

Minutes

Software User Group (SUG)

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|--------------------|----------------------------|---------------------|----------|
| Date: | Thursday 19 September 2019 | | |
| Start Time: | 11.02 am | Finish Time: | 11.56 am |
| Method: | Zoom Meeting | | |

Members:

Adam Prybyl (Vice President, Client Solutions, Momentum Healthware Inc),
 Deborah Sullivan (Care Manager, Hawke's Bay DHB Needs Assessment Service),
 Gabrielle Stent (interRAI Education and Competency Manager Secondment, interRAI New Zealand,
 John MacDougall (Data Analyst, New Zealand Aged Care Association),
 Lyn-Elizabeth Schofield **Chair** (interRAI System Clinician, interRAI Software Services),
 Margaret Thomason (Need Assessment Service Centre Assessor, Lakes DHB),
 Peter Tang (interRAI System Clinician, interRAI Software Services),
 Rebecca McDowell (Analyst, interRAI Data and Analysis Team),
 Shelley Mawhinney (interRAI System Clinician, interRAI Software Services).

Apologies:

Andrea Davidson (Older Persons Health Portfolio Manager, Canterbury District Health Board (DHB)),
 Costa Karavias (Analyst, interRAI Data and Analysis Team),
 Esther Bushell (Clinical Team Leader, Waitemata DHB Needs Assessment Service Centre),
 Janice Reuyan (Information and Communication Technology Trainer, CHT Healthcare Trust),
 Julianne Brand (General Manager, Holly Lea Village),
 Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern),
 Pam Walker (Quality Assurance Lead, Heritage Lifecare),
 Terry Huntley (interRAI Software Services Manager, interRAI Software Services),
 Vanessa Pullen (Programme Manager, Health of Older People, Healthcare NZ Community Health),
 Vicky Johnston (Clinical Lead interRAI, Bupa New Zealand).

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| 01 | Welcome |
| At 11.02 am the Chair opened the meeting and welcomed everyone. Apologies were noted. | |
| 02 | Confirmation of Minutes |
| 2.1 | Confirmation of Minutes |
| The minutes of the meeting held on 15 August 2019 were confirmed as a true and accurate record. A copy of the minutes will be forwarded to the interRAI Senior Communications and Engagement Advisor to upload to the interRAI website. | |
| <i>Moved:</i> | <i>Adam Prybyl</i> |
| <i>Seconded:</i> | <i>Gabrielle Stent</i> |
| 2.2 | Matters arising |
| Actions will be reviewed as part of 'Items to Consider'. | |

| Action Items | Person Responsible | Deadlines |
|--|-------------------------|-------------|
| 01-09/19 Copy of August 2019 SUG Meeting Minutes to be sent to the interRAI Communications Advisor to upload to the interRAI website. | Lyn-Elizabeth Schofield | 17 Oct 2019 |
| 03 Events | | |
| <p>3.1 Northern/Southern Host Migration to the Cloud Communications regarding the Canterbury Host migration to the cloud were sent out to alert all users to the change.</p> <p>3.2 interRAI New look and feel Users appear to have adapted well to the new Metro-Blue user interface theme for the interRAI Software System. Some users have had issues with resolutions and a few have stated it is a bit too white however overall users have assimilated well.</p> <p>3.3 New Client for interRAI – Accident Compensation Corporation (ACC) Communications regarding the new ACC offices and their separation from other health data were sent out to alert host to host users whom transfer client records to be careful not to use/access the ACC offices.</p> <p>3.4 Upgrade and the Kotahi Project There is no new information on the planned upcoming upgrade for November 2019 or the Kotahi Project for 2020.</p> | | |
| 04 Enhancements | | |
| <p>4.1 Interoperability – Progress Notes Report A third party who uses interoperability to access data and reports from the Momentum Software has requested a Progress Notes Report to be made available (as an interoperability reporting option).</p> <p>Some discussion was generated around the need for this and all agreed it would be helpful to have. A custom report could potentially be developed (Report Writer) however we do not have the ability to manually attach reports as an interoperability reporting option.</p> <p>Adam Prybyl offered to meet with the Momentum development team on our behalf to discuss if it would be a better use of funds to create a tick-box for the Report Writer to populate reports to interoperability for example, have an option for turning on/off for Interoperability on newly created custom reports.</p> | | |
| Action Items | Person Responsible | Deadlines |
| 02-09/19 Discuss with Momentum Development Team options for Report Writer and Interoperability options and report back to SUG. | Adam Prybyl | 17 Oct 2019 |
| 05 Items to Consider | | |
| <p>5.1 Action Register - Item 2/19 Removing the 'Error Out Admission/Discharge/Transfer (ADT) Event' option This item was due for review. A discussion was generated regarding the benefits of removing this option for assessors/users. It is believed that the ability to error out ADT events impacts on DHB</p> | | |

compliance reporting and the Data Warehouse. Rebecca McDowell agreed to investigate this and confirm if the impact is significant. Decision to leave the software as it is for the time being.

5.2 Action Register - Item 6/19

Utilising the Referral Module in Long Term Care Facilities (LTCF)

This item was due for review and continues to be ongoing.

5.3 Action Register - Item 7/19

NEXT button at the bottom of each MDS/Assessment Section (as well as at the top)

This item was due for review and continues to be ongoing.

| Action Items | Person Responsible | Deadlines |
|---|--------------------|-------------|
| 03-09/19 Investigate the impact of assessors/users erroring-out ADT events and report back to SUG. | Rebecca McDowell | 17 Oct 2019 |

06 Other Business

6.1 Other Business - Feedback

Feedback was submitted about the **Mark Complete** button on the **Assessment Summary** (currently a closed item). The feedback from an assessor suggested that having the mark complete button on the Assessment Summary would work well with perhaps a pop-up message asking “Marking the Assessment Summary complete will mark the whole assessment complete. Do you wish to continue?”. Some assessors stated that it ‘would be too easy’ to mark complete the whole assessment using this button when you did not want to. Status of this item remains closed.

6.2 Other Business – New Policy on Draft Assessments

Questions have been raised in recent months about draft assessments:

- How long is too long for a draft to remain open?
- Whose responsibility is it to ensure assessments are discontinued if required?

The interRAI System Clinicians are writing a policy for managing draft assessments and are planning to send out communications about this to the sector. The main point of this policy is to alert users that any assessment left in draft longer than a stipulated timeframe will be discontinued by an interRAI System Clinician or delegated representative.

Discussion was generated about this item and some good suggestions were made about increasing awareness about draft assessments including adding drafts to the Dashboard, ‘Mark-it complete awareness’ month, labelling ‘delinquent’ assessments with red flags and developing a custom report for draft assessments by organisation.

| Action Items | Person Responsible | Deadlines |
|--|--------------------|-------------|
| 04-09/19 Submit and confirm policy for draft assessments with interRAI Education and Support and the Quality Leadership Committee. (Once policy confirmed, communications can be sent to the sector). | Shelley Mawhinney | 31 Oct 2019 |

Meeting Closed: 11.56 am

Next meeting: Zoom meeting on Thursday 17 October 2019.