TO: All Acute Care Hospitals
FROM: Manisha Juthani, MD, Commissioner
CC: Deputy Commissioner Heather Aaron, MPH, LNHA
    Adelita Orefice, MPM, JD, CHC, Chief of Staff
    Barbara Cass, RN., Branch Chief, Healthcare Quality and Safety Branch
    Donna Ortelle, Section Chief, Facility Licensing and Investigations Section
DATE: January 13, 2022
SUBJECT: Request for Surge Space

As hospitals begin to experience increased census, the Facility Licensing and Investigations Section (FLIS) has been receiving requests to utilize alternative spaces as patient care areas within the hospital. All requests must be entered in the FLIS portal for review and approval at https://dphflisevents.ct.gov. Please note that documents and photographs can be uploaded as necessary and are very supportive for decision making. Once the information has been entered, the information will be reviewed by DPH staff. A Microsoft Teams call may be scheduled and/or an onsite inspection of the proposed area(s) may be conducted. After a determination has been made, an approval/denial for use of the space will be sent to you via email.

Attached are directions on how to enter requests in the portal.

If you are having difficulties with entering the data or questions, please email donna.ortelle@ct.gov.

Thank you for your cooperation.
**Step1.** Once the Hospital user Log-in to the Reportable Portal, they will see the following page:

![Hospital Portal Screenshot](image1)

**Step2:** Click the Hospital Bed Count Data collection:

![Hospital Bed Count Data Collection Screenshot](image2)
**Step 3:** Click New Request for Alternate Space/Increase in Licensed Bed button

**Step 4:** Enter the following information: