Minutes	**Avatar MH Practice Management Forum** **Date:** March 22, 2012 **Time:** 1:00-2:30 **Location**: 7001 A East Parkway, Sacramento, CA 95823 Conference room 1		

Facilitator:	Kacey Vencill
Scribe:	Lucy Stanley
Attendees:	(See sign in sheet)

Topic	Presenter	Start Time	Length
Welcome/Introductions Christine Giri, our new Training Coordinator, was introduced as a member of the implementation team.	Dawn	1:00 PM	5 min
CSI Update No updated status. Providers that have received spreadsheets for needed corrections, please make sure to complete the corrections timely.	Dawn/Kacey	1:05 PM	5 min
Claiming /Fiscal Update We are still working on Dec 2011 claim and we are current on claims correction spreadsheets. We will be combining both January and February for the next claim. Providers haven't been able to run the unbilled report in awhile because it has taken longer for us to claim. Please remember to run your other reports (ie: 99999, no diagnosis, no policy etc.) and this should help catch some of the things that could fall to the unbilled report. When a guarantor expires please add an end date in financial eligibility and don't delete guarantors 835s- The State is becoming more current with send us 835s, but we have thousands now due to their original backlog so we are working on posting them all. We are working with the vendor to have more than one user in this screen. **5010 update** We have gotten received approvals from both DMH and ADP. Once we receive results from the 835 test, we plan to go live in the 5010 environment come April 1st. It's been a challenge, but we are doing our best. Q. A provider asked for information on how to get erroneous OHC removed? A. Another provider was able to share positive feedback	Melony	1:10 PM	10 min

regarding requests to Watts Information. Requests can take up to 60 days and another 2 weeks until it's removed. Information on how to reach the State can be found in the July minutes.			
MyAvatar Sneak Preview • John showcased various standard home views. Widgets on a user's home view are dependant on individual's role as well as access to certain environments within Avatar. • Home views were designed with the idea in mind of the typical user not having access to a dual monitor screen. You will find navigation through the software to be quite user friendly. • With MyAvatar you are able to have multiple clients open in a session, as well as easy access to the home view screen. Options are now called "Forms". Items with blue hyperlink will take you directly to the form or screen of the client in your session. MyAvatar offers all the same options and features, but with a different look. The user will be able to navigate exactly as the current Avatar software and will also have access to use the search option. • "My Favorites" will transfer over with the new MyAvatar upgrade.	John	1:20 PM	20 min
Reports/Reporting – Patch 249 Installation of patch 249 and updating 26 reports is still required prior to going live with MyAvatar. Reports and updates will aide to ensure they work with the new data types. This would occur sometime during the week of April 29. The patch would load on that weekend. On the following Monday we will refresh. If you notice errors after completion of the refresh, please let us know the name of the report. This will help us to address those types of issues. We have the advantage of knowing now, unlike some counties that weren't aware of this prior to installation of the patch.	John	1:40 PM	10 min
SacHIE Update • **Pilot Update** No updates • **New Security Protocol to be implemented** A memo was sent out on 3/20/12 regarding Avatar account security changes. Two valid email addresses are required for each individual user. One email should be for the user and the other should be a valid email address for your Avatar organizational contact. Please provide this information by April 17, 2012. Accounts that do not have this information by the requested date will be deactivated. • Timeline/Schedule Review • A communication was sent to encourage current users to attend "Introduction to MyAvatar-Learning to Use the Tool" sessions. These sessions are intended to give current users the opportunity to get a glimpse of the new MyAvatar software. The email also included a schedule	Kacey	1:50 PM	15 min

of dates as well as the types of sessions available, i.e. Classroom, In Person and On-line sessions. Registration for these sessions is done via "The Survey Monkey". It is not a requirement to attend, however is highly encouraged. The purpose of these sessions are to get users familiar with the product upgrade so they are not alarmed of the new changes when they arrive to work on May 7th. The upgrade will take place the weekend prior to May 7th.   Folks will leave work on Friday, May 4th having used the Avatar 2006 version. When they arrive to work on Monday, May 7th they will be welcomed to the MyAvatar 2010 upgrade.

- The new "MyAvatar" page can be located on the project website.

- MyAvatar release date will be sometime in April. The actual upgrade will be take place in May. Integrated UAT, CWS, Doc Management, Order Connect-includes lab orders (no longer Infoscriber) Full training of go live effective in July is dependent of all target dates being met.

- Lab/Lab Order Sessions- We will need the names of Labs, What order and Lab Panels that need to be set up for use. Requirement sessions are for everyone. To ensure your agency's requirements are met, it is imperative that a representative attend these requirement sessions.

- 3 Document Management Sessions- We need to Identify document types and categories. We will scan these into our electronic health record. Ex: Hospital discharge paper work, CPS reports, collateral information from other providers Insurance cards, Photo ID, etc….
- Category- Identification, Badges, Drivers License, etc We will determine which of these documents should be stored at client level versus information on episodic level

Open Forum- Information covered in previous sections	All	2:05 PM	25 min