

Orange County Department of Public Health Time and Activity Report

Name: Sue Melater

Pay Period Ending: 1-14-17

Day	Date	PTO	Holiday	Other	Program Hours Worked (Enter Code/Key Listed Below)										Total*	
					103	108	105									
M	01/02/2017	8.0														8
T	01/03/2017				3.0	2.0	3.0									8
W	01/04/2017				4.0	1.0	3.0									8
TH	01/05/2017				3.0	2.5	2.5									8
F	01/06/2017				2.0	1.0	5.0									8
																0
M	01/09/2017				3.5	2.0	2.5									8
T	01/10/2017				2.0	2.0	4.0									8
W	01/11/2017				4.5	1.5	2.0									8
TH	01/12/2017				3.0	2.5	2.5									8
F	01/13/2017				2.0	1.0	5.0									8
Total Hours		8.0	0.0	0.0	27.0	15.5	29.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	80.0

*Needs to total 80 hours

Program Codes:	Administration	100	Family Planning	105	Emergency Preparedness	110	Other:
	Lead	101	MCH	106	Vision	111	
	MIHP	102	WIC	107	Hearing	112	
	Immunization	103	Medicaid Outreach	108	Children's Special Healthcare	113	
	Dental	104	BCCCP	109	Health Promotion	114	

Medicaid Outreach Codes:	No.		No.
A1 - Informed families/individuals	150	D1 - Helped find a doctor	10
A2 - Utilized media resources to educate	2	D2 - Scheduled appointment	
A3 - Promoted Medicaid through community events	5	D3 - Monitored delivery of Medicaid Services	
B1 - Explained Medicaid eligibility and process	5	D4 - Made referrals to Medicaid-covered services	5
B2 - Provided Medicaid application/forms	1	D5 - Developed policy, procedures and prtoc	
B3 - Assisted individual/family complete an application	1	E1 - Provided training on general Medicaid information	
B4 - Assisted in gathering/collecting documentation	1	E2 - Provided training on improving Medicaid service delivery or ehnhance early id	
C1 - Worked with other agencies to improve coordiantion and access	1	E3 - Developed training module	
C2 - Engaged in activities to enhance, improve or streamline health care delivery	1	F1 - Arranged/Secheduled transportation services	1
C3 - Sat on Task Force or Community Collaborative	1	F2 - Arranged/Scheduled translation services	1
C4 - Worked with other agencies to reduce gaps in healthcare access			

Employee Signature

Date

Supervisor Signature

Date