Minutes

interRAI Governance Board

Item 1.3

Date:	Thursday 8 February 2018		
Start Time:	9.30am	**Finish Time:**	2.00pm
Method:	Face to Face, Te Aro Room, Front+Centre, 69 Tory Street		

Members: **Catherine Cooney** (Chair) Director of Kowhai Health Associates Limited, **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 and Health Sciences, University of Auckland, Chair Gerontology Nursing, Waikato DHB – Research Representative, **Janice Mueller** – Director, Waipiata Consulting Limited - Health Professional Representative, **Carolyn Cooper** – Director Clinical Operations & Service Improvement & Lead Nurse, Bupa NZ - Nurse Leader Representative, **Michelle Honey** – Senior Lecturer, University of Auckland - Health Informatics Representative, **Stephanie Clare** – Chief Executive Officer, Age Concern NZ - Consumer Representative, **Helen Kenealy** – Geriatric SMO, Counties Manukau Health – Clinician Representative

In Attendance: Michele McCreadie – General Manager interRAI Services, TAS, **Terry Huntley** – interRAI Software Services Manager, TAS, **Uli Trute**, interRAI Senior Communications and Engagement Advisor, **Jason Theobald,** - interRAI Senior Analyst, **Karina Kwai** – Manager, Health of Older People, National Services Purchasing, Ministry of Health, **Dr Phil Wood** – Chief Advisor, Healthy Ageing, Ministry of Health, **Michelle Cox** – Secretariat, TAS.

Apologies: Dr Nigel Millar, Chris Fleming, Karen Evison, and Dr Brigette Meehan

Welcome & Introduction of new Board members
The Chair opened the meeting at 9.31 am. Apologies were received from Dr Nigel Millar, Dr Brigette Meehan and Chris Fleming with apologies for lateness received from Janice Mueller. Recently appointed member Karen Evison (Funder Representative) was unable to attend the meeting at short notice. The Chair welcomed new Board members Michelle Honey (Health Informatics Representative), Stephanie Clare (Consumer Representative), Carolyn Cooper (Nurse Leader Representative) and Helen Kenealy (Clinician Representative). Introductions were made around the table. New Board members had received the induction papers. Michele McCreadie offered to provide a more comprehensive induction for new Board members at their request. Similarly, the Chair offered to provide information on any governance queries.

Action items	Person Responsible
01-02/18 Induction – new Board members offered opportunity for further induction material/information	Michele McCreadie

01   Minutes and Action Register

1.2   Declaration of Interest Register
The Interest Register will be updated for the next meeting. New Board members were asked to provide their information to the Secretariat.

1.3   Confirmation of Minutes
The minutes of the meeting held 11 December 2017 were **confirmed** as a true and correct record.

Moved: C Cooney
Seconded: R Reid
Abstained: D Chrisp, C Cooper, M Honey, S Clare, H Kenealy

3.3   Action Register

02-04/17   ACC and partner DHB Pilot. Verbal update on agenda at item 1.6. **Open**

01-06/17   Canterbury DHB Proposal to pilot AC 9.3. Verbal update on agenda at item 1.6. **Open**

05-06/17   interRAI NZ Further Direction. Karina Kwai to provide additional wording and undertook to contact Michele McCreadie to progress. **Open**

01-10/17   Joint Communications with Nursing Profession. Michele McCreadie to contact newly appointed Nurse Leader Representative (Carolyn Cooper) to discuss. **Open**

04-10/17   Requests to add additional questions into interRAI Home Care Assessment. The development of criteria/principles to respond to requests for additional assessment questions will be presented at the April 2018 meeting. **Open**

10-10/17   Board members only section to be developed on the website to contact relevant Board material. On the agenda at item 2.1. **Open**

01-12/17   Engagement with DHBs. On the agenda at item 1.6. **Open**

02-12/17   Digital Health Strategy to be circulated to Board members. **Closed**

03-12/17   Contact details to Ministry. **Closed**

04-12/17   interRAI Palliative Care Assessment in Aged Residential Care draft response to DM of WesleyCare, Christchurch. **Closed**

05-12/17   interRAI Quality Indicators update. On agenda at item 4.1. **Open**

06-12/17	Mental Health Assessment Tool. Facilitate a meeting between MoH and Mental Health team and clinicians to discuss interRAI development in Canada. **Closed**
07-12/17	Subscription to Informer. **Closed**
08-12/17	Informatics Strategy. On the agenda at item 3.1. **Open**
29-01/18	interRAI Fellows Policy – board attendance. Draft policy to be developed for discussion at the next meeting. **Open**

1.5 Correspondence
Nil

1.6 Matters arising
ACC and partner DHB pilot of Post-Acute Care and rehabilitation assessment tool
Michele McCreadie advised that ACC presented to the last DHB GMs Planning & Funding meeting who noted that interRAI is the existing older people's assessment tool and they did not wish to introduce a new tool. interRAI team are scheduled to meet ACC on 14 February and will provide an update to the Board's April meeting.

Canterbury DHB Pilot of interRAI Acute Care 9.3
Michele McCreadie advised that the pilot is now in the software testing phase. Canterbury DHB have requested assistance from interRAI with training, content and support which is currently being developed.

Schematic of DHB/interRAI Engagement
The paper represented the Chair's request at the last meeting that a schematic of DHB developments be provided to the Board for information.

Michele McCreadie talked to the paper noting the table showing those DHBs with initiatives/projects actively engaged with interRAI as at 1 February 2018. She noted that some DHBs are starting to request the ability to view the interRAI assessment through their clinical portal. It was noted that the various versions of Concerto (the DHB clinical portal) in use added complexity.

10.14 am Janice Mueller joined the meeting. Karina Kwai departed the meeting.

2.0	**Governance**

2.1 Board virtual collaboration and discussion space
The paper responded to the Board's request to consider options for realising a virtual collaboration and discussion space, confidential and specific for Board members. This would assist with access to historic documents, key documents, non-public/confidential documents, streamlined information, and such like.

The options presented in the paper varied in complexity and cost with all requiring administration support.

10.22am Uli Trute joined the meeting

Michele McCreadie advised TAS were exploring the use of various online services (for example - Boardbooks) which would be familiar to some interRAI Board members. TAS would drive this through Connex.

It was suggested that the interRAI Board could pilot any service TAS selected.

The Board considered the options in the paper. Connex seemed the logical option as this would be compatible with Boardbooks (or similar).

Management will investigate whether Boardbooks has the capacity to facilitate the virtual discussion space requested.

The interRAI NZ Governance Board:

Requested that interRAI management explore the potential for Connex to be the mechanism for the Board moving to an electronic format for both storage and access to papers.

Moved: C Cooney
Seconded: M Robins
CARRIED

Action items		Person Responsible
02-02/18	Management to explore potential for Connex as the mechanism for online Board material.	Michele McCreadie

10.28 am Uli Trute departed the meeting

3.0	**Software Services**

3.1   interRAI NZ Informatics Strategy
The purpose of the paper was to seek the Board's views on the Informatics Strategy and agreement to remain with the previous decision regarding interRAI interoperability and remain with a single national software platform and a single national software provider when the current software contract ends.

Michele McCreadie stated it was important to note the Ministry of Health is responsible for the contract with the software provider, Momentum. The remainder of the funding for interRAI services comes to TAS. TAS holds the contracts with the two host sites which provide the maintenance and support. TAS have the main relationship with Momentum and manage all the enhancements, new releases, updates, operations, testing, and such like.

The Chair advised the current contract is due to expire in approximately 18 months, with the option to rollover the incumbent or run a tender process. The Board have been asked to discuss any changes as soon as possible due to the long lead in time for those processes. The Board held a workshop at the last meeting to consider the global information strategy and fit with the overall NZ Informatics Strategy administered by the Ministry of Health.

The outcome of the workshop has informed the paper being considered today with Page 34 of the papers articulating the comments from the whiteboard exercise at the workshop.

10.34 am Terry Huntley joined the meeting.

Michele McCreadie asked for any feedback on the strategy before publishing on the website.

The Board agreed with Matthew Parsons' suggestion that both Dr Nigel Millar and Neil Gyde, Manager Digital Portfolio, Technology and Digital Services, MoH be asked to provide feedback on the strategy before proceeding any further.

Carolyn Cooper raised the issue of care planning in the Momentum software as she suggested it is not a fully utilised tool across the country.

Michele McCreadie responded by stating that a decision was made that interRAI would focus on the assessment, and individual providers would choose their own care plan template format mechanism. Some do choose the Momentum template. interRAI would require Board approval for enhancement of the care planning component of the Momentum system.

The Board discussed the issues of the current software shortfalls and Carolyn Cooper's concerns of a clinical risk of the assessment and care plan being independent of each other.

Michele McCreadie stated that to date interRAI have been looking at enhancements of the needs assessment process and not the care plan, but it was possible to consider.

Terry Huntley stated that user groups were used to inform enhancements.

The interRAI New Zealand Governance Board:

1. **Requested** that the draft interRAI NZ Informatics Strategy be checked with Dr Nigel Millar, interRAI Fellow and Neil Gyde, Manager Digital Portfolio, Technology and Digital Services, MoH be consulted as a check and balance of the draft strategy to identify any gaps or items in the action list that are not achievable, and that new Board members were given an opportunity to provide any feedback to interRAI management.

2. **Noted** that the strategy is an opportunity to mitigate against the clinical risk between assessment and care planning.

<div align="right">
Moved: R Reid
Seconded: J Mueller
CARRIED
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Interoperability
An independent review of interRAI into ARC recommended that interRAI Services investigate the feasibility of bi-directional interoperability between interRAI and other systems. The paper provided information on the issues.

At its August meeting, the Board discussed ways of managing information flow without changing the data system.

Michele McCreadie advised the changes since last August to help address the issue. Standards have been revised for all interRAI assessments aiming to reduce the burden on the assessor making it easier to follow and clearer about information required in the notes. Positive feedback has been received. Links to the revised standards were provided in the latest edition of *Informer*.

Michele McCreadie talked to the medication section which interRAI International have agreed will be 'country specific' meaning New Zealand can make its own decisions in respect of that part of the assessment. Steps have been taken with the software to make it optional and work is

progressing on advising those changes, which will assist to reduce the risk of duplication and error. The aim is to make the process more streamlined and decrease the levels of bureaucracy.

Dr Phil Wood suggested that consideration be given to the NZ EPS (Electronic Prescribing Service) framework currently in progress. Michele McCreadie advised she was in contact with the relevant advisors at the Ministry of Health and will discuss how the EPS would work in terms of the relationship with aged residential care and other systems.

Michele McCreadie also advised the work being done to integrate interRAI into day to day operations at aged care facilities – three workshops have been completed with the communications team creating a visual aid showing the steps to operate interRAI in a streamlined manner. It was stated that facility processes need to align with software to ensure maximum value.

Recommendation 10 of the report - the Board were asked to reconfirm the direction previously agreed in 2015.

Max Robins suggested there were components of data available to reduce time nurses and administration staff spent on administration tasks. Carolyn Cooper stated that there was also a burden on the patient being asked the same questions.

The Board requested the strategy include avoidance of duplication (where possible).

That the interRAI NZ Governance Board:

1. **Agreed** to remain with the previous decision relating to interRAI interoperability confirmed in March 2015 **noting** the comments relating to duplication and efficiencies.

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Moved: H Kenealy
Seconded: M Honey
CARRIED
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The Board considered the software position and previous discussion that the current contract is due for either fresh procurement or another four year term rollover with the current provider, Momentum.

There would be an opportunity to advise Momentum during the contract renewal process of concerns and areas to be addressed.

Michele McCreadie highlighted the advantages of a single platform.
Terry Huntley advised that those countries running multiple platforms had indicated the advantages of a single platform.

11.40 am Karina Kwai returned to the meeting

The Board noted the disadvantages of the current system and highlighted issues to be considered under the new contract requirements:
- synchronised with advancing technology
- consideration of mental health and acute care
- the importance of user groups/sector engagement.

It was noted that the Ministry of Health were required to follow guidelines set by the Ministry of Business, Information and Employment (MBIE) for procurement – for example Registration of Interest, Request For Proposal. The Ministry undertook to explore various options and to determine whether the current provider is fit for purpose.

Further to the discussion, the Board requested a paper outlining options and constraints including the timeline to inform the decision process. The Chair noted the opportunity to make the best of the contract renewal opportunity.

That the interRAI NZ Governance Board:

Agreed to further consider the issue of a single national software platform and provider when the current contract ends and has requested the Ministry to provide options for discussion.

Moved: J Mueller
Seconded: M Robins
CARRIED

Action items		Person Responsible
03-02/18	Seek feedback on draft presented to February meeting from Dr Nigel Millar, new Board Members and Neil Gyde, MoH	Michele McCreadie
04-02/18	Circulate link to the independent project review report relating to the introduction of interRAI in ARC to new Board members.	Michele McCreadie
05-02/18	MoH to provide critical dates of contract renewal process to inform Board strategy decisions	Karina Kwai

3.2 HISO Framework

The purpose of the paper was to provide the Board with an overview of the HISO security requirements and interRAI's current status.

The Board were pleased to receive the clarity and assurance that interRAI are currently up to date with HISO standards for security information on both host sites.

That the interRAI NZ Governance Board:

Notes that interRAI NZ is currently up to date with HISO standards for securing information at both its host sites.

Moved: C Cooney
Seconded: J Mueller
CARRIED

12.05 pm Terry Huntley left the meeting. Jason Theobald joined the meeting

4.0 Education and Support

4.1 interRAI Quality Indicators – next steps

Michele McCreadie and Jason Theobald talked to the paper which updated the Board on progress with the interRAI Quality Indicators (QIs) project and next steps.

A paper was circulated showing *examples* of reports for different stakeholders, intended to be published through Connex and not for the public domain.

The Board asked that legal advice be sought to determine if the information would be required to be released in response to an Official Information Act request.

Michele McCreadie noted the understanding of the interRAI team that the information will be sensitive when it is first released. Feedback was sought from various sources and summarised in the paper. Planning for QIs publication has been designed to reflect the feedback received from stakeholders.

Matthew Parsons suggested that the information be presented with confidence levels set at 95%. It was stated that definitions and the planned education package must be comprehensive to ensure the data is fully understood.

The Board robustly discussed stakeholder receipt of information and noted their debate was indicative of the conversation the QIs would elicit from the sector.

Michele McCreadie confirmed the team were confident to achieve self-defined targets for an April release.

Further to legal advice, the report would be presented to stakeholders.

Reports will be provided quarterly with an evaluation suggested after three reports. A summary was likely to appear in the interRAI annual report.

Risk adjustment will be developed and the team will then begin to investigate home care reporting.

Action items		Person Responsible
06-02/18	OIA - seek advice from Health Legal to determine levels of confidentiality (particularly group and facility level)	Michele McCreadie

The team were thanked for the outstanding work to date.

12.36pm Jason Theobald left the meeting

5.0	**Update from interRAI International**

Michele McCreadie advised there is nothing currently to report, other than the medication section reported in the Informatics Strategy discussion.

interRAI NZ have met with MoH Mental Health team and provided international foundation research in relation to mental health, offered to further discuss and arrange a video conference with leading mental health interRAI advisers in Canada.

6.0	**Operations Reports**

6.1	**interRAI NZ Risk Register**

The Board discussed the current risk register and requested the following changes:
- Add a column 'clinical risk'

- Quality indicators – add OIA / security levels on data
- Quality indicators – add engagement with the sector
- Item 2 – Governance: add risk for anyone engaging with interRAI
- Board members – add staggered terms for new Board members
- Board members – induction. Add optional attendance at interRAI trainers/education session.

Action items		Person Responsible
07-02/18	Amendments to be made following discussion at February meeting.	Michele McCreadie

6.2 interRAI Services Operational Report Q2

The Board **received** the paper.

Michele McCreadie talked to the operational report Q2. Positive media attention in the last quarter included the launch of the data visualisation and Dr Hamish Jamieson's research into loneliness in the elderly. Stephanie Clare noted that the interest in Dr Jamieson's research had a huge impact on Age Concern NZ and suggested any advance warning of issues of this type, would be appreciated.

Michele McCreadie noted that a software upgrade was scheduled for late May to allow Canterbury DHB to complete server upgrades.

Work has commenced with Comporto, part of PatientsFirst - a system gathering information from various sources for GPs with the aim of getting the interRAI assessment into primary care. This requires careful planning, a comprehensive process and Board updates.

A draft business case progressing to one host site is scheduled for Board discussion at the next meeting.

The clean-up of the interRAI database has impacted on the target levels for % Registered Nurses in ARC competent to undertake the interRAI LCF assessments.

6.3 Overview interRAI Services Financial Situation Q2

The Board **received** the paper.

The paper provided an update on the Q2 financial situation. The Board congratulated management on the results for this quarter.

7.0 Update from the Ministry of Health

Karina Kwai provided an update from the Ministry noting that the appointments process has been completed. There was a lot of interest and a high calibre of applicants.

Acting Director General has been appointed with the permanent recruitment process underway. The Ministry continue in the transition phase with the new government. The Ministry are working with the new Minister on priorities for the year ahead.

Dr Phil Wood noted that free access for over 65s was being considered. This would potentially impact on the interRAI assessment.

8.0	Communications

The latest edition of *Informer* has been published. The next edition will include an introduction of the new Board members.

Individual and group photographs are scheduled for the next Board meeting.

9.0	General Business

ARC funding review

Max Robins and Dr Phil Wood advised that the ARC funding review has been approved and EY appointed as project manager. EY may request information from, and use of, interRAI data.

Michele McCreadie offered to assist EY noting that any requests will have to comply with interRAI data access protocols.

Action items		Person Responsible
08-02/18	ARC Funding review Guidance and support to be offered to EY, in line with data access protocol.	Michele McCreadie
09-02/18	update on the EY project be provided to the next meeting and become a standing agenda item	Michele McCreadie

BOARD ONLY TIME

1.42 pm staff left the meeting

During Board only time, discussion was in relation to a reflections session held at the last meeting.

It was **agreed** that the reflections document be provided to Michele McCreadie. The Board also **agreed** to identify two priority items from this document during the Board only session at the next meeting.

Meeting Closed: 2.00 pm

Next meeting: 11 April 2018, Front & Centre, 69 Tory Street, Wellington