



Avatar Bulletin

PURQC Form and Reports August 15, 2015 CYF Mental Health Outpatient Programs

Background: In response to provider requests to track Program Utilization Review Quality Committee (PURQC) decisions electronically, the Children, Youth, and Families System of Care collaborated with Behavioral Health Information Systems to create a PURQC tracking tool in Avatar.

PURQC Form: The “PURQC Data Entry” form will assist your agency in tracking PURQC authorizations within Avatar and is available to all staff. The screen prompts entry of the following information:

1. Data Entry Date – Auto defaults to date of data entry. There is no need to change this date.
2. PURQC Type – Select CYF. The appropriate fields will become activated.
3. Start Date – Enter the effective date of the PURQC (e.g., episode opening).
4. End Date – Enter the expiration date of the PURQC (e.g., 12 months from episode opening).
5. Number of Impairments – This field is optional.
6. Hours Requested – This field is optional.
7. Hours Approved – This field is optional.
8. PURQC Authorization Date – Enter date the PURQC committee met. For initial authorization, enter date medical necessity was determined.
9. Notes – Enter notes as appropriate. This field is optional.

The screenshot shows the Avatar 2015 interface. At the top, there's a navigation bar with 'Home', 'summary T', and utility links like 'Preferences', 'Lock', 'Sign Out', 'Switch', 'Help', and 'PMUNOZ'. Below this is a patient summary for 'TESTCLIENT,SUMMARY (00000001)', a female, 35 years old, born 07/01/1980. Her height is 5' 4.5" and weight is 180 lbs, BMI 30.4. Her episode is '2 : City Colleg...' and location is 'Homeless, San...'. There are 5 allergies listed. The main content area is titled 'PURQC Data Entry' and contains a 'CLIENT SERVICE AUTHORIZATION (CSA) REQUEST - PURQC' form. The form has a 'Submit' button and a 'PURQC' section. The form fields are: 'Data Entry Date' (08/15/2015), 'End Date' (empty), 'PURQC Type' (radio buttons for 'Adult' and 'CYF', with 'CYF' selected), 'Start Date' (empty), 'Number of Impairments' (empty), 'Hours Requested' (empty), 'Hours Approved' (empty), and 'PURQC Authorization Date' (empty). A 'Notes' field is at the bottom.

Reports: Four reports were developed to assist in reviewing the status of clients due for PURQC

1) CYF PURQC Committee by Program Report

This report, based on a range of dates selected, generates a list of clients that have one of the following: 1) an expired PURQC, 2) a PURQC due for reauthorization, or 3) clients who have no PURQC authorizations documented in Avatar.

This report is also designed for use as a minutes form, to assist the committee with documenting the decisions made during the PURQC meeting. This report should be placed in your PURQC binder for future reference and auditing. The authorization decisions written on this form can be entered into Avatar by clinical or administrative staff.

2) CYF PURQC Due by Clinician Report

This report is designed to assist clinicians in identifying clients that need to be PURQC'd. It also contains blank spaces to add clients that may be due for PURQC but were not flagged in Avatar because past authorization decisions were not documented in Avatar.

3) CYF PURQC Due by Clinician, Supvr Rpt

This report is only available to supervisors or their designee.

This report is designed for supervisors to generate by clinician and program.

4) CYF PURQC by Program Report

This report is designed for clinic managers or their designee to view the status of PURQCs within the clinic.

NOTE: In order for the reports to work correctly, you will need to begin by entering the current PURQCs into Avatar.

Need Additional Support?

- Consult your supervisor and/or PURQC Guidelines
- If you need assistance with accessing the Avatar form, please contact the Avatar Help Desk at 415-255-3788 or via e-mail at avatarhelp@sfdph.org