

**Avatar Process Improvement Meeting  
Agenda**

**Meeting Date  
Friday, 8/4/2017  
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 (Waiting on documentation Changes, once those are posted, Email announcement will go out and forms will be changed in LIVE)	Documentation done today, Announcement next week. Move to LIVE 8/14/17
<b>2. SUD Treatment Plan</b>	Nancy Mast	Defaulting from one plan to next	We have fixed the register settings in UAT. Staff should check it so we can vet it and we are able to move it to LIVE.
<b>3. CANS ANSA Reports</b>	From 6/30/17 meeting	Review sample report, will percentages work?	CANS ANSA intended to be done every 6 months, across all programs. We will proceed with the recommended report design that combines percent, ratios and count of responses with values 2 and 3 in 5 key domains.
<b>4. Access to Services Timeliness</b>	From 7/21/17 meeting	Review proposed workflow posted in Avatar Resources Website and answer questions on next steps.	Measuring client request for services, or their legal representative to trigger 10 days until they receive an appointment, when they are requesting services, the intake/appointment offered must be within 10 days. Service Request Log: Change label for representative to Legal Guardian. Add light bulb with definition of the options, make the referrals source not required. Make the timeliness report to look for Requests for Services when the Referring Party

			Role is Self or Legal Guardian.
<b>5. New Report Design: Pending Routed Documents</b>	From 5/5/17 meeting (If time allows)	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	Not discussed
<b>6. Next Meeting</b>	8/11/17 <b>NOTE ROOM CHANGE:</b> Room <b>164</b> , 1400 Emeline 1 <sup>st</sup> Floor.		
<b>7. SUD Treatment Pain</b>			
<b>8. Additional Items waiting to be scheduled</b>	<ul style="list-style-type: none"> <li>• ALOC form creation (Waiting for Riverside form)</li> <li>• State reporting: CSI</li> <li>• State reporting: CalOMS</li> <li>• User/Practitioner clean-up and reporting</li> <li>• SUD use of appointment scheduler for service timeliness</li> </ul>		
<b>9. Attendees</b>	Sarah Tisdale, Inbal Yassur, Wendy Ettinghoff, Esther Orellana, Cole Kortlever, Nancy Mast, Lynn Harrison, Sergio Lopez, Karolin Schwartz, Claire Friedman, Amber Williams, Jorge Fernandez, Adriana Bare		