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Home Care License in Colorado

Get Your Colorado Home Care License

There is a difference between Licensure and Certification. All Health Care-related entities must first obtain a License and then pursue one or many available Certifications.

Steps necessary for home care or home health licensure in Colorado.

Health facility licensing is a mandatory process that providers must go through to operate in Colorado. CDPHE does the entire process for licensing and the survey portion for Colorado Medicaid Waiver Certifications.

Note: Certification for Federal Medicare and Medicaid is an optional process that allows providers to bill for reimbursement. New Providers have the option of attaining accreditation that conveys deemed Medicare status, by independently contacting The Joint Commission, ACHC or CHAP.

1. Submit the Letter of Intent - <https://cdphe.colorado.gov/health-facilities-licensure-certification-and-registration>

After your LOI is received, the Health Department will transmit instructions for using your account on the Provider Portal to create and submit an application. Information on what information to have ready at Initial Survey will be included in this transmittal.

2. Complete licensing application. A completed application includes the following components:
 - A completed and signed application in COHFI
 - All supporting documentation required as a part of the application uploaded to COHFI. Supporting documentation includes:
 - Lease agreements



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- Form 1 with signatures (required to obtain instructions to complete fingerprint background checks)
- Business Documents (Articles of Organization/Articles of Incorporation, Operating Agreement/Bylaws/Partnership Agreement, etc.)
- Conflicts of Interest Disclosure Form
- Policies and Procedures
- HCAA conforming insurance policy and Certificate of Insurance, or Division of Insurance approval letter for non-conforming policy
- Initial licensing fee. In order to be considered complete, a license application should be accompanied by the appropriate non-refundable application fee(s).

Note: Pressing send on the application indicates your agreement that you are ready for Initial Survey.

After your online application is received, the Health Department will check it for completeness and either (a) contact you for additional information, or (b) assign your application to a surveyor.

3. A surveyor will contact the individual noted on the application as Administrator using the information to offer a date for Initial Survey. You and surveyor agree on a time, date and location for the Initial Survey.
4. At Initial Survey, present the Surveyor with all information requested. An verbal pass or fail will be provided before the surveyor departs the Initial Survey. A pass means you wait for approximately 10 days to receive your License number. A fail means you prepare a Plan of Correction for each citation issued during Initial Survey.

How to get Federal Medicare/Medicaid Certification

See Flowchart for Initial Survey and Certification steps:

<https://drive.google.com/file/d/0ByqZDBabyNVSSG5yM3J6alpBZEU/view?resourcekey=0-UWDp9REiqmmaulyOMjueHA>