



**Adult Older Adult PURQC
Avatar User Guide
Fall 2016**

- Please refer to PURQC guidelines for complete PURQC Requirements
- This report allows you to track hours of service delivered in comparison to PURQC hours authorized. We are pleased to announce that this functionality is now available in Avatar.
- Is using PURQC in Avatar required?
 - This is provided as a convenience in response to requests.
 - SOC is not requiring its use at this time.

- DHCS requires that counties develop standards of quality and utilization review.
- In San Francisco, we use a decentralized PURQC process to accomplish this.
- Client Service Authorization (CSA) Request Form is used to authorize hours for utilization review.
- CSA is required to authorize continued treatment hours with the following exceptions:
 - During the first year of treatment (365 days from the date of admission)
 - Hours of service will not exceed 15 hours per year.
- PURQC Documentation Compliance Checklist Form is required for every chart within 60 days of opening and annually.

Why enter PURQC into Avatar?

- Increased security of Protected Health Information
- Increased ability to track hours used versus hours authorized
- Increase ability to report
- Minimize instances when PURQC might get missed due to exceeding hours authorized.

Chart PURQC Data Entry

PURQC

Submit

Using the PURQC Minutes, enter the following:

1. Start Date
2. End Date
3. # of impairments
4. Hours Requested
5. Hours Approved
6. PURQC Auth Date (use the "Date of Meeting")

CLIENT SERVICE AUTHORIZATION (CSA) REQUEST - PURQC

This form is to be completed for Authorization Service Requested.

Data Entry Date 07/28/2016 Yesterday -

Defaults to today's date

PURQC Type

Adult CYF

Number of Impairments

Start Date

T Y -

Hours Requested

End Date

T Y -

Hours Approved

PURQC Authorization Date

T Y -

Notes

- A/OA PURQC Committee Report by Program
- A/OA PURQC Due Reports (3 versions)
 - A/OA PURQC Due by Clinician
 - A/OA PURQC Due by Clinician, Supvr
 - A/OA PURQC Due by Program Report

- Purpose
 - Provides information about which clients are due for PURQC during the specified time period
 - Serves as minutes for the PURQC meeting to record which clients reviewed, number of impairments, hours requested, hours approved
 - Information agreed upon by the PURQC committee can then be entered into Avatar to track hours authorized versus hours used.
 - Facilitates data entry by having all information in one location.
- Parameters
 - Program
 - Start Date
 - End Date



San Francisco Department of Public Health
Community Behavioral Health Services

A/OA PURQC Committee Minutes by Program

Due Between 1/1/2016 and 6/30/2016

Confidential Patient Information

PURQC Members Present:

Date of Meeting: _____

1. _____	4. _____	7. _____
2. _____	5. _____	8. _____
3. _____	6. _____	9. _____

Clinician Name	Client Name	Epi #	Admission Date	Last Date of Service	Hour:Min Used	Part 1	Part 2	PURQC Due Date	# of Impair	Hours Rqst	Hours Appvd	Date of Return
		2	11/30/2015	7/21/2016				N/A				
		1	8/4/2014	8/18/2016				Exp. 8/4/2016				
		21	5/13/2016	8/2/2016				N/A				
		1	3/21/2016	8/17/2016				N/A				

This document can be printed for PURQC Committee who can fill in the Members present and hours approved.

Confidential Patient Information

Supplemental PURQCs

Clinician Name	Client Name	Epi #	Admission Date	Last Date of Service	Hour:Min Used	Part 1	Part 2	Anniversary Episode Opening Date	# of Impair	Hours Rqst	Hours Apprv	Date of Return

PURQC Chair (print)

Signature

Last page of Report can be used to write in additional clients who were reviewed during the PURQC Committee Meeting.

- Purpose
 - Provides PURQC status for each client on clinicians' caseloads
 - Includes
 - Date of last PURQC review
 - Date of last service
 - Hours approved
 - Hours used
 - Versions of report
 - AOA PURQC Due by Clinician
 - AOA PURQC Due by Clinician, Supvr
 - AOA PURQC Due by Program



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A/OA PURQC Due by Program Report

Confidential Patient Information

Admitting/Primary Clinician: [REDACTED]

Client Name	Epi#	Admission Date	PURQC Due Date	Last Date of Service	# of Imprmts	Hours Approved	Hour:Min Used	Hour:Min Remaining
[REDACTED]	2	11/30/2015	N/A	7/21/2016				
[REDACTED]	1	8/4/2014	EXP. 8/4/16	8/18/2016				
[REDACTED]	21	5/13/2016	N/A	8/2/2016				
[REDACTED]	1	3/21/2016	N/A	8/17/2016				