

Minutes

Software User Group (SUG)

Date:	Thursday 15 February 2018		
Start Time:	11.00 a.m.	Finish Time:	11.50 a.m.
Method:	Teleconference		

Members: Lyn-Elizabeth Schofield **Chair** (interRAI Northern Systems Clinician – interRAI Education & Support Services), Jackie Long (Facility Manager, Aparangi Residential Care), Jean D'Ath (Clinical Manager – Gracelands Rest home and Village, Oceania), John MacDougall (Data Analyst, New Zealand Aged Care Association), Andrea Davidson (Older Persons Health Portfolio Manager, Canterbury District Health Board), Deborah Sullivan (Care Manager - Hawke's 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), Jason Theobald (interRAI Senior Analyst – interRAI Data & Analysis Team)

Apologies: Adam Prybyl (Vice President, Client Solutions – Momentum Healthware, Inc), Janice Reuyan (Information and Communication Technology Trainer – CHT Healthcare Trust), Margaret Thomason (Need Assessment Service Centre Assessor – Lakes District Health Board), Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern), Penny Hanning (Senior Consultant, RPH Consulting - Healthcare of New Zealand), Terry Huntley (interRAI Software Services Manager – interRAI New Zealand), Theresa Araullo (Clinical Team Leader Waitemata District Health Board Needs Assessment Service Centre),

01	Welcome
At 11.05 a.m. the Chair opened the teleconference and welcomed everyone to the meeting and apologies were noted.	
02	Confirmation of Minutes and Action Register
2.1	Confirmation of Minutes
The minutes of the meeting held on 7 December 2017 were confirmed as a true and accurate record. A copy of these minutes will be forwarded to Uli Trute, the interRAI Senior Communications and Engagement Advisor to upload to the interRAI website.	
<i>Moved: Jean D'Ath Seconded: Vickey Johnston</i>	
2.2	Matters arising
Action Item 02-12/17	
A reminder was given to all members to send email addresses for all recipients that need communications regarding the interRAI upgrade to Lyn Schofield. A robust email list is required to ensure all interRAI users are alerted about the interRAI upgrade in May 2018. This list will be given to Uli Trute, interRAI Senior Communications and Engagement Advisor to send out communications regularly over the preceding months leading up to the upgrade.	

Action Item 09-12/17

Terry Huntley reported by email correspondence that he and Michele McCreddie discussed nominations for Software User Group members with the Governance board last week. There are no new nominations however if the Governance board have people they would like to nominate, they will forward these names to Michele McCreddie for consideration.

03 Nominations and Vote for Chairperson 2018

3.1 As per the Terms of Reference for the New Zealand interRAI Software User Group, a new Chair will be appointed annually. One nomination for the Chair was received from Vickey Johnston to endorse Lyn-Elizabeth Schofield to remain as Chair for another term. All agreed. Lyn-Elizabeth Schofield was re-appointed as Chairperson.

Action Items	Person Responsible	Deadlines
01-02/18 Copy of December 2017 Software User Group Meeting Minutes to be sent to Uli Trute to upload to the interRAI website.	Lyn-Elizabeth Schofield	28 Feb 2018
02-02/18 Members to send in contact emails to be added to the 'Communications' contact list regarding the upgrade for April 2018.	All members	28 Feb 2018

04 Review List

5.1 Item 1 – Error Message in the MDS to alert assessors when an assessment is in 'draft'
Item remains 'in progress' awaiting Momentum Healthware development specifications and costing.

5.2 Item 2 – Assessment Summary text restriction of 270 characters to be lifted
The new National Standards for the Home Care Assessment have been released and require less text. This item to be formally removed from the list for consideration next meeting as the 270 characters are no longer needed.

5.3 Item 3 – MDS tab relabelled to 'MDS/Assessment'
Terry Huntley reported by email that he has received notification from Momentum Healthware with estimated costs for this item. This will include investigation, especially around whether this change would be within the bounds of interRAI international's agreement with New Zealand and development costs. This enhancement will be reviewed for implementation by Terry Huntley.

5.4 Item 4 – 'Incident/Accident' Reporting Module
The General Manager of interRAI Services, Michele McCreddie reported back to Shelley Mawhinney on the interRAI Management Meeting and the discussion around whether to progress the 'Incident Management' module.

Shelley Mawhinney advised that Michele has requested we investigate the level of interest from the ARC sector and whether they would use this module. A short survey and an email of inquiry has been formulated to send out to all small stand-alone ARC facilities to garner interest.

This survey and email will be vetted by Uli Trute, the interRAI Senior Communications and Engagement Advisor and should go out by month's end. Shelley Mawhinney will report back at the next meeting with collated responses.

5.5 Item 5 – Picking items for a Personalised Care Plan

Terry Huntley reported by email that picking items for a care plan is possible and would require an initial technical overview to be done by Momentum Healthcare regarding integrating parts of the two modules. Momentum Healthcare will begin this work in early March 2018 so that we can have the specifications and costing's for April 2018.

5.6 Item 6 – 'Photos' to be able to turn and alter

Terry Huntley reported by email that the current software does not allow any alterations to a "photo" or image. Technical upgrades to the software would have to occur to enable this type of enhancement so this would have to be a Governance Board decision should we want to pursue this. Jean D'Ath shared the specific requirements for loading a digital image (around ensuring the photo is taken in a landscape layout before uploading) and as long as these instructions are shared with the sector, this enhancement could be removed from the list for consideration.

5.7 Item 7 – See how CAPs have triggered on the Assessment Summary by hovering mouse

Shelley Mawhinney presented several screen shots to the members on how CAPs and Outcomes might be viewed from the Assessment Summary. Further thoughts were presented about using the 'orange' expandable fields (already used in the care plan for the CAPs). Shelley Mawhinney to put together specifications based on the expandable fields for development and costing for submission at next Software User Group meeting.

5.8 Item 8 – Advance Directives information on the Home Care Assessment Care Plan Report

Deborah Sullivan reported that she sent an email to known users and spoke predominantly to Social Workers at the hospital and the general feedback on the Advance Directives printing on the Care Plan Report was a good idea. Ideally it would sit under the Diagnoses and would be populated from the 'Overview' free text field.

There was no feedback from practitioners however they only get the Care Plan Summary which contains limited information. Lyn-Elizabeth Schofield will take this forward and put some specifications together for review at the next meeting.

5.9 Item 9 – 'Save as Draft' option for Care Plan Addendums

Lyn-Elizabeth Schofield provided a history for this suggested enhancement and discussed the difficulties some users have in specific DHBs with internet connections and 'timing out'. This particular enhancement would be for Home Care users only. Members asked to enquire about whether their user groups would be interested in this enhancement and to report back for the next Software User Group meeting.

5.10 Item 10 – Default settings for entering 'Diagnoses'

Lyn-Elizabeth Schofield provided a brief history for this suggested enhancement. Shelley Mawhinney reported that additional suggestions around the 'Diagnoses' section on the 'Overview' have been discussed by other users and they would like these to be submitted as part of this enhancement. Shelley Mawhinney to take this forward to put together some specifications for review at the next meeting.

Action Items	Person Responsible	Deadlines
04-02/18 Send email with embedded survey to small stand-alone ARC facilities to garner interest in the 'Incident Management' module.	Shelley Mawhinney	15 Mar 2018
05-02/18 Write up specs for expandable fields in the Assessment Summary to view CAPs and Outcome Scores.	Shelley Mawhinney	15 Mar 2018
06-02/18 Write up specs for populating the Advance Directives free text field to the Home Care - Care Plan Report.	Lyn-Elizabeth Schofield	15 Mar 2018
07-02/18 Discuss with all associated users whether they would use a 'Save as Draft' option on the Home Care - Care Plan Addendum. Collate results and report back in the next meeting.	All Members	15 Mar 2018
08-02/18 Write up specs for changing the 'Diagnoses' section label and how information is entered. For example eliminating 'Rank' and having default settings.	Shelley Mawhinney	15 Mar 2018
06 Other Business		
6.1 No further business.		
Meeting Closed: 11.50 a.m.		
Next meeting: Teleconference on Thursday 15 March 2018.		