

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD
Commissioner



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Governor
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Lt. Governor

FACILITY LICENSING AND INVESTIGATIONS SECTION

BLAST FAX 2024-16

TO: Residential Care Homes

FROM: Jennifer Olsen-Armstrong, Section Chief
Facility Licensing and Investigations Section

DATE: November 13, 2024

SUBJECT: Residential Care Homes Web-Based Online Reportable System

Action Required!

The Department of Public Health's (DPH) Facility Licensing and Investigations Section (FLIS) has developed a web based online reportable events system. **Effective December 16, 2024, Residential Care Homes should submit Reportable Events to the Connecticut Department of Public Health (DPH) Facility Licensing and Investigation Section (FLIS) through a web-based portal.**

The portal streamlines the reporting system, allows users to view and track events filed for their facility, and allows for bidirectional communication with DPH.

Please complete the survey below to register to access the portal. Each facility should have administrators(s) for the portal who will have administrative rights to create/delete/activate/inactivate users for their assigned facility.

Please register to attend the training session on the portal.

Sessions will be held between December 4, 2024, from 10:00 AM to 11:00 AM or December 5, 2024, from 10:30 AM to 11:30 AM.

See below for additional details.

DPH FLIS Reportable Events Web Page: <https://portal.ct.gov/dphreportableevents>

Phase 1: Enrollment

Enrollment is a two-step process, so please make sure to complete both the steps to get access to DPH FLIS Event Tracking System.

Step 1: Please visit <https://bit.ly/3NQuVNN> to submit your authorized Facility Administrators for your facility. Only these administrators will be approved in the system, so it is very important for each facility to designate at least two administrators and submit their information. **Please submit this information by the close of business on November 21, 2024.**

Step 2: Each authorized individual administrator must register online on the DPH FLIS Events website. Visit <https://dphflisevents.ct.gov> and click "Register as a Facility Administrator" button and complete the online registration form.

Administrators will not be granted access to the DPH FLIS Events Tracking System until the above steps are completed.

Phase 2: Training

Live webinar session(s) will be conducted between December 4th and/or December 5th to demonstrate the DPH FLIS Report Tracking System website. Please sign up for a session using the link below. If you have multiple license types, you only need to select one session.

- **Residential Care Homes: December 4th, 2024, from 10:00 AM to 11:00 AM.**
- **Residential Care Homes: December 5th, 2024, from 10:30 AM to 11:30 AM.**

To register for one of the dates:

- December 4th Teams Training Sign Up Link: <https://bit.ly/3ADnaYe>
- December 5th Teams Training Sign Up Link: <https://bit.ly/40wtQSF>

The training slides and manual will be made available on the FLIS website:
<https://portal.ct.gov/dphreportableevents>

Phase 3: Go-Live

The anticipated Go-Live date is December 16, 2024. Updates will be available on DPH FLIS Reportable Events Web Page: <https://portal.ct.gov/dphreportableevents>

The accounts will be activated by 8 AM on the Go-Live date of December 16, 2024.

Reportable events submissions via FAX will not be accepted from any facility once their designated Go-Live date has passed.

Please submit questions to: DPH.FLISRCHEvents@ct.gov