

# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PROCESS OF INITIAL LICENSURE 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 Centralized Applications Branch (CAB) of the CDPH and include a cover letter indicating that you intend to hire ACHC as your accreditor.

## 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 the 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.

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

## STEP SIX – ACHC SHOULD:

- Schedule and conduct a one-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 an approval letter for the 855A application and submit a copy of the 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: Ten 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 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.)

**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.
- 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 the Centralized Applications Branch (CAB) indicating you intend to hire ACHC as your accreditor.

**STEP FOUR – CDPH SHOULD:**

- When CAB 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 CAB.
  - o A copy of this letter, along with the 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.

**STEP SIX – ACHC SHOULD:**

- Schedule and conduct a one-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 an approval letter for the 855A application and submit a copy of the 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: Ten 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 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.)

**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.**

**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 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 the Centralized Applications Branch (CAB) 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 your initial survey and verify that ACHC has received a copy of the letter from CAB.

**STEP SIX – ACHC SHOULD:**

- Schedule and conduct a one-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 an approval letter for the 855A application and submit a copy of the 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: Ten 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 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.)

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