



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

December XX, 2012

PACE Policy Letter 02-12

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

SUBJECT: PACE Medi-Cal Marketing Exam Schedule

PURPOSE

The purpose of this Policy Letter (PL) is to establish a fixed schedule for the administration of the Medi-Cal PACE marketing examination (exam) to southern California PACE organizations (PO) by the Department of Healthcare Services – Long-Term Care Division (DHCS-LTCD) In-Home Operations – South staff at the Los Angeles field office.

BACKGROUND

Traditionally, southern California POs have contacted the assigned LTCD contract manager (CM) to request and schedule administration of the exam to its staff. Because LTCD PACE Unit staff are based in northern California, the LTCD makes the test available upon request at the Los Angeles field office. The LTCD has noted a significant increase in the demand for administration of the exam over the course of the past year. Additionally, three new southern California POs are scheduled to become operational in 2013.

PROCEDURE

Due to the increase in demand, the Los Angeles field office will now make the exam available on a bimonthly basis. The exam will be offered on the second and fourth Wednesday of each month between 9a.m. - 10:30a.m at the address identified below. Southern California POs are required to contact their designated CM at least seven (7) business days prior to the scheduled exam date to register for the exam. The exam will be cancelled if registrations received by this cut-off point.

Southern CA Field Office
In-Home Operations
311 S. Spring St., Ste 313
Los Angeles, CA, 90046

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Examinations for northern CA POs will continue to be offered on an “as-needed” basis at DHCS headquarters office in Sacramento. If a northern CA PO needs to schedule an exam for five (5) or more employees, PACE unit staff will make arrangements to proctor exam on-site at PO headquarters.

For additional marketing information please refer to the PACE Policy Letter, PL 00-03 PACE Program Marketing Summary, on the DHCS website:

<https://www.dhcs.ca.gov/services/ltc/Documents/PL%2000-03%20Revised%2007-2012.pdf>

IMPLEMENTATION

The bi-monthly set schedule for the exam at the Los Angeles field office will commence effective January 1, 2013.

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

Sincerely,

John Shen, Chief
Long-Term Care Division