

# Minutes

## Software User Group (SUG)

<b>Date:</b>	Thursday 18 July 2019		
<b>Start Time:</b>	11.02 am	<b>Finish Time:</b>	11.54 am
<b>Method:</b>	Zoom Meeting		

### Members:

Adam Prybyl (Vice President, Client Solutions, Momentum Healthware Inc),  
 Andrea Davidson (Older Persons Health Portfolio Manager, Canterbury District Health Board (DHB)),  
 Deborah Sullivan (Care Manager, Hawke’s Bay DHB Needs Assessment Service),  
 Esther Bushell (Clinical Team Leader, Waitemata DHB Needs Assessment Service Centre),  
 Gabrielle Stent (interRAI Education and Competency Manager Secondment, interRAI New Zealand,  
 Janice Reuyan (Information and Communication Technology Trainer, CHT Healthcare Trust),  
 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),  
 Peter Tang (interRAI System Clinician, interRAI Software Services),  
 Rebecca McDowell (Analyst, interRAI Data and Analysis Team),  
 Shelley Mawhinney (interRAI System Clinician, interRAI Software Services),  
 Vicky Johnston (Clinical Lead interRAI, Bupa New Zealand).

### Apologies:

Costa Karavias (Analyst, interRAI Data and Analysis Team),  
 Margaret Thomason (Need Assessment Service Centre Assessor, Lakes DHB),  
 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),  
 Vanessa Pullen (Programme Manager, Health of Older People, Healthcare NZ Community Health).

<b>01</b>	<b>Welcome</b>
<p>At 11.02 am the Chair opened the meeting and welcomed everyone. The Chair introduced Gabrielle Stent who will be representing interRAI Education Services for the following twelve months. Gabrielle Stent provided additional background for her secondment to the interRAI Education and Competency Manager position for interRAI New Zealand.</p> <p>Apologies were noted.</p>	
<b>02</b>	<b>Confirmation of Minutes</b>
<b>2.1</b>	<b>Confirmation of Minutes</b>

The minutes of the meeting held on 20 June 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: Andrea Davidson*

**2.2 Matters arising**

Actions will be reviewed as part of 'Items to Consider'.

Action Items	Person Responsible	Deadlines
<b>01-07/19</b> Copy of June 2019 SUG Meeting Minutes to be sent to Uli Anderson (Communications Advisor) to upload to the interRAI website.	Lyn-Elizabeth Schofield	15 Aug 2019

**03 Events**

**3.1 Security Client-Side Certificates**

The Northern/Southern Host certificates are due to expire on 6 August 2019. All communications have gone out and the Host Service Desk are in the process of sending the download link for the updated certificate. The certificate expiry will impact users on the Central Host who have host to host transfer access, these people will be contacted separately to ensure their certificate is also updated.

Action Items	Person Responsible	Deadlines
<b>02-07/19</b> Contact all users on Central Host with host to host transfer access regarding the North/South certificate expiry.	Lyn-Elizabeth Schofield	5 Aug 2019

**04 Enhancements**

**4.1 'Next' button at the bottom of each section**

As a suggestion from the interRAI Team Days, an interRAI Educator proposed a 'Next' button be inserted at the bottom of every section to make it easier for the person reading the assessment to navigate to the next section.

There was some general discussion around a new button of this description, it was proposed and agreed that we wait to see the changes in our next major upgrade around user preferences which may eliminate the need for this alteration.

**4.2 'Mark Complete' button for the whole assessment in the Assessment Summary section**

An interRAI Educator proposed that a 'Mark Complete' button to mark complete the whole assessment be inserted on the Assessment Summary (AS) section. This would prompt the assessor to mark complete the assessment and avoid leaving assessments in draft (as these are not reported on and cannot be utilised for data).

This idea generated some discussion around what would be best to either eliminate draft assessments or help to capture them. It was decided that no changes should be made at this point to the 'Mark Complete' button. Instead a communication will be sent out to assessors to remind them about the 'Draft Items' option and how to use this to encourage assessors to keep better track of assessments left in draft.

Action Items	Person Responsible	Deadlines
<b>03-07/19</b> Communication to be sent to all assessors regarding the 'Draft Items' option and how to use it.	Lyn-Elizabeth Schofield	15 Aug 2019
<b>04-07/19</b> All members to ask their staff and users about these two new enhancement ideas (Next button at the bottom of the section and Mark Complete button on the AS section) to gather feedback and report back.	All	15 Aug 2019
<b>05 Items to Consider</b>		
<p><b>5.1 Action Register - items to consider</b> Item 4b Page 2 Long Term Care Facilities (LTCF) Care Plan Evaluations to print under each Focus instead of together on a separate page. A mock-up care plan for visual representation of this proposed change was shared on-screen. Although there are currently not many members who are using the care plan, most stated the evaluations printing after the interventions made sense.</p> <p>After some discussion on this, it was decided that it would be investigated what might be involved in making this change.</p> <p>Item 6-19 Page 5 Referral Module to be made available in LTCF to track referrals and have one central place for client information for those that would like to utilise this feature. After some discussion, it was agreed that further information was needed and more input from interested parties should be garnered for the decision-making process.</p> <p>Item 3 Weight loss percentages report with graphic to be developed by Peter Tang using Telerik in August/September 2019.</p>		
Action Items	Person Responsible	Deadlines
<b>05-07/19</b> Investigate what is involved in making changes to the care plan report to include evaluations.	Adam Prybyl	18 Sept 2019
<b>06-07/19</b> All members to ask their staff and users about whether they would be interested in the LTCF Referral module. The Chair will approach the Quality Leadership Committee to discuss.	All	18 Sept 2019
<b>07-07/19</b> Develop a weight loss percentages report with graphic using Telerik to present to SUG in September 2019.	Peter Tang	18 Sept 2019
<b>06 Other Business</b>		
<p><b>6.1 Other Business</b> No other business.</p>		
<p><b>Meeting Closed: 11.54 am</b> <b>Next meeting: Zoom meeting on Thursday 15 August 2019.</b></p>		