

**WISCONSIN DEPARTMENT ON HEALTH SERVICES**

**CHAP Accreditation Process for Initial Home Health Licensure & Medicare Certification**

<b>Step 1</b>	<b>HOME HEALTH AGENCY</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Go to chapinc.org and click "Apply Now" from the home screen</li> <li>• Complete application, pay \$800.00 deposit, and sign accreditation agreement</li> <li>• Review Wisconsin Administrative Code Chapter DHS 133</li> <li>• Review CHAP Home Health Standards of Excellence</li> </ul>
<b>Step 2</b>	<b>CHAP</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Conduct introductory call with agency</li> <li>• Email agency CHAP in-process letter along with CHAP survey process documents</li> </ul>
<b>Step 3</b>	<b>HOME HEALTH AGENCY</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Submit Wisconsin Home Health Agency License Application to Department of Health Services (Division of Quality Assurance, Bureau of Health Services/Licensing, Certification and CLIA Section) along with other required documents, including CHAP's in-process letter <ul style="list-style-type: none"> <li>◦ Select "Combined Application" at <a href="#">Home Health Agency: Application for State Licensure and Federal Certification   Wisconsin Department of Health Services</a></li> </ul> </li> <li>• Submit a copy of completed Wisconsin Home Health Agency License Application to your Accreditation Specialist at CHAP</li> </ul>
<b>Step 4</b>	<b>DIVISION OF QUALITY ASSURANCE (DQA)</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• After DQA approves application materials, send approval letter to home health agency, copy CHAP</li> </ul>
<b>Step 5</b>	<b>HOME HEALTH AGENCY</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Submit approval letter to CHAP</li> <li>• Submit readiness in LinQ to schedule licensure survey</li> </ul>

<p>Step 6</p>	<p><b>CHAP</b></p>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Accreditation Specialist completes readiness call and Scheduling Manager schedules an announced initial licensure visit</li> <li>• Conduct 1 day licensure visit and submit for CHAP's 3 levels of review             <ul style="list-style-type: none"> <li>○ If an action plan is required (any deficiencies cited), submit action plan within 10 calendar days of CHAP release of the action plan to agency</li> <li>○ If no deficiencies or with accepted action plan, the site visit is assigned to the CHAP Board of Review (BOR) for a provisional accreditation decision</li> </ul> </li> <li>• Notify agency of licensure accreditation decision via emailed accreditation letter</li> <li>• Email DQA of approval of 1-year provisional accreditation</li> </ul>
<p>Step 7</p>	<p><b>DIVISION OF QUALITY ASSURANCE (DQA)</b></p>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Notify and grant provisional state licensure for 1 year with the same effective date of CHAP accreditation (NOTE: Wisconsin provisional licensure is effective for 3 months; it is extendable up to 3 times, up to a total of 1 year. The agency must send a letter to DQA requesting these extensions as necessary)</li> </ul>
<p>Step 8</p>	<p><b>HOME HEALTH AGENCY</b></p>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Submit CMS-855A application to Wisconsin's assigned Medicare Administrative Contractor (MAC)             <ul style="list-style-type: none"> <li>○ National Government Services (NGS) - <a href="https://www.ngsmedicare.com/web/ngs?lob=93618&amp;state=97203&amp;region=93624">https://www.ngsmedicare.com/web/ngs?lob=93618&amp;state=97203&amp;region=93624</a></li> </ul> </li> <li>• After provisional license is received, begin admitting and serving patients (a minimum of 10 <i>skilled</i> patients must be served, with 7 active skilled patients at the time of the initial site visit).             <ul style="list-style-type: none"> <li>○ The agency must have provided nursing and at least 1 other therapeutic service prior to the initial accreditation site visit.</li> </ul> </li> <li>• Submit a copy of the 855A approval letter from NGS to CHAP and submit readiness in CHAPLinQ             <ul style="list-style-type: none"> <li>○ "Readiness" consists of the 855A approval letter, entry of number of skilled patients served and number of active patients</li> </ul> </li> </ul>

<p>Step 9</p>	<p><b>CHAP</b></p>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Accreditation Specialist completes readiness call and Scheduling Manager schedules an <i>unannounced</i> Wisconsin licensure and initial CHAP accreditation/Medicare certification site visit</li> <li>• Conduct initial accreditation site visit and submit for CHAP’s 3 levels of review             <ul style="list-style-type: none"> <li>○ If an action plan is required (any deficiencies cited), submit action plan within 10 calendar days of CHAP release of the action plan to the agency</li> <li>○ If no deficiencies or with accepted action plan, the site visit is assigned to the CHAP Board of Review (BOR) for a provisional accreditation decision</li> </ul> </li> <li>• Notify agency of accreditation decision via emailed accreditation letter</li> <li>• Email the accreditation package to DQA, CMS location in Chicago, and CMS Central Office notifying of the 3-year accreditation decision at the same time as the agency is notified</li> </ul>
<p>Step 10</p>	<p><b>DIVISION OF QUALITY ASSURANCE (DQA)</b></p>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Notify home health agency of permanent state licensure and recommend Medicare certification to CMS</li> </ul>