

Quality Directors' Meeting Agenda

Tuesday, March 25th at 3PM

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

Thursday, March 27th 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 Liz Feder EQMI offers a monthly DLA-20 training on rotating Monday, Wednesday or Friday. Please email Liz Feder or Meagan McGuire if staff need to be signed up for training.
 - Train the Trainer-interest? We are looking to garner interest in another train the trainer series. We need at least 12 people to express interest. Please reach out to Liz Feder. Reminder that staff attending train the trainer need to have completed the DLA-20 training prior so make sure they are signed up for an upcoming training if they have not already done so.
- Consumer Satisfaction Surveys updates-
 - Annual report is completed and posted Annual report has been completed and will be posted shortly; not currently posted as of this meeting.
 - Reporting is currently open for FY 25 Reporting can be done through direct entry into DDaP or through Survey Monkey. Links and QR codes are available on the EQMI website.
 - 6,000 surveys already submitted 6000 surveys already submitted however they are from a very small portion of the total number of agencies. You can access data on how many surveys have been directly entered into DDaP on EDW reports; for numbers that have been submitted by Survey Monkey, please reach out to Crishaun Jackson or Kristen Miller.
 - 3 months left! Check EDW or reach out to EQMI for the number of surveys your agency needs to complete. Please make sure your agency is submitting timely surveys and is on track to complete FY25.
- *Data Corrections – EQMI:*
 - Wei (A-K) – Wei.Wei@ct.gov
 - Jordon (L-Z) – Jordon.Vassell@ct.gov
 - Check capacities Please check capacities and address for the agency and related programs in DDaP. Any changes need to be made through a Change Control in conjunction with your LMHA or Regional Manager.
 - Check addresses
- Provider Alerts in March
 - step by step guide to Completing DMHAS Data Access Form by PNP's (March) Reviewed step by step instructions and the DMHAS Data Access form. Answered questions regarding new tokens/VPN access and if staff change computers/laptops. Reviewed common issues related to downloading Cisco through the agency and ensuring IE mode is on. Contact DMHAS IT if those issues have been troubleshooted but cannot access DDaP.
 - Special Alert – Contact Management update (March) Reviewed Contact Management forms that were sent out. Requested emails in chat if staff need them resent
 - Updating contacts for all agencies

- Due by 4/1/2025 Pushing out until all contacts have been reviewed. Will update QD meeting invites once completed.

Quarterly Quality Dashboards

- FY25 Q2 Quality Dashboards finals distributed Dashboards distributed. No wrong time to review and make corrections. EQMI willing to meet and review data or logic anytime.

File Upload

- New E.H.R./other issues- let us know Survey Monkey initially sent last July. Resent last week to agencies that did not reply to the initial inquiry. If you need it resent, please put email in the chat.
 - Resent Survey Monkey questionnaire Reviewed basic content of questionnaire.
- Received inquiries re: DSS end dated and added new codes Reviewed updates in progress. McCall brought up SU IOP code vs MH IOP code that was inquired about previously. Provided update that both codes are included on the update.
 - Working to update DDaP

Critical Incident Reporting

- Remember to close CIs- Wei and Jordon will reach out if needed reviewed process for closures within 60 days
 - PNP's to coordinate with LMHA for reporting/closures
 - DO NOT need to submit for COVID cases Reaffirmed that no COVID cases need to be reported unless the individual is admitted inpatient. Encouraged folx to take CI training for a refresher, to ask questions, and gain clarity. Offered Monthly.
 - guidance document updated COVID cases removed from guidance document.

Monthly Quality Directors Calls Schedule:

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
April 22, 2025	April 24, 2025

Monthly Training Schedule:

March 28, 2025	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
April 25, 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:

April 28, 2025	Monday 8:30am-12:30pm	Liz Feder
May 16, 2025	Friday 8:30am-12:30pm	Meagan McGuire

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