

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PROCESS OF INITIAL LICENSURE ACCREDITATION



FOR PROVIDERS WHO HAVE NOT SUBMITTED AN INITIAL LICENSURE APPLICATION TO BECOME A HOSPICE PROVIDER WITH THE CDPH:

STEP ONE – PROVIDER SHOULD:

- Obtain Accreditation Commission for Health Care (ACHC) Hospice Accreditation Standards through Customer Central at cc.achc.org.
- Review ACHC Accreditation Standards and begin compiling policies and procedures.
- Obtain the California regulations for Hospices 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 Centralized Applications Branch (CAB) of the CDPH and include a cover letter indicating that you intend to hire ACHC as your accreditor.
- Submit a copy of your California application to ACHC.

STEP FOUR – CDPH SHOULD:

- When CAB determines that your licensure application packet is complete, you will receive an application approval letter.
 - o A copy of this letter will be sent to ACHC by CAB.
 - 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 CAB.
- Provider should have the Administrator or Director on site the day of the survey.

STEP SIX – ACHC SHOULD:

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

STEP SEVEN – CDPH SHOULD:

- Issue a hospice 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.
- Acquire minimum patient caseload: Five patients served, three patients active at time of Initial Medicare Certification survey.
- Provide all services required by patients being served.
- 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 hospice for approval.
- Schedule and conduct an unannounced Initial Medicare Certification survey.
- Once an approval decision is received, your hospice will be granted accreditation for three years.
- Notify your hospice, DO 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.

FOR PROVIDERS WHO HAVE SUBMITTED AN INITIAL LICENSURE APPLICATION TO BECOME A HOSPICE PROVIDER 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.
- Review ACHC Accreditation Standards and begin compiling policies and procedures.
- Obtain the California regulations for hospice providers 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 the Centralized Applications Branch (CAB) indicating you intend to hire ACHC as your accreditor.
- Submit a copy of your California application to ACHC.

STEP FOUR – CDPH SHOULD:

- When CAB determines that your application packet is complete, you will receive an application approval letter.
 - A copy of this letter will be sent to ACHC by CAB.
 - 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 CAB.
- Provider should have the Administrator or Director on site the day of survey.

STEP SIX – ACHC SHOULD:

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

STEP SEVEN – CDPH SHOULD:

- Issue a hospice 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.
- Acquire minimum patient caseload: Five patients served, three patients active at time of Initial Medicare Certification survey.
- Provide all service needed by the patients being served.
- 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 hospice for approval.
- Schedule and conduct an unannounced Initial Medicare Certification survey.
- Once an approval decision is received, your hospice will be granted accreditation for three years.
- Notify your hospice, DO 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 HOSPICE PROVIDER 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.
- Review ACHC Accreditation Standards and begin compiling policies and procedures.
- Obtain the California regulations for hospices 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 the Centralized Applications Branch (CAB) indicating you intend to hire ACHC as your accreditor.
- Submit a copy of your California application to ACHC.

STEP FOUR – CDPH SHOULD:

- CAB will send an acknowledgement letter to your hospice 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 CAB.
- Provider should have the Administrator or Director on site the day of survey.

STEP SIX – ACHC SHOULD:

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

STEP SEVEN – CDPH SHOULD:

- Issue a hospice 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.
- Acquire minimum patient caseload: Five patients served, three patients active at time of Initial Medicare Certification survey.
- Provide all services needed by patients being served.
- 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 hospice will be granted accreditation for three years.
- Notify your hospice, DO 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.