

NATIONAL ACCREDITATION OPTION
DEPARTMENT OF HEALTH AND WELFARE PROCEDURE
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House Bill 322 Section 8 Legislative Intent states: “COST CONTAINMENT MEASURES. Within this Medicaid appropriation the Department of Health and Welfare is requested to proceed with implementing the necessary policy and operational changes to contain and reduce costs in order to provide for a sustainable Medicaid Program. Key cost containment strategies should include, but are not limited to the following: (7) Establish operational protocols and related policy where needed to encourage service providers to obtain national accreditation.

This process is designed to meet guidelines in legislative intent by establishing a statewide procedure for agencies seeking National accreditation in lieu of certification as a Medicaid Provider. The purpose of this procedure is to implement operational protocols and related policy to encourage service providers to obtain national accreditation.

Department Authority

FOR DDA ONLY Pursuant to IDAPA 16.03.21.125.04 - National Accreditation. The Department may adopt the policy of accepting national accreditation in lieu of state certification for developmental disabilities agencies.

The Department will retain the following functions for all agencies seeking CARF accreditation:

1. Application for Certification based on the standard application process for provider type and specialty applicable.
2. 6 month Initial compliance review
3. Complaint Investigation
4. Eligibility
5. Focus Review

Department Process:

Each agency seeking national accreditation in lieu of certification is required to submit information to the Department as a term of their certification.

Provider in initial 6 month Provisional Certification with the Department

Providers in initial Provisional certification with the Department and seeking *initial* CARF accreditation with the Department must complete the 6 month provisional review and have full certification with the Department before national accreditation will be accepted in lieu of certification).

Initial Setup for Services an agency seeking CARF accreditation.

The Department will:

1. Establish the principle area of accreditation that is necessary to meet minimal requirement for certification for the agency seeking accreditation.
2. Establish a communication with CARF that outlines any IDAPA rule requirements not yet met and to determine if CARF surveyors can incorporate the rules into their survey.
 - i. If CARF can incorporate those components into their accreditation process, a written tool will be created.
 - ii. If CARF cannot incorporate components into the accreditation process, the department will develop a “focus” review (complete #3).
3. Establish “Focus review” if deemed necessary. The focus review will consist of IDAPA that has been determined by the program as critical and essential for certification that is not or cannot be included in the CARF accreditation survey process.

Process for agencies completing CARF accreditation as certification:

Step 1-3 are outlined in the DDA process guidelines. The steps are specific to the interaction between CARF and the DDA agency.

Step 4: Agency Submit Intent to Survey

1. Agency submits Intent to Survey to CARF. This is the accreditation application submitted online via CARF’s Customer Connect website. Agencies seeking re-accreditation are notified of Intent to Survey automatically. Agencies seeking accreditation for the first time will arrange for access to the Intent to Survey through their Resource Specialist. Intent Fee (\$950 for the 2009 CARF Standards Manual Year) is submitted by agency. Agencies seeking accreditation for the first time choose the preferred time frame for accreditation. The two-month time frame chosen will determine when the agency is surveyed. The Intent to Survey is due 3-4 months prior to the two-month time frame selected and the month the survey is conducted becomes the accreditation expiration month. (E.g. Preferred time frame September/October, Intent due by the end of May, expiration month will be September or October). Due dates set by CARF.
2. **AGENCY WILL SUBMIT A COPY OF LOI TO DEPARTMENT WITHIN 30 DAYS** by sending a copy of the Intent to Survey that is submitted to CARF. This Intent will be filed in the agency file and Trigger the CARF accreditation certification track.

Step 5: CARF selects survey team/ schedules survey:

1. CARF Survey Team and Dates selected: specific dates and surveyors are assigned and the organization is notified at least 30 days before the survey.
2. **AGENCY WILL NOTIFY DEPARTMENT OF SURVEY DATES.**

Step 6: CARF Survey Team Conducts survey:

1. At least 30 days before the survey, the agency must display poster announcing survey dates.
2. IDHW Survey Addendum will be completed by the survey team during the survey. This addendum will be attached with the CARF report.
3. The organization is informed of the teams findings related to the applicable CARF standards during the Exit Conference, but the accreditation decision is not rendered at this time. The Department may choose to attend the exit conference.

Step 7: Accreditation Decision is made/ Certificate of Accreditation issued:

1. In approximately 6-8 weeks from the survey exit conference, the agency will be sent a survey report containing the accreditation decision. Possible accreditation decisions are One-Year, Three-Year, Provisional (only on resurveys following a previous One-Year accreditation) or Non accreditation.

Step 8: Agency Submits Accreditation decision to the department within 30 Days of notification of accreditation from CARF.

Step 9: Department conducts **FOCUS REVIEW**: Will be completed within 30 days following notification of CARF accreditation. The review will consist of the pre-established set of IDAPA rules that could not be incorporated into the survey process for National Accreditation. The focus review is designed to assure final certification.

Step 10: Department will issue **CERTIFICATE** based on agency substantial compliance to the focus review and in accordance with 16.03.21 as well as CARF conformance. The length of certificate based on accreditation issued. A Certificate will be issued based on the length of accreditation and in accordance with rules and regulations governing the certification of the provider type and specialty.

Step 11: Agency must submit Quality Improvement Plan to CARF

1. Agency is required to submit a Quality Improvement Plan to CARF within 90 days of CARF's accreditation notification to the Agency.
2. **AGENCY WILL SUBMIT A COPY OF THE REPORT TO DEPARTMENT**

Step 12: Annual Conformance to Quality Report (ACOR)

1. Agencies that achieve a Three-Year Accreditation are required to submit an Annual report to CARF as a term of their accreditation.
2. **AGENCY WILL SUBMIT A COPY OF THE REPORT TO DEPARTMENT**

RENEWAL of ACCREDITATION:

Agency will notify department based on Intent to Survey dates, then follow steps 4-10.

Records:

Department will maintain a file containing the following information from agencies seeking initial accreditation in lieu of certification:

- a) For a new provider in initial Provisional certification with the Department and seeking National accreditation, the Department will gather the following information:
 - i) The agency letter of intent to CARF.
 - ii) The agency will be reviewed for substantial compliance to meet full certification standards following the standard review process.

- b) For a current provider seeking *initial/ongoing* National accreditation, the Department will gather the following information:
 - (1) The agency letter of intent to CARF.
 - (2) CARF schedule for survey
 - (3) Letter of Accreditation award and Survey Report with Addendum attached.
 - (4) Quality Improvement Plan (QIP)
 - (5) Annual Conformance to Quality Report (ACOR).