

Minutes

Software User Group (SUG)

Date:	Thursday 7 December 2017		
Start Time:	11.00 a.m.	Finish Time:	11.55 a.m.
Method:	Teleconference		

Members: Lyn-Elizabeth Schofield **Chair** (interRAI Northern Systems Clinician – interRAI Education & Support Services), Jean D'Ath (Clinical Manager – Gracelands Rest home and Village, Oceania), 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), Terry Huntley (interRAI Software Services Manager – interRAI New Zealand)

Apologies: Margaret Thomason (Need Assessment Service Centre Assessor – Lakes District Health Board), Jackie Long (Facility Manager, Aparangi Residential Care), Theresa Araullo (Clinical Team Leader – Waitemata District Health Board Needs Assessment Service Centre), Janice Reuyan (Information and Communication Technology Trainer – CHT Healthcare Trust), Penny Hanning (Senior Consultant, RPH Consulting - Healthcare of New Zealand)

01	Welcome
At 11.08 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 19 October 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.
2.2	No matters arising
03	Upgrade and Enhancements Report
3.1	The Software Services Manager Terry Huntley spoke about the upgrade undertaken in September 2017. This was successful across both host sites. There have been minor issues with the 'Check In Check Out' feature for a few offices however these are being dealt with by Momentum.

We are now in preparation for the April 2018 upgrade. This is a larger upgrade with six enhancements, nine back end changes (no direct change to the front end view) and two interRAI international changes. Communications will commence towards the end of January 2018 and then updates will be provided regularly until April 2018. The next interRAI newsletter will detail the six enhancements which will directly impact the sector.

Contact lists have been accumulated to send out communication emails and will be reviewed and in place by the end of December 2017. If the members have contact emails they would like added or want to ensure are part of the contact lists, please email these into the interRAI email address interRAI@tas.health.nz.

04 Enhancements

4.1 Momentum software tab label 'MDS' to be changed to 'MDS/Assessments'

Lyn-Elizabeth Schofield submitted the first draft of an enhancement specification document for the change enhancement which will display 'MDS/Assessments' instead of 'MDS' on the 'MDS' software tab. This change was to accommodate the increased number of 'end-users' accessing the system. It was initially decided that no change was needed however new end-users appear to be missing relevant clinical information as the 'MDS' software tab is not an obvious place to search for assessments.

The label name could not be changed from the front end and has to be an enhancement and therefore specifications are needed.

Lyn will submit the enhancement specifications to Terry Huntley to send to Momentum to verify implementation feasibility and costing.

Action Items	Person Responsible	Deadlines
01-12/17 Copy of October 2017 Software User Group Meeting Minutes to be sent to Uli Trute to upload to the interRAI website.	Lyn-Elizabeth Schofield	31 Dec 2017
02-12/17 Members to send in contact emails to be added to the 'Communications' contact list regarding the upgrade for April 2018.	All members	11 Jan 2018
03-12/17 Email to be sent to Momentum with proposed enhancement specifications for feasibility and costing on the 'MDS' software tab labelling.	Terry Huntley	11 Jan 2018

05 Review List

Working backwards from the most recent additions:

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

Deborah Sullivan has offered to investigate this further to gain a better understanding of what exactly is required on the Care Plan Report.

5.2 Item 7 – See how CAPs have triggered on the Assessment Summary by hovering mouse
 Item would be set up like ‘Tip Text’ or perhaps it would be better to have the ability to open multiple screens in the Momentum Software. Shelley Mawhinney will write up options for possible development.

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

Lyn-Elizabeth Schofield has talked with Terry Huntley regarding this item and Terry has confirmed with Momentum Healthware that this would not be an enhancement but more of a small project for their team. Terry has a meeting coming up with Momentum Healthware and will report back on their progress.

5.4 Item 5 – Picking items for a Personalised Care Plan

This item may not be something that can be developed in the short term. Terry Huntley reported that we are working with the Ministry of Health to look at a National Platform to give non-trained or end users of Momentum the access they might need to view Momentum assessment information e.g. GPs. In the process of establishing this platform, we are also working with LeeCare, VCare and Geras as much as we can to give them the ability to draw information across to their systems. This is a work in progress.

Some discussion was generated around being able to transfer the ticked CAPs on the Assessment Summary to an external document and how this would be very helpful to the sector. Terry Huntley to talk to Momentum Healthware regarding the care plan populating ticked items on the Assessment Summary.

5.5 Item 4 – ‘Incident/Accident’ Reporting Module

Shelley Mawhinney talked to the General Manager of interRAI Services Michele McCreddie to ask about the possibility of implementing the Incident/Accident Module on interRAI especially for the small aged residential care providers. The item is currently on the interRAI Management Meeting Agenda for discussion.

5.6 Item 3 – MDS tab relabelled to ‘MDS/Assessment’

Specifications for this enhancement have been agreed upon and emailed to Terry Huntley to present to Momentum Healthware for development specifications and costing.

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

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

5.8 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.

Action Items	Person Responsible	Deadlines
04-12/17 Investigate what users want on the Care Plan report regarding Advance Directives for Home Care and report back to the Software User Group.	Deborah Sullivan	Next meeting

05-12/17 Write up specs for options for the ability to see how CAPs are triggered from the Assessment Summary.	Shelley Mawhinney	10 Feb 2018
06-12/17 Discuss with Momentum Healthware the progress of the 'Photos' being able to be altered in the software project.	Terry Huntley	10 Feb 2018
07-12/17 Discuss with Momentum Healthware the software care plan and the possibility of populating the ticked CAPs to the LTCF care plan and report back to the Software User Group.	Terry Huntley	10 Feb 2018
08-12/17 Email Momentum Healthware the specifications for the MDS tab relabeling for development specifications and costing.	Terry Huntley	11 Jan 2018

06 Other Business

6.1 Software User Group

With the 2017 year coming to an end, there was some discussion around the direction of the Software User Group and its members for 2018.

The members were asked whether everyone was happy to remain as members. All members present agreed to continue in 2018. Terry Huntley, Lyn-Elizabeth Schofield, Shelley Mawhinney and Jason Theobald would remain as representatives of TAS and a suggestion was made to add an interRAI Educator. Michele McCreddie as General Manager of interRAI Services will provide a nomination as per the protocol.

Discussions were had regarding whether we have the right mix of members to have wide links across the Momentum users and ensuring all relevant parts of the sector are covered. To make the Software User Group viable, we want to get as much feedback from all users as possible, this would include New Zealand Council of Christian Social Services, Home and Community Health Association and Adam Prybyl from Momentum Healthware. There was also a suggestion to include Aged Residential Care representation. Terry Huntley to talk to Michele McCreddie about another 1-2 possible nominations.

It was agreed that the meetings should continue on the third Thursday of the month at 11.00 am in 2018 (this is about 4.30 pm in Oregon for Adam Prybyl). Our next meeting will be 16 February 2018 at 11.00 am after the Christmas and New Year break.

Lyn-Elizabeth Schofield also asked for nominations for a replacement Chair to be discussed at the meeting 16 February 2018.

6.2 No further business.

Action Items	Person Responsible	Deadlines
09-12/17 Discuss with Michele McCreddie possible nominations for the Software User Group for 2018.	Terry Huntley	10 Feb 2018
Meeting Closed: 11.55 a.m. Next meeting: Teleconference on Thursday 16 February 2018.		