

**Avatar Process Improvement Meeting  
Agenda**

**Meeting Date**

**Friday, 7/21/2017**

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

Agenda Items	By Whom	Notes	Minutes
<b>1. Admission, Discharge and Update Client Data</b>	Adriana Bare	Status update on Documentation Changes, once those are posted, Email announcement will go out and forms will be changed in LIVE	<ol style="list-style-type: none"> <li>1. Perform Discharge Alert question needs protocols so as to not breach info. Who does this? When? What is the response when alert is triggered? <b>QA</b></li> <li>2. Transition in Care question – What is this for?</li> </ol>
<b>3. CANS ANSA Reports</b>	From 6/30/17 meeting	Discussion recommended which assessments to select, finish report design, consider sample and other options	<ol style="list-style-type: none"> <li>1. Sample CANS ANSA [at end of document]               <ol style="list-style-type: none"> <li>a. Clarifying how "Improved" label is defined. We think it means that at least three critical factors (selected CANS ANSA questions) were improved by 2 or more points. We still need to ID which questions we want to use as the "critical factors." We would like to have a separate meeting for this.</li> <li>b. Need clarification on what label titled "Count of Items 2 or 3" means. Is this the total number of items rated at 2 or 3?</li> </ol> </li> </ol> <p><b>Action Item:</b> <b>Adriana</b> sets separate meeting to discuss this and invites participants.</p>
<b>4. New Report Design: Pending Routed Documents</b>	From 5/5/17 meeting	Need a new report that shows notes and other documents which are still pending approval. (Final, Routed, Not yet approved) Need: Client # name, service date, program, clinician, routed person	<ol style="list-style-type: none"> <li>1. Report is in queue for programming.</li> </ol>

	(If time allows)		
<p><b>5. Group Progress Notes “Group Of One” Problem</b></p>		<p>Current solution is to continue to submit corrections to <a href="mailto:askqi@santacruzcounty.us">askqi@santacruzcounty.us</a></p> <ul style="list-style-type: none"> <li>• Concerns expressed about personnel time to do these corrections.</li> <li>• Ability to demonstrate that this is a software issue should reduce audit risk.</li> <li>• Discussion of whether to use SC General Purpose Progress Note and manually divide time vs. using SC General Purpose Progress Note</li> <li>• If GP note is used, and adjusted duration is less than 20 mins, then note should be non-billable.</li> <li>• Testing of other group notes (other forms) in UAT. <b>Sergio and Sarah Tisdale</b>. Sarah needs access to these other forms.</li> <li>• Can we make a report ASAP that shows the services for a group that all clinicians can have access to? Workflow for this would be to run report immediately after doing group notes. The clinicians doing the groups, as well as supervisors/managers should have access to this. <b>Sergio</b></li> </ul>	<p>1. X</p>

<b>6. Group Progress Notes:</b> <b>If adjusted duration is &lt;20 min, then service is not billable</b>			1.
<b>7. Next Meeting</b>	7/28/17 Room <b>207</b> , 1400 Emeline	<ul style="list-style-type: none"> <li>• ALOC/ASAM</li> <li>• SUD Treatment Plan</li> <li>• SNOMED codes have weird characters in them</li> </ul>	1. X
<b>8.</b>			1.
<b>Attendees:</b>			

Sample CANS ANSA Report to discuss:

Programs: (List Programs of Service Selected)  
 Service Date Range: (List date range selected, i.e. 7/1/16 - 6/30/17)  
 CANS/ANSA Date Range: (List date range selected, i.e. 4/1/16 - 6/30/17)

[\(Detail\)](#)

Ordered Pairs:

<u>Client Name</u>	<u>Client Number</u>	<u>Oldest Date</u>	<u>Count of Items 2 or 3</u>	<u>Newest Date</u>	<u>Count of Items 2 or 3</u>	<u>Improved (Y/N)</u>
Sam Tttest	111111	4/20/16	41	4/30/17	37	Y
Frankie Tttest	333333	8/15/16	35	2/24/17	36	N
Max Tttest	222222	6/2/16	25	6/15/17	22	Y

[\(Summary\)](#)

Total count of Clients: 3 Total count of Clients Improved: 2 Improvement Rate: 67%

### Questions/Discussion about report:

**Count of items: what does this mean?**

**Improved = At least three critical factors improved by 2 or more points. We still need to ID which factors these are.**