



FOR PROVIDERS.  
BY PROVIDERS.

# 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](http://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.**