

Quality Director's Meeting Minutes

Thursday, April 25th at 9 AM and Tuesday, April 30th at 2 PM
(Via Teams)

EQMI Data Quality:

- **EQMI changes** – The Data Quality Program Manager position has been filled. **Meagan McGuire** will start on Friday 5/3/24.

Functional Assessments:

- **DLA-20 Train the Trainer** – The last Train the Trainer session is on Thursday 5/2/24. There will be a new session in the Fall. If interested in sending someone from your organization, please contact Liz Feder.
- **Data Corrections – EQMI:**
 - Wei – Wei.Weil@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** – The FY24 new shortened survey has been posted to the website and links are available in English and Spanish. Due date is June 30th.
 - 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.

Quarterly Dashboards / Report Cards

- FY24 Quarter 3 - Draft Report Cards will be sent in mid-May

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
May 28, 2024	May 30, 2024
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:

May 22, 2024	Wednesday 12-4 p.m.	Liz Feder
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 \(ct.gov\)](http://EQMI - Home Page (ct.gov))