

Action Items	Person Responsible	Deadlines
01-05/18 Updated copy of April 2018 Software User Group Meeting Minutes to be sent to Uli Trute to upload to the interRAI website	Lyn-Elizabeth Schofield	14 June 2018
03 Upgrade		
<p>3.1 interRAI Upgrade – Verbal Report by Terry Huntley</p> <p>The upgrade has been delayed and new dates have been set; the Canterbury Host is now due 8 June 2018 and the Taranaki Host is 15 June 2018. Setbacks have arisen due to resourcing at the Canterbury host site and a password security problem across both servers. A ‘What’s New’ document is being drawn up for general distribution to users and ‘Check In Check Out’ testing will commence next week. A new communications email will also be sent next week to provide users with a reminder and some updated information.</p> <p>Members are reminded to let interRAI Software Services know if any additional names need to be added to the distribution list for updates.</p>		
Action Items	Person Responsible	Deadlines
02-05/18 Members to send any additional names/emails to add to the distribution list for the upgrade to interRAI@tas.health.nz	All	14 June 2018
04 ‘Items to Consider’		
<p>All items have now been split into three categories:</p> <ol style="list-style-type: none"> 1. Items for Software User Group Consideration 2. Items to have Specifications developed 3. Items Removed from Software User Group Action List. <p>Items for Software User Group Consideration</p> <p>4.1 Item 1 - ‘Save as Draft’ option for Care Plan Addendums</p> <p>Item remains ‘in progress’. Lyn-Elizabeth Schofield went back to the five DHBs that did not provide a response to the survey however there has been no further correspondence. All others are in favour. The Software User Group are also in favour and would like to put this suggestion forward for development. Lyn-Elizabeth Schofield will write up the specifications for this item.</p> <p>4.2 Item 2 – Changing the auto-population function for Forms</p> <p>Item remains ‘in-progress’. Results of the survey were primarily positive and the Software User Group would like to put this suggestion forward for development. The IT Service Desks for each Host will be notified to ‘remove’ the auto-population function for forms and a communications update will go in the latest interRAI newsletter.</p> <p>4.3 Item 3 – Sorting ‘Offices’ by ALL</p> <p>Adam Prybyl reported that this item is relatively straightforward to update and will be included in the October 2018 upgrade version 131. Item status can be moved to ‘scheduled’.</p>		

4.4 Item 4 – Reformat Careplan to print evaluations underneath the interventions

Item remains 'in-progress'. The Software User Group are in favour of putting this suggestion forward for development. Shelley Mawhinney will write up the specifications for this item.

4.5 Item 5 – Respite Form for Aged Residential Care (ARC) Facilities

A new item for consideration this month is the proposal of a specially developed form in ARC for community clients accessing respite. This form would be created and filled in by the receiving ARC facility post respite and would include exact dates of stay and a brief overview of the person's function with any other appropriate information related to their stay. Ideally, it would help the DHB track how many days of respite are used and would provide a good history of the person's presentation. The information would be held in a central place and follow the person wherever they received care. A suggestion was made to use 'Continuation Notes' and to add a specific category for 'Respite' and this would eliminate the need for a new form. A new category could be added without having to go through Momentum Healthcare. Shelley Mawhinney to speak with the 'Owner' of this suggestion and report back.

4.6 Item 6 – Integrated Report for Weight Change Indicators

A new integrated report for consideration was proposed by several ARC Facility Managers requesting weight loss percentage over more than just one month. Would like to include the last six months or six entries in a report if this were possible. This report would only be useful to small home based providers and some ARC facilities (not large providers). The Software Services team are due to complete report writing training which may cover this item. This item has been added for consideration.

4.7 Item 7 – Worker Safety Concerns to highlight only when text added

A new suggestion for consideration is altering the 'Worker Safety Concerns' entry to only highlight when text is added into the notes field however to have a tick box (as with some other text boxes) for 'Nil Known' so that this could be entered however not highlighted. Users have reported that they are 'desensitising' to the highlighted area and not always seeing the information. This item has been added for consideration.

Items Removed from Software User Group Action List

4.8 Item 8 – 'Incident/Accident' Reporting Module

Item remains 'in progress' as awaiting decision by interRAI Governance Board.

4.9 Item 9 – Picking items for a Personalised Care Plan

Item remains 'in progress' as awaiting ongoing interoperability work.

Items to have Specifications

4.10 Item 10 - See Outcomes Scores and CAPs from the Assessment Summary

Specifications to be developed by Shelley Mawhinney. Item remains 'in progress'.

4.11 Item 11 See Outcome Scores (as well as CAPs) from the Care Plan

Specifications to be developed by Shelley Mawhinney. Item remains 'in progress'.

Action Items	Person Responsible	Deadlines
03-05/18 Specifications to be developed for being able to save a care plan addendum in draft	Lyn-Elizabeth Schofield	14 June 2018
04-05/18 Notify the IT Service Desks for both Hosts to 'remove' the auto-population function for forms and a communications update will go in the latest interRAI newsletter for users	Shelley Mawhinney	14 June 2018
05-05/18 Specifications to be developed for the reformatting of the Care Plan to print evaluations underneath the interventions	Shelley Mawhinney	14 June 2018
06-05/18 Add new category in 'Continuation Notes' for 'Respite Review' and send a communications update to go in the latest interRAI newsletter for users	Shelley Mawhinney	14 June 2018
07-05/18 Specifications to be developed for being able to see Outcomes Scores and how CAPs have triggered on the Assessment Summary	Shelley Mawhinney	14 June 2018
08-05/18 Specifications to be developed for being able to see Outcomes Scores (as well as CAPs) from the Care Plan	Shelley Mawhinney	14 June 2018
06 Other Business		
6.1 All members to forward their team and user ideas to Lyn-Elizabeth Schofield for putting on the list for 'Items to Consider' for enhancement for June 2018.		
Action Items	Person Responsible	Deadlines
09-05/18 All members to submit ideas for enhancement to Lyn-Elizabeth Schofield	All	On-going
Meeting Closed: 11.59 am Next meeting: Teleconference on Thursday 14 June 2018.		