



Policy: PA.1003  
Title: **PACE Center Space and Physical Requirements**  
Department: CalOptima Health PACE  
Section: Not Applicable

*CEO Approval: /s/ Michael Hunn 02/21/2025*

Effective Date: 10/01/2013

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

## **I. PURPOSE**

This policy outlines how the day activity areas for each CalOptima Health Program of All-Inclusive Care for the Elderly (PACE) Center shall be constructed and maintained to adhere to applicable local, state, and federal regulations and requirements.

## **II. POLICY**

A. The CalOptima Health PACE Center site shall be constructed and maintained to follow PACE and Adult Day Health Center (ADHC) regulations, as well as applicable local, state, and federal building requirements to ensure Participant safety.

## **III. PROCEDURE**

A. The CalOptima Health PACE Center shall be designed, equipped, and maintained to provide for a safe and healthy environment. Each CalOptima Health PACE Center shall meet the following requirements:

1. Adhere with state and local building requirements;
2. Be maintained in accordance with the regulations adopted by the State Fire Marshal for the prevention of fire and for the protection of life and property against fire and panic; and
3. Maintain a working, listed telephone service on the premises unless otherwise approved by the Department of Health Care Services (DHCS).

B. Alterations to existing buildings licensed as adult day health centers or new construction shall be in conformance with all applicable state and local building codes and regulations.

C. The CalOptima Health PACE Center shall comply with general building requirements and state regulations as follows:

1. The CalOptima Health PACE Center's main activity day area shall be on the first (1st) floor.
2. Heating and cooling equipment shall be maintained in normal operating condition to provide a comfortable temperature.

3. Adequate natural or artificial lighting shall be provided to ensure the comfort and safety of each Participant.
  4. Water supply and plumbing shall meet the following requirements:
    - a. Drinking water from a private source shall be approved by the local health department at least annually. A copy of the most recent health department laboratory report shall be available for inspection by DHCS;
    - b. Plumbing and drainage facilities, and required backflow preventers (vacuum breakers), shall be maintained in operating condition;
    - c. Hot water temperature controls shall be maintained to automatically regulate the temperature of hot water delivered to plumbing fixtures used by Participants to attain a hot water temperature that is not less than 40.5°C/105°F and not more than 48.8°C/120°F; and
    - d. Taps, not accessible to Participants, which deliver water at a temperature of 51.6°C/125°F or above shall be prominently identified by warning signs in letters at least five (5) centimeters two (2) inches high.
  5. Auxiliary lighting facilities, where appropriate, shall be readily available. Flashlights shall be in readiness for use at all times. Open-flame types of light shall not be used.
- D. The CalOptima Health PACE Center shall be large enough to accommodate all social and health-related activities, in accordance with PACE regulations. Space shall be available as follows:
1. To accommodate both indoor and outdoor activities and for storage of equipment and supplies;
  2. A multipurpose room large enough for all Participants to gather for large group activities and meals;
  3. A secluded area set aside for Participants who require bed rest during the day. The secluded area shall have at least the following:
    - a. Chaise lounges or beds in the number necessary to meet the needs of the Participants and upon the written order of the employee or attending provider; and
    - b. Rubber or plastic sheeting;
  4. Double-deck beds shall not be permitted;
  5. Space around sleeping accommodations to permit easy passage;
  6. A separate space provided for isolation of a Participant whose illness requires temporary separation from others;
  7. Appropriate office or other space provided for administrative and admission activities, for a reception area and for a telephone, desk, and file cabinets;
  8. General and specialized storage space maintained to meet the needs of Participants and for efficient operation of the center. Storage shall not be permitted in air distribution chambers or heating, air conditioning, or ventilating systems; and

9. Space for outdoor activities shall be easily accessible to ambulatory and non-ambulatory Participants and shall be protected from traffic.

E. Monitoring

1. The CalOptima Health PACE Center Manager or designee shall complete quarterly compliance inspections and the Program Director shall conduct annual compliance inspections to ensure space and physical requirements are met and in compliance.

**IV. ATTACHMENT(S)**

Not Applicable

**V. REFERENCE(S)**

- A. CalOptima Health PACE Program Agreement
- B. Title 22, California Code of Regulations (CCR), §§78501, 78503, and 78505
- C. Title 42, Code of Federal Regulations (CFR), § 460.72

**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.1003	PACE Center Space and Physical Requirements	PACE
Revised	10/01/2014	PA.1003	PACE Center Space and Physical Requirements	PACE
Revised	04/01/2015	PA.1003	PACE Center Space and Physical Requirements	PACE
Revised	05/01/2016	PA.1003	PACE Center Space and Physical Requirements	PACE
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Revised	07/01/2018	PA.1003	PACE Center Space and Physical Requirements	PACE
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Revised	02/01/2025	PA.1003	PACE Center Space and Physical Requirements	PACE

## IX. GLOSSARY

Term	Definition
Department of Health Care Services (DHCS)	The single State Department responsible for administration of the federal Medicaid (referred to as Medi-Cal in California) Program.
PACE Center	The location designated by CalOptima Health PACE at which Participants shall receive PCP services.
Participant	An individual enrolled in the CalOptima Health PACE program.