

## Software User Group (SUG)

### Minutes/Action Points

**Teleconference held on Thursday 20 April 2017 at 11am**

<b>Present in attendance</b>	Jackie Long (Facility Manager, Aparangi Residential Care), Richard Allen (interRAI Applications Manager – interRAI Education & Support Services), 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), Vickey Johnston (Clinical Lead interRAI - BUPA), Jason Theobald (interRAI Senior Analyst – interRAI Data & Analysis Team), John MacDougall (Data Analyst, NZ Aged Care Association), Shelley Mawhinney (invited guest - interRAI Southern Systems Clinician – interRAI Education & Support Services)
<b>Apologies</b>	Deborah Sullivan (Care Manager – Hawkes Bay DHB NASC), Penny Hanning (Senior Consultant, RPH Consulting - Healthcare of New Zealand), Janice Reuyan (ICT Trainer - CHT), Andrea Davidson (Senior Information Analyst, Canterbury DHB), Michelle McDonald (interRAI Assessor – Enliven Auckland), Andrew Downes (interRAI Software Services Manager – Health Share)
<b>Minutes</b>	Richard Allen (interRAI Applications Manager)

GENERAL ITEMS	DISCUSSION	OUTCOMES	ACTION by	Date
<b>1. Previous Minutes are accepted as true and correct.</b>	Minutes from 23 March 2017 were accepted and seconded as a true and accurate record.			
<b>2. Enhancement review process</b>	<p>Enhancement Specifications were reviewed and feedback sent to Andrew Downes. Discussion points raised:</p> <p><b>REFERRAL MANAGEMENT MODULE</b>  <b>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</b></p> <ul style="list-style-type: none"> <li>interRAI Education &amp; Support Services has visibility of LTC facilities who may have no LTC trained assessors on site to complete the required assessment and referral using</li> </ul>	<p>Each member to feedback impact of enhancements and a priority rating for next meeting</p> <p>The Enhancement Process' document to be re-circulated</p> <p>AD to feedback costs of enhancements if this is appropriate</p>	<p>ALL</p> <p>LS</p> <p>AD</p>	<p>18 May 17</p> <p>18 May 17</p> <p>18 May 17</p>

	<p>the system – in these cases the NASC will be asked to help with this process – these situations are unlikely to occur very often</p> <ul style="list-style-type: none"> <li>• Education will be required for interRAI assessors/users within the sector to utilise the referral</li> <li>• There is likely to be an impact on workloads for the NASC to manage the referral waitlist</li> </ul> <p><b>SELF CHANGE PASSWORD OPTION</b>  <b>All users on the interRAI software would have the ability to reset their own passwords should their current password be forgotten or lost</b></p> <ul style="list-style-type: none"> <li>• This Enhancement would be an advantage for assessors/users however will not eliminate the need for the helpdesk</li> <li>• A process of gradual bedding-in may be needed</li> <li>• Change password options will impact on the high incidence of helpdesk calls</li> <li>• Education will be required for interRAI assessors/users within the Community and LTCF sectors to utilise this function</li> </ul> <p><b>DOCUMENT ATTACHMENT MODULE</b>  <b>Users of the interRAI software will have the ability to attach documents such as signed enduring power of attorney forms and relevant clinical letters</b></p> <ul style="list-style-type: none"> <li>• Questions were raised about whether the Assessor competencies could be attached to the user accounts in the same way?</li> <li>• The LTCF sector would find this enhancement extremely helpful especially being able to attach enduring power of attorney documents</li> <li>• There will be an impact on the NASC staff and the administration of uploading documents</li> </ul>			
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	<ul style="list-style-type: none"> <li>Module would not be mandatory and could be utilised according to local NASC/DHB/LTCF policy</li> </ul> <p>A priority rating for all three enhancements to be established at next meeting.</p>			
<b>3. Other Business</b>	<ul style="list-style-type: none"> <li>QUERY – Can interRAI report on the timeframe between receiving a referral and when it was processed? Current dates of 'Case Open' are not accurate</li> <li>QUERY – Can an alert be added for opening an assessment when one is already in 'Draft'?</li> </ul> <p>Enhancement process takes 2-3 years. It would be good to develop a dynamic wish list.</p> <p>Meeting ended 11.50am.</p>	Dynamic 'wish list' document to be developed for enhancement submissions	LS	18 May 17
	Next meeting: Thursday 18 May 2017			