

Quality Director's Meeting Minutes

Tuesday, May 30th at 3 PM

Via TEAMS (860-840-2075 PIN Conference ID: 875 719 429# Tuesdays)

Thursday, May 25th at 9 AM

Via TEAMS (860-840-2075 PIN Conference ID: 941 511 64# Thursdays)

EQMI Data Quality

- GAF Replacement implementation and updates - This measure will be returning to the Report Cards in the 3rd quarter of FY23
 - DLA-20 – Train the trainer – One session has been completed and EQMI will offer another training if there is more interest.
- Non-funded substance abuse 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
 - Jordon – Jordon.Vassell@ct.gov
- Contact sheet - Please update who should be receiving communication from EQMI.
- 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.
- Updates to Diagnosis in DDAP – We are currently updating the list of diagnosis in DDAP. All new diagnosis will be added.
- Zix emails – We apologize but we have had some problems with zixed emails. If you have not received a response from us, please send it out again.
- Flex beds providers - Information requested from providers who will be providing flex bed options. More information to come next month.
- Consumer Satisfaction Surveys updates for FY23 – The deadline for surveys is June 30th. Please make sure you are distributing, collecting and entering the surveys
- EHR and Functional score – Asked providers to provide information about these two items through a survey.
- New schedule of training/meetings – New schedule of meetings and trainings was distributed to everyone.

Training

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

- **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)**

Training Tips

- Timely discharges – Please complete discharges in DDAP in a timely fashion as it is impacting all other measures on the reports cards such as services provided and periodic assessments.

Quarterly Dashboards / Report Cards

- FY23 Quarter 3 – draft – week of May 24th
- FY23 Quarter 4 – currently in

Data Quality Notes

- Monthly Alert – Residential Rates exceeding 100 Percent – Please make sure you check your rosters and capacities in DDAP. If the rates exceed over 100 percent corrections should be made.

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: June 27th at 3:00 PM and June 29th at 9:00 AM**

Monthly Quality Directors Calls Schedule 2022/2023

Tuesdays at 3:00 PM	Thursdays at 9:00 AM
May 30, 2023	May 25, 2023
June 27, 2023	June 29, 2023

Monthly Training Schedule 2022/2023

June 30, 2023	9:30 – 11 a.m. Direct Data Entry	11-1 p.m. EDW Reports	2-3 p.m. CI
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Monthly DLA-20 Training Schedule 2022/2023

June 13, 2023	Tuesday 12-4 p.m.	Michael
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