Avatar Process Improvement Meeting Agenda			
Meeting Date **Friday, 12/1/2017** **9:00-10:00 AM, 1400 Emeline, 2nd Floor, Conference Room 207**			
Agenda Items	**By Whom**	**Notes**	
1) **Group Notes**		Jeff Burt will be presenting current group note workflow. Nancy will answer questions on using the form and documentation	
NOTE: We're focusing on SUD items in Preparation for DMC-ODS implementation			
2) **Start time and End time for progress notes**		Per DMC-ODS and implemented for all SUD services, we need to identify Start and End time when the service occurred, (like a hospital record). ▪ Add Start Time field, formatted as time, without a Current button ▪ Add End Time field, formatted as time, without a Current button ▪ For Example: • Clinician meets client at 8, they talk for 20 mins, clinician travels back to office 10 min, write their note in 10 min • Start time = 8:00a • End time = 8:20a • Face to Face time = 20min • Other time = 20 min • Duration = 40 min Note types: 3) Outpatient: As described above 4) Recovery Support Services: As described above 5) Intensive Outpatient: Research completed and decisions on provider requirements will be shared after Shaina and Karolin confer. 6) Residential Weekly Summary: (Template development in progress, need to finalize) Also working on ASAM re-assessment weekly template, including considering whether it can be handled as a progress note template or if it needs to be its own form.	
3) **ALOC form**		Riverside form envelope received	
4) **Participate rights Onset of Services**			
5) **SUD Tx Plan**		• Making Target Date on Treatment plan (objective & intervention) required • Adding Treatment plan labels in Spanish – by 11/22/17 • Signature dates	
6) **CalOMs**		CalWORKs section is disabled, but continues to be required and get error post submission	

7) Future Agenda Items		Walk through Group Notes workflow (Jeff and Sarah)(	
8) Next Meeting	Next meeting: 12/8/17 Room **207**, 1400 Emeline 2nd Floor.		
9) Attendees			