STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH





Ned Lamont Governor Susan Bysiewicz Lt. Governor

FACILITY LICENSING AND INVESTIGATIONS SECTION

BLAST FAX 2024-9

TO: Hospital Administrators

FROM: Jennifer Olsen-Armstrong, Section Chief

Facility Licensing and Investigations Section

CC: Commissioner Manisha Juthani, MD

Adelita Orefice, MPM, JD, CHC, Chief of Staff Lorraine Cullen MS, RRT, RRT-ACCS, Branch

Chief HOSB

Cheryl Davis, R.N. Public Health Services Manager

DATE: September 25, 2024

SUBJECT: Hospital Nurse Staffing Compliance

The Department of Public Health has reviewed comments submitted during the public comment period on the proposed guidance to implement Section 19a-89e(n) of the Connecticut General Statutes, regarding reports on hospital nurse staffing compliance.

In consideration of the comments received, the updated guidance and instructions for reporting are included below. This is the final version of the implementation guidance.

Section 1. Definitions

(1) "Assistive personnel" has the same meaning as provided in Section 19a-89e(a) of the Connecticut General Statutes and is limited to assistive personnel included in the hospital staffing plan;

- (2) "Nurse staffing assignment" means a shift assigned as outlined in the nurse staffing plan developed in accordance with Section 19a-89e of the Connecticut General Statutes to a nurse licensed pursuant to Chapter 378 of the Connecticut General Statutes, to a practical nurse licensed pursuant to Chapter 378 of the Connecticut General Statutes, or to assistive personnel;
- (3) "Patient care unit" means each unit for which a hospital has set forth distinct nurse staffing assignments in the nurse staffing plan developed in accordance with Section 19a-89e of the Connecticut General Statutes, including but not limited to patient care units for inpatient services, critical care and the emergency department, as applicable; and
- (4) "Professional skill mix" means the staffing assignments for licensed practical nurses, registered nurses, and assistive personnel for a given patient care unit.

Section 2. Reporting Requirements

Each hospital licensed pursuant to Chapter 368v of the Connecticut General Statutes shall submit biannual compliance reports on the hospital's compliance with their nurse staffing plan pursuant to Section 19a-89e(n) of the Connecticut General Statutes in the form and manner prescribed as follows:

- (a) The first such compliance report shall be submitted on or before October 1, 2024, and shall include compliance information for March 2024 through August 2024, inclusive.
- (b) Compliance reports shall be thereafter submitted on or before July 1 and January 1 of each year, with the first report due January 1, 2025 to align with the submission deadlines for the hospital's nurse staffing plan.
- (c) Each biannual report shall include the required compliance information for the previous six months.
 - (1) Reports due July 1 shall include compliance information for months December through May, inclusive.
 - (2) Reports due January 1 shall include compliance information for months June through November, inclusive.
- (d) Reports shall be submitted to the Department using the web-based reporting portal for "Hospital Staffing Reporting".

Section 3. Required Compliance Information

- (a) Pursuant to Section 19a-89e(n) of the Connecticut General Statutes, hospitals are required to attest, in each compliance report submitted in accordance with Section 2 of this implementation guidance, whether the hospital complies with at least eighty per cent of the nurse staffing assignments as required by any component outlined in the nurse staffing plan developed pursuant to subsections (d) and (e) of Section 19a-89e during the reporting period.
- (b) The Department interprets 80% to mean whether 80% of nurse staffing assignments set forth in the hospital's nurse staffing plan for all shifts in each component of the plan have been filled during the reporting period. For example, a hospital with a patient care unit that has 3 RN shifts per day, 3 LPN shifts per day, and 3 assistive personnel shifts per day would calculate their compliance for this patient care unit over the 183-day reporting period as follows:

(183 days x 3 RN staffing assignments) + (183 days x 3 LPN staffing assignments) + (183 days x 3 Assistive Personnel staffing assignments) = 1647 total staffing assignments.

 $1647 \times 80\% = 1318$ staffing assignments that must be complied with to achieve 80% compliance.

Hospitals are not required to submit calculations as part of their compliance reporting. The compliance report shall consist only of the attestation specified in part (a).

Instructions for reporting via the DPH FLIS Portal:

Home page: https://dphflisevents.ct.gov/ DEPARTMENT OF PUBLIC HEALTH CONNECTICUT DPH FLIS - Facility Licensing & Investigations Section(FLIS) Alerts and Notifications Login Required **Hospital Providers Adverse Events Hospitals and Surgical Centers** select to login Reportable Events All Other Facilities FIRST TIME FACILITY ADMINISTRATORS:All first time facility administrators MUST register before you can login to the website. Select the "Register as a Facility Administrator" link and create a new account. DPH Employee Login Register as a Facility Administrator Register as a CMP User Forgot your password? No Login Required EO 14B COVID-19 LTCF Facility Staff Vaccination FLIS Complaint Submission Yearly Report Submission to DPH FLIS For any assistance(Reportable/Adverse Events, LTCF COVID-19 daily reporting, ePOC, MDS assessments, complaints submission) please submit a ticket to FLIS at https://dph-cthelpdesk.ct.gov/Ticket. © 2024 - DPH FLIS - Facility Licensing & Investigations Section

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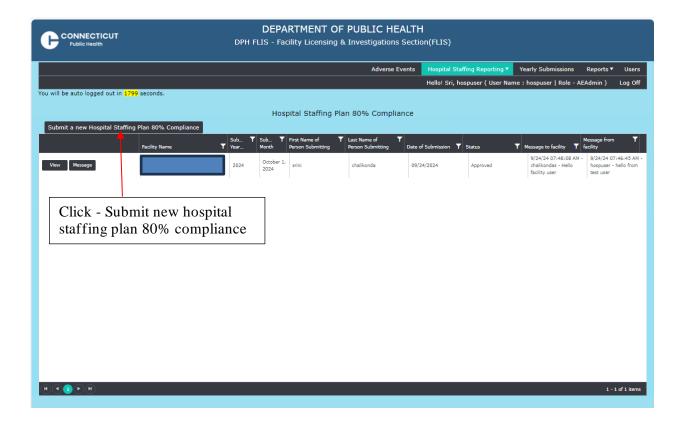
Landing Page:

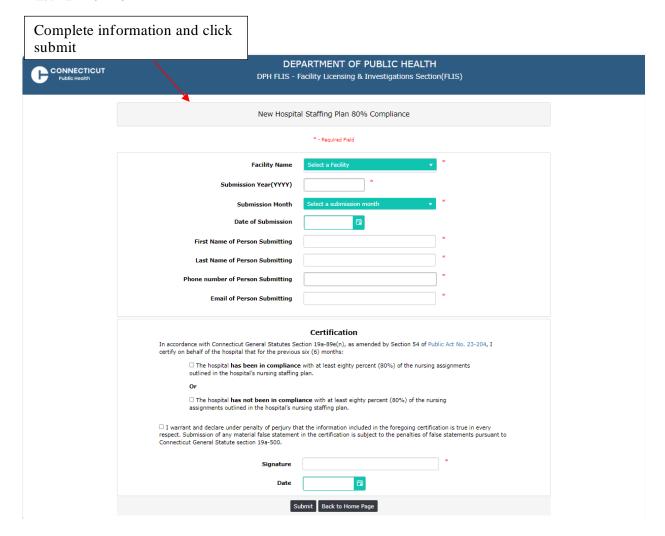


Select Hospital Staffing Plan 80% Compliance menu item:



Select Hospital Staffing Plan 80% Compliance





For assistance with submission please submit a ticket to the <u>DPH Helpdesk Portal</u> (<u>https://dph-cthelpdesk.ct.gov/Ticket</u>)

For Questions please contact Cheryl Davis Public Health Services Manager at Cheryl.davis@ct.gov or Andrew Wells Health Program Associate at andrew.wells@ct.gov



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