

Health Care Homes (HCH) Initial Certification

CHECKLIST TO BECOMING A CERTIFIED HCH



The following is a list of activities and links to resources which support HCH certification. Primary care providers, clinic teams, and organizations can use one or all steps listed – in any order- as a checklist to prepare for and pursue Foundational Level, Level 2, or Level 3 HCH certification.

Certification Steps for Providers, Clinics, and Organizations

■ Review HCH program information

- [Home Page](#): use this page to explore and access HCH content and resources.
- [Certification Eligibility](#): this page explains who is eligible for HCH certification.
- [Certification](#): here you will find the steps for certification and additional links.
- [Level Progression](#): click here to learn more about advanced certification levels.

■ Explore the HCH Learning Collaborative

- [Learning Collaborative](#): Access information about HCH learning opportunities.
- [HCH E-Learning](#): Gateway to online courses.
 - *"Foundations of Health Care Homes Certification"* is a free, on-demand course that takes organizations through the HCH certification process.

■ **Sign up for HCH program notifications**

- [News and Announcements](#): provides information, updates and opportunities.
 - [Connections Newsletter Subscription](#): Use this link to sign up for the HCH newsletter.
 - [LEARN Bulletin Subscription](#): Use this link to sign up for the Learning Collaborative updates.

■ **Consider [Creating an Action Plan for HCH Implementation \(PDF\)](#)**

- 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.

■ **Email the HCH program (Health.HealthCareHomes@state.mn.us)**

- Express your interest in HCH certification and request to be connected with a RN.
- Your Practice Improvement Specialist (PIS) will contact you.
- They will be there to support you during the entire process.

■ **Meet with your PIS**

- Review the HCH standards, requirements, and certification levels.
- Discuss available resources to assist with certification.
- Ask questions.
- Establish access to the HCH Portal.

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

- This is where you will complete the Certification application.
- The [Portal User Guide \(PDF\)](#): step-by-step instructions for online documentation.
- The HCH [Application \(PDF\)](#): may be downloaded for planning purposes.

- **Begin the application process using available resources**
 - See above resources and links.
- **Submit the application**
 - Once submitted, your PIS will work with you to schedule a Site Visit/Team Meeting.
- **Host a Site Visit Team Meeting**
 - [COMPASS Appendix D \(PDF\)](#) contains detailed information regarding the Site Visit/Team Meeting.

Next Steps Completed by MDH

- **Final Report**
 - Your PIS will compose a written, final report summarizing the highlights of your application, site visit, and any recommendations or variances.
- **Certification Committee**
 - After providing the written report to the HCH Certification Committee, your PIS will present your organization (de-identified) 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**
 - Certification Notification: this page explains how MDH determines certification.
 - All certification 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 the 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 HCH [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 select events reserved for our certified partners.

References

Application <https://www.health.state.mn.us/facilities/hchomes/documents/hchcertapp.pdf>

Certification <https://www.health.state.mn.us/facilities/hchomes/certification/cert/index.html>

Certification Eligibility <https://www.health.state.mn.us/facilities/hchomes/certification/cert/eligibility.html>

COMPASS (Certification/recertification Operational Manual Providing Application Submission Support) <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 D

<https://www.health.state.mn.us/facilities/hchomes/documents/compass.pdf#page=49>

HCH CERTIFICATION CHECKLIST

Connections Newsletter Subscription

https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_423

Creating an Action Plan for HCH Implementation

<https://www.health.state.mn.us/facilities/hchomes/certification/resources/docs/actionplan.pdf>

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>

LEARN Bulletin Subscription

https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_440

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>

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5/5/2025

To obtain this information in a different format, call: 651-201-5421