

Great Achievements Come One Step at a Time

**A Snapshot of the Process
to Achieve Joint Commission
Home Care Accreditation**



1 Explore your options with us

To get started, simply call (630) 792-5070 to discuss which program and survey options are the best fit for your needs, including:

- Deemed Status Survey options for Medicare certification
- Community-Based Palliative Care certification option
- Special survey options for multi-site corporations

2 Review the requirements

Request free 90-day access to our online standards manual (E-dition) from our website www.jointcommission.org/OME.

- Review the written document checklists
- Identify your focus areas for preparation and potential target survey month

3 Assess your readiness

When reviewing the standards, make a list to determine:

- Requirements which apply in your case
- Requirements you already meet currently
- If and where policies/procedures might need to be changed

If you need any help interpreting the standards or what to do to meet them, call our Business Development team at (630) 792-5070 to help get connected to our Standards Interpretation Group.

Joint Commission Home Care Accreditation

- Home Health
- Hospice
- Pharmacy
- Personal Care
- DMEPOS

**For more information on
Joint Commission Home
Care Accreditation, please call
(630) 792-5070 or visit us at
jointcommission.org/OME.**



4 **Submit application with your deposit**

To apply, simply call (630) 792-5070 or email us at homecare@jointcommission.org

- Our team will help set up a secure account page for your organization on The Joint Commission’s internal site (extranet)
- Access the internal site with your login name and password to complete your application

Talk with your team to determine a realistic “ready month” for your survey anytime in the next 12 months (Identify that month on the application while noting blackout dates)

TIP! Most organizations submit their completed application with a ready month at least 5 months prior to the date they’d like to hang an accreditation award certificate on their wall. As an applicant, you are provided access to a variety of free resources to help you prepare.

5 **Review & address any identified gap areas**

Establish a timeline to implement any changes needed to comply with the standards by the time of your on-site accreditation survey

6 **Access resources and prepare for your on-site survey**

Access your organization’s extranet site to view the Survey Activity Guide which provides all the details of the surveyor(s) on-site agenda. You can also access multiple free resources now available to you, including:

- Informational webinars, segment-specific guides, and other electronic preparation tools
- Visit www.jcrinc.com for books, formal seminars and other resources to help you prepare

7 **Participate in your first Joint Commission survey**

On the day of your survey, you’ll meet your Joint Commission Surveyor(s) and undergo the comprehensive on-site review. A preliminary accreditation report will be made available to you at the end of the survey.

8 **Complete any post survey follow up**

If further changes are requested:

- Resolve the issues
- Report back to your Account Representative within the requested time period, usually about 45 - 60 days

9 **Celebrate/publicize your accomplishments**

- When you’ve attained “The Gold Seal of Approval®” – let the world know!
- Visit www.jointcommission.org/publicity_kit for Gold Seal artwork to use and tips on promoting your new status

10 **Maintain survey readiness**

- Take advantage of many resources to maintain your compliance with Joint Commission requirements
- Use the Focused Standards Assessment process to continuously improve your organization’s performance in the years between surveys
- Keep us up-to-date on any major changes in your organization on your extranet site
- Check the extranet site periodically for billing and new information