



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
Division of Health Care Facility Licensure and  
Certification  
99 Chauncy Street, Boston, MA 02111

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**Adult Day Health  
Electronic Transmission of Correspondence  
ListServ Sign Up Instructions**

The Department has established an Adult Day Health Listserv for the purpose of distributing information to licensed Programs and others regarding adult day health licensure requirements and information regarding emergencies. Participation in this listserv is required for licensed programs. Each program is required to have at least two staff signed up for ListServ. To sign up for the ADH ListServ:

Create an email with only "ADH Listserv" typed into the subject line (in others words, no text in the body of the email itself) and send the email from the email account at which the user will receive notifications to:

**[Subscribe-dph\\_adulthoodhealth@listserv.state.ma.us](mailto:Subscribe-dph_adulthoodhealth@listserv.state.ma.us)**

Once submitted, Listserv automatically enters the user's email addresses onto a distribution list, and sends a confirmation of enrollment.

In the event that staff leave service, they must unsubscribe to the listserv. To do so, send an email with the subject "ADH Listserv" to the following address:

**[Leave-dph\\_adulthoodhealth@listserv.state.ma.us](mailto:Leave-dph_adulthoodhealth@listserv.state.ma.us)**

Your facility will be responsible for keeping your email addresses, administrator and back-up manager names current.

If you have any questions, please email them to **[DPH.DHCQ@massmail.state.ma.us](mailto:DPH.DHCQ@massmail.state.ma.us)** with the subject line "ADH Listserv" and they will be answered promptly.

**Circular letters will also continue to be posted on the Division of Healthcare Quality website [www.mass.gov/dph/dhcq](http://www.mass.gov/dph/dhcq)**