



Winnipeg Regional
Health Authority
Office régional de la
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Caring for Health
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Welcome to the WRHA MDS (Minimum Data Set) Phase 2 and Upgrade Projects

Care Manager 8.6/MDS2.0 v 6.2 go-lives

The Phase 2 Prop sites and non-prop site upgrades go-live dates are fast approaching! Heritage Lodge is set to go-live April 25th and will deploy the MDS and Care Manager Application for the first time. Calvary Place falls right behind with their application upgrade go-live of May 2, 2007.

To assist each Phase 2 (net new) personal care home as the training, installation and implementation phase approaches, a Go-Live Check List will be provided to assist in site-specific details that need to be accomplished by specified dates. This check-list covers the details of identification of Super Users and Trainers, equipment set up for the training room, on-site training time lines, suggestions for on-site training structure, staff member names, roles and duties for access to the software, set up of the workstations, printers, etc. and all other details to ensure a successful and smooth implementation with a minimal amount of disruption to daily routine.

Caroline Boyd and Maura Kenny will provide a walk through and discussion of the content of the Go-Live Check List and site level training with each personal care home as the Super User training and go-live dates approach for each facility. We will also establish a post Go-Live implementation review date as part of this Check List to review the process and identify the 'lessons learned' for each personal care home.

Education Update:

Heritage Lodge is the first site up for Care Management and RAI process training. The Training room, located at Deer Lodge Center,

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Admin Support to the MDS Phase 2 Team

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is alive with Super Users and Trainers! The group is enthusiastic and taking it all in stride.



(Back Row, Left to right: Jackie Chudley, Maura Kenny, Lisa Hoppenheit, Susan Bernjak, Front Row, Let to right: Leslie Orlikow, Lois Heinrichs, Pat Lacy)

Using a combination of software training on a “training data base” and lecture style approaches, Jackie Chudley and Caroline Boyd are providing the 9 days of in-classroom training. After the in class sessions, the students will be scheduled for one day of self directed learning to review the materials and the computer based education.

It has not been an easy task for these students to sit in a classroom environment for such extended periods of time, but all are doing well and should be commended on their efforts. The learning curve is sharp, but they are up to the challenge!

Not for Profit PCH Care Express Upgrades:

We are quickly approaching the start of the Implementations Phase for the MDS Upgrade project. The project team has been working with Calvary Place to change out their connections to the Data Centre already and their training on the new software is scheduled for Apr 16-18 with Go-live after a testing period on May 2.

The next set of Personal Care Homes to follow Calvary upgrades are:

- Deer Lodge Centre
- Misericordia
- Golden Links

Other activities that are happening at all the non-Prop Personal Care Homes are scheduling of walkthroughs for new network drops and

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cabling along with new MTS LAN lines where applicable. A majority of that work will be done at all homes before summer. If at all possible, no project work at the PCH is being planned for July and August.

Chris Ashley will contact each Personal Care Home well in advance to advice of pending activity/visits. All Personal Care Homes are currently being asked to review and approve the Business Requirements gathered in our initial site visits.

Finally, a Survey has been circulated to non-Prop Homes to determine usage of the Care/MDS software. Based on the results, we will be targeting more specific training to ensure all homes are able to use the software to the fullest extent possible.

Windows Training

Ongoing Window training sessions are being offered by CTS (Computer Training Services) at various WRHA locations specifically for participants in the MDS project. These sessions are designed for staff members that have no Windows experience or very limited experience in Windows functions. Facilities are being encouraged to send their staff to these sessions as the MDS and go-live dates for their facility approaches. The goal of Windows training is to develop the required window skills necessary to participate in the MDS/Momentum training in the following weeks.

The **Introduction** to Windows course provides the basic foundation of Windows functions, such as opening and closing, moving between screens, mouse skills, saving documents, etc. for those who have never touched a computer. The **Skills Enhancement** course offers staff members who have had limited Windows experience the opportunity to practice, improve and develop competency and confidence in their skills.

As part of the Business Analysis process, Windows skills assessment has been conducted at all personal care facilities in the Phase II project to determine who requires training in this area. Maura Kenny, Business Analyst for MDS, provides the analysis of the skills assessment and recommends which staff members will benefit from the Introduction and Skills Enhancement courses.

Ideally, the Windows training should be completed 6 weeks prior to MDS/Momentum training with the opportunity to practice their new skills on a computer prior to the MDS/Momentum training. Simple but fun practice exercises, such as solitaire and other games are easily available on existing software or down loaded from the

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Phase 2 Steering Committee:

- Lori Lamont, PCH Program
- Debbie Honke, eHealth
- Terry Vanbocquestal, Oakview Place
- Don Solar, Parkview Place
- Mike Fehr, Poseidon
- Richard Kozar, St. Amant

Steering Committee Meetings:

- April 11, 2007
- May 16, 2007

internet. Ideally, once a staff member has participated in Windows training they should be practicing what they learn in order to retain and improve their competency.

The following is the current calendar of scheduled Windows courses. Additional courses will be added in the near future as CTS completes the next phase of scheduling. Please contact Cathy Scott at scott@wrha.mb.ca to register for the courses or if you have any questions.

Windows Training Schedule as of March 5/07:

- March 13, 2007: Health Sciences Centre
- March 21, 2007: Health Sciences Centre
- April 10, 2007: Deer Lodge Centre
- April 11, 2007: Health Sciences Centre
- April 30, 2007: Seven Oaks General
- May 3, 2007: Deer Lodge Centre
- May 14, 2007: Deer Lodge Centre

RECENT ACCOMPLISHMENTS

- Heritage Lodge in RAI, Care Management and MDS training April 2nd – 13th
- Calvary Place training commences April 16th
- Cabling and wiring at sites continues (Heritage, Oakview, Kildonan and Calvary complete)
- Workstations, printers, and related equipment for Heritage is deployed and ready to accept users once training is completed
- Testing on the Care lite production database continues
- All major components in the data centre (servers, storage, networks, firewalls, backups) are in place and ready to transition to operational
- New computer imaging technology and processes are designed, built, and ready to use for the prop homes,

Major Milestones/ Schedule

- One change to golives – Charleswood and RiverEast have switched training and golive dates
- **Updated Milestone schedule attached**

Please contact **Shelley Kern** via email skern@deerlodge.mb.ca or at 831-3454 with questions or comments related to the MDS Phase 2 Project or this newsletter