

CAHC APPLICATION FOR ACCREDITATION

COMPANION SERVICES

PERSONAL CARE SERVICES

COMMUNITY BASED SKILLED NURSING SERVICES



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INSTRUCTIONS FOR COMPLETING THE CAHC ACCREDITATION APPLICATION

All CAHC Electronic Documents are Writeable PDF files. They can be opened, worked on, and saved any number of times until your application is completed. If you make a mistake, simply change the information. For all Policies and Forms, CAHC encourages the use of MS Office documents so any suggested changes can be noted within your documents and emailed back to you for revisions if needed.

This application is to be used in conjunction with the CAHC Accreditation Manual. A close reading and thorough understanding of the Manual is essential for completing the application. If you have questions, call the CAHC office for assistance. If your agency is already accredited for one service and you are applying for accreditation for the other service, be sure to evaluate all aspects of your program to see what needs to be changed for the second service.

Please use this application if you are applying for accreditation for:

- Companion/Personal Care Services (CPCS) services - Complete all unlabeled sections plus those labeled “CPCS”
- Community Bases Skilled Nursing (CBSN) services - Complete all unlabeled sections plus those labeled “CBSN”
- Dual services (CPCS and CBSN) - Complete all sections.

Completing the application:

- As requested below, name and assemble all documents so they are easy to identify
- Check off each item on the application as you complete it.
- Attach the requested policies, forms, etc. to an email or assemble them on digital media to be finalized and sent upon completion.
- **Make the attached materials easy to find:**
 - Do not attach/assemble the same materials twice. If requested material has already been attached, note that in the comments section of the application and include a reference for where to find it.
 - Do not attach an entire policy if all CAHC requirements (as specified in the CAHC standards) can be demonstrated in fewer pages.
 - When you name your digital documents, please include the standard/intent to which each document refers. If providing dual services, please note which service. If multiple sites are applying, attach all site specific policies, job descriptions, forms, etc. for that site and note the site in the body of your application.

Submitting the Application: Email or Digital Media via Regular Mail

Email: Save a copy of your completed profile and attach it to your application email and make sure to copy yourself on your email. Email your completed application to initial@cahcnj.org. You **must** then mail a **check** for the initial accreditation fee (refer to pages 5 and 6) to CAHC along with your completed, **printed and signed Memorandum of Agreement and HIPAA Business Associate Agreement** to: CAHC Initial Accreditation, Commission on Accreditation for Home Care, Suite 235, 299 Market Street, Saddle Brook, NJ 07663. (**NOTE:** Your email application will not be processed until receipt of your entire application and check)

Digital Media - CD/DVD/Flash Drive: Save a copy of your completed profile and include it with your digital documents on your chosen media. Mail your digital media along with your **check** for the initial accreditation fee (refer to pages 5 and 6) and your completed, **printed and signed Memorandum of Agreement and HIPAA Business Associate Agreement** to: CAHC Initial Accreditation, Commission on Accreditation for Home Care, Suite 235, 299 Market Street, Saddle Brook, NJ 07663.