Avatar Process Improvement Meeting Agenda
3/25/2021 **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	**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 a. Robert sent us some documentation and a draft workflow for the four requests that he submitted. I have created folders for each one and placed the respective documents in the folders. Please feel free to take a look when you can.	Melissa All
2. Announcements 3. Project Status and updates	10 20 20	- Announcements: - DMC-ODS Pre-Admit planning stages: - Any updates? - Consent Tracking, ROI Tracking & Potential Widget - Action item review from last meeting: Sample workflows received from Janus - Discussion: Gian and Melissa met with Monterey. They shared their solution for tracking ROI. We will share with the group for discussion. - Discussion: Last meeting we decided to start with the Release of Information (the form for family and other outside supports) - Next Steps - Homeless Indicator Data Cleanup and Capture - Action Item review from last meeting: - Workgroup to recruit someone from SUDS to attend the workgroup meetings. - Workgroup Meeting status update- - Next Steps	Casey Swank / All All Adriana/All

4. Action Items	5	Please see Action Item Report in the TEAMS folder	All
5. Parking Lot			
Next Meeting:	**April 8, 2021 9:00 am**		
Attendees:			