



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 not required to be reviewed by the Health Planning Program, and therefore a Certificate of Need (CON) is not required before pursuing licensure.

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://www.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.
- ☐ A list of counties in which the home health agency plans to serve in.
- ☐ A list of all professional staff, including license numbers.

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](mailto: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,

*Tara Wooten*

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