

OUTPATIENT LEARNING COMMUNITY

**DATA QUALITY IMPROVEMENT WORK GROUP**

**MINUTES**

**October 19, 2010**

**In-Person Participants:** Lois Berkowitz/DCF/CT BHP; Lily Gil/UCFS; Christine Dauser/Yale Child Study Center; Jacqueline Harris/DCF; Bill Kania/Wheeler Clinic; Allyson Nadeau/CT BHP; Michael Patota/United Services; Rich Pugliese/Middlesex Hospital; Toral Sanghavi/Village for Families and Children; Cathy Scheidel/Wellpath; Kim DiBella-Farber/CGC Southern CT; Robert Plant/DCF and Marilyn Cloud/DCF.

TOPIC	SUMMARY OF DISCUSSION	ACTION(S) REQUIRED DUE DATE(S)
1. Welcome & Introductions Review of Agenda	➤ Kathy Carrier will continue as Tri-Chair - Family Partner and will be returning to the meetings soon.	
2. Data Quality Improvement Survey - Online	<ul style="list-style-type: none"> <li>➤ Bert Plant facilitated discussion to review the draft Online Survey - Agency Data and Quality Management: Understanding Current Capacity &amp; Barriers to Implementation.</li> <li>➤ Dr. Joan Twiggs and staff will oversee the online Google Survey project.</li> <li>➤ Purpose: To better support and improve collection, reporting and usage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Refer to attached survey for details.</b></li> <li>▪ <b>Revisions will be made by DCF, returned to work group participants for review and finalization.</b></li> </ul>

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	<ul style="list-style-type: none"> <li>➤ There will be broad distribution - to include all programs and services included in PSDCRS. A list of programs/services will be added to top of survey for users to check and to allow aggregation by specific service/program type, such as OPCC.</li> <li>➤ Surveys will be distributed to each CEO (or in case of hospitals, to the most appropriate contact person).A single integrated response will be requested from each agency.</li> <li>➤ Agency name, contact persona and due date will be added.</li> <li>➤ Other modifications suggested include: Clarify if we are asking about PSDCRS data only or other data sources; Clarify that FTE QI Staff are those dedicated exclusively to QI activities; Reword 1<sup>st</sup> question under QI Processes to include data quality and uses of data in program and performance measurement; Under strategies to monitor and enhance data quality, add Chart Reviews; Real time data checks/cross-checking data sources; Clarify "dashboard" - what does it mean and add frequency of use; Add "for any programs/ services" to utilization of EHRs and inquire about built-in data quality checks; Add "dedicated" to IT Dept and add if no FT department, is there IT support?; Add "other" category to IT positions (i.e. consultants); clarify PSDCRS Usage section regarding what staff enter data versus use data and run reports; does agency have other systems and not use PSDCRS - what; spell out SPSS and SAS; Add Data Discussion Forums with DCF and stakeholders plus more tools for frontline supervisors to Agency Needs/Wishes</li> <li>➤ Work group members can serve as "trial" by taking</li> </ul>	

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	survey, identifying issues, etc. Also seek non-involved clinic members to take survey, in advance.	
3. Data Quality Improvement Survey - Focus Groups	<ul style="list-style-type: none"> <li>➤ Convene focus groups first to inform survey development</li> <li>➤ Consider "piggybacking" on another scheduled meeting to maximize participation</li> <li>➤ Ask CHDI staff to facilitate - Bob Franks or Jeff Vanderploeg</li> <li>➤ Have Data QI Work Group serve as "test run" by answering focus questions at next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
5. Next Steps	<ul style="list-style-type: none"> <li>➤ Next meeting will be held on: <b>11/16 at CVH Page Hall Room 217 9:30 AM to 11:30 AM.</b></li> <li>➤ Agenda: Either Mark Schaefer or DSS designee to review the Medicaid Claims Database, followed by a "trial run" of the Data Questions for the Focus Groups; or</li> <li>➤ If no DSS person is available and the survey is revised and distributed in advance, we can discuss feedback from those who completed the survey. And we can ask other clinic staff who have not participated in these meetings to also complete survey.</li> <li>➤ We agreed to continue the same dates/times each month (3<sup>rd</sup> Tuesday) for meetings next year due to good attendance. <b><u>All Future meetings will be held at Connecticut Valley Hospital, Page Hall - Room 217 in Middletown, 9:30 AM - 11:30 AM</u></b> on the following dates:</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Mark calendars with meeting dates through 6/21/11!</b></li> </ul>

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	<ul style="list-style-type: none"><li>▪ <b>11/16</b></li><li>▪ <b>12/21</b></li><li>▪ <b>1/18</b></li><li>▪ <b>2/15</b></li><li>▪ <b>3/15</b></li><li>▪ <b>4/19</b></li><li>▪ <b>5/17</b></li><li>▪ <b>6/21</b></li></ul>	

Marilyn E. Cloud, LCSW  
BH Clinical Manager  
DCF