

Minutes

interRAI Governance Board

| | |
|---------------------------|--|
| Date | Tuesday 4 April 2017 |
| Location: | Airport Conference Centre, Wellington Airport |
| Members Attending: | <p>Catherine Cooney (Chair) Director of Kowhai Health Associates Limited Chris Fleming (Deputy Chair) CEO Southern 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 Southern 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 Health Professional Representative TBA 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 – Senior Lecturer, Centre for Postgraduate Nursing Studies, University of Otago – Health Informatics Representative</p> |
| In Attendance: | <p>Michele McCreddie – General Manager interRAI Services, TAS Dr Brigitte Meehan – Manager interRAI National Services, TAS Karina Kwai – Manager, Health of Older People, National Services Purchasing, Ministry of Health Vij Kooyela – Manager interRAI Reporting and Analytics Jackie Harrison – Secretariat, TAS</p> |
| Apologies: | <p>Dana Ralph-Smith - Board Member Dr Phil Wood – Ministry of Health</p> |

| Item | Minute |
|-------------------------------------|--|
| 1. Welcome – Agenda Overview | <p>Item 1.1 Agenda Overview and Apologies The Chair opened the meeting at 9.57 am welcoming members and noting apologies had been received from Dana Ralph-Smith and Dr Phil Wood.</p> <p>The Chair asked members if there were any specific conflicts of interest in relation to the agenda that they wished to declare. Max Robins noted conflicts in relation to:</p> <ul style="list-style-type: none"> Item 2.4 – Evaluate Consult Review -Lessons learned from the introduction of Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-2015). Item 3.2 – interRAI Accreditation Process. |

| Item | Minute |
|------|--|
| | <p>Item 1.2 Declaration of Interest Register The Chair called for advice on any Conflicts of Interest.</p> <p>Chris Fleming requested that the register be updated to reflect he was no longer:</p> <ul style="list-style-type: none"> • Chair of the National Haemophilia Management Group and DHB coordination point for NZ Blood Services • Trustee of Churchill Trust • Trustee of NMHCT <p>Dr Chris Hendry noted she had provided updates to the Secretariat via email for inclusion in the next update to the register.</p> <p>Item 1.3 Minutes from meeting held 9 February 2017 The minutes of the meeting held on 9 February 2017 were confirmed as a correct and accurate record.</p> <p>It was noted the minute template would be updated to indicate a '<i>Members Attending</i>' column.</p> <p><i>Moved: Roy Reid Seconded: Max Robins</i></p> <p>Item 1.4 Action Register.</p> <p>02/16-06 Standard suite of interRAI Services national data analysis reports.</p> <p style="padding-left: 100px;">Michele McCreddie advised work had commenced on a standard suite of reports for Home Care providers with an initial meeting held in March 2017. The reports were expected to be released to Home Care providers in December 2017. Ongoing.</p> <p>08/16-07 Long Term Plan for Renewal of the National interRAI Software Contract. Schedule discussions for August 2017 meeting.</p> <p>08/16-17 Memorandum of Understanding (MoU). Draft presented under item 2.2. Updated MoU incorporating feedback would be presented to the June 2017 meeting. Ongoing.</p> <p>12/16-01 Expressions of Interest. A preferred candidate for the Board vacancy had been identified. Recommendation to be presented to Director-General of Health for approval. Ongoing.</p> <p>12/16-09 Quality Indicators Workshop. Dr Brigette Meehan to consider facilitating a Quality Indicators Workshop in the first half of 2017. Ongoing.</p> <p>02/17-01 Letter to Chairs of ARC Steering Group re Evaluation Consult Report. Letter sent 3 March 2017 and subsequent reply received dated 23 March 2017. Closed.</p> |

| Item | Minute |
|------|---|
| | <ul style="list-style-type: none"> • interRAI AC 9.3 had been formally launched as an interRAI assessment tool at the ACE Conference in Brisbane in February 2017. • The further pilot of the tool would be governed by the interRAI Governance Board. • The CDHB pilot was transferring individual identifiable data into the University of Queensland repository offshore which may not be compliant with the Health Information Code and Privacy Act. • Chris Fleming recommended that a series of principles be developed to govern proposals for assessment tools to be built into the national interRAI software platform. <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> 1. Agreed to write to CDHB to confirm the following: <ol style="list-style-type: none"> a) The interRAI AC 9.3 had been formally launched as an interRAI assessment tool which brings the ongoing introduction of the tool into the oversight and governance of the interRAI NZ Governance Board. b) That following the launch of the interRAI (AC) 9.3 the CDHB project had moved from being part of an international research pilot to an implementation pilot. c) The Board considers that within the ‘Governance framework for new interRAI assessment tools’, the CDHB pilot was in Phase 2: Planning and as such the next stage was to develop a Pilot Proposal Document for submission to the Governance Board. <p>and</p> <ol style="list-style-type: none"> d) Request a Pilot Proposal Document for the implementation pilot of the interRAI (AC) 9.3 in CDHB. <p><i>Moved: Chair Seconded: David Chrisp</i></p> 2. Noted that during the course of the pilot interRAI Services would work with CDHB to develop solutions to the issues re link to the single software platform and data storage, analysis and reporting. 3. Requested that interRAI Services develop a set of principles relating to data management and interoperability to be presented to the interRAI Governance Board meeting on 7 June 2017. |

| Item | Minute |
|------|--|
| | <p data-bbox="555 286 1366 387">4. Noted that this pilot was separate to the ACC and partner DHBs proposed pilot of interRAI assessment in the ACC Non Acute Rehabilitation pathway.</p> <p data-bbox="603 432 1334 461"><i>Moved: Max Robins Seconded: Judith Davey</i></p> <p data-bbox="504 495 595 521">Action:</p> <p data-bbox="504 528 1445 593"><i>Michele McCreadie to develop a set of principles relating to data management and interoperability to be presented to the 7 June 2017 meeting.</i></p> <p data-bbox="504 633 1473 770"><i>Michele McCreadie to draft a letter for the Chair's signature requesting that CDHB submit a pilot proposal for the implementation pilot of interRAI Acute Care Assessment (AC) 9.3 noting the importance of interoperability and data management.</i></p> <p data-bbox="504 848 1018 878">2.3 Draft Memorandum of Understanding</p> <p data-bbox="504 884 1445 949">Karina Kwai presented a working draft Memorandum of Understanding (MoU) between the MoH and the Board.</p> <p data-bbox="504 990 1171 1019">The following feedback was provided during discussion:</p> <ul data-bbox="555 1064 1473 1809" style="list-style-type: none"> <li data-bbox="555 1064 1334 1093">• Content appeared light and required to be more substantive. <li data-bbox="555 1137 1473 1809">• Suggestions that the MoU include information on: <ul style="list-style-type: none"> <li data-bbox="651 1211 1445 1276">○ MoH expectations of the Board to hold Central TAS to account on. <li data-bbox="651 1317 1445 1382">○ Board expectations on the way in which MoH addresses issues for Central TAS. <li data-bbox="651 1422 903 1451">○ Shared direction. <li data-bbox="651 1491 1203 1520">○ More explicit on what was to be achieved. <li data-bbox="651 1561 1118 1590">○ Strengthening the outcomes block. <li data-bbox="651 1630 1171 1659">○ Additional explanation in the front end. <li data-bbox="651 1700 1473 1729">○ interRAI NZ Governance diagram to be included as an Appendix. <li data-bbox="651 1769 1326 1798">○ Renewal of the National interRAI Software Contract. <p data-bbox="504 1850 1473 1986">Karina Kwai noted a MoU was in place between the MoH and Central TAS which included an outcomes agreement. Chris Fleming indicated that the Board should be involved in agreeing the outcomes agreement between the MoH and Central TAS.</p> |

| Item | Minute |
|------|---|
| | <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> 1. Agreed to return comment by 18 April 2017 to the Ministry of Health. 2. Agreed the updated Memorandum of Understanding would be presented to the interRAI Governance Board meeting on 7 June 2017. <p><i>Moved: Chair Seconded: Chris Fleming</i></p> <p>2.3 Report back from Global Acute Care Excellence (ACE) Forum 2017 Michele McCreadie spoke to the summary noting the presentations were now available on the conference website.</p> <p>The interRAI New Zealand Governance Board noted the feedback from the Global Acute Care Excellence (ACE) Forum 2017, 20-21 February 2017, in Brisbane, Queensland.</p> <p>Action: <i>Michele McCreadie to circulate links to the conference website to Board Members and include links in the next issue of the Informer.</i></p> <p>2.4 Lessons learned from the Introduction of Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-2015) – Response to the Recommendations Michele McCreadie reported the review was published on 1 March 2017 and that the new Associate Minister for Older People had provided a positive press release. It was also noted that <i>Insight</i> magazine had published a balanced article relating to the review in their on line magazine entitled ‘Costs outweigh the benefits’.</p> <p>Michele McCreadie advised interRAI Services had responded to 15 Official Information Act requests (OIAs) requesting draft copies of the review, the requestors were provided with the draft copy dated 28 November 2016.</p> <p>Michele McCreadie updated the Board on progress made with the recommendations of the review:</p> <ul style="list-style-type: none"> • A focus of the interRAI Services management team had been the drafting of the stakeholder engagement strategy and implementation plan which was in final draft. • A governance framework for the introduction of new interRAI assessment tools had been published on the website. • The interRAI Software User Group had been reformed to include ARC representatives. |

| Item | Minute |
|--|--|
| | <ul style="list-style-type: none"> • The first suite of standardised reports for ARC published 28 February 2017. • A review of the training model had been completed and would be ongoing as part of a continuous improvement process. • interRAI Services have worked with NZACA to design a workshop to assist ARC facilities to embed interRAI into their processes. A full day workshop was held in the Wairarapa on 27 March 2017 aimed at smaller individual facilities that were owner operated. Evaluation was currently underway. A 'road map' would be developed and published from the workshop content. <p>The Chair noted that reference to the development of a 'road map' in the <i>Informer</i> would assist facilities.</p> <ul style="list-style-type: none"> • There had been increased focus and activity on quality reviews in progress. • Michele McCreadie was planning to attend an NZACA Board meeting to discuss interRAI in general and specifically to discuss requirements for the flow of information. <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> 1. Noted the progress made to date in response to the recommendations of 'Lessons learned from the introduction of Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-2015) – a post project review'. 2. Noted updates would continue to be provided at six monthly intervals. |
| <p>3. Education and Support</p> | <p>3.1 Update on introducing interRAI Quality Indicators in New Zealand</p> <p>Dr Brigette Meehan spoke to the paper providing progress on planned activities within the implementation plan.</p> <p>The following was noted during discussion:</p> <ul style="list-style-type: none"> • Representation from the Health Quality and Safety Commission (HQSC) and the Palliative Care Group on the Project Advisory Group had been confirmed. • Timeframes for the quality indicators testing and planned period of surveillance had been revised following advice received from the University of Waterloo, Canada. • Discussion was held on the opportunities for obtaining quick wins for home care. |

| Item | Minute |
|------|---|
| | <ul style="list-style-type: none"> • It was agreed that project timelines would be modified to allow a staged implementation commencing with residential care (noting that residential care was more advanced in their understanding of using QIs), followed by a staged implementation of home care and opportunities for quick wins. <p>It was noted that advice received internationally was to commence with home care as the international view is that the algorithms were more stable in home care.</p> <p>Dr Brigitte Meehan noted she had received information that some DHBs were in negotiations with NASCs and sub contracted providers to push out reassessment timelines to several years.</p> <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> 1. Noted a progress update on the introduction of interRAI Quality Indicators (QIs) would be provided to the interRAI Governance Board meeting on 7 June 2017. 2. Noted a final report confirming the interRAI QI process was viable and recommending any policy, contractual or clinical practice actions for resolution that remain outstanding prior to formal launch in New Zealand would be provided to the interRAI Governance Board meeting on 18 October 2017. <p>Action: <i>Dr Brigitte Meehan to recirculate the paper presented to the Board on 2 December 2016 providing information on interRAI Quality Indicators (QIs) and the proposed introduction in New Zealand.</i></p> <p><i>Dr Brigitte Meehan to modify project timelines to allow staged implementation.</i></p> <p>At 12.10 pm the meeting adjourned for lunch.</p> <p>At 12.45 pm the meeting reconvened.</p> <p>Roy Reid highlighted it would be timely to review the frequency of reassessments of older people remaining in their homes noting many people did not have families who resided close to their homes and the large turnover of caregivers.</p> <p>3.2 Update on Progress with interRAI Accreditation Process Dr Brigitte Meehan introduced the paper noting feedback received from Bupa, CHT and the Ara Institute of Canterbury on the trial supporting the providers to train the interRAI LTCF assessment with their own staff. Feedback was positive and supported the accreditation model to continue.</p> <p>Michele McCreadie noted the principles established during the trial could be adapted to home care.</p> |

| Item | Minute |
|---|--|
| | <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> 1. Noted the findings from the trial. 2. Agreed to support the accreditation model to continue. 3. Noted any further participants would need to be able to fund and support an educator. 4. Noted information on the accreditation model would be placed on the interRAI NZ website. <p style="text-align: center;"><i>Moved: David Chrisp Seconded: Roy Reid</i></p> <p>Action: <i>Michele McCreadie to develop accreditation training model information to be placed on the interRAI NZ website.</i></p> |
| <p>4. Data Analysis and Reporting</p> | <p>4.1 interRAI Data Analysis Annual Report 2015-16 Vij Kooyela advised the report had been finalised and an information briefing provided to the Minister. It was noted a media statement had been prepared for stakeholders.</p> <p>Michele McCreadie enquired whether future information reports required to be provided to the Minister prior to release. Karina Kwai undertook to provide advice.</p> <p>Action: <i>Matthew Parsons/Judith Davey/Vij Kooyela to meet to review the outline for the next report and present to the interRAI Governance Board at the 7 June 2017 meeting.</i></p> <p>4.2 Introducing a suite of interRAI reports for ARC Facilities Vij Kooyela advised the quarter three reports for 2016/17 would be available the week beginning 10 April 2017. Following the release of the reports a survey would be undertaken to obtain feedback from ARC facilities.</p> |
| <p>5. Update from interRAI International</p> | <p>Dr Brigitte Meehan advised interRAI International had been undertaking a review of medication items to determine which items should be retained, identifying what was missing and what could be dropped.</p> <p>An outcome of the review was the separation of the medication items into two lists:</p> <ul style="list-style-type: none"> • medication that remains a mandatory part of the data set; • medication that was country specific <p>Dr Brigitte Meehan noted there was an opportunity to reduce the assessor burden for collecting medications by undertaking work to determine the impact of collecting country specific items.</p> |

| Item | Minute |
|--------------------------------------|--|
| | <p>Michele McCreadie asked that the interRAI Governance Board consider the establishment of an advisory sub-committee of the Board to provide professional and clinical advice.</p> <p>Action: <i>Michele McCreadie to liaise with the Chair to further consider the establishment of an advisory sub-committee of the Board to provide professional and clinical advice.</i></p> |
| <p>6. Operational Reports</p> | <p>6.1 Overview of interRAI Services Financial Situation</p> <p>Michele McCreadie provided an overview of the interRAI Services financial situation at the end of February 2017 noting the following during discussion:</p> <ul style="list-style-type: none"> • The report had been updated to include a column advising forecast to year end and balance of revenue in advance. • The variance between the budget and forecast for IT and telecommunications was due to their being no progress on the data visualisation project. It was noted the data visualisation facility would be released concurrently with the next annual data report. • The travel expenditure includes travel for trainers to deliver the education support programme, travel for the management team, and interRAI Governance Board travel. <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> 1. Noted the overview of the interRAI Services financial situation at the end of February 2017. 2. Noted that the MoU and Outcome Agreement for 2016/17 had not yet been signed. 3. Agreed that the interRAI Governing Board be engaged in reviewing the draft Outcome Agreement for 2017/18. <p style="text-align: center;"><i>Moved: Chair Seconded: David Chrisp</i></p> <p>Action: <i>Michele McCreadie to present the 2017/18 Budget to the interRAI Governance Board at the 7 June 2017 meeting.</i></p> <p>6.2 interRAI NZ Risk Register</p> <p>Michele McCreadie presented the risk register as at April 2017 for discussion.</p> |

| Item | Minute |
|---|---|
| | <p><i>Risks relating to Software Services</i></p> <ul style="list-style-type: none"> • Operational risk to interRAI Services if customers were unable to access the system during the process of increasing security for the Canterbury host service. • Resignation of the Software Services Manager at the end of June 2017. • Future management of software services (two software host sites vs one software host site). <p>Karina Kwai advised that the MoH have looked at preparing a transition plan for the future management of software services.</p> <p>During discussion, the Board requested the following amendments be made to the risk register.</p> <ul style="list-style-type: none"> • Risk No. 1 – Description of risk be modified to read ‘<i>Gaps in expectation between MoH, TAS and interRAI Services</i>’ noting the MOU and Outcome Agreement with MoH was the mechanism. • Add a risk relating to ‘<i>Loss in confidence in the interRAI tool because of reporting</i>’. • Risk No. 2 – Consequence/impact of risk be modified to read ‘<i>Sector seeing the Governance Board as not being responsive to the feedback to build greater efficiencies and effectiveness into the systems</i>’. • Risk No. 3 – Description of risk be modified to read ‘<i>Variability of the software host</i>’. <p>The interRAI New Zealand Governance Board noted the risk register.</p> <p>Action: <i>Michele McCreadie to update the risk register to reflect amendments noted.</i></p> <p><i>Software Services Manager to be invited to the next meeting to allow the Board to discuss the role and the opportunity to express their appreciation.</i></p> |
| <p>7. Update from the Ministry of Health</p> | <p>Karina Kwai provided an update on the implementation of the Healthy Ageing Strategy noting the action plan was under development, and the implementation plan was on track to be put forward to the Minister in late March 2017.</p> <p>It was noted MoH were working closely with key DHB partners including General Managers Planning & Funding and Health of Older People Portfolio Managers in the implementation of the strategy.</p> <p>Karina Kwai noted the MoH intended to use the DHB annual planning process as the vehicle for assessing and monitoring actions against the Healthy Ageing Strategy and looked forward to providing further progress reports as the plan unfolds.</p> |
| <p>8. Communications</p> | <p>The Chair noted that the next issue of the <i>Informer</i> would include:</p> <ul style="list-style-type: none"> • Links to the Global Acute Care Excellence (ACE) Forum 2017 website |

| Item | Minute |
|----------------------------|---|
| | <ul style="list-style-type: none"> • Reference to the development of a 'road map' to assist ARC facilities to embed interRAI into their assessment and care planning processes. <p>Michele McCreadie confirmed the development of case studies was in the scope of the Communications and Engagement Strategy.</p> |
| 9. General Business | <p>Review of Strategic Plan</p> <p>Michele McCreadie noted the Review of the Strategic Plan was on the agenda for the next meeting.</p> |
| | <p>The meeting closed at 1.50 pm</p> |
| Next Meeting | <p>Wednesday 7 June 2017, 10.00 am to 2.00 pm Thorndon Room, Front and Centre, Ground Floor, 69 Tory Street, Wellington</p> |