



Department of Public Health and Human Services

Office of Inspector General ♦ 2401 Colonial Drive 2nd Floor ♦ Helena, MT 59620 ♦ fax: 444-1742

Greg Gianforte, Governor

Adam Meier, Director

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 required to be reviewed by the Health Planning Program, and there for a Certificate of Need (CON) is required before pursuing licensure through October 1, 2021. The Certificate of Need process begin with a Letter of Intent. Section 37.106.106 of the Administrative Rules of Montana describes the information required in the Letter of Intent. If you have questions regarding this process, please contact the Administrative Officer for the Certificate of Need, Leslie Howe at (406) 444-9519.

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

- A completed License Application and fee. The License Application may be found at <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBHomeHealthAgency>
- 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 end stage renal dialysis centers can be found at the web address above.

Upon 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 end stage renal dialysis centers. This visit is also an opportunity for the facility to obtain any clarification on 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,

Carter Anderson,
Inspector General, Montana DPHHS