

DMHAS-EQMI



PROVIDER ALERT

February 2025

Critical Incident Closures

To maintain an up-to-date and accurate Critical Incident Database, each incident must be reviewed and closure information entered so that the incident can be closed within 60 days of the initial report. Please review data entry and update any activities, including closures, for Critical Incidents that occurred in CY 2024. 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 'Critical Incident' form in the DMHAS-EQMI system. The 'Incident' tab is selected, and the 'Closure' tab is highlighted with a red circle. The form contains the following fields:

- 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
- Other:
- Incident Category: Serious Crime Alleged
- Other:
- Sub-Category: Other serious crime (specify)
- Other: theft

You will see this screen:

The screenshot shows the 'Critical Incident' form in the DMHAS-EQMI system, with the 'Closure' tab selected. The form contains the following fields:

- 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
- Other:
- Final Sub-Category: Other serious crime (specify)
- Other:

At the bottom of the form, 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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