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

TOBY DOUGLAS
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

January 03, 2013 **PACE Policy Letter 02-12**

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

SUBJECT: PACE Medi-Cal Marketing Exam Schedule – IHO Southern Regional Office

PURPOSE

The purpose of this Policy Letter (PL) is to inform the PACE Organizations (PO) of an established fixed schedule for the administration of the Medi-Cal PACE marketing examination (exam) to southern California POs by the Department of Health Care Services (DHCS) Long-Term Care Division (LTCD) In-Home Operations (IHO) Southern Region.

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 exam available upon request at the IHO Southern Regional Office.

The LTCD has noted a significant increase in the demand for administration of the exam during the past year. Additionally, three new southern California POs are scheduled to become operational in 2013.

PROCEDURE

For Southern California POs, the exam will be offered on the second and fourth Wednesday of each month between 9:00 a.m. - 10:30 a.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 no registrations are received by this cut-off point.

IHO Southern Region
311 S. Spring St., Ste 313
Los Angeles, CA, 90013
213 897-6774

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

IMPLEMENTATION

The schedule for the exam at the IHO Southern Regional 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