

Avatar Process Improvement Meeting Minutes			
Meeting Date Friday, 4/21/2017 9:00-10:00 AM, 1400 Emeline, Conference Room 207			
Agenda Items	By Whom	Notes	Minutes
1. Group Services	Wendy Ettinghoff	1. Group services with incorrect number in group and incorrect units of service.	We're testing different scenarios and will propose a new workflow that does not depend on changing the code to reconcile opposite calculation methods between Drug Medi-Cal and County Contracts. Will bring this item back on 5/4/17 4/14/17:Problems with: <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. <u>Procedure codes</u> (New ADP follow up meeting to discuss Medi-Cal / Non Medi-Cal codes).
2. Service Activity Reports	Wendy Ettinghoff	1. These reports are not showing units of service correctly for ADP programs.	Once we determine the revised ADP workflows with groups and codes, we will finalize a change order for the Staff Activity Report so it calculates units both as encounters and minutes. Will bring this item back on 5/4/17
3. 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.	4/21/17: new DFF is entered when client is going through intake. Confirm that shows only clients who are missing DFF for a specific episode and none others. Check for DFF pre-display. Will review what the report is doing wrong and ask for a report modification.

4. Upgrade Highlights	Sergio Lopez	Summarize upgrades to Avatar that will be scheduled for beginning of May	Watch for upgrade first weeks in May, highlight changes will be published through Bulletins starting next week. Explore: 1) Adding a message widget so we can announce upgrade and/or use as “did you know”. 2) test if a link can be embedded to staff messages so we can share the bulletin via email and message both.
5. Secure File Services	Sergio Lopez	SFTP for each contractor so county can share PHI, for example Query showing missing Episodic Treatment Plans	Adriana will run query for each legal entity showing which clients still are missing a new episodic treatment plan and post them in the SFTP sites for each agency. Need to contact contractors so they can receive them. Will do this Monday 4/24/17
6. Next Meeting	Friday, 4/28/17	Agenda items carrying forward to next week	5. Secure File Services and queries for missing episodic treatment plans
		Agenda items scheduled for 4/28/17	<ol style="list-style-type: none"> 1. Group Services 2. Service Activity Reports 3. Missing DFF Report
		New items	<ul style="list-style-type: none"> • Treatment plan report is not showing dates for psychiatrist signature • Naming convention for test clients • Clinician’s credentials corrections • Progress Note lightbulb for intervention and response are saying the same thing need to review and fix.
Attendees:	Wendy Ettinghoff, Rose George, Sarah Tisdale, Chris McCauley, Amber Williams, Jorge Fernandez, Sharon Polak, Stan Einhorn, Michelle Sapena, Nancy Mast, Nicole Keadle, Claire, Amber Williams, Karolin Schwartz, Adriana Bare		