

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 2023-2

TO: All Hospitals

FROM: Manisha Juthani, MD, DPH Commissioner

CC: Deputy Commissioner Heather Aaron, MPH, LNHA
Adelita Orefice, MPM, JD, CHC, Chief of Staff
Barbara Cass, R.N. Acting Section Chief
Cheryl Davis, R.N. Public Health Services Manager
Kim Hriceniak, R.N. Public Health Services Manager

DATE: January 9, 2023

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 31, 2023**.

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.



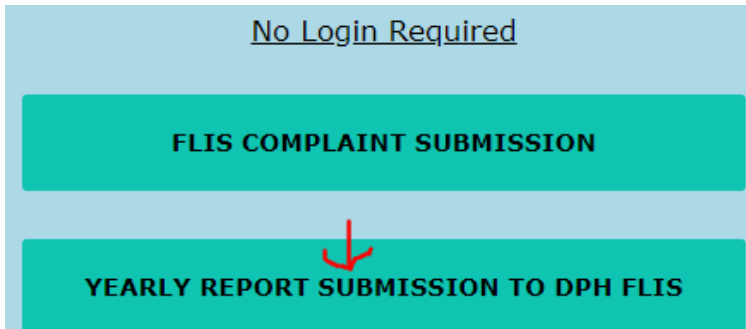
Phone: (860) 509-7400 • Fax: (860) 509-7543
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



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”.

A screenshot of a form. The "Submission Type" dropdown menu is open, showing three options: "CMS-Hospital Database Worksheet", "Nurse Staffing Plan", and "Workplace Violence". To the left of the dropdown are labels for "Submission Type", "Facility Type", and "Facility Name". Below the dropdown is a text input field for "Facility LicenseNumber" with a red asterisk and "(ex. CCN)" next to it.

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.