

# Quality Director's Meeting Minutes

Tuesday, May 31<sup>st</sup> at 3 PM

Via TEAMS ( 860-840-2075 PIN Conference ID: 918 908 010# Tuesdays)

Thursday, May 26<sup>th</sup> at 9 AM

Via TEAMS ( 860-840-2075 PIN Conference ID: 194 433 855# Thursdays)

## EQMI Data Quality

- GAF Replacement implementation and updates: Providers should be using the new replacement tool that was selected. If you still do not have a screening tool, please contact us. We will be holding off on reporting this measure on the report cards for a full year to give programs an opportunity for 2 full assessments on each client
  - DLA-20 – Train the trainer – EQMI will be hosting a session for those agencies that are interested in getting someone trained as a trainer. Spaces will be limited to 10 individuals. If you have not let us know that your agency is interested please do so.
- 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.
- EQMI changes: Michael Giralmo accepted a new position as a Chief Data Officer in DMHAS; Kyle Barrette has been promoted to the Director's position in EQMI. Karen Oliver has retired from her position at DMHAS.
- Data Corrections – EQMI:
  - Karolina – [karolina.wytrykowska@ct.gov](mailto:karolina.wytrykowska@ct.gov) – please encrypt all emails with PHI.
- Methadone maintenance providers – Please ensure that all discharges are completed on time so other providers can admit to their programs.
- New schedule of trainings/meetings – New schedule will be emailed to everyone with meetings and trainings available for FY23.
- Contact sheet – Please update who should be receiving communication from EQMI.
- CMS communication about additional location for audio and visual – Additional code will be added around July 1<sup>st</sup> in DDAP for location of audio and visual services.
- Internet Explorer and DDAP – Internet explorer will reach its “end of life” on June 15<sup>th</sup>. Please upgrade your browsers o Edge in IE Mode.
- Consumer Satisfaction Surveys updates for FY22 – Please continue to submit the surveys for this fiscal year.

## Training

- Upcoming Trainings via **Teams**:
  - **Friday, June 24: 9:00 am – 11:00 am: Direct Data Entry (DDAP)**
  - **Friday, June 24: 11:00 am – 1:00 pm: EDW Reports**
  - **Friday, June 24: 2:00 pm – 3:00 pm: Critical Incidents (CI)**

- **Friday, July 29: 9:00 am – 11:00 am: Direct Data Entry (DDAP)**
- **Friday, July 29: 11:00 am – 1:00 pm: EDW Reports**
- **Friday, July 29: 2:00 pm – 3:00 pm: Critical Incidents (CI)**

Training Tips

- Corrections in DDAP – Please make sure you encrypt your emails when sending PHI. When asking for corrections please include client’s program and DOB and SS#.

Quarterly Dashboards / Report Cards

- FY22 Quarter 3 – drafts May 26<sup>th</sup> - Drafts were sent out, final Q3 will be coming the week of June 27<sup>th</sup>.
- FY22 Quarter 3 – non funded substance abuse programs May 27<sup>th</sup>

Data Quality Notes

- Monthly Alert – Periodic Updates – Please use the EDW reports to check when the PA are due. It is important to complete these assessments as they are directly related to the outcome measures on the report cards.

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: June 28<sup>th</sup> at 3:00 PM and June 30<sup>th</sup> at 9:00 AM**

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**Monthly Quality Directors Calls Schedule 2021/2022**

<b>Tuesdays at 3:00 PM</b>	<b>Thursdays at 9:00 AM</b>
May 31, 2022	May 26, 2022
June 28, 2022	June 30, 2022

**Monthly Training Schedule 2021/2022**

<b>June 24, 2022</b>	<b>9 – 11 a.m. Direct Data Entry</b>	<b>11-1 p.m. EDW Reports</b>	<b>2-3 p.m. CI</b>
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Monthly DLA-20 Training Schedule 2021/2022

June 6, 2022	Monday 12-4 p.m.
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