



JENNIFER KENT
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

DATE: April 4, 2017

PACE Policy Letter 17-02
Superseding PACE Policy Letter 06-03

TO: Program for All-Inclusive Care for the Elderly (PACE) Organizations

SUBJECT: KEY PERSONNEL CHANGES

PURPOSE

This letter is being issued to provide clarification and to ensure PACE Organizations are adhering to the Department of Health Care Services' (DHCS) requirements in reporting changes when key personnel are hired, rotated, or are no longer employed within your organization.

BACKGROUND

PACE Organizations are required to provide written notification to DHCS when specified key staff persons are hired, rotated or leave the organization.

PACE Organizations are required to provide notification for the following key staff positions:

- Chairman of the Board
- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Chief Financial Officer (CFO)
- Chief Administrative Officer (CAO)
- Chief Medical Officer (CMO)
- Policy/Compliance/Governmental Affairs Director
- Program Director/Executive Director/Administrator
- Medical Director
- Marketing Director/Manager

PROCEDURE

When a key staff member leaves employment of a PACE Organization, the PACE Organization is required to provide written notification to DHCS within 10 working days, including the following information:

- Name of Employee
- Position Vacated
- Date Resigned or Terminated
- The Contractor's plan for assuring that the responsibilities of this position are met until the position is filled

When a key staff position is filled, the PACE Organization is required to provide written notification to DHCS within 10 working days, including the following information:

- Name of Employee
- Position Filled
- Date Hired
- Site for Rendering Services (if applicable)
- Resume
- Duty Statement

When a key staff member is rotated within the PACE program, the PACE Organization is required to provide written notification to DHCS within 10 working days, including the following information:

- Name of Employee
- Position rotated from and to
- Effective Date of rotation
- Justification or reason for the rotation

IMPLEMENTATION

Upon receipt of this letter, the PACE organization must assure that they are up-to-date in keeping DHCS informed of staffing changes within their organization.

Should you require additional clarification regarding this policy letter, please contact your designated DHCS Contract Manager.

Sincerely,

ORIGINAL SIGNED BY

Jacey Cooper, Acting Chief
Long-Term Care Division