

Minutes

Software User Group (SUG)

Date:	Thursday 15 June 2017		
Start Time:	11.00 a.m.	Finish Time:	12.00 p.m.
Method:	Teleconference		

Members: Andrew Downes (interRAI Software Services Manager – Health Share), Jackie Long (Facility Manager, Aparangi Residential Care), Lyn-Elizabeth Schofield (interRAI Northern Systems Clinician – interRAI Education & Support Services), Theresa Araullo (Clinical Team Leader – Waitemata District Health Board Needs Assessment Service Centre), Margaret Thomason (Need Assessment Service Centre Assessor – Lakes District Health Board), Jean D’Ath (Clinical Manager – Gracelands Resthome and Village, Oceania), Andrea Davidson (Senior Information Analyst, Canterbury District Health Board), Jason Theobald (interRAI Senior Analyst – interRAI Data & Analysis Team), John MacDougall (Data Analyst, New Zealand Aged Care Association), Deborah Sullivan (Care Manager – Hawkes Bay District Health Board Needs Assessment Service Centre), Shelley Mawhinney (interRAI Southern Systems Clinician – interRAI Education & Support Services), Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern)

Apologies: Vickey Johnston (Clinical Lead interRAI – Bupa New Zealand), Janice Reuyan (Information and Communication Technology Trainer – Christian Health Trust), Penny Hanning (Senior Consultant, RPH Consulting - Healthcare of New Zealand)

01	Welcome
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 18 May 2017 were confirmed as a true and accurate record with the corrections for Jean D’Ath’s designation and place of employment.	
2.2	Matters Arising
Jean D’Ath reported her designation and place of employment were incorrectly recorded in the last minutes, it should be Clinical Manager for Gracelands Resthome and Village, Oceania. Members liked the new format of the minutes. There were no other matters arising that were not already listed on the agenda.	
03	Enhancement Review Process
3.1	Andrew Downes reported on the following:

3.1 Prioritisation of Enhancement Features

Following feedback from both the members and representatives within the sector, and a collation of ballot votes regarding which of the enhancements for the Momentum software would be most beneficial for the users, the results were as follows:

- 1 Self-change password option
- 2 Document attachment module
- 3 Referral module.

This would be the final prioritisation arrangement. Andrew Downes requested that members contact him if there were any concerns with this prioritisation order.

Vickey Johnston's email was read out advising that she would like it known that the option of the referral module was favourable, however, it would need to be compulsory nationally to ensure that all residential facilities in all 20 of the District Health Boards utilised the module in the same way for training, consistency and reporting.

Andrew Downes would discuss the financial quotes for each enhancement provided by Momentum Healthware with the interRAI Governance Group at the end of June 2017. The final prioritisation list would be provided to Michele McCredie, General Manager of interRAI Services at Technical Advisory Services at this time. If further advice was needed with regard to the enhancements, this would be sought from interRAI New Zealand. The Software User Group should hear back in 8-12 weeks on which enhancements would proceed.

The Referral and Waitlist enhancement that the Aged Care Association and Aged Residential Care Steering Group requested would go back to them for comment regarding the challenges around implementing the work flow. John MacDougall stated that there may be increased time and effort involved in implementing and managing this type of enhancement for the Aged Residential Care sector and we may need to take this back to interRAI for further discussion.

Action Items	Person Responsible	Deadline
01-06/17 Andrew Downes to meet with the interRAI Governance Group and provide Central Technical Advisory Group with prioritisation list for enhancements.	Andrew Downes	30 June 2017

04 Website

4.1 The interRAI website was being developed to include a web page where the New Zealand interRAI Software User Group would post their Terms of Reference, software enhancement process/documents and minutes. Lyn-Elizabeth Schofield had forwarded the website developer a list of member names and designations. Lyn would ensure the recent corrections are communicated to the website developer.

An email would go out to advise the group when the website will be ready to 'go live'.

The aim of this web page is to direct people to where they may find information regarding the Software User Group and to help them feel connected to the Software User Group discussions. There will also be the opportunity for people to contribute thoughts, suggestions and considerations regarding what they would like developed in the software.

Action Items	Person Responsible	Deadlines
02-06/17 Advise Group by email when website is ready to go live.	Shelley Mawhinney	30 June 2017
03-06/17 Advise website developer of corrections to member designation and place of employment for posting on website.	Lyn-Elizabeth Schofield	30 June 2017

05 Review List

5.1 The Software User Group were accepting more items for consideration for future enhancements. All members to keep suggestions for enhancements coming into the meetings for consideration.

Members to ask users if there were items they would like considered for future enhancements.

Action Items	Person Responsible	Deadlines
04-06/17 Members to ask their users if there were items they would like considered for future enhancements.	All	Next meeting

06 Upgrade 2017

6.1 An interRAI software upgrade was planned for September/November 2017 where the Palliative Care Assessment would be made available in the Home Care offices. This was a minor upgrade, however it would have an impact on users, as a reasonable amount of 'down time' would be needed for the Service Desks to make the changes and complete testing within the system. This would mean that users would not have access to Momentum for at least 48-72 hours at the time of the upgrade.

The communication pathway for announcements would come through interRAI and the Service Desks. There was expected to be a general upgrade information sheet provided and information regarding when the system would not be 'available'. Previously this had occurred from a Friday evening through Saturday morning on the weekend of the upgrade. Alerts would be posted on the software and email reminders would be sent. The reminders were sent out to a contact list by the Service Desks. However some of these emails were not necessarily getting to the people on the 'floor', so to avoid people being missed, all user groups should pass on information as it was received.

Action Items	Person Responsible	Deadlines
05-06/17 Members to ask all user groups to pass on upgrade information as it was received.	All	September 2017

07 Other Business

7.1 Farewell Andrew Downes

Andrew Downes bid everyone farewell as this is his last Software User Group meeting. Andrew leaves his position as the interRAI Software Services Manager on 30 June 2017.

7.2 No further business.

Meeting Closed: 11.52 a.m.

Next meeting: Teleconference. Thursday 20 July 2017.