Quality Director's Meeting Minutes
Tuesday, August 27th at 3 PM and Thursday August 29th at 9 AM
(Via Teams)

EQMI Data Quality:
- Data Corrections – EQMI:
  - Wei – Wei.Wei@ct.gov – Providers A-K
  - Jordon – Jordon.Vassell@ct.gov – Providers L-Z

- Duplicate admissions/deceased clients – This data is being monitored monthly and emails are being sent out to the providers.

- Methadone Maintenance providers – This data is being monitored biweekly and emails are being sent out to the providers who need to promptly discharge MM clients for admissions to another program. The same client *cannot* be admitted to more than one MM program at a time and delayed discharge delays admission.

- Clients with no services in 6 months – Please ensure routine review and prompt discharge of clients. If a client has not had services in 6 months, please discharge unless your agency policy is less time.

- Consumer Satisfaction Surveys updates – Information is being pulled together for Consumer Satisfaction. Please use DDaP or Survey Monkey to enter surveys.

- DDAP
  - Please let us know if you have staff who are no longer with your agency so that we can deactivate the account. You can request a list of current users to review. Please contact you Data Corrections EQMI staff for more information.

  - If you have a program(s) that is closing, please discharge the clients.

    - Housing/Programs are closing this FY – Please discharge clients so we can close in DDaP]

- DDaP/EDW Training

  - Access to DDaP is needed prior to these trainings. Please request access by completing and submitting the **DMHAS Data Access Form** to Chrishaun.Jackson@ct.gov at least 2-3 weeks prior to your scheduled training, as this process is done through DMHAS IT.

Quarterly Dashboards / Report Cards
- FY24 Quarter 3 – Draft Report Cards were sent last week. Last day for corrections is September 6. The Final draft will run September 9th-10th.
*Please ensure that data is accurate.

Functional Assessments:

- An DLA-20 Training was added in September due to the overflow and need. This date is provided below.

- DLA-20 Trainings will be available in LMS for state employees beginning in October 2024.

- DLA-20 Train the Trainer – This session is full. Training date is forthcoming.

Critical Incident Reporting

- Guidelines for submitting CI – two parts (open/closure) - There are two parts in the system that are required for the CI. One involves entering the incident and the other requires the closure and the outcome of the incident. Both parts are required for each incident. *Closures should be done within 60 days, if possible.

- We are receiving CI reports that don't meet reporting criteria. Please review the document on the DMHAS website on the EQMI page under CI reporting called "Critical Incident Categories and Definitions". This document will help to identify which incidents should be reported.

- When Closing "Client Abuse Alleged", or "Client Rights" reports, please check off the box that suggest if the report was substantiated or unsubstantiated.

Future calls:

Monthly Quality Directors Calls Schedule:

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
September 24, 2024	September 26, 2024

Monthly Training Schedule:

September 27, 2024	9:30 – 11 a.m.	Direct Data Entry	11–1 p.m.	EDW Reports	2–3 p.m.	CI
October 25, 2024	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 11, 2024	Wednesday 8:30 am–12:30 p.m.	Liz Feder
September 25, 2024	Wednesday 8:30 am – 12:30 pm	Liz Feder

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