



Policy: PA.1001  
Title: **Equipment Maintenance and Storage**  
Department: CalOptima Health PACE  
Section: Not Applicable

*CEO Approval: /s/ Michael Hunn 03/06/2025*

Effective Date: 10/01/2013

Revised Date: 03/01/2025

Applicable to: ☐ Medi-Cal  
☐ OneCare  
☒ PACE  
☐ Administrative

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## **I. PURPOSE**

This policy outlines how the CalOptima Health Program of All-Inclusive Care for the Elderly (PACE) Center shall maintain all clinical Participant care equipment in CalOptima Health PACE, in accordance with manufacturers' recommendations.

## **II. POLICY**

- A. CalOptima Health PACE shall require designated Participant care equipment be maintained under a preventive maintenance schedule as designated by the CalOptima Health PACE Director.
- B. CalOptima Health PACE shall store equipment in a safe, sanitary, functional, and accessible manner to ensure Participants' safety.
- C. CalOptima Health PACE shall report any death, or serious injury, related to equipment, or other devices, as required by law.

## **III. PROCEDURE**

- A. The CalOptima Health PACE Director or designee shall be responsible for:
  - 1. Maintaining all CalOptima Health PACE associated equipment on the correct preventive maintenance schedule that is utilized for direct patient care as specified by the manufacturer;
  - 2. Monitoring all CalOptima Health PACE equipment under initial warranty, or as elected under outside contracts;
  - 3. Ensuring CalOptima Health PACE equipment is in code compliance with all applicable standards for the respective equipment that affect Participant care, including, but not limited to, those at the National Fire Protection Association (NFPA);
  - 4. Maintaining all maintenance records for Participant care equipment:
    - a. Ensuring that all record keeping is computerized, and Participant assigned equipment is logged into the CalOptima Health PACE electronic record system. A departmental Participant

care equipment report for each CalOptima Health PACE Department shall be available for on-site documentation (maintenance logs). The CalOptima Health PACE Director shall determine the content of each report.

5. Ensuring that manuals for all equipment (mechanical, electrical, and Participant care) are maintained and available at the CalOptima Health PACE Center.
- B. The CalOptima Health PACE Center Manager and Clinical Manager shall inspect all new, or incoming, clinical equipment prior to the equipment being put into initial use, or returning to use, from an outside service contractor. The CalOptima Health PACE Center Manager or designee will assign appropriate disciplines to inspect all new equipment as needed.
1. When the CalOptima Health PACE Center Manager learns that a piece of equipment has arrived at CalOptima Health PACE Center, the CalOptima Health PACE Center Manager or designee shall arrange for the inspection of and logging of the preventive maintenance of the equipment.
  2. The CalOptima Health PACE Department utilizing the equipment shall be responsible for arranging in-service training for the equipment via the outside vendor or CalOptima Health PACE designee.
  3. All service vendors shall coordinate their work through the CalOptima Health PACE Center Manager during normal business hours.
- C. The CalOptima Health PACE Center Manager and Clinic Manager shall call the CalOptima Health PACE Facilities Coordinator or vendor to report an equipment malfunction. The CalOptima Health PACE Center Manager and Clinic Manager shall ensure that center-based equipment is available for preventive maintenance and, if necessary, shall be responsible to locate missing equipment.
- D. The CalOptima Health PACE Center Manager and Clinic Manager shall be responsible for ensuring that all CalOptima Health PACE equipment is stored in a safe, sanitary, functional, and accessible manner to ensure Participants' safety at all times.

#### **IV. ATTACHMENT(S)**

Not Applicable

#### **V. REFERENCE(S)**

- A. CalOptima Health PACE Program Agreement
- B. Title 22, California Code of Regulations (C.C.R.), §78439
- C. Title 42, Code of Federal Regulations (C.F.R.), §460.72(a)(3)

#### **VI. REGULATORY AGENCY APPROVAL(S)**

None to Date

#### **VII. BOARD ACTION(S)**

None to Date

## VIII. REVISION HISTORY

Action	Date	Policy	Policy Title	Program(s)
Effective	10/01/2013	PA.1001	Equipment Maintenance and Storage	PACE
Revised	10/01/2014	PA.1001	Equipment Maintenance and Storage	PACE
Revised	05/01/2016	PA.1001	Equipment Maintenance and Storage	PACE
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Revised	03/01/2025	PA.1001	Equipment Maintenance and Storage	PACE

## IX. GLOSSARY

Term	Definition
PACE	Stands for the Program of All-Inclusive Care for the Elderly.
PACE Center	The location designated by CalOptima Health PACE at which Members shall receive services.
Participant	An individual enrolled in the CalOptima Health PACE program.