

TEXAS PROCESS OF INITIAL ACCREDITATION AND STATE LICENSURE

 HOME HEALTH  HOSPICE  PRIVATE DUTY

Step One

Completed By Provider:

- ☐ Obtain Accreditation Commission for Health Care (ACHC) Accreditation Standards for the program you are seeking accreditation for through Customer Central at cc.achc.org.
- ☐ Review ACHC Accreditation Standards and begin compiling policies and procedures.
- ☐ Obtain the Licensure standards for Home and Community Support Services Agencies (HCSSA) from Texas Health and Human Services (HHS):
<https://hhs.texas.gov/doing-business-hhs/provider-portals/long-term-care-providers/home-community-support-services-agencies/how-become-a-licensed-hcssa-provider>
- ☐ 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 Two

Completed By ACHC:

- ☐ Once ACHC receives the above items, an In Process letter will be sent to the provider.

Step Three

Completed By Provider:

- ☐ Complete a Licensure application for HCSSA and submit to Texas HHS with any additional information required by the State of Texas.
- ☐ Providers applying for licensure and Medicare Certification: Please see state requirement section 558.13 of the Home and Community Support Services Agencies Handbook (HCSSA).
- ☐ Submit an 855A application to CMS.

Step Four

Completed By Texas HHS:

- ☐ Texas HHS will follow its current process when the initial licensure application is received.
- ☐ If the facility's documentation is found to be in compliance, Texas HHS will issue a license and allow the provider to begin admitting patients.

Step Five

Initial Medicare Certification Providers Should:

- ☐ Obtain approval letter for the 855A application and submit copy of approval letter to ACHC.
- ☐ Start developing patient caseload.
- ☐ Hospice Providers: Acquire minimum patient caseload: five patients served, three patients active at time of Initial Medicare Certification survey.
 - The hospice must be fully prepared to provide all services and all four levels of care necessary to meet the Hospice Conditions of Participation (CoPs).
- ☐ Home Health Agencies: 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 at least one qualifying service must be provided directly through agency W-2 employees for Home Health Agency.

Step Six

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 Seven

Provider Notification of Survey Readiness:

- ☐ Providers are required to:
 - No later than six months after the effective date of the provider's initial license, the provider must have serviced at least one patient and submitted written notice to Texas HHS that they are ready for survey.
 - » If the provider completes building their caseload for Medicare Certification or for Private Duty or Home Infusion prior to the six-month mark, the provider must notify both Texas HHS and ACHC in writing and request a survey. ACHC can conduct a survey as an authorized licensing authority representative of Texas HHS.

Step Eight

Completed By ACHC:

- ☐ Schedule and conduct an unannounced Initial licensure and/or Medicare Certification survey.
- ☐ Once an approval decision is received, the provider will be granted accreditation for three years.
- ☐ For Medicare certification, ACHC will notify provider, Texas HHS, and CMS of its accreditation decision in writing. (CMS will make a decision on granting deemed status after receiving a report from ACHC.)

Step Nine

Private Duty and Infusion Nursing Providers Must:

- ☐ Submit Accreditation documentation to Texas HHS.

If any of the above steps are not completed, the survey will not be conducted.