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Mayor

## Avatar Bulletin

# MH TPOC Electronic Signature Pad Project

(Applies Only to Mental Health)

July 11, 2017

**When does this take effect: July 23, 2017**

**Who is impacted?** Adult and CYF Mental Health providers who complete Treatment Plans of Care (TPOC) in Avatar.

### Avatar forms Affected:

- Adult/Older Adult MH Treatment Plan of Care
- CYF 0/18 Treatment Plan of Care

**What is happening?** In preparation for the implementation of Signature Pads, a new section will be added to the bottom of the TPOC forms. Additional information will need to be entered when a plan status is changed to **Pending Approval** or **Final**.

**New section located at the bottom of MH TPOC forms**

Launch Plan

The Treatment Plan of Care was explained in the Client's preferred language

Yes  No

**New Required field when TPOC status is set to Pending Approval or Final**

**NOTE: When finalizing, please select "Signature on Paper" option if a signature pad has not been installed.**

Client/Legal Representative Participation

Client only Agrees to Sign

Parent or Other only agrees to sign

Both Client and Other agrees to sign

Client/Other is Unavailable to Sign

Client/Other Declined to Sign

Signature on Paper

**New Required field when TPOC status is set to Final - LPHA ONLY**

IF NO CLIENT SIGNATURE, document in progress note and enter date of progress note in box below.

**New text box when TPOC status is set to Final - LPHA ONLY**

Client Signature

Parent/Guardian/Conservator/Other Legal Representative Signature

**This section is only utilized if a Signature Pad is installed**

Click here to get signature

Click here to get signature

Clinicians who are LPHAs will be required to fill out the following fields when the plan status is set to **Final**:

The Treatment Plan of Care was explained in the Client's preferred language

Yes  No

**NOTE: When finalizing, please select "Signature on Paper" option if a signature pad has not been installed.**

Client/Legal Representative Participation

Client only Agrees to Sign  Client/Other is Unavailable to Sign

Parent or Other only agrees to sign  Client/Other Declined to Sign

Both Client and Other agrees to sign  Signature on Paper

If you do not have a signature pad, choose this option and follow existing procedures

IF NO CLIENT SIGNATURE, document in progress note and enter date of progress note in box below.

*\*If you do not have a signature pad installed, choose "Signature on Paper."*

Clinicians who require co-signature (Non-LPHAs) will only be required to fill out the following field once the plan status is set to **Pending Approval**:

The Treatment Plan of Care was explained in the Client's preferred language

Yes  No

**How does this impact your program?** Programs receiving signature pads will experience some impact to workflow during implementation. There will be minimal impact for programs who have not yet received signature pads since the TPOCs can still be printed and signed.

*\*Your program will be notified with a signature pad implementation schedule.*

**Treatment Plan Signature status for open Caseload widget:** This new widget is located in the TPOC MH Console and will allow providers to view the signature status of a TPOC.

Client Name & Number	EPI	Last POC Finalized	Client	Other
TEST,KIMBERLY (999052408)	2	No Plan Created	Missing	
THISISJUST,ATEST (999062791)	1	06/28/2017	06/28/2017*	
THISISJUS,ATESTCHILD (999062792)	1	06/28/2017	06/28/2017*	06/29/2017*
TESTCLIENT,SUMMARY (1)	1	06/19/2017	06/19/2017	06/19/2017*

\* indicates addendum signature

### Need Additional Support?

- <http://www.vimeo.com/avatarhelpdesk> (link to training videos)
- If you need assistance with accessing the Avatar form or support documentation, please contact the Avatar Help Desk at 415-255-3788 or via e-mail at [avatarhelp@sfdph.org](mailto:avatarhelp@sfdph.org)
- If you have questions about CBHS policies, contact your System of Care Coordinator.