



STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

January 4, 2022

Re: Monthly Facility Census Data

Dear Administrator:

All nursing facilities and residential care homes are to report your monthly census data to the Department of Social Services. You are to report your census as of the first day of the month. Your census must be submitted monthly by the fifteenth (15) day of that month. Your bed census information must be submitted to CTCensus@mslc.com. You must complete the Monthly Facility Census Data form (attached) and include the following information:

- Facility Name
- Facility Provider Number
- Contact name, email address, and telephone number
- Number of residents in the facility on the first day of the month
- Number of bed holds (reserve beds) on the first day of the month

Report days by each level of care:

- Chronic and Convalescent Nursing Homes (CCNH)
- Rest Home with Nursing Supervision (RHNS)
- Resident Care Home (RCH)

Clearly distinguish bed holds (reserve beds) from actual days. For example, a CCNH with 70 residents in the facility the first day of the month with 12 reserve beds should report 70 in the section for number of residents in the facility and 12 for the number of reserved bed holds, a total of 82.

Do not factor in any adjustment related to the number of available beds, the census count should only reflect the number of residents in the facility on the first day of the month. Your facility will be contacted if census data is not received by the deadline. Please contact Diana Fernandez at Myers & Stauffer LLC with questions at 860-687-0790.

Thank you for your prompt attention to this matter. If you have concerns or questions, please feel free to contact the undersigned at Nicole.godburn@ct.gov or 860-424-5393.

Sincerely,

Nicole Godburn, MBA
Fiscal Manager
Reimbursement & CON

Cc: B. Bujwid, DSS
R. Wysocki, DSS
N. Mazzatto, DSS
K. Coulombe, M&S