

FACILITY LICENSING AND INVESTIGATIONS SECTION**BLAST FAX 2025-22**

TO: Hospital Administrators

FROM: Jennifer Olsen-Armstrong, MS, RD
Department of Public Health (DPH)
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DATE: December 8, 2025

SUBJECT: Hospital Staffing Reporting

[Public Act 25-97](#) modified subsection (n) of section 19a-89e of the Connecticut general statutes, changing the due date and reporting timeframe for hospital staffing compliance reporting. Effective October 1, 2025 the following changes were effective:

Each hospital shall report biannually to the Department of Public Health, in a form and manner prescribed by the Commissioner of Public Health, whether it has been in compliance, for the previous six months, 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 this section. Each hospital

shall submit such reports not later than January fifteenth for the most recent six-month period ending on January first, and not later than July fifteenth for the most recent six-month period ending on July first.

This change does not impact the reporting deadline for hospitals to report and provide written certification that the hospital has implemented the nurse staffing plan developed by its staffing committee and that such plan is sufficient to provide adequate and appropriate delivery of health care services to patients. The reporting deadline for this information remains **January first and July first** in accordance with CGS section 19a-89e (b).

This updated guidance reflects the timeframe set forth in Public Act 25-97. The reporting guidance, including definitions and calculation guidance, contained within [Blast Fax 2024-9](#) remains in effect. The only change is that the report on compliance with the staffing plan is now due no later than **January 15 and July 15** each year for the preceding six-month period ending on January 1 and July 1, respectively, rather than January 1 and July 1 each year for the six-month reporting period ending on November 30 and May 31, respectively.

Reports shall be submitted to the Department of Public Health using the web-based reporting portal. After logging in, Select the "Hospital Staffing Reporting" tab.

1. **Hospital Staffing Plan Certification (Due not later than January first and July first annually):** Select "Hospital Staffing Plan Certification" and "Submit a new Hospital Plan Certification" Complete the required fields and complete the certifications, signature and date prior to selecting Submit.
2. **Hospital Staffing Plan 80% Compliance (Due not later than January 15th and July 15th):** Select "Hospital Staffing Plan 80% Compliance" and "Submit a new Hospital Staffing Plan 80% Compliance." Complete the "New Hospital Staffing 80% Compliance" report certifications, signature, and date and Click "Submit"

Each hospital shall submit such reports not later than January fifteenth for the most recent six-month period ending on January first, and not later than July fifteenth for the most recent six-month period ending on July first.

Hospitals are not required to submit calculations as part of their compliance reporting. The compliance report shall consist only of the specified attestations.

- a. Reports due January 15 shall include compliance information for months July 2 through January 1, inclusive.
- b. Reports due July 15 shall include compliance information for months January 2 through July 1, inclusive.

For assistance with submission please submit a ticket to the [DPH Helpdesk Portal](https://dphcthelpdesk.ct.gov/Ticket) (<https://dphcthelpdesk.ct.gov/Ticket>)

For Questions please contact Cheryl Davis Public Health Services Manager at Cheryl.davis@ct.gov.