

441—88.2(249A) Process for new and expanding PACE organization service areas. This rule establishes the state's process for a potential PACE organization seeking department support and an assurance letter to provide to CMS to establish a new or expanding PACE organization.

88.2(1) *Submission of letter of intent.* A person authorized to act on behalf of an entity seeking approval as a new PACE organization or an existing PACE organization seeking to expand its service area shall submit a request to the department in writing or via email to pace@hhs.iowa.gov. The request shall include the following information:

a. Organizational background, history, and experience with PACE and developing long-term services and supports.

b. Identity and credentials of key personnel, including members of any governing board and the proposed management team for the new or expanded PACE organization.

c. Where the new or expanded PACE center will be located.

d. The proposed opening date of the new or expanded PACE center.

88.2(2) *Evaluation of letter of intent and submission requirements.* The department will review the new or expanding PACE organization's letter of intent. The department will provide written notification to the PACE organization regarding whether the requested counties will be reserved and for how long.

a. If the department agrees to support the PACE organization's plans, the department will issue a detailed request for information with a deadline and a list of submission requirements.

b. The department may release the reserved counties if the potential PACE organization fails to follow the department's instructions or misses the submission deadline.

c. The department reserves the right of final approval and to reject a letter of intent submission.

d. New or expanding PACE organizations must follow all other steps to obtain program approval as outlined in the federal PACE regulations.

e. The department may elect to support more than one PACE organization in any county based on the completed feasibility study.

88.2(3) *State readiness review.* The department may conduct an on-site visit or audit and may request additional information from PACE in connection with an application for approval or expansion. A PACE organization is required to:

a. Hold applicable licenses under state and federal law.

b. Operate and provide services in compliance with all applicable federal, state, and local laws, regulations and codes and in accordance with applicable professional standards.

c. Maintain documentation to demonstrate compliance with state and local fire safety codes.

d. Once all state requirements are met, the department will provide to the prospective PACE organization an assurance letter to submit to CMS.

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