

Avatar Process Improvement Meeting Agenda

6/17/2021

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. Announcements	10	<ul style="list-style-type: none"> • Announcements – <ol style="list-style-type: none"> a. Light Agenda this week due to vacation season! Lots of overlapping vacations have delayed workgroup meetings and forward progress. b. Adding Facilities to Avatar – Several waiting to be added. Status Request from Adriana. Is there anyone else that could help with this task? 	Melissa All
2. Project Status and updates	10	<ul style="list-style-type: none"> • DMC-ODS Pre-Admit Workgroup: <ol style="list-style-type: none"> 1. Workgroup Status Update – On vacation 2. Questions & Answers 	Casey Swank /All
	10	<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"> 1. Recap: Saw the draft Widget with filtering options. Form is now episodic. Please look at it if you haven't done so already. 2. Rescind Process Workflow –Decide on a workflow. Keep existing workflow through QI? If so – separate form or check box? 3. Next Steps: 	Robert/Nancy/ Melissa/All
	15	<ul style="list-style-type: none"> • Data Cleanup Initiative <ol style="list-style-type: none"> 4. Recap: More than just the homeless indicator. The Importance of 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. 5. Workgroup Update 6. Update on a staff console that includes a widget to monitor ongoing compliance information 7. Creation of a generic avatar account to submit caseload changes to for cleanup initiative 	Nancy Adriana Adriana Adriana

	10	8. Caseload and Supervisory clean-up – Development of a workflow to staff review, etc. - Workgroup update 9. Next Steps: <ul style="list-style-type: none"> • Project Listing – Are there any quick ticket items that could be addressed while the other projects are being worked on. 	Melissa/All
3. Action Items	5		All
4. Parking Lot		<ul style="list-style-type: none"> • Updated Project request list. Posted on the Avatar Website. 	All
Next Meeting:	July 1, 2021 9:00 am		
Attendees:			