

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PROCESS OF INITIAL LICENSURE ACCREDITATION



HOME HEALTH

Step One

Provider Should:

- ☐ Obtain Accreditation Commission for Health Care (ACHC) Home Health Accreditation Standards through the customer portal at [achc.org](https://www.achc.org).
- ☐ Review ACHC Accreditation Standards and begin compiling policies and procedures.
- ☐ Obtain the California regulations for Home Health agencies by contacting the California Department of Public Health (CDPH).

Step Two

Provider Should:

- ☐ File an application and any additional documentation required with the Centralized Applications Branch (CAB) of the CDPH and include a cover letter indicating that you intend to hire ACHC as your accreditor.

Step Three

Provider Should:

- ☐ Submit a completed ACHC application for California Home Health licensure accreditation.
- ☐ Submit the \$1,500 ACHC deposit.
- ☐ Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement.

Step Four

CDPH Should:

- ☐ Send a “readiness letter” indicating that the Home Health licensure application packet review has been completed and approved.
 - » Send a copy of this “readiness letter” to ACHC.
 - » Send a copy of the approved Home Health licensure application packet to both ACHC and the District Office (DO). (Your agency will not receive a copy of the approved Home Health licensure application packet from CAB.)

Step Five

ACHC Should:

- ☐ Notify you when the approved Home Health licensure application packet has been received from CAB.
- ☐ Prompt you to take any remaining steps regarding the application and/or scheduling of a one-day licensure survey.

Step Six

Provider Should:

- ☐ Complete any remaining steps regarding the one-day licensure survey (e.g., customer portal application, execution of contract, payment of fees, etc.).
- ☐ At least one of the following individuals is present during the licensure survey. Administrator, alternate Administrator, Director of Patient Care Services (DPCS), or alternate Director of Patient Care Services.

Step Seven

ACHC Should:

- ☐ Schedule and conduct a one-day announced licensure survey.
- ☐ Notify your agency and CDPH of ACHC's final accreditation decision in writing.
- ☐ Issue an approval decision to grant your agency licensure accreditation for one year.
- ☐ Send documentation of an approved licensure survey to both CAB and the DO.
 - o CDPH requires the submission of approval documentation (the AO determination) within 60 days from the date of survey.
 - o Reasons ACHC may not provide the AO determination to CDPH:
 - Agency did not submit an acceptable Plan of Correction/Evidence prior to deadline for internal processing.
 - Agency did not submit payment to ACHC for survey prior to deadline for internal processing.

Step Eight

CDPH Should:

- ☐ Issue a Home Health agency provisional license based upon ACHC documentation. (CDPH will make the decision of granting the license.)

FOR INITIAL MEDICARE CERTIFICATION

Step Nine

Provider Should:

- ☐ Submit an 855A application to CMS.
- ☐ Start developing patient caseload.
- ☐ Obtain an approval letter for the 855A application and submit a copy of the approval letter to ACHC.
- ☐ Register for an Internet Quality Improvement Evaluation System (IQIES) account for OASIS transmittal.
- ☐ Acquire minimum patient caseload: Ten patients served, seven patients active at time of Initial Medicare Certification survey.
- ☐ Provide a minimum of two services, one being Skilled Nursing (SN) and at least one other therapeutic service. One of these two services must be offered by a W-2 employee.
- ☐ Inform ACHC in writing when all of the above are complete.

Step Ten

ACHC Should:

- ☐ Create a second ACHC Agreement for Accreditation Services and send to your agency for approval.
- ☐ Schedule and conduct an unannounced Initial Medicare Certification survey.
- ☐ Once an approval decision is received, your agency will be granted accreditation for three years.
- ☐ Notify your agency, CDPH, and CMS of its accreditation decision in writing. (CMS will make the decision of granting deemed status.)

IF ANY OF THE ABOVE STEPS ARE NOT COMPLETED, THE SECOND SURVEY WILL NOT BE CONDUCTED.