

Quality Director's Meeting Minutes

Tuesday, January 30th at 3 PM

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

Thursday, January 25th at 9 AM

Via TEAMS (860-840-2075 PIN Conference ID: 990 489 267# Thursdays)

EQMI Data Quality

- EQMI changes – Karolina Wytrykowska has left EQMI and moved to a different department within DMHAS. Please continue to contact Wei and Jordon with any questions, and contact Liz Feder with any other questions.
- 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 accounts. Chrisaun 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. 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 form and remind staff that they have 10 calendar days to activate the passwords once they are sent out by the help desk.
- Data Corrections – EQMI:
 - Wei – Wei.Wei@ct.gov – Providers A-K
 - Jordon – 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 diagnosis was 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 – Karin presented the new survey, which is shorter. Links will be working shortly to submit the surveys for FY24. Due date is still June 30th.

Training

- Upcoming Trainings via **Teams**:
 - [Friday, January 26:](#) 9:30 am – 11:00 am: Direct Data Entry (DDAP)
 - [Friday, January 26:](#) 11:00 am – 1:00 pm: EDW Reports
 - [Friday, January 26:](#) 2:00 – 3:00 pm: Critical Incidents (CI)

 - [Friday, February 23:](#) 9:30 am – 11:00 am: Direct Data Entry (DDAP)
 - [Friday, February 23:](#) 11:00 am – 1:00 pm: EDW Reports

- [Friday, February 23: 2:00 pm – 3:00 pm: Critical Incidents \(CI\)](#)

Training Tips

- Discharges – Please make sure you are discharging clients from your care timely and then following up in DDAP. Clients should not be open if they are not being actively receiving treatment or outreach is being made to engage. All these activities should be seen in DDAP under services.

Quarterly Dashboards / Report Cards

- FY24 Quarter 2 – December 30th – drafts February 15th

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: February 27th at 3:00 PM and February 29th at 9:00 AM](#)

Monthly Quality Directors Calls Schedule:

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
January 30, 2024	January 25, 2024
February 27, 2024	February 29, 2024
March 26, 2024	March 28, 2024
April 30, 2024	April 25, 2024
May 28, 2024	May 30, 2024
June 25, 2024	June 27, 2024

Monthly Training Schedule:

January 26, 2024	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
February 23, 2024	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
March 31, 2024	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
April 26, 2024	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
May 31, 2024	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
June 28, 2024	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI

Monthly DLA-20 Training Schedule:

February 26, 2024	Monday 12-4 p.m.	Michael
March 14, 2024	Thursday 12-4 p.m.	Karolina
April 29, 2024	Monday 12-4 p.m.	Michael
May 22, 2024	Wednesday 12-4 p.m.	Karolina
June 11, 2024	Tuesday 12-4 p.m.	Michael

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