



Mississippi Department of Mental Health  
Provider Bulletin  
Number IO0120

**Subject:**

*DMH Certification – designated email address for Certified Provider document submissions*

**Issue Date:** February 15, 2022

**Effective Date:** Immediately

**Scope**

All DMH Certified Providers

**Purpose**

Inform DMH Certified Providers of the designated email address [certification@dmh.ms.gov](mailto:certification@dmh.ms.gov) for the submission of all DMH certified documents.

**Subject**

- The Division of Certification will only receive DMH Certified Provider document submissions via the designated email address: [certification@dmh.ms.gov](mailto:certification@dmh.ms.gov). The email subject line must include the title of the correspondence for internal processing (*i.e. Add a New Service Application, Notification of Closure, Plan of Compliance, Policy and Procedure, Self-Assessment, Waiver Requests, etc.*), and must accompany any additionally required documents as listed within the applications and/or self-assessments.
  - Correspondence required to be submitted include the following:
    - Applications to:
      - Add a New Program
      - Add a New Service
      - Modify Existing Program
      - Modify Existing Service
    - Notification(s):
      - Closures
      - Changes of Ownership
      - Staffing Changes
    - Plans of Compliance
    - Policies and Procedures
    - Self-Assessments
    - Waiver Requests

Certified providers will receive an auto-generated response post receipt of all submitted documents. Application forms can be located within the [DMH Resource Library](#) under Forms and Applications. If you have any questions please contact Dawn Owens, Director of the DMH Division of Certification, at [dawn.owens@dmh.ms.gov](mailto:dawn.owens@dmh.ms.gov) or (601) 359-5086.

*End of Provider Bulletin*