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.
In order to record hours already authorized, you can enter information from your PURQC Binder into Avatar (this is a one time issue). We recommend at a minimum enter data back to July 1, 2016. In the meantime, you can use the TPOC Due report to help identify which charts are due for PURQC.
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")

Data Entry Date: 07/28/2016
Defaults to today’s date

CLIENT SERVICE AUTHORIZATION (CSA) REQUEST - PURQC

This form is to be completed for Authorization Service Requested.

PURQC Type
- Adult
- CYF

Start Date

End Date

Note:

PURQC Authorization Date
AOA PURQC Reports

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

<table>
<thead>
<tr>
<th>Clinician Name</th>
<th>Client Name</th>
<th>Epi #</th>
<th>Admission Date</th>
<th>Last Date of Service</th>
<th>Hour:Min Used</th>
<th>Part 1</th>
<th>Part 2</th>
<th>PURQC Due Date</th>
<th># of Impair</th>
<th>Hours Rqst</th>
<th>Hours Appvd</th>
<th>Date of Return</th>
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## Confidential Patient Information

### Supplemental PURQCs

<table>
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<tr>
<th>Clinician Name</th>
<th>Client Name</th>
<th>Episode #</th>
<th>Admission Date</th>
<th>Last Date of Service</th>
<th>Hour:Min Used</th>
<th>Part 1</th>
<th>Part 2</th>
<th>Anniversary Episode Opening Date</th>
<th># of Impair</th>
<th>Hours Rqst</th>
<th>Hours Apprv</th>
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**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
### Confidential Patient Information

<table>
<thead>
<tr>
<th>Client Name</th>
<th>Epi#</th>
<th>Admission Date</th>
<th>PURQC Due Date</th>
<th>Last Date of Service</th>
<th># of Imprmts</th>
<th>Hours Approved</th>
<th>Hour:Min Used</th>
<th>Hour:Min Remaining</th>
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<td>8/17/2016</td>
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