



Policy: PA.8001  
Title: **Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center**  
Department: CalOptima Health PACE  
Section: Not Applicable

CEO Approval: /s/ Michael Hunn 04/17/2024

Effective Date: 10/01/2013

Revised Date: 04/01/2024

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

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## I. PURPOSE

This policy outlines the procedures for notifying the Department of Health Care Services (DHCS) of reportable events involving Participants and their health and safety which occur at the CalOptima Health Program of All-Inclusive Care for the Elderly (PACE) Center.

## II. POLICY

- A. CalOptima Health PACE Center shall comply with the Adult Day Healthcare Center (ADHC) reporting requirements of the State of California for incidents and events involving Participants and their health and safety that occur at the CalOptima Health PACE Center.

## III. PROCEDURE

- A. The CalOptima Health PACE Quality Improvement Manager, or their Designee, shall provide to DHCS reports involving reportable events that involve Participants at the CalOptima Health PACE Center, including, but not limited to:
1. Death, injury, and unusual incidents which shall be reported within forty-eight (48) hours by telephone to DHCS and to the person(s) responsible for the Participant concerning the death of any Participant from any cause, any serious injury as determined by the attending physician, and any unusual incident which threatens the welfare, safety, or health of any Participant, such as physical or psychological abuse of a Participant by employees or other Participants, or unexplained absence of any Participant.
    - a. The telephone report shall be followed by a written report to DHCS within seven (7) calendar days following such an event.
      - i. The CalOptima Health PACE Director, with the assistance of the CalOptima Health PACE Medical Director or designee, shall write the report and include the name, age, sex, and date of admission of the Participant; the date of event, nature of event, physician's findings and treatment, if any; name of attending physician, and disposition of the case.

2. Unusual occurrences, such as epidemic outbreaks, poisonings, catastrophes or major accidents, which threaten the welfare, safety or health of Participants, employees or visitors, shall be reported within twenty-four (24) hours by telephone to the local public health officer and DHCS.
  3. Fires, or explosions, that occur in, or on, the premises shall be reported immediately to the local fire authority.
  4. Statistical summary of services given on forms developed and provided by DHCS.
  5. Other reports as required by DHCS.
- B. The CalOptima Health PACE Director or designee shall monitor compliance of the reporting requirements outlined in this Policy.

**IV. ATTACHMENT(S)**

Not Applicable

**V. REFERENCE(S)**

- A. CalOptima Health PACE Contract with the Department of Health Care Services for the PACE Program
- B. CalOptima Health PACE Program Agreement
- C. Title 22, California Code of Regulations, (C.C.R.), §78427

**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.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	10/01/2014	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Reviewed	04/01/2015	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	05/01/2016	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE

<b>Action</b>	<b>Date</b>	<b>Policy</b>	<b>Policy Title</b>	<b>Program(s)</b>
Revised	04/01/2017	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	11/01/2018	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	10/01/2019	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	11/01/2020	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	01/01/2022	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	08/01/2023	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	PACE
Revised	04/01/2024	PA.8001	Reporting of Events Involving Participant Health and Safety Occurring at the PACE Center	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.
Designee	A person selected or designated to carry out a duty or role. The assigned designee is required to be in management or hold the appropriate qualifications or certifications related to the duty or role.
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.
Program of All-Inclusive Care for the Elderly (PACE)	PACE is a long-term comprehensive health care program that helps older adults to remain as independent as possible. PACE coordinates and provides all needed preventive, primary, acute and long-term care services so seniors can continue living in their community.