

**Avatar Process Improvement Meeting  
Agenda**

**Meeting Date  
Friday, 4/28/2017  
9:00-10:00 AM, 1400 Emeline, Conference Room 207**

Agenda Items	By Whom	Notes
<b>1. Group Services</b>	Wendy Ettinghoff	<p>1. Group services with incorrect number in group and incorrect units of service. Problems with: <u>Group of 1</u>(happens when supervisor rejects note, upcoming upgrades expected to fix this) Please report the ones found, so they can be re-entered and billed. <u>Procedure codes</u> (New ADP follow up meeting to discuss Medi-Cal / Non Medi-Cal codes).</p>
<b>2. Service Activity Reports</b>	Wendy Ettinghoff	<p>1. These reports are not showing units of service correctly for ADP programs. The monthly report calculation has been corrected, Will modify the <b>Service</b> Activity Report to use the same formula (Michelle will give formula to Sergio, and modification will be added to the work list)</p>
<b>3. Missing DFF Report</b>	Wendy Ettinghoff	<p>1. Missing <b>Decentralized Financial Form (DFF)</b>, 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. Intended for ADP programs where the requirement is to submit one DFF for per episode. Report needs to be modified; Will wait for proposals on what the modifications should be. Will discuss this again next week.</p>
<b>4. Upgrade Highlights</b>	Sergio Lopez	Summarize upgrades to Avatar that will be scheduled for beginning of May.
<b>5. Secure File Services</b>	Sergio Lopez	SFTP for each contractor so county can share PHI, for example Query showing missing Episodic Treatment Plans. Adriana will run query for each legal entity showing which clients still are missing a new episodic treatment plan and post them in the SFTP sites for

		each agency. Need to contact contractors so they can receive them. Will do this Monday 4/24/17.
<b>6. Treatment Plan Report</b>	Adriana Bare	Report is not showing dates for psychiatrist signature.
<b>7. Naming Convention</b>	Adriana Bare	Naming convention for test clients
<b>8. Clinicians Credentials</b>	Adriana Bare	Clinician's credentials corrections
<b>9. Progress Note</b>	Adriana Bare	Progress Note lightbulb for intervention and response are saying the same thing. Need to review and fix.
<b>Attendees:</b>		