



London N. Breed  
Mayor

## June 2020 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 high demand, if you are unable to attend a class for which you are registered, please notify us via the Avatar Help Desk (255-3788) so that we can make the space available to others.

### Avatar Basic Classes

- Designed for staff new to the Avatar system.
- Basic classes are: *Admission/Clinical – Adult*, *Admission/Clinical – Child*, *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
June 2	Tuesday	9am to 5pm	Admissions
June 9	Tuesday	9am to 5pm	Admissions/Clinical – Adult
June 16	Tuesday	9am to 5pm	Admission/Clinical – CYF
June 23	Tuesday	9am to 5pm	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
June 19	Friday	1pm to 5pm	Reports
June 11	Thursday	9am to 12pm	Residential
June 25	Thursday	9am to 12pm	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 “CBHS Computer Account and Training 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 “CBHS Computer Account and Training 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.