

Present: Alistair Cree, Lyndsay Fortune, Vivienne Martin, Kyle Hawkins, Renata Balfour, Sharan Foga, Soledad Labbe-Hubbard, Phillipa Gaines, Marion Blake, Lorna Murray, Mary Borisova, Virginia McEwan, Susan Rawlins, Pauline Dennis (until 12.00pm), Ian McKenzie, Ian Bale, Memo Musa (from 10.30-12.00)

Apologies: Rick Rainey, Kay Fletcher, Carole Searle.

Agenda Item	Discussion	Action
<p>Notes from the previous meeting – Progress report on action items</p>	<p>Action 1. The Ministry has postponed the review of PRIMHD until 2013. The process will be undertaken under the auspices of the HISO office and is scheduled to start in 2011.</p> <p>Action 2. Other business rules are emerging in response to current practices as the MOH has not set the rules clearly enough as to how data should be gathered or entered into PRIMHD. These rules should assist with the interpretation of the existing set. It was suggested that they be collated and be available in a common location for the sector to access in the future. A discussion is required between DHB site coordinators & NGO PRIMHD coords to standardise rules across the sector.</p> <p>Action 3. Mary to send out ‘lessons learned’ from stages 1&2 of the project.</p> <p>Action 4. MOH advice to DHB funders and NGO providers regarding reporting requirements. Refer to email at the end of these minutes that was sent by MOH to the sector regarding continued reporting.</p> <p>Pauline reported that the Operating Policy Framework (Tier 3 of NSF??) clearly stipulates the before and after PRIMHD reporting. She was concerned the NGO providers would stop reporting to Sector Services after commencing PRIMHD when it is not yet known if PRIMHD will produce all of the reports that funders need.</p> <p>Alistair reported that the communication sent by MOH is inconsistent with DHB agreement as the DHB agreement will permit NGOs not to report to Health Pac activities that are being reported in PRIMHD.</p> <p>There was some discussion about the current suite of DHB funder reports that are being developed by the DHB funder reference group as a useful proof of concept. If the proof concept is not available that will create a problem for the sector.</p> <p>Review of PRIMHD data quality including an assessment of how well NGO activity is reported in PRIMHD and how accurately this information reflects actual provider practice.</p>	<p>Phillipa – follow up with David Ireland about PRCs input into next DHB site coords meeting</p> <p>Mary – to distribute an edited version of the lessons learned from phases 1 & 2 before the next meeting in Nov.</p> <p>MOH to write to DHB funders (as a follow up to the first letter) to clarify the process and responsibilities associated with contract reporting.</p> <p>NB: The MOH role is to audit the quality of the data, provide proof of concept, and to produce standard reports. The Ministry is of the view that it is the funder’s contractual responsibility to initiate the process of NGO reporting with regard to any ‘new’ NGOs.</p>

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	<p>Part 1 – documenting duplication and gaps in the reports as a result of the mismatch between Purchase Unit Codes and the PRIMHD codes (sizing the problem). This will be completed by 30 November 2010.</p> <p>Actions 5 & 6. A NGO contract report reference group has been established and Sharan tabled the complete set of proposed reports that have been developed by the group.</p> <p>Action 7. Communication plan and stakeholder engagement</p> <p>Action 8. The advice to PRCs about how to manage the collection of issues outside the formal review of PRIMHD has been completed and distributed.</p> <p>Action 9. The problems with the functionality of PRIMHD online have been included in the Platform issues register.</p> <p>Action 10. The IT Vendors Forum went ahead on 18th August 2010.</p> <p>Action 11. The TOR for the NGO Users Group has been revised and a draft has been included as part of the agenda for this meeting.</p>	<p>Pauline – to share copy of gap analysis made by CCDHB.</p> <p>Ian – to provide input from Stuart Bloomfield.</p> <p>Sharan – to share her list of stakeholders with the NGO User Gp.</p>
MOH Update	<p>Overview provided by Memo Musa, Acting Manager, Mental Health, MHADP Group</p> <p>The new National Health Board (NHB) has absorbed about 80% of Ministry staffing and is focused on issues to do with funding, accountability, health workforce, information, monitoring and sector performance.</p> <p>The Ministry of Health now includes the following directorates:</p> <ul style="list-style-type: none"> • Māori Health. • Sector capability and implementation. • Regulation and governance. • Corporate. • Population Health, which includes the Mental Health, Addictions and Drug Policy Group (MHADP). This group includes the National Drug Policy team, Problem Gambling, Addiction & Treatment Services and Mental Health. <p>Memo is the acting manager for Mental Health which includes Policy, Programme Development, Mental Health Protection and the Office of the Director of Mental Health.</p> <p>The focus of the MHADP Group is on the following areas:</p> <ol style="list-style-type: none"> 1. Increased access and improved outcomes (Primary mental health care / integration including electronic decision support tools, GP access to telephone specialist advice, etc). 	

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<p>MOH Update (con't)</p>	<p>2. Lifting sector performance (KPIs, youth forensic, eating disorders, suicide prevention).</p> <p>3. Alcohol and other related harm.</p> <p>4. Integrating efforts across government, especially social welfare reform.</p> <ul style="list-style-type: none"> • The Ministry is working on a revised Blueprint by October 2011. • Marion noted that the MSD Health Welfare Group is currently accepting submissions with a view to producing a report by December 2010. <p>Update from Sharan Foga, Project Manager, PRIMHD Phase 3</p> <p>PRIMHD Phase 3:</p> <ul style="list-style-type: none"> • NGO reports will be completed by 6 October 2010 with a view to going into production by December 2010. • UAT 28 October 2010 to 10 November 2010. <p>Some suggestions about NGO Training/Capacity Building:</p> <ul style="list-style-type: none"> • Report User Guide – MOH Training Manual • Workshops • Use of Screen CAMS/podcasts • Local collaboratives/hubs. • Process for providers to both receive reports and to access reports. <p>Business Objects Deski – could access PRIMHD data mart to generate their own reports. However a licence for Business Objects costs around \$2,500, which is prohibitive for most NGOs. Anyone that has access to Health Network via InfoView will get a log-on that will take them to a webpage containing a folder with all of the NGO reports. This mechanism will be free.</p> <p>One off reports can be generated by MOH to NGOs. Transactional data will not be available to NGOs via reports.</p> <p>Concerns were raised about the capacity of NGO to access the reports, as it would require for NGOs training and access set up to Info View. Based on current experience with NGOs this process should not be underestimated by the MOH. This work would be outside</p>	<p>Platform to work MOH on the UAT process, and liaise with PRCs to plan for training for those NGOs that would be testing the reports.</p> <p>MOH to consider more granular reports as part of further report development e.g. spreadsheet of transactional information.</p>

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	<p>Regional Coordinators scope.</p> <p>F&P reports will be completed by 29 October 2010.</p>	
NDSA Mapping Project	Refer to Ian's presentation for an update on the mapping project (at the end of these minutes)	
Privacy and Security Issues (presented by Steve Martin, MOH)	<p>Health Info Security Framework and Connected Health Architectural Framework (Refer to Steve's presentation at the end of these minutes). Further details can be access via the website at http://www.ithealthboard.health.nz/hisf</p> <p>Steven Martin advised the sector to meet the Health Information Security requirements. This would apply to all NGOs regardless how the NGO is reporting to PRIMHD.</p> <p>There were some questions about sending an excel file with NHI related information over the public internet. The MOH view is that the end points of the NGO and DHB systems are exposed and for this reason, the transfer of the file via email is not secure. This mechanism for transferring NHI information does not comply with the provisions of the Privacy Act.</p> <p>There was some discussion about the lack of attention paid to the role of the NGO sector in the Integrated Healthcare Model that is being proposed by the MOH for 2014.</p>	<p>Steve to send a copy of his presentation to Mary for distribution to members of the group.</p> <p>Platform to contact Graeme Osborne to discuss his vision for the involvement of NGOs in the Integrated Healthcare Model for 2014.</p> <p>Platform to share the impact of the Health Information Security Framework with Sector – 'What does it mean for NGOs?'</p>
Feedback from the Northern region	<ul style="list-style-type: none"> • Lorna acknowledged the significant amount of support that NGO providers had received from Soledad. • Barriers and obstacles included the following: <ul style="list-style-type: none"> - Cost of secure connections. - Difficulty with PRIMHD Online. - Problems with providers purchasing information systems that produce PRIMHD compliant files in one environment but not in another (NB: There is no such thing as a PRIMHD compliant information system). - Long length of time to become PRIMHD compliant. 	
Feedback from the Southern region	<ul style="list-style-type: none"> • Compliance costs have increased by 20% using PRIMHD Online (no batching) • Odyssey is the first provider to report. • Spreadsheet RMS system - the Excel to xml file conversion process works well for mid-range NGO providers. • Richmond would be prepared to negotiate with other areas that would like to use this process for the transfer of Excel files. 	

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Feedback from the Midland region	<ul style="list-style-type: none"> • VPN is problematic – it crashes often. • New contract requirements have generated changes to providers PMS which incurs additional costs. • Issues with getting good, timely advice from Telecom. • Consistent messages from Telco providers would make the process easier. 	
Feedback from the Central region	<ul style="list-style-type: none"> • All providers will be ready to connect by 30th September 2010. • Some larger providers have set-up hot desks for other smaller providers • Changing provider personnel has made things difficult as information needs to be repeated. • Some problems experienced with TelstraClear. • Last face to face meeting of the regional Steering Group was in April with a video conference held in July. • Hawkes Bay NGO providers have clustered around the DHB. • Marion noted that increased reporting requirements on NGOs that are funded by C&CDHB and Hutt have the potential to deflect resources/focus for PRIMHD. This issue has been raised with the PRIMHD Project Board. • Some concerns expressed by Platform about wider communication with NGO providers in the Central region so that they have the latest information about the project (e.g. report development and proposed training workshops). 	
NGO Capacity Building and evaluative thinking	<ul style="list-style-type: none"> • Platform could work with smaller NGOs re KPI developments and MOH reports. • Mentoring arrangements between NGOs. • Lorna commented that the KPI project offered participating NGOs a valuable vehicle for talking about system performance. • User Acceptance Testing (UAT) for PRIMHD will expose some NGO providers to reports using their live data and this process will hopefully spark wider interest. 	<p>Phillipa to organise a more structured approach to this discussion as part of the next meeting.</p>





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Issues Register	<ul style="list-style-type: none"> • It was noted that a comprehensive review of all issues had been conducted by the PRIMHD NGO PRC group the day before and that a number of changes had been suggested. • Marion to inform the PRIMHD Project Board of the key issues arising out of this meeting. • Some discussion about the Business as Usual arrangements that the MOH propose to put in place after the project ends in December 2010. Some concern expressed that these arrangements needed to be clearly communicated to all DHB funders and NGOs across the sector. There are already some indications that some DHB funders are not prepared to pick up some of the functions that PRCs currently perform with regard to facilitating the process of NGO PRIMHD compliance. 	<p>Phillipa to update the issues register with key issues from this meeting as well as the PRC meeting.</p> <p>Marion to report key issues to the PRIMHD Project Board.</p> <p>Sharan – to communicate to the sector what business as usual will look like, who NGO providers should contact, etc.</p>

Summary of action points from the PRIMHD NGO User Group meeting – 7 Sept 2010

	Action point	Responsibility	Progress on action
1.	Phillipa – follow up with David Ireland about PRCs input into next DHB site coords meeting	Phillipa	David reports that the next DHB site coords meeting is planned for 16 Nov in Akld and that he will confirm the agenda closer to the time. The intention is that PRCs from out-of-area will teleconference into this meeting.
2.	Mary – to distribute an edited version of the lessons learned from phases 1 & 2 before next meeting.	Mary	
3.	MOH to write to DHB funders (as a follow up to the first letter) to clarify the process and responsibilities associated with contract reporting. The MOH role is to audit the quality of the data undertake a proof of concept(mapping), feedback, and to produce standard reports	MOH (Memo)	
4.	Pauline – to share copy of gap analysis made by CCDHB to help inform discussions about the size of the problem with regard to the mismatch between the PUs and PRIMHD codes. Ian – to provide input from Stuart Bloomfield.	Pauline Ian/Stuart	
5.	Sharan – to share her list of stakeholders with the NGO User Gp.	Sharan	
6.	Platform to work MOH on the UAT process, and liaise with RCs to plan for training for those NGO that would be testing the reports.	Platform	
7.	MOH to consider more granular reports as part of further report development e.g. spreadsheet of transactional information.	MOH	
8.	Steve to send a copy of his presentation to Mary for distribution to members of the group.	Steve Martin	Completed.
9.	Platform to contact Graeme Osborne to arrange a meeting to discuss his vision for the involvement of NGOs in the Integrated Healthcare Model for 2014. Platform to share the impact of the Health Information Security Framework with Sector – ‘What does it mean for NGOs?’.	Platform	

10.	Phillipa to organise a more structured approach to the discussion about NGO capability building as part of the next meeting.	Phillipa	
11.	Phillipa to update the issues register with key issues from this meeting as well as the PRC meeting.	Phillipa	
12.	Marion to report key issues to the PRIMHD Project Board.	Marion	
13.	Sharan – to communicate to the sector what business as usual will look like, who NGO providers should contact, etc.	Sharan	

Documents and presentations:

Copy of Email to DHB funders and NGO providers about dual reporting requirements	 Email about NGO dual reporting require
Presentation by Sharan Foga	 NGO User Gp__PRIMHD_Phase:
Presentation by Ian McKenzie	 NGO User Gp_020910 Mapping I
Presentation by Steve Martin	 NGO User Gp_Health Network Standards Pi