

## **G974**

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**(2) The parent HHA provides direct support and administrative control of its branches.**

### **Interpretive Guidelines §484.105(d)**

A “branch” is an approved location or site (physically separate from its parent’s location) from which an HHA provides services within a portion of the total geographic area served by the parent agency. A branch provides services under the same CMS certification number (CCN) as its parent agency. The parent location must provide supervision and administrative control of its branches on a daily basis to the extent that the branches depend upon the parent’s supervision and administrative functions in order to meet the CoPs, and could not do so as independent entities. The parent agency must be available to meet the needs of any situation and respond to issues that could arise with respect to patient care or administration of a branch. A violation of a CoP in a branch would apply to the entire HHA. Therefore, it is essential for the parent to exercise adequate control, supervision, and guidance for all branches under its leadership.

“Direct support and administrative control” of a branch requires that the parent agency maintains responsibility for:

- The governing body oversight of the branch;
- Any branch contracts for services;
- The branch’s quality assurance and performance improvement plan;
- Policies and procedures implemented in the branch;
- How and when management and direct care staff are shared between the parent and branch, particularly in the event of staffing shortfalls or leave coverage;
- Human resource management at the branch;
- Assuring the appropriate disposition of closed clinical records at the branch; and
- Ensuring branch personnel training requirements are met.

**484.105(e) Standard: Services under arrangement.**