

# Quality Director's Meeting Minutes

Tuesday, September 26<sup>th</sup> at 3 PM

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

Thursday, September 28<sup>th</sup> 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 3<sup>rd</sup> quarter of FY23
  - DLA-20 - Train the trainer -EQMI will offer another training, waiting for dates.
- Non-funded programs - Per statute, all substance use programs, and mental health programs should be reporting data to DMHAS, regardless of funding. 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. 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](mailto:Wei.Wei@ct.gov) Providers A-K
  - Jordon - [Jordon.Vassell@ct.gov](mailto: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.
- Reviews of programs - Jordon and Wei have been sending emails to providers if there are concerns with the report cards.
- Diagnosis in DDAP - If there are diagnosis that need to be added to DDAP please let us know as the whole list of updates is going to take a bit longer to update.
- 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, September 29: 9:30 am - 11:00 am: Direct Data Entry (DDAP)
  - Friday, September 29: 11:00 am - 1:00 pm: EDW Reports
  - Friday, September 29: 2:00 - 3:00 pm: Critical Incidents (CI)
  
  - Friday, October 27: 9:30 am - 11:00 am: Direct Data Entry (DDAP)
  - Friday, October 27: 11:00 am - 1:00 pm: EDW Reports
  - Friday, October 27: 2:00 pm - 3:00 pm: Critical Incidents (CI)

## Training Tips

- Services - Please make sure to enter all services for individuals served. All admissions should have a service accompanying that date.

## Quarterly Dashboards / Report Cards

- FY23 Quarter 4 – week of September 25<sup>th</sup> for final
- FY24 Quarter 1 – September 30<sup>th</sup>

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.

Future calls:

- **Next Quality Directors call: October 31<sup>st</sup> at 3:00 PM and October 26<sup>th</sup> at 9:00 AM**

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**Monthly Quality Directors Calls Schedule:**

<b>Tuesdays at 3:00 PM</b>	<b>Thursdays at 9:00 AM</b>
September 26, 2023	September 28, 2023
October 31, 2023	October 26, 2023
November 28, 2023 <b>Happy Thanksgiving</b>	November 30, 2023 <b>Happy Thanksgiving</b>
December 26, 2023 <b>Happy Holidays</b>	December 28, 2023 <b>Happy Holidays</b>
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:**

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:**

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