Avatar Process Improvement Meeting Agenda

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

Get Involved!		• To add agenda items, contact *Melissa.McCuiston@santacruzcounty.us* • Per County Virtual Meeting Protocols – Camera Use and mute your microphone except when you are speaking

Agenda Items	Time	Comments	Staff

1. Welcome to May!	10	• **Housekeeping items** – Please use the raise hand function or the chat box if you have questions, comments, concerns.
		• **Announcements** –
		  a. Per a request from Robert Annon – Adriana is adding the FIT team to the list of service program choices. Do we need to communicate this somehow?
		  b. Discussion: Supervisor Compliance Report – Do we need a report that staff can run for themselves – May have helped with recent Audit issues.
			Melissa
			
			All
			
			Nancy/Gian

2. Project Status and updates	10	• **DMC-ODS Pre-Admit Workgroup:**
		  1. Workgroup Status Update
		  2. Pre-admit episode creation planning – any discussion needed?
		  3. Questions & Answers
			Casey Swank /All

	20	• **Consent Tracking, ROI Tracking Form & Widget (In UAT as *Release of Information*)**
		  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 – Establish/finalize a workflow. Look @ current workflow that goes through QI. Is this the process we want to keep? Do we want to pursue a second form that does revocations?
		  3. Discussion/Decision – Expirations on the "To Do" widget – yes or no
		  4. Next Steps:
			Robert/Nancy/ Melissa/All
			
			Nancy
			
			All

	15	**Data Cleanup Initiative** 5. 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.	

		6. Status of the mock-up of possible 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 8. Caseload and Supervisory clean-up – What do we need to do to get this started? 9. Next Steps:	Adriana
3. Action Items	5		All
4. Parking Lot		• Updated Project request list. Posted on the Avatar Website.	All
Next Meeting:	**June 17, 2021 9:00 am**		
Attendees:			