Avatar Process Improvement Meeting Agenda

4/22/2021 9:00-10:00 AM Microsoft TEAMS Meeting

Meeting Identity and Mission:

Inclusive, collaborative, <u>agenda driven</u> Continued *Process Improvement* meeting focused on new state and federal requirements, as well as improving client care and staff experience.

Opportunity to:

Share both our voice and needs to impact processes & procedures, create and modify forms and workflows, develop reports and widgets

Commitment to:

Bring information back to the groups we represent, gather input and test current projects to ensure they meet our needs

Meeting Website

Avatar Resources / Meetings

Get Involved!

- To add agenda items, contact <u>Melissa.McCuiston@santacruzcounty.us</u>
- Per County Virtual Meeting Protocols Camera Use and mute your microphone except when you are speaking

Agenda Items	Time	Comments	Staff
1. Good Morning!!!	5	 Housekeeping items – Please use the raise hand function or the chat box if you have questions, comments, concerns. Changes to minutes from last meeting Announcements 	Melissa All
2. Project Status and updates	25	 DMC-ODS Pre-Admit Workgroup: Workgroup Status Update (Casey Swank) Subcommittee meeting weekly. Topics covered include:	Casey Swank /All Melissa/Gian /All
	5	 II. Consent Tracking, ROI Tracking Form & Widget (Melissa/Gian) A. Recap from last time: Clarification of ROI – County staff know this as the Pink Form. ROI Form - not be confused with the Exchange of Information and/or records request forms. B. ROI Form is now in UAT (legal tracking): Overview/Discussion 1. Gian has a started a very preliminary draft of the Release of Information form, which you can find in UAT. The form is being modeled after the most recent version of the ROI that was created by and approved by QI. 	Nancy Adriana?

	 Once you submit the form it creates a printout, all pre-populated with the info needed in the release. Before launching new form, there will need to be a report/printout in both English and Spanish. The current draft of this form in Avatar is nonepisodic. It will be converted to episodic, as this is needed for SUDS programs. Discussion Still under consideration is whether or not the form will be used by both MH and SUDS. The main benefit of using this form is Quick access, so that is very easy to see what's about to expire. This may be more of a need for certain MH programs rathe than SUDS programs. There will be a widget that shows which ROI's are currently active. Currently it is very preliminary and the widget shows only one line. It needs to be able to show multiple lines for multiple consents. Discussion of subgroup to work on the form. Homeless Indicator Data Cleanup and Capture (Nancy/Adriana) Action Item review from last meeting: Info Notice has been completed and will be sent to supervisors soon for advance review. 		
3. Action Items	5		
4. Parking Lot			
Next Meeting:	May 5, 2021 9:00 am		
Attendees:	Adriana Bare, Alex Threlfall, Casey Swank, Cybele Lolley, Dagney Blaskovich, Dave Chicoine, Gian Wong, Judy Miramontes, Kayla Gray, Linda Cosio, Lisa Guteirrez-Wang, Maya Jarrow, Melissa McCuiston, Robert Annon, Sara Tisdale		