Informing children/families about Non-Medicaid programs & how to access.

### **ASSISTING WITH ELIGIBILITY**

#### **Code 3 Medicaid Program**

Helping families apply for Medicaid

#### **Code 4 Non-Medicaid Programs**

Helping families apply for SSI, CHPP, day care, etc.

### **DIRECT SERVICES**

#### **Code 5 First Aid, Patient Counseling, Therapeutic Care**

Providing direct services including patient assessment, follow-up, counseling & all related paperwork (including ASHR entry).

### **SERVICE REFERRAL, COORDINATION & MONITORING**

#### **Code 6 Medical Services**

Making referrals for coordinating and/or monitoring delivery of medical & mental health services. Note: Does NOT include State DOE-mandated vision screening, immunizations & entry exams.

#### **Code 7 Non-Medical Services**

Making referrals for coordinating and/or monitoring delivery of social, educational & other services. Note: Does NOT include State DOE-mandated services listed above.

### **PROGRAM PLANNING, DEVELOPMENT & INTRA/INTERAGENCY COORDINATION**

#### **Code 8 For Medical Services**

Developing systemic strategies to improve the coordination & delivery of medical/dental/mental health services to students.

#### **Code 9 For Non-Medical Services**

Developing systemic strategies to improve the coordination & delivery of non-medical and/or DOE-mandated services to students.

### **ADMINISTRATION**

#### **Code 10 Supervision & Training**

Supervising/being supervised & attending training & staff or school meetings.

#### **Code 11 Uncompensated Time**

Any uncompensated time for example lunch time.

### **SCHOOL-RELATED & EDUCATIONAL**

#### **Code 12 School-Related & Educational Activities**

Examples:

- Conducting group/class health education such as Open Airways & violence prevention & anti-smoking campaigns.
- Record-keeping for school immunizations, vision screening & entry exams (DOE-mandated).
- Organizing student records at beginning & end of year.
- Preparing student records for transfers.

### **INDIVIDUAL EDUCATIONAL PROGRAM (IEP)**

#### **Code 13 Individual Education Program (IEP)**

Any IEP functions, tasks and services provided.

*Overall Note : Record-keeping for any activity is generally included in the time spent on that activity.*

**Vendors please email completed timesheet to [EPSDT@health.nyc.gov](mailto:EPSDT@health.nyc.gov)**

### **KEY REMINDERS**

- When arriving at your school assignment, you must report your time of arrival to both your agency and the NYC DOE Nursing Liaison within 20 minutes of arrival.
- Time exceeding or deviating from the scheduled hours for your assignment must have prior approval. Please notify your agency and the NYC DOE Nursing Liaison immediately.
- Timesheets must be originals, and the use of whiteout is prohibited.
- If you have to stay past your scheduled end time, please notify the liaison that you called in the morning and Lori Brennan.