

Avatar Process Improvement Meeting Agenda

3/25/2021

9:00-10:00 AM

Microsoft TEAMS Meeting

<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, 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
- 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	<ol style="list-style-type: none"> 1) Housekeeping items – Camera use and please remember to mute your microphone. 2) Any changes to the minutes from last meeting? 3) Project List <ol style="list-style-type: none"> a. Robert sent us some documentation and a draft workflow for the four requests that he submitted. I have created folders for each one and placed the respective documents in the folders. Please feel free to take a look when you can. 	Melissa All
2. Announcements	10	<ul style="list-style-type: none"> • Announcements: <ul style="list-style-type: none"> • DMC-ODS Pre-Admit planning meetings. <ul style="list-style-type: none"> ▪ These will be separate from the main APIM, but will report back. ▪ Casey Swank is organizing this. ▪ Workgroup starting next week. ▪ We have ID'd participants for these meetings. ▪ Plan is to have a Pre-Admit program for each agency. (For SUD programs.) • JAVA: Avatar glitches with electronic signatures were reported to Netsmart who says that Avatar needs to run on "32-bit" Java, rather than "64-bit Java." You may need to uninstall the 64-bit version and install the 32-bit version. 	Casey Swank / All
3. Project Status and updates	20 20	<ul style="list-style-type: none"> • Consent Tracking, ROI Tracking & Potential Widget <ul style="list-style-type: none"> • Action item review from last meeting: Sample workflows received from Janus and Sobriety Works. They are saved in the TEAMS folder. Please feel free to look at them. • Discussion: Gian and Melissa met with Monterey. They shared their solution for tracking ROI. We will share with the group for discussion. 	All Adriana/All

		<ul style="list-style-type: none"> ▪ Monterey County has a simple form that has the client name and signature. The actual form is not in Avatar. This is similar to how the Onset of Services works. Monterey uses a photo consent for the permissions. They have a very simple report that shows which consents have been signed, showing when they expire. We have something similar to that in the supervisor compliance report, which shows expiration dates for items like the treatment plan. • Discussion: Last meeting we decided to start with the Release of Information (the form for family and other outside supports) <ul style="list-style-type: none"> ▪ Adult MH needs to be able to figure out whether or not there is a release, very quickly sometimes, due to the nature of some crisis response services. ▪ SUDS programs weighed in and no one thought they needed anything like this since they rarely have need to quickly ID whether they have a specific ROI on file or not. ▪ Childrens MH? ▪ QI/Cybele - There must be a way to track consent data and make sure it is accurate (or risk disclosing information to the wrong person). • Next Steps <ul style="list-style-type: none"> ▪ Gian will create an Avatar version of the ROI form for review. ▪ Continue to discussion of how to capture information for a widget/to do list. • Homeless Indicator Data Cleanup and Capture <ul style="list-style-type: none"> • Action Item review from last meeting: <ul style="list-style-type: none"> ▪ Workgroup to recruit someone from SUDS to attend the workgroup meetings. • Workgroup Meeting status update- No update. The workgroup has not met again. • Next Steps 	
4. Action Items	5	Please see Action Item Report	All
5. Parking Lot			
Next Meeting:	April 8, 2021 9:00 am		
Attendees:	Erik Riera , Kayla Gray, Gian Wong, Maya Jarrow, Casey Swank, Judy Miramontes, Cybele Lolley, Robert Annon, David Chicoine, Jorge Fernandez, Briana Kahoano, Nancy Mast, Melissa McCuiston, Claire Friedman, Lisa Gutierrez Wang		