



Edwin M. Lee
Mayor

Avatar Bulletin

Improved Psychiatric Evaluation Form

May 1, 2015

The Adult/Older Adult and Children, Youth and Families Systems of Care have completed a year-long effort to improve all Assessments. The goals of this effort are to ensure:

- Appropriate information is collected to support excellent client care.
- Compliance with Medicare and Medi-Cal documentation requirements.
- Providers are not overly burdened by entering the same information to Avatar multiple times.

The Psychiatric Evaluation Form is the first Assessment form to be released under these new overall guidelines. Under the direction of the Medical Director, the following enhancements will be available to staff who use the Psychiatric Evaluation Form on Friday May 1st, 2015.

1. Many items from the **Past Psychiatric/Medical History Section** will now pull information forward to a new Evaluation via a selection list of prior Psychiatric Evaluations entered to Avatar. Items that will pull forward are listed here.
 - a. Past Psychiatric History
 - b. Suicide Attempts and Gesture History
 - c. Violence/Aggression History
 - d. Traumatic Events/Abuse History
 - e. Substance Use History
 - f. Medical/Surgical History
 - g. Date of Last PE/Current or Last Known Primary Care Provider
 - h. Primary Care Provider
 - i. Medication History
 - j. Allergies
 - k. Developmental History (For CYF only)
 - l. Family Medical and Psychiatric History
 - m. Pertinent Social Information
 - n. Educational/School/Work
 - o. Legal (Arrests, Juvenile Justice) (For CYF only)
 - p. Legal (Parole, HSA) (For A/OA only)
 - q. Human Services/CPS (For CYF only)
 - r. Other Pertinent History

Information is **not** automatically pulled forward from "Current Medications" **nor** any of the other Sections in the Form.

2. A new box **Review of Systems** has been added to the **Past Psychiatric/Medical History Section**. This text box does not pull information forward from a previous Psychiatric Evaluation nor does it populate information to any other location in Avatar.
3. The Auto-Save feature has been enabled on this form. If your computer crashes or Avatar becomes unavailable while you are completing a Psychiatric Evaluation, you have the option to restore data already entered from a temporary backup.

How the improved Psychiatric Evaluation Form works:

1. Select a prior Psychiatric Evaluation to pull forward by clicking on the item. Then, click OK.

| Episode | Assessment Start | Data Entry By (Last Name) | Status - Draft / Final | Type of Psychiatrist | Data Entry Date |
|---------|------------------|---------------------------|------------------------|----------------------|-----------------|
| 2 | 04/21/2015 | Kimberly Voelker | Draft | Adult | 04/21/2015 |
| 1 | 03/26/2015 | Kimberly Voelker | Draft | Adult | 03/26/2015 |
| 1 | 02/27/2015 | Hans Anderson | Final | Adult | 02/27/2015 |
| 1 | 04/24/2014 | Hans Anderson | Final | Adult | 04/24/2015 |

Choose Evaluation you want to pull forward

OK Click OK

2. Items from the selected Psychiatric Evaluation will pull forward into the new form.

Important Note: To start a blank Evaluation, click the “Yes” box under “I would like to start with a blank assessment.” This clears out the form, you will enter all new information.

Items from this section will pull forward.

Assessment Start Date: 04/30/2015

Status - Draft / Final: Draft Final

Notification: Kellee Hom Kimberly Voelker

The provider submitting this assessment certifies that the information therein is current and in compliance with all Federal, State, and City and County of San Francisco regulations.

I would like to start with a blank assessment: Yes

Source of Information: Client HSA / JPD Other Family / Guardian School

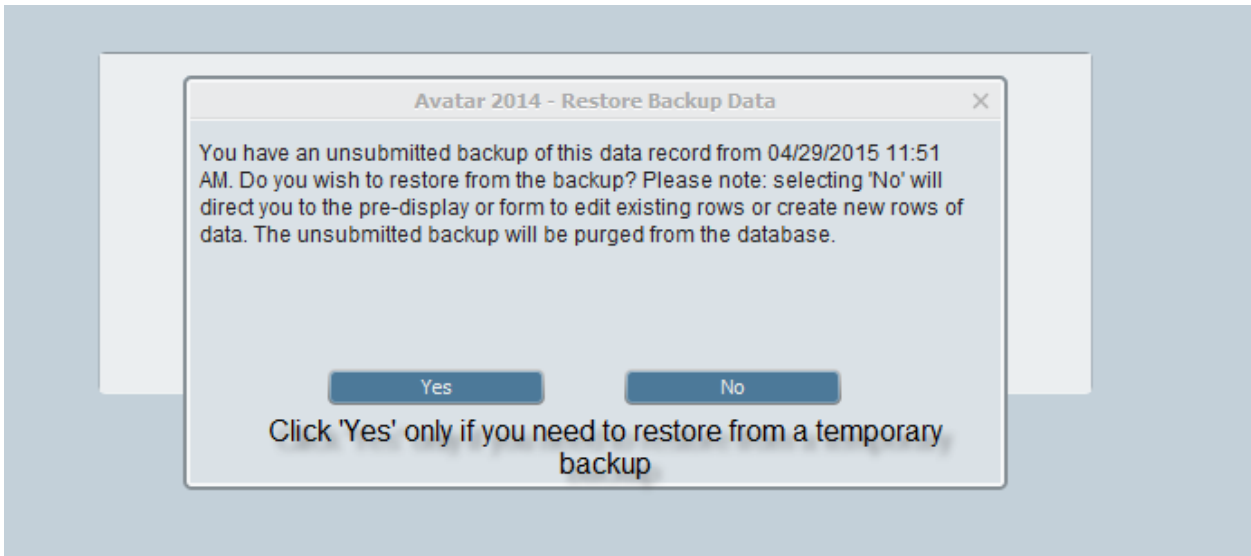
Type of Psychiatric Evaluation: Adult Youth / Child

ID (age):

Referral Source:

Choose Adult or Child at the beginning of the assessment. This will allow you to correctly edit items that have pulled forward from a previous assessment.

3. If your computer crashes or you lose connectivity to Avatar while filling out a Psychiatric Evaluation, all data you have entered to that point can be restored from a temporary backup. The box shown below will appear on your screen. If you want to restore the data entered, click the Yes button. If you click No, data is not saved.



Need Help?

- If you need assistance with the use of the form, contact the Avatar Help Desk at 415-255-3788 or via e-mail at avatarhelp@sfdph.org
- For questions pertaining to policies and practices associated with the Psychiatric Evaluation form, contact Lisa Inman at 415-657-1796 or lisa.inman@sfdph.org