

Avatar Process Improvement Meeting Agenda

5/6/2021

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 – Camera Use and mute your microphone except when you are speaking

Agenda Items	Time	Comments	Staff
1. Welcome to May!	5	<ul style="list-style-type: none"> 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 Project Listing – Some projects have been submitted and the project form updated. It lives in the TEAMS folder 	Melissa All
2. Project Status and updates	20 25 5	<ul style="list-style-type: none"> DMC-ODS Pre-Admit Workgroup: <ul style="list-style-type: none"> Workgroup Status Update Questions & Answers Consent Tracking, ROI Tracking Form & Widget <ul style="list-style-type: none"> Recap: Clarification of ROI – County staff know this as the Pink Form. ROI Form - not be confused with the Exchange of Information and/or records request forms. ROI Form is now in UAT (legal tracking): Overview/Discussion Widget and form development workgroup - update Discussion: Workflows – Has anyone looked at the existing workflow sent by Robert? Feedback? Next Steps: Homeless Indicator Data Cleanup and Capture <ul style="list-style-type: none"> Action Item review from last meeting: Info Notice update and expected send date. Action Item review : Workflow development – Is info notice enough? 	Casey Swank /All Robert/Gian Nancy Adriana
3. Action Items	5		All
4. Parking Lot		Updated Project Listing – Some updates for discussion	All

Next Meeting:	May 20, 2021 9:00 am
Attendees:	