

Reports and Scanning in Avatar

October 30, 2014 10:30 - 12:00 pm

Presented by Alys C. Herring

Today's Agenda

How to access Reports in Avatar:

What reports are available?

Management Reports vs Clinical Reports

How to run reports in Avatar

Importing Documents

What's needed in order to import into Avatar? How to Import into Avatar



Update: Credentialing Form Submission



•When submitting Credentialing forms for Therapist/Billing Number please submit a printed copy of the NPI Number from the NPI website.

•The NPI taxonomy number needs to match the discipline selected on the Credentialing Form

Therapist Number Only

• Avatar Access

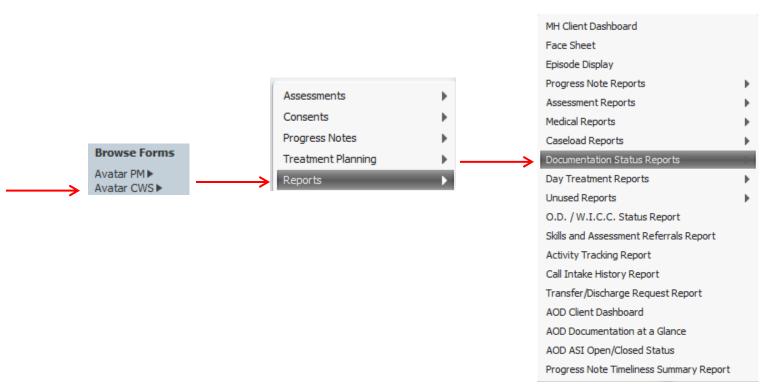


How to Access Reports in Avatar

Reports are located in Avatar PM and CWS

<u>Menu Path >Avatar PM > Reports /</u>

Menu Path >Avatar CWS > Reports /



What Reports are Available?



A few of the reports available in Avatar. To see a full list log in Avatar to view under Reports in both PM & CWS

<u>Avatar PM</u>

- 1. BHRS TX Plan Audit
- 2. BHRS Episode Display
- 3. Program Census Report
- 4. BHRS Client Vitals
- 5. BHRS Units of Service by Program
- 6. Client Service Report

Avatar CWS

- 1. MH Client Dashboard
- 2. Progress Notes Report by Clinician
- 3. Documentation at a Glance
- Assessment Overdue Status Report
- 5. Treatment Plan Overdue Status Report



Management Reports vs Clinical Reports

What's the difference?

Management Reports are reports Managers use to track Program/Agency Compliance

Clinical Reports are reports used in the clinical care of clients

Reporting Criteria Reports use a variety of search criteria: rogram Program 004200 CRESTWOOD REDDING IMD 004201 CRESTWOOD REDDING SNF AUGMENTATN 004300 CRESTWOOD SACRAMENTO 005800 LAUREL PARK 006600 SIERRA VISTA 007000 WESTWOOD MANOR Start Date and End Date Staff/Clinician Start Date End Date elect Тү Тү 🕂 -By Staff Staff Select By Staff and Location Select Client Staff & Location TEST, JOLLY (938760) Client Select Program Print for Distribution to Staff? No Yes

Program w/wo Staff Distribution (printed to show individual Clinician's caseloads)

How to run a Report in Avatar

Select from Forms & Data widget >My Forms



Click on the the name, report opens

Or 1. Search for a report by typing a partial name (e.g <u>doc</u>) in Browse Forms



2.

Smart search will produce a list of forms matching what you typed. Once you select the form its highlighted (green), double click, the report opens

Name	Menu Path
Form Documentation	Avatar PM / RADplus Utilities / Modeling
Document Management Definition	Avatar PM / RADplus Utilities / Document Management
Clinical Document Viewer	Avatar PM / RADplus Utilities / Document Management
Delete Document	Avatar PM / RADplus Utilities / Document Management
Document Archiving	Avatar PM / RADplus Utilities / Document Management
Document Management Defaults	Avatar PM / RADplus Utilities / Document Management
Document Routing Setup	Avatar PM / RADplus Utilities / Document Routing
Append Documents	Avatar PM / RADplus Utilities / Document Routing
Review/Co-Sign Documents	Avatar PM / RADplus Utilities / Document Routing
60 Day Documentation Due	Avatar CWS / Reports / Documentation Status Reports
Documentation At A Glance	Avatar CWS / Reports / Documentation Status Reports
Annual Documentation Due	Avatar CWS / Reports / Documentation Status Reports
MH Documentation at a Glance by RRG	Avatar CWS / Reports / Documentation Status Reports
AOD Documentation at a Glance	Avatar CWS / Reports
<= Previous 25	1 through 22 of 22 Next 25 =>
doc 🛛 🔍	
Browse Forms	ф
Avatar PM▶ Avatar CWS▶	

Running Reports

2

Select

By Staff

Staff

Report Forms appears

4.

3.

Enter the report criteria

Documentation At A Glance 🤌

😧 🦗 ★

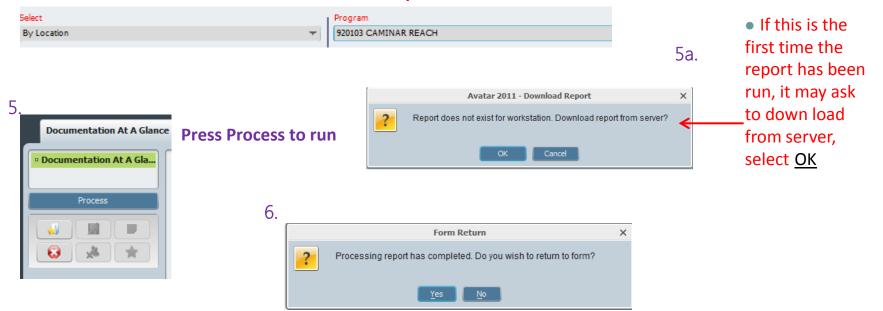
Documentation At A Gla...

🐳 🔛

Red is required

Program

-



Do you wish to return to the form (means do you want to run the report again)



Running Reports



7.

documentation at a glance 20140728.rpt Image: Constraint of the second	San Mateo County			and the local	Bus	inessObject	ick to close
• • • • • • • • • • • • • • • • •	Behavioral Health and Reco	•					port
	AN SARI, TA MIEM (054467)						
	Anniv. Date Care Client Admit Date Coordinat	tor Treatment Plan	Assessment Status	Primary Diagnosis Code / Description	Last Service		
	04/01 7/17/2014 Weeks Open: 14 HP SM Care Advantage	Plan Type: Initial Plan Status: Final Start Date: 9/15/2014 Next due date: 4/1/2015 Client	Contractor Assmit Status: Final Date: 9/15/2014 Episode: 120 Completed By:	29624 MAJOR DEPRESSIVE DISORDER, SING LI ERISODE, SEVERE	9/30/2014		
	05/01 2/19/2014 Weeks Open: 35 HP SM Care Advantage	Plan Type: Annual Plan Status: Final Start Diate: 4/23/2014 Next due date: 5/1/2015 Client	Contractor Assmit Status: Final Date: 4/23/2014 Episode: 38 Completed By: Jun 100000000	29510 SCHZOPHRENIA DISORGANIZED TYPE*29510****29510	9/29/2014		
	04/01 8/1/2014 Weeks Open: 9 Medi-Cai Client	Plan Type: Initial Plan Status: Final Start Date: 10/20/2014	Contractor Assmit Status: Final Date: 10/20/2014 Episode: 33 Completed By:	29653 BIPOLAR I DISORDER, MOST RECENT ERISCOE DEPRESSED,	9/24/2014		
	02/01 3/20/2013 Weeks Open: 83 Medi-Cai Client	Plan Type: Annual Plan Status: Final Start Date: 1/29/2014 Next due date: 2/1/2015	Contractor Assmit Status: Final Date: 1/29/2014 Episode: 19 Completed By:	29530 SCHZOPHENIA, UNDIFFERENTIATED TYPE*29530*****29	9/29/2014		
	Please Note: *Care Co-ordinator is responsible for A *For Clients w ho are incorrectly appear 10/23/2014 10:27:17A M		min. Support Staff	*BOX = Needs Attention	e 1 of 15		



Management Reports



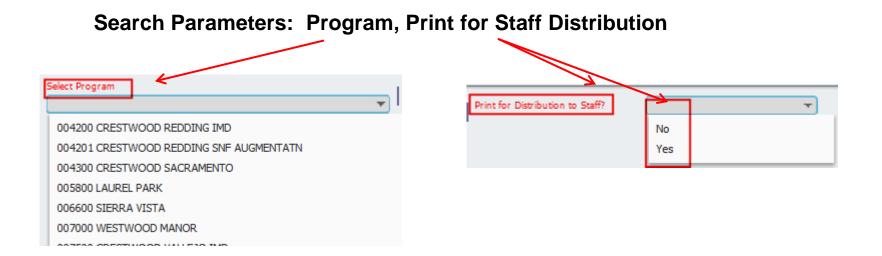
Recommended Reports for Managers

- 1. Documentation at a Glance
- 2. <u>Assessment Overdue Status Report</u>
- 3. Treatment Plan Overdue Status Report
- 4. BHRS Units of Service Summary By SF
- 5. MH Client Dashboard

Management Reports Documentation Status Reports

Menu Path>Avatar CWS>Reports>Documentation Status Reports

- 1. Assessment Overdue Status Report
- 2. Treatment Plan Overdue Status Report
- 3. Documentation At A Glance



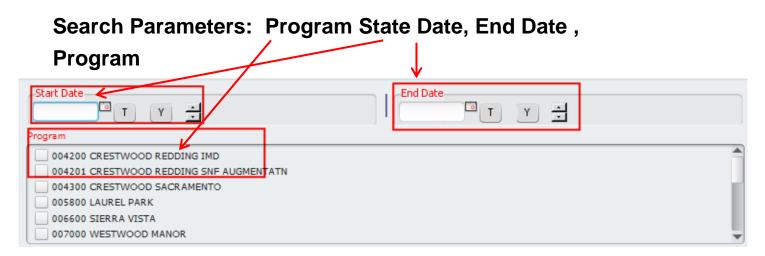


Management Reports

Service Reports

Menu Path>Avatar PM>Reports Menu Path>Avatar PM>Reports>Service Reports

- 1. BHRS Units of Service Summary By SF
- 1. BHRS Units of Service Reports by Program
- 2. BHRS Unites of Service By Practitioner





Clinical Reports

- 1. MH Client Dashboard
- 2. Documentation at a Glance



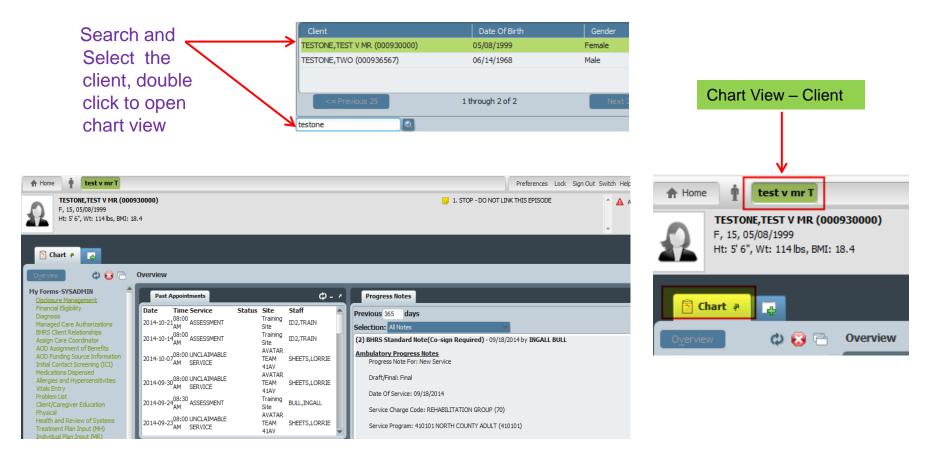


Questions?

Viewing Progress Notes

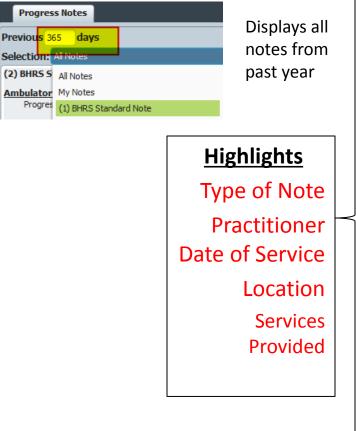


The best way to view the Progress Notes in Avatar is through Chart View.



Viewing Progress Notes

Search for notes from Previous <u>365</u> days by changing default 30 days to 365. Click on note to refresh



(1) BHRS Standard Note 09/18/2014 by INGALL BULL

Day Treatment Daily Note Progress Note For (Use New Service): New Service

Practitioner: BULL, INGALL (060050)

Week of Service (use Monday date): 09/15/2014

Date Of Service: 09/18/2014

Service Program (Do Not Change): 410101 NORTH COUNTY ADULT (410101)

Location: OFFICE

Service Charge Code (Only Use Day Treatment codes): PLAN DEVELOPMENT (6)

Service Duration (in minutes): 245

Services Provided Today: Other Family/Sig. Support Person Contact, Crisis Serivices, Adjunctive Therapy Group Process Group, Family Psychotherapy, Therapeutic Milieu (Always Check)

Select T.P. Version: Client Treatment and Recovery Plan

Note Addresses Which Treatment Plan Problem:

Treatment Plan Items-> Unable to maintain employment due to anxiety Treatment Plan Items-> Unable to maintain employment due to anxiety

Notes Field:

Behavior/Goal addressed:

Interventions:

Response to interventions:

Note Type: (1) BHRS Standard Note



Viewing Assessments in Chart View

Chart View , Assessments can be accessed through <u>Client</u> Views

🗘 🙆 🖪 Court Reports Financial Verification / Other Flex Funds IEP - Addendum IEP - Annual / Triennial IEP - Other Information Provided By Family Me Initial Authorization Initial Contact Information Initial/Admission Assessment LAB Reports Letters From Clinicians to Consume Letters to/from Family;Comm w/C McGuire Correctional Medication Record of Drug Prescri Other assessment forms Other Service Plans (TBS, etc) Payor Financial Forms Physical Exam Physician Initial Note (PIN) Progress Notes Psychological Testing Referrals Restricted - Other docs Restricted Tox Screen - HIV Safety Plan School Incident Reports Sexual History/HIV Assessment Shelter Referral Subpoenas - Restricted Therapeutic Fee Exception Treatment Plan UMDAPs VRS / Jobs Plus Youth Forensic Assessment YSC - Progress Notes Attachments Client Views 1. MH Client Dashboard 2. ADULT Assessments v2 (All) 2. Youth Assessments v2 (All)

🛅 Chart 🏼 🤻

Client Views

MH Client Dashboard
ADULT Assessments v2 (All)
Youth Assessments v2 (All)
Client Treatment Plan v2
Progress Notes
ADULT Assessments v1 (All)
CHILD/YOUTH Assessments V1
P.I.N. Assessments v1 (All)
PRE to 3 Assessments v1 (All)
Consent Tracking
Diagnosis

- Click on the report to view

Adult Assessment v2



Questions?

Understanding Importing Documents into Avatar



Avatar provides Point of Service (POS) for scanning and importing. POS allows users to importing documents quickly and easily into Avatar.

Importing client-related documents into Avatar assures that key clinical information can be electronically shared throughout BHRS.



What's needed to Import/Scan

In order to import/scan into Avatar - Computers must have the following: AvatarPOS software installed either 32-bit or 64bit POS.msi

2. Scanner or copier which has the ability to create PDF's.

It's recommended that a central folder be created to house the PDF's on a secure server due to the PHI.

Scanned copies of TX Plans and Assessments should not be left unsecure on laptops without Encryption software installed

Importing - Episodic vs Non-Episodic

Episodic - Only <u>Client Treatment Plans</u> are tied to a specific episodes. The episode must be identified when importing into Avatar.

All other documents are <u>Non-Episodic.</u> (Assessments, Consents, Progress Notes, Other Correspondence)

Accessing POS Scan

Avatar CWS >Document Management >POS Scan / POS SCAN 64

		POS Scan	
Assessments	•		
Consents	•	Clinical Document Viewer	For 32-bit machine For 32-bit machine
	ľ	Document Management Definition	
Progress Notes	•	POS SCAN 64	For 64 bit machines
Treatment Planning	•		—— For 64-bit machines
Reports		Delete Document	
	ľ	Document Archiving	
Other Chart Entry	•	Document Management Defaults	
Contractor Document Entry	•	_	
Document Management	Þ	Electronic Signature Agreement	

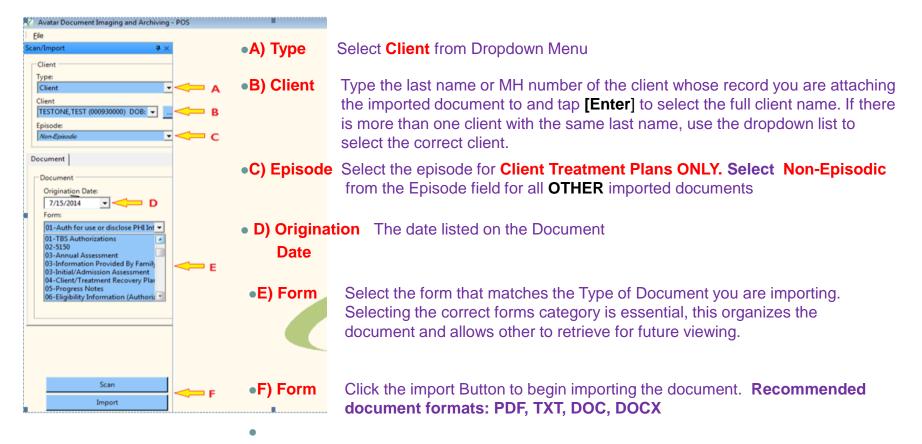


Once you click on POS Scan, application opens





How to import into Avatar





Importing into Avatar

• Once the import is complete, the document will display

Avatar Document Imaging and Archiv File	
n/Import	X
nt	
	San Mateo County Health System
2	Behavioral Health and Recovery Services
nt	DEGITIST AND ONLY ACCESS IN AVAILAB
t	REQUEST for LOOK-UP ONLY ACCESS on AVATAR
ONE,TEST V MR (000930000) 👻	DECLARATION OF NOTICE OF CONFIDENTIALITY As an employee, contractor, or associate of San Mateo County Health Services Agency, I agree to the following as evidence
de:	by my signature affixed below:
ode # 3 Admit : 02/25/2010 Discharge	
ode # 5 Admit : 02/25/2010 Discharge	I will not disclose or otherwise discuss Health Services Agency's patients or clients, their conditions, treatments or status, ev if they are known to me personally, with anyone, except to carry out my assigned duties associated with their proper care
	treatment.
nent	I will not release information to anyone concerning the financial, medical, or social status of Health Services Agency's patie
	or clients which has not first been authorized according to written Health Services Agency space
ument	or otherwise properly ordered by legal authorities.
igination Date:	I will not, at any time or under any circumstances, disclose or share any Health Services Agency's assigned computer syst
0/27/2014 -	User Identification or password to anyone.
rm:	I will not tamper with any Health Services Agency's computer system to gain unauthorized access to the network of
	information contained here.
5.5 Consent to Assessmnt Plan (F 💌	Tomate and the second sec
escription:	I will take all reasonable care to prevent the unauthorized, use, disclosure or availability of confidential and/or propriet information through unattended screen displays or by mishandling of system generated output, regardless of its form.
6.5 Consent to Assessmnt Plan	
PV Only)	I acknowledge that Health Services Agency retains the right to monitor and/or review, at any time and without cause, a access to Health Services Agency computer services for evidence of tampering or misuse, and may, at its sole discreti
	suspend or terminate Health Services Agency computer privileges pending administrative review.
	I agree to adhere to policies concerning Health Services agency's computer services and understand that any misconduct and
	braches of confidentiality expressly described herein may be grounds for immediate suspension of computer privileges.
	addition, Health Services Agency's administrative actions, up to and including termination of employment of contract n
	result. Additionally, violation of any applicable civil or criminal statutes by the disclosure of confidential material information or other misuse of the computer system will be prosecuted to the fullest extent of the law.
	automation of other maske of the completer system will be projectivel to the futures extern of the law.
	This agreement constitutes the entire agreement with respect to any confidential and/or proprietary information and will
	supersede any prior agreement.
	Work Location, Check all that apply:
	□ 3AB (smmc3ab/SMMH system code) □ PES (pes /LIVE system code)
	Correctional Health (cjmh/SMMH system code)
	Aging & Adult (AgingAdult SMMH system code)
Save File to Avatar	□ Other
Close Document	
Close Document	

Name of Employee or Contractor – Print Clearly Employee or Contractor Signature

Date Signed

Importing into Avatar

BEFORE YOU SAVE THE DOCUMENT IN AVATAR, YOU MUST VERIFY THE FOLLOWING:



- Document(s) are readable
- All pages in the document are scanned
- Documents are imported to the correct client (check client id, name and birth date)
- An episode was selected for required for Client Treatment Plans
- The correct form title was selected for the document imported under "Document Description"
- The document is appropriately signed
- The origination date is correct under "Document date"





Auditing Documents

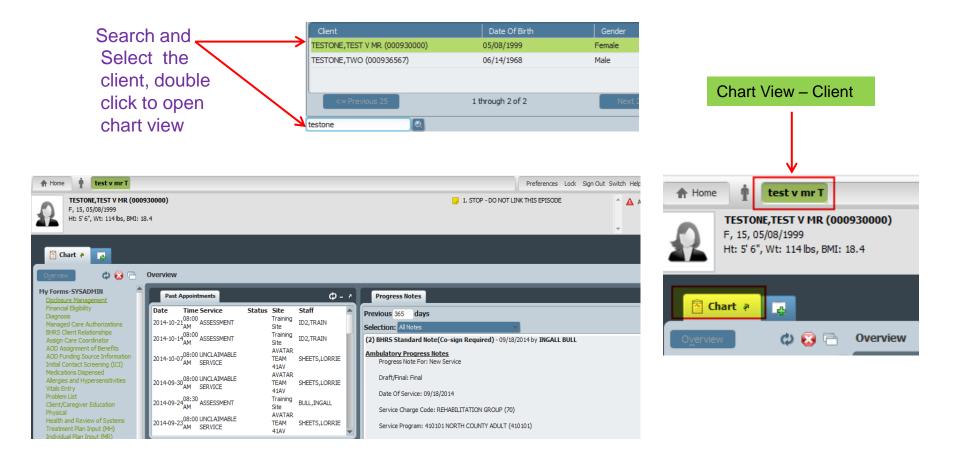
Check List before importing in Avatar	
CLIENT ID UNDER THE "CLIENT ID" COLUMN	
THE CLIENT NAME UNDER THE "CLIENT NAME " COLUMN	
AN EPISODE NUMBER IS LISTED UNDER THE "EPISODE" COLUMN IF DOCUMENT IS CLIENT TREATMENT PLAN	
THE CORRECT FORM TITLE WAS SELECTED UNDER THE "DOCUMENT DESCRIPTION" COLUMN	
THE ORIGINATION DATE IS CORRECT UNDER THE "DOCUMENT DATE" COLUMN	
DOCUMENTS ARE COMPLETE	
SIGNATURES ARE NOT MISSING	
SIGNATURES ARE LEGIBLE	
ORIGINATION DATES ARE NOT MISSING	
IMPORTED DOCUMENT FILES CAN BE OPENED AND VIEWED	
DOCUMENTS SCANNED ARE FOR THE CLIENT YOU ARE REVIEWING	
SCANNED DOCUMENTS ARE NOT DUPLICATED	





Viewing Documents in Avatar

View imported documents through Chart View.

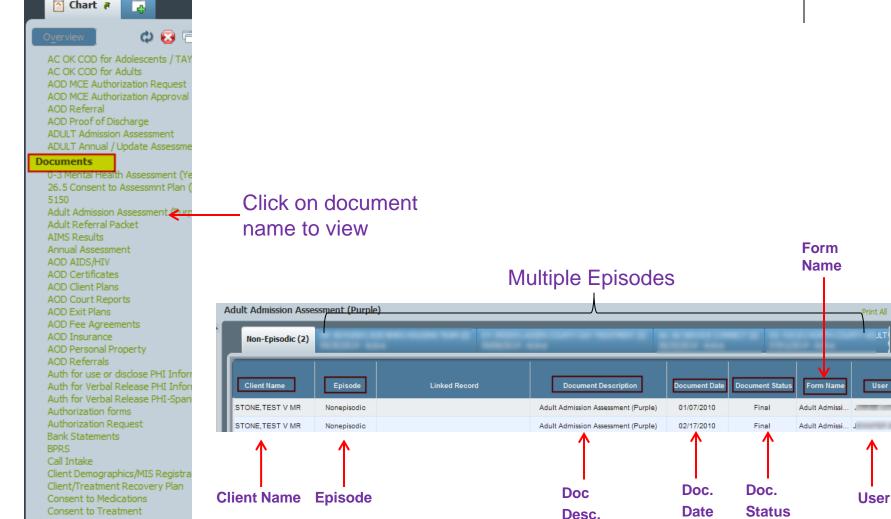


Viewing Documents

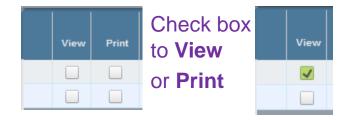
🔄 Chart 🏿

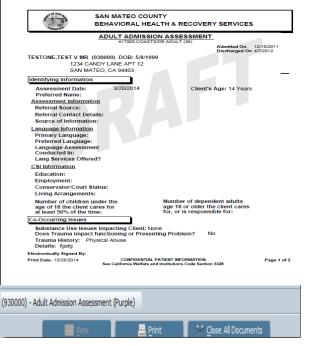


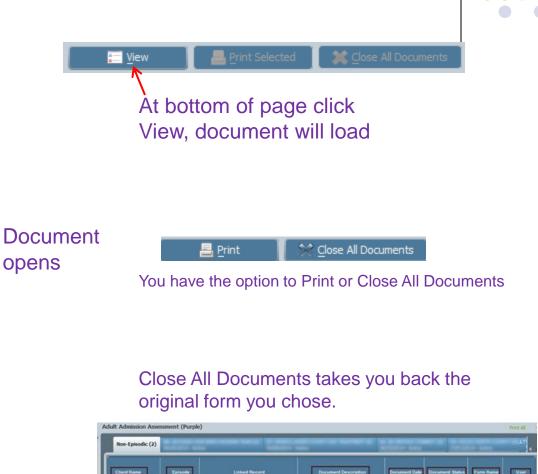
User



Viewing Documents







Adult Admission Assessment (Purple)

Adult Admission Assessment (Purple) 02/17/2010

01/07/2010

Final

Final

Adult Ad

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TONE TEST V MR

STONE TEST V MR

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Mangalandia





Questions?



Thank you