



**The Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
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**CIRCULAR LETTER: DHCQ 4-00-400**

**TO:** Administrators/Long Term Care Facilities  
Directors/ Massachusetts Ambulance Companies

**FROM:** Paul I. Dreyer, Director  
Massachusetts Department of Public Health  
Division of Health Care Quality

Louise Goyette, Director  
Massachusetts Department of Public Health  
Office of Emergency Medical Services

Michael Weeks, Director of Licensing  
Massachusetts Department of Mental Health  
Clinical and Professional Services

**DATE:** April 4, 2000

**SUBJECT:** Unauthorized use of DMH form AA-1, "Application for and Authorization of Temporary Involuntary Hospitalization," pursuant to M.G.L. Ch. 123, s. 12.

It has come to the attention of the Departments of Mental Health and Public Health, that some patients are being transported, by ambulance, to Long Term Care Facilities through the mechanism of a signed of DMH form AA-1, "Application for and Authorization of Temporary Involuntary Hospitalization," commonly referred to as a "Section 12" form or "pink paper".

This letter is to advise LTCFs and ambulance companies that use of this form for the purpose of transporting individuals to LTCFs is not permitted. Ambulance services should consult with their region for guidance on point of entry, should they be confronted with this situation.

If you have any questions on this matter, please call:

For DHCQ: Kathleen Coyle, Assistant Director, at (617)753-8106.

For OEMS: Abdullah Rehayem, Supervisor/Ambulance Licensing Program at (617) 284-8300.

For DMH: Michael Weeks, Director/Licensing Division, Clinical and Professional Services at (617) 626-8120.