Avatar Workgroup Meeting **Agenda**		
Meeting Date **Friday, 4/14/2017** **9:00-10:20 AM, 1400 Emeline, Conference Room 207**		
Agenda Items	**By Whom**	**Notes**

1. Purpose and Orientation of the Meeting	Adriana Bare/Group	1. Orientation and Mission Statement for the meeting.
		  a. Agendas and Meeting Notes will be posted on the county website.
		  b. Meeting will be agenda driven
		  c. Send agenda items prior to the meeting.

2. Group Services	Wendy Ettinghoff	1. Group services with incorrect number in group and incorrect units of service.
3. Service Activity Reports	Wendy Ettinghoff	1. These reports are not showing units of service correctly for ADP programs.
4. ADP Indirect Services	Wendy Ettinghoff	1. ADP indirect services were not able to be entered properly until October.
5. Missing DFF Report	Wendy Ettinghoff	1. Missing **Decentralized Financial Form (DFF),** an ADP form but staff also uses for MH which should not happen. The guarantor on this form and on the Services Activity Report are different; and is confusing, when trying to get a list of problem guarantor information that may need to be corrected.
6. Next Meeting	Workgroup	