

# Minutes

## interRAI Governance Board

<b>Date:</b>	Wednesday 19 June 2019		
<b>Start Time:</b>	10.00 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 Medical and Health Services, University of Auckland, 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** – 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, **Terry Huntley** – Software Services Manager (TAS), **Margaret Milne** Manager interRAI Education and Support Services (TAS) **Lisa Glynn** Team Leader interRAI Education and Support (North) (TAS) **Karina Kwai** – Manager, Health of Older People, Health System Improvement and Innovation, Ministry of Health, **Dr Phil Wood** – Chief Advisor, Healthy Ageing, Ministry of Health, **Shelley Gilmour** – Secretariat, TAS.

**Apologies:** Dr Brigette Meehan, Roy Reid, Nigel Millar and Carolyn Cooper

<b>Welcome &amp; Apologies</b>	
The Chair opened the meeting at 9.58 am. The apologies from Brigette Meehan, Roy Reid, Nigel Miller and Carolyn Cooper were noted.	
<b>01</b>	<b>Minutes and Action Register</b>
<b>1.2</b>	<b>Declaration of Interest Register</b>
The Register was noted. The Chair noted that it was timely to update the register. The Secretariat will send it to the individual Board members for updating.	
<b>1.3</b>	<b>Confirmation of Minutes</b>

The minutes of the meeting held 17 April 2019 were **confirmed** as a true and correct record subject to insertion of the word ‘potential’ before the word conflict in item 8.2.

Moved: C. Cooney  
 Seconded: M. Honey  
 CARRIED

**1.4 Action Register**

- 14-06/18 MoH to provide an update on interRAI data into IDI at the next Board meeting. **In Progress**
- 06-10/18 Board members to consider topics for discussion for a potential visit to New Zealand by the interRAI Fellows. **Closed**
- 04-11/18 TAS to investigate providing a Case mix technical data analysis. **Open**
- 01-02/19 A demonstration of the Self-Assessment Check Up tool is to be arranged with Momentum and shared with the Board. **In Progress.**
- 02-02/19 A meeting with Karen Evison and Stephanie Clare is to be arranged to progress the testing of the tool. **Open.**
- 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. **Open**
- 02-04/19 MoH to provide an interRAI software review update at the interRAI NZ Governance Board meeting 19 June 2019 which will include addressing the concerns raised regarding the timeline, evaluation, the panel compilation and the final decision-making process. **Open**
- 03-04/19 A formal letter is to be sent to Canterbury DHB expressing the concerns of the Board around their piloting a tool outside of the interRAI software platform. **Closed**
- 04-04/19 The date of the October 2019 Board meeting is to be moved to 30 October 2019 to avoid the clash with the NZACA Conference. **Open**
- 05-04/19 A conversation is required with Dr Mitchell to gain an understanding of the Life Curve work programme. **Open**

**1.5 Decision Register**

The secretariat advised that all decisions made by the interRAI NZ Governance Board since its inception in 2015 have been captured on one spreadsheet which will be updated after each meeting. This will enable quick access to past decisions and provide a single source of truth. The register will not be included in packs but will be available on Connex.

**1.6 Matters Arising**

Janice Mueller noted that the Board meeting on 20 November 2019 conflicts with the HINZ Conference which may mean that some Board members may not be able to attend the meeting. Michele McCreadie will discuss further with the secretariat and advise if an alternative date can be set which suits all.

Michele McCreadie spoke with Martin Chadwick (MoH) regarding the Life Curve assessment programme being adopted by BOP DHB and he has advised that there is no conflict with interRAI as it is primarily used for younger people.

Matthew Parsons and Janice Mueller disagreed noting that Waikato District Health Board (DHB) had also received a presentation of the LifeCurve system and that a further conversation is required around this.

Michele McCreadie and Janice Mueller will speak with Sarah Mitchell and report back at the next meeting.

**1.6a Update on Canterbury DHB Pilot of interRAI AC (9.3)**

Carried forward on agenda to item 2 – Governance

**1.6b Update on the use of the Palliative Care tool in Aged Residential Care (ARC)**

Michele McCreadie provided an update and advised that information has been submitted to the Palliative Care Advisory Group. A paper will be brought to the Board meeting in August proposing how the Palliative Care assessment could be introduced to ARC as an alternative to the LTCF. It was suggested that it may be best to wait in case casemix is adopted from the ARC Funding Review.

Chris Fleming noted that the finding of the review will not be in place until next year and recommended that the Palliative Care assessment be introduced taking note of the potential for casemix funding in future.

**1.6c Update on the inclusion of Tenure Items**

Michele McCreadie advised that interRAI Services have been working with the Centre for Research, Evaluation and Social Assessment (CRESA) over the past few months. Brigitte Meehan presented their proposal at the interRAI International ISD meeting in May and a great deal of interest was generated. ISD suggested changes to the wording be made to provide more international applicability.

Action items	Person Responsible
01-06/19 The Declaration of Interests Register is to be sent to individual Board members for updating.	Secretariat
02-06/19 Investigate an alternative date for the 20 November meeting to avoid a potential conflict with the HINZ conference.	Michele McCreadie/Secretariat
03-06/19 A discussion is to be held with Sarah Mitchell on the potential conflict of interest with Life Curve	Michele McCreadie

### Health Quality and Safety Commission (HQSC)

**At 10.31 am Carmela Petagna, Dr Michal Boyd and Richard Hamlin (HQSC) joined the meeting.**

Carmela Petagna spoke to the programme of work and queried how visible the HQSC work was and what the value add was to ARC.

- The first year has been relationship and engagement building.
- 13 national leads have been drawn together.
- There is a common agenda which is unstructured and informal.

To date there have been three key achievements:

1. A stronger voice from residents which provides a balanced perspective. A document has been produced titled 'Welcome to My Home' which will be uploaded to the HQSC website.
2. A concept of 30/60/90-day cycle of improvement has been adopted with the preference to have a choice around experimental learning.
3. The development of 26 frailty care guides which will be released to the sector in July

Priority areas for 2019/20 include:

- Medicines management
- Resident deterioration/decline
- Learning from adverse events – culture change

Richard Hamlin thanked the Board for access to the interRAI data.

- Work is being done around 'quality of life' measures. Considering what quality of life looks like in ARC, interRAI data provides a good insight into this area.
- 40% of residents have at least one negative mental health indicator over a three-day period.
- CuSUM assessments show changes over time.
- Nervousness about capacity to use the tool.

The potential for HQSC and TAS to collaborate was supported and it was acknowledged that this is an important relationship.

Dr Michal Boyd presented the feedback received in discussion with the Quality Leads Open Forum.

**At 11.15 am Carmela Petagna, Dr Michal Boyd and Richard Hamlin left the meeting.**

A discussion on interoperability between interRAI and care planning software ensued.

Karina Kwai advised that this is something that would be looked at during the software review process.

The Chair observed that by the next meeting the Board would have the opportunity to say they have confidence that the responders to the Request for Information (RFI) have included interoperability in their proposals as it was deemed a core requirement.

Karina Kwai confirmed that this was included in the RFI.

**Continued from earlier in the meeting**

**1.6d Update on the use of the Contact Assessment for all ACC Funded Home Care Clients.**

Michele McCreadie advised that there has been considerable engagement with ACC since February. ACC are now negotiating a contract with TAS. A separate programme of work will be established for this. A Statement of Work is expected from Momentum for development of the adapted interRAI Contact and CHA assessments for ACC.

**1.6e Software Upgrade**

Terry Huntly advised that the recent upgrade was very successful, and feedback has been received from nine DHBs that this is the smoothest upgrade in three years. The upgrade introduced the password self-reset. It was noted that this was one of the recommendations for action in the evaluation report.

**1.7 Correspondence**

**1.7a MoH Letter Regarding Licence**

Noted

**1.7b Chair Response to MoH**

Noted

**1.7c Letter to CEO CDHB regarding AC (9.3) pilot dated 14/5/19**

**1.7d Letter to CEO CDHB regarding AC (9.3) pilot dated 18/4/17**

**1.7e Letter to CEO CDHB regarding AC (9.3) pilot dated 13/6/17**

Letters provide context and captured the history of the issues.

**2.0 Governance**

**2.1 interRAI Governance Board Terms of Reference**

Item moved to 4.0 Update from the Ministry of Health.

**1.6a Update on Canterbury DHB Pilot of interRAI AC (9.3)**

The letter dated 18 June 2019 from David Meates was tabled and the two options moving forward were noted:

1. Continue with AC trial using PatientTrack under a Research Licence.
2. Discontinue the trial and move to Momentum software.

Matthew Parsons confirmed that Canterbury DHB (CDHB) have been advised regarding the RFI/RFP and that they are currently in a holding pattern. They are aware that things may change, and they will work with the Board.

The Chair proposed that a letter is written to CDHB to continue with Option 1 until the software review is completed with a proviso that a commitment is received addressing the concerns raised in prior correspondence included in this meeting’s agenda within 12 months once an end solution is reached.

Once the letter has been drafted, it is to be circulated to Karen Evison, Chris Fleming and Karina Kwai for comment.

Matthew Parsons clarified for the Board that the research licence CDHB have been working with to date was granted to CDHB because they made a direct approach to interRAI International and the interRAI NZ Governance Board was not aware for this when it was granted. On this basis, it was suggested that a letter is also sent to interRAI International advising them that any requests for licences must go through the interRAI New Zealand Board.

**2.2 3 DHBs Pilot AC interRAI Tool**

The Chair noted her decision not to include the papers due to the late receipt of these and further work required.

Chris Fleming advised his conflict of interest due to Southern DHBs inclusion in the pilot.

Michele McCreadie opened a discussion around interoperability and what the next steps are noting that there is no plan to introduce the Acute Care assessment until early 2020.

The Chair advised TAS to think about this from a capacity point of view and MoH to consider the bigger issues around the software review.

Action items	Person Responsible
04-06/19 A letter is to be written to CDHB confirming that they may continue to pilot the AC assessment tool under a research licence but must commit to an end solution within 12 months of the software decision. Once drafted, the letter is to be sent to Karen Evison, Chris Fleming and Karina Kwai for input.	Michele McCreadie

05-06/19	A letter is to be written to interRAI International advising that any requests for licences are referred to interRAI New Zealand for approval.	Michele McCreddie
----------	--	-------------------

**At 12.20 pm the meeting broke for lunch**

**2.0 Governance (Continued)**

**At 12.45 pm the meeting resumed.**

**2.3 Process for the development of the 2019-2022 interRAI Future Direction**

Michele McCreddie noted that the current framework is built on the five core tenants of the New Zealand health strategy, but this is now not the current focus. It was suggested that a new framework is created and then hold a Board workshop on it.

The Chair suggested to build on the strengths of the existing document.

Karina Kwai will email through the new framework that is guiding the MOH to the Secretariat. This direction had been alluded to by DDG Keriana Brooking when she attended the April Board meeting.

The Chair agreed to the approach and noted the planned workshop in October will allow for the outcomes of the ARC and Health System and Disability reviews to be included.

**2.4 Customer Survey**

The Board observed the low turnout that out of 237 invitations, only 67 responses or 28% were received back.

David Chrisp noted his concern that many nurses he spoke to did not know about it.

Michele McCreddie noted that this could be due to the accuracy of the database used to circulate the survey which will need to be reviewed.

David Chrisp advised that there has been a 100% turnover of nurses in Wellington in Home Care over the past 12 months which was possibly a contributing factor to the poor uptake.

The Chair agreed to the request to complete another review of customer satisfaction in 12 months' time.

Action items	Person Responsible
06-06/19 The database is to be reviewed for accuracy following concerns raised at the meeting 19 June on the low customer survey responses.	Uli Anderson

**3.0 Update from interRAI International**

Michele McCreddie provided a response to a question raised at the previous Board meeting confirming that there is no assessment designed for under 65's with disabilities. A new

international research group is considering the development of a specific assessment for that population group.

**4.0 Update from Ministry of Health**

**2.1 interRAI Governance Board Terms of Reference**

Karina Kwai advised that the Terms of Reference have not been updated for four years (apart from membership) and it is timely for them to be looked at again. It is hoped that a paper will be brought to the meeting in August. This will have input from the MoH Governance Team in the Office of the Director- General.

The Chair queried the decision process and asked for clarification about where the threshold is for sign off to be required by the Director-General.

Karina Kwai added that this is also about the relationship with the TAS contract.

**4.1 interRAI Software Review**

Karina Kwai advised that following the April 19 Board meeting and the concerns around timeliness, the makeup of the panel and the process were taken on board. The RFI was pushed out to 25 May and now closed on 18 June 2019. A review group has been set up that covers the sector, TAS, ACC, Chief Information Officers, MoH procurement and customer input.

The review group will review the RFI responses and a meeting is planned for 5 July. This will come back to the Board in August.

Responses have been good with 63 downloads and a zoom meeting with 20 suppliers shortly after the RFI was released. A link to the video of the meeting will be sent to the secretariat for distribution to the Board.

Action items	Person Responsible
07-06/19 Clarification is to be provided about where the threshold is for decisions to be signed off by the Director-General.	Karina Kwai
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.	Karina Kwai

**5.1 Software Services 2:1 Host Site Project**

Terry Huntley is currently going through the Statements of Work (SOW) process with the three involved parties. The CDHB SOW is complete and going through their legal team now, the SOW from Momentum is expected soon and Taranaki DHB are currently identifying what work is to be done to transfer.

A Project Manager is to be recruited in July to manage the project with a date targeting the end of February 2020 for the transition across.

## 6.0 Operational Reports

### 6.1 interRAI NZ Governance Board Risk Register

The paper was taken as read.

It was noted that:

- No new risks have been added or deleted.
- The action column has been updated for each risk.
- Risk 2 – likelihood has been reduced as the 2-1 Host Site project is now progressing.
- Risk 9 – likelihood has been reduced as the pilot has not progressed.

Janice Mueller referred to David Chrisp's earlier comments in relation to nursing turnover and suggested that there should be a new risk to reflect this.

Michele McCreadie will close risk 8 and create a new risk around system capacity across the health care sector.

The CDHB risk will be updated to reflect the Boards position regarding their research license.

The interRAI NZ Governance Board:

1. **Noted** the interRAI NZ Governance Board Risk Register as at June 2019.
2. **Noted** the new risk regarding system capacity of health care across the sector.
3. **Updated** risk 9 relating to CDHB.

### 6.2 Overview interRAI Services Financial Situation

The paper was taken as read.

Michele McCreadie spoke to the financial situation. The inability to spend on software enhancements and the introduction of interRAI into Primary Care due to the RFI process was also noted. It was confirmed that funding for the 2:1 Host Site project will be spent on project management as outlined in the software update earlier in the meeting.

Chris Fleming requested that additional explanations around Revenue in Advance are included in future reports.

The interRAI NZ Governance Board:

1. **Noted** the overview of the interRAI Services financial situation 2018-19 as at the end of April 2019.

2. **Noted** the explanation of financial variances and the use of the revenue in advance funding for 2018/19.
3. **Noted** the request for additional explanations around the Revenue in Advance.

### 6.3 interRAI Services Operational Report

The key points regarding communications and media were noted.

The interRAI NZ Governance Board:

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

## 7.0 Data Analysis and Reporting

### 7.1 ARC Funding Review Update

Chris Fleming advised that this is being finalised now. The Executive Summary has been sent out widely recommending a change to a casemix funding approach and some other changes. There has been a lot of feedback from providers and the MoH. Overall there has been positive engagement.

### 7.2 Key Messages for interRAI

A set of key messages have been drawn up and these will be circulated to the Board before the review is published.

- interRAI is now linked to casemix and funding. This is the first time this has happened.
- Be prepared if there are questions.
- Media are likely to be interested.
- The Chair will be the one to speak on behalf of the interRAI Board.
- Ensure that if Board members are speaking on the subject that are not speaking on behalf of the Board but their own organisation.
- MoH communications team are developing their key message strategy.
- interRAI will only respond if approached

Action items	Person Responsible
09-06/19 A set of key messages is to be circulated to the interRAI NZ Governance Board.	Uli Anderson

<b>8.0 Communications</b>
<ul style="list-style-type: none"><li>• Work is underway on the Annual Report. There will be a case study from Home and Community sector.</li><li>• interRAI Services continue to work with HQSC on the value of the data.</li><li>• Conferences – a joint presentation with HQSC will be given at NZACA, four abstracts have been submitted to HINZ, Palliative Care Nursing conference in October and interRAI International in February.</li></ul>
<b>9.0 General Business</b>
There was no General Business.
<b>Meeting Closed: 1.50 pm</b> <b>Next meeting: 21 August 2019, Front + Centre, 69 Tory Street, Wellington</b>