

Minutes

interRAI Governance Board

Date:	Wednesday 18 March 2020		
Start Time:	10.00 am	Finish Time:	2.00 pm
Method:	Face to Face, Te Aro Room, Front+Centre, 69 Tory Street		

Members: **Catherine Cooney** (Chair) Director of Kowhai Health Associates Limited, **Chris Fleming** (Deputy Chair) CEO Southern DHB – Funder Representative, **Prof Matthew Parsons** – Professor Gerontology, University of Waikato, Waikato DHB – Research Representative, **Max Robins** – CEO CHT and Deputy Chair NZACA – ARC Provider Representative, **David Chrisp** – General Manager Access Home Health Ltd – Home Care Representative, **Janice Mueller** – Director, Waipiata Consulting Limited - Health Professional Representative, **Carolyn Cooper** – Acting Managing Director / Lead Nurse (NZ), **Dr Michelle Honey** – Senior Lecturer, University of Auckland - Health Informatics Representative, **Stephanie Clare** – Chief Executive Officer, Age Concern NZ - Consumer Representative, **Dr Helen Kenealy** – Geriatric SMO, Counties Manukau Health – Clinician Representative, **Karen Evison** – Director Strategy Planning and Funding Lakes DHB – Funder Representative, **Dr Nigel Millar** – Chief Medical Officer & Geriatrician Southern DHB – Clinician and interRAI Fellow Representative

In Attendance: **Michele McCreddie** – General Manager interRAI Services, TAS, **Dr Brigette Meehan**, Principal Advisor, interRAI Services, **Terry Huntley** – Software Services Manager, TAS, **Margaret Milne** Manager interRAI Education and Support Services, TAS, **Jim Nicolson** – Manager, Healthy Ageing, Health System Improvement and Innovation, Ministry of Health, **Andrew Upton**, Ministry of Health, Data and Digital Team, **Dr Phil Wood** – Chief Advisor, Healthy Ageing, Ministry of Health, **Warwick Long** – Quality Monitoring and Performance Advisor, interRAI Services, TAS, **Sam Valentine** – Senior Project Manager, TAS, **Tom Croskery** and **Guy Lane** Tenzing Consultants, **Michelle Cox** – Secretariat, TAS.

Apologies: Chris Fleming, David Chrisp, Carolyn Cooper, Karen Evison, Nigel Millar

Welcome & Apologies

The Chair opened the meeting at 10.00 am welcoming members to the meeting.

Helen Kenealy and Max Robins joined the meeting by Zoom.

Apologies for absence were noted from Chris Fleming, David Chrisp, Carolyn Cooper, Karen Evison and Nigel Miller due to the current operational pressures with COVID-19.

Two late papers (i) interRAI vs Life Curve and (ii) letter from ACC were noted for discussion later in the meeting.

01 Minutes and Action Register

1.2 Declaration of Interest Register

The Register was noted and will be updated to include the work Matthew Parsons and Max Robins are doing funded by the CHT Care Fund in relation to respite and short term care in ARC.

1.3 Confirmation of Minutes

The minutes of the meeting held 9 December 2019 were **confirmed** as a true and correct record.

Moved: Michelle Honey
Seconded: Stephanie Clare
CARRIED

1.4 Current Action Register

Action Item	Description
01-04/19	Keriana Brooking to be invited to a future meeting to provide a further update after the release of the Health System and Disability Review. Open
07-06/19	Clarification is to be provided about where the threshold is for decision points to be signed off by the Director-General of Health. Terms of Reference on the agenda March 2020 meeting Open
01-08/19	Create a FAQ sheet for the relationship between Life Curve and interRAI to aid understanding of the differences and how the two systems can work together. On the agenda March 2020 meeting. Open.
03-10/19	Work with the five DHBs involved in the ACC NAR pilot to provide a coordinated project plan. On the agenda March 2020 meeting. Open.
04-12/19	Provide the Board with confirmed short, medium and long-term actions. To be presented at the 18 March 2020 meeting. Open
05-12/19	Collaborate around the recruitment of a Māori Board member. Action – Jim Nicolson, Janice Mueller Open
06-12/19	Prepare a more detailed scope with a supplier which is to be completed by the middle of February 2020. The scope will be presented at the March 2020 meeting. Open

1.5 Decision Register

The Decision Register was noted and available through *Connex* for Board members.

1.6 Matters Arising

FAQs interRAI and Life Curve (Action Item 01-08/19)

Brigitte Meehan talked to the paper circulated at the meeting entitled 'interRAI Comprehensive Clinical Assessment and Life Curve' in response to Action Item 01-08/19 above and invited discussion.

The following was noted:

- The information was aimed at health professionals to understand the difference between interRAI and Life Curve and was completed with input from various parts of the sector
- The work that Brigitte Meehan has put into developing this document and the information contained was acknowledged.
- The Board could not endorse the document as it could be seen that the interRAI Board has authority / is giving a mandate to the introduction of Life Curve.
- The Board would not ratify the use of interRAI and TAS logos as it implied full endorsement of the document
- TAS could assist with development of a consumer-friendly version for wider circulation

After discussion the Board **agreed** the following:

- both logos would be removed
- a more explicit explanation of the difference between interRAI and Life Curve added
- the document be provided to Directors of Allied Health to communicate through their channels as particularly relevant to this group
- the document be provided to Age Concern with the TAS interRAI team able to assist in developing a modified consumer version as appropriate
- messaging would reiterate that the interRAI Governance Board do not endorse this document
- messaging was an opportunity to include information about the interRAI self-assessment tool the Check Up

Action items	Person Responsible
01-03/20 interRAI v Life Curve FAQs – remove logos and retitle. Provide to DAHs to communicate through their channels and provide to Age Concern. TAS happy to assist with development of a consumer-friendly version	Brigitte Meehan

**10.29 am Stephanie Clare left the meeting
Jim Nicolson and Andrew Upton, Ministry of Health joined the meeting**

2.0 Governance

2.1 interRAI Governance Board Terms of Reference

Jim Nicolson talked to the revised terms of reference and the following was noted:

- The document followed review by the Director-General and is the final version
- Key changes noted:
 - Board's role clarified as advisory to the Director General with no financial decision-making authority. The Board can make recommendations to the DG on financial matters/priorities however.
 - Changes in membership include the addition of a Māori Board member and discontinuation of the Health Professional member
- Ministry advised these revised terms of reference were now operative
- Director-General formal sign-off would be obtained when possible noting his indicative sign off in November as per the document in the agenda.

- the inclusion of the Māori member was supported and concern was raised about the change in membership with the loss of the Health Professional member
- Janice Mueller raised concerns about the process followed by the Ministry that led to this decision and was very disappointed the allied health sector no longer had a voice at the table
- the chair clarified that the position that was stopping was for Health Professional without specifying a particular profession.
- suggested from a governance perspective, good clinical advice from a variety of clinicians was valuable and that 'medical' be removed from the clinician representation role

Jim Nicolson undertook to provide the Board's comments to the Director-General.

Action items	Person Responsible
02-03/20 interRAI Terms of Reference membership change - convey Board's comments on the loss of the 'health professional member' to the Director-General	Jim Nicolson

2.2 interRAI NZ Strategic Direction – implementation plan

Michele McCreddie talked to the paper and the following was noted:

- interRAI Strategic Direction was developed following various workshops with the Board
- Strategic Map had been updated following feedback from the last Board meeting
- The paper proposed short, medium and long term actions developed with the assistance of the Board sub-group

The following amendments were agreed:

- addition of unintentional bias in the equity workstream
- innovation workstream to align with the Ministry's Digital Strategy
- missing macrons added

The document would be amended and uploaded to the website. The Board requested that the strategy be reassessment after completion of the service review process with an update on the strategy provided to the November meeting.

The interRAI Governance Board:

- 1 **Approved** the interRAI Strategic Direction 2020-2030 Implementation Plan with amendments to be reviewed at the November 2020 meeting.
- 2 **Agreed** to review the interRAI Strategic Direction 2020-2030 following completion of the service review process

Moved: Janice Mueller
Seconded: Michelle Honey
CARRIED

Action items	Person Responsible
03-03/20 interRAI Strategic Direction – amendments to be made and revised document uploaded to website	Michele McCreddie

04-03/20 interRAI Strategic Direction – update to the November 2020 meeting	Michele McCreddie
05-03/20 interRAI Strategic Direction – to be reassessed following the outcome of the service design process	Michele McCreddie

**10.57 am Stephanie Clare returned to the meeting
Warwick Long and Sam Valentine (TAS) joined the meeting**

2.3 Governance framework for the introduction of new interRAI assessment tools

Michele McCreddie and Warwick Long (TAS) talked to the paper and the following was noted:

- The Board undertook at a previous meeting to revisit the governance framework for new interRAI assessment tools now presented for consideration at this meeting
- Key changes:
 - five phase framework has been reduced to four
 - reduction in the number of steps in each phase
 - inclusion of continual testing and monitoring as well as Board updates in each phase of the framework to reflect the agile approach
 - planning and pilot phases merged into one ‘testing’ phase
 - supporting documents for each phase are more concise

After discussion, the Board agreed the following amendments:

- testing of the governance framework against the interRAI Check Up self-assessment tool
- addition of data sovereignty and equity to the descriptions
- deletion of ‘as appropriate’ to allow ongoing assessments
- include reference to alignment with the guiding principles of the NZ Digital Health Strategy

The document would be amended and uploaded to the website. The Board requested an update on the test against the self-assessment tool at the next meeting.

The interRAI Governance Board:

- 1 **Noted** the revised version of the interRAI governance framework for introduction of new interRAI assessment tools.
- 2 **Noted** the revised governance framework for introduction of new interRAI assessments will be published on the interRAI NZ website.
- 3 **Noted** that an update on the test of the governance framework against the self-assessment tool will be provided to the next meeting.

Action items	Person Responsible
06-03/20 interRAI Governance Framework – test against self-assessment tool	Michele McCreddie/ Warwick Long
07-03/20 interRAI Governance Framework – amendments to be made and uploaded to website	Michele McCreddie/ Warwick Long

2.4 Overview 5 DHB introduction of interRAI Acute Care assessment

Sam Valentine, Senior Project Manager (TAS) was introduced to the meeting. Sam talked to the paper and advised:

- The paper responded to a request from the Board at the last meeting for an overview and evaluation of progress on the introduction of the acute care assessment
- Information has been gathered from all sources including interviews with key staff at the 5 DHBs and existing national contracts and implications
- The report evaluates the status of the original 2016/17 pilot and subsequent developments
- The report also considers the case for a national rollout of the interRAI acute care tool and recommends next steps for the Board to consider
- The evaluation was a one-off exercise to assess the key business drivers and readiness for the roll out within the 5 DHBs but is not a business case for national roll out.
- No centrally coordinated project current exists

The Board noted the following:

- sponsors of the project within the DHBs include the Directors of Nursing which was a key indication of support for the tool
- it was acknowledged individual DHBs would use the tool in different ways in line with local business process and practice
- the Ministry are keen to ensure DHB autonomy alongside national standards and consistency
- the recent letter received from ACC to the Board entitled '*DHB request for exemption on completing and reporting the AROC for the non-acute rehabilitation (NAR) client group*' was considered in conjunction with this paper:
 - concern was expressed about the unrealistic timeline of 1 December 2020 proposed by ACC.
 - it was noted this date was the NAR contract renewal date and deadline for initiating a contract variation
 - the National GMs Planning and Funding support the proposal
 - confirmation to ACC is required
- additional resourcing from interRAI Services to provide national project coordination was supported on the condition it be fully scoped and realistic within the current budget
- interRAI Services to communicate to the DHBs and ACC the decisions made and next steps
- the interRAI Acute Care assessment be a standing agenda item for the Board

The interRAI Governance Board:

- 1 **Noted** the report content and in particular the interRAI Acute Care National Picture
- 2 **Noted** the DHBs current position and request ACC to expedite their decision on the exemption of DHBs to continue reporting AROC data and interRAI Board work in partnership with ACC to seek commitment from all DHBs to adopt interRAI AC

- 3 **Agreed** to extend Canterbury DHBs PatientTrak research license to August 2021 and request Canterbury DHB to commit to align PatientTrak with AC tool used by other DHBs and build an API to send Patient Trak data to the national interRAI data warehouse
- 4 **Agreed** the request for additional resourcing from interRAI Services to provide national project coordination on the condition it be fully scoped and realistic within current budget constraints
- 5 **Noted** that interRAI Services communicate to the DHBs and ACC the decisions made at this meeting and next steps

On behalf of the Board, the Chair thanked both Sam and Warwick for their detailed reports.

Action items	Person Responsible
09-03/20 interRAI Acute Care assessment -respond to ACC letter dated 13 March 2020 confirming interRAI position	Michele McCreadie on behalf of Chair
10-03/20 interRAI Acute Care assessment – contact Canterbury DHB to advise decision on extension of PatientTrak research license and seek agreement Canterbury DHB will commit to align PatientTrak with AC tool and build API to send data to interRAI data warehouse	Michele McCreadie
11-03/20 interRAI Acute Care assessment -DHBs and ACC to be advised of decisions and next steps	Michele McCreadie
12-03/20 interRAI Acute Care assessment – standing Board agenda item	TAS Secretariat

11.52 am Sam Valentine and Warwick Long (TAS) left the meeting

11.52 am Guy Lane and Tom Croskery (Tenzing Consultants) joined the meeting

3.0 Update from Ministry of Health

3.1 interRAI Service Design

Jim Nicolson introduced Guy Lane and Tom Croskery (Tenzing Consultants) to the meeting and presented the papers. The following was noted:

- the Ministry of Health (the Ministry) and TAS are undertaking a service design process to explore options for interRAI service delivery to maximise opportunities available and ensure value for money
- a sub-group of the Governance Board has been established to assist with the process – members are Matthew Parsons, Nigel Miller, Cathy Cooney.
- Terms of Engagement document was included in the papers

12.02 pm Jim Nicholson left the meeting

- the Ministry have engaged Tenzing consultants to undertake the service design utilising funds from the existing TAS budget for interRAI Services
- the service design will review all current services and expected outputs are:

- a service delivery model
- an analysis of strengths and weaknesses of the current Service Delivery Model from a service design, user and customer perspective
- recommend steps forward for transition and ongoing costs of the new model
- desired outcomes from a new service design are:
 - equity of outcomes
 - quality assessments
 - user friendly assessment tools
 - cost effect services
 - more comprehensive data collection
 - interoperable data and technology
 - minimum data standards

Guy Lane and Tom Croskery talked to the Project Initiation Summary Document and the following was noted:

- the project is currently in the establishment phase with an initial context model developed and indicative scope defined
- a four phased approach was proposed
- next steps will be to commence a current state assessment and plan the service design approach
- an update will be provided at the June meeting

The Board provided feedback on the current state assessment segmentation approach as follows:

- include consumer groups in the key actors focus area
- add 'health system impact' as an outcome
- change 'training management' to 'workforce development'

On behalf of the Board, the Chair thanked Tenzing for their update and level of detail noting that the interRAI Board members could assist with the proposed stakeholder engagement.

The interRAI Governance Board:

- 1 **Noted** the rationale for the interRAI service design
- 2 **Noted** the process and timeline for undertaking the interRAI service design
- 3 **Noted** the convening of the interRAI Governance Board sub-group, as agreed at the December 2019 Board meeting, to provide advice to the service design team

Action items	Person Responsible
13-03/20 interRAI Service Design – amendments made to the document	Tenzing
14-03/20 interRAI Service Design – update provided to the June meeting	Tenzing/Ministry

The meeting broke for lunch at 12.28 pm, reconvening at 12.57 pm

4. Software Services

4.1 interRAI 2-1 Host Services Project – Status Update

Terry Huntley provided an update on the 2-1 Host Services Project.

The following points were noted:

- The project is on track with a go-live date of 4 May 2020
- The risk and issue summary was being monitored against COVID-19 developments

On behalf of the Board, the Chair requested an update by email to the Board after the 4 May go-live date.

The Chair congratulated the team on the work to date and suggested the go-live date was a cause for celebration.

Action items	Person Responsible
15-03/20 interRAI 2-1 Project – email update to Board post-go live event	Terry Huntley/ Michele McCreddie

4.2 interRAI Software User Group change 2020

Terry Huntley advised the purpose of the paper was to update the Board on changes to the Software Users Group to encourage wider engagement. The following was noted:

- The key change to the process was an open invitation to all users to participate in the bi-monthly Zoom meetings
- The Board referred to their revised Terms of Reference (tabled earlier in the meeting) in relation to financial decision-making noting any enhancements requiring funding would need to be addressed to the Ministry
- The Board requested a date for review of the changes to be added to the process

The interRAI Governance Board:

- 1 **Noted** the current process for selecting members to be part of this group has created challenges to maintain suitable numbers to represent users across the sector
- 2 **Noted** to maintain the integrity of the Software Users Group, ways to increase engagement have been trialled
- 3 **Noted** that the new process aims to engage a greater number of users and communicate more effectively with key stakeholders interested in the use and enhancement of the software

Action items	Person Responsible
16-03/20 Software Users Group – add a review date to the revised process	Terry Huntley

5.0 Operational Report

5.1 interRAI NZ Risk Register

COVID-19

Michele McCreadie updated the Board on the current situation as follows:

- TAS are supporting the sector by collaborating and coordinating central messaging
- Six workstreams have been identified covering different parts of the sector convening on a weekly basis to consider relevant issues
- Chris Fleming chairs the group relating to interRAI the Vulnerable Persons Group which includes aged residential care, NGO sustainability, mental health and addiction.
- All related messages and issues to be considered initially by that group
- The Board requested email updates relevant to interRAI
- interRAI are considering specific questions about undertaking Contact and Home Care assessments
- interRAI Services are maintaining a disaster management log to track, monitor and evaluate as necessary
- interRAI Services are considering alternative and innovative ways to provide education and support

Brigette Meehan talked to the distributed document entitled 'Guideline for completing an interRAI Home Care assessment via live video stream' developed with national and international feedback.

The following was noted:

- the document remained fluid to allow for updates
- the Board were invited to provide comment to Brigette
- the Board requested the information in a more visual format
- it was noted that interRAI data will be accessed by the World Health Organisation to assist with population profiling

COVID-19 to be added to the Risk Register providing guidance and service delivery

- 1 **Noted** the interRAI NZ Governance Board Risk Register as at March 2020 with the addition of COVID-19

Action items	Person Responsible
17-03/20 Risk Register – add COVID-19	Michele McCreadie
18-03/20 COVID-19 – flow chart of guidelines for video streaming assessments to be developed	Brigette Meehan
19-03/20 COVID-19 – Board to be provided with a weekly email update following the relevant COVID-19 response workstream meeting	Michele McCreadie

5.2 Overview of interRAI Services Financial Situation

Michele McCreadie gave an overview of the report and the following points were noted:

- the budget and forecast are on track

- the Board noted funding allocated for the dashboard has been reprioritised for the service design project

The interRAI NZ Governance Board:

- 1 **Noted** the overview of the interRAI Services financial situation 2019/20 as at end January 2020
- 2 **Noted** the explanation of financial variances and use of the revenue in advance funding for 2019/20

5.3 interRAI Services Operational Report

Michele McCreadie gave an overview of the interRAI Services Operational Report. The following points were noted:

- attendance at the World interRAI Conference was rewarding
- positive feedback received from attendees at the interRAI Knowledge Exchange Forum
- ARC administrators training to go online tomorrow (19 March 2020)

The interRAI NZ Governance Board:

- 1 **Noted** the interRAI Services Operational Report as at March 2020.

6.0 Aged Residential Care (ARC) Funding Review

Michele McCreadie reported the draft RFP for the second stage is nearing completion and may be delayed due to current pressures on the sector.

7.0 Communications

The Board suggested the following key messages for the interRAI Informer:

- interRAI response to COVID-19
- service design content (with a statement to be agreed in liaison with the Ministry)
- update on 2-1 Project

A consumer perspective piece will be developed with the newly appointed Communications Advisor

8.0 General Business

The following General Business was discussed and agreed:

- the theme for the 2019 Annual Report 'How is interRAI used in service development' was supported by the Board

- an update on the algorithm for Home and Community Care will be provided to the next meeting

Action items	Person Responsible
20-03/20 Algorithm for Home and Community Care – update to next meeting	Terry Huntley

Meeting Closed: 2.02 pm

Next meeting: 17 June 2020, Front + Centre, 69 Tory Street, Wellington