

Software User Group (SUG)

Minutes/Action Points

Teleconference held on Thursday 18 May 2017 at 11am

Present in attendance	Andrew Downes (interRAI Software Services Manager – Health Share), Jackie Long (Facility Manager, Aparangi Residential Care), Lyn-Elizabeth Schofield (interRAI Northern Systems Clinician – interRAI Education & Support Services), Theresa Araullo (Clinical Team Leader – Waitemata DHB NASC), Margaret Thomason (NASC Assessor – Lakes DHB), Jean D'ath (Charge Nurse – Hawkes Bay DHB), Andrea Davidson (Senior Information Analyst, Canterbury DHB), Jason Theobald (interRAI Senior Analyst – interRAI Data & Analysis Team), John MacDougall (Data Analyst, NZ Aged Care Association), Deborah Sullivan (Care Manager – Hawkes Bay DHB NASC), Shelley Mawhinney (interRAI Southern Systems Clinician – interRAI Education & Support Services)
Apologies	Vickey Johnston (Clinical Lead interRAI - BUPA), Penny Hanning (Senior Consultant, RPH Consulting - Healthcare of New Zealand), Janice Reuyan (ICT Trainer - CHT),
Absent	Michelle McDonald (interRAI Assessor – Enliven Auckland)
Minutes	Shelley Mawhinney (interRAI Southern Systems Clinician – interRAI Education & Support Services)

GENERAL ITEMS	DISCUSSION	OUTCOMES	ACTION by	Date
1. Previous Minutes are accepted as true and correct.	Minutes from 20 April 2017 were accepted by JL and seconded by JD a true and accurate record.			
2. Enhancement review process	<p>Andrew Downes has reviewed feedback and updated the specification documents:</p> <p>REFERRAL MANAGEMENT MODULE Long Term Care (LTC) facilities will complete an assessment and referral to the local Needs Assessment Service Centre (NASC) for a change in level of care funding on the interRAI system</p> <ul style="list-style-type: none"> The Referral Management Module enhancement would not be mandatory 	Each member to email Andrew Downes list of enhancements and a priority rating for next meeting	ALL	

- Requests for a change in level of care to the NASC will always be accompanied by a LTCF assessment completed by the facility
- If there is no LTCF Assessor within the facility then the NASC may provide assistance with the completion of this assessment to support the referral
- Training and support requirements within the sector may be ongoing due to the infrequent nature of change in level of care referrals

Discussion points:

National Reporting

- Would National reporting still be needed on the Referral data if the enhancement to the software is not mandatory? There are metrics attached to the Referral Management Module and National reporting is expected to be provided based on these measures
- Do we have the reporting requirements for this software enhancement? These will be developed with the new interRAI Software Services Manager. The intent is to provide 'date and time referral is submitted', and 'date and time referral is actioned' as a minimum. ARC, ACA and HOP Steering Groups are to be consulted

Training

- What level of training and support will be required for the sector around this enhancement? At a minimum a software instruction document. Other options may include video links and commentaries, user workbook updates, skills booster training sessions, helpdesk support and of course new assessors will be trained to use this feature within the training programme

SELF CHANGE PASSWORD OPTION

All users on the interRAI software would have the ability to reset their own passwords should their current password be forgotten or lost

- Identified as being advantageous for users more familiar with resetting passwords on other systems such as g-mail and hot-mail
- Optional for the user

DOCUMENT ATTACHMENT MODULE

Users of the interRAI software will have the ability to attach documents such as signed enduring power of attorney forms and relevant clinical letters

- The Documents Module enhancement would not be mandatory
- A list of document attachments may need to be agreed for standardisation

Further Enhancement Discussions:

Costing

1. The process now is to send the proposed software enhancement specifications to Momentum Winnipeg, Canada for review (software architecture – ensuring the software will meet requirements and how much this will cost). Once the review comes back, the interRAI and Software Governance Boards will review development costs and prioritization recommendations, then it goes into the pipeline for development, if the enhancements are approved, they will be scheduled for implementation within 18 months

Prioritization

2. It is the brief of the New Zealand interRAI Software User Group to provide a recommendation for what enhancement should be a priority. There are 3 proposed enhancements and each needs to be given a priority rating based on the prioritization framework on page 4 of the interRAI Software Enhancement Prioritisation Process document

	<ol style="list-style-type: none"> 3. Andrew Downes asked the group for general discussions around what would be important to the users they represent. It was proposed that the most helpful enhancement for users would be the 'Password Reset' as it would have the widest application across all users and would provide the most benefit. It was suggested this enhancement have the highest priority 4. The 'Referral Management Module' has a lot of advantages for the aged residential care sector in that there is more visibility of how responsive NASC's are to referrals. This enhancement also aligns with the Ministry of Health requirements for levels of response for changes in level of care within the aged residential care sector. Remembering that this module is not mandatory for DHB's whom already have systems in place to provide this data 5. Attaching relevant documents to interRAI enables a focal or central point for client and resident records that will follow them wherever they go within New Zealand. In particular EPOA and Advance Directives which are used across the community and residential care settings. These documents can be made available to other systems so there is some interoperability 6. Andrew Downes would like each member of the group to email him a list of the enhancements and a priority rating before the next Software User Group meeting. Final prioritization recommendations will be decided on at this next meeting 			
<p>3. Website</p>	<ul style="list-style-type: none"> • As the New Zealand interRAI Software User Group and its activities need to be made available to the public so that what we do is visible and transparent, a section of the interRAI website has been created where our terms of reference, software enhancement process/documents and minutes will be posted. It was proposed and agreed that a list of members also be made available with 			<p>18 May 17</p>

	<p>member's names and organisations. As an additional suggestion, emails could be added to enable those we are representing to contact us regarding suggestions, feedback and comments</p> <ul style="list-style-type: none"> • LS to contact the members of the group not present at this meeting to obtain permission for posting their name, organisation and email contact details for the website • As soon as the website is ready to go 'live' – interRAI New Zealand will advise the group via email 			
	<p>Meeting ended 12.03pm. Next meeting: Thursday 15 June 2017</p>			