

# Minutes

## Software User Group (SUG)

<b>Date:</b>	Thursday 21 February 2019		
<b>Start Time:</b>	11.01 am	<b>Finish Time:</b>	11.57 am
<b>Method:</b>	Zoom Meeting		

**Members:** Lyn-Elizabeth Schofield **Chair** (interRAI System Clinician – interRAI Software Services), Shelley Mawhinney (interRAI System Clinician – interRAI Software Services), Deborah Sullivan (Care Manager - Hawke’s Bay District Health Board Needs Assessment Service Centre), Janice Reuyan (Information and Communication Technology Trainer – CHT Healthcare Trust), Adam Prybyl (Vice President, Client Solutions – Momentum Healthware Inc), John MacDougall (Data Analyst, New Zealand Aged Care Association), Peter Tang (interRAI Systems Clinician – interRAI Software Services), Margaret Thomason (Need Assessment Service Centre Assessor – Lakes District Health Board), Terry Huntley (interRAI Software Services Manager – interRAI Software Services), Lynda Wheeler (interRAI Education and Competency Manager – interRAI New Zealand), Rebecca McDowell (Analyst – interRAI Data and Analysis Team).

**Apologies:** Andrea Davidson (Older Persons Health Portfolio Manager, Canterbury District Health Board), Costa Karavias (Analyst, interRAI Data and Analysis Team), Vickey Johnston (Clinical Lead interRAI – Bupa New Zealand), Esther Bushell (Senior NASC – Waitemata District Health Board Needs Assessment Service Centre), Michelle McDonald (Lead Service Coordinator, Enliven Presbyterian Support Northern), Vanessa Pullen (Programme Manager – Health of Older People, Healthcare NZ Community Health).

01 Welcome		
<p>At 11.01 am the Chair opened the meeting and welcomed everyone. A special welcome was extended to first time attendees, Lynda Wheeler and Rebecca McDowell. It was also noted that Costa Karavias had replaced Jason Theobald and would be joining the group as part of the Analysis team.</p> <p>Two members from the Aged Residential Care Sector have withdrawn and John MacDougall will ask for nominations at the next interRAI workshop he attends for replacement representatives.</p> <p>Apologies were noted.</p>		
Action Items	Person Responsible	Deadlines
01-02/19 John MacDougall to talk to participants of the next interRAI workshop for two representatives from the aged residential care sector to join the Software User Group.	John MacDougall	21 Mar 2019



This item was submitted by Janice Reuyan as she has witnessed LTC Assessors creating new records inappropriately within their facilities, often causing double-ups where records have to be merged.

This item was discussed. Removing the ability to 'Add a New Resident' for LTC Assessors would impact their ability to add under 65 residents and any other resident whom they need to add. It was suggested that assessors seem to be by-passing the NHI look up on the 'Add a New Resident' screen which appears to be the main problem with adding double-up records. Perhaps instead of changing permissions it would be better to lock-down the 'Identifiers' field within the 'Add a New Resident' screen so no new records could be created without first checking the NHI.

Lynda Wheeler added that there is a good education 'take-away' here too in teaching assessors to add new records appropriately.

Everyone agreed that locking down the 'Identifiers' field would be a good option. Specifications on locking down the 'Identifiers' to be submitted to Adam Prybyl to provide a Statement of Work (SOW).

## 5.2 Removing the 'Error Out Admission/Discharge/Transfer (ADT) Event' option

This item was submitted by Peter Tang as he has dealt with numerous users causing record corruption by erroring out ADT events. Also when a user errors out all ADT events, all ADT history is removed from the display.

This item was discussed. Adam Prybyl explained that it is the auto-generated events that were likely causing the corruption and this has been fixed in the latest upgrade. Everyone agreed that if this was the case, then this item could be put on hold until the next upgrade to see if the problem is eliminated.

Action Items	Person Responsible	Deadlines
<b>04-02/19</b> Specifications to be submitted to Momentum Healthware to provide an SOW on locking down the 'identifiers' field in the 'Add a New Resident' screen.	Shelley Mawhinney	21 Mar 2019
<b>05-02/19</b> Removing the 'Error out ADT Event' option put on hold until after next upgrade.	Lyn-Elizabeth Schofield	21 Mar 2019

## 06 Other Business

### 6.1 Upgrade 2019

The Chair reported that there would be another interRAI software upgrade in April/May 2019. It was explained that communications have been sent out to the District Health Boards to prepare them and the interRAI Software Services Team is working on ensuring the aged residential care sector is aware. The Chair asked if the SUG members wanted to be added to the list for communication emails. All agreed.

The Chair asked John MacDougall if he would be interested in putting anything in the New Zealand Aged Care Association (NZACA) newsletter about the upgrade and he agreed that he would add items as they arose. The Chair added that there would be upgrade documentation added to the interRAI website in the weeks leading up to the upgrade.

Terry Huntley explained that the coming upgrade would be a major one as the 'check in check out' software needs to be updated. Self-change password reset is one of the major features for this upgrade. Dates are to be advised due to negotiations with the software hosts around resourcing however it is likely to be April 2019. Rebecca McDowell added that it would be better for the quarterly reporting if it could be late April.

Lynda Wheeler added that it would be good to have the interRAI Training website updated about ten days prior to the first host upgrade. This would avoid confusing trainees too early however allow educators to learn to navigate the upcoming changes.

## **6.2 Request for Items for 2019**

The Chair asked the group to submit any ideas for enhancements for 2019 and to keep ideas coming in.

<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadlines</b>
<b>06-02/19</b> Add all SUG members to the contact list for the interRAI upgrade communication emails.	Lyn-Elizabeth Schofield	21 Mar 2019
<b>Meeting Closed: 11.57 am</b> <b>Next meeting: Zoom meeting on Thursday 21 March 2019.</b>		