

Quality Director's Meeting Minutes

December 29th 3 PM

Via TEAMS (860-840-2075 PIN Conference ID: 442 392 89# Tuesdays)

December 31st 9 AM

Via TEAMS (860-840-2075 PIN Conference ID: 742 463 650# Thursdays)

EQMI Data Quality

- GAF Replacement - we are currently collecting the replacement tools from each agency. Any agency that is still looking for the replacement tool and is interested in the DLA-20 can contact our department as DMHAS can provide that training at no cost. If you would like to discuss any difficulties with this process, please reach out to us.
- Non-funded substance abuse programs - Per statute, all substance abuse programs should be reporting data to DMHAS. Karolina has been contacting providers who have non-funded programs. The goal is to start reporting into DDAP as of this Fiscal Year. Most of those programs are already set up in DDAP and data can be uploaded. This applies to all programs that hold a license from DPH for SA. Report cards for non-funded programs will be generated for each agency to provide them a visual resource on how those programs are performing.
- DDAP new user registration process - Please use the attached form and remind staff that they have 10 calendar days to activate the passwords once they are sent out by the help desk.
- Contact information updates - Please send the contact information of new staff to ensure continued communication.
- EDW information - Please check EDW Providers Profiles periodically to make sure all the information we have in DDAP is accurate (capacity, address). If you see an empty program on the report card, please let us know so we can check if that program should be closed in DDAP.
- Virtual office hours - 2nd Monday of the month 1-3 PM. Next one is January 11th.
- Consumer Satisfaction Surveys - Individual surveys have been distributed. State wide report will be available in the upcoming weeks.
- Data Corrections - EQMI - Please contact staff in our department for any data corrections instead of the Help Desk.
 - Maria Cabrera - Maria.Cabrera@ct.gov
 - Karen Oliver - Karen.Oliver@ct.gov
- Service Codes - The department has been analyzing the service codes that are currently being used by providers to document services. We were able to analyze FY20 and have discovered that different providers are using different service codes to document the work they are doing. We are looking across all levels of care to come up with a standard list of codes that will be recommended. If you have some feedback about this please send email to Karolina.

Training

- Upcoming Trainings via **Teams**:
 - [Friday, January 29: 9:00am - 12:00pm: Direct Data Entry \(DDAP\)](#)
 - [Friday, January 29: 1:00pm- 2:00pm Critical Incidents \(CI\)](#)
 - [Friday, January 29: 2:00pm - 4:00pm: EDW Reports](#)

If you need individual training, please reach out to us so we can coordinate one for you.

Training Tips

- Date of First Service Requested/Admission Date – Please make sure that the date of service is accurately entered and does not match the admission date (unless it is a program that receives referrals and does admissions on the same day, like Mobile Crisis, Jail Diversion or any walk in services). The data that is entered into these two fields allows us to calculate the waiting periods for programs and determine if additional services should be added when funding becomes available.

Quarterly Dashboards / Report Cards

- FY 21 Quarter 1 – draft – date correction due January 8th. Final draft will be distributed and posted on the website the week of January 11th.
- FY 21 Quarter 2 – closing 12/31/20. Please start reviewing the data for Q2.

Data Quality Notes

- Monthly Alert – Co-occurring screening – Please make sure the occurring screenings are entered in programs that require them. You can find this measure on the report cards and run a report in EDW.

File Uploads

- DMHAS contact for file upload questions/issues – please contact Karolina to coordinate the process with IT if you have any problems.
- New E.H.R. – Please let us know if your agency is switching systems or plans to go with a new EHR as it can disrupt the reporting of data. A new process for testing an upload file involves the provider to set up a file with real information and uploading it.

Critical Incident Reporting

- Guidelines for submitting CI –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.
- CI old reports closure – Please check the system and close all incidents that are past 60 days.
- Covid-19 reporting requirements – There is a separate field that was created to allow individuals to enter the actual diagnosis of COVID-19. When picking "other" as a subcategory, please type in COVID-19 in the box (it was previously not available).
- CI Training – dates of training are included at the end of the minutes.

Future calls:

- Next **Quality Directors** call: January 26 at 3:00 PM or January 28 at 9:00am

Monthly Quality Directors Calls Schedule 2020/2021

January 26, 2021	at 3 p.m.	January 28, 2021	at 9 a.m.
February 23, 2021	at 3 p.m.	February 25, 2021	at 9 a.m.
March 30, 2021	at 3 p.m.	March 25, 2021	at 9 a.m.

April 27, 2021	at 3 p.m.	April 29, 2021	at 9 a.m.
May 25, 2021	at 3 p.m.	May 27, 2021	at 9 a.m.
June 29, 2021	at 3 p.m.	June 24, 2021	at 9 a.m.

Monthly Training Schedule 2020/2021

January 29, 2021	9 – 12 p.m. Direct Data Entry	1- 2 p.m. CI	2-4 p.m. EDW Reports
February 26, 2021	9 – 12 p.m. Direct Data Entry	1- 2 p.m. CI	2-4 p.m. EDW Reports
March, 26, 2021	9 – 12 p.m. Direct Data Entry	1- 2 p.m. CI	2-4 p.m. EDW Reports
April 30, 2021	9 – 12 p.m. Direct Data Entry	1- 2 p.m. CI	2-4 p.m. EDW Reports
May 21, 2021	9 – 12 p.m. Direct Data Entry	1- 2 p.m. CI	2-4 p.m. EDW Reports
June 25, 2021	9 – 12 p.m. Direct Data Entry	1- 2 p.m. CI	2-4 p.m. EDW Reports

DLA-20 Trainings

January 15, 2021	1 p.m – 5 p.m.
February 4, 2021	9 a.m – 1 a.m.
February 11, 2021	9 a.m – 1 a.m.
March 11, 2021	9 a.m – 1 p.m.
March 19, 2021	1 p.m – 5 p.m.
April 8, 2021	9 a.m – 1 p.m.
April 23, 2021	1 p.m – 5 p.m.
May 7, 2021	1 p.m – 5 p.m.
May 13, 2021	9 a.m – 1 p.m.
June 10, 2021	9 a.m – 1 p.m.
June 18 2021	1 p.m – 5 p.m.

Please send an email to Karolina at Karolina.Wytrykowska@ct.gov to register for any of the trainings or schedule an individual one for your agency.