

Minutes

interRAI Governance Board

Date:	Wednesday 28 November 2018		
Start Time:	9.30 am	Finish Time:	2.00 pm
Method:	Face to Face, Thorndon Room, Front+Centre, 69 Tory Street		

Members: **Catherine Cooney** (Chair) Director of Kowhai Health Associates Limited, **Chris Fleming** (Deputy Chair) CEO Southern DHB – Funder Representative, **Roy Reid** – Treasurer, Chair Age Care Committee, Grey Power – Consumer Representative, **Prof Matthew Parsons** – Professor Medical and Health Services, University of Auckland, Chair Gerontology Nursing, Waikato DHB – Research Representative, **Max Robins** – CEO CHT and Deputy Chair NZACA – ARC Provider Representative, **David Chrisp** – General Manager Access Home Health Ltd – Home Care Representative, **Janice Mueller** – Director, Waipiata Consulting Limited - Health Professional Representative, **Carolyn Cooper** – Director Clinical Operations & Service Improvement & Lead Nurse, Bupa NZ - Nurse Leader Representative, **Dr Michelle Honey** – Senior Lecturer, University of Auckland - Health Informatics Representative, **Stephanie Clare** – Chief Executive Officer, Age Concern NZ - Consumer Representative, **Dr Helen Kenealy** – Geriatric SMO, Counties Manukau Health – Clinician Representative, **Karen Evison** – Director Strategy Planning and Funding, Lakes DHB – Funder Representative, **Dr Nigel Millar** – Chief Medical Officer & Geriatrician Southern DHB – Clinician and interRAI Fellow Representative

In Attendance: **Michele McCreadie** – General Manager interRAI Services, TAS, **Dr Brigette Meehan** – National interRAI Services Manager, TAS **Monica Smith** Analyst Business Intelligence (observer) (TAS) **Karina Kwai** – Manager, Health of Older People, Health System Improvement and Innovation, Ministry of Health, **Dr Phil Wood** – Chief Advisor, Healthy Ageing, Ministry of Health, **Shelley Gilmour** – Secretariat, TAS.

Apologies:

By Telco: Carolyn Cooper

Welcome & Apologies	
The Chair opened the meeting at 9.37 am.	
01	Minutes and Action Register
1.2	Declaration of Interest Register

Additional declarations of interest were received by the Chair in relation to the Operations Report at item 7.3 which mentions the Rotorua and Bay of Plenty Competency Assessment Programme (CAPS) providers. Chris Fleming noted his involvement and that of Nigel Millar in the three DHB PAC-R pilot.

1.3 Confirmation of Minutes

The minutes of the meeting held 17 October 2018 were **confirmed** as a true and correct record.

Moved: S. Clare
Seconded: R. Reid
CARRIED

1.4 Action Register

12-04/18	Life when Renting Team to present to the Board a proposal for the inclusion of an additional question in the Home Care assessment. Open
03-06/18	interRAI Future Direction 2018-21 Include equity statements in the strategic document. In Progress
07-06/18	Quality Indicators are to provide an analysis of where the variations are. Open
10-06/18	Investigate the feasibility of the interRAI Board viewing the micro-simulation presentation at a future meeting. In Progress
14-06/18	MoH to provide an update on interRAI data into IDI at the next Board meeting. In Progress
02-08/18	Develop a discussion paper on uses of the Palliative Care assessment in Aged Residential Care. Open
06-08/18	A statement of Work for software enhancements to be presented to the Board at a future meeting. Open.
08-08/18	Update to be provided on the progress of the evaluation of the interRAI Software contract review at the Board meeting in November. Closed
09-08/18	Provide names for the group to be involved in the interRAI software review evaluation. Closed
01-10/18	The Register of Interest is to be circulated and Board members are to ensure that their details are up to date. Closed
02-10/18	An update on the potential DHB PAC-R pilot to be provided at the November 2018 meeting. Closed
03-10/18	A paper is to be provided at either the November 2018 or the February 2019 meeting with an update on the CDHB pilot of the Acute Care 9.3 Tool. Open
04-10/18	An addition to the risk register is to be made to note the interoperability of the range of on-line planning tools. Closed

05-10/18	Quality Indicators new look and feel to be shown to the Board at the November meeting. Closed
06-10/18	Board members to consider topics for discussion for a potential visit to New Zealand by the interRAI Fellows. Open
07-10/18	New risk to be added regarding CDHB pilot around interoperability and rollout. Closed
08-10/18	Close risk six. Closed
09-10/18	Include the improvement in the time taken to reach competency in the next interRAI informer. Closed.
10-10/18	An update on the interRAI data into IDI is to be provided at the Board meeting in June 2019. Closed (Duplication)
11-10/18	Distribution of 2019 Board meeting dates and meeting invitations are to be sent to Board members. Closed
12-10/18	Liaison between MoH and MFAT is to occur before any travel to Qatar occurs. Closed

At 9.43 am Max Robins and Matthew Parsons joined the meeting.

1.5 Correspondence - Nil

1.6 Matters arising

Canterbury DHB Acute Care (9.3) Pilot

Michele McCreadie provided an update on the Canterbury District Health Board (CDHB) 9.3 pilot which is at the software testing phase. A February 2019 start date is expected.

Dr Nigel Millar reported that MKM, the software vendors, are not enthusiastic about signing a licence with interRAI for their software. There is a licence for the use for assessments which is owned by the Ministry of Health (MoH) which can be used across the country for no cost but the software vendors pay a licence fee to interRAI. This controls the copyright.

Karina Kwai noted that this is something that needs to be understood further in the software review.

At 9.52 am Lisa Gestro, General Manager Planning and Funding, Southern DHB joined the meeting by Zoom.

Three DHB Post-Acute Care Rehabilitation (PAC-R) Pilot

Lisa Gestro updated the interRAI Governance Board on the potential pilot of the PAC-R tool. At this stage there is not a great deal of progress. They are looking to support the Accident Compensation Commission (ACC) on the Non-Acute Rehabilitation (NAR) Service pathway redesign. The pilot sites are Auckland, Waikato and Canterbury DHBs. There is still a degree of uncertainty about ACC's ongoing commitment to the Australasian Rehabilitation Outcomes Centre (AROC) and use of the FIM. It was noted that the three pilot sites are very committed to moving forward and are looking

to develop an end to end interRAI process to support the NAR re-design. A business case was completed for the interRAI Board two years ago, this will be updated and presented back to the Board in February 2019.

Professor Parsons advised that work has been carried out so that the interRAI tool can be used in the absence of anything else however the issue is, whether AROC will allow information to be gathered from interRAI. ACC will support the DHBs decision. The timeline for ACC is a December 2019 'go-live' of a new contract variation and use of on-line systems.

At 10.00 am Lisa Gestro left the meeting.

ACC Contact Assessment in Home Care.

Michele McCreddie advised that ACC are also looking at the use of the interRAI Contact assessment where ACC is funding home care. The interRAI Contact would be used as the prime assessment tool and driver of a case-mix system. Kit Hoebin (ACC) has been in touch to discuss what this means in terms of software changes, but it is still very early in the planning phase.

A general discussion ensued about managing the quality of data. Due to the arrival of the next speaker, the matter was held over until later in the meeting.

Action items	Person Responsible
01-11/18 Sue Wood (CDHB) is to be invited to the February 2019 Board meeting to provide an update on the Acute Care (9.3) Pilot.	Michele McCreddie
02-11/18 The issue around a longer term licence with MKM needs to be considered under the software review.	Karina Kwai
03-11/18 Updated paper on the 3 DHB pilot PAC-R to be presented to the interRAI Governance Board meeting in February 2019.	Lisa Gestro

2.0 Governance

At 10.04 am Dr Kay Saville Smith, Janet McDonald and Warwick Long joined the meeting.

2.1 Proposal to Add Housing Two Tenure Questions to interRAI Assessments

The Chair advised that this request is to add two tenure questions to the interRAI HC and LTCF assessment tools. This item follows on from an earlier approach in 2018 where the Board requested a framework to be developed and a case to be provided.

Dr Saville-Smith provided an overview of the context and the proposal.

- The Life when Renting project is nearing the end of the first phase of work
- There is a big tenure revolution.
- Older tenants are less well.

- Older tenants experience poor tenure security, the quality of houses is not great and they tend to move around a lot.
- Barriers to older renters wellbeing, include low recognition in health assessments, difficulties in home modification access and poor rental protection.
- Landlords generally like older tenants but are now starting to feel more ambivalent as they feel it is difficult to raise rents.
- A great deal of work has been completed and data is about to be released.
- It is clear from the data that older tenants are going into Aged Residential Care (ARC) earlier both in terms of age and general health.

It is proposed to include two new tenure associated items in interRAI assessments in New Zealand. The first item is to record the 'dwelling tenure', this would be in conjunction with the second item.

Item One: Dwelling Tenure:

1. Dwelling owned or partly owned.
2. Dwelling not owned and not held in a family trust – Go to item two.
3. Dwelling held in a family trust.
4. Don't know
5. Refused to answer/not stated.

The second item is to record the 'landlord sector' because this may impact the person's needs and the ability to address those needs.

- Council and Housing New Zealand tenancies are likely to be more secure than those with other landlords;
- Housing New Zealand tenants have access to income-related rents which makes rentals more affordable;
- Housing New Zealand has an arrangement for the funding and undertaking of home modifications with the Ministry of Health (MoH).

Item two: Sector Landlord

1. Private person, trust or business.
2. Local authority or city council.
3. Housing New Zealand

4. Other.
5. Don't know
6. Refused to answer/Not stated.

A general discussion ensued on the issues around the paper request.

The interRAI Governance Board:

1. **Approved** progressing the two tenure items to the next stage of the governance framework for testing.

At 10.30 am Dr Kay-Saville-Smith, Janet McDonald and Warwick Long left the meeting.

At 10.42 am Karyn Foley joined the meeting.

2.2 Palliative Care Assessment in Home Care

At the interRAI Governance Board in August 2018, the Board requested a discussion paper on the feasibility of using the interRAI Palliative Care (PC) assessment for ARC residents who have a formal Palliative diagnosis or a recorded clinical prognosis of a year or less to live.

Michele McCreddie noted the main constraint when the original business case was approved was the capacity for interRAI Services to train assessors and meet the needs of the ARC sector.

Carolyn Cooper commented that the key reason to look at this is, for the resident to have a clinically appropriate assessment which ensures that they are safe and receive appropriate care. Residents should not have to go through an inappropriate LTCF assessment when it is known that they will not live long and the prime focus of their care is symptom and pain management. It was suggested that this could impact on the ARC funding review.

Following a discussion of the recommendations, it was agreed that another paper is required to reflect the views of the ARC sector and the Palliative Care Advisory Group (PCAG).

Some technical data analysis is required to check if the proposal will fit into the Casemix model and TAS will provide this.

The interRAI Governance Board:

1. **Agreed** it is an important issue to be pursued.
2. **Agreed** it is important that the opportunity for use of the Palliative Care tool within the ARC setting is worked through.
3. **Agreed** that the mechanism of PCAG would be useful to assist but there is a need to seek the views of the ARC sector
4. **Noted** that TAS will provide a plan for the next phase of work at the February 2019 Board meeting.

5. Noted that National Standards defining the parameters for the use of Palliative Care assessment within ARC will be developed as part of introduction. The standards will incorporate the Ministry of Health Te Are Whakapiri Principles for last days of life.

Action items	Person Responsible
04-11/18 TAS to investigate providing a Casemix technical data analysis	Michele McCreadie

At 11.12 am Karyn Foley left the meeting.

3.0 Education and Support

At 11.15 am Andrew Upton (MoH) and Jason Theobald (TAS) joined the meeting.

Brigette Meehan provided an update on interRAI QIs and noted that work is being done with small ARC providers about how well the education support meets their needs. The main issue is their capability and capacity to develop quality initiative projects and implement change.

Jason Theobald provided the Board with an update to the look and feel of the QIs using the data visualisation tool.

At 11.23 am Darren Douglas (MoH) joined the meeting.

At 11.24 am Jason Theobald left the meeting

10.1 interRAI and Ernst and Young in Qatar

A brief update on the upcoming visit to Qatar was provided. Karina Kwai noted the action item for her to contact the Ministry of Foreign Affairs and Trade (MFAT). Karina Kwai confirmed that MFAT have advised there are no issues of concern. They provided her with a contact at New Zealand Trade and Enterprise to discuss issues around the development of commercial projects in Qatar.

Michele McCreadie advised that Ernst and Young (EY) are the primary contract holders in Qatar. Canterbury DHB have been sub-contracted to assist. EY have been asked to deliver a three year Continuing Care implementation plan.

An outline of the three day visit was provided.

5.0 Update from the Ministry of Health

5.1 interRAI into IDI – Update.

Dr Phil Wood advised that interRAI is still in the queue and it is expected that a further update could be provided to the Board at the June 2019 meeting.

5.2 interRAI Software Review.

A presentation was tabled and the Board secretariat was asked to distribute this following the meeting.

Karina Kwai noted that three workshops have been held since the last Board meeting. The workshops have been well attended and in particular a great turn out from ARC in Cambridge.

A meeting has been held with Momentum Healthware and they have been advised of the format of the review. Further discussions are scheduled in December 2018 and February 2019.

Work is being done towards a February 2019 report to the interRAI Board and the MoH sub-committee.

At 11.39 am Terry Huntley and Peter Fraser (TAS) joined the meeting.

Karina Kwai raised some issues which arose as a result of the recent software upgrade and noted that she would like to discuss these further with TAS.

At 11.47 am Andrew Upton and Darren Douglas left the meeting.

Action items		
05-11/18	The tabled interRAI software review Board update is to be distributed following the meeting.	Secretariat
06-11/18	An update on the software review is to be provided to the Board in February 2019.	Karina Kwai

4.0 Update from interRAI International

Dr Nigel Millar advised that he attended a meeting in Brisbane with PhD Post graduate students from around the world for 10 days. They came from around the world to be introduced to interRAI data. Each individual was expected to reach the level of having a published paper.

6.0 Data Analysis and Reporting

6.2 Approval of preferred supplier for a single interRAI software host site

The paper was tabled and the meeting broke for lunch and to allow the Board members time to read the paper.

At 11.55 am Karen Evison left the meeting and the meeting broke for lunch.

At 12.40 pm the meeting resumed.

The paper was received and taken as read and discussed. It was confirmed that procurement advice has been received.

The interRAI Governance Board:

1. **Noted and endorsed** Canterbury DHB as the preferred supplier (subject to the contract negotiations), of a single interRAI host site.
2. **Noted** that TAS will enter into discussions with Canterbury DHB and report back at the meeting in February 2019 on the progress of the negotiations.

6.1 Project Kotahi – interRAI 2-1 Host Services Status Report

Terry Huntley noted the achievements since the last update.

- Evaluation process and documentation completed
- Resultex provided an independent reviewer, a report of the process and confirmation of an independent review.
- Three impartial evaluators confirmed.
- Question and answer (Q&A) period for correspondents closed.
- Q&A answers sent back to respondent.
- Proposal submissions received.
- Evaluation of proposals completed.
- Draft recommendation made.

At 1.11 pm Terry Huntley and Peter Fraser left the meeting.

7.0 Operational Reports

7.1 Risk Register

The risk register was noted and following discussion, it was agreed to add another risk - 'not reaching a satisfactory commercial agreement with Canterbury DHB as the single software host site provider'

The interRAI Governance Board:

1. **Noted** the interRAI NZ Governance Board Risk Register as at November 2018.

7.2 Overview of interRAI Services financial situation to end Q1 2018-19

The interRAI NZ Governance board were presented with an overview of the financial situation as at the end of October 2018.

The interRAI Governance Board:

1. **Noted** the overview of the interRAI Services financial situation 2018-19 as at the end of October 2018.
2. **Noted** the explanation of financial variances and use of the revenue in advance funding for 2018-19.

7.3 interRAI Services Operational Report

Michele McCreadie noted that it has been an exceptionally busy month for conferences and presentations. interRAI Services hosted guest speaker Ulrich Bergler, Research Fellow at the University of Otago. interRAI Services presented at the New Zealand Nurses Organisation, Alzheimer’s and HiNZ conferences and also presented at the Grand Round at Middlemore Hospital.

A lessons learned process is being compiled as a result of the last software upgrade and will then start preparation for the March 2019 upgrade which will introduce the password self-reset option.

Phil Wood will speak further to Michele McCreadie regarding alternatives to introducing interRAI to Primary Care. Michele McCreadie advised that a paper would be presented to the Board meeting in February 2019 which would progress this conversation.

The interRAI Governance Board:

1. **Noted** the interRAI Services operational Report as at November 2018.

Action items	Person Responsible
07-11/18 The risk of not reaching a satisfactory agreement with Canterbury DHB as the single software host site provider’ to be added to the risk register.	Michele McCreadie
08-11/18 A paper is to be presented to the Board in February 2019 on the introduction of interRAI into Primary Care.	Michele McCreadie

9.0 Communications

Michele McCreadie provided a brief update noting it has only been six weeks since the last interRAI Governance Board meeting.

10.0 General Business

8.1 ARC Funding Review Update

The Board held a general discussion on the EY led funding review and focused on the recommendation for a casemix funding model. It was noted that the report was to be ready by the end of December 2018 however it is likely to be early 2019 and a casemix model will need to be developed.

1.6 ACC Contact Assessment in Home Care.

(Continued)

- ACC are expressing interest in use of the contact assessment for ACC funded home care clients and have asked interRAI to provide costs for software changes. Initial discussions have been held and ACC need to do further work to define their requirements
- This means that every person would need and interRAI assessment under Disability Support Services.

Meeting Closed: 1.40 pm

Next meeting: 19 February 2019, Front + Centre, 69 Tory Street, Wellington