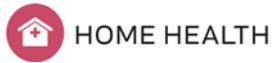


# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PROCESS OF INITIAL ACCREDITATION



For providers who have NOT submitted an initial licensure application to become a Home Health agency with the CDPH.

## STEP ONE — PROVIDER SHOULD:

- Obtain Accreditation Commission for Health Care (ACHC) Home Health Accreditation Standards through Customer Central at [cc.achc.org](http://cc.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:

- Submit a completed ACHC accreditation application
- Submit a \$1,500 deposit
- Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement

## STEP THREE — PROVIDER SHOULD:

- File an application and any additional documentation required with the Central Applications Unit (CAU) of the CDPH and include a cover letter indicating that you intend to hire ACHC as your accreditor

## STEP FOUR — CDPH SHOULD:

- When CAU determines that your licensure application packet is complete, you will receive an application approval letter
  - A copy of this letter will be sent to ACHC by CAU
  - A copy of this letter along with completed application will be sent to the District Office (DO)

Step five — Provider should:

- Contact ACHC to schedule your initial survey and verify that ACHC has received a copy of the letter from CAU

## STEP SIX — ACHC SHOULD:

- Schedule and conduct a 1-day announced licensure survey
- Notify your agency and CDPH of its final accreditation decision in writing
- Once an approval decision is received, your agency will be granted accreditation for one year

## STEP SEVEN — CDPH SHOULD:

- Issue a home health agency provisional license

## STEP EIGHT — FOR INITIAL MEDICARE CERTIFICATION, PROVIDER 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 a copy of your Final Validation Report 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 that is offered by a W-2 employee
- Inform ACHC in writing when all of the above are complete

## STEP NINE — FOR INITIAL MEDICARE CERTIFICATION, 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 after receiving a report from ACHC)

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

## ACCREDITATION COMMISSION *for* HEALTH CARE

For providers who have submitted an initial licensure application to become a Home Health agency with the CDPH but have NOT received an approval letter.

### STEP ONE — PROVIDER SHOULD:

- Obtain Accreditation Commission for Health Care (ACHC) Home Health Accreditation Standards through Customer Central at [cc.achc.org](http://cc.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:

- Submit a completed ACHC accreditation application
- Submit a \$1,500 deposit
- Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement

### STEP THREE — PROVIDER SHOULD:

- Submit a letter to Central Applications Unit (CAU) indicating you intend to hire ACHC as your accreditor

### STEP FOUR — CDPH SHOULD:

- When CAU determines that your application packet is complete, you will receive an application approval letter
  - o A copy of this letter will be sent to ACHC by CAU
  - o A copy of this letter along with completed application will be sent to the District Office (DO)

### STEP FIVE — Provider should:

- Contact ACHC to schedule your initial survey and verify that ACHC has received a copy of the letter from CAU

### Step SIX — ACHC should:

- Schedule and conduct a 1-day announced licensure survey
- Notify your agency and CDPH of its final accreditation decision in writing
- Once an approval decision is received, your agency will be granted accreditation for one year

### STEP SEVEN — CDPH SHOULD:

- Issue a home health agency provisional license

### STEP EIGHT — FOR INITIAL MEDICARE CERTIFICATION, PROVIDER 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 a copy of your Final Validation Report 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 that is offered by a W-2 employee
- Inform ACHC in writing when all of the above are complete

### STEP EIGHT — FOR INITIAL MEDICARE CERTIFICATION, 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.

For providers who have had their application approved (approval letter has been issued) and the Home Health agency is awaiting licensure survey from the CDPH District Office (DO)

STEP ONE — PROVIDER SHOULD:

- Obtain Accreditation Commission for Health Care (ACHC) Home Health Accreditation Standards through Customer Central at [cc.achc.org](http://cc.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:

- Submit a completed ACHC accreditation application
- Submit a \$1,500 deposit
- Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement

STEP THREE — PROVIDER SHOULD:

- Submit a letter to Central Applications Unit (CAU) indicating you intend to hire ACHC as your accreditor

STEP FOUR — CDPH SHOULD:

- CDPH will send an acknowledgement letter to your agency and ACHC

STEP FIVE — Provider should:

- Contact ACHC to schedule their initial survey and verify that ACHC has received a copy of the letter from CAU

Step SIX — ACHC should:

- Schedule and conduct a 1-day announced licensure survey
- Notify your agency and CDPH of its final accreditation decision in writing
- Once an approval decision is received, your agency will be granted accreditation for one year

STEP SEVEN — CDPH SHOULD:

- Issue a home health agency provisional license

STEP EIGHT — FOR INITIAL MEDICARE CERTIFICATION, PROVIDER 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 a copy of your Final Validation Report 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 that is offered by a W-2 employee
- Inform ACHC in writing when all of the above are complete

STEP EIGHT — FOR INITIAL MEDICARE CERTIFICATION 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 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.