

Minutes

interRAI Governance Board

Date:	Wednesday 7 June 2017		
Start Time:	10.00 a.m.	Finish Time:	2.00 p.m.
Method:	Face to Face, Thorndon Room, Front+Centre, 69 Tory Street, Wellington		

Members Attending: **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, **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, **Dana Ralph-Smith** General Manager- Adult Rehabilitation and Health of Older People, Counties Manukau DHB – Funder Representative, **Janice Mueller** – Health Professional Representative.

In Attendance: **Michele McCreddie** – General Manager interRAI Services, TAS, **Dr Brigette Meehan** – Manager interRAI National Services, TAS, **Vij Kooyela** – Manager interRAI Reporting and Analytics, TAS, **Karina Kwai** – Manager, Health of Older People, National Services Purchasing, Ministry of Health, **Dr Phil Wood** – Chief Advisor, Health of Older People, Ministry of Health, **Jackie Harrison** – Secretariat, TAS.

Apologies: Nil.

Welcome	
<p>The Chair opened the meeting at 9.59 am welcoming Janice Mueller as the newly appointed Health Professional Representative on the Board, noting Janice’s wide range of current interests including chairing the Physiotherapy Board of New Zealand, and a member of Health Workforce New Zealand Allied Health Board.</p> <p>The Chair advised Dana Ralph-Smith would be resigning from the Board following the meeting, and thanked Dana for her contribution since the inception of the Board.</p>	
01	Minutes and Action Register
1.2	Declaration of Interest Register
<p>The Chair called for advice on any Conflicts of Interest.</p> <p>Dana Ralph-Smith noted her conflict in relation to an interest in the consultation with DHBs on the proposed integrated education and support services was no longer relevant.</p>	

04/17-08	Introducing interRAI Quality Indicators in New Zealand. Project timelines have been modified to allow staged implementation. Closed.
04/17-09	interRAI Accreditation Process. Accreditation training model information to be placed on the interRAI NZ website. Michele McCreadie advised an article on the accreditation training model had been placed in the <i>Informer</i> . Ongoing.
04/17-10	interRAI Data Analysis Annual Report 2015/16. On agenda at Item 4.1. Closed.
04/17-11	Establishment of an Advisory Sub-Committee. On agenda at Item 2.6.
04/17-12	2017/18 Budget. On agenda at Item 6.2.
04/17-13	Risk Register. Update to risk register on agenda at Item 6.3. Closed.
04/17-14	Software Services Manager. Andrew Downes invited to meet with the Board for lunch. Closed.

1.5 Correspondence

The Chair spoke to the letter sent to the Canterbury DHB (CDHB) Chief Executive dated 18 April 2017 requesting that CDHB submit a pilot proposal for the implementation pilot of the interRAI Acute Care Assessment (AC) 9.3, noting an official response had yet to be received.

Michele McCreadie advised that advice received from CDHB indicated they were in the process of internal discussion and were not yet in a position to submit a pilot proposal to the Board.

Dr Chris Hendry noted concern at reference to data being sent off shore and whether the activity would meet the health standards for the management of New Zealand held data. The Chair noted the issue would be addressed during discussion on the principles for data management and interoperability for the introduction of new tools on the agenda as Item 2.2.

The Board agreed that a reminder letter would be sent to CDHB requesting that they submit a pilot proposal for the implementation pilot of interRAI AC 9.3 to the 8 August 2017 meeting for consideration.

1.6 Matters Arising

ACC and Partner DHB Pilot

Michele McCreadie advised costing for the education support and data analysis and reporting elements for the provision of services from interRAI Services to enable the ACC pilot to go ahead were close to being finalised. It was noted that costing for the software element was continuing due to a requirement for additional software development to enable the interRAI data to drive a case mix model and feed into a care planning system.

Matthew Parsons confirmed the pilot was for ACC accepted patients and would not include DHB funded patients.

Michele McCreadie advised ACC would provide an update at the 8 August 2017 meeting.

Lessons Learned Update

Michele McCreddie updated the Board on progress in relation to recommendations contained in the Lessons Learned from the Introduction of interRAI into Aged Residential Care (ARC) Report.

Look at a programme of work to help aged residential care embed interRAI into their daily processes:

- A workshop pilot to assist ARC facilities to embed interRAI into their systems and processes had been held in the Wairarapa with positive feedback.
- A series of workshops were planned to be held in conjunction with the New Zealand Aged Care Association (NZACA) to ensure they were targeted to the correct audience.
- A draft plan would be presented to the ARC Steering Group on 21 June 2017.

Assessment Guidelines Standardised:

- Dr Brigette Meehan was leading a project of work to revise the national guidelines for interRAI assessment with an aim to publish the revised guidelines in September 2017.

Investigate the feasibility of enabling the interRAI information to flow two ways between resident management systems and care planning systems, and interRAI:

- In 2011 the precursor to the interRAI Governance Board made a decision that interRAI information would flow one way, and therefore any change to that decision would require to be reconsidered by the interRAI Governance Board.
- Chris Fleming advised the decision made by the precursor Board had been made under the promise that it would progressively evolve.
- Interviews had been conducted with a number of ARC providers to obtain feedback on the information flow.
- A paper which would include feedback from a cross-section of the sector would be presented to the Board at the 8 August 2017 meeting for consideration.

Action Items	Person Responsible
1. Reminder letter to be sent to CDHB requesting that they submit a pilot proposal for the implementation pilot of interRAI AC 9.3 to the 8 August 2017 meeting for consideration.	Michele McCreddie
2. A paper investigating the feasibility of enabling the interRAI information to flow two ways to be presented to the Board at the 8 August 2017 meeting for consideration.	Michele McCreddie

02 Governance

2.1 Presentation on the integrated suite of interRAI Tools

Dr Nigel Millar and Dr Brigette Meehan provided a presentation on the integrated suite of interRAI tools. The following was highlighted during discussion:

- interRAI was a comprehensive clinical assessment.

- Assessments included Contact Assessment, Home Care (HC), LongTerm Care Facilities(LTCF), Community Health Assessment (CHA), Palliative care (PC),and post-acute care (PAC).
- The priority for the use of assessment information was to plan the care for an individual.
- Assessments provide decision support for an individualised care plan and included:
 - *The Form*
 - Conversation and clinical record review
 - Identifies need for standard care and person’s preference
 - *The CAPs (Client Assessment Protocols)*
 - Identifies opportunities or risks that were modifiable
 - Only areas that would respond to intervention would ‘trigger’
 - *Outcome Scales*
 - Describe the degree of the problem, compare status over time
 - Can help prioritise access to services
 - *Assessment Summary*
 - Highlights assessment findings and helps prioritise care
- Difficulties – Why were assessments hard?
 - Clinical change
 - Process and planning change
 - Software use
 - Population data

It was noted that a glossary of interRAI acronyms would be appended to future agendas for information.

2.2 Principles for data management and interoperability for the introduction of new tools

The Chair introduced the paper seeking approval from the interRAI Governance Board for a revised set of guiding principles and review criteria for the introduction of a new interRAI assessment tool.

During discussion the Board requested the following amendments to the guiding principles:

- 23 – Proposals should address how the information collected in a pilot would be shared across the pathway of care for example between acute, home and residential care and how the pilot would be included in the national clinical software platform and therefore available for care across the New Zealand health system.
- 24 – Proposals should address how data from the pilot would be stored, analysed and reported. It was expected that the data from all interRAI assessments in New Zealand should be included in the interRAI national data warehouse.
- 27 – (Add reference to the standards around privacy in the revised guidelines for management of health information.)

- Add an additional principle (No. 28) – Organisations considering developing a tool were required to inform the interRAI Governance Board of their intent.

The Board also requested the following additions to the document:

- Pg 23 - reference be made to consumer acceptance in all board review boxes within the document (see example in Board review box on Pg 22 of framework).
- Pg 23 – Board Review Box – insert an additional question relating to maximising benefits realisation.

The interRAI New Zealand Governance Board:

1. **Agreed** the revised interRAI New Zealand Governance Framework for the introduction of new interRAI assessment tools subject to the amendments as noted.
2. **Noted** the review criteria would be provided to the Board each time a new proposal was presented.

Moved: Dr Nigel Millar Seconded: Dana Ralph-Smith

2.3 interRAI NZ – Future Direction progress 2016-2017 and refresh for 2017-2020

Michele McCreddie spoke to the paper providing an update on the progress at the end of year one of the interRAI New Zealand – Future Direction, three year rolling strategic plan, and seeking the Board’s feedback on the refreshed plan for 2017-2020.

Feedback from Board members during discussion requested:

Appendix 1:

interRAI Mission

- Reference to ‘a redeveloped interRAI Maori strategy in place’ be amended to read ‘*develop an interRAI Maori strategy*’ (noting the Board would build on the work that had been agreed during the original strategy).
- Rewording of ‘*consumers were able to access summary interRAI information via a patient portal*’ to indicate the definite intent and importance of it from a consumer focus to show progress within the 12 month time frame.
- An additional bullet point be added under the Value and High Performance column within the 12 month timeframe – ‘*inputs to the National Aged Residential Care Funding Model Review and Home and Community Support*’.
- ‘interRAI data reporting was visible, available and valued’ bullet point to be expanded to incorporate earlier discussion around having interRAI data readily used and available to providers and across home support and residential care. (Karina to advise additional wording).

The interRAI New Zealand Governance Board:

1. **Noted** the progress made in 2016-2017.
2. **Approved** the refreshed interRAI NZ – Future Direction 2017-2020.

Moved: *Chair* Seconded: *Judith Davey*

2.4 Draft Terms of Reference for an interRAI Expert Advisory Group

The Chair introduced the draft Terms of Reference highlighting the role of the group was to provide professional and/or clinical advice on an as required basis to the interRAI Governance Board.

The Board provided the following feedback during discussion:

- No reference to the proposed number of members.
- Concern the group was too high level noting input at the implementation and ‘on the floor’ level was crucial. Membership to be expanded to include representation from operational settings in clinical care when appropriate.
- Requirement to be clear on the purpose for convening the group, (for example as a result of specific questions raised by the Board).
- Vital that there was nurse representation from the ARC sector on the group.
- Seek expressions of interest from people interested in contributing to specific issues.

Karina Kwai raised the issue that the Board may wish to review the membership of the interRAI Governance Board given the significant discussion relating to the valuable contribution of expert practitioners in the assessment process.

Dr Nigel Millar suggested that the Chief Nurse be invited to attend a future meeting to discuss the establishment of the Expert Advisory Group. Michele McCreddie advised she would be happy to invite the Chief Nurse noting interRAI Services meet regularly with Cathy Glasgow from the Chief Nurse’s office.

It was agreed that alternatives to an advisory group to obtain clinical input should be explored and further discussions and development of the draft terms of reference would be required prior to resubmitting to the Board.

Action Items	Person Responsible
3. Presentation on the Integrated Suite of interRAI Tools to be circulated to Board members for information.	Secretariat
4. A glossary of interRAI acronyms to be appended to future agendas for information.	Secretariat

5. Additional wording to be provided to the 'interRAI data reporting was visible, available and value' to include discussion around having interRAI data readily used and available to providers and across home support and residential care.	Karina Kwai
6. Representative from the Chief Nurse's Office to be invited to attend a future meeting to discuss the value of establishing an Expert Advisory Group.	Michele McCreadie

At 12.09 pm the meeting adjourned for lunch.

At 12.46 pm the meeting reconvened.

Update on Recruitment of Software Services Manager

Michele McCreadie advised the MoH had agreed to transfer the responsibility for the software services management and the contract responsibility for the service level agreements with the two host services in Taranaki and Canterbury DHBs to TAS.

Michele McCreadie noted 12 applications for the role of Software Services Manager had been received with three applicants being shortlisted for interview. It was noted that as an interim measure, from 30 June 2017 an agreement had been put in place with Momentum that they would provide additional support/ functions as and when requested in the absence of a Software Services Manager.

03 Education and Support

3.1 Update on introducing interRAI Quality Indicators in New Zealand

Dr Brigette Meehan spoke to the paper providing an update on progress with the interRAI Quality Indicators (QIs) project.

The following was noted during discussion:

- The revised project plan focusing on the ARC sector using LTCF data was finalised and approved by the interRAI Services Steering Group.
- A summary report detailing 14 LTCF QI information results would be provided to the 8 August 2017 meeting.
- Work was underway in the development of the LTCF QIs available.
- Members of the project advisory group had been identified.
- A report was being developed for DHBs to view facilities within their DHB grouped into levels of care, and comparison with other DHBs at a DHB level.
- The ARC sector had agreed to aggregated data being available at a DHB level.

The interRAI New Zealand Governance Board:

1. **Noted** the progress update for the interRAI Quality Indicators project.
2. **Noted** that the interRAI Quality Indicators project had risk adjustment out of scope in this stage of the project.
3. **Noted** that Stage One would provide individual DHBs with QI information reported at individual ARC facility level of care within their DHB.

3.2 Report back on Registration of interRAI Education and Support Services with the NZQA

Dr Brigette Meehan advised TAS had made a decision to register as a private training enterprise and have identified a resource to undertake this work. It was noted that interRAI Services were listed as one of the training programmes but were not driving the application.

Max Robins reiterated concern at a similar training model which was discontinued by providers as trainers were required to be employed by the training organisation.

Action Items	Person Responsible
7. A summary report detailing 14 LTCF Q1 information results to be provided to the 8 August 2017 meeting.	Dr Brigette Meehan

04 Data Analysis and Reporting

Michele McCreadie provided an update on dissemination of the interRAI Data Analysis Annual Report 2015 – 2016 noting a focus on providing the information to clinical networks and senior clinicians within those. It was noted presentations had been provided to a number of clinical networks and scheduled for the NZACA and Population Association New Zealand Conference.

4.1 Outline for the interRAI Data Analysis Annual Report 2016-2017

Vij Kooyela presented a draft outline of the report highlighting the following proposed changes for inclusion in the 2016/17 report.

- A comparison of the interRAI assessed client/resident population with the New Zealand population aged 65 years and over.
- A case study exploring the practical use of interRAI reports, produced by the Centre, in improving service delivery and health outcomes for residents in an aged residential care facility.
- A special analysis focusing on changes in health outcomes of Home Care clients diagnosed with cognitive and memory impairment.
- An introduction of the interRAI data visualisation tool.

Michele McCreadie advised the Board interRAI Services were planning to link media statements to events that came up during the year, for example International Day of the Older Person, International Alzheimer's Day, Diabetes Awareness Week.

The interRAI New Zealand Governance Board:

1. **Noted** that a draft Annual Report 2016/17 would be presented to the Board at the October 2017 meeting.
2. **Noted** that the interRAI data visualisation tool and the final hard copy Annual Report 2016/17 would be released jointly on the interRAI website by early December 2017.
3. **Approved** the outline for the National interRAI Data Analysis Annual Report 2016/17.

05 Update from interRAI International

Dr Brigette Meehan advised that interRAI International had discovered an increasing number of people coded as having delusions. In a recent cross study regarding changes in therapies it was highlighted that there were increases in marked delusions where facilities had provided life-like dolls to people with dementia as part of their therapeutic strategy. It was noted the increase in people coded as having delusions may be a training issue in that assessors view people having a doll thinking it was a baby as a delusion, rather than part of the therapeutic strategy.

Dr Nigel Millar provided a background on what was happening internationally noting:

- Eight additional states in USA had taken up interRAI home care assessments over the last 12 months bringing the total to 24 states.
- France had developed a national programme for assessment of people with neurological disorders.
- Work was well ahead for the caregiver assessment tool in Ireland.
- Belgium was forging ahead with an innovative programme of work to integrate the process to make it accessible to clinicians across the sector.

06 Operational Reports

6.1 interRAI Services Operational Report for Quarter 3 2016-17

Michele McCreddie spoke to the interRAI Services Operational Report for Quarter 3 covering the period 1 July 2016 to 30 June 2017.

The following key points were noted during discussion:

- interRAI Services were heading towards achieving the majority of the outcome measures that sit within the MoU with the MoH.
- An implementation plan for the interRAI Services and Communications and Marketing Plan had been completed and was progressing well. It was noted new software would be introduced for the distribution of *Informer* and a new communication for interRAI assessors that would be able to be accessed via mobile devices.

- All activity targets within education and support services were now a 'green' status noting a large push on the completion of LTCF and Home Care quality reviews.
- A survey was planned following two quarterly releases of interRAI reports to ARC facilities to collate detailed feedback.
- Regional and national infographics were published on the interRAI website and updated quarterly.
- The development of a standard suite of interRAI reports for home and community health service providers was progressing.
- A HISO (security) review had been completed and where required policies updated.
- Software upgrades to the palliative care tool were scheduled for September 2017 and February 2018.
- The timeframe for the Data Analysis and Reporting project had been extended to December 2017 to allow for the outcome of the TAS project to determine the most appropriate tool for data visualisation.
- A customer survey would be undertaken over the next 12 months.

The interRAI New Zealand Governance Board:

1. **Noted** the interRAI Services Operational Report for Quarter 3 2016-17.
2. **Noted** the trend information provided.

6.2 Overview of interRAI Services financial situation 2016-17 and plan for 2017-18

Michele McCreddie provided an overview of the interRAI Services financial situation to April 2017 and plan for 2017-18.

The Board requested that a written explanation detailing variances between forecast and budget for 2017/18 and a breakdown of intended spend for revenue in advance be circulated to Board members out of session.

The interRAI New Zealand Governance Board:

1. **Noted** the overview of the interRAI Services financial situation 2016/17 at the end of April 2017.
2. **Noted** the proposed interRAI Services budget for 2017/18.

6.3 interRAI Services Outcome Measures for 2017/18

Michele McCreddie advised interRAI Services and the MoH were in the process of agreeing outcome measures for 2017/18 noting that a variation to the MoU between the MoH and TAS would be required to reflect the change in responsibility for the software services host services

10. Meeting of a smaller sub-group of the Board to be scheduled to discuss the MoU and outcome measures for 2017/18.	Secretariat
08 Communications	
<p>Dr Brigette Meehan advised the Assessment Manuals for the New Acute Care Hospital Suite of Assessments were available on the international website. She shared that one of the new instruments , the Post Acute Care and Rehabilitation assessment manual lists two of the authors from interRAI Services Brigette Meehan and Lynda Wheeler.</p>	
<p>The Chair noted the following key messages for inclusion in the <i>Informer</i>:</p>	
<ul style="list-style-type: none"> • Introducing Janice Mueller as the Health Professional Representative • Farewell to Dana Ralph-Smith • Software Services Manager departure • Expressions of Interest • ‘Sunflower’ graphic and common core from presentation on integrated suite of interRAI tools • Update on quality indicators • Link to revised framework 	
09 General Business	
9.1 Invitation to Event – Presentation by Dr Hamish Jamieson – Thursday 6 July	
<p>Michele McCreadie referred Board members to the invitation circulated separately to attend a presentation by Dr Hamish Jamieson, Senior Lecturer in Medicine, University of Otago, and Geriatrician, Canterbury DHB on ‘The impact of loneliness and social isolation on outcomes in older people – an interRAI study’.</p>	
9.2 ‘A Day in the Life of an interRAI Assessor’	
<p>Michele McCreadie advised a positive article on ‘A Day in the life of interRAI Assessor’ had featured in <i>Insight</i> – the electronic newsletter for the aged care sector.</p>	
9.3 Software Vendor	
<p>Michele McCreadie advised an expression of interest had been received from a software vendor to become an interRAI provider. The Board agreed to discuss the development of a policy relating to software providers at the 8 August 2017 meeting.</p>	
Action Items	Person Responsible
11. Board to discuss the development of a policy relating to software providers at the 8 August 2017 meeting.	Michele McCreadie
<p>In closing the Chair thanked Dana Ralph-Smith for her contribution to the Board and wished her the best for future endeavours.</p>	
Meeting Closed: 2.07 p.m.	
Next meeting: 8 August 2017, Front+Centre, 69 Tory Street, Wellington.	