City and County of San Francisco
Department of Public Health

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March 2022 Avatar Training Schedule

Avatar classes being offered this month are shown below. Pre-class registration is required for all classes – basic and refresher. Please register early, as space is limited. Drop-ins will not be admitted. **Due to COVID-19 restrictions, all Avatar training will be conducted remotely until further notice. A link to the training will be sent to all registered attendees prior to the scheduled class; please ensure that the attendee's email address is correct and complete when registering.**

Avatar Basic Classes

- Designed for staff new to the Avatar system.
- Basic classes are: *Admission/Clinical – Adult MH*, *Admission/Clinical – Child/CYF*, *Admission/Clinical – SUD* and *Admissions*.
- We are streamlining Clinical classes to one day by having classes focused on relevant subject areas.
- Residential programs are advised to take the one-day Adm/Clin class and then schedule a separate Residential training.

Note: The Admission/Clinical class includes an overview of the intake/admission forms, but is focused primarily on accurate use of Avatar clinical assessments, treatment plans and progress notes.

Date	Day	Time	Class
March 1st	Tuesday	10a – 2p	Admissions
March 9th	Wednesday	10a – 2p	Admissions/Clinical – Adult MH
March 15th	Tuesday	10a – 2p	Admission/Clinical – CYF
March 23rd	Wednesday	10a – 2p	Admission/Clinical – SUD

Avatar Refresher Classes

- Designed for experienced Avatar users only, not staff that are new to Avatar.
- Completion of an Avatar Basic Class (Admissions or Admissions / Clinical) is a pre-requisite for registering in a Refresher Class.

Date	Day	Time	Class
March 11th	Friday	10a – 2p	Residential
March 18th	Friday	1p – 4p	Reports
March 28th	Monday	10a – 12n	CalOMS

How to Register for Avatar Training

For EXISTING Avatar users: Call the Avatar HelpDesk at 415-255-3788 to register for classes. No forms needed.
For NEW Avatar users: See the link below for the website where you can find the "Avatar Account Request Form", along with instructions for form completion and submission. Indicate the classes and preferred training dates at the top right of the form. You may call the Avatar HelpDesk at 415-255-3788 to register for basic classes, but you must still submit the "Avatar Account Request Form" prior to attending class.
http://www.sfdph.org/dph/comupg/oservices/mentalHlth/BHIS/avatarUserDocs.asp
For NEW Clinicians: In addition to an Avatar account, you also need a Staff ID number before you can provide services. The "Certification and Verification for Staff ID" (for licensed and unlicensed staff) and "User Agreement for Confidentiality, Data Security and Electronic Signature" forms are available on the website. You must have a National Provider Identifier (NPI) number and include the number on this form. Complete and fax these forms along with the CBHS Account Form to 415-252-3008. SA staff only - include a copy of your certification with your application.