Avatar Process Improvement Meeting Agenda

4/8/2021 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 - keep your camera on at all times and mute your microphone except when you are speaking

Agenda Items	Time	Comments	Staff
1. Welcome Spring!!!	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	10
	
	25
	
	15
		• DMC-ODS Pre-Admit Workgroup:
		   • Status and Updates
		
		• Consent Tracking, ROI Tracking Form & Widget
		   • Recap: Form is mainly useful for MH, not SUDS. Contractors have their own processes that are working for them.
		   • Action item review from last meeting: Creation of ROI Form in UAT – In progress.
		   • Discussion: Workflows – Workflow development needs to happen at the TEAM level, be clearly documented and staff trained for consistency. How can we get started on this?
		   • Discussion: Widget design – what do we want to see and how do we capture it?
		   • Discussion: Adult MH has been engaged, do we need to recruit someone from Children's to attend this meeting?
		   • Next Steps:
		
		• Homeless Indicator Data Cleanup and Capture
		   • Action Item review from last meeting:
		   • Workgroup to recruit someone from SUDS to attend their meetings.
		   • Workgroup Meeting status update
		   • Next Steps
			Casey Swank / All
			
			Gian
			
			All
			
			Adriana/All

3. Action Items	5		All
4. Parking Lot			
Next Meeting:	**April 22, 2021 9:00 am**		
Attendees:			