Avatar Process Improvement Meeting Notes

<table>
<tr><td colspan="2" align="center">3/11/2021
9:00-10:00 AM
Microsoft TEAMS Meeting</td></tr>
<tr><td>Meeting Identity and Mission:</td><td>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.</td></tr>
<tr><td>Opportunity to:</td><td>Share both our voice and needs to impact processes & procedures, create and modify forms, reports and widgets</td></tr>
<tr><td>Commitment to:</td><td>Bring information back to the groups we represent, gather input and test current projects to ensure they meet our needs</td></tr>
<tr><td>Meeting Website</td><td>Avatar Resources / Meetings</td></tr>
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Get Involved!		• To add agenda items, contact *Melissa.McCuiston@santacruzcounty.us* • Per County Virtual Meeting Protocols - keep your camera on at all times and mute your microphone except when you are speaking

Agenda Items	**Time**	**Comments**	**Staff**
1. Good Morning!	5	1) Housekeeping items – Camera use and please remember to mute your microphone. 2) Any changes to the minutes from last meeting? 3) Project List a. Updated the Project listing with 4 items that were received from Adult MH. The project request forms were added to the TEAMS folder under -> Received Requests – Not yet assigned. Please feel free to review and provide any feedback.	Melissa All

2. Announcements
 	
3. Project Status and updates
	10
	
	20
	
	20
		• Announcements:
		   • DMC-ODS Pre-Admit planning stages:
		     ▪ Formation of a workgroup - preliminary meetings are being held
		     ▪ Contact Casey Swank if you want to be part of this workgroup.
		
		• Consent Tracking, ROI Tracking & Potential Widget
		   • Action Items:
		     ▪ Workflows/Procedures from Janus and Sobriety Works
		   • Discussion: Based on the conversation from last meeting – both QI and IT have priorities (aka: Audits) that will delay the development of reports and QI Compliance review. What work can be done prior to their involvement
		   • Next Steps
		     ▪ Most needed forms are likely Med Consents, Release of Information (the form for family and other outside supports)
		     ▪ Does the form properly sequester information for SUDS?
			Casey Swank / All
			
			All
			
			All

		▪ Who needs to access this info? MERT (crisis services), reception, meds/psychiatry
		▪ Important to understand consent procedures for the various organizations that use Avatar.
		▪ Need workflows of how the process works for different organizations now. Maya (Janus) and Claire (Sobriety works) will attempt to document their steps and share with the group.
		
		• Homeless Indicator Data Cleanup and Capture
		
		• Action Item review from last meeting:
		   ▪ Workgroup to recruit someone from SUDS to attend the workgroup meetings.
		• Workgroup Meeting status update.
		• Next Steps
		   ▪ Workgroup needs to be assembled and start meeting. We would like a SUDS person involved.	

4. Action Items	5	Please see Action Item Report	All
5. Parking Lot			
Next Meeting:	**March 25, 2021 9:00 am**		
Attendees:	Adriana Bare, Casey Swank, Claire Friedman, Cybele Lolley, Dagny Boskovich, David Chicoine, Gian Wong, Grace Saldivar, John Wasielewski, Jorge Fernandez, Judy Miramontes, Kayla Gray, Linda Cosio, Lisa Gutierrez-Wang, Maya Jarrow, Melissa McCuiston, Robert Annon, Sarah Tisdale, Serena Sage		