INNOVATION AND TECHNOLOGY SERVICES DEPARTMENT



**AVATAR SYSTEM ADMINISTRATION** 

**USER DESK REFERENCE** 

## Direct Time, Documentation Time and/or Travel Time corrections to Progress Notes

The purpose of this desk reference is to provide guidance on how to make changes to the Direct Time, Documentation Time and/or Travel Time fields on finalized Progress Notes (Group and Individual). These corrections can only be completed by Avatar users with the permissions to access the Progress Note Corrections form.

## Menu Path

1. Use Menu path: Avatar CWS > Progress Notes > Progress Note Corrections or enter "Progress Note Corrections" under Search Forms:

Search Forms	
progress note corrections	
Name	Menu Path
Progress Note Corrections	Avatar CWS / Progress Notes

## **Details**

- 1. The Progress Note requiring correction must be in Final status to make corrections using the Progress Note Corrections form.
- 2. The service must be in an Open status before proceeding with a correction. See Checking Open Status desk reference for instruction on determining service status. If the service is not in an open status do not proceed, contact the HHSA Fiscal department.

## **Steps**

- > Open the Progress Note Corrections form.
- Enter the "Client ID" and select the "Episode Number" in which the note was filed. The Start Date will auto populate with the start of the episode date. To narrow the search results the Start Date can be changed. This date is based on the date the note was started by the provider, NOT the Date of Service. If desired, enter an End Date and click on applicable Note Types. Click on Select Note to Correct button.

Progress Note Correction	15 7		
Progress Note Correctio			
	Clent ID	Select Note to Correct	
	TESTCLIENT, YOLO, (11136)	-Correction Action	
Submit	Episode Number	Veid Progress Note	
		Reason for Correction	
8	Start Date 02/28/2023		-
🐱 🕺 🕅	-End Date	Comments	
			Î
	Note Type		
line Documentation	AMFT-Co-		
	AMFT		
	APCC	- Delete Service	*
	ASW-Co-S gnature Needed	Vies ONo	

**2.** A pop-up box with your selections will appear, click on the line item of the Note you want to correct and then click "OK."

			myAvatar 2023 - Select Note To Correct			
Client: TES	STCLIENT, YOLO	( 11136 )				
Note	Note	Note		Entry	Entry	Entry
Date	For	Brief De	escription	Date	Time	By (Optio:
10/24/2023	New Service	Testing	TestingTestingTestingTestingTe	10/24/2023	03:00 PM	TIMOTH 🚔
> Servio	ce: NON-BILLAB	LE ASSESSM	MENT CODE (YASSESMH)			
> Servio	ce Date: 10/09	/2023 Dur	ration: 60			
11/01/2023	New Service	TEST NOT	TE FOR TRAINING.	11/01/2023	02:46 PM	TIMOTH
> Servio	ce: MH ASSESSM	ENT BY NON	N-MD(15 MINS) (H0031MH)			
> Servio	ce Date: 10/01	/2023 Dur	ration: 40			
11/01/2023	New Service	TEST CRI	ISIS NOTE.	11/01/2023	02:47 PM	TIMOTH
> Servio	ce: THERAPY FO	R CRISIS(B	FIRST 30-74 MINS) (90839MH)			
> Servio	ce Date: 09/01	/2023 Dur	ration: 15			
11/01/2023	New Service	NON-BILI	LABLE TEST NOTE.	11/01/2023	02:53 PM	TIMOTH
> Servio	ce: NON-BILLAB	LE REHABII	LITATION CODE (YREHABMH)			
> Servio	ce Date: 11/01	/2023 Dur	ration: 50			
11/01/2023	New Service	TEST ASS	SESSMENT NOTE.	11/01/2023	02:54 PM	TIMOTH
> Servio	ce: MH ASSESSM	ENT BY NON	N-MD(15 MINS) (H0031MH)			
> Servio	ce Date: 09/15	/2023 Dur	ration: 120			-
•						

**3.** Upon making your selection, the Correction Action, Reason for Correction, Comments and Delete Service fields will become mandatory (turn red). In the Correction Action field click on Revert Final Note to Draft.

Client ID       Select Note to Correct         TESTCLIENT, YOLO, (11136)       Correction Action         Viol Progress Note       Revert Final Note to Draft         Start Date       10/01/2023         III Journal       Y         End Date       Comments         III Journal       Y         Note Type       Note Type	Episode #105 Admit : 02/28/2023 Discharge : None       Program :         Select Note to Correct       Correction Action         Void Programs Note       © Revert Final Note to Draft         Start Date       Image: Correction Action         10/01/2023       Image: Correction Action         -End Date       Image: Correction Action         11/30/2023       Image: Correction Action         Note Type       Image: Correction Action	rogress Note Correctio.	▼		
Submit       Episode Number       Void Program :       Void Program Note         Submit       Episode #105 Admit : 02/28/2023 Discharge : None       Program :       Reason for Correction         Submit       -Start Date       Reason for Correction       Comments         End Date       11/30/2023       T       Y       Comments	TESTCLIENT, YOLO, (11136)       Correction Action         Episode Number       Void Progress Note         Episode ±105 Admit : 02/28/2023 Discharge : None       Program :         Skart Date       Reason for Correction         10/01/2023       T       Y         End Date       Comments         I1/30/2023       T       Y         Note Type       Comments		-Client ID	Colorabilitate da Comunit	
Submit         Episode Number         Void Progress Note           Signed #105 Admit : 02/28/2023 Discharge : None         Program :         ® Revert Final Note to Draft           Start Date         In/01/2023 TYBE         Reason for Correction           End Date         In/022 TYBE         Comments	Episode Number       Void Progress Note         Episode #105 Admit : 02/28/2023 Discharge : None       Program :         Start Date       Interference         Interference       Interference         Interference       Interference         Note Type       Interference		TESTCLIENT, YOLO, (11136)		
Statistic     Episode Kultuber       Statistic     102/28/2023 Discharge : None       Program :     Reason for Correction       Statistic     10/01/2023 IT       End Date     Comments	Epsode #015 Admit : 02/28/2023 Discharge : None       Program :	C. Arrit			
Start Date 10/01/2023 TY End Date 11/30/2023 TY End Date Comments	Start Date 10/01/2023 T Y Comments End Date 11/30/2023 T Y Comments	Submit		Revert Final Note to Draft	
Image: State Date         Image: State Date         Comments           End Date         Image: State Date         Image: State Date	Scare Dace 10/01/2023 T Y E End Date 11/30/2023 T Y E Note Type				
End Date 11/30/2023 T Y E	End Date 11/30/2023 T T T T T T T T T T T T T T T T T T T				-
End Date 11/30/2023 🖾 🝸 💟 🔚	End Date	🐱 🛪 🕱	10/01/2023	Comments	
	Note Type		End Date		-
Note Type			11/30/2023		
	Autor of Company Number		Note Type		
ine Documentation AMFT-Co-Signature Needed	AME 1 -CO-Signature Needed	nline Documentation	AMFT-Co-Signature Needed		
AMET					
APCC-Co-Signature Needed					Ŧ
				Delete Service	
APCC Delete Service	APCC Delete Service		ASW-Co-Signature Needed	Ves No	
AMET		ne Documentation	AMET APCC-Co-Signature Needed APCC	Delete Service	
APCC-Co-Signature Needed			APCC-Co-Signature Needed		*
	APCC-Co-Signature Needed			Dalata Sarvica	
APC	APCC		ASW-Co-Signature Needed		
Delete Service	APCC Delete Service		A second s	O Tes O No	

**4.** In the Reason for Correction drop down, make the appropriate selection.

Progress Note Corrections	
Progress Note Correctio      Submit      Submit      X	Client ID TESTCLIENT, YOLO, (11136) Episode #105 Admit : 02/28/2023 Discharge : None Program : View Pr
Online Documentation	Note Type AMFT-Co-Signature Needed AMFT POCC-Co-Signature Needed APCC ASW-Co-Signature Needed Ves No

5. In the Comments field, enter a summary as to the reason the note is being reverted to draft. Example: "<Date> <Initials> Clinician typo on Direct Time, entered 500 minutes when should've been 50."

Progress Note Correctio					
	Client ID	-	Select Note to Correct		
	TESTCLIENT, YOLO, (11136)		-Correction Action	<u>.</u>	
Submit	Episode Number		Void Progress Note		
	Episode #105 Admit : 02/28/2023 Discharge : None	Program : 🔻	Revert Final Note to Draft		
	-Start Date		Reason for Correction		_
😡 🦽 ★	10/01/2023		Payment Reform Concession		
	-End Date	- /	Comments		
	11/30/2023	(C)	11/27/23 TJ: Add on s instead of T1013MH-	ervice <u>90785MH</u> was used	
	Note Type			-	
nline Documentation	AMFT-Co-Signature Needed	1			
	AMFT				
	APCC-Co-Signature Needed				-
	ASW-Co-Signature Needed	*	Delete Service     Yes	No	
			U Tes	U NO	

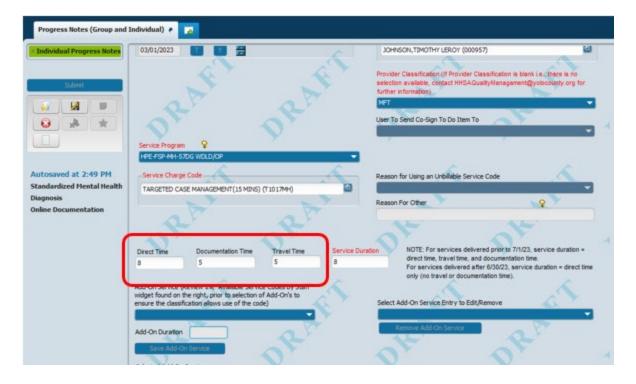
6. In the Delete Service field, select No.

Progress Note Corrections	• 🖬	
Progress Note Correctio      Submit      Submi	Client ID TESTCLIENT, YOLO, (11136) Episode Number Episode #105 Admit : 02/28/2023 Discharge : None Program : ▼ Start Date 10/01/2023 T Y E End Date	Select Note to Correct Correction Action Void Progress Note Revert Final Note to Draft Reason for Correction Payment Reform Correction Comments 11/27/23 TJ: Add on service \$22285MK was used
Online Documentation	11/30/2023       T       Y         Note Type       AMFT-Co-Signature Needed         AMFT       APCC-Co-Signature Needed         APCC       ASW-Co-Signature Needed         ASW-Co-Signature Needed       V         Print Progress Note       V	11/27/23 TJ: Add on service 907855KK was used instead of T1013KH.

7. Click Submit.

TESTCLIENT, YOLD Preferred Name: G Personal Pronouns F, 11, 03/13/2012	eorge		Ep: 97 : 1-HHSA MH EPISODE Problem P: - DX P: F12.10 Cannabis use disor Phone #: 530-666-6666
Edit Service Information			
• Edit Service Information	Client ID TESTCLIENT, YOLO, (11136)	2	Service Start Date
Submit	Episode Number Episode # 97 Admit : 08/17/2022 Disc	harge∶None Program∶1 ▼	Service End Date
	Episode Number (Edit) - Service Code	Episode # 97 Admit : 08/17/20 🔫	-
Online Documentation	[	2	Modifiers

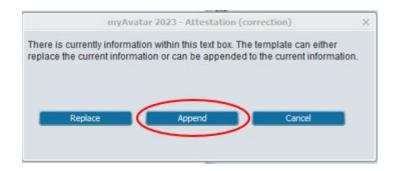
8. At this time the note will revert back to draft status and appear in the original author's To Do list. The author will need to go into the note and make changes within the Direct Time, Documentation Time and/or Travel Time section. Note: if the Direct Time is updated ensure the Service Duration time is the same per Payment Reform guidance issued. Please refer to the Progress Notes (Group and Individual) Desk Reference located on the Yolo County public website under MyAvatar Resources.



9. In the Notes Field, under the original note content, the following verbiage should be added: "This note was originally finalized on \_\_\_\_\_ (insert date if available) but was reverted back to draft so that the \_\_\_\_\_\_ (insert item to be corrected e.g., Direct Time could be corrected from 500 to 50 minutes). I attest that the original content of the progress note narrative has not been altered." NOTE: This text can be added by right-clicking in the Notes Field, then selecting System Templates and then selecting Attestation (correction).

	_	
	<u> </u>	Attestation (correction)
1		Group Note Template
Cut	Ctrl+X	Injection Note
Сору	Ctrl+C	LOCUS
Paste	Ctr1+V	MHRS/Graduate Student Assessment
Delete	Delete	Medication Follow-Up Progress Note
SpellCheck	F7	Peer Support Services Care Plan Template
Select All	Ctrl+A	Progress Note Template
System Templates		Targeted Case Management (TCM) Care Plan

Upon receiving the below pop up box, select Append.



The attestion will appear below the original note content at which time it must be edited to enter the specific correction information (for example, entering dates and reasons for corrections, per the instructions in the templated language you've just inserted).

• Individual Progress Notes	Late Progress Note  Reason for Late Progress Note	
Submit	Client Pregnant (Prescribers Only - Required) Yes No	
	Notes Field	. <b>▲</b> [¥
	ORIGINAL NOTE CONTENT **********************************	
Standardized Mental Health		*
Diagnosis		
Online Documentation	This note was originally finalized on (insert date if available) but was reverted back to draft that the (insert item to be corrected e.g. Direct Time and Documentation time) could be correct align with payment reform guidance. I attest that the original content of the progress note narrative not been altered.	ted to

**10.** In the Draft/Final field click Final, then click Submit.

A Home Progress Not	es			Preferences
TESTCLIENT, YOLO Preferred Name: Ge Personal Pronouns: F, 11, 03/13/2012	orge	Ep: 105 : Hope Cooperative-FSP Problem P: - DX P: - Phone #: 530-666-6666	Location: 25 MAIN ST, WOODLAND, C Attn. Pract.: - Adm. Pract.: PAM SIDHU	A
Progress Notes (Group and I	individual) 🔹 📑			
Individual Progress Notes  Submit	Late Progress Note	Reason for Late Progress Note	¢2	
	Client Pregnant (Prescribers Onl	ly - Required)		
Autosaved at 9:31 AM Standardized Mental Health Diagnosis Online Documentation	that the (insert	ly finalized on (insert date if available item to be corrected e.g. Direct Time and Docu orm guidance. I attest that the original conten	mentation time) could be corrected to	
		Draft/Final Draft  Final SUBMIT NOTE		