

Minutes

Software User Group (SUG)

Date:	Thursday 20 July 2017		
Start Time:	11.00 a.m.	Finish Time:	11.38 a.m.
Method:	Teleconference		

Members: Jackie Long (Facility Manager, Aparangi Residential Care), Lyn-Elizabeth Schofield (interRAI Northern Systems Clinician – interRAI Education & Support Services), Theresa Araullo (Clinical Team Leader – Waitemata District Health Board Needs Assessment Service Centre), Margaret Thomason (Need Assessment Service Centre Assessor – Lakes District Health Board), Jean D'Ath (Clinical Manager – Gracelands Resthome and Village, Oceania), John MacDougall (Data Analyst, New Zealand Aged Care Association), Deborah Sullivan (Care Manager – Hawkes Bay District Health Board Needs Assessment Service Centre), Shelley Mawhinney (interRAI Southern Systems Clinician – interRAI Education & Support Services), Vickey Johnston (Clinical Lead interRAI – Bupa New Zealand), Janice Reuyan (Information and Communication Technology Trainer – CHT Healthcare Trust), Penny Hanning (Senior Consultant, RPH Consulting - Healthcare of New Zealand), Terry Huntley (interRAI Software Services Manager – interRAI New Zealand)

Apologies: Andrea Davidson (Senior Information Analyst, Canterbury District Health Board), Jason Theobald (interRAI Senior Analyst – interRAI Data and Analysis Team), Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern)

01	Welcome
<p>The Chair opened the teleconference and welcomed everyone to the meeting and apologies were noted. Terry Huntley was introduced as the new interRAI Software Services Manager and member of the Software User Group.</p>	
02	Confirmation of Minutes and Action Register
2.1	<p>Confirmation of Minutes The minutes of the meeting held on 15 June 2017 were confirmed as a true and accurate record with the correction for Janice Reuyan’s place of employment.</p>
2.2	<p>Matters Arising Following the 15 June meeting Janice Reuyan advised that the name of her place of employment was incorrectly recorded, it should be ‘<i>CHT Healthcare Trust</i>’ and the Minutes were adjusted accordingly. There were no other matters arising.</p> <p>Margaret Thomason advised that she had not received the meeting minutes from 15 June 2017. This was possibly due to the Lakes DHB server being out of operation for the period 17-20 July). Shelley Mawhinney to resend.</p>

03 Current Enhancements

3.1 The current list of prioritised enhancements had been tabled at the interRAI Governance Group for a decision based on merit and cost. The Software User Group could expect a decision in the next 6-8 weeks.

04 Software User Group Webpage

4.1 The Software User Group web page on the interRAI Website <http://www.interrai.co.nz/> was not yet available. The web page would be the public place for information about the Software User Group and record of minutes. An email would be sent to the group when the website was ready to 'go live'. This was expected to be by 31 July 2017.

It was requested and **agreed** that when the email notifying the Software User Group about the launch of the web page went out, it would contain the link or World Wide Web address (URL – Universal Resource Locator address).

Action Items	Person Responsible	Deadlines
01-07/17 Email to be sent advising the website was ready to 'go live' will also provide the link to the website or world wide web address.	Shelley Mawhinney	31 July 2017

05 Review List

5.1 The Software User Group accepted additional items for the 'Review List'.

5.2 Item 1 – Coding item in the MDS for a 'Referral Date'
This item was closed as this was already an enhancement proposed for February 2018.

5.3 Item 2 – Error Message in the MDS to alert assessors when an assessment is in 'draft'
Lyn-Elizabeth Schofield had written up specifications for this item. The document would now go to Terry Huntly for input. Item status remained 'in progress'.

5.4 Item 3 – Assessment Summary text restriction of 270 characters to be lifted
interRAI Education and Support Services were reviewing the requirements for text in the Assessment Summary. As these requirements have not been finalised, item status was 'on hold' until further notice.

5.5 Item 4 – MDS tab relabelled to 'Assessment Coding'
Discussion was held on the impact that making this change would have on the software, in particular, the task menus. For example, 'Print MDS Comments' option would need to be changed to 'Print Assessment Comments'.

There was some concern about the 'right' to make these changes on the system by removing the 'MDS' label and this would need to be verified. It was suggested that some long term users may resist this change.

Members also stated that having the 'MDS' was not viewed as an issue and good progress had been made in assimilating interRAI into our health system and this raised the question 'was this change really necessary'?

Members acknowledged that if the training and education was completed appropriately then there should be no concerns with making the software clearer to users/readers. More consultation was needed and it was decided for all members to go back to their user groups to discuss further.

5.6 Item 5 – ‘Incident/Accident’ Reporting Module

The discussion noted that large providers and District Health Boards (DHBs) would not need this type of enhancement. However smaller aged residential care providers would find it very helpful. The module would have to be optional. There would also need to be reporting options developed. It was decided that the specifications should be written up if this module was a possibility.

5.7 Item 6 – ‘Picking Items’ to populate to other systems to build a personalised care plan

Jackie Long, representing her user group submitted this item. The specifics of how the software would feed into other programmes (interoperability) needed to be further defined to be able to investigate how this might work. Jackie Long agreed to go back to her user group for an increased understanding of the request. The next meeting that Jackie Long will attend will be on Monday 7 August 2017.

Members were to continue having conversations with their user groups about what they would find helpful and submit any suggestions for enhancements as they arose.

Action Items	Person Responsible	Deadlines
02-07/17 Members are to ask their user groups about changing the MDS tab label.	All	Next meeting
03-07/17 Specifications to be written up for the incident/accident reporting module.	Shelley Mawhinney	15 September 2017
04-07/17 Jackie Long to seek further information from her user group on the request for interoperability for interRAI items to help build a care plan.	Jackie Long	Next meeting

06 Other Business

6.1 Additional Item - Reformatting the Printing of the MDS Coding Report

Karyn Foley, Hawke’s Bay DHB submitted an additional item by email. This request was the result of a meeting Karyn Foley had with consultants and general practitioners in the community regarding the ‘readability’ of the MDS coding report. If possible the enhancement would provide just the question and coded answer for each coding item and comments.

It was agreed that this would shorten the report considerably and be easier to read. However some concerns were raised about providing this document without explanation and supporting the readers understanding of what they were looking at.

The discussion noted that this would be no different from what users were already doing. If there was a move in the future to better understanding of the coding, the coding would be able to ‘tell’ more of a story than just the ‘comments’ and this type of report would be better for aged residential care.

It was decided that due to the amount of work involved in this enhancement, specifications would need to be investigated.

6.2 Wish-list from a Gerontologist

A wish-list from a gerontologist was tabled by a member, after review it was agreed that this was a data request. The request will be sent to Lyn Schofield to direct to an appropriate person for a response.

6.2 No further business.

Action Items	Person Responsible	Deadlines
05-07/17 Specifications to be investigated for the reformatting of the MDS coding report.	Shelley Mawhinney	21 September 2017
06-07/17 Lyn Schofield to direct Gerontologists email to an appropriate person for a response.	Lyn Schofield	Next meeting
Meeting Closed: 11.38 a.m.		
Next meeting: Teleconference. Thursday 17 August 2017.		