TO: Acute Care Hospital CFOs

CC: Hospital CEOs, Hospital Reporting System Contact Persons, CHA

FROM: Olga Armah, Manager, Research and Planning,
Health Information Technology, OHS

DATE: January 22, 2026

RE: FY 2025 Annual Reporting and Twelve Months Actual Filing

Section 19a-643-206 of the Regulations of Connecticut State Agencies ("R.C.S.A.") requires hospitals to report annually on their actual operating results for the previous fiscal year, October 1, 2024, to September 30, 2025 ("FY 2025"), to the Office of Health Strategy ("OHS"). Pursuant to R.C.S.A. 19a-643-206(b) and (c), the annual filings contain information for FY 2025 including audited financial statements, Medicare Cost Reports, hospital and parent corporation legal charts of corporate structure, hospital uncompensated care policies and procedures, hospital financial data, hospital utilization statistics, and the Hospital Reporting System ("HRS") reports.

Specific instructions, including affidavits and checklists needed to complete the filing requirements for the FY 2025 Annual Reporting and Twelve Months Actual Filing can be found on the OHS website. A link to those instructions will be emailed to the HRS contact person for your hospital. If you would like to add any new names to OHS' HRS email contact list, email the new information to your hospital's assigned OHS analyst and include the name, title, email address, phone number and fax number of the hospital's HRS contact person.

All filing requirements concerning the two annual filings will be due at OHS by the close of business (4:30 pm) on the following dates:

- **Monday, March 2, 2026:** Submission of the electronic FY 2025 Annual Reporting HRS reports plus related support, Audited Financial Statements, Medicare Cost Reports, legal chart of corporate structure, current lists of officers and directors for each legal entity, hospital uncompensated care policies and procedures, and a signed, dated, and notarized filing affidavit.
- **Tuesday, March 31, 2026:** Submission of the electronic FY 2025 Twelve Months Actual Filing HRS reports plus related support, the hospital's and hospital parent corporation's IRS Form 990, and a signed, dated, and notarized filing affidavit.

If you foresee any difficulties with meeting these statutory due dates, you must schedule a conference call with me or my designee. During the call, you will need to explain the specific reasons why your hospital cannot file the data in a timely manner, a list of the specific items which your hospital requests an extension for and the date(s) by which your hospital expects to submit the required documents. The conference call should be scheduled well in advance of the filing deadlines. A formal time extension letter will also need to be submitted after the conference call. OHS will only consider time extension requests for rare and extenuating circumstances that have been discussed with OHS in advance. Please be advised that pursuant to Connecticut General Statutes § 19a-653, OHS may assess a civil penalty of up to $1,000 per day for each day that required data or information is missing, incomplete or inaccurate.

All non-HRS related filing requirements should be submitted as PDF files. All questions regarding any aspect of the FY 2025 Annual Reporting and Twelve Months Actual Filing should be emailed to your hospital's assigned OHS analyst.

OHS will be relying on the accurate filing of the hospitals' information and we specifically intend to use the information in OHS publications. Thank you in advance for your cooperation concerning these annual hospital filing requirements.