



interRAI roadmap

We are very pleased to publish a new resource for managers and lead nurses in aged residential care facilities who are looking to get the most out of interRAI. Look out for roadmap posters at our upcoming Integrating interRAI workshops, training courses and other events.

- Download the roadmap from the interRAI website at www.interrai.co.nz/help/at-your-facility-or-office



Guide for interRAI Wound Management Module

Along with the roadmap we have published a guide to the interRAI Wound Management Module, an optional add-on to the Long Term Care Facilities assessment. The module can be used to assist you to document and track a resident's wound(s).

We plan to publish more guides for optional interRAI modules in future.

- Download the Wound Management Module guide from the interRAI website at www.interrai.co.nz/help/at-your-facility-or-office

Entering the right NHI identifiers

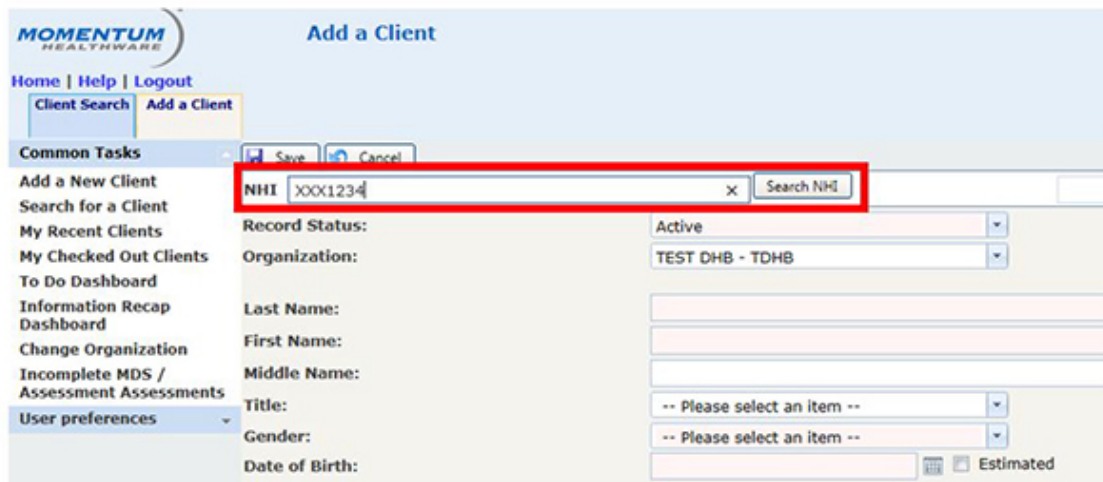
We have a number of incorrect NHI numbers in our system. Most of those are historic, however, wrong NHI numbers can still happen.

The National Health Index number (NHI number) is a unique identifier assigned to every person who uses health and disability support services in New Zealand.

Here is how you get it right first time:

Home care and community

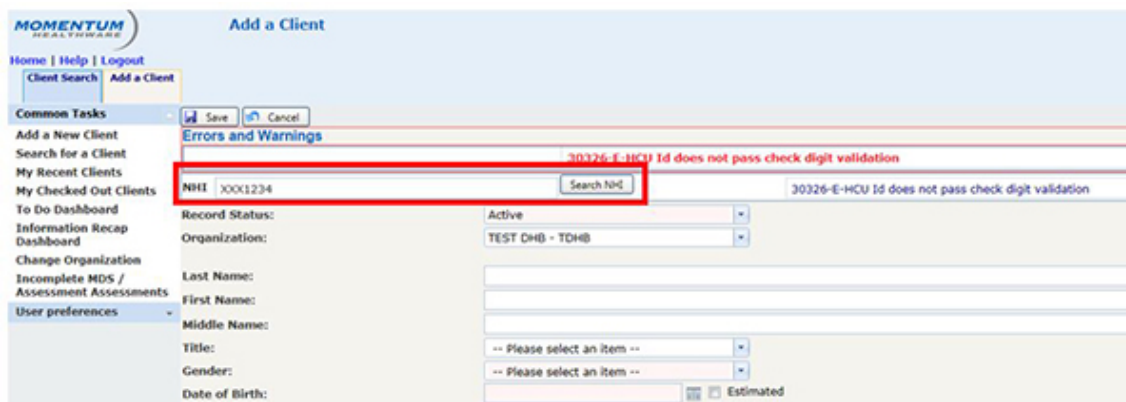
1. To add a new person, go to the **Common Tasks** menu
2. Click on **Add a new Client** and the following screen will appear.
3. Enter the correct NHI in the top field as shown.
4. Click on **Select NHI**. If the NHI number is valid, the associated client's details will populate.



The screenshot shows the 'Add a Client' form in the Momentum Healthcare system. The 'NHI' field is highlighted with a red box and contains the text 'XXXX1234'. To the right of the NHI field is a 'Search NHI' button. Below the NHI field are several other fields: 'Record Status' (set to 'Active'), 'Organization' (set to 'TEST DHB - TDHB'), 'Last Name', 'First Name', 'Middle Name', 'Title' (with a dropdown menu showing '-- Please select an item --'), 'Gender' (with a dropdown menu showing '-- Please select an item --'), and 'Date of Birth' (with a calendar icon and an 'Estimated' checkbox).

If the NHI number is invalid, the following error message will display. If this occurs, do not enter the new client's data. Go back to your documents or contacts to verify the NHI number and then re-enter only when you have the correct number.

If you have made a manual mistake in entering the NHI number, click on **Cancel** to take you back to the **Search for a Client** screen. Then start the process again by clicking on **Add a new Client**. The system will not allow you to re-enter another NHI on top of an invalid entry.



The screenshot shows the 'Add a Client' form with an error message displayed at the top: '30326-E-HCU Id does not pass check digit validation'. The 'NHI' field is highlighted with a red box and contains the text 'XXXX1234'. The 'Search NHI' button is also highlighted. The form includes fields for Record Status, Organization, Last Name, First Name, Middle Name, Title, Gender, and Date of Birth.

In aged residential care

LTCF assessors usually do not need to add a new person to their facility, as all residents should already have an interRAI Home Care assessment. Where you do have to add a new person to the interRAI system, use the process for home care assessors, replacing the word **Client** with the word **Resident**.

Tab renamed to MDS/Assessment

The MDS tab in the interRAI software system is now labelled MDS/Assessment to make it easier to recognise where assessments can be found to view and print reports from.

Using interRAI across multiple windows

Ever wanted to view your assessment summary in one window and the outcomes or CAPs in another, saving yourself from having to go in and out of screens?

You can do this by having the same assessment open in two browsers at the same time. For example, open the assessment summary in Chrome and CAPs and outcomes in Internet Explorer.

Using agency nurses to complete assessments

Sometimes aged residential care facilities need agency nurses to complete interRAI assessments.

If the agency nurse is **already interRAI trained**: The facility manager should send a completed user access form to interRAI@tas.health.nz. This is to confirm approval that the nurse is allowed to see the facility's residents in the interRAI software.

If the agency nurse **needs to be interRAI trained**: Facility and agency managers should request training through the interRAI NZ website at www.interRAI.co.nz/training. Once a course is confirmed, the facility manager completes a user access form and the agency manager completes a learning agreement. Both documents should be sent to interRAI@tas.health.nz

Forms can be requested from interRAI@tas.health.nz

Where agency nurses complete assessments, auditors require evidence that the information from the assessment has been communicated to the care team.

Do not miss an evaluation reminder again!

The interRAI software system emails you a reminder 31 days and 7 days before your annual evaluations are due. These evaluations are required to maintain your interRAI competency. To

make sure you receive the reminders, keep your profile on the evaluations system (AIS or Relias) up to date, especially if:

- your organisation has changed your email address
- you move organisations, or
- you change your home email address.

Assessors who do not complete their evaluations on time may have their access to the interRAI system reduced so you can view but no longer complete assessments.

Check the interRAI website for more information at www.interrai.co.nz/help/training-and-maintaining/ais-help



Evaluation support

Contact AISsupport@tas.health.nz

interRAI Software Support

Southern and Northern DHB regions (CDHB)

Ring: 03 378 6555

Email: interRAIservicedesk@cdhb.govt.nz

Central and Midland DHB regions (TDHB)

Ring: 06 753 7766

Email: IT.servicedesk@tdhb.org.nz

Contact Us

Ring: 0800 10 80 44 • Email: interrai@tas.health.nz

To book a course visit our website at: www.interrai.co.nz/training

New on interRAI.co.nz

- [Roadmap to integrating interRAI in your facility](#)
- [Guide to the interRAI software wound management module](#)
- [interRAI NZ Governance Board minutes from the December 2017 meeting](#)
- [interRAI Software User Group meeting minutes from December 2017 and February 2018](#)
- [Bios for new members of the interRAI NZ Governance Board](#)

Upcoming Dates

- **16-18 April 2018 in Wellington:** General Manager interRAI Services Michele McCreadie will speak at Age Concern's conference "Age Concerns Everyone". Contact [Age Concern](#) for more information and to register.



- **27 April 2018 in Timaru:** Integrating interRAI – workshop for managers and lead nurses in aged residential care. Contact John MacDougall, NZACA, at john@nzaca.org.nz to register.
- **8 May 2018 in Napier:** Integrating interRAI – workshop for managers and lead nurses in aged residential care. Contact John MacDougall, NZACA, at john@nzaca.org.nz to register.
- **18 May 2018 Whangarei:** Integrating interRAI – workshop for managers and lead nurses in aged residential care. Contact John MacDougall, NZACA, at john@nzaca.org.nz to register.

The next interRAI software upgrade is scheduled for May 2018. See the interRAI website at www.interrai.co.nz/news/software-upgrade-may-2018 for details.

To see upcoming training dates, and to request interRAI training, visit our website at www.interrai.co.nz/register-for-training



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