

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
- New 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 helpful, self-assessment prompts in each chapter
- 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.

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 write to 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 all 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) onsite agenda. You can also access multiple free resources now available to you, including:

- Information webinars, Leading Practice Library, Standards BoostPaks®, and Electronic Preparation Tool
- Visit www.jcrlinc.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 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