

# Quality Directors' Meeting Agenda

**Tuesday, July 29th at 3PM**

**Via TEAMS ( 860-840-2075 PIN Conference ID: 397 165 41# Tuesdays)**

**Thursday, July 31st 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](mailto: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?
- Consumer Satisfaction Surveys updates- reach out to [Tricia.Lang@ct.gov](mailto:Tricia.Lang@ct.gov)
  - [FY 24 Consumer Satisfaction Survey Annual Report](#) is posted Link included in agenda to Consumer Satisfaction Annual Report which is posted to DMHAS EQMI website
    - FY 25 reporting is CLOSED EQMI will begin to compile data for reporting. Thank you for all of your participation!
      - 20,000 surveys submitted by 107 agencies
- *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](mailto:Wei.Wei@ct.gov)
  - Jordon (L-Z) – [Jordon.Vassell@ct.gov](mailto: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

- FY25 Q3 Quality Dashboard finals were distributed at the beginning of July Dashboards have been sent out. Looking towards Q4 Dashboards and data corrections to ensure the annual Dashboards are up to date and accurate.
- Data due by 15<sup>th</sup> of the following month (ex. May 15<sup>th</sup> for April data)
  - Check data for annual report
  - Annual Dashboard report drafts sent out week of August 18th Q4 drafts will be sent out; please review and contact us with any data concerns prior to publication of Q4 finals.
- Metrics Review: NOMS, TEDS, and On-Time Periodic (6 month updates) 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

#### *File Upload*

- New E.H.R./other issues- reach out to [Meagan.McGuire@ct.gov](mailto: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.

#### *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
- CI trends – Liz
  - Report multiple deaths that occurred in one incident as separate Critical Incidents
  - [Critical Incident Categories and Descriptions](#) Liz reviewed Critical Incident resources and reporting on incidents that involve multiple clients/victims, including multiple deaths, as separate CI report for each individual involved.

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#### Monthly Quality Directors Calls Schedule:

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
August 26, 2025	August 28, 2025

#### Monthly Training Schedule:

August 22, 2025	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
September 26, 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:

August 15, 2025	Friday 8:30am-12:30pm	Meagan McGuire
September 17, 2025	Wednesday 8:30am-12:30pm	Liz Feder

Click here to access our website: [EQMI - Home Page \(ct.gov\)](#)