

FLORIDA AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA) PROCESS OF INITIAL ACCREDITATION



HOME HEALTH



PRIVATE DUTY

STEP ONE – PROVIDER SHOULD:

- Obtain the Accreditation Commission for Health Care (ACHC) Accreditation Standards through Customer Central at cc.achc.org.
- Review the ACHC Accreditation Standards and begin compiling your policies and procedures.
- Obtain the Florida regulations for the Laboratory and In-Home Services Unit by contacting Florida Agency for Health Care Administration (AHCA).

STEP TWO – PROVIDER SHOULD:

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

STEP THREE – ACHC SHOULD:

- Provide agency with an in-process letter.

STEP FOUR – PROVIDER SHOULD:

- Submit a completed AHCA Licensure application.
- Submit ACHC in-process letter with AHCA application.
- Submit all other required information from AHCA.

STEP FIVE – AHCA SHOULD:

- AHCA will send provider an “Omission Notice” asking for additional information and the date the provider must be accredited by. (Provider accreditation cannot be pending or dependent.)

STEP SIX – ACHC SHOULD:

- Schedule and conduct a one-day announced licensure survey within 120 days of the in-process letter.
- Notify provider and AHCA of its accreditation decision in writing.
- Once an approval decision is received, the provider will be granted accreditation for one year.

STEP SEVEN – PROVIDER SHOULD:

- Submit approval documentation to AHCA.

STEP EIGHT – AHCA SHOULD:

- Issue a Home Care License.

STEP NINE – INITIAL MEDICARE CERTIFICATION PROVIDERS 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, seven patients active at time of Initial Medicare Certification survey.
- Provide a minimum of two services, one being Skilled Nursing (SN) and one service must be offered by a W-2 employee.
- Inform ACHC in writing when all of the above are complete.

PRIVATE DUTY AND INFUSION NURSING PROVIDERS SHOULD:

- Start developing patient caseload.
- Acquire minimum patient caseload: Five patients served, three patients active.
- Inform ACHC in writing when all of the above are complete.

STEP TEN – ACHC SHOULD FOR INITIAL MEDICARE CERTIFICATION PROVIDERS:

- 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, AHCA, and CMS of its accreditation decision in writing. (CMS will make the decision of granting deemed status after receiving a report from ACHC.)

ACHC SHOULD FOR PRIVATE DUTY AND HOME INFUSION PROVIDERS:

- Create a second ACHC Agreement for Accreditation Services and submit to provider.
- Schedule and conduct an unannounced survey.
- Once an approval decision is received, the provider will be granted accreditation for three years.

IF ANY OF THE ABOVE STEPS ARE NOT COMPLETED, THE SECOND SURVEY WILL NOT BE CONDUCTED.