

Quality Director's Meeting Minutes

Tuesday, July 25th at 3 PM

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

Thursday, July 27th at 9 AM

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

EQMI Data Quality

- GAF Replacement implementation and updates - This measure returned to the Report Cards in the 3rd quarter of FY23
 - DLA-20 - Train the trainer -EQMI will offer another training, waiting for dates.
- Non-funded substance use programs - Per statute, all substance abuse programs, and mental health 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.
- Data Corrections - EQMI:
 - Wei - Wei.Wei@ct.gov Providers A-K
 - Jordon - Jordon.Vassell@ct.gov Providers L-Z
- Duplicate admissions/Deceased clients - Emails were sent out about duplicate admission and deceased clients, please look through your lists and let us know which admissions should be removed.
- Consumer Satisfaction Surveys updates for FY23 - The results will be included on the first quarter of report cards for FY24

Training

- Upcoming Trainings via **Teams**:
 - Friday, July 28: 9:30 am - 11:00 am: Direct Data Entry (DDAP)
 - Friday, July 28: 11:00 am - 1:00 pm: EDW Reports
 - Friday, July 28: 2:00 pm - 3:00 pm: Critical Incidents (CI)

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

Training Tips

- Bed utilization - Please double check your bed utilization. If it is above 100 percent, the capacities might be wrong or individuals are not being discharged timely.

Quarterly Dashboards / Report Cards

- FY23 Quarter 3 - final sent and posted
- FY23 Quarter 4 - week of August 14th

Data Quality Notes

- Monthly Alert – End of the year clean up – Please make sure you start looking through the data before the year closes. Make all necessary corrections and edits.

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.
- COVID-19 reports – no need to report anymore.

Future calls:

- Next Quality Directors call: August 29th at 3:00 PM and August 31st at 9:00 AM

Monthly Quality Directors Calls Schedule:

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
July 25, 2023	July 27, 2023
August 29, 2023	August 31, 2023
September 26, 2023	September 28, 2023
October 31, 2023	October 26, 2023
November 28, 2023 Happy Thanksgiving	November 30, 2023 Happy Thanksgiving
December 26, 2023 Happy Holidays	December 28, 2023 Happy Holidays
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:

July 28, 2023	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
August 25, 2023	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
September 29, 2023	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
October 27, 2023	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
November 17, 2023	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
December 15, 2023	9:30 – 11 a.m.	Direct Data Entry	11-1 p.m.	EDW Reports	2-3 p.m.	CI
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:

July 20, 2023	Thursday 12-4 p.m.	Karolina
August 25, 2023	Friday 9-1 p.m.	Michael
September 28, 2023	Thursday 12-4 p.m.	Karolina
October 17, 2023	Tuesday 12-4 p.m.	Michael
November 9, 2023	Thursday 12-4 p.m.	Karolina
December 12, 2023	Monday 12-4 p.m.	Michael
January 23, 2024	Tuesday 9-1 p.m.	Karolina
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