

DMHAS-EQMI

SPECIAL PROVIDER ALERT

DECEMBER 2022



Critical Incident Closures

In order to produce a timely and useful critical incident annual report for FY22, we request that you wrap up data entry and update activities for incidents that occurred **between 07/01/2021 and 06/30/2022** by **Friday, December 30, 2022**. 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 web application interface. At the top, it says 'DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES'. The page title is 'Critical Incident'. There are two tabs: 'Incident' and 'Closure'. The 'Closure' tab is highlighted with a red circle. Below the tabs, there is a form for incident details. The form includes 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 web application interface with the 'Closure' tab selected. The page title is 'Critical Incident'. Below the tabs, there is a form for closure information. The form includes fields for Incident ID (97), Date of Incident (06/26/2014), Date of Report (06/26/2014), Status (Open), 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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