# Action Item Report

## Avatar Improvement Meeting: Data Cleanup Initiative

| AssignDate | DueDate | Assigned to | ActionDescription |
|---|---|---|---|
| 6/17/2021 | 7/1/2021 | Adriana | Schedule a workgroup meeting (Attendees:  Adriana, Robert Annon, Nancy Mast, Claire Friedman, Linda Cosio) |
| 5/6/2021 | 6/3/2021 | Adriana | Consult with IT and Data Entry for a generic creation of an Avatar Account to submit caseload changes to |
| 5/6/2021 | 7/29/2021 | Adriana | Mock-up staff console / widget that includes key information regarding caseloads and supervision |
| 4/15/2021 | 7/1/2021 | Nancy / All | Finalize the Info Notice so that it can be sent out |
| 1/14/2021 | 7/29/2021 | Adriana / Workgroup | Develop process/procedures to ensure that the homeless question is being answered consistently |

## Avatar Improvement Meeting: Legal Forms Tracking

| AssignDate | DueDate | Assigned to | ActionDescription |
|---|---|---|---|
| 6/17/2021 | 7/1/2021 | Melissa | Schedule ROI Workgroup meeting - Include Sube for compliance issues |
| 5/20/2021 | 7/29/2021 | Workgroup | Everyone -  Discuss and Finalize the workflow for rescinding an ROI form.  Does it go to QI?  Revert to Draft? |
| 2/25/2021 | 7/29/2021 | QI | QI needs to look at form for compliance issues, but cannot until after audit season, probably in June |
| 2/11/2021 | 7/29/2021 | All | Everyone - Consider questions raised in meeting regarding converting to Spanish, SUDS and workflows for each TEAM/Organization |

## Avatar Improvement Meeting: ODS Pre-Admit

| AssignDate | DueDate | Assigned to | ActionDescription |
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|---|---|---|---|
| 6/17/2021 | 7/1/2021 | Casey Swank | Casey to resume Workgroup meetings |
| 3/8/2021 | | Casey Swank | Casey to reach out to ACCESS for information regarding the ACCESS Pre-Admit program as a jumping off point |