

# 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 2024-5

TO: Hospital Administrators

FROM: Jennifer Olsen Armstrong, MS, RD, Section Chief

CC: Commissioner Manisha Juthani, MD  
Adelita Orefice, MPM, JD, CHC, Chief of Staff  
Lorraine Cullen MS, RRT, RRT-ACCS, Branch  
Chief HQSB  
Cheryl Davis, R.N. Public Health Services Manager

DATE: June 25, 2024

SUBJECT: Hospital Staffing Reporting: Updates to the FLIS Portal

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We are writing to update you on changes to hospital reporting requirements concerning nurse staffing plans.

### **Hospital Staffing Plan Reporting**

As you are aware, effective December 22, 2023, a separate tab was added in the Department of Public Health's (DPH) web-based reporting portal for "Hospital Staffing Reporting." Hospitals were requested to use this tab to submit their Staffing Plans, Staffing Complaint Forms and Staffing Objection/Refusal Forms.

Connecticut General Statutes Section 19a-89e, as amended by Section 54 of Public Act 23-204 requires each hospital to report to DPH only "a *written certification* that the nurse staffing plan developed pursuant to subsections (d) and (e) of this section is sufficient to provide adequate and appropriate delivery of health care services to patients in the ensuing period of licensure." Effective July 1, 2024, the Department will no longer collect actual Staffing Plans; rather, hospitals should submit **only the written certification** to DPH via the web-based portal. Such written certifications shall be signed under

penalties for making false statements, pursuant to Conn. Gen. Stat. Section 19a-500, by the chairperson of the hospital staffing committee, the director of nursing, a member of hospital administration, or designee. Please note that Conn. Gen. Stat. Section 19a-89e, as amended, requires hospitals to “post the nurse staffing plan on each patient care unit in a conspicuous location visible and accessible to staff, patients and members of the public.” DPH may, at its discretion, review Staffing Plans as part of its regulatory oversight process.

Hospitals should continue to use the Hospital Staffing Reporting tab in the web-based reporting portal to submit Staffing Complaints and Staffing Objection/Refusal forms. If you wish to submit a revised staffing complaint or staffing objection/refusal form template for approval, please do so through the portal using the appropriate tab.

Please direct questions to Cheryl Davis, Public Health Services Manager at: [cheryl.davis@ct.gov](mailto:cheryl.davis@ct.gov)

Please contact the help desk with access issues: [DPH Ticketing System \(ct.gov\)](#)

Upon logging into the portal, from the landing page “*Adverse Events Tracking System*”, select **Hospital Staffing Reporting Tab**.

**There are three menu options under the Hospital Staffing Reporting Tab to choose from.**



Please Note: The Department has approved a Staffing Plan Complaint Form and an Objection or Refusal Form submitted by the Connecticut Hospital Association (CHA). Hospitals that choose to utilize these templates should submit them through the portal via the process outlined below. This will assist DPH to maintain an updated listing of the forms that are being utilized by each hospital.

- 1. Hospital Staffing Complaint Form Template option:** Select “Hospital Staffing ComplaintTemplate” and “Submit a new Hospital Complaint Form Template” to submit forms for review and approval. Complete the required fields and upload the template. Once approved, any changes or updates to the Hospital Staffing Complaint Form should be resubmitted to the Department for review and approval.

- 2. Hospital Staffing Objection/Refusal Template option:** Select “Hospital Staffing Objection/Refusal Template” and “Submit a new Hospital Staffing Objection/ Refusal Form Template” to submit forms for review and approval. Complete the required fields and upload the template for review and approval. Once approved, any changes or updates to the Hospital Staffing Objection/Refusal Form should be resubmitted to the Department for review and approval.
  
- 3. Hospital Staffing Plan option:** Select “Hospital Staffing Plan Submission” and “Submit a new Hospital Staffing Plan”. Complete the required fields and complete the certifications, signature, and date prior to selecting Submit.



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