

Minutes

Software User Group (SUG)

Date:	Thursday 15 March 2018		
Start Time:	11.00 a.m.	Finish Time:	12.00 p.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), Terry Huntly (interRAI Software Services Manager – interRAI New Zealand)

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), Theresa Araullo (Clinical Team Leader Waitemata District Health Board Needs Assessment Service Centre), Shelley Mawhinney (interRAI Southern Systems Clinician – interRAI Education & Support Services)

01	Welcome
At 11.03 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 15 February 2018 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: Vickey Johnston Seconded: Deborah Sullivan</i>	
2.2	Matters arising
Action Item 04-02/18	
Shelley Mawhinney sent a survey to 120 ARC facilities asking whether they would be interested in an incident/accident reporting module being added to the Momentum software. Note: The larger providers such as BUPA, RYMANS and Oceania were not included in the survey as they have their own in-house software for recording this information.	

Of the 120 facilities surveyed, approximately 30 responded 'yes', 30 responded 'no' and 40 responded, 'maybe' but would require more information before making a decision.

Shelley will collate and report the findings to Michele McCreadie, who will share with the interRAI Governance Board for consideration as there are service costs involved.

Action Item 05-02/18

Shelley Mawhinney is still in the process of writing up the specifications for the expandable fields in the Assessment Summary to view CAPs and Outcome Scores.

Action Item 06-02/18

Details of the specifications for populating Advanced Directives to be presented by Lyn-Elizabeth Schofield during item 2. Enhancements.

Action Item 07-02/18

Lyn-Elizabeth Schofield asked members if they had asked associated users whether they would use a 'Save as Draft' option on the Home Care – Care Plan Addendum. Deborah Sullivan reported that Hawkes Bay DHB does not use the Addendum. Other members noted that there are possibly only a small number of users.

Action Item 07-02/18

Terry Huntly noted, in Shelley Mawhinney's absence, that changing the specifications for the 'Diagnoses' section label is a large piece of complex work and will be ongoing.

02 Enhancements

2.1 Item 1 – Specifications for Advance Directives in Care Plan Report (Paper)

Lyn-Elizabeth Schofield confirmed with members that their understanding of the Care Plan report was that it is widely used in the Long Term Care (LTCF) and Home Care (HC) Sectors as a summary of services, interventions and actions from assessments. It also provides non-interRAI users with information from the assessment and the service co-ordination.

Lyn-Elizabeth Schofield reported that only a small number, approximately 29, ARC facilities use the Momentum Care Plan. The Report is printed and used by caregivers and for audit purposes.

Demographics such as Name, Age and Primary Language are transferred from the Overview page to populate in the Care Plan Report. Therefore, it is assumed other information, such as Advanced Directives, from the Overview page can also be transferred.

Lyn-Elizabeth Schofield asked members if they agreed that the Advanced Directives information should be included under the Diagnoses (Page 6 of document). The members agreed this was a good place for it to appear.

Lyn-Elizabeth Schofield sought clarification from the members on what term is used when referring to the menus on the left hand side of the screen when navigating within the Overview TAB from

'Reports' and when navigating within the Care Plan TAB from 'Care Plan'. Terry confirmed there was no official term and everyone agreed that the word 'Expandable' was not required.

Lyn-Elizabeth Schofield reviewed the Requirements (pages 8 and 9) with the members. The only amendment noted was R04 should have a lower case 'a' for the word 'Above'.

Terry Huntly said that the next step in the process was to take the updated proposal to Momentum for costing and a statement of work. This will then be presented to the interRAI Governance Board for consideration.

03 Upgrade

3.1 Item 1 - Verbal update from Terry Huntly on May upgrade to Momentum sites

Last week the first communications were sent informing the sector of the dates that each area will 'go live' with the new upgrade.

A second communications will be sent tomorrow that details the main next steps in the upgrade process. These steps include:

1. The Quality Assurance environment being setup
2. The test sites being upgraded
3. Three to four weeks of internal testing, including from a user's perspective
4. Following the completion of internal testing, the UAT will be reloaded and opened for DHBs to test. This is expected to take place at the end of April
5. Another set of communications will then be sent to the sector on a weekly basis informing them of what to expect in terms of what the enhancements are and what they do.

Terry noted that if, following the communications, organisations or individuals have questions then they should direct these to interRAI.

Lyn-Elizabeth Schofield will continue to send Uli Trute, interRAI Senior Communications Advisor, additional email contacts of people who want to be kept informed of the details of the upgrade.

04 'Items to Consider'

4.1 ID 5 – Request for 'Picking Items' to build a personalised care plan that is generated from the assessment coding/CAPs/Outcomes – interoperability for this feature with Vcare, Leecare and Geras

Terry Huntly noted that this item will require a rigorous approach and a further update will be provided at the next meeting.

4.2 ID 11 – When a diagnosis is errored-out/deleted/removed from the resident overview, the wording is removed from Section I1b, however the coding remains.

Much discussion took place regarding whether the coding should be removed at the same time as the wording is removed. The outcome of the discussion was that, as it was

deemed not to be a major issue, more of an annoyance and that it currently poses no clinical or data risk. Therefore this request will not be progressed any further.

4.3 ID 12 – Forms – when building a form, the font is fixed, would like the ability to alter formatting e.g. size of font, type etc

Members agreed that this was really a non-issue as it is possible to enlarge text. Lyn-Elizabeth Schofield to go back to Justine Lee – interRAI educator to seek further clarification about the issue.

4.4 ID 13 – Turning off the auto-population function on forms, to prevent duplication of info. The daily progress sheet concept has been really popular but auto-population means staff have to use ‘clear data’ every time.

Members agreed that more feedback from DHBs on this matter would need to be sought before a decision of this scale could be made, as it would require turning off the auto-population feature for the entire Northern site. Lyn-Elizabeth Schofield to include question in survey to DHBs (see actions below).

4.5 ID 14 – When you have access to a multitude of offices, it would be great to be able to sort list of offices by ‘Recents’.

Could ‘All’ be at the top of the list instead of bottom?

Members agreed that the majority of users only have one office so the cost vs benefit would not be justified.

Terry Huntly to ask the Service desk whether ALL can be moved to the top of the offices list and report back at the next meeting.

4.6 ID 15 – Have an alert that the Systems Clinicians could add to a personnel account that will pop up when they log in to say ‘Their access has been altered’ e.g. Downgraded

Much discussion took place regarding the multiple ways assessors are reminded about their responsibilities to maintain their interRAI competency and hence, not have their Momentum accounts disabled i.e. email reminders that their annual on-line evaluations are due and information provided during their initial training. Lyn-Elizabeth Schofield will also draft a communications for the next interRAI Informer newsletter reminding assessors to update their email address on their AIS account if they have moved places of employment or changed personal email addresses.

	Person Responsible	Deadlines
07-02/18 Survey on whether to extend use of the ‘Save as Draft’ option on the Home Care – Care Plan Addendum to be sent to DHBs. To also include question about the use of auto-population feature and potentially having it turned off.	Lyn-Elizabeth Schofield	15 April 2018
To feedback to all individuals regarding the outcome of the requests they put forward to the Software User Group for consideration	Lyn-Elizabeth Schofield	15 April 2018

Terry Huntly to ask the Service desk whether 'ALL' can be moved to the top of the offices list and report back at the next meeting.	Terry Huntly	15 April 2018
A communications in the next interRAI Informer newsletter to be included reminding assessors to update their email address on their AIS account if they have moved places of employment or changed personal email addresses, including reasons why.	Lyn-Elizabeth Schofield	15 April 2018
06 Other Business		
6.1	Query raised about whether Adam Prybyl (Vice President, Client Solutions – Momentum Healthware, Inc), will still be attending a meeting as per December minutes. Terry said Adam is currently on leave in Canada but will attend the next meeting on his return.	
Meeting Closed: 12.00 p.m.		
Next meeting: Teleconference on Thursday 15 April 2018.		