

Avatar Process Improvement Meeting Agenda

Meeting Date

Friday, 8/25/2017

9:00-10:00 AM, 1400 Emeline, 2nd Floor, Conference Room 207

Agenda Items	By Whom	Notes	Minutes
1. Projects in Process		<ul style="list-style-type: none"> a) Admission, Update Client Data, Discharge changes b) SUD Treatment Plan c) CANS ANSA report (to IT group) 	<ul style="list-style-type: none"> a) To LIVE week of 9/5/17 b) Testing vetted, ready to use in live 9/1/17 – Documentation coming c) To IT group, assigned to staff.
2. State reporting update	Adriana Bare	CSI: Working on April 2016 CalOMs: Working on December 2016. Most significant issue is Timeliness for both Admission and Discharge Data	CalOMs: 202 6% since 8/1/17 CSI: 4,827 40% since 8/1/17, Missing 35% of episodes as of 8/25/17. Keep reminding staff about CSI and CalOMs requirements, efforts are making a difference.
3. Common errors reported	Kayla Gray	<ul style="list-style-type: none"> 1. Date of service errors -Make sure it is the date of service, not the date the note is being written 2. Service errors – Check code and duration one last time prior to submitting 3. Episode errors – Check existing episodes before opening an Admission. 4. Group services - Check the group services for correct group members listed and duration 	Please note: When requesting a correction provide all the information needed, refer to last page of the manual if in doubt.
5. Bundles what they are how they work	Cole Kortlever	Contractor is asking about using bundles. We will review existing ones, current experience, options and how they work.	Bring back ideas on Admission and Discharge bundles, to discuss possible ones to build. We will likely build concurrent and separate bundles for SUD and MH, because state reporting uses different forms (CSI and CalOMs).
6. User / Practitioner clean-up and reporting	Adriana Bare	Sent modified files to Encompass, Janus and Front St to refine procedure. Progress report, next steps.	Not all users have to be practitioners, no all practitioners have licenses. All practitioners must have NPI number. We need gender, language and Ethnicity for state reporting and appointment searches. Move columns in User, Practitioner and License

			sections. Review the associated programs list and insert 2 columns one to ADD programs and one to REMOVE programs from the list. Associated programs = programs provider can write notes and open admissions under. Does not control viewing of information. See attached Master list of programs for reference.
7. New Report Design: Pending Routed Documents	From 5/5/17 meeting (If time allows)	All-inclusive report listing all items pending approval by Staff, Supervisor and form. Need: Client # name, routed date, days pending, program, clinician, routed person, practitioner categories for both.	Progress Notes, Treatment Plans, Psychosocial, ASAM Assessment Summary, Risk Assessment, all routed document
8. Next Meeting	<u>NOTE: No meeting on 9/1/17</u> Next meeting: 9/8/17 Room 207 , 1400 Emeline 2 nd Floor.		
9. Additional Items waiting to be scheduled	<ul style="list-style-type: none"> • ALOC form creation (Waiting for Riverside form) • SUD use of appointment scheduler for service timeliness 		
10. Attendees	Jessica Nichols, Wendy Ettinghoff, Patty King, Cole Kortlever, Nancy Mast, Kayla Gray, Chris McCauley, Amber Williams, Adriana Bare, Cybele Lolley, Claire Friedman		