SANTA CRUZ COUNTY AVATAR INFORMATION NOTICE

TOPIC: Required CSI Questions on the Avatar Diagnosis Form

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

Date	11/6/2018
Avatar Form(s)	**Diagnosis**
Procedure	CSI questions on the second tab of the Avatar Diagnosis form must be answered when adding a diagnosis to the chart.
Users Affected	Licensed, Waivered, and Registered clinicians who complete the Diagnosis form

Summary/Introduction

As you know, there has been a push to make sure that we answer all of the required CSI questions in the client's chart. These questions are required by the state of California and failure to fill out these questions could lead to loss of revenue from state reimbursement.

There are questions on the second tab of the Diagnosis form that most people do not know about, but should be answered each time the Diagnosis form is completed. These are simple questions and should not take long to do.
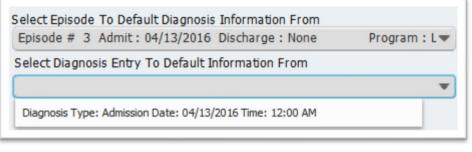
Basic Steps

First, open a new BLANK diagnosis form and add information from the most recent diagnosis in the chart. DO NOT CLICK EDIT. You must begin by opening a new, blank, diagnosis form.

Then, complete the Additional CSI Questions on the Second Tab, Additional Diagnosis Information.

Detailed Instructions

First, open a new BLANK diagnosis form and add information from the most recent diagnosis in the chart. DO NOT CLICK EDIT. You must begin by opening a new, blank, diagnosis form.
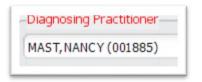
1. In the chart, Click on the "Diagnosis" link on the left and then click "Add" in the far upper right hand corner, to open a blank Diagnosis Form. DO NOT CLICK EDIT
2. **Type of Diagnosis** = Update
3. Enter the **current** date and time for the **Date of Diagnosis** and the **Time Of Diagnosis**
4. **Select Episode To Default Diagnosis Information From:** Select your episode or program.
5. Once you select your default diagnosis, you will get a popup warning you, "All unsaved data will be lost. Do you want to continue?" **Click, "Yes."**

6. **Select Diagnosis Entry To Default Information From:** Select the most recent diagnosis. The diagnoses in the list are labelled with the date and time they were entered.
7. The previous diagnosis you have selected will be populated into the Diagnosis table.
8. The name of the person who completed the diagnosis you are copying will be in the "Diagnosing Practitioner" field. If this was not you, change it to your name.
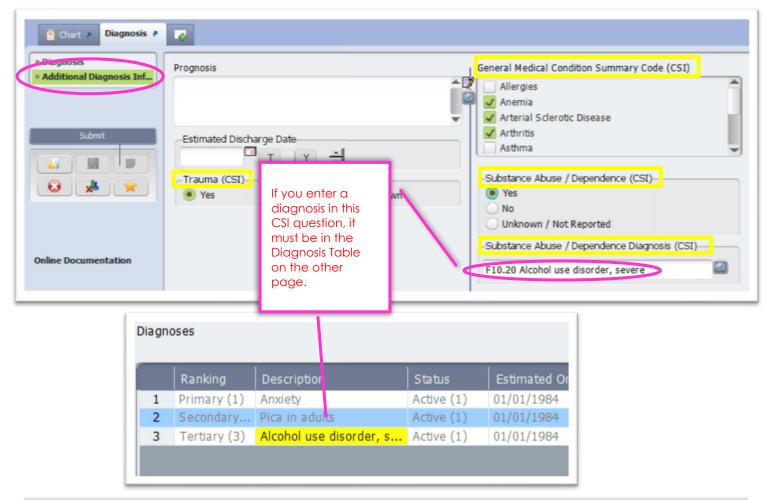
Then, complete the Additional CSI Questions on the Second Tab, Additional Diagnosis Information.

1. Click on the tab, "Additional Diagnosis Information at upper left."
2. The questions you need to **answer, all have "(CSI)" at the end of the question**. Ignore the other questions.
3. If the client has a substance abuse diagnosis, when you enter it in the CSI question, make sure this diagnosis is also in the diagnosis table in the first tab.

For More Information Contact

The QI help desk at askqi@santacruzcounty.us

Resources

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

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

*Look for the document, **Avatar Basic CSI How To**.*