



**Attention Florida Home Health Providers Seeking Licensure:  
AHCA now requires Accreditation before issuing state licenses to Home  
Health Agencies.**

In the state of Florida, AHCA now requires that Home Health providers become accredited before issuing a license. To meet this new regulation, in addition to CMS Regulations, ACHC conducts a two part accreditation survey process.

AHCA **will not** accept an application for licensure without proof the provider is in-process with ACHC. You will receive an **in-process letter** from ACHC when the **Licensure In-process Requirements** (see below) have been completed and submitted to ACHC. You are **not** considered in-process with ACHC until you receive the in-process letter from your ACHC Account Manager.

**1 Part One:**

● Licensure In-process Requirements:

- ▶ Obtain an ACHC Interpretive Guide for Accreditation Standards online (in the ACHC store, achc.org)
- ▶ Submit a completed ACHC Application
- ▶ Submit a completed Preliminary Evidence Report
- ▶ Submit a \$1500 deposit

● After receiving an in-process letter from ACHC, submit your application for licensure to the state of Florida. ACHC has 120 days from the date on the in-process letter to complete your licensure survey. The State of Florida requires a provider receive full accreditation to be approved for a Home Health license. ACHC will grant a one year accreditation for your business if the first survey results in an approval decision.

● A one day, *announced*, survey will be conducted to review the company's policies, procedures, state requirements, OSHA requirements, etc.

● If the standards are met, ACHC will then notify the provider and the state of Florida in writing of the one year accreditation.

**2 Part Two:**

● Submit an 855 application with CMS (seeking Medicare Certification), obtain written documentation that the 855 application has been approved, and submit a copy of this document to ACHC. Submit proof of a successful OASIS Transmission to ACHC (if seeking Medicare Certification) Acquire necessary patient counts: 10 served, 7 active.

● The survey will be conducted 4-6 months *after* your Account Manager has been notified in writing that the agency has completed all steps listed above in Part Two.

● An *unannounced* survey will be conducted. If this survey results in an approval decision, the provider will be granted accreditation for an additional two years.

*\*\*If any of the requirements from Part Two have not been completed, the second survey will **not** be conducted and the provider's accreditation will expire after the first year of accreditation.\*\**

*\*This process does not apply to the counties of Broward and Miami-Dade due to the new AHCA regulation.\**

*\*For the Change of Ownership Process in Florida please contact an ACHC Home Health Account Manager.\**

**Contact ACHC today at 919-785-1214 or [customerservice@achc.org](mailto:customerservice@achc.org)**