

**Avatar Process Improvement Meeting
Agenda**

Meeting Date

Friday, 9/29/2017

9:00-10:00 AM, 1400 Emeline, 2nd Floor, Conference Room 207

Agenda Items	By Whom	Notes	Minutes
1. Projects in Process	a) Admission, Update Client Data, Discharge changes b) SUD Treatment Plan c) State reporting CSI & CalOMs d) User/Practitioner/License clean up		a) To LIVE week of 10/9/17 b) Testing vetted, ready to use in live 9/1/17 – Documentation coming c) CalOMS Mar 2017- CSI Jun 2016 d) Encompass Complete – working on Janus.
2. Review Notification	Adriana Bare	Review planned email to announce changes accomplished by meeting. Request feedback	
3. CANS ANSA report	Meeting	Report is ready to test. Review on screen. Discuss testing results	
4. Meaningful Use implementation update	Adriana Bare	Review what it means, who it affects and how it relates to Client Portal.	
5. New Report Design: Pending Routed Documents	From 5/5/17 meeting	All-inclusive report listing all items pending approval by Staff, Supervisor and form. Need: Client # name, routed date, days pending, program, clinician, routed person, practitioner categories for both. Progress Notes, Treatment Plans, Psychosocial, ASAM Assessment Summary, Risk Assessment, all routed document	Check how it relates to the progress note time stamp (finalized date) and when the service is written and processed for billing. Outside of supervisory reasons, Progress notes do not need to be routed, unless: For MH - staff are not MHRS or are interns. For SUD progress notes do not need to be routed to an LPHA, besides supervisory reasons like collecting their hours.
6. Next Meeting	Next meeting: 10/6/17 Room 207 , 1400 Emeline 2 nd Floor.		
7. Additional Items waiting to be scheduled	<ul style="list-style-type: none"> • ALOC form creation (Waiting for Riverside form) • SUD use of appointment scheduler for service timeliness 		
8. Attendees			

