Minutes

Software User Group (SUG)

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| Date: | Thursday 20 June 2019 | | |
| Start Time: | 11.04 am | Finish Time: | 11.35 am |
| Method: | Zoom Meeting | | |

**Members:**

Adam Prybyl (Vice President, Client Solutions – Momentum Healthware Inc),

Andrea Davidson (Older Persons Health Portfolio Manager, Canterbury District Health Board)

Esther Bushell (Senior NASC – Waitemata District Health Board Needs Assessment Service Centre),

John MacDougall (Data Analyst, New Zealand Aged Care Association),

Julianne Brand (General Manager, Holly Lea Village),

Lyn-Elizabeth Schofield **Chair** (interRAI System Clinician – interRAI Software Services),

Lynda Wheeler (interRAI Education and Competency Manager – interRAI New Zealand)

Peter Tang (interRAI System Clinician – interRAI Software Services),

Rebecca McDowell (Analyst – interRAI Data and Analysis Team),

Shelley Mawhinney (interRAI System Clinician – interRAI Software Services).

**Apologies:**

Costa Karavias (Analyst, interRAI Data and Analysis Team),

Deborah Sullivan (Care Manager - Hawke’s Bay District Health Board Needs Assessment Service),

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),

Pam Walker (Quality Assurance Lead, Heritage Lifecare),

Terry Huntley (interRAI Software Services Manager – interRAI Software Services),

Vickey Johnston (Clinical Lead interRAI – Bupa New Zealand),

Vanessa Pullen (Programme Manager – Health of Older People, Healthcare NZ Community Health).

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| **01 Welcome** | | | |
| At 11.04 am the Chair opened the meeting and welcomed all and the two new members Julianne Brand and Pam Walker.  Apologies were noted. | | | |
| **02 Confirmation of Minutes** | | | |
| **2.1 Confirmation of Minutes**  The minutes of the meeting held on 16 May 2019 were confirmed as a true and accurate record. A copy of the minutes will be forwarded to Uli Anderson, the interRAI Senior Communications and Engagement Advisor to upload to the interRAI website.  *Moved: Adam Prybyl Seconded: Peter Tang*  **2.2 Matters arising**  Actions will be reviewed as part of ‘Items to Consider’. | | | |
| **Action Items** | **Person Responsible** | | **Deadlines** |
| **01-06/19** Copy of May 2019 SUG Meeting Minutes to be sent to Uli Anderson (Communications Advisor) to upload to the interRAI website. | Lyn-Elizabeth Schofield | | 18 July 2019 |
| **03 Events** | | | |
| **3.1 Momentum Healthware Software**  The Chair provided feedback from the Northern Regional Meeting who reported that the last upgrade was “the best upgrade they have ever been through”. The Chair also stated that there were a few issues that had been logged with Momentum and the fixes would likely be available in the next minor upgrade scheduled for late in 2019.  A member asked how users were going with the new password function. It was reported that users appeared to be taking this change in their stride and there were very few issues. An explanation may be needed around the difference between the security questions added to the User Access Form and the security questions entered to support the online self-change password function as someone has asked about this. A help sheet has been made available on the interRAI website which does cover this.  **3.2 Security Client-Side Certificates**  The Northern/Southern host certificates are due to expire on 6 August 2019. All devices that access the Momentum software through the Northern/Southern website will be required to be updated with the new certificate. The Northern/Southern host will send out an install package by email to all nominated information technology contacts for each organisation/facility. It is then up to each individual organisation/facility to ensure that all their devices are then updated. The host Service Desk will be available to help where needed.  An alert about the certificates expiring will be posted on the landing page and the Home page of the software and John McDougall offered to see if a reminder can go into the NZACA Newsletter for their members. A notification will also be included in the Inside interRAI Newsletter sent to all subscribed interRAI assessors. | | | |
| **Action Items** | **Person Responsible** | | **Deadlines** |
| **02-06/19** All members to remind their staff and users about the expiry date for the Northern/Southern Security Client-Side Certificate and to ensure they have a plan for updating them. | All | | 18 July 2019 |
| **04 Enhancements** | | | |
| **4.1 Enhancements**  No new ideas for enhancements have been submitted. The Chair asked the group to talk to their teams and submit any ideas for enhancements for 2019 to keep ideas coming in. | | | |
| **Action Items** | **Person Responsible** | **Deadlines** | |
| **03-06/19** All members to ask their staff and users for ideas for enhancements and then forward to the Chair. | All | 18 July 2019 | |
| **05 Items to Consider** | | | |
| **5.1 Action Register - items to consider**  Item 46 Long Term Care Facilities (LTCF) Care Plan Evaluations to print under each Focus instead of together on a separate page. Shelley Mawhinney is to complete a mock-up care plan for visual representation.  Item 1 New Forms to have the option of clearing all data so that the previous forms data is not automatically carried over to the new form. Adam Prybyl advised that this would be an option with the move to the Advanced Form Builder which has single page technologies. The Advanced Form Builder will be available next year in 2020.  Item 3 Weight loss percentages report with graphic to be developed by Peter Tang using Telerik in August 2019. | | | |
| **Action Items** | **Person Responsible** | **Deadlines** | |
| **04-06/19** Shelley Mawhinney to complete a visual representation of what the LTCF Care Plan might look like with the Evaluation printed with the Focus. | Shelley Mawhinney | 18 July 2019 | |
| **05-06/19** Peter Tang to develop a weight loss percentages report with graphic using Telerik to present to SUG in September 2019. | Peter Tang | 18 Sept 2019 | |
| **06 Other Business** | | | |
| **6.1 Contact Query**  Andrea Davidson had a contact query and was advised to email Terry Huntley or Michele McCreadie.  **6.2 interRAI Software Services Webpage**  An interRAI Software Service webpage will be added as part of the interRAI website within the next quarter. This webpage will contain relevant links including a form where users can submit an enhancement for the software, providing further opportunities to have software improvement ideas considered for an enhancement. | | | |
| Meeting Closed: 11.35 am  Next meeting: Zoom meeting on Thursday 18 July 2019. | | | |