City and County of San Francisco
Department of Public Health

Behavioral Health Information Systems
1380 Howard Street, 3rd Floor
San Francisco, CA 94103-2614
e-mail: avatarhelp@sfdph.org
415-255-3788

London N. Breed
Mayor

February 2024 Avatar Training Schedule

Avatar classes being offered this month are shown below. Pre-class registration is required for all classes – basic and refresher. Please register early, as space is limited. Drop-ins will not be admitted. **All Avatar training is conducted remotely using WebEx. A link to the training will be sent to all registered attendees prior to the scheduled class; please ensure that the attendee's email address is correct and complete when registering.**

Avatar Basic Classes

- Designed for staff new to the Avatar system.
- Basic classes are: *Admission/Clinical – Adult MH*, *Admission/Clinical – Child/CYF*, *Admission/Clinical – SUD* and *Admissions*.
- Residential programs are advised to take the one-day Adm/Clin class and then schedule a separate Residential training.

Note: The Admission/Clinical class includes an overview of the intake/admission forms but is also focused on accurate use of Avatar clinical forms.

Date	Day	Time	Class
February 1st	Thursday	10a – 2p	Admissions
February 6th	Tuesday	10a – 2p	Admissions/Clinical – Adult MH
February 14th	Wednesday	10a – 2p	Admission/Clinical – CYF
February 22nd	Thursday	10a – 2p	Admission/Clinical – SUD

Avatar Refresher Classes

- Designed for experienced Avatar users only, not staff that are new to Avatar.
- Completion of an Avatar Basic Class (Admissions or Admissions / Clinical) is a pre-requisite for registering in a Refresher Class.

Date	Day	Time	Class
February 9th	Friday	10a – 2p	Residential
February 16th	Friday	1p – 4p	Reports

How to Register for Avatar Training

For NEW Avatar users: See the link below for the website where you can find the "Avatar Account Request Form", along with instructions for form completion and submission. Indicate the classes and preferred training dates at the top right of the form. You may call the Avatar HelpDesk at 415-255-3788 to register for basic classes, but you must still submit the "Avatar Account Request Form" prior to attending class.
http://www.sfdph.org/dph/comupg/oservices/mentalHlth/BHIS/avatarUserDocs.asp