

DMHAS-EQMI

SPECIAL PROVIDER ALERT

DECEMBER 2021



Critical Incident Closures

In order to produce a timely and useful critical incident annual report for FY21, we request that you wrap up data entry and update activities for incidents that occurred **between 07/01/2020 and 06/30/2021** by **Friday, December 31, 2021**. This includes:

- Entering any outstanding initial reports
- Updating reports with information, such as client name, that may have been unavailable at the time of entry
- Adding incident review and closure information

Need a refresher on how to close an incident report? Open the incident report and click on the closure tab:

The screenshot shows the DMHAS EQMI interface. At the top, it says 'DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES'. The 'Critical Incident' page has two tabs: 'Incident' and 'Closure'. The 'Closure' tab is highlighted with a red circle. Below the tabs, the 'INCIDENT' section contains fields for Date of Report (06/26/2014), Incident ID (97), Status (Open), Contact Person (joe contact), Contact Phone ((873) 355 - 2666), Ext (1234), Reporting Agency (Bridges), Date of Incident (06/26/2014), Time of Incident (11:00 AM), Location of Incident (East Hartford), Location Type (Program Premises: Non-Inpatient), Incident Category (Serious Crime Alleged), and Sub-Category (Other serious crime (specify)).

You will see this screen:

The screenshot shows the DMHAS EQMI interface with the 'Closure' tab selected. The 'CLOSURE INFORMATION' section contains fields for Date of Review, Date Closed, Closed By (First/Last Name), Primary Review Method (--- Select Review Method ---), Review Chairperson (if applicable), Review Findings, Corrective Actions (Proposed/Completed), Did the incident result in a change in policy? (Yes/No), Did the incident result in a change in practice? (Yes/No), Final Incident Category (Serious Crime Alleged), and Final Sub-Category (Other serious crime (specify)). At the bottom, there are buttons for PRINT, RETURN, and CLOSE INCIDENT.

For more information, refer to the [Critical Incident Reporting Guide](#), pages 26-28.

Still have Questions? Please contact:

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