

Massachusetts Department of Public Health
Bureau of Substance Addiction Services / Quality Assurance and Licensing

KEY PERSONNEL CHANGE REPORTING FORM

Please fax the completed form and resume (no cover sheet is necessary) to the QAAL secure eFax: 617-887-8787
The Bureau of Substance Addiction Services requires all Licensed or Approved Providers to notify the Department per 105 CMR 164.035 (E) **at least 14 calendar days** before a planned change or the **next business day** of an unplanned change.

Reporter Name & Title:	Date of Report:
Reporter Email*:	License(s) #/Approval(s) #:
Reporter Phone:	Program Name:
Service Setting(s):	Program Address:

Changes to:

<input type="checkbox"/> President/Chairperson of the Board	<input type="checkbox"/> Executive Director	<input type="checkbox"/> Program Director
<input type="checkbox"/> Medical Director	<input type="checkbox"/> Nursing Director	<input type="checkbox"/> License Administrator
<input type="checkbox"/> Clinical Supervisor/ Senior Clinician	<input type="checkbox"/> DATA Waived Health Care Professional	<input type="checkbox"/> Access Coordinator
<input type="checkbox"/> HIV/AIDS Coordinator	<input type="checkbox"/> Tobacco Education Coordinator	

Outgoing Staff Information:

Name:	Start Date:	Last Day:
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Incoming Staff Information:

<input type="checkbox"/> Permanent		<input type="checkbox"/> Interim	
Name:		Start Date:	
Email Address:		Phone Number:	

Please attach supporting documents as appropriate

- Resume of Incoming/Interim Staff
- If Interim, Please Submit a Coverage Plan

Optional Section- Reason for Staff Departure

<input type="checkbox"/> Promotional Opportunity	<input type="checkbox"/> Pay/Benefits
<input type="checkbox"/> Within Agency <input type="checkbox"/> Outside the Agency	
<input type="checkbox"/> Hired elsewhere	<input type="checkbox"/> Left SUD Treatment Field
<input type="checkbox"/> Starting an educational program	<input type="checkbox"/> Result of staff misconduct/ administrative action
<input type="checkbox"/> Hired at another SUD Agency (List if known)	<input type="checkbox"/> Other