

# 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 2022-4

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

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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](mailto:donna.ortelle@ct.gov).

Thank you for your cooperation.



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

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

**Step3:** Click New Request for Alternate Space/Increase in Licensed Bed button

**Step4:** Enter the following information:

**New Request for Alternate Space/ Increase in Licensed Beds**

\* - Required Field

<b>Facility Name</b>	<input type="text" value="Select a Facility"/>	*
<b>Request Type</b>	<input type="text" value="Select a request Type"/>	*
<b>Date Submitted</b>	<input type="text" value="12/17/2021"/> <input type="button" value="📅"/>	*
Enter Street, City, Zip and State below if different from the Hospital Address		
<b>Street</b>	<input type="text"/>	
<b>City</b>	<input type="text"/>	
<b>State</b>	<input type="text"/>	
<b>Zip</b>	<input type="text"/>	
<b>Licensed Hospital Beds</b>	<input type="text"/>	*
<b>Licensed Bassinets</b>	<input type="text"/>	*
<b>Total Number of beds requesting for use</b>	<input type="text"/>	*
<b>Additional Info to DPH (If any)</b>	<input type="text"/>	
<b>Do you have sufficient staff for the proposed space?</b>	<input type="radio"/> Yes <input type="radio"/> No *	
<b>Plan for staffing</b>	<input type="text"/>	
<b>Current Space (for ex. PACU Bed)</b>	<input type="text"/>	