Quality Director's Meeting Minutes
Tuesday, July 30th at 3 PM and Thursday July 25th at 9 AM
(Via Teams)

EQMI Data Quality:

- **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.

- **Methadone Maintenance providers -** This data is being monitored biweekly and emails are being sent out to the providers who need to promptly discharge MM clients for admissions to another program. The same client *cannot* be admitted to more than one MM program at a time and delayed discharge delays admission.

- **Clients with no services in 6 months –** Please ensure routine review and prompt discharge of clients. If a client has not had services in 6 months, please discharge unless your agency policy is less time.

- **Consumer Satisfaction Surveys updates –** CS survey closed for submissions.

- **DDAP**
  - Please let us know if you have staff who are no longer with your agency so that we can deactivate the account. You can request a list of current users to review. Please contact you Data Corrections EQMI staff for more information.

  - If you have a program(s) that is closing, please discharge the clients.

    - Housing/Programs are closing this FY – Please discharge clients so we can close in DDaP

Quarterly Dashboards / Report Cards
- FY24 Quarter 3 - Draft Report Cards were sent last week and will rerun in a few weeks.

Functional Assessments:
- **DLA-20 Train the Trainer –** There are six slots available. No date has been secured yet. Please contact Liz Feder if you are interested in sending someone from your organization,

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. *Closures should be done within 60 days, if possible.

- We are receiving CI reports that don't meet reporting criteria. Please review the document on the DMHAS website on the EQMI page under CI reporting called "Critical Incident

Categories and Definitions". This document will help to identify which incidents should be reported.

- When Closing "Client Abuse Alleged", or "Client Rights" reports, please check off the box that suggest if the report was substantiated or unsubstantiated.

Future calls:

Monthly Quality Directors Calls Schedule:

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
August 27, 2024	August 29, 2024

Monthly Training Schedule:

July 26, 2024	9:30 – 11 a.m. Direct Data Entry	11–1 p.m. EDW Reports	2–3 p.m. CI
August 30, 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:

August 16, 2024	Friday 8:30 am–12:30 p.m.	Liz Feder

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