

## SEQUENCE OF EVENTS FOR LICENSURE OF A HOME HEALTH AGENCY

1. A Certificate of Need (CON) is first required, pursuant to DHEC Regulation 61-15, Certification of Need for Health Facilities and Services. The Director of CON may be contacted at 803-545-4200. You must obtain a CON before proceeding with the following steps.

2. Read and become familiar with Regulation 61-77, *Standards for Home Health Agencies*. A free copy of the regulation is available on our Website at <http://www.scdhec.gov/health/hrreg.htm>. A hard copy of the regulation is available through the Division of Health Licensing for a \$10 fee. Payment must be by personal check or money order (no cash or credit cards can be accepted). Once you have obtained a copy of the regulation, determine if you can meet and comply with all requirements described in the regulation.

**NOTE:** Criminal background checks are now required for all direct caregivers working for a home health agency. Procedures for obtaining criminal background checks can be found on our Website at <http://www.scdhec.gov/health/licen/memo1g.htm>.

3. An outpatient application for licensure with required attachments must be completed and forwarded to the Division of Health Licensing, DHEC, 2600 Bull Street, Columbia, SC 29201, at least 30 days prior to the date you wish to begin operation.

4. For assistance with this process, a representative of the Facilities & Services Office can be contacted at (803) 545-4370.

5. Prior to an initial licensing inspection, your activity must be ready to operate pursuant to the requirements of Regulation 61-77, e.g., policies and procedures must be established, employees hired with personnel files in place, and a sample medical record established.

6. You must then contact the Division of Health Licensing at 803-545-4370 to schedule an on-site initial licensing inspection.

7. When all requirements of Regulation 61-77 are met, permission to operate will be granted and a license issued.