

**Avatar Process Improvement Meeting
Agenda**

Meeting Date

Friday, 5/5/2017

9:00-10:00 AM, 1400 Emeline, Conference Room 207

Agenda Items	By Whom	Notes	Minutes
1. Treatment Plan Report	Amber Williams	Report is not showing dates for psychiatrist signature. Recommend report to be modified to show approved dates	
2. Treatment Plan (cont'd)	Charley Wilkins	Why does Authorization start date get grayed out immediately after entering?	
3. Supervisor Report	Charley Wilkins	Requests are for 2 reports: 1). TP's left in draft form 2). Pending notes that have been sent to supervisor but not yet approved	
4. Test Clients Naming Convention	Sharon Polak	Naming convention for test clients. <ul style="list-style-type: none"> • Identify and reduce test clients • Recommend and publish naming convention 	
5. Missing DFF Report	Wendy Ettinghoff	Determine what is wrong with Missing DFF report to recommend change	
6. Scanning documents	Cole Kortlever	Naming conventions and available documentation	
7. Next Meeting	<u>(No Meeting on 5/12/17)</u> 5/19/17 (1400 Emeline, Room 207)	Agenda items carrying forward to 5/19/17:	
		Agenda items to be scheduled after resolution	

8.		New items:	
Attendees:			