



STATE OF CONNECTICUT



DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

# DDaP NEWSLETTER

Issue # 16 - September 20, 2010

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Recent highlights and updates to the July 2010 DDaP implementation are listed below, and posted on the DMHAS web site in the New Data Collection System Updates section found at the following link: <http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736>

Please find below important new information regarding DDaP implementation:



**1. Services-Only File (Hybrid):** The final requirements for the Services-Only file have been posted on the website. The implementation is planned for November.

**2. Zip Code Listing:** A listing of the valid DDaP zip codes for Connecticut has been posted to the DMHAS web site.

**3. DDaP Release 1.2:** Changes made in the latest DDaP release include:

- \* **Services:** Service Location ID is now available for use on all service. It was previously only available for TCM Services.
- \* **Mass Error Correction:** Mass error correction had been disabled; it is now available again.
- \* **Supported Browsers:** Users attempting to access DDaP using an unsupported browser will not be able to log in. Internet Explorer, versions 6, 7 & 8 are the only browsers that can be used with DDaP.
- \* **Password Expiration:** The warning message that displayed 15 days prior to password expiration has been removed. Once you password expires, a reset notification will display.
- \* **Roster Report:** A Roster report is not available in Data Warehouse in addition to the Client Search report.

4. **Best Practices Document** — An updated Best Practices document has been posted on the website. It includes a new section for Frequently Asked Questions related to File Submission

5. **DDaP Conference Calls** - DDaP conference calls are held each Tuesday at 9:30 and 10:30 for DDaP updates and to address provider questions.

Provider Call In #: 1-866-763-5185

Provider Code #: 5815602

6. **DDaP Training** - DDaP classes have been added for September and October. Please refer to the SABA Learning Application for class listings and to sign up for a class at the following link:  
<http://www.lms.ct.gov/Saba/Web/Main>

If you have not already done so, please be sure that you have completed and submitted the DMHAS

Education and Training Division 'MY PROFILE INFORMATION' form posted at <http://www.ct.gov/dmhas/lib/dmhas/eqmi/TrainingSystemAccessForm.pdf> before registering for a class.

7. **Test Files** - We continue to accept test files. Files should be sent to Maria Cabrera at [maria.cabrera@po.state.ct.us](mailto:maria.cabrera@po.state.ct.us), clearly marked DDaP TESTFILE.

Still have Questions? Please e-mail Mark McAndrew, EQMI Project Manager, at [mark.mcandrew@po.state.ct.us](mailto:mark.mcandrew@po.state.ct.us)