

CAHC Initial Accreditation Process

Frequently Asked Questions



Who is eligible for Accreditation?

Any provider who is registered as a Health Care Service Firm and properly licensed to provide home care services within the state is eligible. Additionally, CAHC requires providers to have at least one client for four months prior to meet the period of accountability.

What does period of accountability mean?

The period of accountability is the time period that the provider's compliance with CAHC Standards is under review. For applicant agencies, the period of accountability is four months prior to the date of the survey.

How do I begin the Accreditation process?

The first step is to purchase the CAHC Accreditation Manual, which can be requested by mail, or purchased on-line from the CAHC website. Once the manual is purchased, an electronic copy of the manual, the application, instructions to complete the application, and a zip file of all CAHC forms and policy templates will be emailed to the provider. A hard copy of the manual, the application and instructions will also be sent to provider via USPS priority mail. Payment for the CAHC Accreditation Manual can be made by check or credit card. The purchasing fee for the manual will be deducted from the application fee.

How do I submit the application?

The completed application can be submitted through email, digital media (flash drive) or USPS. A check made out to CAHC (no credit cards accepted) for the initial accreditation fee, along with a printed and signed Memorandum of Agreement, the HIPPA Business Associate Agreement and other requested documents should be included with the application.

What happens after I complete the application?

Once the application is submitted to the CAHC office, a surveyor will review the application. This review process can take four - six weeks. The surveyor may contact the agency for clarification or additional documentation, if necessary. If no additional documentation or clarification is needed, the surveyor will contact the provider to arrange a mutually convenient date for the initial accreditation survey. The CAHC office does not schedule survey dates.

How long does the Initial Accreditation Survey visit take?

The on-site survey visit is scheduled for one - three days per site, depending on the size of the provider and whether the provider is applying for single or dual accreditation.