Avatar Process Improvement Meeting Agenda				
		5/20/2021		
		9:00-10:00 AM		
		Microsoft TEAMS Meeting		
Mooting Identity and Mig	sion:		d on now state and	
Meeting Identity and Mission:		Inclusive, collaborative, <u>agenda driven</u> Continued <i>Process Improvement</i> 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 mee		
Meeting Website		our needs Avatar Resources / Meetings		
Get Involved!		 To add agenda items, contact <u>Melissa.McCuiston@santacruzcounty.us</u> Per County Virtual Meeting Protocols – Camera Use and mute your microwhen you are speaking 	ophone except	
Agenda Items	Time	Comments	Staff	
1. Welcome to May!	10	 Housekeeping items – Please use the raise hand function or the chat box if you have questions, comments, concerns. Announcements – Melissa on vacation next meeting. Need a volunteer to run the meeting Nancy and Melissa working on a redesign of the Avatar Website. Includes automating the Project Request form into an interactive webform. 	Melissa All	
2. Project Status and updates	10	 DMC-ODS Pre-Admit Workgroup: Workgroup Status Update Pre-admit episode creation in Live/UAT Questions & Answers 	Casey Swank /All	
	20	 Consent Tracking, ROI Tracking Form & Widget (In UAT as Release of Information) Recap: Form needs to be episodic and widget needs to be 5-6 data elements Widget and form development workgroup updates and preview: Form is now episodic Widget Mock-up Report for expiring forms Rescind Process Workflow discussion Add Expirations to To Do's - pro's and con's 	Robert/Nancy/ Melissa/All Nancy	

Homeless Indicator Data Cleanup and Capture

(Potentially tied to revenue) for staff.

Recap: Importance of CSI Data Collection – Information Notice

to include information about WHY data is important

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Attendees:		
Next Meeting: June 3, 2021 9:00 am		
4. Parking Lot	Updated Project Listing – Some updates for discussion	All
3. Action Items	5	All
	 Caseload and Supervisory clean-up is likely the place to start. Kayla describes clients still attached to staff who are no longer working with us. Need to identify next steps for cleanup and ongoing monitoring. Status of mock-up of possible staff console that includes a widget to monitor ongoing compliance information. Creation of a generic avatar account to submit caseload changes to 	Adriana