

*West Coast District Health Board*  
*Te Poari Hauora a Rohe o Tai Poutini*

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**DISABILITY SERVICES  
ADVISORY COMMITTEE  
MEETING**

**28 APRIL 2006**

**AGENDA  
AND  
MEETING PAPERS**

All information contained in these committee papers is subject to change

# TABLE OF CONTENTS

**AGENDA**

**KARAKIA**

**COMMITTEE MEMBERS' DISCLOSURE OF INTEREST**

**DRAFT MINUTES OF THE DISABILITY SERVICES ADVISORY COMMITTEE HELD ON  
FRIDAY 17 MARCH 2006**

**WORK PLAN**

DSAC Workplan

WISE Update

**INFORMATION PAPERS**

Committee Meeting Dates

DSAC Attendance and Administration Form

# AGENDA

**FOR THE WEST COAST DISTRICT HEALTH BOARD DISABILITY SERVICES  
ADVISORY COMMITTEE MEETING TO BE HELD IN THE BOARD ROOM,  
CORPORATE OFFICE, GREYMOOUTH ON FRIDAY 28 APRIL 2006, COMMENCING AT  
8.30 AM**

1. Welcome / Apologies / Standing Orders
2. Karakia
3. Disclosure of Advisory Committee Members' Interests
4. Agenda Check
5. Minutes of Last Meeting - held 17 March 2006
6. Matters Arising from Last Meeting
7. Work Plan
  - 7.1 Dementia Unit Update
  - 7.2 WISE Update
8. General Business
  - 8.1 Access Homehealth
9. Next Meeting – 9 June 2006
10. Attendance and Administration Form

**Morning Tea at approximately 10.15am**

## KARAKIA

E Te Atua i runga rawa kia tau te rangimarie, te aroha, ki a matou i tenei wa  
Manaaki mai, awhina mai, ki te mahitahi matou, i roto, i te wairua o  
kotahitanga, mo nga tangata e noho ana, i roto i tenei rohe o Te Tai Poutini  
mai i Karamea tae noa atu ki Awarua.

That which is above all else let your peace and love descend on us at this  
time so that we may work together in the spirit of oneness on behalf of the  
people of the West Coast.

## DISABILITY SERVICES ADVISORY COMMITTEE MEMBERS' DISCLOSURES OF INTERESTS

<b>Member</b>	<b>Disclosure of Interest</b>
CHAIR John Vaile WCDHB Member	Member - CCS Westport Branch Director - Vaile Hardware Ltd Wife no longer works for DHB, has unresolved employment issues
DEPUTY CHAIR Mohammed Shahadat  <i>WCDHB Member</i>	Principal Partner, Murdoch James and Roper Trustee West Coast Development Trust
Professor Gregor Coster Chairman WCDHB  <i>Appointed February 2003</i>	Director – PHARMAC Director - Cornwall Management Limited Director - Cornwall Nominees Limited Chairman - Institute of Rural Health
Elinor Stratford	Manager - Disability Information Service Member - NZCCS Greymouth Branch Chairperson - West Coast Sub branch - Canterbury Neonatal Trust Trustee - Canterbury Neonatal Trust Vice-Chair Victim Support, Greymouth Grey District Councillor Grey District Council appointee to the West Coast PHO Member of Executive Federation of Disability Information Centres
Gloria Hammond	Co-ordinator - New Zealand CCS, West Coast Field Worker / Regional Co-ordinator - CCS West Coast Member – Early Intervention Team Member – Maori Women Welfare League
Maureen Frankpitt	Manager Kowhai Manor and Richard Seddon Hospital
Patrica Nolan	Member – Brain Injury Association Member – Independent Living Centre Committee Member – West Coast Road Safety Committee
Ned Tauwhere	Chairman – Te Runanga O Ngati-Waewae Member – Te Runanga O Ngai Tahui – Pounamu Business Development Group

**DRAFT MINUTES OF THE DISABILITY SERVICES  
ADVISORY COMMITTEE MEETING HELD  
FRIDAY 17 MARCH AT 8.43 A.M IN THE BOARDROOM,  
CORPORATE OFFICE, GREYMOUTH**

**PRESENT** John Vaile, Chairman, WCDHB member  
Mohammed Shahadat, Deputy Chair, WCDHB member  
Elinor Stratford  
Patrica Nolan  
Ted Tauwhere

**IN ATTENDANCE** Wayne Turp, General Manager Planning & Funding  
Bianca Kramer, Minute Secretary

**APOLOGIES** Gregor Coster, Chair WCDHB  
Kevin Hague, CEO  
Maureen Frankpitt  
Gloria Hammond

**1. APOLOGIES, WELCOME**

The Chairman welcomed everyone to the meeting and the apologies were accepted

**2. KARAKIA**

Ted Tauwhere

**3. DISCLOSURES OF INTEREST**

**Ned Tauwhere**

- Amend to read as, Member, Te Runanga O Ngai Tahu - Pounamu Business Development Group

**4. AGENDA CHECK**

Letter from Gloria Hammond to be added to the agenda under General Business

## 5. MINUTES OF THE PREVIOUS MEETING HELD 3 FEBRUARY 2006

- Item 4 – amend to read ‘The following items’

*Moved: Mohammed Shahadat      Seconded: Elinor Stratford*

**It was RESOLVED that the Minutes of the Disability Services Advisory Committee meeting held 3 February 2006 were a true and accurate record subject to the amendments above.**

## 6. MATTERS ARISING / ACTION AND RESPONSIBILITY LIST

### **General Manager Maori Health to arrange possible visit by Roger Jolly to discuss Maori Disability Issues**

The General Manager Maori Health had tried to contact Roger Jolly, but Roger is currently on annual leave. The General Manager Maori Health will try again at a later date.

## 7. WORK PLAN

### **7.1 Dementia Unit Update**

At this stage there is nothing further to report. The West Coast DHB is just waiting for the Ministry of Health to sign-off for the funding, but there is currently a temporary hold on all capital expenditure.

### **7.2 Disability Action Plan Review**

The General Manager Planning & Funding asked the committee members to look through the plan and indicate which sections were still relevant and what sections needed reviewing or amending. The General Manager Planning & Funding explained that a number of West Coast DHB plans are currently being worked on and implemented, albeit slowly as they are interlinked.

A committee member said that it would be nice to have “completed” beside a number of the actions to show that progress is being made. The General Manager Planning & Funding said he would provide a progress report to the next meeting

**Action: General Manager Planning & Funding**

**Action 4** – West Coast DHB response from the patient satisfaction forms is one of top. General Manager Planning & Funding will check with the Quality Risk Manager to see if we can extract information from the completed forms *ie* Maori with disabilities. The committee was informed that very specific information is not able to be extracted, whether this request would be too specific is not known.

**Action: General Manager Planning & Funding**

**Action 6** – Health needs profile would identify any missing areas and concerns. There are a number of people who don't identify themselves as having a

disability, and unless it is explained properly they think of it as just something they have to cope with everyday. This section of the community is unaware of the support, education or financial assistance that is available to them.

The Health Needs Analysis (HNA) is a three year plan. We are now looking at what a new plan will need to do for us.

**Action 7** – The Disability Information Centre have a database containing this information. They are reluctant to distribute this, as it is an on-going job keeping the information current. There is a lot of work put into keeping it current. An invitation was extended to the General Manager Planning & Funding to go to the Disability Information Centre to have a look at the database and see how it works.

**Action: General Manager Planning & Funding**

General Manager Planning & Funding suggested that the West Coast DHB Community Liaison Officer maybe able to find a way of collecting and sharing the information.

### **Glossary**

**OT** - It was suggested that an invitation be extended to the Occupational Therapy department to come and speak to the committee with regard to people leaving the hospital environment and either going back to their own home or into a rest home, is a care plan established for them?

**Action: General Manager Planning & Funding**

General Manager Planning & Funding informed the committee that there was on-going work regarding 'pathways of care'.

Rest homes have activities co-ordinators, they provide both intellectual and physical activities. The rest homes funded through the West Coast DHB are audited on a regular basis to ensure that services are being provided and that they are of the required standard.

**RIF** – A committee member suggested a letter be written to David Ornsby, manager of Te Puni Kokirir, asking what the committees intentions are.

## **8. GENERAL BUSINESS**

A letter from Gloria Hammond, re Barrier Free Audits was tabled.

There has been some misunderstanding surrounding the exact nature of a 'barrier free audit' and in the letter it was mentioned that if agreed, a Barrier Free Auditor be invited to make a presentation to both the West Coast DHB and DSAC committee. CCS Canterbury West Coast have a qualified auditor that would be available. Two local CCS employees have requested barrier free training, which would mean they would be people on the West Coast able to provide barrier free audits.

A committee member suggested it would be an idea for someone employed by the West Coast DHB also be trained, and then utilised for any future building work.

At the Disability Awareness Training, scheduled for 4 May 2006, those attending will have the opportunity to have a talk to a "Barrier Free Auditor" as one will be attending.

A committee member asked if a report had been written following the audit carried out at Buller Medical Services, and if so, could a copy be included in the next papers for the next DSAC meeting scheduled for Friday 28 April.

**Action: General Manager Planning & Funding**

**The DSAC inward correspondence was accepted.**

**Moved: Ned Tauwhere, Seconded: Patrica Nolan**

**8. NEXT MEETING**

Friday, 28 April 2006, 8.30am, Boardroom, Corporate Office Greymouth

**9. ATTENDANCE AND ADMINISTRATION FORMS**

The chair requested all Attendance and Administration forms be completed and return prior to leaving.

***There being no further business to discuss the meeting concluded at 9.30am***

## MATTERS ARISING FROM DISABILITY SERVICES ADVISORY COMMITTEE MEETINGS

Item No.	Meeting Date	Action Item	Action Responsibility	Reporting Status
	30 September	General Manager Maori Health to arrange possible visit by Roger Jolly to discuss Maori Disability Issues	GM Maori Health	Will follow-up, has left message
	9 December	The audit carried out at Grey Base and Buller Medical Services – was it compliant with “Barrier Free Audits”	CEO	
	17 March 2006	Provide a progress report on the Disability Action Plan to the next meeting	General Manager Planning & Funding	
	17 March 2006	Check with the Quality Risk Manager to see if we can extract information from the completed patient satisfaction forms <i>ie</i> Maori with disabilities	General Manager Planning & Funding	
	17 March 2006	Go to the Disability Information Centre to have a look at the database and see how it works.	General Manager Planning & Funding	
	17 March 2006	If there was a report written following the audit carried out at Buller Medical Services, copy be included in the next papers for the next DSAC meeting scheduled for Friday 28 April	General Manager Planning & Funding	
	17 March 2006	An invitation be extended to the Occupational Therapy department to come and speak to the committee with regard to people leaving the hospital environment and either going back to their own home or into a rest home, is a care plan established for them?	General Manager Planning & Funding	

**WORK PLAN**

**Mission Statement:** To fund a continuum of quality health services aimed at providing improved health outcomes and maximise the independence of people with disabilities.

Objective	Responsibility	Date	Reporting Frequency	Progress			Comment
				Behind	On Target	Complete	
<b>Progress Reports</b>							
1. District Annual Plan	GM Planning & Funding		Quarterly				Quarterly after 11/11/05
2. Maori Health Plan	GM Maori Health		Quarterly				Chair to set time frame
<b>To develop</b>							
1. Disability Plan / describe disability sector	GM Planning & Funding	June 06					Will be reported on six monthly
2. Advocacy Services	GM Planning & Funding			✓			Clarification being sought
<b>Provide input into</b>							
1. District Strategic Plan	GM Planning & Funding		Annually				July/August
2. District Annual Plan	GM Planning & Funding		Annually				December meeting
3. Statement of Intent	GM Planning & Funding		Annually				December meeting
4. Annual Report	Chief Financial Manager		Annually				July/August
<b>To monitor</b>							
1. West Coast Improved Services for the Elderly (WISE)	GM Planning & Funding						
2. Dementia Unit building	CEO		Each meeting				A standing agenda item
<b>To investigate/scope</b>							

# WISE UDATE

**TO:** Chair and Members  
Disability Services Advisory Committee

**FROM:** Tor Wainwright

**DATE:** 20 April 2006

<b>UPDATING AND REVISION OF THE INTEGRATED CONTINUUM OF CARE FOR OLDER PEOPLE PLAN (‘THE WISE ICC PLAN’) FINAL SCOPE</b>	
<b>Project / Review Title</b>	Updating the WISE ICC Plan
<b>Sponsor</b>	General Manager, Planning and Funding, West Coast DHB
<b>Project Manager</b>	Torfrida Wainwright, SISSAL
<b>Start Date</b>	<b>1 April 2006</b>
<b>End Date</b>	<b>31 May 2006</b>
<b>Background Information</b>	
<p>In June 2004 West Coast District Health Board approved a plan for improving and integrating services for older people. This plan was prepared with the assistance of a multi-agency group of stakeholders: West Coast Improving Services for the Elderly (WISE). This plan, known as “the WISE ICC Plan”, included a subproject for setting up a community coordination centre.</p> <p>This is a project scope for the updating of the WISE ICC Plan, with prioritised tasks and revised timeframes and responsibilities.</p>	
<b>Issues to Consider Throughout the Review</b>	
<ul style="list-style-type: none"> <li>• The sizable length of time since stakeholders were last contacted and the relative lack of progress on many of the actions in the WISE plan since its approval.</li> <li>• The need to ensure that any further action plan is do-able in terms of human resources.</li> </ul>	

<b>Overarching District Health Board Objectives</b>	
<ul style="list-style-type: none"> <li>• The current financial constraints on the West Coast DHB and the need to make optimum use of existing resources.</li> <li>• The requirement on the West Coast DHB to fulfil its District Annual Plan, which includes the actions stated in the WISE ICC plan.</li> <li>• The implementation of an integrated continuum of care for older people, as required by the Ministry of Health's Health of Older Persons Strategy.</li> </ul>	
<b>Project Approach</b>	
<p><b>Contact key stakeholders to find out what has been done/not done since the plan was approved, and to get their opinion on priorities for the tasks remaining.</b></p> <p>Consider these tasks in the light of the West Coast DHB's current priorities and financial constraints.</p> <p>Draft a revised and more detailed action plan, with prioritised tasks and proposed assigned responsibilities and timeframes.</p> <p>Reconvene the WISE group and also meet with other key stakeholders to get their feedback on the revised plan, and to get buy-in to the proposed responsibilities and timeframes</p> <p>Redraft and get DiSAC approval for the final action plan at its May meeting.</p>	
<b>Project Steering Group</b>	
Wayne Turp, GM Planning and Funding Hecta Williams, GM primary care	
<b>Project Team &amp; Resources</b>	<b>Organisation &amp; Role</b>
Tor Wainwright - 0.25 FTE between 1 April and 31 May (10 days)	SISSAL, project manager
<b>Project Deliverables</b>	
<ul style="list-style-type: none"> <li>• A brief paper to the 28 April meeting of DiSAC outlining what is being done to update the WISE ICC plan.</li> <li>• A detailed action plan for the integrated continuum of care for older people, showing prioritised tasks, responsibilities and time-frames, which has the buy-in of the key stakeholders, for presentation to DiSAC at their 9 June meeting.</li> </ul>	
<b>Assumptions</b>	
<ul style="list-style-type: none"> <li>• all relevant background information will be made available to the project manager.</li> <li>• stakeholders will be available for key discussions.</li> </ul>	

<b>TASKS, RESPONSIBILITIES AND TIMEFRAMES</b>		
<i>Task</i>	<i>By Whom</i>	<i>When</i>
Draft a brief progress report on this project ( <i>completed</i> )	Tor	By 20 April
Present progress report to the DiSAC meeting on 28 April	Wayne/Hecta	On 28 April
Contact key stakeholders (members of WISE group and others), find out what has been done/not done, what they see as priorities for further action and what they are prepared to do	Tor	20 April - 5 May
Rewrite the WISE ICC plan in the form of an updated and more detailed action plan with prioritised tasks, proposed responsibilities and timeframes	Tor	By 8 May
Discuss this draft with Project Steering Group	Tor, Wayne, Hecta	In week of 8-10 May
Reconvene WISE group and discuss/finalise the draft action plan with them	Tor	Early in week of 22-26 May
Meet with other key stakeholders and discuss draft action plan with them	Tor	In week of 22-26 May
Prepare final version of action plan for DiSAC approval & discuss with Project Steering Group	Tor/Wayne/Hecta	By 30 May
Present final action plan to DiSAC	Wayne/Hecta	9 June
<b>KEY STAKEHOLDERS</b>		
General Manager, Planning & Funding General Manager, Primary Care General Manager, Provider Arm WISE group members and others named as undertaking actions in the WISE plan		
<b>KEY CONTACTS</b>		
Elinor Stratford and the others named in the original plan as implementing an action, including - Greypower (Greymouth, Hokitika and Buller), Buller REAP, Rata te Awhina, Older Persons NASC, AT&R, WCDHB Community Services and Allied Health, GP Liaison, Primary Health Organisation, Community & Public Health, Seaview mental health services, Pharmacy representative,		

Risk Analysis	Management Strategy
Stakeholder unwillingness to engage due to lack of progress so far	<ul style="list-style-type: none"> <li>• <b>Explicit statement from GM Planning &amp; Funding as to resources being put by West Coast DHB into implementing the action plan over the coming year.</b></li> <li>• Individual contact and discussion with each key stakeholder</li> </ul>
DiSAC concern ate delay in starting the project	<b>Progress report to DiSAC April meeting</b>

**Author: Tor Wainwright**

**Approved: General Manager Planning & Funding – 10 March 2006**