



STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

November 7, 2014

Administrator:
Facility Name:

Re: Monthly Facility Census Data

Dear Administrator:

Report your census as of the first day of the month. Your census data must be submitted monthly by the fifteenth (15th) day of that month. Your bed census information may be submitted in two ways to CTCensus@mslc.com. You can provide the census information within the body of your e-mail or by completing and submitting the Monthly Nursing Facility Census Data form. Include the following information.

- Facility name
- Facility provider number
- Contact name, e-mail address, and telephone number
- Number of residents in the facility on the first day of the month
- Number of bed holds (reserved beds) on the first day of the month

Report days by each level of care:

Chronic and Convalescent Nursing Homes (CCNH)
Rest Homes with Nursing Supervision (RHNS)

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

Your facility will be contacted if census data is not received by the deadline. Please contact Connie Reinhardt at Myers and Stauffer LLC with questions at 860-687-0790 or crein@mslc.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher LaVigne".

Christopher LaVigne

Cc: John McCormick
Cc: Kathy Shaughnessy

State of Connecticut
Department of Social Services

Monthly Nursing Facility (CCNH) and Rest Home with Nursing Supervision
(RHNS) Census Data

Submit census information to: CTCensus@mslc.com

Month/Year Report census on the 1st day of the month

Name of facility
CCNH provider number
RHNS provider number

Contact name
E-mail address
Telephone number
Facsimile number

Number of residents in the facility on the first day of the month (not including bed holds)

CCNH
RHNS

Number of reserved bed holds on the first day of the month

CCNH
RHNS