

Avatar Process Improvement Meeting Agenda

1/14/2021

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](#) (Under Construction)

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	35	<ol style="list-style-type: none"> 1) Introductions for new members/teams and a brief review of what the Avatar Process Improvement meeting's mission is. 2) Housekeeping items – TEAMS project area, interaction, camera use and timely completion of action items. 3) Move to Bi-Weekly meetings 4) How to bring issues to the table and how they are prioritized NEW: <i>Change Request form and workflow templates</i> 	Adriana/Melissa
2. Initiatives for 2021	15	<ul style="list-style-type: none"> • ADT Alerts – New Widget and To-Do items • Carry Overs from 2020 <ul style="list-style-type: none"> • Consent Tracking, ROI Tracking & Potential Widget • Emergency Alerts • New Initiatives for 2021 <ul style="list-style-type: none"> • Homeless Indicator Data Cleanup • Suggestions for 2021 items 	Nancy Dave/Adriana Adriana Adriana All
3. Action Items	5		All
4. Parking Lot			All
Next Meeting:	January 28, 2021 9:00 am		

Attendees:	