

**Avatar Process Improvement Meeting  
Agenda**

**Meeting Date**

**Friday, 6/30/2017**

**9:00-10:00 AM, 1400 Emeline, 2<sup>nd</sup> Floor, Conference Room 207**

<b>Agenda Items</b>	<b>By Whom</b>	<b>Notes</b>	<b>Minutes</b>
<b>1. Review of Admission and Update Client Data Forms</b>	Adriana Bare	Show changes to the forms decided during 6/23/17 meeting in UAT	
<b>2. Current Caseload Report</b>	County Managers	Review report and discuss how to use it as supervisory tool for compliance	
<b>3. New Report Design: Pending Routed Documents</b>	From 5/5/17 meeting	2) Need a new report that shows notes which are still pending approval after (Final, Routed, Not yet approved) Need: Client # name, service date, program, clinician, routed person	
<b>4. Next Meeting</b>	7/7/17 Room <b>206</b> , 1400 Emeline.	Agenda items carrying forward to 7/7/17:	Review current workflow for Transgender clients
		Agenda items to be scheduled after resolution:	
		New items:	
<b>Attendees:</b>			