



## **Approvers Tip Sheet**

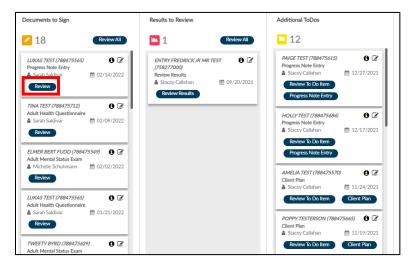
## For supervisors who approve Plans, Assessments, and Progress Notes

This Tip Sheet may change as our trainings and systems are updated. Please visit our website <u>https://dhs.saccounty.gov/BHS/Avatar/Pages/Avatar.aspx</u> for the most updated version. If any additional help is needed you can contact us at <u>Avatar@saccounty.net</u>.

1. Click inside the white area of the My To Do's Widget to open.

UICKACTIONS	G	MY TO DO'S	0		MY CALENDAR G			
		Documents to Sign	Results	to Review Additional ToDos	Time-Slot Duration: 30 minutes	<ul> <li>February 17, 2022</li> <li>Thunday</li> </ul>	month week day is	
					7am			
AV PENDING NOTI		Frinds			7am Sam			
PATID	Name	Episode 3	NoteDate 2021-10-04	NoteType	8am 9am			
		Episode 3 6	NoteDate 2021-10-04 2021-11-17		Sam 9am			
PATID 788475570	Name TEST,AMELIA	Episode 3 6 4	2021-10-04	NoteType Standard (Co-Sig Required)	8am 9am			
PATID 788475570 788475570 788475615 788475665	Name TESTAMELIA TESTAMELIA TESTPAIGE TESTERSON.POPPY	Episode 3 6 4 1	2021-10-04 2021-11-17	NoteType Standard (Co-Sig Required) Intale Standard Group Note	8am 9am 10am			
PATID 788475570 788475570 788475615	Name TEST,AMELIA TEST,AMELIA TEST,PAIGE	Episode 3 6 4 1 1	2021-10-04 2021-11-17 2021-12-27	NoteFype Standard (Co-Sig Required) Intake Standard	Sam 9am			

2. The column on the left will show documents that need to be approved. You can review and approve each at a time by clicking the Review button on the document.







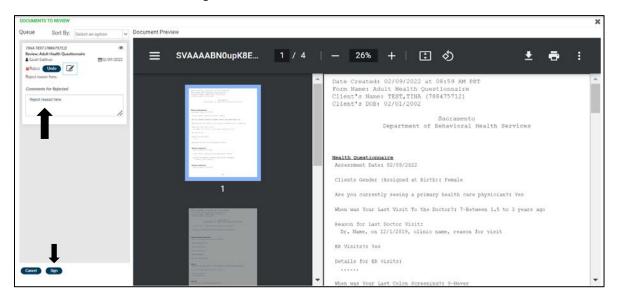
3. A window with the document will pop-up, you can review the document through this window. You can either "Accept" or "Reject". If you accept, click "Accept" then "Sign".

DOCUMENTS TO REVIEW		×
Queue Sort By: Select an option	Document Preview	
LUGAS TEST (780475565) (B Review: Progress Note Entry Mo2/14/2022 Accept Reject	Ξ FNhhFCmVuZHN0c 1 / 1   − 26% +   Ξ δ) ± Ξ	:
	Date Created: 02/14/2022 at 01:23 EM PST Form Name: Frogress Note Entry Client's DOB: 06/21/1969 Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Termination Terminatio Terminatio Termination Termination Termination Termin	*
	Individual Client Progress Notes Progress Note For: New Service Practitioner: TRAINER, NINE	
	1 Date of Service: 02/14/2022	
	Service Charge Code: Individual Therapy (97010) Location: Unknown/Not Reported (U) Direct Service Time: 10	
	Total Service Time: 10 Note Type: Discharge	
	Notes Fields asdfsdaf	
Cancel Sign	Draft/Final: Final	+

4. When you click "Sign" it will ask you for your password. Your password will be the same password you use when logging into Avatar.

Password	
Enter Password	

5. If you reject the document click "Reject". That will open a comment box for you to enter notes to the clinician. Click "Sign" once done.







1. You are able to review multiple documents at once by clicking on "Review All".

TO DO'S Stacey Callahan (callahans16) (Change)   What needs my attention?						
Documents to Sign	Results to Review	Additional ToDos				
I / Cleared NAOMI TEST (788475702)	ENTRY FREDRICK JR MR TEST	ALGE TEST (788475615) Progress Note Entry ▲ Stacey Callahan Review To Do Item Progress Note Entry				
Adult Mental Status Exam		HOLLY TEST (788475684) Progress Note Entry ≧ Stacey Callahan Review To Do Item				
LUKAS TEST(78847556)		Progress Note Entry AMELIA TEST (788475570) Client Plan ▲ Stacey Callahan 1/224/2021				
TWEETY BYRD (788475629)     Image: Comparison of the status beam       Adult Mental Status beam     Image: Comparison of the status beam       Image: Michelle Schuhmann     Image: Comparison of the status beam       Review     Review		Review To Do Item Client Plan POPPY TESTERSON (788475665) Client Plan Store Callshan M: 11/19/2021				

2. This will open a separate window with all documents listed on the side. A review box will appear for the document at the top of the list. You can change the sort to sort by date, client name, or staff name. To view a specific document click on the "Document Preview" button.

DOCUMENTS TO REVIEW			×
Queue Sort By: Select	an option	Document Preview	
NACIMI TEST (788475702) Review: Progress Note Entry Sorah Salchuar Arcept Reject	· @02/3 /2022	≡ aPWksAAAAG6SsB 1 / 2   − 26% +   🕃 🚸 🛓 🛱 🗄	
ELMER BERT FUDD (788475549) Review: Adult Merital Status Exam Michelle: Scholmann Accept (Reject	@ 202/6 /2022	Date Created: 02/18/2022 at 01:50 FM PST Form Name: Programs Note Entry Client's DOB: 04/01/2004	*
LúticAS TEST (789475565) Review Adult Health Questionnaire & Sarah Saldivar Accept Reject	€ 101/2 /2022	International Sacramento Billing and a series and a serie	
TWEETY BYRD (789475629) Review Adult Mental Status Exam Micholic Schuhmann Access Reject	@ 1901/3 /2022	Tridividual Client Progress Notes Progress Note For: New Service Practitioner: TRAINER, NINE	
ELMER BERT FLIDD (788475549) Review Child Mental Status Exam Michelle Schuhmann Accest Riect	@ 1/1/2/2022	Date Of Service: 02/18/2022           Service Charge Code: ODS Case Management (2514)           Location: Office (A)	
ACMINE TESTER (788473550) Beview: MHTC Progress Note Entry & Kartynn Only-Sychor Accept Reject	€12/1 v2021	Practitioner Direct Service Time: 90 Practitioner Documentation Time: 10 Practitioner Travel Time: 0	
DARRY DUCK (7464/75592)	۲	Practitioner Total Service Time; 100 Service was Face to Face7: Yes Evidence-Based Practices / Service Strategies (CS1): Unknown Evidence-Based	_





3. You can go through each of the documents and either "Accept" or "Reject". When a document has been accepted you will see a green check mark next to it. If it has been rejected you will see a red x. When rejecting a document you still have the option to write in comments. Once you are done you can click "Sign" at the bottom and sign all documents at once.

NAOMI TEST (781 Review: Progress I ▲ Sarah Saldivar ✓ Accept Unc	Note Entry	≡	MzfdSMElXyGQK5C	. 1/3	— 26% +	÷.
ELMER BERT FUD Review: Adult Me Michelle Schuhr KReject Unde notes here	ntal Status Exam nann mann m02/02/2022		ene sources that the set of the s		Date Created: 01/12/2 Form Name: Child Ment Client's Name: FUDD,E Client's DOB: 06/28/1	al Status LMER BERT
LUKAS TEST (788 Review: Adult Hea ▲ Sarah Saldivar ✓ Accept Und	Ith Questionnaire		Secolar Social register (Secolar Social Soci			ent of Bel
TWEETY BYRD (7 Review: Adult Mee ▲ Michelle Schuhr ✓ Accept Unit	ntal Status Exam nann million 1/19/2022		initiality of the formation of the second se		Appearance Assessment Date: 01/12/20 Normal for Age and Cultur	re: No
ELMER BERT FUL Review: Child Mer Michelle Schuhr Reject Undor reject notes here	ntal Status Exam		And observed to Database at 8 data of 00 and any ways of balances and any ways of balances and any of balances and any of balances and any of balances and any of balances and any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of balances are any of		Dysmorphic Features: Cuta Comments on Appearance: retrgeer1342134	ineous Lesic
Comments for River reject notes here			The second secon		Behavior Eating Level: Adequate Energy Level: High	
Cancel			NAMESE BARDERY BOORDER, UNDER SER AND BARDERY BOORDERS (DART) BARDER BARD BARDERY BOORDERS (BARDERY and LEDR WORDERS) Mompaties BARDER BARDER FOR	-	Sleeping Level: Adequate	

Users may add multiple approvers for a document. The document will not be finalized until each approver has accepted it. If one person rejects the document or does not accept it, the document will not be finalized.