



Dear Prospective Home Health Agency Provider:

Thank you for your interest in Home Health Agencies in Montana. This letter is intended to guide you through the licensing process. Home Health Agencies (HHAs) are not required to be reviewed by the Health Planning Program and therefore a Certificate of Need (CON) review is not required.

The following items must be submitted to the Licensure Bureau to license your facility:

- ❑ A completed License Application and fee. The License Application may be found at <https://dphhs.mt.gov/oig/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/lbhomehealthagency>
- ❑ A completed BFS Plan Submittal Form submitted to the Licensure Bureau's Construction Consultant (please reach out to Brian Nelson for the document: Brian.Nelson@mt.gov)
- ❑ Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date. The rules describing the regulatory requirements for Home Health Agencies can be found at the web address above.
- ❑ A list of counties in which the home health agency plans to serve.
- ❑ A list of all professional staff, including license numbers.
- ❑ Attestation statement from the prospective administrator stating that he/she has reviewed the rules pertaining to Home Health Agencies.

Do not submit an application earlier than 6-months prior to the desired licensure date. Applications that are initiated and have no provider movement in the completion and uploading required documentation will be withdrawn within the timeframe designated in bureau policy.

Upon the submission and approval of all the aforementioned information and documentation, the Licensure Bureau will issue a six (6) month provisional license. A facility may not accept patients until it is licensed. A health care facility surveyor from the Licensure Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with Home Health Agencies. This visit is also an opportunity for the facility to obtain any clarification of those regulations.

Home Health Agencies may be licensed and certified. The information included in this letter is for the licensing of Home Health Agencies only. To obtain information on what is required for certification of the facility, you will need to contact the Certification Bureau at 406-444-2099 or by e-mail at MTSSAD@mt.gov.

If you have further questions or have questions during the licensure process, you may contact the Licensure Bureau at 406-444-2676.

Sincerely,

Tara Wooten

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