

WISCONSIN DEPARTMENT ON HEALTH SERVICES

CHAP Accreditation Process for Initial Home Health Licensure & Medicare Certification

Step 1	HOME HEALTH AGENCY
	<p>STEPS:</p> <ul style="list-style-type: none"> • 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
Step 2	CHAP
	<p>STEPS:</p> <ul style="list-style-type: none"> • Conduct introductory call with agency • Email agency CHAP in-process letter along with CHAP survey process documents
Step 3	HOME HEALTH AGENCY
	<p>STEPS:</p> <ul style="list-style-type: none"> • 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"> ◦ Select "Combined Application" at Home Health Agency: Application for State Licensure and Federal Certification Wisconsin Department of Health Services • Submit a copy of completed Wisconsin Home Health Agency License Application to your Accreditation Specialist at CHAP
Step 4	DIVISION OF QUALITY ASSURANCE (DQA)
	<p>STEPS:</p> <ul style="list-style-type: none"> • After DQA approves application materials, send approval letter to home health agency, copy CHAP
Step 5	HOME HEALTH AGENCY
	<p>STEPS:</p> <ul style="list-style-type: none"> • Submit approval letter to CHAP • Submit readiness in LinQ to schedule licensure survey

<p>Step 6</p>	<p>CHAP</p>
	<p>STEPS:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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
<p>Step 7</p>	<p>DIVISION OF QUALITY ASSURANCE (DQA)</p>
	<p>STEPS:</p> <ul style="list-style-type: none"> • 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)
<p>Step 8</p>	<p>HOME HEALTH AGENCY</p>
	<p>STEPS:</p> <ul style="list-style-type: none"> • Submit CMS-855A application to Wisconsin's assigned Medicare Administrative Contractor (MAC) <ul style="list-style-type: none"> ○ National Government Services (NGS) - https://www.ngsmedicare.com/web/ngs?lob=93618&state=97203&region=93624 • 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"> ○ 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 <ul style="list-style-type: none"> ○ "Readiness" consists of the 855A approval letter, entry of number of skilled patients served and number of active patients

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 home health agency of permanent state licensure and recommend Medicare certification to CMS