

# Quality Director's Meeting Minutes

Tuesday, February 27<sup>th</sup> at 3 PM and Wednesday, March 6<sup>th</sup> at 9 AM  
(Via Teams)

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## *EQMI Data Quality*

- EQMI changes – Karolina Wytrykowska has left EQMI and moved to DMHAS–Opioid Services. We foresee her replacement in the next few months.

Karin Haberlin is leaving state services as of Thursday 3/7/24 and headed to SAMHSA.

- Functional Assessments:

DLA-20 Update –The procedure for registering for DLA-20 will be changing. It will be added to internal LMS system and those who want to attend will have to fill out a form to register for LMS (PNPs). All state employees already have an account. Chrishaun will send the form once someone asks to register.

Train the Trainer – DMHAS is hosting a winter session and will host another one in the Fall. There are 12 spaces available for this 6-week session. If interested in sending someone from your organization, contact Liz Feder.

- Non-funded programs- Per statute, all substance use programs, and mental health programs should be reporting data to DMHAS, regardless of funding. 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. 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 electronic form (**handwritten forms are not accepted**) and remind staff that they have 10 calendar days to activate the passwords once they are sent out by the help desk. **\*DMHAS is aware that DDaP needs to be updated.**
- Data Corrections – EQMI:
  - Wei – [Wei.Wei@ct.gov](mailto:Wei.Wei@ct.gov) – Providers A-K
  - Jordon – [Jordon.Vassell@ct.gov](mailto: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.
- Batch corrections – Mass correction button was not working in DDAP, however it has been fixed since and should be working correctly.
- Diagnosis in DDAP – a list of diagnoses were added to DDAP, however not all of them were updated. Please send individual ones that are erroring out to Wei and Jordon.
- Consumer Satisfaction Surveys updates – The FY24 new shortened survey has been posted to the website and links are available in English and Spanish. Due date is still June 30<sup>th</sup>.

Please contact Liz Feder or Kristen Miller for assistance with Consumer Survey Reports and Survey Monkey

Quarterly Dashboards / Report Cards

- FY24 Quarter 2 – December 30<sup>th</sup> – [Draft Report Cards](#) went out last week (please review). Final Report cards will run on 3/11/24. All edits are due 3/8.

File Uploads

- DMHAS contact for file upload questions / issues – [Please contact us if you have any questions.](#)
- New E.H.R. – [Please notify us if your agency is going to be going through a transition to ensure minimal disruptions to data.](#)

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.](#)

Future calls:

- [Next Quality Directors call: March 26<sup>th</sup> at 3:00 PM and March 27<sup>th</sup> at 9:00 AM](#)

**Monthly Quality Directors Calls Schedule:**

<b>Tuesdays at 3:00 PM</b>	<b>Thursdays at 9:00 AM</b>
January 30, 2024	January 25, 2024
February 27, 2024	<del>February 29, 2024</del> <b>March 6</b>
March 26, 2024	<del>March 28, 2024</del> <b>Wed. 3/27 at 9AM</b>
April 30, 2024	April 25, 2024
May 28, 2024	May 30, 2024
June 25, 2024	June 27, 2024

**Monthly Training Schedule:**

<a href="#">March 22, 2024</a>	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
<a href="#">April 26, 2024</a>	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
<a href="#">May 31, 2024</a>	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
<a href="#">June 28, 2024</a>	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI

**Monthly DLA-20 Training Schedule:**

<a href="#">April 29, 2024</a>	Monday 12-4 p.m.	Michael
<a href="#">May 22, 2024</a>	Wednesday 12-4 p.m.	Karolina
<a href="#">June 11, 2024</a>	Tuesday 12-4 p.m.	Michael

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