## MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES (DHSS) PROCESS OF INITIAL ACCREDITATION AND LICENSURE

### HOME HEALTH ACCREDITATION

<table>
<thead>
<tr>
<th><strong>STEP ONE — PROVIDER SHOULD:</strong></th>
<th><strong>STEP SIX — BHCRS SHOULD:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Obtain the Accreditation Commission for Health Care (ACHC) Accreditation Standards through Customer Central at cc.achc.org</td>
<td>- Issue a letter of acknowledgement to ACHC and the provider granting permission to provider to start developing a patient caseload</td>
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<td>- Review the ACHC Accreditation Standards and begin compiling your policies and procedures</td>
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<td>- Obtain the Missouri regulations for Home Health by contacting Bureau of Home Care and Rehabilitative Standards (BHCRS)</td>
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### STEP TWO — PROVIDER SHOULD:
Complete application for licensure for BHCRS, including all required forms:

- Health Benefit Agreement
- Assurance of Compliance
- Office of Civil Rights Packet
- State disclosure of Ownership and Control Interest Statement
- Letter of Intent for State Licensure and/or Medicare Certification
- Inform BHCRS at 573-751-6336 that ACHC will be provider’s accreditor of choice
- Wait for BHCRS notification that the application is complete and has been accepted

### STEP THREE — BHCRS SHOULD:
- Forward notice to provider and ACHC that the provider application is complete

### STEP FOUR — PROVIDER SHOULD:
- Submit a completed ACHC application
- Submit a $1,500 deposit
- Review and sign the ACHC Agreement for Accreditation Services

### STEP FIVE — ACHC SHOULD:
- Schedule and conduct a one-day announced accreditation survey
- Notify provider and BHCRS of its accreditation decision in writing
- Once an approval decision is received, the provider will be granted accreditation for one year

### STEP SIX — ACHC SHOULD:
- 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, BHCRS, and CMS of its accreditation decision in writing; (CMS will make the decision of granting deemed status after receiving a report from ACHC)

### STEP NINE — CMS SHOULD:
- Issue an approval for deemed status

### STEP TEN — BHCRS SHOULD:
- Issue a license as a Home Health Agency (HHA)

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