

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD
Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

FACILITY LICENSING AND INVESTIGATIONS SECTION

BLAST FAX 2022-1

TO: All Licensed Healthcare Providers

FROM: Manisha Juthani, MD, DPH 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 7, 2021

SUBJECT: Submission of Hospital Prospective Nurse Staffing Plan Connecticut General Statutes 19a-89e; Records and Reports regarding Incidents of Workplace Violence Connecticut General Statutes 19a-490r

In accordance with Connecticut General Statutes 19a-89e and Connecticut General Statutes 19a-490r (attached), please submit these documents as they apply to your facility type to the Department by end of business **January 28, 2022**.

The Yearly Report Submission to DPH's Facility Licensing and Investigations Section (FLIS) is a web-based submission. Please do not submit paper or faxed reports to the Department.



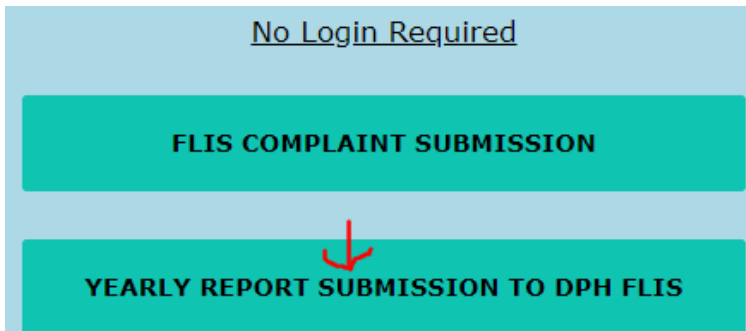
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How to Submit:

1. Please visit <https://dphflisevents.ct.gov> and select **“Yearly Report Submission to DPH-FLIS”** button as shown in the picture below



2. Please select the appropriate report in the “Submission type”.

The image shows a form with the following fields and options:

- Submission Type**: A dropdown menu with a teal arrow icon. The menu is open, showing three options: "CMS-Hospital Database Worksheet", "Nurse Staffing Plan", and "Workplace Violence".
- Facility Type**: A text input field.
- Facility Name**: A text input field.
- Facility LicenseNumber**: A text input field with a blue note "(ex. CCN#)" to its right.

3. Complete the entire form and follow the prompts. Please make sure to check the “Affidavit of Submitter” before clicking the submit button.
4. Upon successful submission the website will display a confirmation number for your future reference.

Please submit a ticket at <https://dph-cthelpdesk.ct.gov/Ticket> with any questions.