

# Minutes

## Software User Group (SUG)

<b>Date:</b>	Thursday 21 March 2019		
<b>Start Time:</b>	11.07 am	<b>Finish Time:</b>	11.57 am
<b>Method:</b>	Zoom Meeting		

**Members:** Lyn-Elizabeth Schofield **Chair** (interRAI System Clinician – interRAI Software Services), Shelley Mawhinney (interRAI System Clinician – interRAI Software Services), Andrea Davidson (Older Persons Health Portfolio Manager, Canterbury District Health Board), Janice Reuyan (Information and Communication Technology Trainer – CHT Healthcare Trust), Adam Prybyl (Vice President, Client Solutions – Momentum Healthware Inc), John MacDougall (Data Analyst, New Zealand Aged Care Association), Peter Tang (interRAI Systems Clinician – interRAI Software Services), Margaret Thomason (Need Assessment Service Centre Assessor – Lakes District Health Board), Terry Huntley (interRAI Software Services Manager – interRAI Software Services), Lynda Wheeler (interRAI Education and Competency Manager – interRAI New Zealand), Costa Karavias (Analyst, interRAI Data and Analysis Team), Vickey Johnston (Clinical Lead interRAI – Bupa New Zealand), Rebecca McDowell (Analyst – interRAI Data and Analysis Team).

**Apologies:** Esther Bushell (Senior NASC – Waitemata District Health Board Needs Assessment Service Centre), Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern), Vanessa Pullen (Programme Manager – Health of Older People, Healthcare NZ Community Health), Deborah Sullivan (Care Manager - Hawke’s Bay District Health Board Needs Assessment Service Centre).

<b>01</b>	<b>Welcome</b>
<p>At 11.07 am the Chair opened the meeting and welcomed everyone.</p> <p>Apologies were noted.</p>	
<b>02</b>	<b>Confirmation of Minutes</b>
<p><b>2.1 Confirmation of Minutes</b>  The minutes of the meeting held on 21 February 2019 were confirmed as a true and accurate record. A copy of the minutes will be forwarded to Christine Field, the interim interRAI Senior Communications and Engagement Advisor to upload to the interRAI website.</p> <p><i>Moved: Adam Prybyl                      Seconded: Vickey Johnston</i></p> <p><b>2.2 Matters arising</b>  Actions will be reviewed as part of ‘Items to Consider’.</p>	

Action Items	Person Responsible	Deadlines
<b>01-03/19</b> Copy of February 2019 Software User Group Meeting Minutes to be sent to Christine Field (interim Communications Advisor) to upload to the interRAI website.	Lyn-Elizabeth Schofield	21 Apr 2019
<b>03 Items to Consider</b>		
<p><b>3.1 New Software User Group Members</b> John MacDougall has approached several aged residential care (ARC) managers regarding representing the sector at the SUG meeting. There are two people interested and he has provided them with contact details. He will follow up with them over the next week or so.</p> <p><b>3.2 SUG Meeting Minutes</b> The November 2018 SUG Meeting Minutes have been forwarded to Christine Field to post on the interRAI website.</p>		
Action Items	Person Responsible	Deadlines
<b>01-03/19</b> John MacDougall to follow up with two people whom expressed interest in representing the ARC sector for the SUG.	John MacDougall	21 Apr 2019
<b>04 Upgrade</b>		
<p><b>4.1 Momentum Healthware Software Upgrade</b> The Chair provided an update on the Momentum software upgrade. Dates now provisionally set for Friday 17 May 2019 for the Southern/Northern Host and Friday 24 May 2019 for the Central Host.</p> <p>The New Zealand build of the new upgrade has been installed and the team are conducting preliminary testing and configuration. It is anticipated that the new build will be opened-up for user testing within the next two weeks.</p> <p>Terry Huntley joined the meeting at 11.24 am.</p> <p>Terry Huntley advised that a communications email is scheduled to go out to the sector on Friday 22 March 2019.</p>		
<b>05 Enhancements</b>		
<p><b>5.1 Action Register</b> The Chair asked if there were any alterations for the Action Register since its release last meeting. Everyone agreed it appeared to be a thorough record.</p> <p>There are two enhancements still to have specifications submitted.</p> <p><b>5.2 Item 3b – Outcomes Scores displayed in the Care Plan</b></p>		

As Momentum Healthware are developing the Long Term Care Facilities Care Plan on the Momentum software over the next 12 months so we may want to put this item on hold?

**5.3 Item 11/2018 – Add New Client field lock down**

Adam Prybyl will look into what options can be developed for this screen and get back to us.

**5.4 Item CC and Item HH**

The status of both these items remains at **Awaiting SOW**. Adam has identified that he does not have the specifications and could these please be sent to him so he can prepare the required statements of work. The Chair will send these through to Adam.

Action Items	Person Responsible	Deadlines
<b>02-03/19</b> The Chair to put item 3b on hold for now.	Lyn-Elizabeth Schofield	21 Apr 2019
<b>03-03/19</b> Adam Prybyl to feedback on options for the Add New Client screen and locking down the Identifiers fields.	Adam Prybyl	21 Apr 2019
<b>04-03/19</b> Adam Prybyl to provide a <b>Statement of Work</b> for item CC and item HH on the Enhancements Action Register for the next meeting.	Adam Prybyl	21 Apr 2019

**06 Other Business**

**6.1 Upgrade Changes**

Lynda Wheeler raised the issue of the IADL Capacity and IADL Performance scale scores being removed from the latest version of the software. There is also a change with the latest version of the MAPLe score where it triggers on different items within the assessment. It appears that there was no communication around this from interRAI International or from Momentum Healthware. As Adam was a representative of Momentum Healthware, Lynda asked if there was any background or explanation. Adam explained that he is not aware of the details and that no algorithms are changed without ISD approval however he would investigate and get back to us. Lynda Wheeler will approach Brigette Meehan interRAI Fellow for New Zealand regarding information on this change.

**6.2 Request for Items for 2019**

The Chair asked the group to submit any ideas for enhancements for 2019 and to keep ideas coming in.

Action Items	Person Responsible	Deadlines
<b>05-03/19</b> Add all SUG members to the contact list for the interRAI upgrade communication emails.	Lyn-Elizabeth Schofield	21 Apr 2019

**Meeting Closed: 11.48 am**  
**Next meeting: Zoom meeting on Thursday 18 April 2019.**