

# 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 2024-20

**TO:** Hospital Administrators

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

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

**DATE:** December 20, 2024

**SUBJECT:** Hospital Nurse Staffing Reporting Due January 1, 2025

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Please be reminded that Hospital Staffing reporting is due on or before January 1, 2025. Reports shall be submitted to the Department of Public Health using the web-based reporting portal under the "Hospital Staffing Plan Certification" tab:

- 1. Hospital Staffing Plan 80% Compliance:** Select "Hospital Staffing Plan 80% Compliance" and "Submit a new Hospital Staffing Plan 80% Compliance."

As a Reminder:

- Reports due January 1 shall include compliance information for months June through November, inclusive.
- Reports due July 1 shall include compliance information for months December through May, inclusive.

- Refer to [Blast Fax 2024-9](#) for definitions and information on calculating hospital staffing plan compliance.

**2. Hospital Staffing Plan Certification:** Select “Hospital Staffing Plan Certification” and “Submit a new Hospital Staffing Plan Certification”. Complete the required fields and complete the certifications, signature, and date prior to selecting Submit.

Instructions for reporting via the DPH FLIS Portal:

Home page: <https://dphflisevents.ct.gov/>

**CONNECTICUT**  
Public Health

**DEPARTMENT OF PUBLIC HEALTH**  
DPH FLIS - Facility Licensing & Investigations Section (FLIS)

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:**

CONNECTICUT Public Health  
DEPARTMENT OF PUBLIC HEALTH  
DPH FLIS - Facility Licensing & Investigations Section (FLIS)

FLIS Events Report Tracking System - Login Page

User Name

Password

Enter login credentials

Login Back to Home Page

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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:**

CONNECTICUT Public Health  
DEPARTMENT OF PUBLIC HEALTH  
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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

Report New Adverse Event

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:**

CONNECTICUT Public Health  
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Adverse Events Hospital Staffing Reporting Yearly Submissions Reports Users

Hospital Staffing Complaint Template  
Hospital Staffing Objection/Refusal Template  
Hospital Staffing Plan Certification  
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
[Redacted]	2024	October 1, 2024	sri	chalikonda	09/24/2024	Approved	9/24/24 07:48:08 AM - chalikondas - Hello facility user	9/24/24 07:46:45 AM - hospuser - hello from test user

View Message

Click - Submit new hospital staffing plan 80% compliance

1 - 1 of 1 items

Complete the “New Hospital Staffing 80% Compliance” report certifications, signature, and date and Click “Submit”

From Hospital Staffing Reporting select “Hospital Staffing Plan Certification” and “Submit a new Hospital Staffing Plan Certification”. Complete the required fields and complete the certifications, signature, and date prior to selecting submit.

For assistance with submission please submit a ticket to the [DPH Helpdesk Portal](#).

For questions, please contact Cheryl Davis, Public Health Services Manager at [Cheryl.davis@ct.gov](mailto:Cheryl.davis@ct.gov)



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