

**WISCONSIN DEPARTMENT ON HEALTH SERVICES**

**CHAP Accreditation Process for Initial Hospice Licensure & Medicare Certification**

Step 1	<b>HOSPICE</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 131</li> <li>• Review CHAP Hospice Standards of Excellence</li> </ul>
Step 2	<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>
Step 3	<b>HOSPICE</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Submit Wisconsin Hospice 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="#">Hospice: Application Process   Wisconsin Department of Health Services</a></li> </ul> </li> <li>• Submit a copy of completed Wisconsin Hospice License Application to your Accreditation Specialist at CHAP</li> </ul>
Step 4	<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 hospice, copy CHAP</li> </ul>
Step 5	<b>HOSPICE</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>

Step 6	<b>CHAP</b>
	<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>
Step 7	<b>DIVISION OF QUALITY ASSURANCE (DQA)</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Notify and grant provisional state licensure for 2 years with the same effective date of CHAP accreditation</li> </ul>
Step 8	<b>HOSPICE</b>
	<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 5 hospice patients must be served, with 3 active patients at the time of the initial site visit).</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>

Step 9

**CHAP**

**STEPS:**

- Accreditation Specialist completes readiness call and Scheduling Manager schedules an *unannounced* Wisconsin licensure and initial CHAP accreditation/Medicare certification site visit
- Conduct initial accreditation site visit and submit for CHAP’s 3 levels of review
  - 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
  - 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
- Notify agency of accreditation decision via emailed accreditation letter
- 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

Step 10

**DIVISION OF QUALITY ASSURANCE (DQA)**

**STEPS:**

- Notify hospice of permanent state licensure and recommend Medicare certification to CMS