

DMHAS EQMI 2017 DDaP Training Calendar

Connecticut Valley Hospital

Haviland Hall – Computer Training Room

(Please find below each computer training class description)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
			1	2	3	4	5
Mar 2017	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24 9am – Critical Incident Training	25	26
	27	28	29	30	31 9am - DDaP Data Entry Training	1	2
Apr 2017	3	4	5	6	7 9am – Critical Incident Training	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28 1pm - DDaP Data Entry Training	29	30
May 2017	1	2	3	4	5 9am – Critical Incident Training	6	7
	8	9	10	11	12	13	14

	15	16	17	18	19	20	21
	22	23	24	25	26 9am - DDaP Data Entry Training	27	28
	29	30	31	1	2 9am - Critical Incident Training	3	4
Jun 2017	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30 9am - Introduction to DMHAS Data Warehouse Reports 1pm - DDaP Data Entry Training	1	2
Jul 2017	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21 9am - DDaP Data Entry Training	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
Aug 2017	7	8	9	10	11	12	13
	14	15	16	17	18	19	20

	21	22	23	24	25 9am - Introduction to DMHAS Data Warehouse Reports 1pm - DDaP Data Entry Training	26	27
	28	29	30	31	1	2	3
Sep 2017	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29 9am - DDaP Data Entry Training	30	1
Oct 2017	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27 9am - Introduction to DMHAS Data Warehouse Reports 1pm - DDaP Data Entry Training	28	29
	30	31	1	2	3	4	5
Nov 2017	6	7	8	9	10	11	12

	13	14	15	16	17	18	19
	20	21	22	23	24 9am - DDaP Data Entry Training	25	26
	27	28	29	30	1	2	3
Dec 2017	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29 9am - Introduction to DMHAS Data Warehouse Reports 1pm - DDaP Data Entry Training	30	31

Training Classes Descriptions:

Critical Incident Training – training will cover how to use the DDaP Critical Incident data entry and reporting module. Class will introduce the user to critical incident concepts and will cover how to enter a critical incident into the DDaP data system. The training class will last 1.5 hours.

DDaP Direct Data Entry Training – training will cover how to enter provider and program client information into the DDaP system. Users will learn the specific data needed to enter client level information into a program that the client is being admitted to. Other data requirements will be covered, including admissions, demographics, insurance, diagnosis, periodic assessments, services and discharges. Users will be shown DMHAS data entry forms and documents that can be used by the provider for their own internal data collection purposes. DMHAS EQMI web links will be reviewed for other important information regarding DDaP and how the information is utilized for program performance and general reporting purposes. Class will last for 2 hours.

Introduction to DMHAS Data Warehouse Reports – training will cover how to access the DDaP data warehouse where specific provider reports are stored and can be used to monitor your agency’s client information in both an aggregate and client level. Users will learn how their agency’s data is used for Provider Quality Reports, Bed Utilization Reports, Unduplicated Client Count Reports, and other performance reports. Class will last for 2.5 hours.