

DOCUMENTATION REQUIRED FOR HOME HEALTH CARE AGENCY LICENSURE APPROVAL

The following materials must be submitted with your licensure application. This documentation will be reviewed by the Division of Home Health for substantial compliance with the regulations at 28 Pa. Code, Chapter 601, Subpart F, Home Health Care Agencies. The agency cannot admit or treat any patients until approval is received from the Department of Health.

GOVERNANCE AND MANAGEMENT

Organization, Services, and Administration – See Section 601.21

Please send the following:

1. Organizational chart
2. Description of services to be provided
3. Members of governing body
4. Appointment of administrator by governing body
 - a. Administrator's qualifications
 - b. Qualified alternate
5. Arrangement for professional advice
6. Budget policies
7. Supervising Registered Nurse or physician
 - a. Copy of professional license
 - b. Copy of orientation
 - c. Similarly qualified alternate
8. Outline of personnel policies
9. Policies for coordination of patient services

Agency Evaluation and Review – See Section 601.22

Please send the following:

1. Individual's responsible for professional advice
 - a. Name and professional background
2. Policies relating to advisory and evaluation responsibilities of the Group of Professional Personnel
3. Policies for annual program evaluation
4. Policies for quarterly clinical record reviews
5. Policies for collection of statistical data
 - a. Data to be collected

Acceptance of Patients, Plan of Treatment, and Medical Supervision – See Section 601.31

Please send the following:

1. Policies for acceptance of patients
2. Policies for development of the plan of treatment
 - a. Sample plan of care
3. Policies for review of the plan of treatment
4. Policies for conformance with physician's orders
 - a. Verbal order policy

Skilled Nursing Service – See Section 601.32

Please send the following:

1. Copies of professional licenses
2. Job description

Therapy Services – See Section 601.33

Please send the following:

1. Copies of professional licenses
2. Job description

Medical Social Services – See Section 601.34

Please send the following: (if providing medical social services)

1. Copy of resume and professional license
2. Job description

Home Health Aid Services- See Section 601.6 Definitions and Section 601.35

Please send the following: (if providing home health aide services)

1. If providing home health aide services
 - a. Copy of home health aide training program
 - b. Job description
 - c. Policies for assignment of home health aides
 - d. Policies for supervision of home health aides

Clinical Records – See Section 601.36

Please send the following:

1. Policies on maintenance of clinical records
2. Policies on retention of clinical records
3. Policies of protection of clinical records

**The passage of Act 169 of 1996 requires applicants who seek employment at home health agencies obtain a criminal history background check. The provision of the Act takes effect July 1, 1998. A request for a background check can be initiated by obtaining the "Request for Criminal Background Check" (form SP-4 – 164) from the State Police. Documentation that criminal background checks have been completed for all employees must also be submitted.