

Santa Cruz County Mental Health

Staff Messaging

Avatar Implementation

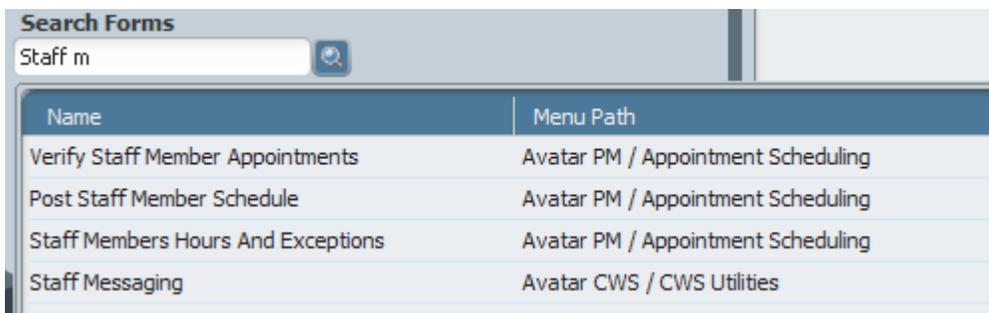
Staff Messaging

Menu Path

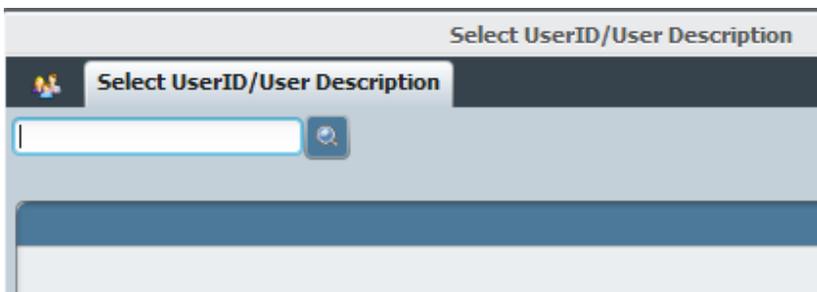
Avatar CWS> CWS Utilities > Staff Messaging

Steps

1. In the **Search Forms** field, enter **Staff M**, and select Staff Messaging from the window.



2. In the window, Select UserID/User Description, ***enter your own last name and select appropriate client ID when it appears.***

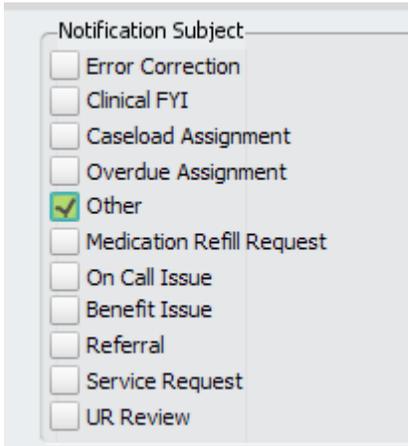


3. For **Date of Notification**, Select on "T" for today's date.



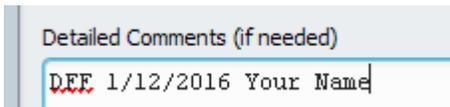
A screenshot of a web form field titled "Date of Notification" in red text. The field contains the date "01/12/2016". To the right of the date are three buttons: a blue button with "T", a grey button with "Y", and a calendar icon.

- 4. In **Notification Subject** field, select the checkbox that is most appropriate for your action.



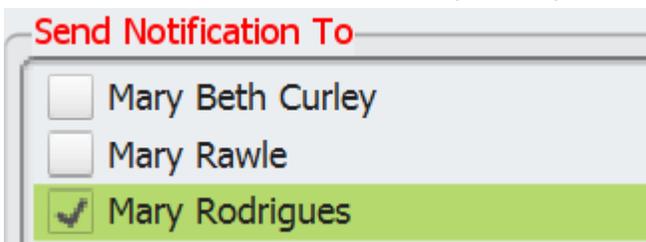
A screenshot of a "Notification Subject" field. It contains a list of checkboxes with the following labels: Error Correction, Clinical FYI, Caseload Assignment, Overdue Assignment, Other (checked), Medication Refill Request, On Call Issue, Benefit Issue, Referral, Service Request, and UR Review.

- 5. In **Detailed Comments**, enter any detailed comments, date, and your name.



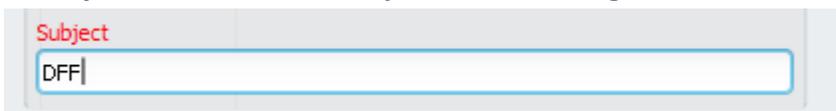
A screenshot of a "Detailed Comments (if needed)" field. The text "DFF 1/12/2016 Your Name" is entered into the text box.

- 6. In **Send Notification To**, select the person you want to notify.



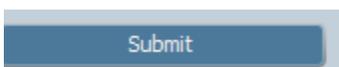
A screenshot of a "Send Notification To" field. It contains a list of checkboxes with the following labels: Mary Beth Curley, Mary Rawle, and Mary Rodrigues (checked). The row for Mary Rodrigues is highlighted in green.

- 7. In **Subject** field, enter the subject of the message.



A screenshot of a "Subject" field. The text "DFF" is entered into the text box.

- 8. Select **Submit** button.



A screenshot of a blue "Submit" button.