

Addition of Services **Home Health Agency**

If you wish to add services to your Home Health Agency License, please **fax** the following items to Karen Senger at 217-782-0382.

- A letter stating which service(s) you would like to add – **BE SURE TO INCLUDE YOUR LICENSE OR MEDICARE NUMBER IN YOUR REQUEST**
- Board Meeting Minutes approving the service(s)
- Copy of Job Description for service(s) being added
- Policies and procedures governing the service(s) being added
- Copy of license/certificate of person hired to perform service(s)
- Copy of the contract (if service is contracted)
- If you are adding Medical Social Worker Services, please complete an Attachment D – Medical Social Worker Qualification Review Form
- If adding Home Health Aide, a copy of the competency evaluation of the HHA, and proof that the HHA has completed a competency.
- If you are Medicare certified, must also complete CMS form 1572 and once approved under licensure will need an effective date the service was added.

The approval letter from IDPH will give you the capability to provide additional services. Please be advised that your license will not be reissued – the addition of any services will appear on your next renewal license.

Deletion of Services **Home Health Agency**

If you wish to delete services from your Home Health Agency License, please **fax** the following item to Karen Senger at 217-782-0382.

- A letter stating which service(s) you would like to delete, and the date you would like to cease providing them – **BE SURE TO INCLUDE YOUR LICENSE OR MEDICARE NUMBER IN YOUR REQUEST**

You will receive an acknowledgement letter from IDPH regarding the deletion of services. Please be advised that your license will not be reissued – the deletion of any services will appear on your next renewal license.