We are now just one few week away from national rollout of the Prioritisation Tool. Please take the time to read all the information that has been coming through to you via the Enable New Zealand network.

The list of ‘champions’ at the various organisations was sent to you with the last Newsletter. An updated version is attached to this Newsletter. The EMS Assessor ‘champions’ are there to support you in the early stages of implementation.

If you have any questions please ask a ‘champion’ at your organisation in the first instance. If your organisation does not have an identified champion please email clare_kirk@moh.govt.nz

You can find the contact details of your local ‘champion’ by clicking on the link on the Prioritisation Tool login screen.

If you need technical help with the Prioritisation Tool ask your ‘champion’ first. They may be able to solve your problem. If they are not able to solve your problem then the ‘champion’ is the only person who should contact the Enigma helpdesk, on your behalf.

**Further information**

This Newsletter gives you information on:

- Assessors in Training / Sign off by Supervisor
- Diagnosis / Disability Code Set
- Long Term Support – Chronic Health Conditions (LTS – CHC)
- Monitoring the data in the Prioritisation Tool
- Frequently asked Questions (see Appendix 1)

**EMS Assessors in Training and Sign off by the Supervisor**

This function is available in the EMS Prioritisation Tool. EMS Assessors who are in training for a credentialed area of accreditation are able to complete EMS Assessor Sections for this area, pending approval by an appropriately qualified supervisor. Approval will be required for any EMS Assessor Sections where the outcome is ‘funding available’, before a Service Request can be submitted.

Please refer to page 16 of the Getting Started Guide v 1.4 (July 2014). This guide can be found in the Prioritisation Tool resource file (also as an attachment to this Newsletter). Provisional EMS Assessors will need to log into the Enable Online Assessor Database and select their appropriate
Provisional Assessor Code(s) from the list.

There can be a delay for the Provisional status to show in the Prioritisation Tool – the length of the delay depends on what time of day the data has been entered, but the longest anyone should have to wait is two days. The information is supplied to Enigma once a day by Enable New Zealand. If an EMS Assessor does not update their details until after the information has been sent then their details won’t be updated until the next day.

**Disability / Diagnosis Code Set**

The code set is a subset of terms from the clinical SNOMED CT (Systematised Nomenclature of Medicine - Client Terms) terminology. SNOMED is endorsed by the Health Information Standards Organisation (HISO) as the clinical terminology to be used across the health and disability sector in New Zealand. For further information, refer to [http://ithealthboard.health.nz/security-privacy/endorsed-standards/snomed-ct-endorsement](http://ithealthboard.health.nz/security-privacy/endorsed-standards/snomed-ct-endorsement)

The full SNOMED CT classification is vast, which is why we have chosen to select a subset of terms which relate more specifically to people who may be eligible to access EMS funding. It includes specific terms such as monoplegic cerebral palsy and also more generic terms such as metabolic disease which can be used if the specific term you are searching for does not exist.

There have been some specific questions related to Down syndrome and why it is not in the code set. Both Down syndrome and Edwards syndrome are in the code set under their clinical name as follows:

Complete trisomy 18 syndrome = Edwards syndrome
Complete trisomy 21 syndrome = Down syndrome

We have added this information to the help text which is associated with the Disability / Diagnosis field which will be accessible by hovering over the question mark next to the field.

**Long Term Support - Chronic Health Conditions (LTS-CHC)**

The decision regarding a person’s eligibility for the LTS-CHC funding stream sits with NASCs, not with Accessable or Enable New Zealand. NASCs must determine that the person is eligible for this funding stream before an EMS Assessor can consider equipment or modifications for a person (under 65 years of age) with a chronic health condition.

It is therefore suggested that when EMS Assessors are considering equipment or modifications for people whom they feel may be eligible for this funding stream, that they should contact the NASC. Where an EMS Assessor is consulting with an EMS Advisor (from Accessable or Enable New Zealand) during the assessment process and consideration of support options, this question may be raised. EMS Advisors can offer advice at this stage but the question should be taken up with the appropriate NASC. We
appreciate that it's not always straightforward to determine when the LTS-CHC pathway should be considered but NASCs are best placed to work this through and must make the decision about eligibility.

**Monitoring the data in the Prioritisation Tool**

For the Prioritisation Tool to be a fair and transparent process for all it is important to identify any practices where its completion by an EMS Assessor varies from the norm and raises a ‘red flag’. We are therefore undertaking, on an ongoing basis, regular monitoring of the data captured in the Prioritisation Tool.

**Key areas being monitored are:**

- Duplication of the EMS Assessor Section for the same client, under the same Impact on Life, for the same Assessor section type, and by the same EMS Assessor.
- Service Requests submitted where the EMS Assessor has not consulted with an EMS Advisor when it is a ‘mandatory requirement’ to do so.
  - Remember that consultation needs to take place before the Prioritisation Tool is completed.
- EMS Assessor sections left in the ‘pending’ state because the EMS Assessor has not filled in the ‘alternative options’ text box when funding has not been available for the client.
  - It is important to complete this text box so that these are included in the data analysis.

**Access to the Prioritisation Tool**

You will receive an email between the 6 – 8 August that will give you a temporary password and details of how to access the Prioritisation Tool if you have completed the online training and updated your details in the Enable New Zealand Assessor online system by then.

**EMS Assessor Details – a reminder**

Please remember to update your details on the Enable New Zealand EMS Assessor Online system. This is located on the Disability Funding Information website (commonly referred to as DFI).

[http://www.disabilityfunding.co.nz/](http://www.disabilityfunding.co.nz/)

If you have any queries or require assistance with updating your details please contact Cilla Sanders, Assessor Coordinator, Enable New Zealand on 0800 17 1981.
If you have any queries about the Prioritisation Tool, please ask one of the champions at your organisation in the first instance or contact me by email clare_kirk@moh.govt.nz

Clare Kirk
Project Manager, Disability Support Services

Attachments:
- List of Champions (updated)
- Getting Started Guide for the Prioritisation Tool
Appendix 1

Frequently asked Questions

Online Training

Once I have completed the training am I able to go back to it as often as I like to revisit parts of it?

Response: Yes, you are able to go back and revisit the training as many times as you need to. You will not lose access to it.

Prioritisation Tool

Logging In

Why have I not received a username and password?

Response: Are your details complete in Enable New Zealand’s Assessor Database? If your details are not up to date, your details will not be passed through to the Prioritisation Tool and a user account will not be set up for you. Update your details and your account will be created, normally within 24 hours.

Is your email address entered correctly in the Enable New Zealand Assessor Database? An error in the email address will mean that the email with your account details will not reach you. Check and correct if so.

I have lost the links to the Prioritisation Tool

Response: Where a Connected Health link is available: (DHBs)
https://ch.ems.health.nz/ems/

Where a Connected Health link is not available:
https://secure.ems.health.nz/ems/

I have received my user details but I cannot log into the Prioritisation Tool.

Response: Do you have internet access? Access to the Prioritisation Tool requires internet access.

Have you completed the Online Training module (http://learnonline.health.nz/index.php)? Once the Online Training module has been completed, an automatic update will be sent to the Prioritisation Tool which will ‘unlock’ your account.
Did you use your Assessor Code when completing the Online Training? The username used for the Online Training must match the username for the Prioritisation Tool – both should be your Assessor Code.

Are your details up to date in Enable New Zealand’s Assessor Database? If not, your user account will be inactivated. Update your details and your account will be reactivated, normally within 24 hours.

Have you forgotten your password? Click on the ‘Forgotten your password?’ link on the login screen.

**Searching for a Person**

**Why can I not find the person I am looking for?**

Response: Have you previously submitted data for this person? If not, you will need to enter either the NHI or the person’s first and last names for the record to appear. If you have not previously entered data for someone, they will not appear if you enter only the first or last name.

Has the person been added into the Prioritisation Tool? Selecting <New Person> and entering the NHI will bring up the person’s record if it already exists within the Prioritisation Tool.

**Why do some records automatically appear in my dashboard but some do not?**

Response: For a record to appear automatically in your dashboard you must submit data for this person. This could be demographic data, Impact on Life responses or an EMS Assessor Section.

I have submitted data for my client so why are they still not appearing in my dashboard?

Response: Records will appear by default on your dashboard only if there is any item pending, e.g. incomplete demographics or an incomplete Assessor Section. You can see all records by clearing all search criteria and clicking <Search>.

**Adding a Person Record**

I don’t know the NHI for the person.

Response: Without the NHI, it is not currently possible to add a new person into the Prioritisation Tool.

My client is already in the Prioritisation Tool.

Response: A person record only needs to be added once. Open this record and continue as normal, making sure the demographics data is up to date.
**The Impact on Life Questionnaire**

There is an existing Impact on Life Questionnaire for the person – should I create a new one?

*Response:* The Impact on Life Questionnaire covers the impact of the person’s disability on their entire life and is not related to any solution. Unless their circumstances have changed since the Impact on Life was submitted, you should use the existing Impact on Life Questionnaire.

**The EMS Assessor Section**

There is an existing Assessor Section for the person – should I create a new one?

*Response:* Only the EMS Assessor who starts an Assessor Section can complete it. If you did not create the existing Assessor Section, you will need to start a new Assessor Section. There can be multiple Assessor Sections for a single Impact on Life Questionnaire.

The EMS Section Type does not include the area of accreditation that I want to use.

*Response:* Are you accredited in this area? If so, are your accreditation details up to date in the Enable New Zealand database? The Area of Accreditation data is provided to the Prioritisation Tool by Enable New Zealand and this controls which section types are available for you to select.

I created an Assessor Section for the person but it is no longer present.

*Response:* Did you complete the Assessor Section, i.e. were you given the outcome (funding available/funding not available)? If not, the Assessor Section would be automatically deleted if more than one month has passed since it was updated.

The Impact on Life Questionnaire that your Assessor Section was associated with may have expired. Check to see if there is a ‘Previous Records’ tab and if so, see if your Assessor Section is present in this area.