

Avatar Process Improvement Meeting Agenda

3/11/2021

9:00-10:00 AM

Microsoft TEAMS Meeting

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| <u>Meeting Identity and Mission:</u> | Inclusive, collaborative, agenda driven Continued <i>Process Improvement</i> meeting focused on new state and federal requirements, as well as improving client care and staff experience. |
| <u>Opportunity to:</u> | Share both our voice and needs to impact processes & procedures, create and modify forms, reports and widgets |
| <u>Commitment to:</u> | Bring information back to the groups we represent, gather input and test current projects to ensure they meet our needs |
| <u>Meeting Website</u> | 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. Good Morning! | 5 | 1) Housekeeping items – Camera use and please remember to mute your microphone. 2) Any changes to the minutes from last meeting? 3) Project List <ul style="list-style-type: none"> a. Updated the Project listing with 4 items that were received from Adult MH. The project request forms were added to the TEAMS folder under -> Received Requests – Not yet assigned. Please feel free to review and provide any feedback. | Melissa All |
| 2. Announcements | 10 | <ul style="list-style-type: none"> • Announcements: <ul style="list-style-type: none"> • DMC-ODS Pre-Admit planning stages: <ul style="list-style-type: none"> ▪ Formation of a workgroup | Casey Swank / All |
| 3. Project Status and updates | 20 | <ul style="list-style-type: none"> • Consent Tracking, ROI Tracking & Potential Widget <ul style="list-style-type: none"> • Action item review from last meeting: <ul style="list-style-type: none"> ▪ Robert: Investigate the feasibility of using this form in Adult MH • Discussion: Based on the conversation from last meeting – both QI and IT have priorities (aka: Audits) that will delay the development of reports and QI Compliance review. What work can be done prior to their involvement • Next Steps | All |
| | 20 | <ul style="list-style-type: none"> • Homeless Indicator Data Cleanup and Capture <ul style="list-style-type: none"> • Action Item review from last meeting: <ul style="list-style-type: none"> ▪ Workgroup to recruit someone from SUDS to attend the workgroup meetings. • Workgroup Meeting status update- • Next Steps | Adriana/All |

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| 4. Action Items | 5 | Please see Action Item Report | All |
| 5. Parking Lot | | | |
| Next Meeting: | March 25, 2021 9:00 am | | |
| Attendees: | | | |
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