

SANTA CRUZ COUNTY AVATAR INFORMATION NOTICE

TOPIC: Gathering California State Information (CSI) Data

Avatar Form(s), Process and/or Users Affected

Date 2/16/2018

Avatar Form(s) CSI Admission, Update Client Data

Process CSI information must be gathered at admission and updated annually

Users Affected Staff admitting clients, performing intakes. Primary treatment provider for a client.

Summary/Introduction

The CSI Admission form in Avatar is for inputting demographic data for Mental Health Services and is **required by all California counties for California State Reporting.**

The CSI Admission form is completed at admission. This information is entered when the client is initially opened to services, and then updated annually by the primary clinician. Staff providing direct service delivery, such as coordinators and therapists, complete annual updates.

Reason/Rationale

CSI information must be gathered at admission and updated annually. If this is not done, it may affect funding for your program. If you are not sure if you are responsible updating this information, talk to your supervisor about the CSI workflow for your agency or workgroup.

Detailed Description of Problem or Issue

We have discovered low compliance with regard to completing CSI admission data and annual updates.

For More Information Contact

The QI help desk at askqi@santacruzcounty.us

Resources

More information about this issue will be posted on the Santa Cruz Avatar webpage shortly.

<http://www.santacruzhealth.org/hsahome/hsadivisions/behavioralhealth/avatarresources.aspx>

The easy way to get to the web page is to type Avatar into the Search Forms blank when you are in Avatar. Click on Avatar Resources and this will launch the web page.

Search Forms

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