

Quality Director's Meeting Agenda

Tuesday, February 28th at 3 PM

Via TEAMS (860-840-2075 PIN Conference ID: 875 719 429# Tuesdays)

Thursday, February 23th at 9 AM

Via TEAMS (860-840-2075 PIN Conference ID: 941 511 64# Thursdays)

EQMI Data Quality

- GAF Replacement implementation and updates - This measure will be returning to the Report Cards in the 3rd quarter of FY23
 - DLA-20 - Train the trainer - One session has been completed and EQMI will offer another training if there is more interest.
- Non-funded substance abuse programs - Per statute, all substance abuse programs should be reporting data to DMHAS, regardless of funding. 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 user registration process - Please use the new form and remind staff that they have 10 calendar days to activate the passwords once they are sent out by the help desk.
 - Inactive users: Individuals, who do not use DDAP for one full year, will be removed as active users from the system.
- Staffing updates - Liz Feder has been hired as a new EQMI director
- Data Corrections - EQMI:
 - New staff have started in EQMI: Wei and Jordon. Please email them for data corrections:
 - Wei - Wei.Weil@ct.gov
 - Jordon - Jordon.Vassell@ct.gov
- Methadone maintenance providers - Please contact Jordon when you need someone discharged.
- Contact sheet - Please update who should be receiving communication from EQMI.
- Duplicate admissions - Emails were sent out about duplicate admission, please look through your lists and let us know which admissions should be removed.
- Deceased clients - Please respond to the emails that were sent about clients being reported as deceased in other programs.
- Consumer Satisfaction Surveys updates for FY23 - All information is on our website and being updated to show the current count.

Training

- Upcoming Trainings via **Teams**:
 - [Friday, March 17:](#) 9:30 am - 11:00 am: Direct Data Entry (DDAP)
 - [Friday, March 17:](#) 11:00 am - 1:00 pm: EDW Reports
 - [Friday, March 17:](#) 2:00 pm - 3:00 pm: Critical Incidents (CI)

 - [Friday, April 28:](#) 9:30 am - 11:00 am: Direct Data Entry (DDAP)
 - [Friday, April 28:](#) 11:00 am - 1:00 pm: EDW Reports
 - [Friday, April 28:](#) 2:00 - 3:00 pm: Critical Incidents (CI)

Training Tips

- Services entered – Please make sure services are being entered into DDAP accurately. Every time a client is admitted to a program, there should be a services for that day, either face to face, phone call or collateral. Please run the report in EDW on services entered and discharge clients who are not actively receiving services.

Quarterly Dashboards / Report Cards

- FY23 Quarter 2 – drafts were sent out.
- FY23 Quarter 2 – finals should be going out Around March 19th.

Data Quality Notes

- Monthly Alert – Missing and Unknown Values - Please run this report in EDW and update demographics information for clients. It is important to have this info when we complete our statistical reports.

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: March 28th at 3:00 PM and March 30th at 9:00 AM**

Monthly Quality Directors Calls Schedule 2022/2023

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
February 28, 2023 cancelled	February 23, 2023
March 28, 2023	March 30, 2023
April 25, 2023	April 27, 2023
May 30, 2023	May 25, 2023
June 27, 2023	June 29, 2023

Monthly Training Schedule 2022/2023

March, 17, 2023	9 – 11 a.m. Direct Data Entry	11-1 p.m. EDW Reports	2-3 p.m. CI
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April 28, 2023	9 – 11 a.m. Direct Data Entry	11-1 p.m. EDW Reports	2-3 p.m. CI
May 19, 2023	9 – 11 a.m. Direct Data Entry	11-1 p.m. EDW Reports	2-3 p.m. CI
June 30, 2023	9 – 11 a.m. Direct Data Entry	11-1 p.m. EDW Reports	2-3 p.m. CI

Monthly DLA-20 Training Schedule 2022/2023

March 21, 2023	Tuesday 12-4 p.m.	Karolina
April 10, 2023	Monday 12-4 p.m.	Michael
May 10, 2023	Wednesday 12-4 p.m.	Karolina
June 13, 2023	Tuesday 12-4 p.m.	Michael