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Avatar Bulletin

URGENT: Finalize Adult/OA Treatment Plans by July 2, 2015!

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The April 24, 2015 Memorandum to all SFBHS Adult/Older Adult Mental Health Providers informed you of impending changes to the Adult/Older Adult Assessment, ANSA and Treatment Plan. This Avatar Bulletin explains the actions you must take **NOW** to prepare for these changes.

Deadline to Finalize Treatment Plans in “Draft” and “Pending Approval” Status

In preparation for upcoming changes to the “Adult/Older Adult Treatment Plan of Care/Reassessment” form, Treatment Plans that are now in **Draft** and **Pending Approval** status must be updated to **Final** status **by end of day July 2, 2015**. Treatment Plans that are not in **Final** status by July 2nd run the risk of having to be re-entered to Avatar.

How to Identify Treatment Plans in “Draft” and “Pending Approval” Status

Avatar reports and a widget are available to assist clinic managers and clinicians with identifying Adult/OA Treatment Plans that require attention. See report names and descriptions below.

Responsibility of Clinician

- 1. View the “MH Adult TPOC Due” widget on your clinical home view, OR ...
Run the “Adult TPOC Due by Clinician Report”**
 - Widget and Report include all clients in your caseload with an open episode as of date viewed.
 - Widget and Report include clients for whom the clinician is identified as the Admitting/Primary Clinician in Avatar.
 - Find status in column “POC Date Finalized”.
- 2. Finalize plans in “Draft” and “Pending Approval” by end of day July 2, 2015.**

Responsibility of Clinical Supervisor

- 1. Run the “Adult TPOC Due by Program/Staff Report”**
 - Report lists all clients with an open episode at a program, sorted by Admitting/Primary Clinician. There is a page break after each clinician – allowing you to distribute individual sections to clinical staff.
 - Find status in column “POC Date Finalized”.
- 2. Ensure that plans in “Draft” and “Pending Approval” are finalized by end of day July 2, 2015.**

Need Help?

- If you need assistance with reports, please contact the Avatar Help Desk at 415-255-3788 or via e-mail at avatarhelp@sfdph.org
- If you have questions about the CBHS policy, please contact Edwin Batongbacal.