NEW MEXICO PROCESS OF INITIAL ACCREDITATION AND STATE LICENSURE

HOME HEALTH

STEP ONE — PROVIDER SHOULD:

☐ Obtain Accreditation Commission for Health Care (ACHC) Home Health Accreditation Standards through Customer Central at cc.achc.org
☐ Review ACHC Accreditation Standards and begin compiling policies and procedures
☐ Obtain the New Mexico regulations for home health agencies by contacting the New Mexico Department of Health (NMDOH), Program Operations Bureau (POB)

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 — ACHC SHOULD:

☐ Once ACHC receives the above items, an In Process letter will be sent to the provider

STEP FOUR — PROVIDER SHOULD:

☐ Complete NMDOH Home Health Agency Licensure & Medicare Certification Application and submit to NMDOH with any additional information required by the state

STEP FIVE — NMDOH SHOULD:

☐ NMDOH will follow its current process when an initial application is received
☐ If the facility’s documentation is found to be in compliance, NMDOH will issue a temporary license and allow the HHA to begin admitting patients

STEP SIX — 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 copy to ACHC
☐ Acquire minimum patient caseload: 10 patients served; 7 patients active at time of Initial Medicare Certification survey
☐ Provide a minimum of two services, one being Skilled Nursing (SN) and at least one qualifying service must be provided directly through agency W-2 employees

STEP SEVEN — PROVIDER SHOULD:

☐ Once provider is ready for survey, the provider will contact both ACHC and NMDOH in writing and request a survey from ACHC as the authorized licensing authority representative of NMDOH to provide an initial accreditation survey
STEP EIGHT — ACHC SHOULD:

☐ Schedule and conduct an unannounced initial licensure and Medicare Certification survey
☐ Once an approval decision is received, the provider will be granted accreditation for three years
☐ Notify provider, NMDOH, and CMS of its accreditation decision in writing (CMS will make a decision on granting deemed status after receiving a report from ACHC)
☐ If NMDOH agrees with ACHC decision, NMDOH will issue an annual license for one year

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