



**The University of Sydney**

Faculties of Health Sciences and Architecture

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

**Advisory Committee Minutes**

**Meeting of the HMM Info Clearinghouse Advisory Group  
Thursday, 28<sup>th</sup> of August, 2003**

**At 3.00 p.m.  
Dean's Meeting Room,  
The Faculty of Architecture,  
University of Sydney**

**Present**

Ms Brenda Bailey (Council On The Ageing)  
Mr Ian Maxwell (Orange HMMS)  
Ms Rebecca Rodgers (Department of Veterans Affairs NSW State Office)  
Mr Mark Flynn (Dept of Ageing, Disability and Home Care)  
Ms Catherine Bridge (School of OLS, Faculty of Health Sciences, University of Sydney)

**Apologies**

Mr Dinesh Wadiwel (NCOSS)  
Ms Anne Reeve (Illawarra HMMS)  
Mr Bob Champion (Health & Community Care Branch, Health Department of NSW)  
Mr Alan Meldrum (NSW Statewide Home Modification Service)  
Ms Jane Bringolf (Independent Living Centre of NSW)  
Mr Mark Nutting (Housing Policy NSW)

**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

Meeting opened 3:15pm.

Ms Brenda Bailey is now the delegate for Council On The Ageing in place of Mr Neil Tucker.

### 2 Minutes from the last meeting

The minutes of meeting for May 2003 were accepted as a true and accurate record.

### 3 Clearinghouse website development

- **Usability testing**

Circulated letter issued to the usability test participants summarizing data and resultant modifications.

Soft launch occurred 11 June 2003. Modification and upgrading of the website continues in line with the usability tests and feedback from website users.

- **Case studies** page is currently under construction. Snapshots of case study pages circulated. Katy reported that this section of the website is a first internationally. The case studies are scheduled to be online in 2 weeks.

The data entry fields are designed to easily integrate with existing HMM processes and practices. The fields are designed to avoid information that would be in breach of privacy act. This section provides an opportunity to share information. It should be particularly useful for innovations, both success and failures.

Discussion relating to validation of information submitted i.e. alerting users or submitters to potential data entry error. Katy confirmed there was no mechanism currently in place for monitoring data entry errors. Agreed to implement process where HMMInfo is notified of possible error. HMMInfo would then contact and confirm data with submitter.

Include in policy & procedure manual  
**JC**

## Notes

## Actions

- **Training program**

Peter reported an 'aggressive' training program for the HMM sector is planned. This includes HMMInfo team visiting services on site. The training will involve hands on use of the website e.g. actual uploading of cases.

This style of program offers dual benefits. Anxiety and inefficiency related to unfamiliarity is eased and growth of the existing website data base.

Discussion relating to incentives for potential site users to upload information. Advantages noted include

- The ability to use the case study program as the primary record collection system.
- Provides a form of peer review which currently doesn't exist within the HMM sector. Services may therefore be motivated to participate for competitive reasons.

Privacy issues relating to images of houses posted on the website were discussed. Katy recommended client permission be gained for any image uploaded. It was noted that although permission for use of client information was routinely gathered by HMM services (for use in minimum data set), other website users may not have similar processes in place or may be unaware of the implications of submitting such information.

Include in policy & procedure manual  
**JC**

It was agreed HMMInfo could include field 'Do you have permission' and an automated reminder 'Have you obtained consent' on submission.

Modify fields and implement reminder  
**KB**

## 4 Evidenced Based Practice (EBP) reviews

- Review on Grabrail diameters is underway and scheduled for completion in approximately 4 weeks.
- HMMInfo team has 2 new Honours students. The students will complete one systematic review each. One project will include contact surfaces of grab rails. The other project is not yet decided.

## Notes

- There was some discussion around the need to maintain the currency of completed systematic reviews. Ian mentioned that commonly used timbers such as treated pine may no longer be suitable for use as the treatment process is under review. The review is considering safety concerns related to impregnating timber with arsenic.

The need to update systematic reviews was noted. However, at this time there are insufficient resources to revisit reviews plus meet commitments to existing review schedule. Agreed that if no additional research was pending HMMInfo would release an addendum as required.

Katy noted that some updating would occur through research projects emerging from the systematic reviews e.g. CSIRO and National Disability Caucus have both expressed interest in collaborating on research study into slip resistance of timber.

## Actions

Include in policy & procedure manual  
**JC**

## 5 Specialist Panel Formation

- The three review panels are now formed. List of review panel members was circulated. It was noted that
  - Panel members will be acknowledged in 'About Us' and on papers reviewed.
  - Members will not collaborate with other members re feedback to reviewsHMMInfo collates feedback, amends reviews and informs panel members of final decision including reasoning.

Include in policy & procedure manual  
**JC**

## Notes

## Actions

### 6 Other Business

- Some Committee members commented they had difficulty accessing website. Unsuccessful attempts included
  - Google search: 'hmminfo' picks up Physical Disability Council website not HMMInfo project. Physical Disability Council website provides a link to HMMInfo website.
  - Broken link from School of Occupation and Leisure Sciences, Sydney University website to HMMInfo website.
  - Peter noted a possible firewall problem between DADHC and Sydney Uni. Peter and Mark have agreed to liaise to locate and rectify the problem.
- Discussion relating to the implication of changes to the Therapeutic Goods Act: Potentially all HMM services may need to list as customised aids provider. The ramifications of being listed on the TGA system include cost of registration, all complaints against listed services would be registered and possible fines incurred. It was noted that this would be duplicating other registers such as building licensing.

Register with google **PP**

Review and modify as required **PP**

Review and modify as required **PP, MF**

Make representation to Health Department **MF, IM, KB** to supply web address.

Kit constructions such as demountable ramps do not clearly fall within current definitions as demonstrated by existing debate relating to payment of ramps - PADP or HMM, is the ramp an aid or construction / installation. Mark agreed to take this up with colleagues at the Health Department.

Liaise with Health Department **MF**

DVA use of demountable ramps is increasing. Orange HMM service is increasingly installing demountable timber ramps as they can be removed without damage or alteration to existing structures.

- **Conferences:**
  - **ICTA** seminar held 23 August. Highlights included
    - Katy presented a paper on OT role in home modifications.
    - Julie presented paper on HMMInfo project.
    - Issues relating to TGA were raised.
  - **National Housing Conference** to be held in November. Katy, Mark and Peter to present papers.

## Notes

- As there is a conflict of dates between the National Housing Conference and the next scheduled Advisory Committee Meeting, the Committee agreed to move next meeting to 20 November 2003.

Rebecca sent her apologies for next meeting. Elvina Weissel may represent DVA at the next meeting.

- Ian asked about the planned website rollout to HMM services. Agreed existing regional meetings would be an appropriate forum for rollout. This includes
  - Level 2 meeting scheduled for 28 October
  - State Conference 5, 6 May 2004
  - Level 1 quarterly meetings within regions
- Rebecca suggested private OTs within regions and DVA providers could also be included in rollout.
- Brenda suggested HACC issues forum could be a useful forum to promote HMMInfo.
- Ian suggested Commonwealth Care Link networks may be useful to provide information re HMMInfo to Care Link users.
- Agreed Local Government Agencies should also be targeted in HMMInfo promotion.
- Mark stated the request for website launch is in Minister's office. Still awaiting for reply.
- Circulated draft Project Advisory Committee Terms of Reference for comment. Members requested to respond within 21 days.
- Meeting closed 4:25pm

## Actions

Include Elvina on contact list for minutes, circulations **JC**

Contact each level 2 to find dates for meetings **JC**

Feedback from Committee Members

## 7 Next Advisory Committee Meeting

20 November at Faculty of Health Science, Lidcombe