



Accreditation Procedure

Any organization providing home care services in Iowa may apply for Accreditation by the Iowa Center for Home Care.

1. Applicant agency completes questionnaire and submits required documentation to the ICHC committee.
2. ICHC Committee will review questionnaire & documentation within 30 days of receipt. If complete and satisfactory, accreditation is granted.
3. If the application is not complete, the ICHC committee will inform the applicant and request additional documentation; the applicant will be given 30 days to provide that additional or corrected documentation.
4. Any documentation submitted in support of an application for accreditation will be kept in confidence, accessible only to the ICHC committee for purposes of administering the accreditation program. Any personal information should be redacted.
5. Initial approval is for one year. Renewals are good for two years.
6. Accreditation is \$400.00 for the first year. The renewal fee is \$600.00 for two years; all fees must accompany the completed questionnaire and are non-refundable.
7. During the Accreditation period, the agency must notify the ICHC committee within 30 days of any change in agency name, mailing address, or branch location(s).
8. If an agency changes ownership during the Accreditation period, the new owner/ officer must submit to the ICHC committee a completed and signed Certification and At- testation form within 30 days. Failure to do so may result in loss of accreditation.
9. Renewal requires submission of a completely new questionnaire & documentation.
10. In the event of a credible and verifiable complaint against an accredited agency, the ICHC committee staff has the right to request additional documentation demonstrating compliance with accreditation standards at any time during the accreditation period. Agencies will be given 30 days to submit documentation demonstrating compliance. Agencies that fail to submit requested documentation within the 30- day time frame may lose their accreditation.
11. An agency can voluntarily withdraw from the accreditation program at any time by submitting a written notification to the ICHC committee.
12. Agencies that lose or withdraw from accreditation must wait at least six months before they can re-apply.
13. The terms and requirements of the accreditation program may be amended at any time by the Board of ICHC. Any such changes become effective immediately for agencies seeking accreditation, and upon renewal for agencies accredited at the time of the change.