FLORIDA AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA) PROCESS OF INITIAL ACCREDITATION

[ HOME HEALTH ACCREDITATION ]

STEP ONE — PROVIDER SHOULD:
☐ Obtain the Accreditation Commission for Health Care (ACHC) Accreditation Standards through Customer Central at cc.achc.org
☐ Review the ACHC Accreditation Standards and begin compiling your policies and procedures
☐ Obtain the Florida regulations for the Home Care Unit by contacting AHCA

STEP TWO — PROVIDER SHOULD:
☐ Submit a completed ACHC accreditation application
☐ Submit a $1,500 deposit
☐ Review and sign the ACHC Agreement for Accreditation Services

STEP THREE — ACHC SHOULD:
☐ Provide agency with an in-process letter

STEP FOUR — PROVIDER SHOULD:
☐ Submit a completed AHCA Licensure application
☐ Submit ACHC in-process letter with AHCA application

STEP FIVE — ACHC SHOULD:
☐ Schedule and conduct a 1-day announced licensure survey within 120 days of the in-process letter
☐ Notify provider and AHCA of its accreditation decision in writing
☐ Once an approval decision is received, the provider will be granted accreditation for one year

STEP SIX — AHCA SHOULD:
☐ Issue a Home Care License

STEP SEVEN — INITIAL MEDICARE CERTIFICATION PROVIDERS SHOULD:
☐ Submit an 855A application to CMS
☐ Start developing patient caseload
☐ Obtain approval letter for the 855A application and submit copy of approval letter to ACHC

☐ Successfully complete an Outcome and Assessment Information Set (OASIS) test transmission, and submit copy to ACHC
☐ Acquire minimum patient caseload: 10 patients served, 7 patients active at time of Initial Medicare Certification survey
☐ Provide a minimum of 2 services, one being Skilled Nursing (SN) and one service must be offered by a W-2 employee
☐ Inform ACHC in writing when all of the above are complete

Private Duty and Infusion Nursing providers should:
☐ Start developing patient caseload
☐ Acquire minimum patient caseload: 5 patients served, 3 patients active
☐ Inform ACHC in writing when all of the above are complete

STEP EIGHT — ACHC SHOULD FOR INITIAL MEDICARE CERTIFICATION PROVIDERS:
☐ Create a second ACHC Agreement for Accreditation Services and submit to provider
☐ Schedule and conduct an unannounced Initial Medicare Certification survey
☐ Once an approval decision is received, the provider will be granted accreditation for three years
☐ Notify provider, AHCA, and CMS of its accreditation decision in writing; (CMS will make the decision of granting deemed status after receiving a report from ACHC)

ACHC should (for Private Duty and Home Infusion providers):
☐ Create a second ACHC Agreement for Accreditation Services and submit to provider
☐ Schedule and conduct an unannounced survey
☐ Once an approval decision is received, the provider will be granted accreditation for three years
☐ Notify provider and AHCA of its accreditation decision in writing; (CMS will make the decision of granting deemed status after receiving a report from ACHC)

If any of the above steps are not completed, the second survey will not be conducted.