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

## HOME HEALTH AGENCY

**Step 1**
- Go to chapinc.org and click “Apply Now” from the home screen
- Complete application, pay $800.00 deposit, and sign accreditation agreement
- Review Wisconsin Administrative Code Chapter DHS 133
- Review CHAP Home Health Standards of Excellence

## CHAP

**Step 2**
- Conduct introductory call with agency
- Email agency CHAP in-process letter along with CHAP survey process documents

## HOME HEALTH AGENCY

**Step 3**
- 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
  - Select “Combined Application” at [Home Health Agency: Application for State Licensure and Federal Certification | Wisconsin Department of Health Services](https://www.dhs.wisconsin.gov/health/hca/page/017108)
- Submit a copy of completed Wisconsin Home Health Agency License Application to your Accreditation Specialist at CHAP

## DIVISION OF QUALITY ASSURANCE (DQA)

**Step 4**
- After DQA approves application materials, send approval letter to home health agency, copy CHAP

## HOME HEALTH AGENCY

**Step 5**
- Submit approval letter to CHAP
- Submit readiness in LinQ to schedule licensure survey
## Step 6

**CHAP**

**STEPS:**
- Accreditation Specialist completes readiness call and Scheduling Manager schedules an announced initial licensure visit
- Conduct 1 day licensure 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 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 licensure accreditation decision via emailed accreditation letter
- Email DQA of approval of 1-year provisional accreditation

## Step 7

**DIVISION OF QUALITY ASSURANCE (DQA)**

**STEPS:**
- 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)

## Step 8

**HOME HEALTH AGENCY**

**STEPS:**
- Submit CMS-855A application to Wisconsin's assigned Medicare Administrative Contractor (MAC)
- After provisional license is received, begin admitting and serving patients (a minimum of 10 skilled patients must be served, with 7 active skilled patients at the time of the initial site visit).
  - The agency must have provided nursing and at least 1 other therapeutic service prior to the initial accreditation site visit.
- Submit a copy of the 855A approval letter from NGS to CHAP and submit readiness in CHAPLinQ
  - “Readiness” consists of the 855A approval letter, entry of number of skilled patients served and number of active patients
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<tr>
<th>Step 9</th>
<th>CHAP</th>
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<tr>
<td>STEPS:</td>
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<tr>
<td>• Accreditation Specialist completes readiness call and Scheduling Manager schedules an <strong>unannounced</strong> Wisconsin licensure and initial CHAP accreditation/Medicare certification site visit</td>
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<td>• 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</td>
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<th>Step 10</th>
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<tbody>
<tr>
<td>STEPS:</td>
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<td>• Notify home health agency of permanent state licensure and recommend Medicare certification to CMS</td>
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