

Avatar Process Improvement Meeting Agenda

7/1/2021

9:00-10:00 AM

Microsoft TEAMS Meeting

<u>Meeting Identity and Mission:</u>	Inclusive, collaborative, agenda driven Continued <i>Process Improvement</i> meeting focused on new state and federal requirements, as well as improving client care and staff experience.
<u>Opportunity to:</u>	Share both our voice and needs to impact processes & procedures, create and modify forms and workflows, develop reports and widgets
<u>Commitment to:</u>	Bring information back to the groups we represent, gather input and test current projects to ensure they meet our needs
<u>Meeting Website</u>	Avatar Resources / Meetings

Get Involved!

- To add agenda items, contact Melissa.McCuiston@santacruzcounty.us
- **Housekeeping items** – Please use the raise hand function or the chat box if you have questions, comments, concerns.

Agenda Items	Time	Comments	Staff
1. What's going on?	15	<ul style="list-style-type: none"> • Announcements / Updates: <ol style="list-style-type: none"> a. Clarification re: location code and Add appointment form discussion from last meeting. Do we need an Info Notice? b. Adriana - Discuss possible idea for eligibility widget 	Melissa/Gian Adriana
2. Project Status and updates	15	<ul style="list-style-type: none"> • DMC-ODS Pre-Admit Workgroup: <ol style="list-style-type: none"> 1. Workgroup Status Update 2. Questions & Answers 	Casey Swank /All
	15	<ul style="list-style-type: none"> • Consent Tracking, ROI Tracking Form & Widget (In UAT as <i>Release of Information</i>) <ol style="list-style-type: none"> 3. Update: ROI workgroup met and spent some time walking through workflows. There will be a second form for rescinding. Gian will work on the form and add a few items that we came up with. 4. Next Steps: Nancy and Melissa to meet to start draft of workflow. 	Robert/Nancy
	10	<ul style="list-style-type: none"> • Data Cleanup Initiative <ol style="list-style-type: none"> 5. CSI Data Collection – Information Notice to include information about WHY data is important (Potentially tied to revenue) for staff. – Status on ETA for IN to be sent. 6. Workgroup Update – No meeting yet. 7. Update on a staff console that includes a widget to monitor ongoing compliance information 8. Creation of a generic avatar account to submit caseload changes to for cleanup initiative 9. Caseload and Supervisory clean-up – Development of a workflow to staff review, etc. - Workgroup update 10. Next Steps: Workgroup to meet to start work on project 	Nancy Adriana Adriana Adriana

3. Action Items	5	1) 2) 3)	All
4. Parking Lot		Project Listing – Are there any quick ticket items that could be addressed while the other projects are being worked on. Updated Project request list. Posted on the Avatar Website .	All
Next Meeting:	July 15, 2021 9:00 am		
Attendees:			