

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."

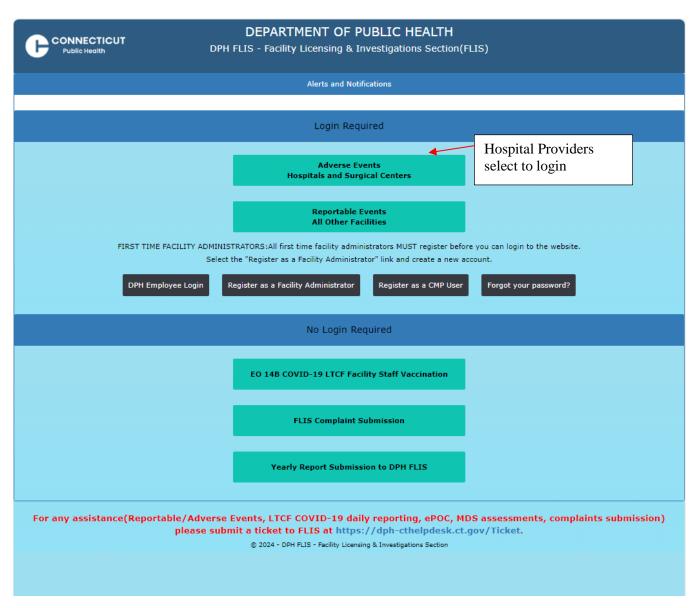
### As a Reminder:

- 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.

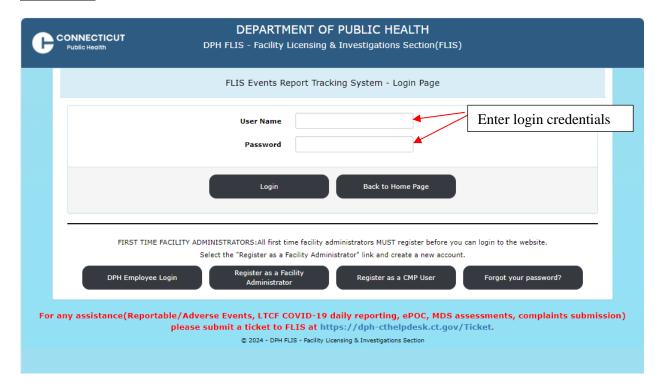
- Refer to <u>Blast Fax 2024-9</u> for definitions and information on calculating hospital staffing plan compliance.
- 2. Hospital Staffing Plan Certification: Select "Hospital Staffing Plan Certification" and "Submit a new Hospital Staffing Plan Certification". Complete the required fields and complete the certifications, signature, and date prior to selecting Submit.

Instructions for reporting via the DPH FLIS Portal:

Home page: <a href="https://dphflisevents.ct.gov/">https://dphflisevents.ct.gov/</a>



#### Login Page:



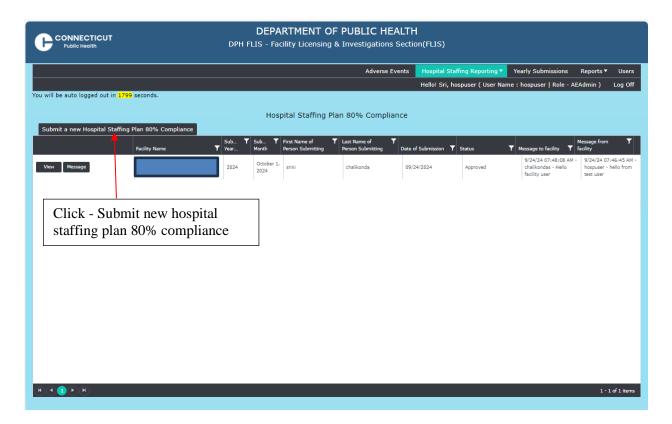
## **Landing Page:**



### Select Hospital Staffing Plan 80% Compliance menu item:



Select 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 <a href="mailto:Cheryl.davis@ct.gov">Cheryl.davis@ct.gov</a>



Telecommunications Relay Service 7-1-1410 Capitol Avenue, P.O. Box 340308 Hartford, Connecticut 06134-0308www.ct.gov/dph Affirmative Action/Equal Opportunity Employer

