

	<ul style="list-style-type: none"> a. Workflows are still needed to help drive development of ROI forms, widget, report. b. IT and QI to continue work on this system in UAT for workgroup to look at. <p>3. Homeless Indicator Data Cleanup and Capture</p> <ul style="list-style-type: none"> 1) Action Item review from last meeting: Info Notice update and expected send date: Need to clarify whether or not info notice should be sent out as is, or do we need to add more information. 2) Action Item review: Workflow development – Is info notice enough? <ul style="list-style-type: none"> a. The importance of CSI Data Collection - There was general discussion about what to include in the info notice because overall, it is important for staff to understand why CSI information is gathered/needed and how it is important to our system, such as mandated state reporting and grant writing (CSI info is potentially tied to revenue). <ul style="list-style-type: none"> i. There should be clear expectations for line staff about who gathers CSI info and adds it to Avatar, as well as who updates it and when. Line staff need to understand what their responsibilities are regarding CSI info. “Awareness is the first step.” Staff need to understand why collecting this information and keeping it accurate is important. ii. Data gathering should fall out of routine activities for line staff. iii. We have a lot of things that happen annually. Could this be a good place to start. 3) Related areas of data cleanup needed: <ul style="list-style-type: none"> a. Supervisor to line staff relationship – Many Avatar reports use this info to generate a report for a supervisor that has information related to all of the people they supervise. Each user’s account has the name of the supervisor. If this is not accurate, related reports will not be accurate. b. Caseload lists also need to be accurate. 4) Staff focused console – Adriana will start a mockup of this with focused items. <p>4. New Avatar Project Form is online:</p> <ul style="list-style-type: none"> 1) Use this form to submit a request/idea for a new form, report or other feature within Avatar. 2) There is a link to this form on the Avatar Resource Page. 3) Anyone can submit a project to the Process Improvement Meeting to review. 4) All ideas are welcome! 	
3. Action Items	<ul style="list-style-type: none"> 1) DMC-ODS Pre-Admit Workgroup continues to meet to develop workflows and set timelines for implementation. Pre-Admit episodes need to be created in LIVE/UAT. 2) Consent Tracking, ROI Tracking Form & Widget <ul style="list-style-type: none"> a. Meeting members to review the preliminary version in UAT. b. IT and QI to continue work on this system in UAT for workgroup to look at. 	Adriana/Casey/Key SUDS Staff All/Adriana/Gian/Melissa/Nancy (All meeting members)

		<ul style="list-style-type: none"> c. Workflows are still needed to help drive development/implementation of ROI forms, widget, report. <p>3) Homeless Indicator Data Cleanup and Capture</p> <ul style="list-style-type: none"> a. Meeting members need to clarify what the content of the Info Notice should be. Send out as is, or do we need to add more information? b. Need to ID steps/workflows for CSI data cleanup and ongoing monitoring. 	<p>please review in UAT!</p> <p>All</p>
4. Parking Lot		Updated Project Listing – Some updates for discussion	All
Next Meeting:	May 20, 2021 9:00 am		
Attendees:	Nancy Mast, Adriana Bare, Sara Tisdale, Linda Cosio, Alex Threlfall, Kayla Gray, Robert Annon, Dave Chicoine, Halee Wiston, Briana Kahoana, Gian Wong, Casey Swank		