Quality Directors' Meeting Agenda
Tuesday, August 26th at 3PM
Via TEAMS (860-840-2075 PIN Conference ID: 397 165 41# Tuesdays)

Thursday, August 28th at 9AM
Via TEAMS (860-840-2075 PIN Conference ID: 990 489 267# Thursdays)

EQMI Data Quality
- Meetings will be recorded for minutes, then deleted
- Functional Assessments – DLA-20 trainings- reach out to Elizabeth.Feder@ct.gov Standing item for staff needing DLA 20 basic training reach out to Liz Feder or Meagan McGuire. If staff is interested in the train-the-trainer series, they need to have this basic DLA training first. Offered monthly rotating between Monday, Wednesday and Friday. If you have a large group at your agency, EQMI can do an individualized training in person or virtually.
    - Individual agency training – 10 or more folx
    - Train the Trainer-interest?
- *Data Corrections – EQMI:* reach out to the appropriate team member based on the starting letter of your agency for support with DDaP, EDW or other data related concerns
    - Wei (A-K) – Wei.Wei@ct.gov
    - Jordon (L-Z) – Jordon.Vassell@ct.gov
        - Check capacities continue to check and review capacities and addresses for the most up to date information in DDaP. If anything needs to be changed, coordinate with your SO LMHA or OOC contact to submit a change control.
        - Check addresses
        - Correct duplicates DDaP creates duplicates based on errors in EHR or data entry. Data Quality team will reach out to work on correcting errors from the source so they do not continue to recreate each month.
- HMIS/Nutmeg data issues? Please alert us to any issues with HMIS/Nutmeg that effect your DDaP data. We are preparing Dashboards and need to know if there are active issues for your agency and/or programs.

Quarterly Quality Dashboards
- Data due by 15th of the following month (ex. May 15th for April data)

- **Annual Dashboard report drafts were sent out for funded programs** Q4 drafts were sent out; please review and contact us with any data concerns prior to publication of Q4 finals.
        - Please review and contact Meagan McGuire with any questions or concerns

- Metrics Review: Service Utilization → Clients Receiving Services reviewed these Metrics on Dashboards; answered questions.
    - Quality Dashboard Review Guide Reviewed location(s) to Dashboard Review Guide and oriented to content. Advised that EQMI is actively working on updates to the Guide.
        - Update in progress

- Metrics Reports: Periodic Assessment 6-Month Tickler reviewed these EDW reports; answered questions.
    - On-Time Periodic 6 Month updates

File Upload
- New E.H.R./other issues- reach out to Meagan.McGuire@ct.gov If you have a new EHR or one in the works and concerns about file uploads or other data quality concerns, let us know and we can work with you all to troubleshoot. If you have not completed the EHR questionnaire, let me know and I will resend.
- New report: No Data Report Reviewed this new EDW report and how to use it for an overview perspective on missing data trends.

Critical Incident Reporting
- EDW: Critical Incident Overdue report Closures are due within 60 days of submission to DDaP. There is an Overdue Critical Incident EDW report that measures the 60 days from reported entry in DDaP rather than the reported incident date. Coordinate with SO LMHA or OOC contact to report, submit and close CI.
  - Wei and Jordon will be reaching out
  - Closures due in 60 days from report
  - Need to have fiscal year 25 closed by 8/30/2025

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Monthly Quality Directors Calls Schedule:

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
September 23, 2025	September 25, 2025

Monthly Training Schedule:

September 26, 2025	9:30 – 11 a.m.	Direct Data Entry	11–1 p.m.	EDW Reports	2–3 p.m.	CI
October 24, 2025	9:30 – 11 a.m.	Direct Data Entry	11–1 p.m.	EDW Reports	2–3 p.m.	CI

Monthly DLA-20 Training Schedule:

September 17, 2025	Wednesday 8:30am-12:30pm	Meagan McGuire
October 20, 2025	Monday 8:30am-12:30pm	Liz Feder

Click here to access our website: [EQMI - Home Page (ct.gov)](#)
Click here to access EQMI training calendar: [EQMI 2025 Training Calendar](#)