Avatar Process Improvement Meeting Agenda

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

Meeting Identity and Mission:	Inclusive, collaborative, **agenda driven** 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 *Melissa.McCuiston@santacruzcounty.us* • 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	20	• DMC-ODS Pre-Admit Workgroup: • Workgroup Status Update • Questions & Answers	Casey Swank /All
	25	• Consent Tracking, ROI Tracking Form & Widget • **Recap:** 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. • **ROI Form is now in UAT (legal tracking)**: Overview/Discussion • Discussion: Workflows – Where are we on documenting existing workflows in Adults? • Discussion: Widget design – what do we want to see and how do we capture it? • Discussion: Any luck recruiting someone from Children's to be part of this discussion? Volunteers? • Next Steps:	Melissa/Gian /All
	5	• Homeless Indicator Data Cleanup and Capture • Action Item review from last meeting: Info Notice draft • Action Item review : Workflow development	Nancy Adriana?
3. Action Items	5	1) Homeless Indicator Workflow	All
4. Parking Lot			

Next Meeting:	May 5, 2021 9:00 am
Attendees:	