



# *The Commonwealth of Massachusetts*

*Executive Office of Health and Human Services*

*Department of Mental Health*

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**[www.mass.gov/dmh](http://www.mass.gov/dmh)**

## **MEMORANDUM**

To: DMH Licensed Facilities & Interested Parties

From: Janet Ross, RN, MS, Assistant Commissioner for Clinical and Professional Services /  
Director of Licensing

Date: March 23, 2023

Re: DMH Licensing Bulletin #18-01R - Unit Conditions and Denial of Inpatient Care  
Regulations - 104 CMR 27.05(3)

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Attached please find a revised version of DMH Licensing Bulletin #18-01 - Unit Conditions and Denial of Inpatient Care Regulations - 104 CMR 27.05(3).

This revision clarifies the definition of the person who may be designated to act as facility medical director in the medical director's absence in making the determination to deny admission to a particular patient because the patient's needs exceed the facility's capability at the time admission is sought. In order to fulfill the intent of requirement, in the facility medical director's absence a treating clinician who has regular and primary responsibility for patients' care and treatment at the facility may be designated to carry out this important function.

The revised bulletin also outlines the new process for the monthly reporting of admissions, referral sources, legal status, discharges, and admission denials with referral sources. The bulletin contains updated links for templates for Facility Denial of Inpatient Care Reporting Form and DMH Licensed Inpatient Unit Conditions Data. This information must continue to be maintained by each facility and be provided to DMH, upon request, in a manner that will allow the data to be aggregated (e.g., Excel spreadsheet).

Questions regarding this revised bulletin should be directed to the DMH Licensing Division at 617-626-8117 or [Teresa.J.Reynolds@mass.gov](mailto:Teresa.J.Reynolds@mass.gov)