

Quality Director's Meeting Minutes

Tuesday, June 29th at 3 PM

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

Thursday, June 24th at 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 needs a resource list, can contact us. If any provider is interested in the DLA-20, can also contact us to discuss. Please complete the survey that was sent out about the Functional Assessment and the EHR.
- 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, however these report cards will not be posted to the DMHAS website, rather made available to respective agencies for their own use.
- 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. Make all the necessary updates to the existing contacts before new FY22 schedule is distributed.
- 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 session is July 12th
- Data Corrections - EQMI:
 - Maria Cabrera - Maria.Cabrera@ct.gov
 - Karen Oliver - Karen.Oliver@ct.gov.
- Consumer Satisfaction Surveys - Thank you for submitting the surveys. Currently there is not time frame for the update to the four additional questions in DDAP. You can continue to collect them through survey monkey.
- Schedule of meetings and trainings for FY22 - schedule will be distributed in July. The times and dates for the meeting will remain the same.

Training

- Upcoming Trainings via **Teams**:
 - [Friday, June 25: 9:00 am - 12:00 pm: Direct Data Entry \(DDAP\)](#)
 - [Friday, June 25: 1:00 pm- 2:00 pm Critical Incidents \(CI\)](#)
 - [Friday, June 25: 2:00 pm - 4:00 pm: EDW Reports](#)

- [Friday, July 30: 9:00 am – 11:00 am: Direct Data Entry \(DDAP\)](#)
- [Friday, July 30: 11:00 am- 1:00 pm EDW Reports](#)
- [Friday, July 30: 2:00 pm – 3:00 pm: Critical Incidents \(CI\)](#)

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

Training Tips

- Unknown values – Please utilize this report in EDW to collect missing information from clients. If the information is not available, please go back and update it when it becomes known to you. This is very important when compiling reports for the federal government and submitting reports for grants.

Quarterly Dashboards / Report Cards

- FY 21 Quarter 3 – Q3 has been posted to the website.
- FY 21 Quarter 4 – Fiscal year Q4 is ending June 30th. Please ensure all your data is in as this report card will report on the whole year.

Data Quality Notes

- Monthly Alert – Schedule of Trainings and Meetings FY22 – This has been distributed to all agencies. Please email to sign up for all the trainings.

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: July 27th at 3:00 PM or July 29th at 9:00am

Monthly Quality Directors Calls Schedule 2020/2021

June 29, 2021	at 3 p.m.	June 24, 2021	at 9 a.m.
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Monthly Training Schedule 2020/2021

June 25, 2021	9 – 12 p.m. Direct Data Entry	1- 2 p.m. CI	2-4 p.m. EDW Reports
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