HEALTHCARE QUALITY AND SAFETY BRANCH

BLAST FAX 2020-35

TO: Assisted Living Service, Home Health Care, Hospice Care, Infirmary Operated by an Educational Institution, Mental Health Day Treatment, Mental Health Residential Living, Outpatient Clinic, Psychiatric Outpatient Clinics, Residential Care Facility, Substance Abuse Care, Well Child Clinic, End Stage Renal Disease, ICF-IID, Psychiatric Residential Treatment Facilities

FROM: Commissioner Renée D. Coleman-Mitchell, MPH

CC: Deputy Commissioner Heather Aaron, MPH, LNHA
    Barbara Cass, RN., Branch Chief, Healthcare Quality and Safety Branch
    Donna Ortelle, Section Chief, Facility Licensing and Investigations Section

DATE: April 9, 2020

SUBJECT: Instructions on how to Update COVID-19 Data

The following instructions is how to Update COVID-19 data for the above mentioned facility types on the Department of Public Health's website https://dphsubmissions.ct.gov/
- **How to Update COVID-19 Data**
- Go to the website at [https://dphsubmissions.ct.gov/](https://dphsubmissions.ct.gov/) and click on the tab “DAILY COVID-19 REPORT SUBMISSION BY FACILITIES”

Please submit the daily Covid-19 report form in its entirety starting with selecting your facility type and facility name. Be sure to fill out all the requested data. The boxes with the * are required fields.

General Information

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Select a Facility</th>
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<tbody>
<tr>
<td>Facility Name</td>
<td>Select a Facility</td>
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You have successfully completed the daily COVID-19 data submission.