



## PROCEDURE FOR CAHSAH HOME CARE AIDE ORGANIZATION CERTIFICATION



**Any organization providing home care services in California may apply for CAHSAH Home Care Aide Organization Certification by the California Association for Health Services at Home (CAHSAH).**

1. Applicant agency completes application and submits required documentation to CAHSAH.
2. CAHSAH membership staff reviews application and documentation within 30 days of receipt. If complete and satisfactory, certification is granted.
3. If the application is not complete, CAHSAH staff 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 certification will be kept in confidence, accessible only to CAHSAH staff and leadership for purposes of administering the certification program. Any personal information should be redacted.
5. Initial approval is for one year. Renewals are good for one year.
6. Certification is free and only for CAHSAH members.
7. During the certification period, the agency must notify CAHSAH within 30 days of any change in agency name, mailing address, or branch location(s).
8. If an agency changes ownership during the certification period, the new owner/ officer must submit to CAHSAH a completed and signed Certification and Attestation form within 30 days. Failure to do so may result in loss of certification.
9. Renewal requires submission of a complete new application & documentation.
10. In the event of a credible and verifiable complaint against a certified agency, CAHSAH staff has the right to request additional documentation demonstrating compliance with certification standards at any time during the certification 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 certification.
11. An agency can voluntarily withdraw from the certification program at any time by submitting a written notification to CAHSAH.
12. Agencies that lose or withdraw from certification must wait at least six months before they can re-apply.
13. Should your agency license be revoked by the Department of Social Services, your CAHSAH HCA Certification will also be revoked.
14. The terms and requirements of the certification program may be amended at any time by the Board of Directors of the California Association for Health Services at Home. Any such changes become effective immediately for agencies seeking certification, and upon renewal for agencies certified at the time of the change.