

# 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.
- [HCH E-Learning](#): access to online courses, including the "Foundations of Health Care Homes Certification" course that takes organizations through the HCH certification and recertification process.

## Stay in touch with your PIS

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

## Log into the [HCH Public Portal \(mn.gov\)](#)

- [HCH Public Portal \(mn.gov\)](#): online portal for completing and submitting the HCH recertification application.
- If needed, request access by emailing: [Health.HealthCareHomes@state.mn.us](mailto: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 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 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 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.

### MDH HCH Check-ins

- Your PIS 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 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>

**HCH E-Learning** <https://www.health.state.mn.us/facilities/hchomes/collaborative/lms.html>

**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>

**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.*