

# Minutes

## Software User Group (SUG)

<b>Date:</b>	Thursday 15 August 2019		
<b>Start Time:</b>	11.04 am	<b>Finish Time:</b>	11.41 am
<b>Method:</b>	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,  
 Janice Reuyan (Information and Communication Technology Trainer, CHT Healthcare Trust),  
 Lyn-Elizabeth Schofield **Chair** (interRAI System Clinician, interRAI Software Services),  
 Margaret Thomason (Need Assessment Service Centre Assessor, Lakes DHB),  
 Rebecca McDowell (Analyst, interRAI Data and Analysis Team),  
 Shelley Mawhinney (interRAI System Clinician, interRAI Software Services),  
 Terry Huntley (interRAI Software Services Manager, interRAI Software Services),  
 Vickey Johnston (Clinical Lead interRAI, Bupa New Zealand).

### 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),  
 John MacDougall (Data Analyst, New Zealand Aged Care Association),  
 Julianne Brand (General Manager, Holly Lea Village),  
 Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern),  
 Pam Walker (Quality Assurance Lead, Heritage Lifecare),  
 Peter Tang (interRAI System Clinician, interRAI Software Services),  
 Vanessa Pullen (Programme Manager, Health of Older People, Healthcare NZ Community Health).

<b>01</b>	<b>Welcome</b>
<p>At 11.04 am the Chair opened the meeting and welcomed everyone.          Apologies were noted.</p>	
<b>02</b>	<b>Confirmation of Minutes</b>
<b>2.1</b>	<b>Confirmation of Minutes</b>
<p>The minutes of the meeting held on 18 July 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.</p>	
<i>Moved:</i>	<i>Deborah Sullivan</i>
<i>Seconded:</i>	<i>Vickey Johnston</i>
<b>2.2</b>	<b>Matters arising</b>
<p>Actions will be reviewed as part of 'Items to Consider'.</p>	

Action Items	Person Responsible	Deadlines
<b>01-08/19</b> Copy of July 2019 SUG Meeting Minutes to be sent to the interRAI Communications Advisor to upload to the interRAI website.	Lyn-Elizabeth Schofield	19 Sep 2019
<b>03 Events</b>		
<p>At 11.15 am Terry Huntley joined the meeting  At 11.17 am Rebecca McDowell joined the meeting</p> <p><b>3.1 Northern/Southern Host Migration to the Cloud</b>  The Northern/Southern Host are moving their infrastructure to the Cloud and will be commencing the migration of interRAI in the next week. Testing is currently being undertaken however the expectation is that there will be no change in service when they go live. There will be a three-hour outage on a Friday evening, communications will go out prior to alert all users.</p> <p><b>3.2 interRAI New look and feel</b>  interRAI New Zealand are activating the new Metro-Blue user interface theme for the interRAI Software System. Users will need to familiarise themselves with the visual changes which can be found on the website and a guide will be attached to the communication emails. This change will be put into effect on Monday 26 August 2019.</p> <p><b>3.3 New Client for interRAI – Accident Compensation Corporation (ACC)</b>  ACC have approached interRAI regarding working together to pilot the interRAI assessments for their home-based community clients. There will be some alterations made to the software system for their purposes however these will not impact on the health sector. All ACC data will be held separate from the health sector data.</p> <p>ACC will have offices set up on the National interRAI software and all Host to Host users will be able to visually see the offices, however they will be alerted not to transfer client records in or out of these offices.</p>		
Action Items	Person Responsible	Deadlines
<b>02-08/19</b> Contact all users regarding the Northern/Southern migration to the cloud and the new look and feel.	Shelley Mawhinney	16 Aug 2019
<b>03-08/19</b> Communication to be sent to all Host to Host users regarding the ACC offices setup.	Lyn-Elizabeth Schofield	19 Sep 2019
<b>04 Enhancements</b>		
<b>4.1</b> No new enhancements submitted.		
<b>05 Items to Consider</b>		
<p><b>5.1 Action Register - items to consider</b>  Item 7/19  The idea of adding a 'Next' button at the bottom of each MDS section as well as the top has been put on hold. This is due to new user preferences which will be introduced in the next major software upgrade and may eliminate the need for this enhancement.</p>		

Item 6/19

The Referral Module enhancement for Aged Residential Care sector is currently on hold as the Quality Leadership Committee (QLC) work through the implications and more feedback is sought from the sector.

Action Items	Person Responsible	Deadlines
04-08/19 All members to talk to their users and seek ideas to be submitted to the SUG for consideration.	All	18 Sept 2019

**06 Other Business**

**6.1 Other Business**

A few questions were raised as follows

Will the Incident/Accident Module be made available so that facilities can implement the software as a full Patient Management System?

The answer to this question was currently no; however, we could revisit this decision at the next review of items submitted to the interRAI Governance Board.

Why are the Resident Identifiers showing on the Resident Overview now?

This was due to changes made to the system to be able to show resident contact numbers or emails in the Identifiers field. Assessors/Users can still delete/remove these fields as required.

Has it always been the case that adding a photo has to be through the Demographics menu?

Yes, this has always been the case.

**Meeting Closed: 11.41 am**

**Next meeting: Zoom meeting on Thursday 19 September 2019.**