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To: Home and Community Based (HCB) Waiver Providers

From: Pam Smith, Director   
Division of Long-Term Services and Supports

Marnie Mountjoy, Director   
Department for Aging and Independent Living  
Division of Quality Living

Date: April 2, 2024

Re: HCB Waiver Provider Certification for Home Health Agencies

To provide HCB services, all providers are required to meet the certification requirements in 907 KAR 7:005, *Certified waiver provider requirements* and 907 KAR 7:010 *Home and community based waiver version 2*. The Department for Medicaid Services (DMS) and the Department for Aging and Independent Living (DAIL) have identified home health agencies providing HCB waiver services as having not undergone the certification review process. In compliance with regulations and to ensure quality measures are in place, home health agencies must undergo a certification review.

DAIL is the administrative agency responsible for certifying HCB waiver providers. DAIL will conduct the certification review at the time of each agency's next quality review. The certification review is typically conducted as a desk review and is completed remotely. The process takes approximately forty-five (45) calendar days to complete.

To complete the process, DAIL will ask your agency to submit its operating procedures, personnel policies and procedures, an organizational chart, and an employee roster. A sample of personnel files and participant charts are reviewed as well. Should deficiencies be discovered, DAIL will communicate those to the agency in a Findings Summary, and the agency will be allowed to provide additional documentation to address the finding(s). After the review is complete and any findings have been resolved, DAIL will issue a Certification Approval letter.

The HCB waiver provider is responsible for uploading the Certification Approval letter to the Medicaid Partner Portal Application (MPPA).

Questions regarding the HCB waiver provider certification process should be directed to [HCBinquiries@Ky.gov](mailto:HCBinquiries@Ky.gov). Questions regarding the portal and/or becoming a provider should be directed to MPPA at (877) 838-5085.

Thank you.