



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Office of Medicaid
www.mass.gov/masshealth

MassHealth
Mental Health Center Bulletin 31
July 2019

TO: Mental Health Centers Participating in MassHealth

FROM: Daniel Tsai, Assistant Secretary for MassHealth

RE: Mental Health Center Annual Report Submission Requirement

Overview

Pursuant to 130 CMR 429.406, mental health centers are required to submit an annual report for MassHealth review. The annual report form and related documents must be submitted electronically on forms furnished by MassHealth and filed within 90 days after the close of the state fiscal year, by September 30 of each year.

Annual Report Submission Requirement

Mental health centers, and any related satellite programs, must download the [MassHealth Mental Health Center Annual Report Form](#) from the MassHealth website. Each mental health center, and any related satellite programs, must submit a separate annual report and packet of related documents. Completed Annual Report Forms and related documents must be emailed to the Office of Behavioral Health (OBH) at OBH.Mailbox@massmail.state.ma.us.

Mental health centers who submit annual reports with missing or inaccurate information will be required to amend their annual report to correct those deficiencies and resubmit to MassHealth for further review by the OBH. MassHealth will determine a deadline for such submission depending on the deficiencies.

Mental health centers that fail to submit an annual report to MassHealth within the required timeframe may be subject to sanctions under 130 CMR 450.238. Sanctions may include, but are not limited to, administrative fines, provider services restrictions, and suspension or termination from participation in MassHealth.

In addition to the annual report requirement, and pursuant to 130 CMR 429.406(B), MassHealth may conduct a site visit to verify compliance with the Mental Health Center Services regulations. If MassHealth observes deficiencies during a site visit, MassHealth will notify the mental health center of those deficiencies in writing. The mental health center will be required to submit a plan for correcting all deficiencies cited, including the specific corrective steps to be taken, a timetable for these steps, and the date by which full compliance will be achieved, not later than three months after notice.

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Questions

If you have any questions about the information in this bulletin, please contact the MassHealth Customer Service Center at (800) 841-2900, email your inquiry to providersupport@mahealth.net, or fax your inquiry to (617) 988-8974.