Avatar Process Improvement Meeting Agenda			

2/11/2021 **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, 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	**Allocated Time**	**Comments**	**Staff**

1. Introductions and meeting overview	15	1) Housekeeping items – Camera use and please remember to mute your microphone.
		2) Any changes to the minutes from last meeting?
		3) Old project list – Has been updated and posted to website and TEAMS folder.
		   a. Feedback and/or questions
		   b. Additions / Deletions
			Melissa
			
			All

2. Announcements
3. Project Status and updates
	5	• Announcements:
		   • ED Alerts – Info Notice should be going out next week
		   • Update to Communication Preferences in "update client data" form.
		
		Now has these items. **Added: Text, Consumer Portal, Do Not Contact**
			Nancy

	25	• Consent Tracking, ROI Tracking & Potential Widget
		   • Action Item Report out
		   • A look at the form in UAT
		   • Questions: Considerations for Spanish and SUDS
		   • Next Steps
		
		a
			All

	15	• Homeless Indicator Data Cleanup and Capture
		   • Overview of the Field and potential usage
		
		▼ **Living Arrangements / Disabilities**
		Client's Living Arrangements
		
		Group Home
		Group Quarters
		Homeless, in transit
		Homeless, no residence
		Hosp Alt, less than or equal to 6 beds
		
		   • Clean up of existing data
		   • Potential Workflow changes/development
			Adriana/All

4. Action Items	5		All
5. Parking Lot		ODS Pre-Admit Form	All
Next Meeting:		**February 25, 2021 9:00 am**	
Attendees:			

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