

Minutes

interRAI Governance Board

Date	Friday 5 February 2016
Location:	TAS Board Room 3A1, Level 3, 186 Willis Street, Te Aro, Wellington
Members	<p>Paul McDonald (Chair) Professor and Pro Vice Chancellor of Health, Massey University Chris Fleming (Deputy Chair) CEO Nelson Marlborough DHB – Funder Representative Dana Ralph-Smith General Manager- Adult Rehabilitation and Health of Older People, Counties Manukau DHB – Funder Representative Dr Nigel Millar – Chief Medical Officer & Geriatrician Canterbury DHB – Clinician and interRAI Fellow Representative Judith Davey – Senior Associate, Institute for Governance & Policy Studies, Victoria University & Voluntary Policy Advisor Age Concern – Consumer Representative Roy Reid – Treasurer, Chair Age Care Committee, Grey Power – Consumer Representative Jan Adams – Director Nursing, Quality & Risk, Bupa Care Services – Health Professional Representative Max Robins – CEO CHT and Deputy Chair NZACA – ARC Provider Representative David Chrisp – General Manager Access Home Health Ltd – Home Care Representative Matthew Parsons – Professor Medical & Health Sciences University of Auckland, Chair Gerontology Nursing, Waikato DHB – Research Representative Dr Chris Hendry – Director NZ Institute of Community Health Care & NZ IT Health Board – Health Informatics Representative</p>
In Attendance:	<p>Michele McCreddie – General Manager interRAI Services, TAS Dr Brigitte Meehan – Manager interRAI National Services Karina Kwai – Manager, Health of Older People, National Services Purchasing, Ministry of Health Deb Mulliss – Secretariat, TAS</p>
Apologies:	<p>Chai Chuah – Director-General, Ministry of Health Dr Nigel Millar – Board Member Dr Phil Wood – Chief Advisor, Health of Older People, Ministry of Health Graham Smith – Chief Executive, TAS</p>

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1. Welcome – Agenda Overview	<p>Item 1.1 Agenda Overview and Apologies The Chair opened the meeting at 9.30 am and welcomed members. He noted apologies from Nigel Millar, Graham Smith, Chai Chuah, noting that the Director-General would be available for a portion of the next Board meeting on 5 April 2016 and further discussion on this would be held later in the meeting. The Secretariat advised an apology from Dr Phil Wood and that Karina Kwai would depart the meeting at 11.30 am to attend an urgent appointment and Jim Nicholson would join the meeting to provide the Ministry of Health Update at Agenda Item 5.</p> <p>Item 1.2 Declaration of Interest Register Chris Fleming advised he had overlooked providing information for the Register and he would forward this to the Secretariat.</p>

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	<p>For the meeting today he would make comment on Item 1.5 Aged Residential Care Steering Group.</p> <p>Chris Henry noted that the correction to her member details had yet to be actioned.</p> <p>Item 1.3 Minutes from meeting held 11 December 2015 Chair moved to confirm the Minutes of 11 December 2015 this was carried by the Board.</p> <p>Item 1.4 Action Register.</p> <p>23/10-03 Draft Terms of Reference for the Post Implementation Review. On agenda as Item 2.3. Closed.</p> <p>23/10-07 Communication strategy for Palliative Care pilot. On National Health of Older People Steering Group Agenda. Closed.</p> <p>11/12-01 Joint Aged Residential Care Steering Group. Letter of Acknowledgement. Open - Letter yet to be sent. Chris Fleming raised the point that the Steering Group would expect more than a letter of acknowledgement and would want assurance that the matters raised would be actioned.</p> <p>Discussion was held on the wording of the letter and it was agreed to advise the Steering Group that the matters they had raised would be considered as part of the Board's Strategic Planning Session to be held on 5 April 2016 and to also note actions currently underway that address some of the issues raised. Action: <i>Michele McCreadie to redraft the acknowledgement letter for the Chair's signature.</i></p> <p>11/12-02 Key deliverables for interRAI Services and proposed work schedule for interRAI Governance Board. On agenda as Item 2.2. Closed</p> <p>11/12-03 Michele McCreadie to meet with individual Board members to identify the risks and challenges, and present a high level paper to the Board for the 5 February 2016 meeting. On agenda as Item 2.1. Closed.</p> <p>11/12-04 Paper on evaluation framework for Palliative Care project. Open paper due at meeting 5 April 2016.</p> <p>11/12-05 Briefing paper Resource Utilisation Groups. Matthew Parsons advised paper deferred to 5 April 2016 meeting. Open</p> <p>11/12-06 Principles for an integrated interRAI Education and Support Service. Copy of consultation document provided. Closed.</p> <p>11/12-07 Invitation issued to Board members for the presentation by David O'Toole. Closed</p>

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	<p>11/12-08 Invitation issued to Board members for the presentation by Vincent Mor. Closed.</p> <p>11/12-09 interRAI data access protocol. On agenda as Item 1.5F. Closed.</p> <p>11/12-10 interRAI Operational Report. On agenda as Item 8.1. Closed.</p> <p>Item 1.5 Matters Arising</p> <p><u>Update on ACC and interRAI</u></p> <p>Michele McCreddie advised that ACC have a programme of work where they are looking at the alignment of information across health and ACC, this work is overseen by a joint ACC/Ministry of Health (MoH) governance group. Within this work is a Hospital to Home project which will consider the use of an interRAI assessment tool to replace the current assessment tool used by ACC. Initial scoping of the project is due to commence in February 2016.</p> <p><u>Consultation integrated education and support service</u></p> <p>Michele McCreddie noted that this would be covered under agenda Item 3.1.</p> <p><u>Feedback David O'Toole visit</u></p> <p>The Chair advised that he had met with David O'Toole in Auckland and was able to brief him on the people that he would be meeting with during his visit.</p> <p>Michele McCreddie advised that the Canadian Institute for Health Information (CIHI) would like to have a formal partnership with TAS and to explore how we can work together, including staff exchanges.</p> <p>Chris Fleming noted that it would be useful to consider if anyone from the wider sector could also be considered as part of a staff exchange programme.</p> <p>During his three day visit David O'Toole met with a number of Government officials to discuss health information and made a formal presentation on the work being carried out by CIHI. The presentation will be available for distribution in due course.</p> <p>Action: <i>Michele McCreddie to draft, on behalf of the Board, a letter of thanks and to forward this to the Chair for signature.</i></p> <p><u>Feedback on Vince Mor visit</u></p> <p>Brigette Meehan provided an update on Professor Mor's upcoming visit noting that Professor Mor's career has been built on quality change through using data and is an interRAI Fellow and was part of the team that developed the Quality Indicators.</p> <p>Professor Mor will be assisting interRAI in understanding the power of the quality</p>

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	<p>indicators and establish our work programme in that area.</p> <p>Professor Mor will be giving a public lecture during his visit and a workshop session to all the interRAI educators in New Zealand by webinar. The PowerPoint presentation will be made available in due course.</p> <p><u>Updated interRAI data access protocols paper</u> At 9.58 am Vij Kooyela joined the meeting</p> <p>The Chair introduced the paper noting that the changes requested were highlighted in yellow.</p> <p>Matthew Parsons noted that he had a number of comments to make on the paper:</p> <ul style="list-style-type: none"> • Para 19. <i>Each DHB agrees not to disclose any comparative reports beyond the DHB that contains interRAI summary data relative to any other DHB without prior written permission of the DHB or DHBs to whom this information relates</i> would like to know if this was consistent with other information data sets. <p>Discussion was held as to whether the wording should be changed to cover other parties noting that this would need to be referred to the Health of Older People Steering Group for approval as the original wording came from a Health of Older People Agreement.</p> <ul style="list-style-type: none"> • Did not understand Para 21. Vij Kooyela explained that there were two key reasons why anyone would be asking 'what are the principles for data release?' when there is an individual data request submitted. If it is aggregated it would be available to anyone as there is no issue around disclosure or privacy or security. When it comes to an individual data request that is when the issue of privacy is introduced. <p>The wording to be clarified.</p> <ul style="list-style-type: none"> • Para 22 Vij Kooyela explained that there was no agreement for Long Term Care Facilities (LTCF) data to be shared. Chris Fleming requested that the Data Protocol once updated be referred to the Joint Aged Residential Care Steering Group for adoption and that would negate the need for para 22. <p>Chris Fleming raised a question on Para 24 that the data is the property of participating clients or agencies, noting no one owns the data it is the clients/residents information.</p> <p>Discussion was held on what individual ownership meant. As part of the process of recording the information clients are specifically asked to give consent or otherwise to the use of their individual data. Aggregated data can include this information but it cannot be released at the unit level.</p> <ul style="list-style-type: none"> • Para 29. Discussion was held on the two para 29s in the document with the assumption being made that one was to be deleted.

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	<p>Discussion was held on the overarching principle which is to try to get people to use the data to improve the lives of older people, and being committed to evidence based decision-making.</p> <p>Discussion was held on the understanding of who had access to information and it was noted that the original concept for the paper was to set out the process for data requests from external parties. The purpose will be changed to cover all parties.</p> <p>Para 44 To ensure all parties are advised of any breach, adjust ‘the Board will take the necessary steps to minimise risk... to All necessary steps...</p> <p>Action: <i>Paper to be reformatted and the scope of the data access protocols to be broadened to include unit record data requests from all parties, not just researchers. Unit data requests for interRAI LTCF assessments, not just Home Care Assessments.</i></p> <p>The revised paper to be circulated by email to the Board members for confirmation.</p> <p>The confirmed protocols to be forwarded to the March Joint Aged Residential Care Steering Group and the Health of Older People Steering group seeking their endorsement to:</p> <ul style="list-style-type: none"> • the protocol; • for aggregated interRAI LTCF assessment data to be reported publicly by District Health Board, not just by Region; and • for the Centre to make available unit record LTCF assessment data to all requesting parties subject to the provisions of the confirmed data access protocols. <p><u>Case mix briefing</u></p> <p>Matthew Parsons advised the item would be deferred to the meeting 5 April 2016.</p>
<p>2. Governance</p>	<p>2.1 Role and scope of the interRAI NZ Governance Board</p> <p>Michele McCreddie noted that a paper was requested by the Board at the 11 December 2015 meeting that set out a brief chronology of events and background to the current picture of interRAI; outlined the respective roles and relationships across interRAI; and proposed a way forward for the Board to define a strategic vision for the future of interRAI in New Zealand.</p> <p>There was a discussion on the diagram that sets out the key relationships and it was agreed to replace ‘<i>the National Health Board</i>’ label with ‘<i>Ministry of Health</i>’.</p> <p>The Board discussed the question of the Board’s focus on older people or whether it should be broadened to include national oversight of the other tools in the interRAI suite.</p> <p>The Board then considered the specific recommendation that they agree to attend</p>

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	<p>a facilitated workshop session to develop a strategic vision for the future of interRAI in New Zealand and if this could be included as part of the 5 April 2016 Board Meeting.</p> <p>Discussion was held on the Agenda with general agreement that some of the items planned for the 5 April 2016 could be deferred but would include meeting with Dr Jackie Fawcett, Statistics New Zealand, on Integrated Data Infrastructure.</p> <p>Matthew Parsons raised the issue of considering his paper on case mix as this was becoming urgent. It was agreed that Matthew Parsons would submit his paper to the Secretariat for circulation to the Board and the paper would be considered at the 5 April 2016 meeting.</p> <p>Action: <i>Matthew Parsons to submit a paper on case mix to the Secretariat. Paper will be circulated outside of the standard agenda papers for Board consideration. Consideration of the paper will be an agenda item for the 5 April 2016 meeting.</i></p> <p>The recommendations were moved by Roy Reid and seconded by Jan Adams and the interRAI Board:</p> <ul style="list-style-type: none"> • Agreed to attend a facilitated workshop session to develop a strategic vision for the future of interRAI in New Zealand. • Agreed to extend the usual meeting time. Meeting on 5 April 2016 to commence at 9.00 am and conclude at 5.00 pm. • Agreed to delegate arrangements for the session to the Board Chair and General Manager, interRAI Services. • Noted the outcome of the facilitated workshop session will form part of the Memorandum of Understanding between the Board and the MoH. <p>2.2 Updated interRAI NZ Governance Board work schedule</p> <p>Michele McCreddie introduced the paper noting that it had been updated and the Board's work schedule was now mapped against the interRAI NZ objectives and numbered as requested.</p> <p>The Board's work schedule will be presented at each meeting to provide an update on progress.</p> <p>Max Robins requested that more emphasis be placed on promoting the use by Aged Residential Care (ARC) providers of interRAI data as a tool for quality improvement.</p> <p>Michele McCreddie noted that information could be provided to the Board on the work that interRAI undertakes with Long Term Facility Managers around education and how to use the data, including the how it is presented and interpreted.</p> <p>A discussion was held on the various processes used to standardise the use of assessment tools and that it would be useful if the information on this was in one place. An item on the activities around the standardisation of tools will be included in the Board's work plan.</p>

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	<p>Action: Michele McCreddie to update the Board on the work undertaken by interRAI with Long Term Facility Managers around education and using data. A presentation will be scheduled for an appropriate Board meeting.</p> <p><i>The activities undertaken to standardise the use of interRAI tools will be included in the Board's work schedule.</i></p> <p>A discussion was held on the Palliative Care pilot assessment noting that it was on the Board's schedule for 5 April 2016 and 9 August 2016. It was recommended that it be further considered at the 21 October 2016 with a view to forming a recommendation back to DHBs.</p> <p>2.3 Terms of Reference for Post Implementation Review ARC implementation project</p> <p>Brigitte Meehan introduced the paper noting it outlined the proposed scope of the review.</p> <p>Chris Fleming noted that the proposed review was a contractual issue and the Terms of Reference (ToR) should be socialised with the Joint ARC Steering Group and noted his concern that the ToR was relatively brief and should contain reference to the 19 points raised in the letter from the Aged Residential Care Association to the Minister of Health and the response the Minister of Health made back to the Aged Residential Care Association.</p> <p>The Board noted that the review would be undertaken by an independent party.</p> <p>Karina Kwai requested that an emphasis on stakeholder feedback be incorporated in the ToR.</p> <p>The Board noted the ToR and requested that once feedback had been received from the ARC Steering Group the updated ToR be electronically circulated for final approval if any substantial change is made.</p>
<p>5. Update from the Ministry of Health</p>	<p>At 11.32 am Karina Kwai departed the meeting and Jim Nicholson joined the meeting</p> <p>Jim Nicholson provided an update on the progress being made on the Health of Older People Strategy refresh, noting:</p> <ul style="list-style-type: none"> • A further series of workshops are being undertaken. • The workshops will focus on getting as specific as possible in identifying significant actions that will improve the health outcomes for older people. • A short visioning exercise will be undertaken to scope what would be a meaningful vision for the Health of Older People strategy. • The Outcomes Framework will be focused around the proposed objectives for describing what it might mean when you meet these high level outcomes.

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	<p>Jim Nicholson noted that people were encouraged to be free and frank at the workshop sessions to ensure that all issues are brought to the table for consideration.</p> <p>Jim Nicholson noted that material will be made available to the workshop attendees prior to the meeting that outlines what they are hoping to achieve from the session.</p> <p>Jim Nicholson also noted that they had undertaken an exercise against the New Zealand Strategy and plotted in the key themes that are currently proposed to the Health of Older People outcomes and objectives framework.</p>
<p>4. Update from interRAI International</p>	<p>A verbal update – provided by Brigette Meehan</p> <p>Brigette Meehan advised that the first international interRAI conference is being held on Canada in April 2016 and New Zealand has had 4 abstracts accepted from the thousands submitted.</p> <p>David O’Toole has organised a number of events for Michele McCreddie and Bridgette at CIHI to maximise the opportunities available while they are in Canada for the conference.</p>
<p>3. Education and Support</p>	<p>A verbal update – provided by Brigette Meehan</p> <p>Brigette Meehan outlined the proposal to integrate Home Care trainers who are currently employed by DHBs and the Aged Residential Care trainers currently employed by TAS, into one national service.</p> <p>The consultation process is currently underway with forums being held with the DHBs. Attendance has been good with a high level of participation. There has been wide circulation of the consultation document and the expectation is that a number of submissions will be received.</p> <p>At 11.54 am Jim Nicholson departed the meeting and the meeting broke for lunch.</p>
<p>2. Governance</p>	<p>At 12.30 pm the meeting reconvened. The Chair wished to record his thanks to Marilyn Comber for her efforts in arranging lunch.</p> <p>Item 2.4 interRAI Service Business Planning for 2016-17</p> <p>Michele McCreddie tabled a paper that set out the TAS framework for business planning for 2016/17 and noted that TAS was currently embarking on its business planning process and interRAI Services would be using this framework as it develops its operational business plan for 2016/17.</p> <p>Michele McCreddie noted that she would be taking into account the outcomes of the Board’s strategic planning session in terms of the work that then might be required.</p> <p>Michele McCreddie then sought advice from the Board on any areas that they thought would be important for the operational plan.</p>

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	<p>Chris Fleming noted that from his perspective robust reporting tools was a key requirement.</p> <p>There was a general discussion on comprehensive dashboard reporting against Key Performance Indicators (KPIs), noting there is a need for KPIs at the strategic and operational level.</p> <p>There was discussion on the need to incorporate any requirements that come out of the Health of Older People strategy.</p> <p>There was further discussion on reporting and how this fits within the communication strategy and the opportunities that exist in timing some reporting to fit in with broader community awareness programmes such as Alzheimer’s awareness days.</p>
<p>6. Data and Analysis</p>	<p>At 1.00 pm Vij Kooyela joined the meeting</p> <p>Item 6.1 Standard suite of interRAI Services national data analysis reports</p> <p>Michele McCreddie introduced the subject noting that the paper laid out the interRAI work schedule in terms of the suite of reports that can be produced. The following item, 6.2, is the draft Annual Report, which will be the first published product.</p> <p>Michele McCreddie advised that she was seeking feedback on the relative importance of different reports. Table 1 sets out each priority and how these are linked to the work in the work schedule.</p> <p>Dana Ralph-Smith introduced a discussion on the Accountability Reports and the issue of the DHBs needing to report to the MoH on referral and assessment dates but that these fields are not part of the interRAI assessment tool. The general benefit or otherwise of the various accountability reports was discussed and it was agreed that Michele McCreddie would explore what opportunities there were for a software enhancement to the interRAI tool to capture referral and assessment dates.</p> <p>Action: <i>Michele McCreddie to explore if there is an opportunity to enhance the interRAI assessment tool to capture referral and assessment dates including the cost.</i></p> <p>Michele McCreddie outlined the process required to undertake a software change. This includes a referral to the Software Governance Group and then entering into a Software Development process which has a 9 month timeframe. This process ensures that there are no ad hoc changes and the enhancement process is controlled, tested and implemented effectively.</p> <p>Michele McCreddie then outlined the consultation process undertaken, noting that where interRAI has started producing Accountability Reports for the DHBs and the first quarterly benchmarking reports have been sent in draft form for feedback. They will be revised as appropriate. The process is not seen as the end but as an ongoing process of improvement. interRAI works closely with a group of Health of Older People Portfolio Managers to get feedback from the DHBs.</p>

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	<p>There was a general discussion on the reports available to Home Care providers and the ease of assessing information and the types of reports that would be of use. It was agreed that it would be useful to have reports that were aimed at Home Care providers as well.</p> <p><i>Action: Michele McCreddie to explore what type of reports could be made available for Home Care providers.</i></p> <p>Item 6.2 First draft Annual Report interRAI Services National Data Analysis and Reporting Centre</p> <p>The Chair introduced the Draft Annual Report noting it was a very interesting document.</p> <p>Chris Fleming sought clarification that in terms of the LTCF why this was not broken down by Region. Michele McCreddie advised that this was because no agreement was currently in place and this would be achieved by getting agreement through the Data Protocols.</p> <p>Chris Fleming noted that as the lead Chief Executive for Aged Care he would agreeable for the Annual Report to include LTCF data by Region. After further discussion with Dana Ralph-Smith (as a DHB representative) and Max Robins (as a Home Care representative) there was agreement that the Annual Report should include LTCF data by Region as this provides a balanced picture. Dana Ralph-Smith would also raise the issue at the Health of Older People Steering Group meeting to be held Tuesday 9 February 2016 and would advise Michele McCreddie if any concerns are raised.</p> <p>Michele McCreddie noted that this was the first of the interRAI suite of reports and the intent was to take it to a small group of external stakeholders to seek their views. The draft would be refined for publishing.</p> <p>There was a general discussion on the report noting that it was timely, well set out and several suggestions were made for minor enhancements to the document.</p> <p>Roy Reid expressed his congratulations to the interRAI team on this achievement and would be encouraging people to read it and understand what the information means. Michele McCreddie noted that the credit for the work belonged with Vij Kooyela and Rachel Werner.</p> <p>There was a discussion on the communications strategy to launch the report and it was agreed that a copy of the report should be sent to all DHB Chairs. The Chair agreed to provide a Foreword. A briefing would be developed for the Chair to present to the Minister of Health and the Director-General of Health.</p> <p><i>Action: A communication strategy would be developed and circulated to the Board.</i></p> <p>At 1.40 pm Vij Kooyela departed the meeting</p>

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<p>7. Software Service</p>	<p>Item 7.1 Software enhancements and associated changes to the national Software Service Level Agreement</p> <p>Michele McCreadie introduced the paper noting that the intent was to also provide the Board with an understanding of the Software Enhancement Programme and outline the two major software enhancements planned.</p> <p>There was a discussion on the cost to interRAI for software changes required by the MoH. It was agreed in principle that if MoH required software enhancement and the cost was not on charged to DHBs then this should apply to interRAI as well.</p> <p>Discussion was also held on the need for the interRAI software to be interoperable with some third party software products such as Medimap or One Charge.</p> <p>Michele McCreadie suggested that the Board might like the opportunity to have a strategic overview of proposed software enhancements that are submitted to the interRAI Software Enhance Steering Group and this was agreed.</p> <p>The Board noted the key points made in the paper.</p>
<p>8. Operational and general matters</p>	<p>Item 8.1 interRAI Services Operational Report for Quarter 2 – 1 July to 31 Dec 2016</p> <p>Michele McCreadie introduced the report noting that the Board had requested a more comprehensive report and that it now includes the current operational Key Performance Indicators and provided an overview of the key achievements.</p> <p>There was a discussion on the availability of attrition figures being available and it was noted that interRAI is not always advised when a person leaves, there may be a lag in receiving this information, and there are plans in place for this information to be available in the 16/17 year.</p> <p>At 1.52 pm Karina Kwai rejoined the meeting</p> <p>There was a discussion on the waiting time for training noting the new prioritisation tool was working well.</p> <p>Bridgette Meehan advised that the Educators hold regular training updates and that the interRAI team has been going around the DHBs and ARC forums over the last year and discussion was held on the benefits on continuing this process.</p> <p>There was also discussion on other forums where it would be useful to provide presentations on interRAI data, and where there were collaboration opportunities that might exist at various conferences.</p> <p>Paper 1 New Zealand Association of Gerontology 2016 Conference</p> <p>Judith Davey drew the Board’s attention to the conference noting it was more research focused and that they are currently calling for papers. The website is www.NZAG2016.co.nz .</p>

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	<p>The Chair acknowledged that the Board was melding well together and thanked and offered congratulations to the team that supports the Board on their responsiveness and the amount of work they have undertaken on behalf of the Board.</p> <p>At 2.14 pm the Meeting Closed</p>
Next Meeting	<p>Tuesday 5 April 2016 9.00 am to 5.00 pm – The meeting will include a facilitated workshop TAS Boardroom, Willis Street, Wellington</p>