

Avatar Process Improvement Meeting			
Minutes			
Meeting Date Friday, 4/14/2017 9:00-10:20 AM, 1400 Emeline, Conference Room 207			
Agenda Items	By Whom	Notes	Minutes
1. Purpose and Orientation of the Meeting	Adriana Bare/Group	<p>1. Orientation and Mission Statement for the meeting.</p> <p>a. Agendas and Meeting Notes will be posted on the county website.</p> <p>b. Meeting will be agenda driven</p> <p>c. Send agenda items prior to the meeting.</p>	<p>Purpose of meeting is to create a forum for continuous process improvement. Sometimes the recommendations will result in specs for new forms, reports, or widgets being created, other times the results will be changes in staff workflow. The meetings will happen weekly on Fridays at 9:00. Participation will be driven by agenda items, which will be published on Wednesdays. Meeting minutes will be published and posted in the Avatar Resources website.</p>
2. Group Services	Wendy Ettinghoff	<p>1. Group services with incorrect number in group and incorrect units of service.</p>	<p>Problems with:</p> <p><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.</p> <p><u>procedure codes</u> (New ADP follow up meeting to discuss Medi-Cal / Non Medi-Cal codes).</p>
3. Service Activity Reports	Wendy Ettinghoff	<p>1. These reports are not showing units of service correctly for ADP programs.</p>	<p>The monthly report calculation has been corrected, Will modify the Service Activity Report to use the same formula (Michelle will give formula to Sergio, and modification will be added to the work list)</p>

4. ADP Indirect Services	Wendy Ettinghoff	1. ADP indirect services were not able to be entered properly until October.	<u>Indirect (MAA) Service Note</u> form has been available since go live. This form collects time for activities without a specific client. This form is not intended to replace the current MAA time survey used for ADP programs. Contractors began using it in October, contractors will identify missing service and enter them.
5. Missing DFF Report	Wendy Ettinghoff	1. Missing Decentralized Financial Form (DFF) , 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.
6. Next Meeting	Friday, 4/21/17	Agenda items carrying forward	2. Group Services 3. Service Activity Report Modification 5. Missing DFF Report New: Upgrade Highlights New: Secured FTP to share data (Missing Treatment Plans query)
Attendees:	Charlie Wilkins, Chris McCauley, Cole Kortlever, Fish William, Jeff Burt, Lynn Harrison, Michelle Sapena, Nancy Mast, Rose George, Sergio Lopez, Wendy Ettinghoff		