

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- 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 HQSB
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 X 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/>

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Alerts and Notifications

Login Required

**Adverse Events
Hospitals and Surgical Centers**

**Reportable Events
All Other Facilities**

Hospital Providers select to login

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>.

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Login Page:

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FLIS Events Report Tracking System - Login Page

User Name

Password

Enter login credentials

Login Back to Home Page

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?

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>.

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Landing Page:

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Adverse Events Hospital Staffing Reporting Yearly Submissions Reports Users

Hello! Sri, hospuser (User Name : hospuser | Role - AEAdmin) Log Off

You will be auto logged out in 1799 seconds.

Adverse Events Tracking System

Select Hospital Staffing Reporting

Facility Name	Sequential Report Number	NQF Event Category	Date and Time of Event First Known	Submission Date	Request For Further Inform...	Late Entry Flag	Late CAP Flag	Message from facility	Message from facility
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Select Hospital Staffing Plan 80% Compliance menu item:

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Adverse Events Hospital Staffing Reporting Yearly Submissions Reports Users

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Adverse Events Tracking System

Hospital Staffing Complaint Template
Hospital Staffing Objection/Refusal Template
Hospital Staffing Plan Submission
Hospital Staffing Plan 80% Compliance

Select Hospital Staffing Plan 80% Compliance

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Adverse Events | **Hospital Staffing Reporting** | Yearly Submissions | Reports | Users

Hello! Sri, hospuser (User Name : hospuser | Role - AEAdmin) | Log Off

You will be auto logged out in 1799 seconds.

Hospital Staffing Plan 80% Compliance

Submit a new Hospital Staffing Plan 80% Compliance

Facility Name	Sub... Year...	Sub... Month	First Name of Person Submitting	Last Name of Person Submitting	Date of Submission	Status	Message to facility	Message from facility
<input type="text"/>	2024	October 1, 2024	sri	chalikonda	09/24/2024	Approved	9/24/24 07:48:08 AM - chalikonidas - Hello facility user	9/24/24 07:46:43 AM - hospuser - hello from test user

View Message

Click - Submit new hospital staffing plan 80% compliance

1 - 1 of 1 items

Complete information and click submit

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New Hospital Staffing Plan 80% Compliance

* - Required Field

Facility Name *

Submission Year(YYYY) *

Submission Month *

Date of Submission

First Name of Person Submitting *

Last Name of Person Submitting *

Phone number of Person Submitting *

Email of Person Submitting *

Certification

In accordance with Connecticut General Statutes Section 19a-89e(n), as amended by Section 54 of Public Act No. 23-204, I certify on behalf of the hospital that for the previous six (6) months:

The hospital **has been in compliance** with at least eighty percent (80%) of the nursing assignments outlined in the hospital's nursing staffing plan.

Or

The hospital **has not been in compliance** with at least eighty percent (80%) of the nursing assignments outlined in the hospital's nursing staffing plan.

I warrant and declare under penalty of perjury that the information included in the foregoing certification is true in every respect. Submission of any material false statement in the certification is subject to the penalties of false statements pursuant to Connecticut General Statute section 19a-500.

Signature *

Date

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

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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