

Minutes

Software User Group (SUG)

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| Date: | Thursday 19 October 2017 | | |
| Start Time: | 11.00 a.m. | Finish Time: | 12.02 p.m. |
| Method: | Teleconference | | |

Members: Lyn-Elizabeth Schofield **Chair** (interRAI Northern Systems Clinician – interRAI Education & Support Services), Margaret Thomason (Need Assessment Service Centre Assessor – Lakes District Health Board), John MacDougall (Data Analyst, New Zealand Aged Care Association), Andrea Davidson (Senior Information Analyst, 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), Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern)

Apologies: Jackie Long (Facility Manager, Aparangi Residential Care), Theresa Araullo (Clinical Team Leader – Waitemata District Health Board Needs Assessment Service Centre), Jean D’Ath (Clinical Manager – Gracelands Resthome and Village, Oceania), 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)

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| 01 | Welcome |
| At 11.00 am 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 17 August 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. |
| 2.2 | No matters arising |
| 03 | Upgrade and Enhancements Report |
| 3.1 | The Software Services Manager Terry Huntley was an apology for this meeting and was unable to provide his planned report on the upgrade and the up and coming enhancements. The report will be relayed in the 16 November 2017 meeting instead. |

04 Enhancements

4.1 Alert display - if there is an existing draft assessment when opening a new draft MDS form v0.1

Lyn-Elizabeth Schofield submitted the first draft of an enhancement specification document for the alert enhancement which will display when an assessor tries to open a new assessment when there is already one in 'draft'.

The 'Introduction' has been written in keeping with other enhancement specification documents. The need for this alert has been influenced by changes to the software where assessments are no longer 'deleted' but 'discontinued'. Users still do not appear to understand the 'power' is in their hands and they need to manage the assessment process including 'discontinuing assessments' where appropriate. Various reminders are communicated at Skills Boosters and Managers Trainings.

Under 'Detailed Specification' the actual alert was changed to "There is already a Draft MDS open. Are you sure you want to open another Draft MDS? Press OK to continue or Cancel to return to draft". A few grammatical errors corrected.

Under 'Business Rules' BR02 was rewritten as "Once a draft MDS has actioned an alert, no further command for a draft MDS can be actioned until the pop up alert box has been answered".

Under 'Impact Assessment' 7.1 was altered to read "This extra pop up alert is an improvement over managing multiple open Draft MDS".

Lyn agreed to make corrections as suggested by the Software User Group and will submit these to Terry Huntley to send to Momentum to verify implementation feasibility and costing.

| Action Items | Person Responsible | Deadlines |
|---|-------------------------|-------------|
| 01-10/17 Copy of August 2017 Software User Group Meeting Minutes to be sent to Uli Trute. | Lyn-Elizabeth Schofield | 10 Nov 2017 |
| 02-10/17 Email to be sent to Terry Huntley with corrections to the Enhancement Specification for Alert Display if existing draft when opening a new draft MDS form V0.1. | Lyn-Elizabeth Schofield | 10 Nov 2017 |
| 03-/10/17 Email to be sent to Momentum with proposed enhancement specifications for feasibility and costing. | Terry Huntley | 30 Nov 2017 |

05 Review List

5.1 Item 1 – Error Message in the MDS to alert assessors when an assessment is in 'draft'

Lyn-Elizabeth Schofield to make corrections to the specifications for this item. The document will go through Terry Huntley to be sent to Momentum for feasibility and costing. Item status – 'in progress'.

5.2 Item 2 – Assessment Summary text restriction of 270 characters to be lifted

Item remains on hold until the release for the new National Standards.

5.3 Item 3 – MDS tab relabelled to ‘Assessment Coding’

Suggestion made by member that the tab in question be relabelled ‘MDS/Assessment Coding’. This would easily direct end users to the assessment form and still be easily identifiable to the assessors where to enter the assessment coding. Specifications to be written up for this enhancement now that agreement has been reached on the outcome.

5.4 Item 4 – ‘Incident/Accident’ Reporting Module

There does appear to be a small amount of interest in the incident/accident reporting module on Momentum. It was suggested that the ARC Facilities, especially the smaller providers could be canvassed to explore whether there is enough interest to warrant investing in the additional module. This might be done using Survey Monkey. Shelley Mawhinney to talk to the General Manager of interRAI Services to see whether this is a possibility.

5.5 Item 5 – ‘Picking Items’ to populate to other systems to build a personalised care plan

Jackie Long was an apology and therefore unable to report on this item. To be reported next meeting or when Jackie is next available.

5.6 Item 6 – ‘Photos’ to be able to turn and alter

Lyn-Elizabeth Schofield offered to have a conversation with Terry Huntley regarding this enhancement regarding feasibility.

5.7 Item 7 - Reformatting of the MDS coding report

Shelley Mawhinney offered to have a conversation with Terry Huntley regarding this enhancement regarding feasibility.

| Action Items | Person Responsible | Deadlines |
|--|-------------------------|--------------|
| 04-10/17 Specifications to be written up for the MDS tab label. | Shelley Mawhinney | Next meeting |
| 05-10/17 Consult with General Manager of interRAI Services regarding the incident/accident reporting module and perhaps canvass ARC Facilities to see if they would be interested in utilising this type of addition to the system. | Shelley Mawhinney | Next meeting |
| 06-10/17 Lyn-Elizabeth Schofield to talk to Terry Huntley regarding the ability to turn and alter the ‘photo’ option on the Overview. | Lyn-Elizabeth Schofield | Next meeting |
| 07-10/17 Shelley Mawhinney to talk to Terry Huntley regarding the ability to reformat the MDS coding report. | Shelley Mawhinney | Next meeting |

06 Other Business

6.1 New admin role to include the ability to discontinue assessments

A suggestion was made to create a role for aged residential care managers to complete administration tasks as well as being able to discontinue assessments. This would be especially helpful for managers where staff have left their employ with a number of assessments still in draft. General consensus was that there is a high turnover of managers in the sector and it may pose a risk for managers deleting assessments inappropriately.

6.2 Wish-list

A reminder to all members to talk to their interRAI users and to feedback ideas or changes they would like to see on the system.

6.2 No further business.

| Action Items | Person Responsible | Deadlines |
|---|--------------------|--------------|
| 08-10/17 Software User Group members to question their users for opinions and feedback on the Momentum software and what would be helpful or work better for them. | All members | Next meeting |
| Meeting Closed: 12.02 p.m. | | |
| Next meeting: Teleconference on Thursday 16 November 2017. | | |