

## Avatar Process Improvement Meeting Agenda

### Meeting Date

**Friday, 11/17/2017**

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

Agenda Items	By Whom	Notes
<b>NOTE: We're focusing on SUD items in Preparation for DMC-ODS implementation</b>		
<b>1) Start time and End time for progress notes</b>		<p>Per DMC-ODS and implemented for all SUD services, we need to identify Start and End time when the service occurred, (like a hospital record).</p> <ul style="list-style-type: none"> <li>▪ Add Start Time field, formatted as time, without a Current button</li> <li>▪ Add End Time field, formatted as time, without a Current button</li> <li>▪ For Example: <ul style="list-style-type: none"> <li>• Clinician meets client at 8, they talk for 20 mins, clinician travels back to office 10 min, write their note in 10 min</li> <li>• Start time = 8:00a</li> <li>• End time = 8:20a</li> <li>• Face to Face time = 20min</li> <li>• Other time = 20 min</li> <li>• Duration = 40 min</li> </ul> </li> </ul> <p>Note types:</p> <ol style="list-style-type: none"> <li>2) Outpatient: As described above</li> <li>3) Recovery Support Services: As described above</li> <li>4) Intensive Outpatient: Research completed and decisions on provider requirements will be shared after Shaina and Karolin confer.</li> <li>5) Residential Weekly Summary: (Template development in progress, need to finalize)</li> </ol> <p>Also working on ASAM re-assessment weekly template, including considering whether it can be handled as a progress note template or if it needs to be its own form.</p>
<b>6) ALOC form</b>		Riverside form envelope received
<b>7) Participate rights Onset of Services</b>		
<b>8) SUD Tx Plan</b>		<ul style="list-style-type: none"> <li>• Making Target Date on Treatment plan (objective &amp; intervention) required</li> <li>• Adding Treatment plan labels in Spanish</li> <li>• Signature dates</li> </ul>
<b>9) CalOMs</b>		CalWORKs section is disabled, but continues to be required and get error post submission
<b>10) Future Agenda Items</b>		Walk through Group Notes workflow (Jeff and Sarah)(

<b>11) Next Meeting</b>	Next meeting: 12/1/17 Room <b>207</b> , 1400 Emeline 2 <sup>nd</sup> Floor.
<b>12) Attendees</b>	Shaina Zura, Jessica Nichols, Wendy Ettinghoff, Sarah Tisdale, Briana Kahoano, Cybele Lolley, Claire Friedman, Lynn Harrison, Amber Williams, Adriana Bare, Sharon Polak