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:

You will see this screen:

For more information, refer to the Critical Incident Reporting Guide, pages 26-28.

Still have Questions? Please contact:

Karolina Wytrykowska at Karolina.Wytrykowska@ct.gov