

EPEX USER GROUP

Notes from User Group Meeting Tuesday 4.11.08

Present: Karla McCubbin, Holly Brown, Bernie Puleo, Pam Cull, Gill Bean, Carol Rampling, Sue Tottie and Rachel Gray (notes)

1	<p>Apologies - Marian Muldowney, Lindsey Stephen, Colleen Boggins and Julia Blincoe.</p> <p>Information Exchange – We agreed to move this agenda item to the start of the meeting. All present gave a quick update on what was happening within their Team.</p>	
2	<p>Contacts Matrix -</p> <p>Some teams have not submitted any returns – please address via email. RG to send out a blank inputting sheet with the notes of the meeting. Please update and submit prior to next months meeting.</p>	RG/ALL
3	<p>Notes from last meeting -</p> <p>The notes of the meeting held on 7.10.08 – amend to read Sue Tottie present.</p>	
4	<p>Matters Arising -</p> <ul style="list-style-type: none"> • PAS <p>RG emailed out PAS training information with the agenda. The email explains which training is needed to enable PMI registration, etc. We need to continue using the PMI in PAS to register service users and generate a hospital number.</p> <ul style="list-style-type: none"> • Recording date of death <p>Still outstanding. RG to action.</p> <ul style="list-style-type: none"> • Excel Demo <p>This took place in last months meeting. Feedback was positive and RG is available for more demos or one to one session.</p> <ul style="list-style-type: none"> • Data Quality Sub Group (DQSG) <p>The points raised in last months meeting regarding data collection and how this information is cascaded down were feedback to this group. A DQ Work programme is in place which includes an action plan covering communication links, data collection, and reporting and DQ issues.</p>	<p>ALL</p> <p>RG</p> <p>ALL</p>
	<p>Data Dictionary Update for Community definitions – this is under review. The dictionary will provide clear definitions on how data should be collected, for example, how group contacts are recorded. RG proposed we review when the document is published.</p>	

	<ul style="list-style-type: none"> • Future Releases <p>The changes to the Mental Health Act are implemented on 3.11.08. Epex will be updated in due course.</p> <p>Release 28 is currently in the test system. RG to undertake system testing and feedback any system changes.</p>	
5	<p>Data Quality Reports and Work Plan -</p> <p>DQ % October 2008 –</p> <p>Ethnicity – 91% NHS Number – 85% Verified 9% still need tracing</p> <p>The work plan has asked for 99% compliance by the end of October 2008 for both DQ items. Please would you review your teams missing data and look at the work plan as we need to start addressing our timescales.</p> <p>RG asked how 'not monitored' and 'not yet monitored' were being used for DQ fields. Both are being used to show that data has not been collected and therefore RG will continue to highlight both in the DQ reports.</p>	ALL
6	<p>Data Custodian Exchange Forum</p> <p>RG attended the last DCEF which was held on 22.10.08. A couple of points to feedback to the group -</p> <ul style="list-style-type: none"> • Missing Records <p>If service users' records cannot be located remember to complete an incident form. The forms are regularly reviewed by Lesley Barrington, Health Records Manager.</p> <ul style="list-style-type: none"> • DQ Duplicates <p>All system users to carry out a rigorous search before creating a new patient record. Check for aliases or preferred names, date of birth and NHS number checks.</p> <ul style="list-style-type: none"> • Wallpaper backgrounds on documents <p>Staff were asked not to use as they these can block and prevent delivery of the email or document.</p> <ul style="list-style-type: none"> • Email Signatures <p>Staff are encouraged to set up an email signature to include full name, address, telephone, fax and email address. Please remember to conform to trust standards on font and style of text.</p>	

7	<p>Safeguarding Adults -</p> <p>Defer to next month meeting.</p>	
10	<p>Any Other Business -</p> <ul style="list-style-type: none"> • Reports <p>RG to run monthly PCT reports on 14.11.08. Would all teams please aim to have all their contact activity on ePEX. The reports will take the best part of the day to run.</p> <ul style="list-style-type: none"> • Married name <p>Please remember to update this change in the PMI screen – surname field, page 1 and save all changes made to the system.</p> <ul style="list-style-type: none"> • HECS <p>Caseloads run from HECS are being sent out to the teams that submit to HECS. The teams are being asked to check the data, update the reports and return to HECS. The teams that don't have access to a good, robust system, like ePEX use HECS for their caseload management.</p> <ul style="list-style-type: none"> • Information sharing <p>The ESHCT have been contacted by one of their Practices requesting a list of LD service users currently open to them. ST emailed RG asking if this was possible. RG has asked ST to enquire why they are requesting this information and has also contacted Catherine Watson and Lesley Barrington for guidance.</p> <ul style="list-style-type: none"> • Staff leaving <p>Bernie Puleo announced that she will be retiring on the 24th December 2008. Whilst we all recover from this announcement, I am sure we all wish Bernie the very best and will expect the occasional postcard! You will be missed.</p> <ul style="list-style-type: none"> • Reports <p>Both the SMHT and DPM have been set up with the link to enable then to export ePEX reports into excel. CR reminded RG that admin need to be given the correct level of access to run these reports.</p> <ul style="list-style-type: none"> • December ePEX Meeting <p>RG suggested we all bring drink and nibbles – what do we all think? PS. It will also be Bernie's last meeting!</p>	<p>ALL</p> <p>RG</p>
	<p>Date and time of next meeting 2008 / 2009</p> <p>Cannon House, Outside Meeting Room – Tuesday 9.12.08 – 9.15am – 11.00am.</p> <p>Woodhaven, Seminar Room – Tuesday 13.1.09 – 9.30am – 11.30am.</p>	