Avatar Bulletin

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

June 16, 2015

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.