

# Minutes

## interRAI Governance Board

<b>Date:</b>	Thursday 30 October 2019		
<b>Start Time:</b>	9.30 am	<b>Finish Time:</b>	2.00 pm
<b>Method:</b>	Face to Face, Thorndon Room, Front+Centre, 69 Tory Street		

**Members:** **Catherine Cooney** (Chair) Director of Kowhai Health Associates Limited, **Chris Fleming** (Deputy Chair) CEO Southern DHB – Funder Representative, **Roy Reid** – Treasurer, Chair Age Care Committee, Grey Power – Consumer Representative, **Prof Matthew Parsons** – Professor Gerontology, University of Waikato, Chair Gerontology Nursing, Waikato DHB – Research Representative, **Max Robins** – CEO CHT and Deputy Chair NZACA – ARC Provider Representative, **David Chrisp** – General Manager Access Home Health Ltd – Home Care Representative, **Janice Mueller** – Director, Waipiata Consulting Limited - Health Professional Representative, **Carolyn Cooper** – Director Clinical Operations & Service Improvement & Lead Nurse, Bupa NZ - Nurse Leader Representative, **Dr Michelle Honey (By Zoom)** – Senior Lecturer, University of Auckland - Health Informatics Representative, **Stephanie Clare** – Chief Executive Officer, Age Concern NZ - Consumer Representative, **Dr Helen Kenealy** – Geriatric SMO, Counties Manukau Health – Clinician Representative, **Karen Evison** – Director Strategy Planning and Funding Lakes DHB – Funder Representative, **Dr Nigel Millar** – Chief Medical Officer & Geriatrician Southern DHB – Clinician and interRAI Fellow Representative

**In Attendance:** **Michele McCreddie** – General Manager interRAI Services, TAS, **Dr Brigitte Meehan**, Principal Advisor, interRAI Services, **Terry Huntley** – Software Services Manager, TAS, **Margaret Milne** Manager interRAI Education and Support Services, TAS **Jim Nicolson** – Manager, Healthy Ageing, Health System Improvement and Innovation, Ministry of Health, **Carolyn Jones** - Senior Portfolio Manager, Healthy Ageing Team, Ministry of Health, **Andrew Upton** **Dr Phil Wood** – Chief Advisor, Healthy Ageing, Ministry of Health, **Shelley Gilmour** – Secretariat, TAS.

**Apologies:** Brigitte Meehan

Welcome & Apologies	
The Chair opened the meeting at 9.30 am. The apology from Brigitte Meehan was noted. A round of introductions followed. Penny Hanning (TAS) joined the meeting.	
<b>01</b>	<b>Minutes and Action Register</b>
<b>1.2</b>	<b>Declaration of Interest Register</b>
The Register was noted and updated.	

### 1.3 Confirmation of Minutes

The minutes of the meeting held 21 August 2019 were **confirmed** as a true and correct record following the amendment of John Bonners name to John Whaanga.

**Moved:** Cathy Cooney  
**Seconded:** Stephanie Clare  
**CARRIED**

### 1.4 Action Register

14-06/18	MoH to provide an update on interRAI data into IDI at the next Board meeting. <b>Closed</b>
04-11/18	TAS to investigate providing a Case mix technical data analysis. <b>Open</b>
02-02/19	A meeting with Karen Evison and Stephanie Clare is to be arranged to progress the testing of the tool. <b>Closed</b>
01-04/19	Keriana Brooking is to be invited to a future meeting to provide a further update after the release of the Health System and Disability Review. <b>Open</b>
07-06/19	Clarification is to be provided about where the threshold is for decision points to be signed off by the Director-General of Health. <b>Open</b>
08-06/19	The link to the video of the zoom meeting with the 20 software providers is to be sent to the secretariat for distribution. <b>Open</b>
09-06/19	A set of key messages is to be circulated to the interRAI NZ Governance Board. <b>Open</b>
01-08/19	Create a FAQ sheet for the relationship between Life Curve and interRAI to aid understanding of the differences and how the two systems can work together. <b>Open</b>
02-08/19	Feedback is to be given to Kit Hoeben, ACC about the appropriateness of the ACC tool for Māori. <b>Closed</b>
03-08/19	A timeline of key steps is to be developed to achieve interoperability and other ways that this can be explored is to be reported back at the October Board meeting. <b>Open</b>
04-08/19	IDI is to be added into 'Smart Systems' of the Future Direction document. <b>Closed</b>
05-08/19	A review of options and timeline of key steps to modernize interRAI interoperability is to be developed and reported back in October. <b>Open</b>

## **Update on Terms of Reference – Jim Nicolson**

The interRAI New Zealand Governance Board Terms of Reference are with the Director-General of Health for sign-out however the key updates were noted:

- They are clearer in terms of the interRAI Governance Board giving advice to the Ministry of Health (MoH).
- There will be a shift in Board representation to involve Māori.
- MoH have been shifted by invite to become a member of the Board – this will be Jim Nicolson with others in attendance.
- The preference for the use of technology for Board meetings such as the use of Zoom rather than face to face attendance.

### **1.5 Decision Register**

The Decision Register was noted.

### **1.6 Matters Arising**

The Chair confirmed that she has been given a two-year extension to her role effective 30 October 2019.

Carolyn Cooper referred to the last minutes regarding the interRAI Software Review and stressed the importance of maintaining sector and consumer representation on any Return on Investment (ROI) panel.

Andrew Upton confirmed that such panel has not yet been established however when the MOH get to this point in the procurement process the intention is to have sector and consumer involvement.

It was requested that this is added as an active action item.

### **1.7 Correspondence**

1.7a Letter to Kit Hoeben Accident Compensation Corporation (ACC). There has been no response in writing to date.

Michele McCreddie noted that it is understood that ACC has not yet decided about future use of AROC with this decision currently going through an internal ACC process.

The criticality of the Acute Care (AC) tool was noted.

A discussion on the project plan ensued.

- Teleconferences are held with TAS and District Health Boards (DHBs) fortnightly.

- A nominal date has been agreed when each of the DHBs intend to start using the AC tool.
- It was suggested that TAS goes back to each DHB to ask them for a coordinated project plan.
- To date project plans from the DHBs have not been forthcoming however this will be asked for noting that the Board has formally requested an overarching co-ordinated plan.
- Each DHB has their own lead for the project. It is difficult to see a national view around this and none of the DHBs are putting any additional resources into this.
- It was suggested that TAS could run this nationally with the right resources.
- A discussion ensued on whether a National Lead is required. This is to be put to the group at the next meeting and a report back to the Board in December was requested.

1.7b Inwards correspondence from Penny Hanning (TAS) regarding Home and Community Support Casemix Algorithms and interRAI was noted.

Penny Hanning advised that she is working collaboratively with MoH, DHBs and Home and Community Providers to agree a core casemix algorithm and develop a National Home and Community Support Service (HCSS) specification. The preference is to have one funding model across all DHBs.

The letter requests that:

- interRAI NZ arrange a process to have interRAI International provide formal recognition of the New Zealand interRAI Home Care (HC) and Contact Assessment (CA) casemix algorithms.
- That the two algorithms be integrated into the interRAI software to enable real-time identification of casemix groups and associated care bundles and case weights.

Matthew Parsons declared a conflict of interest as the author of the algorithms. It was agreed that he can be involved in the discussion but will not have any voting rights.

MoH clarified that the funding model is on the agenda for the HCSS Steering Group.

Nigel Millar questioned where the algorithms come from and what is the validation process against care required?

Matthew Parsons advised that they resulted out of combined work in 2008 and provided the background to the development of the algorithm. The validation process is based on dependant variable hours against delivered hours.

Nigel Millar wants the Board to be confident that the algorithm is suitable before it goes to interRAI International.

Penny Hanning advised she has confidence in the model.

David Chrisp observed that it is good that the work is happening however it is taking a big leap to head down this funding route. It is a complex area and it is possible that some providers will not understand the implications.

Chris Fleming noted that there could be a potential reputation issue for interRAI. The outcome could result in a disjointed approach to price. A national pricing model is unlikely however a national costing model is more likely. If New Zealand is moving down a casemix model there needs to be a consistent approach to funding and access.

The Chair noted that agreement has been received from the 20 DHBs in support of the project and from most providers. Several issues have been raised meaning work is to be done before the request can be progressed.

Karen Evison asked what testing of equity for Māori had been done as this is an important piece of work.

MoH advised that as soon as this is implemented in the software it means it is endorsed. There is a need for caution as there are a growing set of algorithms.

The Chair recommended that dot point two is progressed, but further clarification is needed on a number of points before interRAI international is approached. the following points should be considered:

- The interRAI software issue.
- Timing and resourcing.
- Consumer focus.
- Equity considerations

The interRAI NZ Governance Board:

1. **Endorsed** the second dot point being progressed and the need for an update on progress at the Board meeting in December 2019.
2. **Noted** the need to postpone advancing this to interRAI International as will need to see what the requirements are before taking this forward.

**Moved:** Cathy Cooney  
**Seconded:** Roy Reid and David Chrisp  
**Against:** Nigel Millar  
**Carried**

Action items	Person Responsible
01-10/19 An update on Home and Community Support Casemix Algorithms and interRAI is to be produced at the meeting 9 December 2019	Penny Hanning
02-10/19 Ensure sector and consumer involvement on any ROI panel in relation to the interRAI software review.	MoH
03-10/19 Each of the five DHBs involved in the ACC NAR pilot is to be requested to provide a project plan.	Michele McCreadie
04-10/19 The DHBs involved in the project to be informed about the Board requirement to see a coordinated plan and report back to the Board meeting in December 19. The plan is to include structural arrangements including leadership.	Michele McCreadie
<b>2.0 Governance</b>	
<b>2.1 interRAI NZ Governance Board Terms of Reference</b>	
Covered by MoH earlier in the meeting under 1.4 Action Items.	
<b>At 10.33 am Jon Shapleski, Michelle Liu and Lisa Glynn (TAS) joined the meeting.</b>	
<b>2.2 interRAI NZ Strategic Direction Review Workshop</b>	
A workshop on interRAI NZ strategic direction followed.	
<b>At 11.28 am Jon Shapleski, Michelle Liu and Lisa Glynn left the meeting and Christine Field (TAS interRAI communications) joined.</b>	
<b>2.3 Draft Annual Report</b>	
Feedback and suggestions for changes to the draft annual report, covering letter and Appendix were received. The Appendix to the letter was tabled and noted.	
The interRAI NZ Governance Board:	
<ol style="list-style-type: none"> <li><b>Provided</b> feedback on the draft interRAI NZ Annual Report and covering letter.</li> <li><b>Noted</b> that the final report will be published in December 2019.</li> </ol>	
<b>3.0 Update from Ministry of Health</b>	
<b>3.1 interRAI Software Review</b>	
Andrew Upton (MoH) advised that the review is in the preparation stage for a new service design, depending on senior executive conversations. MoH are looking to engage a third party to complete a new service design. This will look through different lenses for the customer and MoH. It is not expected to be a simple exercise. There is the potential to cost up to \$400K and involve two or three organisations to gain the user and customer viewpoints. MoH need to scope and engage a government supplier. No time frame has been established for this but MoH will be looking for a	

report to be prepared to come to the Board for endorsement. Service designs such as this are part of the national software strategy.

Chris Fleming commented:

- What is meant by service design?
- It was believed that this was a procurement process.
- The Board is responsible for signing off the approval.
- As MoH holds the contract, who makes the decision if there are conflicts?
- The Board cannot make MoH expose themselves to risk.

A discussion was held on the service design plan. Service design will look at what the software could potentially do rather than what it currently does. An update will be given to the Board when it is complete for their endorsement.

Carolyn Cooper noted her concern that MoH are discussing what providers will do and she would not like to consider a completed service design without significant input from the sector.

The Chair asked if the plan for the service design can be brought to the December meeting.

Andrew Upton stated that he was not sure if this can be done by December. Organisationally, the project co-sponsor would need to review the scope of the service design work before it is started. This will include a directive that the sector is engaged.

Nigel Millar observed that this appears to be an opportunity to develop a common assessment platform for use across health.

#### **Update from interRAI International**

Michele McCreddie spoke to the update noting that the second world interRAI conference is taking place in Leuven, Belgium in February 2020.

The six 15-20-minute oral abstracts that interRAI Services are presenting (not including two from Brigitte Meehan in her interRAI Fellow role) are:

- Using interRAI assessment information to inform care: efficiency and cost effectiveness of an online training programme.
- Putting interRAI into practice – Lessons learned from the introduction of interRAI in New Zealand aged residential care.
- Supporting a community of practice.
- A focus on equity: providing value from interRAI assessment for policy development.

- Visualising interRAI data.
- The value of the Systems Clinician Role to the interRAI experience.

Nigel Millar advised that he has also been asked to provide a presentation.

It was requested that the presentations are made available in Wellington.

**The meeting broke for lunch at 12.09 pm.**

#### **4. Software Services**

##### **4.1 Project Kotahi – interRAI 2-1 Host Services**

Terry Huntly provided an update and spoke to the status report. The project is well under way, Rachel McGregor has been appointed as the Project Manager and is based out of Canterbury DHB. She has had an introduction session with the TAS Systems Clinicians who provided a demonstration of the Momentum applications. The session helped to provide context but also facilitated discussions around data migration and any potential problematic areas to focus on. The procurement process for a Business Analyst has commenced with a target start date of 4 November 2019. Discussion has also been held with TAS regarding the project timeline, originally scoped as an eight-month project to Go Live but with the two-month delayed start, this timeframe is now six months.

The Board requested that the due dates for Project Details and Milestones are included in future reports.

Once the 2-1 Kotahi paper is updated, it is to be circulated to the Board.

The interRAI New Zealand Governance Board:

1. **Noted** the project status report.
2. **Noted** the active risk and issue summary.

##### **4.3 interRAI Data Security**

Due to the recent issues with the Primary Health Organisation data breach, both host sites carried out vulnerability assessments. Canterbury DHB also completed a penetration test and have assured TAS and MoH that there are no concerns.

TAS adheres to the HISO 10029;2015 Health Information Security Framework. A review will be completed in Q2. A report on the findings will be provided for the Board.

##### **4.2 interRAI Interoperability – Options for the Future**

Terry Huntley introduced the subject and explained that the definition of interoperability is *‘accessing data in multiple systems from one point, one client, in real time’*. The challenge is to get two different software systems to talk to each other. Application Programming Interface (API) is a piece of software that plugs one application directly into the data and services of another by



granting it access to specific parts of a server.

Nigel Millar noted the importance of the ability to be able to pull out a formatted piece of data from the structured assessment. This should be available across the sector and DHBs. If data is input into Momentum, it should be available in real time.

Terry Huntley outlined what the next steps are:

- Complete the HISO review.
- Design a solution that meets the needs of all stakeholders.
- Present an enhancement for operability for the Boards' approval at the December meeting.
- If appropriate, review the current Board policy regarding interoperability.

A general discussion on data capture standards ensued.

Approval is being sought from the Board to look at a more modern API (FIHR).

Max Robins suggested that this should be part of the new service design.

The interRAI NZ Governance Board:

1. **Supported** the proposal for work to get underway to implement FIHR.
2. **Noted** the work may raise further considerations for Board policy on interoperability.

**Moved:** Cathy Cooney

**Seconded:** Carolyn Cooper and Helen Kenealy

The Chair thanked Terry Huntley and his team for their work.

Action items	Person Responsible
05-10/19 The Kotahi 2-1 status report is to be circulated to the Board once it is updated.	Terry Huntley Secretariat
06-10/19The data security review report is to be provided for the Board meeting in December.	Terry Huntley
07-10/19 A proposal for implementation of enhanced interoperability is to be presented to the Board for their approval in December.	Terry Huntly

## 5.0 Insights and Analytics

AT 1.29 pm, Michelle Liu (TAS) joined the meeting.

### 5.1 Annual interRAI Data Quality Report 2018/19

Michele McCreddie spoke to the report noting that the intention is to publish it on the website and that the data is stable over time.

The Board provided feedback on the report including:

- This is a good piece of work that encourages questions to be asked.
- The observations should have explanations.
- Say more about the data and alert people to any anomalies.
- Include a front cover stating what interRAI might do with the data.
- Note key points and red flag alerts and consider sending these to relevant people.
- Requested that the report includes a glossary of acronyms.

The interRAI NZ Governance Group:

1. **Noted** the interRAI Data Quality Report 2018/19.
2. **Noted** that the final report will be published on the interRAI NZ website.
3. **Requested** that key points and red flags on some of the items are identified and relevant people informed

Action items	Person Responsible
08-10/19 Identify the key points and red flags from the interRAI Data Quality Report 2018/19 and prepare a letter to key influencers as an alert.	Michele McCreddie

**At 1.37 pm Michelle Liu left the meeting.**

## **6.0 Operational Report**

### **6.1 Risk Register**

Michele McCreddie spoke to the Risk Register. Risk four – software services – was updated to reflect the day's discussion. The risk regarding the interRAI software contract expiry is to be added. Insert a risk relating to losing key personnel.

The interRAI NZ Governance Board:

1. **Noted** the interRAI NZ Governance Board Risk Register as at October 2019.

### **6.2 Overview of interRAI Services Financial Situation to End Q1 2019/20**

Michele McCreddie spoke to the report and noted that interRAI Services are within budget and the revenue in advance has been committed primarily to the Kotahi 2-1 project.

The interRAI NZ Governance Board:

1. **Noted** the overview of the interRAI Services financial situation 2019/20 as at end Q1.
2. **Noted** the explanation of financial variances and use of the revenue in advance funding for 2019/20.

### **6.3 interRAI Services Operational Report**

Michele McCreddie spoke to the October Operational Report noting key activities.

The interRAI NZ Governance Board:

1. **Noted** the interRAI Services Operational Report as at October 2019.

### **7.0 Aged Residential Care Funding Review**

Chris Fleming provided a brief update on the Aged Residential Care Funding Review.

- DHBs have formed a view and agreed to take the next step towards a casemix model.
- This is expected to take approximately two years.
- The cost to roll this out is approximately \$1M.
- Associate Minister of Health the Honourable Jenny Salesa is engaged with the next steps but holds no view.
- The Health and Disability System Review recommendations in 2020 may have an impact.

### **8.0 Communications and Key Messages**

- Promote the strategy work.
- Annual report
- Quality Indicators
- Interoperability

**Meeting Closed: 2.03 pm**

**Next meeting: 9 December 2019, Front + Centre, 69 Tory Street, Wellington**