

# HHA Initial Certification Kit

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## Complete/Upload Certification kit

### 1 Enter CMS-1539 Data

- Go to the Transmittal (CMS-1539) tab.
- Supply the required fields:
  - Fiscal Year Ending Date: **12/31**
  - Certified as (L12): **A – In Compliance**
  - Surveyor Sign Date (L19): **Today's Date**
  - State Agency Approval date (L20): **Today's Date**
  - Original Date of Participation (L24): **Today's Date**
  - Termination Code (L30): **00 Active**
  - Determination Approval date (L33): **Today's Date**

### 2 Application (CMS-1572A)

- Go to the **Application (CMS-1572A)** tab, and enter the following:
  - Type of Survey – Initial (G2): **Standard**
  - Eligibility (G7): **2 Medicaid**
  - Administrator (G8): Select the Administrator Type from the Administration tab in Facility Properties
  - Branch Offices: Select checkbox for (G16) Has Branches
    - Click **Add** and enter the following:
      - Address: type anything
      - Zip Code: **80501**
      - Tab through City and County and it will populate according to the Zip Code.
      - Click **OK**.
  - Agency Type (G18) **03 Official Health Agency**
  - Control Type (G20): **03 Other**
  - Services Offered (G21): Select **1 Agency Staff** for:
    - 01 Nursing Care
    - 04 Speech Therapy
    - 06 Home Health Aide
    - 08 Nutritional Guidance
  - Staffing: Registered Nurse (G22): **5**
    - Lic Practical Nurse (G23): **5**
    - Speech Path/Audiologist (G26): **2**
    - Home Health Aide (G28): **2**
    - Dietician (G30): **2**
  - HHA Provides Directly (G32): **4 Neither**
  - Total Discharges (G44) - **0**

- Surveyor Summary (G45): **1 No evidence or need for partial...**
- Survey Frequency: **B 12-36 months**
- HHA Qualified for OPT (Outpatient Physical Therapy): **Yes**

### 3 Action item to RO to approve Medicare Branch

- Go to the **Tracking** tab.
- Select the **Activities/Action Items** tab.
- Click **Add** and enter the following:
  - Type: **11 Additional Information Requested**
  - Select **Add R.O.** and select the RO version of yourself
  - Click **OK**.
- Click **OK** to close Define Activity.
- Click **Done** to close the certification kit.
- Close ACO.

### 4 Medicare Branch ID

- Open **ARO**.
- Change the ARO Selection set to **HHA Open**.
- Expand your facility (HHAXX), right-click the certification kit and click **Certification Kit**.
- Go to the **Application** tab.
- Click the checkbox to enable **(G16) Has Branches?**
- Select the branch and click **Modify**.
- Using the information below, enter a valid 10-character alphanumeric **Medicare Branch ID**. (39QK011001)

The Medicare Branch ID field appears to the right of the Facility/Branch ID field. The Facility/Branch ID is supplied by the system; you must reopen the Facility Relationship Manager after you add an HHA branch to see it.

The format of the Medicare Branch ID for an HHA branch is:

- first two characters of the parent provider's CCN (the State Code). **See certification kit title bar for CCN (Provider ID).**
- the letter **"Q"**
- last four characters of the parent provider's CCN
- sequential number for the branch, starting with 001

Example: 55Q7122003 (third branch record added to the database for the parent HHA with CCN = 557122)

- Press the **Tab** key to enable the RO Approved date field, then enter **today's date**.
- Click **OK**.

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## 5 Upload the certification kit

- Click the **Upload** tab.
- Click **Prevalidate and Upload**.

A message indicates incomplete forms on the Cert/Surveys page. Click **OK** on the Certificate Validation message.

- On the Certification & Surveys tab, click **Facility and CMS 670 Edits Not Passed**. This tells you what information is required to successfully upload the certification kit. NPI information is required but not entered. Add The NPI number on the Facility Definition tab.
- Click **OK**, then click **Done** to close the kit.
- Right-click your facility and select **Facility Properties**.
- Click **Update NPI**.
- Click **Add NPI**, and enter NPI Number: **1234567893**, and then click **OK**.
- Highlight the row with the NPI included, and click the **Primary** button.
- Click **Return to Facility Page** and **OK** to close Facility Properties.

After you make the changes, open the certification kit and upload the kit again.

- Click **Prevalidate and Upload**.
- Click **Yes** to send the kit to National.
- When finished, click **Done** to exit the certification kit.