

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 2025-7

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: June 9, 2025

SUBJECT: Hospital Nurse Staffing Reporting Due July 1, 2025

Please be reminded that Hospital Staffing reporting is due on or before July 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/>

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DPH FLIS - Facility Licensing & Investigations Section (FLIS)

Alerts and Notifications

Login Required

Adverse Events
Hospitals and Surgical Centers

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>.

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Login Page:

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FLIS Events Report Tracking System - Login Page

User Name

Password

Enter login credentials

LoginBack to Home Page

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DPH Employee Login

Register as a Facility Administrator

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Forgot your password?


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Landing Page:

[illegible]

Select Hospital Staffing Plan 80% Compliance menu item:



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[Report New Adverse Event](#)

Adverse Events Tracking System

[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](#)

You will be auto logged out in 1799 seconds.

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Select 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	srini	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

Click - Submit new hospital staffing plan 80% compliance

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



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