

Avatar Process Improvement Meeting Notes

7/15/2021

9:00-10:00 AM

Microsoft TEAMS Meeting Notes

<u>Meeting Identity and Mission:</u>	Inclusive, collaborative, agenda driven Continued <i>Process Improvement</i> meeting focused on new state and federal requirements, as well as improving client care and staff experience.
<u>Opportunity to:</u>	Share both our voice and needs to impact processes & procedures, create and modify forms and workflows, develop reports and widgets
<u>Commitment to:</u>	Bring information back to the groups we represent, gather input and test current projects to ensure they meet our needs
<u>Meeting Website</u>	Avatar Resources / Meetings

Get Involved!

- To add agenda items, contact Melissa.McCuiston@santacruzcounty.us
- **Housekeeping items** – Please use the raise hand function or the chat box if you have questions, comments, concerns.

Agenda Items	Time	Comments	Staff
1. What's going on?	15	<ul style="list-style-type: none"> • Announcements / Updates: <ul style="list-style-type: none"> a. Melissa's last meeting – Moving to Public Health. Last day with BH is July 23rd. Who will facilitate the meeting ongoing is under review. Meeting for next time not cancelled. 	Melissa
2. Project Status and updates	15	<ul style="list-style-type: none"> • DMC-ODS Pre-Admit Workgroup: Workgroup Status Update <ul style="list-style-type: none"> a. Group met with Santa Barbara about what they are doing. Santa Barbara provided a sample of their pre-admit which Casey has and is available for review. b. Confounding factor is lack of clarity around what data points are required. We don't want to add extra work. Group is still trying to get accurate info from the state about which items are required and reviewing our SRDL to try to land on something final. 	Casey Swank /All
	15	<ul style="list-style-type: none"> • Consent Tracking, ROI Tracking Form & Widget (In UAT as <i>Release of Information</i>) <ul style="list-style-type: none"> a. NO Update: ROI workgroup met and spent some time walking through workflows. There will be a second form for rescinding Gian will work on the form and add a few items that we came up with. b. Next Steps: Nancy and Melissa to meet to start draft of workflow. 	Melissa/Nancy
	10	<ul style="list-style-type: none"> • Data Cleanup Initiative <ul style="list-style-type: none"> a. Reps from SUDS and CMH identified so that these groups are represented. b. Key points being discussed/considered in the workgroup <ul style="list-style-type: none"> i. How to handle diagnosis and updating 	Adriana / Workgroup

		<ul style="list-style-type: none"> ii. Identifying Natural cycles for when updating happens iii. Accountability flow and monitoring tools iv. What items are most important. <ul style="list-style-type: none"> 1. Items important for funding 2. Items that direct data flow – e.g. caseload assignment v. What documentation do we have? What needs to be updated? What needs to be created? vi. Spec for report needs to be designed. Adriana is going to do this. Will look similar to Caseload Rpt. Discussion of whether or not we also need the report in an exportable excel format. <ul style="list-style-type: none"> • Discussion of use of I-pads and cell phones. We need to look into compatibility of these items. Chris McCauley will investigate. 	
3. Action Items	5		All
4. Parking Lot		<p>Project Listing – Are there any quick ticket items that could be addressed while the other projects are being worked on.</p> <p>Updated Project request list. Posted on the Avatar Website.</p>	All
Next Meeting:	TBD		
Attendees:	Adriana Bare, Andrew Jiang, Casey Swank, Chris McCauley, Claire Friedman, Cynthia Nollenberger, Dagny Blaskovich, Dave Chicoine, Erica Ortiz, Gian Wong, Judy Miramontes, Kayla Gray, Linda Cosio, Lisa Gutierrez Wang, Maya Jarrow, Melissa McCuiston, Sarah Tisdale, Nancy Mast		