

## **Program of All Inclusive Care for the Elderly (PACE) State Requirements for Inclusion in the PACE Application**

The purpose of this document is to provide the PACE Program applicant with a list of state requirements to be included in the preparation of the federal PACE application. This document also provides the applicant with a list of resources – available to the applicant upon request – to assist in successfully addressing the state requirements. These state requirements must be met prior to State approval and submission of the PACE application to Center for Medicare and Medicaid Services (CMS). This document outlines – but is not limited to – the state requirements for Chapters 1 – 10 of the federal PACE application.

### **RESOURCES**

- State Boilerplate Contract (e-copy available on request)
- Marketing Manual (e-copy available on request)
- PACE Financial Requirements packet
- PACE Plan Letter 00-03 re: Medi-Cal Marketing Representative Reporting Requirements (e-copy available on request)
- Participant Bill of Rights and Responsibilities template (available on OLTC-PACE website)

### *COMING SOON TO OLTC-PACE WEBSITE...*

- Grievance and Appeals Letter templates
- PACE Subcontract template
- “Member Enrollment Agreement: Terms and Conditions” template

### **REQUIREMENTS**

#### *CHAPTER 1*

- Attachment 1 – Provides a list of the job descriptions to be included in this chapter
- Attachment 2A – Provides a template for Disclosure of Time Base and Employee Compensation status (e-copy available upon request)
- Attachment 2B – Provides instructions for completing the form
- Attachment 3 – Specifies the state requirements for completion of a Map of the PACE applicant’s service area and facilities

#### *CHAPTER 2*

- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 1

- State Boilerplate Contract, Exhibit A, Attachment 6
- State Boilerplate Contract, Exhibit A, Attachment 7
- State Boilerplate Contract, Exhibit A, Attachment 9
- Operational Policies and Procedures

### *CHAPTER 3*

- Refer to PACE Financial Requirements packet included in Orientation package

### *CHAPTER 4*

- A copy of the Medi-Cal Managed Care Marketing Manual is available upon request and will detail what the state requires to be included in chapter 4
- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 15
- Operational Policies and Procedures
- Required Templates (copies available upon request)
  - Marketing Representative Memorandum of Understanding (MOU)
  - Mandatory Reporting of Enroller Terminations
  - Quarterly reporting of Marketing Representatives
  - Monthly Enrollments/Disenrollments
  - Batch Transmittal Form/Instructions
  - Participant Bill of Rights and Responsibilities (available on OLTC-PACE website)

### *CHAPTER 5*

- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 6
  - State Boilerplate Contract, Exhibit A, Attachment 9
  - State Boilerplate Contract, Exhibit A, Attachment 11
- Operational Policies and Procedures

### *CHAPTER 6*

- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 9
  - State Boilerplate Contract, Exhibit A, Attachment 13
  - State Boilerplate Contract, Exhibit A, Attachment 14
- Operational Policies and Procedures

## *CHAPTER 7*

- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 4
  - State Boilerplate Contract, Exhibit A, Attachment 5
- Operational Policies and Procedures

## *CHAPTER 8*

- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 16
- Operational Policies and Procedures

## *CHAPTER 9*

- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 3
  - State Boilerplate Contract, Exhibit A, Attachment 5
  - State Boilerplate Contract, Exhibit A, Attachment 8
- Operational Policies and Procedures

## *CHAPTER 10*

- Refer to the following portions of the State Boilerplate Contract for guidance in meeting all state requirements for this chapter
  - State Boilerplate Contract, Exhibit A, Attachment 3
  - State Boilerplate Contract, Exhibit A, Attachment 4
  - State Boilerplate Contract, Exhibit A, Attachment 17
- Operational Policies and Procedures