

# Quality Improvement Newsletter

County of Monterey



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# Monterey County Behavioral Health Quality Improvement

## PROTOCOLS

RE: New Hire and End of Employment			
Policy References:			
<b>Form Reference:</b>	<ul style="list-style-type: none"> <li>New Hire and End of Employment Checklist</li> </ul>	<b>Avatar:</b> <ul style="list-style-type: none"> <li>New User Request</li> <li>End of Employment Bundle</li> <li>Error Reporting</li> </ul>	<b>Health IT:</b> <ul style="list-style-type: none"> <li>New Hire, Current and Employee Transfer (On/Off boarding)</li> <li>User Transfer Request</li> </ul>
Date: 10/05/2016			

With multiple staff members coming on board, transferring between programs, and/or separating from employment with the Behavioral Health Bureau, it is necessary to have a process in place for Supervisors/Managers to reference in order to ensure the staff members have the necessary tools to perform job responsibilities or to ensure the removal of access to information technology systems, including the electronic health record, Avatar.

Please note there are forms that need to be submitted to Health IT, while Avatar forms are completed in Avatar. Please follow these steps in order to avoid delays.

## REMINDER UMDAP ANNUAL UPDATE

Part of the Annual Plan process is to complete the UMDAP. Use report “301 UMDAP Information by Case Coordinator” to assist you in keeping UMDAP information current.



### Monterey County Behavioral Health 301 UMDAP Information by Case Coordinator

To Complete the UMDAP go to CWS -->Clinician Menu--> Family Registration (UMDAP) to complete the UMDAP.  
 If **Family Registration Incomplete** is shown on this report you must complete the Family Registration prior to the UMDAP  
 Please see chapter 6 of the MyAvatar User Guide Located on the website at [mtyhd.org/QI/](http://mtyhd.org/QI/) for information on completing this step

Client Name	Client ID	Family Name	UR Month	Admission Date	UMDAP Start Year	UMDAP End Year	Last Service Date	Calculated UMDAP Annual Liability
<b>Case Coordinator:</b>								
			03/23/16	03/23/16	04/05/16	04/04/17	09/20/16	37.00
			09/19/15	05/16/16	10/28/17	10/27/18	09/20/16	3186.00
			01/21/16	01/21/16	10/06/15	10/05/16	09/26/16	36.00

**QUALITY IMPROVEMENT JOB OPPORTUNITY**



Quality Improvement (QI) is currently looking for highly motivated and hardworking clinicians whom are interested in expanding their horizons by joining the QI Clinical Team!

These positions will teach you a better understanding of the MCBH frame work, policies, regulations, and our electronic health record. QI supports the entire MCBH system in an array of capacities.

For more information or if you have any questions, please call Cesar Anaya, QI-Supervisor or Lucero Robles QI-Manager at (831) 755-4545

Positions available:

- ◆ Senior PSW Position
- ◆ PSWII Position



**2016 OCTOBER TRAINING**



*“Dimensions of Wellness”*



A free one-day mental health conference in Monterey!

This conference is designed to introduce useful tools to implement the innovative concepts of wellness & recovery.

**KEYNOTE SPEAKER:** Cardum Harmon, M.A., Heart and Soul, Inc.  
“Mandala Project: Modern Mysticism or Madness”

Tuesday, October 18, 2016  
8:30 am to 4:30 pm  
Sherwood Hall  
940 N. Main St. Salinas



CEUs are pending.  
To register, please visit [www.interiminc.org](http://www.interiminc.org), or call (831)800-7530 ext. 400



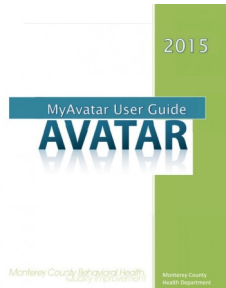
**CLINICAL DOCUMENTATION AND SYSTEMS OVERVIEW**

October 18, 2016  
8:00 am - 12:00 pm  
1270 Natividad Road  
Conf. Room A, B & C)  
Salinas, CA 93906



This is a lecture/discussion training that explores the principles and philosophies underlying Monterey County Behavioral Health’s (MCBH) clinical progress notes specifically, the “FIRP” format of writing notes and how it is used to document the variety of services we provide. This training will include in-depth review of sample progress notes and will also provide a “hands on” opportunity for participants to complete progress notes based on vignettes and receive direct feedback from the trainers. **To register:** [Click here](#)

## 2016 OCTOBER TRAINING



2015  
**MYAVATAR TRAINING**  
 October 21, 2016  
 8:30 am - 4:30 pm  
 1270 Natividad Road  
 Conf. Room A, B & C)  
 Salinas, CA 93906

This course is an introduction on how to navigate the MyAvatar Electronic Health Records (EHR) system. Organized in a way that follows a client from admission to discharge in MyAvatar EHR, the course offers training on how to log in to Avatar; search for clients; search for the various forms and reports available; and enter pertinent clinical information into the various forms in MyAvatar EHR. **Register:** [Click here](#)

**PSYCHOSOCIAL ASSESSMENT TRAINING**

October 27, 2016  
 1:00 pm - 5:00 pm  
 299 12th Street  
 Marina, CA 93933

**Who should attend?**

- New staff members, whether they are employed by MCBH or community partners. This course is an opportunity to gain an understanding of MCBH's service delivery and documentation expectations at the beginning of your work experience.
- Experienced staff members looking for a better understanding of MCBH's philosophies regarding service delivery and clinical documentation are also welcome as this provides an opportunity to align your knowledge and experience with MCBH's current expectations.

**Required material:** Please bring a printed copy of the most updated version of the QI Team Clinical Documentation Guide. It is highly referenced during the training. It is available by [Clicking Here](#) To Register: [Click Here](#)

## 2016 NOVEMBER TRAINING

**NON-VIOLENT CRISIS INTERVENTION "FORMAL REFRESHER" TRAINING**

November 3, 2016  
 8:30 am - 12:30 pm  
 299 12th Street  
 Marina, CA 93933

This is a 4-hour Recertification Training for Adult & Children's Behavioral Health employees who have attended the 7-hour CPI comprehensive course twice in the past two years. Please arrive on time as late arrivals will not be able to attend and will not receive certification per CPI training protocols. Comfortable casual clothing /closed toed shoes are recommended as training will involve participant activity. To register [Click here](#)



2016 NOVEMBER TRAINING



TREATMENT PLAN TRAINING

November 15, 2016

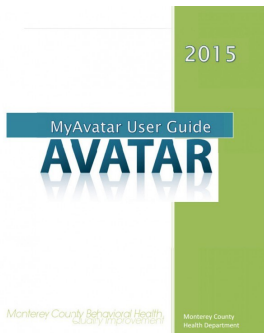
1:00 pm - 5:00 pm

1270 Natividad Road (Conference Room A, B & C)

Salinas, CA 93906



Please bring a printed copy of the Clinical Documentation Guide. It is available by [clicking here](#)



MYAVATAR TRAINING

November 18, 2016

8:30 am - 4:30 pm

1270 Natividad Road

(Conference Room A, B & C)

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Monterey County Behavioral Health Bureau  
Quality Improvement

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