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 STEP SIX - ACHC SHOULD: agency with the CDPH. Schedule and conduct a one-day announced licensure STEP ONE - PROVIDER SHOULD: ☐ Notify your agency and CDPH of its final accreditation Obtain Accreditation Commission for Health Care decision in writing. (ACHC) Home Health Accreditation Standards through Once an approval decision is received, your agency will Customer Central at cc.achc.org. be granted accreditation for one year. Review ACHC Accreditation Standards and begin STEP SEVEN - CDPH SHOULD: compiling policies and procedures. Obtain the California regulations for Home Health Issue a Home Health agency provisional license. agencies by contacting the California Department of STEP EIGHT - FOR INITIAL MEDICARE CERTIFICATION, Public Health (CDPH). PROVIDER SHOULD: STEP TWO - PROVIDER SHOULD: ☐ Submit an 855A application to CMS. ☐ Submit a completed ACHC accreditation application. Start developing patient caseload. ☐ Submit a \$1,500 deposit. Obtain an approval letter for the 855A application and submit a copy of the approval letter to ACHC. Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement. ☐ Successfully complete an Outcome and Assessment Information Set (OASIS) test transmission and submit STEP THREE - PROVIDER SHOULD: a copy of your Final Validation Report to ACHC. File an application and any additional documentation Acquire minimum patient caseload: Ten patients served, required with the Centralized Applications Branch (CAB) seven patients active at time of Initial Medicare of the CDPH and include a cover letter indicating that Certification survey. you intend to hire ACHC as your accreditor. Provide a minimum of two services, one being Skilled Nursing (SN) and one that is offered by a W-2 employee. STEP FOUR - CDPH SHOULD: Inform ACHC in writing when all of the above are When CAB determines that your licensure application complete. packet is complete, you will receive an application approval letter. STEP NINE - FOR INITIAL MEDICARE CERTIFICATION, ACHC A copy of this letter will be sent to ACHC by SHOULD: ☐ Create a second ACHC Agreement for Accreditation A copy of this letter, along with the completed Services and send to your agency for approval. application, will be sent to the District Office ☐ Schedule and conduct an unannounced Initial Medicare (DO). Certification survey. Once an approval decision is received, your agency will STEP FIVE - PROVIDER SHOULD: be granted accreditation for three years. Contact ACHC to schedule your initial survey and verify Notify your agency, CDPH, and CMS of its accreditation decision in writing. (CMS will make the decision of that ACHC has received a copy of the letter from CAB. granting deemed status.) 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 Home Health agency with the STEP SIX - ACHC SHOULD: CDPH but have NOT received an approval letter. Schedule and conduct a one-day announced licensure STEP ONE - PROVIDER SHOULD: ☐ Notify your agency and CDPH of its final accreditation Obtain Accreditation Commission for Health Care decision in writing. (ACHC) Home Health Accreditation Standards through Once an approval decision is received, your agency will Customer Central at cc.achc.org. be granted accreditation for one year. Review ACHC Accreditation Standards and begin STEP SEVEN - CDPH SHOULD: compiling policies and procedures. ☐ Issue a Home Health agency provisional license. Obtain the California regulations for Home Health agencies by contacting the California Department of STEP EIGHT - FOR INITIAL MEDICARE CERTIFICATION, Public Health (CDPH). PROVIDER SHOULD: STEP TWO - PROVIDER SHOULD: Submit an 855A application to CMS. ☐ Submit a completed ACHC accreditation application. Start developing patient caseload. ☐ Submit a \$1,500 deposit. Obtain an approval letter for the 855A application and submit a copy of the approval letter to ACHC. Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement. ☐ Successfully complete an Outcome and Assessment Information Set (OASIS) test transmission and submit STEP THREE - PROVIDER SHOULD: a copy of your Final Validation Report to ACHC. ☐ Submit a letter to the Centralized Applications Branch Acquire minimum patient caseload: Ten patients served, (CAB) indicating you intend to hire ACHC as your seven patients active at time of Initial Medicare accreditor. Certification survey. Provide a minimum of two services, one being Skilled STEP FOUR - CDPH SHOULD: Nursing (SN) and one that is offered by a W-2 employee. ☐ When CAB determines that your application packet is Inform ACHC in writing when all of the above are complete, you will receive an application approval letter. complete. A copy of this letter will be sent to ACHC by STEP NINE- FOR INITIAL MEDICARE CERTIFICATION, ACHC SHOULD: A copy of this letter, along with the completed ☐ Create a second ACHC Agreement for Accreditation application, will be sent to the District Office Services and send to your agency for approval. (DO). ☐ Schedule and conduct an unannounced Initial Medicare Certification survey. STEP FIVE - PROVIDER SHOULD: Once an approval decision is received, your agency will Contact ACHC to schedule your initial survey and verify be granted accreditation for three years. that ACHC has received a copy of the letter from CAB. 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.

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STEP SEVEN - CDPH SHOULD:

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.

CTED O	NE PROMPER CHOM P		Issue a Home Health agency provisional license.
	NE - 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).		GHT – FOR INITIAL MEDICARE CERTIFICATION, DER 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.
STEP T	WO – 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.		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
STEP THREE - PROVIDER SHOULD:			complete.
	Submit a letter to the Centralized Applications Branch		
	(CAB) indicating you intend to hire ACHC as your accreditor.	STEP N SHOUL	
STEP F	(CAB) indicating you intend to hire ACHC as your accreditor.		D: Create a second ACHC Agreement for Accreditation
STEP F	(CAB) indicating you intend to hire ACHC as your	SHOUL	D:
	(CAB) indicating you intend to hire ACHC as your accreditor. OUR - CDPH SHOULD: CDPH will send an acknowledgement letter to your agency and ACHC. VE- PROVIDER SHOULD:	SHOUL	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.
	(CAB) indicating you intend to hire ACHC as your accreditor. OUR - CDPH SHOULD: CDPH will send an acknowledgement letter to your agency and ACHC.	SHOUL	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
STEP F	(CAB) indicating you intend to hire ACHC as your accreditor. OUR - CDPH SHOULD: CDPH will send an acknowledgement letter to your agency and ACHC. VE- PROVIDER SHOULD: Contact ACHC to schedule your initial survey and verify that ACHC has received a copy of the letter from	SHOUL	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

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