

Health Care Homes (HCH) Recertification

CHECKLIST FOR RECERTIFICATION



The following is a list of activities and links to resources which support HCH recertification. Primary care providers, clinic teams and organizations can use one or all steps listed- in any order – as a checklist to prepare for an pursue Foundational Level, Level 2, or Level 3 HCH recertification.

Recertification Steps for Providers, Clinics, and Organizations

Automated Notification of upcoming HCH recertification

Six months ahead of your certification end date you will receive a notification from the HCH program.

Identify HCH recertification resources

- [Home page](#): use this page to explore and access HCH content and resources.
- [Recertification](#): steps for recertification and additional links.
- [Level Progression](#): more information about advanced certification levels.
- The Certification/recertification Operational Manual Providing Application Submission Support ([COMPASS \(PDF\)](#)): outlines the requirements and standards for being a certified HCH.
- Use [COMPASS Appendix A \(PDF\)](#) to review each standard's requirements, identifying those already being met and those which still need to be addressed.
- To see related definitions, explanations, and examples for a specific requirement:
 - Go to the table of contents
 - Click on that requirement
 - You will be directed to content within COMPASS accordingly.
- [MDH Learning Center](#): access to online courses and webinars, including "Foundations of Health Care Homes Certification" course that takes organizations through the HCH certification and recertification process.

Stay in touch with your PIS/IS

- Your assigned MDH Practice Improvement Specialist (PIS)/Integration Specialist (IS) is there to support you during this process. If you have any questions, please reach out.
- Work with your assigned PIS/IS to schedule a date for the HCH recertification team meeting.

Log into the [HCH Public Portal \(mn.gov\)](https://mn.gov)

- [HCH Public Portal \(mn.gov\)](https://mn.gov): online portal for completing and submitting the HCH recertification application.
- If needed, request access by emailing: Health.HealthCareHomes@state.mn.us.
- [Portal User Guide \(PDF\)](#): step by step instructions for navigating the HCH Public Portal and providing documentation.

Begin the HCH certification/recertification application

- [Application \(PDF\)](#): printable version of the online application that may be downloaded for planning purposes.
- [COMPASS \(PDF\)](#): quickly navigate to any standard or requirement that you would like further detail about using the links in the table of contents.

Submit the HCH certification/recertification application

- Once all documentation is complete, submit the application through the HCH Public Portal.
- Plan to submit your application at least 30 days ahead of the scheduled HCH recertification team meeting.

Host a Recertification Team Meeting

- On the scheduled date, your organization will host a recertification team meeting.
- [COMPASS Appendix E \(PDF\)](#) contains detailed information about what to expect during a recertification team meeting and how to prepare for that.

Next Steps Completed by MDH

Final Report

- Your PIS/IS will compose a written, final report summarizing the highlights of your application, team meeting, and any recommendations or variances.

At First Recertification Only: Certification Committee

- After providing the written report to the HCH Certification Committee, your PIS/IS will present your organization (de-identified) report to the committee.
- The committee will review all information presented and determine if the standards and requirements for the level of certification applied for have been met.

MDH Notification

- [Recertification Notification](#): provides information about how MDH determines and provides notification of HCH recertification.
- All recertification documents will be made available both electronically and via mail.
- Window clings, reflecting level of certification obtained, will be sent for posting at clinic entrances.

Maintenance Steps for certified HCH and Other Reminders

Stay Connected to the MDH HCH program

- Be sure to keep your HCH program contacts up to date and let your PIS/IS know of any staff changes.
- Use the links at the bottom of the [News and Announcements](#) webpage to sign up for the HCH Connection Newsletter and HCH LEARN Bulletin. Ensure all new staff and any current staff who haven't yet done so receive these important notifications.

Update certified clinician list in the portal as needed

- [Portal User Guide \(PDF\)](#): step by step instructions for updating the Clinician List.

Orient New Staff to HCH

- It is the organization's responsibility to orient new clinicians and staff to the HCH's care delivery approach. The Learning Collaborative is a great resource for this as well as your PIS/IS.

MDH HCH Check-ins

- Your PIS/IS will offer a voluntary Check-In every 12 to 18 months, as an opportunity to discuss your HCH program, organizational priorities, and ways the HCH program can be of support.

Participate in the HCH Learning Collaborative

- Take advantage of full access to the HCH Learning Collaborative, including all Peer-to-Peer networking and other select events reserved for our certified partners.

HCH References

Application <https://www.health.state.mn.us/facilities/hchomes/documents/hchcertapp.pdf>

COMPASS <https://www.health.state.mn.us/facilities/hchomes/documents/compass.pdf>

COMPASS Appendix A <https://www.health.state.mn.us/facilities/hchomes/documents/compass.pdf#page=39>

COMPASS Appendix E <https://www.health.state.mn.us/facilities/hchomes/documents/compass.pdf#page=52>

Home Page <https://www.health.state.mn.us/facilities/hchomes/index.html>

Learning Collaborative <https://www.health.state.mn.us/facilities/hchomes/collaborative/index.html>

Level Progression: <https://www.health.state.mn.us/facilities/hchomes/certification/progression.html>

MDH Learning Center: <https://www.health.state.mn.us/facilities/hchomes/collaborative/lms.html>

News and Announcements <https://www.health.state.mn.us/facilities/hchomes/newsannouncements.html>

Portal User Guide: <https://www.health.state.mn.us/facilities/hchomes/documents/portaluserguide.pdf>

Public Portal <https://hchcert.mn.gov/lms/public/portal#/login>

Recertification: <https://www.health.state.mn.us/facilities/hchomes/certification/recert/index.html>

Recertification Notification: <https://www.health.state.mn.us/facilities/hchomes/certification/recert/notification.html>

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To obtain this information in a different format, call: 651-201-5421.