

Minutes

Software User Group (SUG)

Date:	Thursday 17 August 2017		
Start Time:	11.00 a.m.	Finish Time:	11:32 am
Method:	Teleconference		

Members: Jackie Long (Facility Manager, Aparangi Residential Care), 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 (Clinical Manager – Gracelands, Oceania), Andrea Davidson (Senior Information Analyst, Canterbury DHB), Jason Theobald (interRAI Senior Analyst – interRAI Data & Analysis Team), John MacDougall (Data Analyst, NZ Aged Care Association), Deborah Sullivan (Care Manager – Hawkes Bay DHB NASC), Shelley Mawhinney (interRAI Southern Systems Clinician – interRAI Education & Support Services), Vickey Johnston (Clinical Lead interRAI - BUPA), Janice Reuyan (ICT Trainer – CHT), Penny Hanning (Senior Consultant, RPH Consulting - Healthcare of New Zealand) Terry Huntley (interRAI Software Services Manager – interRAI New Zealand).

Apologies: Shelley Mawhinney (interRAI Southern Systems Clinician – interRAI Education & Support Services), Jackie Long (Facility Manager, Aparangi Residential Care), Terry Huntley (interRAI Software Services Manager – interRAI New Zealand), Theresa Araullo (Clinical Team Leader – Waitemata DHB NASC), Margaret Thomason (NASC Assessor – Lakes DHB).

01	Welcome
1.1	Agenda overview and apologies Lyn Schofield (acting chair) opened the teleconference and welcomed everyone to the meeting and apologies were noted.
1.2	Confirmation of Minutes The minutes of the meeting held 15 June 2017 were confirmed as a true and correct record. Lyn will ask Uli Trute, interRAI Senior Communications and Engagement Advisor, to add these to the interRAI website.
1.3	No Matters Arising
02	Enhancements
2.1	Lyn noted that there were no formal enhancements to discuss.
03	Review List
3.1	Lyn went through each item on the embedded document in the agenda titled, 'Items for Software User Group Consideration'.

Item 2 – The specifics for requesting an alert when opening a new MDS when there is already one in draft is in the process of being written. When this is complete, Terry Huntley will review and refine before the specifications are presented for formal consideration and progressed.

Item 3 - The request for lifting the character restrictions in the text boxes in the Assessment Summary is currently on hold. The interRAI education team is currently working through the process of how the Assessment Summary is completed. This is a large piece of work which includes being trialled by users before it will be ready for formal consideration.

Item 4 – The request for 'MDS' tabs within the client/resident records to be relabelled as 'Assessments' requires confirmation of who made the request. This item will be added to the next meeting agenda.

Item 5 – Terry Huntley will provide an update at the next meeting on the request for 'Incident/Accident Reporting' Module to be added to the Momentum software.

Item 6 – There was uncertainty over who had added the item on requesting 'picking items' to build a personalised care plan that is generated from the assessment coding/CAPS/Outcomes and how this would link to electronic patient records. It was agreed that this item would be added to the next meeting agenda.

Item 7 – The request for adding an option of 'Other' to the list of healthcare providers in Primary Contacts has been actioned. This item is now closed.

Item 8 - A request was made to have On-line Section Help added for questions K2e and K2f as this information is missing from the software as well as some of the user manuals. Lynda Wheeler, interRAI Education and Competency Manager, to provide an explanation about why the information is missing and the actions we will potentially take if this is deemed to be a major issue.

Item 9 – Request for the ability to manipulate the position of the photo on the Overview Page was requested by Jean D'ath on behalf of the residential users. All members agreed that this item should be presented for formal consideration. Lyn to talk to Terry about writing the request up as a specification.

Action Items	Person Responsible	Deadlines
<p>1. Talk to Terry about writing the request for the ability to manipulate the position of the photo on the Overview Page as a formal specification.</p>	Lyn	Next meeting
<p>2. Lynda Wheeler to email Lyn explanation regarding missing information on questions K2e and K2f from software and user manuals. Lyn to share this with the software user group.</p>	Lynda/Lyn	Before next meeting

04 Other Business

4.1 Penny Hanning said that she had asked the Home Help Association if they had any requests for upgrades to the software. At this stage she has not heard anything from them.

4.2 Lyn reminded the group that there is a planned interRAI software upgrade for September. The date for the ‘live’ upgrade for the Central host is the 22nd September. The date for the ‘live’ upgrade for the Northern and Southern host is the 29th September. At 5pm on the Friday before the upgrades the sites will be unavailable while testing takes place. If any problems are detected, the release dates for the upgrade will be pushed out. A notification about when the testing will occur will be added to the Home page of both sites as the testing will have an impact on those assessors who work weekends.

The changes to the software are:

1. Palliative Care assessment summary section and client summary report – A summary section has been added to the Palliative Care assessment and users will now be able to print an assessment summary as with other interRAI assessments.
2. A mobile ‘check in check out function’ has been added for Long Term Care Facilities assessments – the ability to transfer an assessment record to a mobile device and to use that assessment without internet connection.

The ‘check in check out function’ will require additional training and quality checks, as the feature poses the risk of having someone forget to check the assessment back in then overwriting it in the production site.

A report can be run to view which assessments are checked out.

The feature will only be available on request through interRAI services.

A question was asked about where the request for the ‘check in check out function’ came from. Lyn said it was most likely agreed by the previous User Software Group.

There are no current announcements on the Momentum home pages about the dates for the testing and upgrades. Lyn said she would find out when these will be added and let the group know.

4.3 Lyn asked if everyone was receiving the interRAI informer and inside interRAI newsletters.

Deborah Sullivan said that she hadn’t received either and all of the other members said they hadn’t received the inside interRAI. Lyn said she would follow up with Uli Trute who is responsible for creating and sending the newsletters.

Action Items	Person Responsible	Deadlines
1. Lyn to check with service desks in regard to when the notifications regarding the	Lyn	August 2017

2. Lyn to ask Uli Trute to add all Software User Group Members to the distribution list for receiving the interRAI informer and inside interRAI newsletters.	Lyn	August 2017
Meeting Closed: 11.32 a.m. Next meeting: Teleconference. Thursday 21st September 2017.		