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**DEPARTMENT OF MENTAL HEALTH**  
**DIVISION OF CLINICAL AND PROFESSIONAL SERVICES**  
**LICENSING DIVISION – BULLETIN #20-06**  
**NOVEMBER 4, 2020**

**RESUMPTION OF DMH FACILITY LICENSE SURVEYS**

In light of the current COVID-19 pandemic, this bulletin highlights current regulations and changes to orders extending the expiration dates of DMH Licenses. This bulletin applies to all inpatient Facilities licensed, operated or contracted by the Department of Mental Health (DMH). This bulletin rescinds portions of DMH Licensing Bulletin #20-01 as it relates to Facility Licensing Extensions.

In conjunction with the declaration of a state of emergency on March 10, 2020, Governor Baker extended the expiration date of DMH licenses under COVID Order Number 18:

<https://www.mass.gov/doc/executive-order-on-extension-of-business-license-expiration/download>.

Subsequently, under COVID Order Number 41, issued in conjunction with the phased re-opening of the Commonwealth, the order extending the expiration dates of the above licenses, registrations and approvals has been rescinded: <https://www.mass.gov/doc/signed-rescission-and-childcare-reopen-order-41/download>.

In recognition of the vital role of inpatient psychiatric facilities in providing safe appropriate care for individuals in psychiatric crisis, DMH is resuming Licensing Surveys with the following guidelines:

**FACILITY LICENSING APPLICATIONS AND SURVEYS**

- If your facility license expired but you submitted a complete application, action on your renewal application was suspended. DMH will resume review of applications, so any significant changes to operations that were not included in that application should be submitted within the next 10 business days.
- If your facility license expired or will be expiring soon, and you submitted a partially completed application with attestations, which was allowed under DMH Licensing Bulletin #20-01, please prepare and submit a complete application within the next 30 days.

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- DMH will resume licensing surveys and schedule survey visits as the team is able to over the next four to five months. If your hospital has already been visited by the DMH Licensing Team, the survey will focus only on areas that were not completed at the most recent inspection. Detailed communication regarding each facility's upcoming survey will be sent via email.
- DMH will retain necessary regulatory authority to ensure the safety and integrity of the programs and facilities it licenses during this time.
- We will continually reassess the emergency situation and if needed provide additional guidance.

Any questions regarding this bulletin should be directed to the DMH Licensing Division at 617-626-8117 or by email to [Teresa.J.Reynolds@massmail.state.ma.us](mailto:Teresa.J.Reynolds@massmail.state.ma.us)