



The University of Sydney

Faculties of Health Sciences and Architecture

**Home Modification & Maintenance:
Information Clearing House Project**

Advisory Committee Minutes

Meeting of the HMM Information Clearinghouse Advisory Committee

19 February 2004

3:00pm

**Dean's Meeting Room,
The Faculty of Architecture,
The University of Sydney**

Present

Mr Ian Maxwell (Orange HMMS)
Ms Jane Bringolf (Independent Living Centre of NSW)
Mr Bob Champion (Health & Community Care Branch, Health Department of NSW)
Ms Catherine Bridge (School of OLS, Faculty of Health Sciences, University of Sydney)

Apologies

Ms Christine Regan (NCOSS)
Mr Mark Flynn (DADHC)
Mr Alan Meldrum (NSW Statewide Home Modification Service)
Ms Anne Reeve (Illawarra HMMS)
Ms Brenda Bailey (Council On The Ageing)
Mr Mark Nutting (Housing Policy NSW)
Ms Rebecca Rodgers (Department of Veterans Affairs NSW State Office)

Chair

Assoc Prof Peter Phibbs (Faculty of Architecture, University of Sydney)

Note taker

Ms Julie Cameron (School of OLS, Faculty of Health Sciences, University of Sydney)

Notes

Actions

1 Welcome, introduction & apologies

Peter opened the meeting by welcoming all attending to the first meeting of 2004. Apologies were noted.

2. Minutes from the last meeting

Ian Maxwell moved that the minutes from the meeting of 20 November be accepted as a true and correct record.

3 Clearinghouse expansion

Website upgrade: Peter has upgraded the Home Mod services contact details. Services are now able to modify their details as required rather than notifying the HMMInfo team. Services modify their details via the Private section of the Resource Library. Modification of contact details will be included in the training program.

Ensure inclusion in training program.
KB, JC

Timber slip resistance research: Negotiations with Richard Bowman of CSIRO, regarding ARC submission, are continuing. Richard continues to discuss funding and support for the project with the timber industry.

Negotiations continuing **KB, PP**

Conference presentations: Katy and Richard have been invited to present a joint paper at the Falls prevention conference.

Presentation **KB**

Sensor research project: Peter summarised the negotiations with the Department of Housing to date. Project scope includes the feasibility of sensor use in the home of DOH tenants identified as at risk. Of particular concern are people who may remain undetected following injury. A Draft proposal has been submitted. We are currently awaiting a response from DOH.

Negotiations continuing **PP, KB**

Copyright issues of uploaded documents needs to be more explicit. Katy suggested that field with copyright laws and 'I agree' button be added to the submit section. The submit process will not continue unless 'I agree' is selected.

Upgrade submit page **PP**

4 Evidenced Based Practice (EBP) Reviews

Grabrail diameter: The systematic review is complete and paper sent to review the research specialist review panel. Committee was reminded that the paper remains confidential until sign off by the review panel. The industry and consumer fact sheets will be developed following ratification of the paper. See attachment

Develop industry and consumer facts sheets **JC**

Notes

Actions

Discussion highlighted further research indicated by the review. In particular testing the grabrail diameter inside grip diameter relationship. Committee considered potential stakeholders and implications of the research questions raised in the paper.

For further consideration

Katy discussed the resources required to complete a review. She noted that the reviews are time and knowledge intensive.

No action required

Current reviews: 2 reviews undertaken by OT Honours students are on track to be completed in November. These reviews are considering hearing impairment in relation to alerting devices and comparisons of floor coatings for slip resistance.

Ongoing supervision **KB**

Future review: At the meeting of May 2003 a prioritised list of review topics was developed. See attachment. Finished surface of grabrails and suitable shower enclosures are the next reviews on this list. The committee was invited to review the list in relation to industry changes since May 2003. It was agreed that the original list will be emailed to all committee member requesting recommendations for the next topic.

Liaise with committee members **JC**

5 Clearinghouse Sector Training

Current training program circulated. See attachment. Katy suggested HMMInfo website familiarisation and training maybe useful for ILC staff. Jane advised Christy Brown, inservice coordinator, is the appropriate contact person at the ILC. Christy is on leave for 2 weeks)

Liaise with Christy Brown re training **JC**

Training handbook: A 6 module training package has been developed. Katy gave an overview of framework and reasoning for the modular format. See attachment. The handbook is intended to be utilised during training sessions and as a reference following training. The handbook will be available through website.

Completion of training package **KB**

Presentations: Southern Sydney Regional Organisation of Councils (SSROC) Access Forum invited HMMInfo to introduce the website. Julie gave an overview of the presentation, feedback and representatives / persons attending the presentation.

No action required

Notes

Actions

6 Clearinghouse Promotion

Promotional flyers: Committee was asked to feedback on flyers developed as per meeting of November 2003. See attachment. The launch invitations were used with text on the reverse side. Committee agreed presentation on postcard style is good idea.

Issue flyers **JC**

Ian suggested that HMMInfo team should investigate the use HMMInfo logo on all generic home mod services forms. Currently there are discussions regarding a more consistent approach and look to all standard forms. It was agreed that the subject be raised at State Council via Ron Rademaker, chairperson.

Liaise with RR **PP**

Jane suggested that the logo image may be used by the broader HACC funded services / sector like ILC. The organisation title could replace HMMInfo title with the image remaining constant.

For further consideration **KB, PP**

7 Other Business

KB tabled the webstats report:

- o The report indicated most use is by professionals.
- o Pattern of returning visits is increasing.
- o Google and Yahoo search engines are picking up website.
- o Significant numbers of people are looking at training page.
- o Highlighted the variety of browsers accessing the website. This has implications for training and use ie older version browsers may have difficulty as website designed for max use with explorer 5.0 and more recent.
- o Older style java script indicated. This may be problematic for training and use of case studies. Also case studies require cookies to operate some users have cookies disabled. Training needs to ensure cookies are enabled.

No action required

Discussion that despite increased number of hits on the website, users are not participating (uploading) only viewing information. Ian suggested that prizes could be offered for participation in case studies. The possibility and appropriateness of industry sponsorship was raised. Suggestions included prize for innovation or name out of hat with the process overseen by the advisory committee. It was agreed the HMMInfo team would develop this concept for the next meeting.

Develop concept **KB, PP, JC**

Notes

Strategic plan: Katy circulated the draft plan for 2004 – 2005. See attachment. Funding is not sufficient to cover all strategies within the plan. The committee was asked to comment on priorities, inclusion and exclusion of strategies.

- Discussions relating to the value of negotiations with Standard Australia regarding agreement for an onsite license. An agreement would provide HMS access to current relevant standards, via the private area. It was agreed this concept should be pursued as the availability of standards should attract HMS to the website.

HACC MDS: HMMInfo have been asked to analyse MDS although it is currently not funded under base funding arrangements. It was agreed that the research should not be finalised without a specific funding agreement

Ian suggested that industry sponsorship could be sought for systematic reviews. Discussion related to issues of perceived bias and as such sponsorship may not be appropriate for the reviews. However it was agreed that sponsorship of other areas be considered further.

The concept of regular on line conferences via the list serve was discussed. Ideas for relevant and stimulating topics included

- Generic training for home mod staff: Ask participants what type of training they want or need. Ian noted that there is a disparity between the needs of the home mod specific industry and general building construction industry. E.g. home mod services may implement techniques that are not accepted practice within the broader industry.
- When only a lift will do – This topic considered the values underpinning decisions re resource allocation. How resources should be allocated – how much, for what purpose and to whom. What is sufficient for a client. When is relocation a more viable option and who makes this decision.

Katy circulated the draft invitation for advisory committee candidates to attend the May committee meeting. See attachment. Committee was asked for feedback. Comments included

- Add HMMInfo will follow-up with a phone call
- Letter should be reduced to one page utilising essential statements only
- Introduction should state purpose of letter

Actions

Issue strategic plan to committee for feedback. **JC**

Contact State Council & DADHC to facilitate meeting with Standards Australia. **KB, PP**

No action required

Consider concept of industry sponsorship on website

Liaise with Advisory committee re additional topics
JC

Redraft and issue invitation **KB, JC**



Notes

Actions

8 Next Advisory Group Meeting

20 May, Faculty of Health Sciences, Lidcombe

Meeting closed at 5:00