Quality Director's Meeting Minutes
Tuesday, May 28th at 3 PM and Thursday May 30th at 9 AM
(Via Teams)

EQMI Data Quality:
- **EQMI changes –** Meagan McGuire is the new Quality Program Manager

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,

- **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.

- **Consumer Satisfaction Surveys updates –** CS survey is almost complete. Please continue to submit surveys.

  - Providers can pull counts from the EDW (these show numbers from the DMHAS portal), or you can request your count from Survey Monkey.

  - Please contact Liz Feder or Kristen Miller for assistance with Consumer Survey Reports and Survey Monkey.

- **DDAP**
  - Please let us know if you have staff who are no longer with your agency so that we can deactivate the account.

  - 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.

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
June 25, 2024	June 27, 2024

Monthly Training Schedule:

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:

June 11, 2024	Tuesday 12–4 p.m.	Meagan McGuire

*New FY Training schedule is forthcoming.

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