



Accreditation Procedure

Any member organization providing home care services in Iowa for a minimum of one year may apply for Accreditation by the Iowa Health Care Association.

1. Applicant agency completes questionnaire and submits required documentation to the association.
2. The association will review the questionnaire and documentation within 30 days of receipt. An onsite visit may be requested. If complete and satisfactory, accreditation is granted.
3. If the application is not complete, the association 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 association for purposes of administering the accreditation program. Any personal information should be redacted.
5. Accreditation is \$250.00 for the initial application. The ongoing fee of \$100.00 for annual renewals; the initial fee must accompany the completed questionnaire and is non-refundable.
6. During the Accreditation period, the agency must notify the association within 30 days of any change in agency name, mailing address, or branch location(s). If an agency changes ownership during the Accreditation period, the new owner/ officer must submit to the association a completed and signed Certification and Attestation form within 30 days. Failure to do so may result in loss of accreditation.
7. In the event of a credible and verifiable complaint against an accredited agency, IHCA 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.
8. An agency can voluntarily withdraw from the accreditation program at any time by submitting a written notification to the committee.
9. The terms and requirements of the accreditation program may be amended at any time by the association. Any such changes become effective immediately for agencies seeking accreditation, and upon annual renewal for agencies accredited at the time of the change.