Action Item Report

Avatar Improvement Meeting: Add FIT Team to Service Program drop down

AssignDate	DueDate	Assigned to	ActionDescription
5/24/2021	6/24/2021	Adriana	Adriana to add the FIT team to the Service Programs in Avatar

Avatar Improvement Meeting: Data Cleanup Initiative

AssignDate	DueDate	Assigned to	ActionDescription
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	6/3/2021	Adriana	Mock-up staff console / widget that includes key information regarding caseloads and supervision
4/15/2021	5/31/2021	Nancy / All	Finalize the Info Notice so that it can be sent out
1/14/2021		Adriana / Workgroup	Develop process/procedures to ensure that the homeless question is being answered consistently

Avatar Improvement Meeting: Melissa's Action Items

AssignDate	DueDate	Assigned to	ActionDescription
5/6/2021	6/17/2021	Melissa	Add all supervisors to Improvement Meeting Distribution group for tracking involvement

Avatar Improvement Meeting: ODS Pre-Admit

AssignDate	DueDate	Assigned to	ActionDescription
5/20/2021	6/3/2021	Casey Swank	Casey to invite Claire Freedman and Cybele Lolley to Pre-Admit 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

Avatar Improvement Meeting: ROI Consent Tracking

AssignDate	DueDate	Assigned to	ActionDescription
5/20/2021	6/17/2021	All	Everyone - Discuss and Finalize the workflow for rescinding an ROI form. Does it go to QI? Revert to Draft?
2/25/2021	6/30/2021	QI	QI needs to look at form for compliance issues, but cannot until after audit season, probably in June
2/11/2021	3/11/2021	All	Everyone - Consider questions raised in meeting regarding converting to Spanish, SUDS and workflows for each TEAM/Organization