

The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
Division of Health Care Facility Licensure and  
Certification  
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**Circular Letter: DHCQ 15-4-633**

TO: Adult Day Health Program Directors and Applicants for Licensure  
FROM: Sherman Lohnes, Director   
DATE: April 16, 2015  
RE: Additional Information Regarding Adult Day Health Licensure

Under the regulations at 105 CMR 158.000 effective January 2, 2015, all existing adult day health programs must file an application for licensure by May 1, 2015. New programs established after January 2, 2015 must file an application, be inspected and receive a license prior to providing service to participants.

In order to assist you in meeting the application deadline, the Department of Public Health would like to share the following information with you:

- Your application packet must include a completed checklist. Use the checklist to make certain you are submitting all of the information required for licensure. The application checklist is available on-line at:

<http://www.mass.gov/eohhs/docs/dph/quality/healthcare/adult-day-health/adh-application-checklist.pdf>.

Additionally, all application forms are available on-line at:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/healthcare-quality/health-care-facilities/adult-day-health/>.

- Adult day health programs do not require review by the Determination of Need Office or Plan Review Program. You may answer questions B1 or B2 on the "Suitability Form" as "not applicable" at the present time for adult day health programs.
- No fee for licensure has been established yet. You do not have to provide information (at this time) for question B5 on the Suitability Form.

- You do not have to complete the “Additional Disclosure Form” unless directed by an answer in the Suitability Form under questions E2, F, G1 or G2 to do so.
- Submit your “Approved Test Form” and CMS 116 (if you have not already received a CLIA certificate) with your application packet, as directed on the checklist, form and instructions.
- Submit all of your HCFRS enrollment forms with your application packet, as directed on the checklist, form and instructions. Leave “License Number” on Forms C and D blank, as you have not yet been issued a license or license number by the Department.

A complete copy of the adult day health licensure regulations may be found online at:  
<http://www.mass.gov/courts/docs/lawlib/104-105cmr/105cmr158.pdf>

Additional information regarding the licensure process is posted on-line at:  
<http://www.mass.gov/eohhs/docs/dph/quality/hcq-circular-letters/2015/dhcq-1503629.pdf>

For additional information, or assistance with the initial licensure application process, contact the Department at 617-753-8000 and ask to speak to a member of the Licensure Processing Unit. Questions regarding clinical or programmatic matters should be directed to Division’s Assistant Director of Survey Operations at 617-753-8222 or the Regional Supervisor for Adult Day Health at 617-753-8224