

Minutes

interRAI Governance Board

Date:	Monday 9 December 2019		
Start Time:	10.00 am	Finish Time:	2.00 pm
Method:	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 Aged 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** – Acting Managing Director / Lead Nurse (NZ), **Dr Michelle Honey** – 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**, Ministry of Health, Data and Digital Team, **Dr Phil Wood** – Chief Advisor, Healthy Ageing, Ministry of Health, **Lynda Edney** – Secretariat, TAS.

Apologies: David Chrisp, Karen Evison, Chris Fleming, Helen Kenealy, Max Robins

Welcome & Apologies	
The Chair opened the meeting at 10.00 am welcomed members to the meeting. It was noted that this will be Roy Reid’s last meeting after ten years of service on the previous Steering Group and the interRAI NZ Governance Board.	
01	Minutes and Action Register
1.2	Declaration of Interest Register

The Register was noted.

1.3 Confirmation of Minutes

The minutes of the meeting held 30 October 2019 were **confirmed** as a true and correct record.

Moved: Janice Mueller
Seconded: Stephanie Clare
CARRIED

1.4 Action Register to be updated

Action Item	Description
01-04/19	Keriana Brooking to be invited to a future meeting to provide a further update after the release of the Health System and Disability Review. Open
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. Open
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. Open. Update 9 December 2019 – to be circulated when signed off.
03-08/19	A timeline of key steps to be developed to achieve interoperability and other ways that this can be explored is to be reported back at the October Board meeting. Closed
01-10/19	Provide an update in Home and Community Support Casemix Algorithms and interRAI to be produced at the meeting on 9 December 2019. Closed
02-10/19	Ensure sector and consumer involvement on any procurement panel in relation to the interRAI software review. Open
03-10/19	Work with the five DHBs involved in the ACC NAR pilot to provide a coordinated project plan. Open. Update 9 December 2019 – item to be added to the March agenda.
04-10/19	The DHBs involved in the project to be informed about the Board requirements to see a coordinated plan and report back to the Board meeting in December 19. The plan is to include structural arrangements including leadership. Closed
05-10/19	The Kohati 2-1 paper is to be circulated to the Board once it is updated. Closed
06-10/19	The data security review report is to be tabled at the Board meeting in December. Closed
07-10/19	A proposal for enhancement for interoperability is to be presented to the Board for their approval in December. Closed
08-10/19	Identify the flags from the interRAI Quality Data Report 2018/19 and prepare a letter to key influencers as an alert. Closed
01-12/19	interRAI Strategy Map for 2020 and Beyond document - amend the word Beyond in the heading to 2030 and note a two-yearly review cycle. Action – Jon Shapleski. Open
02-12/19	interRAI Strategy Map for 2020 and Beyond document – add a clear statement under Equity. Action – Jon Shapleski. Open
03-12/19	A Zoom meeting to be set up to discuss the short- and long-term priorities (as presented on the Strategy Map). To include Catherine Cooney, Stephanie Clare, Matthew Parsons. Action - Michele McCreddie Open

04-12/19	Provide the Board with confirmed short, medium and long-term actions. To be presented at the 18 March 2020 meeting. Action – Michele McCreddie. Open
05-12/19	Collaborate around the recruitment of a Māori Board member. Action – Jim Nicolson, Janice Mueller Open
06-12/19	Prepare a more detailed scope with a supplier which is to be completed by the middle of February 2020. The scope will be presented at the March 2020 meeting. Action – Andrew Upton. Open
07-12/19	Provide a next steps proposal to the Board by 23 December 2019. Action – Jim Nicolson. Open
08-12/19	The previously approved dashboard to be reviewed given the fact that it was originally approved in February 2019. Review the original business case before proceeding. Action – Terry Huntley. Open
09-12/19	<u>Enhancements for Approval</u> 1. Upgrade our Webservice. The description is to be changed to move from current Webservice of HL7CDA to Rest-ful removing FHIR. Action – Terry Huntley. Open
10-12/19	<u>Software User Group - Service Improvements</u> 3. Add current Advanced Directives to the NZ Home Care – Care Plan Report. Description to include acute care and palliative care. Ask Momentum to add these two assessments in a new Statement of Work. Action – Terry Huntley. Open

1.5 Decision Register

The Decision Register was noted.

1.6 Matters Arising

There were no matters arising.

1.7 Correspondence

There was no correspondence.

2.0 Governance

Item 2.1 was discussed and noted following Item 2.2.

Jon Shapleski and Michelle Liu (TAS) joined the meeting at 10.15 am.

Jon Shapleski gave an apology on behalf of Lisa Glynn.

2.2 interRAI NZ Strategic Direction - draft

Jon Shapleski tabled a letter and the draft interRAI Strategy Map for 2020 addressed to the Chair of the interRAI NZ Governance Board. Jon asked that the Board to reflect and consider the letter and Strategy Map.

The following context headings were noted and short and long-term opportunities were noted under each heading.

- Person/Family/Whānau Centred Care

- Equity
- Partnering
- Performance and Measurement
- Innovation
- Growth

It was agreed that the word Beyond in the Strategy Map’s heading be amended from 2020 to 2030 with a two-yearly review.

It was suggested that a clear statement needs to be added to the document around Equity and that advice needs to be sought on this topic.

It was **noted** that:

1. Increasing Māori membership on the interRAI NZ Governance Board should be a focus.
2. March 2020 is the Go Live date.
3. the strategy needs to be responsive to the outcomes of the Health & Disability System Review.

Action items	Person Responsible
01-12/19 interRAI Strategy Map for 2020 and Beyond document - amend the word Beyond in the heading to 2030 and note a two-yearly review cycle.	Jon Shapleski
02-12/19 interRAI Strategy Map for 2020 and Beyond document – add a clear statement under Equity.	Jon Shapleski
03-12/19 A Zoom meeting to be set up to discuss the short- and long-term priorities (as presented on the Strategy Map) to include Catherine Cooney, Stephanie Clare, Matthew Parsons	Michele McCreddie
04-12/19 Provide the Board with confirmed short, medium and long-term actions. To be presented at the 18 March 2020 meeting.	Michele McCreddie

The Board members were invited to think about content for the section of the document titled Future Models for Service Delivery and Governance.

The following points were noted:

- The Health and Disability Review may influence the priorities.
- There needs to be clinical engagement.
- The system needs to be sustainable, enduring and relevant.

The question was raised as to whether the framework adequately covers Māori and whether it recognises the pressures of Wai 2575.

It was suggested that the cultural competence and responsiveness section be reworded, and an equity statement be added at the beginning of the document.

It was suggested that a session takes place around the responsibilities as they relate to equity and partnering.

Michelle Liu presented the visualisation tool to members and showed how the tool supported development of the strategy map. It was noted that the strategy map was developed and included the ideas which came out of the recent workshop.

The Chair thanked Jon, Michelle and Lisa for their work, support and guidance on the process.

Jon thanked the group for allowing the opportunity to work on the process and to apply learnings to the project from a recent Leadership Programme.

Jon Shapleski and Michelle Liu (TAS) left the meeting at 11.05 am.

Penny Hanning joined the meeting at 11.10 am.

2.1 interRAI NZ Governance Board Terms of Reference

Jim Nicolson gave an update on the Terms of Reference. The following points were noted:

- The Terms of Reference is currently with the Director General Dr Ashley Bloomfield (Ministry of Health). Once finalised it will be distributed to the members via the TAS Secretariat.
- There was some discussion around the lack of Māori membership on the Board and the required attributes to fill the role. Nigel Miller suggested that a person needs to be recruited for the role who understands the Health Policy, DHBs and Non-Governmental Organisations (NGOs).

Jim Nicolson and Janice Mueller offered to work together around the recruitment of a Māori Board member.

Action items	Person Responsible
05-12/19 Collaborate around the recruitment of a Māori Board member.	Jim Nicolson Janice Mueller

Penny Hanning joined the meeting at 11.10 am.

2.3 Update on Home and Community Support Services (HCSS) Case-Mix UPDATE from October

In response to action 01-10/19 which arose out of the October meeting, Penny Hanning provided a detailed paper which covered the information requested around the Home and Community Support Casemix Algorithms and interRAI.

The Chair thanked Penny for the work put into the paper.

Penny Hanning left the meeting at 11.25 am.

3.0 Update from Ministry of Health

3.1 interRAI Software Review

Jim Nicolson (Ministry of Health) provided an update on the interRAI software review.

The following points were noted:

- Discussions are currently underway with TAS to enhance value.
- Andrew Upton is working with TAS to draft a scope statement to discuss with potential suppliers.
- The service design work will include the user experience, customer experience and the operating layer model.
- What value should be procured from the software solution?

Michele McCreddie asked the Ministry of Health if there was any scope for incorporating other assessments in future in addition to interRAI? The Ministry of Health confirmed that the service design was to look at health of older people assessments including palliative care and was for interRAI use only.

The following points were noted:

- Mental health assessments could be helpful.
- Stephanie Clare asked if self-assessments could be included.
- The product would be customised to the New Zealand environment.
- Software should support clinical practice not drive it.
- The Request for Information (RFI) process has generated interest and there needs to be clarity around what the service design will look like.
- It is critical that DHBs are involved in the service design.

Carolyn Cooper commented that product users and consumers need to be involved in the process and she raised the question as to who will be managing at the coal face.

Andrew Upton offered to prepare a more detailed scope with a supplier to be completed by the middle of February 2020. This will be presented at the March 2020 meeting.

Jim Nicolson offered to come up with a next steps proposal within the next two weeks.

It was **agreed** that the contract with Momentum will be extended.

The Chair thanked Jim Nicolson and Andrew Upton for their contribution.

Action items	Person Responsible
06-12/19 Prepare a more detailed scope with the supplier to be completed by the middle of February 2020. The scope will be presented at the March 2020 meeting.	Andrew Upton
07-12/19 Provide a next steps proposal to the Board by 23 December 2019.	Jim Nicolson

The meeting broke for lunch at 12.00 pm.

4. Software Services

4.1 interRAI 2-1 Host Services Project – Status Update

Terry gave a Project Status Report Update on the Kotahi interRAI Consolidation.

The following points were noted:

- The project is on track with a close out date of 29 April 2020.
- Canterbury and Taranaki are considering Azure.

Terry Huntley thanked the team with a special mention to Canterbury DHB for their input.

4.2 interRAI software enhancement

The interRAI Governance Board **approved** all enhancements with the following changes to be actioned by Terry Huntley:

1. The previously approved dashboard to be reviewed considering it was originally approved in February 2019. Review the original business case before proceeding.
2. Enhancements for Approval - 1. Upgrade our Webservice. The description is to be changed to move from current Webservice of HL7CDA to Rest-ful removing FHIR.
3. Software User Group - Service Improvements - 3. Add current Advanced Directives to the NZ Home Care – Care Plan Report. Description to include acute care and palliative care. Ask Momentum to add these two assessments in a new Statement of Work.

**Moved – Janice Mueller
Seconded – Carolyn Cooper
CARRIED**

Action items	Person Responsible
<u>interRAI Software Enhancements</u>	
08-12/19 The previously approved dashboard to be reviewed given the fact that it was originally approved in February 2019. Review the original business case before proceeding	Terry Huntley
09-12/19 <u>Enhancements for Approval</u> 1. Upgrade our Webservice. The description is to be changed to move from current Webservice of HL7CDA to Rest-ful removing FHIR.	Terry Huntley
10-12/19 <u>Software User Group - Service Improvements</u> 3. Add current Advanced Directives to the NZ Home Care – Care Plan Report. Description to include acute care and palliative care. Ask Momentum to add these two assessments in a new Statement of Work.	Terry Huntley

The interRAI NZ Governance Board:

1. **Noted** that planning has begun and will be implemented post completion of the Kotahi 2-1 Host Site Project. This is to avoid complications with resourcing and the embedding of system changes required for both pieces of work.
2. **Approved** the further proposed enhancements (subject to the amendments noted above) for inclusion in the next upgrade in 2020.
3. **Noted** the financial summary provided in Appendix 1.

5.0 Insights and Analytics

5.1 Plan for the development of interRAI Home Care Quality Indicators and demonstration of prototype ARC Quality Indicators

Brigette Meehan provided an overview of the interRAI Home Care Quality Indicators project as developed by herself and Costa Karavias (Insights and Analytics). Project scope, proposed HCQI indicators, service quality, assessment, service performance, constraints, the timeline and future were covered.

The following points were noted:

- The new reporting facility will be streamlined and provides good filtering options.
- Providers will be able to see opportunities for improvement, national averages and trends by quarter.
- Data will be available to influence the Quality Indicators.
- It would be beneficial if the wording was less technical.
- Sharing of logons by users was a challenge.

The question was raised as to how the new presentation would be delivered to providers.

Brigette Meehan extended her thanks to the Insights and Analytics team and the Chair thanked Brigette and all those involved for their efforts.

6.0 Operational Report

6.1 interRAI NZ Risk Register

It was noted that the following two risks have been added to the register.

- Risk 9 – The interRAI Services team is small and if some key personnel were to leave there is a risk to service delivery and the completion of key projects.
- Risk 10 – The current contract for interRAI software expires in August 2020.

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

Michele McCreadie gave an overview of the report and the following points were noted:

- A Memorandum of Understanding and Outcome Agreement (MoU) between the Ministry of Health and TAS is in place. This provides for a national interRAI service.
- The Outcome Agreement for 2019/20 is still in discussion.
- interRAI Services are within budget and 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 the end of October.
2. **Noted** the explanation of financial variances and the use of the revenue in advance funding for 2019/20.

6.3 interRAI Services Operational Report

Michele McCreadie gave an overview of the interRAI Services Operational Report.

The following points were noted:

- Brigette Meehan presented at a symposium in Korea in October on big data. This was hosted by Seoul National University, Graduate School of Public Health.
- interRAI's participation at the November Health Informatics New Zealand (HINZ) Conference in Hamilton received very positive feedback.
- interRAI will be presenting at the World interRAI conference in Belgium and the Community Care conference in Singapore in February 2020.
- The interRAI NZ Annual Report 2019 will be published on 10 December and will be available via the interRAI Informer.
- interRAI attended the third Aged Residential Care (ARC) Benchmarking Group and it was noted that Enliven and Presbyterian Support are now part of the group.
- The interRAI Data Quality Report 2018/19 is now available and uploaded on the interRAI website.
- The Palliative Care Assessment in the Aged Residential Care project is progressing well and the pilot phase will run for approximately six months. Registered nurses are being sought to take part in the project.
- The next on-line interRAI education service delivery will be for administrators and training for managers will follow.
- Brigette Meehan is redesigning the competency programmes and an expansion of the accreditation model is in the pipe line.

Michele McCreadie tabled an updated Financial Overview (as at November 2019). It was noted that the October 2019 table was published in the meeting pack in error. Michele apologised for the oversight.

The interRAI NZ Governance Board:

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

7.0 Aged Residential Care (ARC) Funding Review

Michele McCreadie noted there was nothing new to update on the Aged Residential Care Funding Review.

9.0 General Business

The interRAI NZ Governance Board:

1. **Accepted** the meeting dates for 2020.

The meeting dates for 2020 were confirmed as:

- Wednesday 18 March
- Wednesday 17 June
- Wednesday 16 September
- Wednesday 18 November

It was noted that the meetings will be held in Wellington apart from the September meeting which may be held in Auckland. It was confirmed that meetings will run from 9.30 am to 3.00 pm. It was also noted that the revised Terms of Reference states that there will be four meetings a year.

The TAS Secretariat will send out calendar invites for the 2020 meetings. It was noted that the Zoom videoconferencing facility can be used for urgent meetings.

The Chair presented a farewell gift to Roy Reid and thanked him for being a champion on behalf of the consumer.

Roy Reid thanked the group for the opportunity to be involved with interRAI over the past ten years.

Roy Reid left the meeting at 1.55 pm.

Meeting Closed: 2.00 pm

Next meeting: Wednesday 18 March 2020, Front + Centre, 69 Tory Street, Wellington