Implementers Committee Minutes

Title	Implementers Committee Meeting Minutes		Date	24.06.2020
Location	Virtual		Time	10:00-11:00 CEST
meeting called by	openIMIS Coordination Desk	Type of meeting	Committee Meeting	
Facilitator		Note taker	All	
Agenda	● Country updates ● User Interfaces for Enrollment module updates? ● Testing scenarios updates ● AOB ● Next Newsletter ● GDHF ● State of the source			

#	Item	Discussion	Date
4.4	Kyrgyzstan	● GIZ eHealth regional proposal (SFF) to include a business process analysis of the NHIF this year	19.02.20
4.5	AeHIN CoP: Thailand	● Waiting for update on using openIMIS to manage insurance scheme for stateless	21.06.19

4.6	AeHIN CoP: Philippines	● Ongoing engagement with UPM-PGH and SLMC as partner health education institutions (preliminary meeting conducted last March)
		● Ongoing engagement with AMSA Philippines (preliminary meeting conducted last March)
		● Finalization of the openIMIS lab manual for clinical skills
		    ○ student manual
		    ○ faculty guide
		    ○ technical guide
		● Next ToT Workshop with San Beda School of Medicine (February 22, 2020)
		● Presence at the 7th annual Philippine Conference on Community Health (PCCH) 2020 on March 7-8, 2020
			28.11.19

4.7	AeHIN CoP: Indonesia	● Update: YouTube links on video tutorials are available via wiki page ● Update: Indonesia Country Hub already finished the online course implementation with MPH students in the university. Still working on reviewing the student assignment and practical exercise feedback.	28.11.19

4.8	Myanmar	● Revised draft submitted now and feedback is awaited from ILO ● Awaiting feedback	12.02.20

4.11	openIMIS Webinar Series via AeHIN Hour	● Online Training Plan
		   ○ openIMIS Terminology (For Application Administrators)
		   ○ openIMIS Localized Installation (For System Administrators)
		   ○ openIMIS Use in Clinical Lab Skills (For Faculty and Students in Medical Schools)
		● openIMIS Webinar on 'openIMIS on FHIR'
			07.05.19

4.13	DRC	● Specifications for phone provided and then ToRs to be drafted with GIZ IS for a mission later in Feb-March for XM to do training on mobile phone introduction	12.02.2020
4.14	Chad	● Project made a national level presentation - finding out whether openIMIS was part of this.	26.02.20
4.19	Indonesia	● A script will be requested to translate from Bahasa into English ● webinar and lecture videos on health insurance created - include openIMIS information ● Want to know more about Nepal instance - Kirstin to talk to Nirmal and Saurav about setting up webinar	03.06.20
4.22	Nepal	● Quick fix to exchange data between Social Security System (SOSYS) for Beneficiary management system and openIMIS for claim management is in the final stage. Planning to roll out from next Month ● Mission Report & SOP on Accident and Disability Security Schemes was shared to partner Social Security Fund (SSF) ● Finalizing the ToRs for the SFF ● Deployment of new version for HIB ● New feature request collected from workshop has been added to Jira ● Nepal requires Sampling based Claims review. Concept note is presented here: https://openimis.atlassian.net/wiki/spaces/OP/pages/1249509439/Stratified+Weighted+Random+Sampling+Concept ● Next steps: Design algorithm for claims sample ● Setup extra call to discuss sampling ● starting training process this week as well as testing with core team. 15 days training and then rollout	03.06..20
4.26	Tanzania	● Exact has decided to stop working on IMIS in Tanzania. ● HPSS is moving support to SolDevelo for a limited time while transferring capacity to	05.02.20

		• PORALG (who has allocated some programmers) • PharmAccess to implement openIMIS in Zanzibar: https://www.wehubit.be/en/node/54 and perhaps should also be invited to IC, they also have activities in Nigeria.	
4.27	Zanzibar	PharmAccess update on the implementation • Funding from Enabel for 2 years, basic HR funding from Dutch side via PharmAccess • Overall project duration envisaged for 5 years • openIMIS to be implemented for enrollment and claims management • Government as the payer for services, a Health Fund might be set up as a purchasing institution • Internal testing ○ Enrollment process and claim management • Demo to be scheduled for June 1, 2020 Gumzo	06.05.20
4.28	P4H Network	Potential p4h countries, follow up with: • Burkina Faso, Niger, Haiti, Senegal, Madagascar	29.01.20
4.29	Sierra Leone	EPOS implementing a GIZ Sierra Leone project which was re-orientated back to health financing; government commits to establishing national health insurance programme; study tour to Rwanda (High level) and Kenya (Operations related staff) completed; arranging slot for openIMIS presentation if possible in country during SHI workshop scheduled February; project in the middle of contract discussion for extension (no-cost)	29.01.20
4.31	Pakistan	EPOS: GIZ providing technical advice in the design of insurance benefit package and operation systems; insurance coverage outsourced to private insurance providers, which have their own IT system; biggest player is the State Life Insurance Delegation at GIZ in October (Feedback from GIZ?) KfW interested in supporting the state life insurances, but not sure if the support will be extended to MIS.	
4.33	Djibouti	Acadys (French company / consulting) is assessing the CNSS Djibouti in digitizing processes. Seems to be a lot of political will and commitment. The Inception Mission to assess the system was requested. i will explore this possibility. - Assessment mission planned for mid-February	29.01.20
4.35	Ethiopia	Follow up with University of Meckele? Upcoming EU Tender - MIS for National CBHI	13.11.19
4.36	Uganda?	Some rumour that there is interest into openIMIS Follow up with Carl Leitner	13.11.19
4.37	Cordaid RBF	EPOS: meeting with Cordaid initially set for 3rd week November but was cancelled. Will bring up openIMIS during meeting	11.03.19

4.38	Network of Networks	Was created during GDHF Create awareness There are plans to strengthen the network Share Webinar Series, also a Webinar on openIMIS	18.12.19
13a	Calendar	● Shared Calendar: http://bit.ly/2FIpNtM ● Update Calendar with Events	06.03.19

14	Formal sector enrollment	● List of external experts to provide input on the current document - until mid July
		● DC should also provide feedback at some point if the specification is detailed enough. At the moment PS / DD is looking at it.
		● Call on 5th of July among DC / IC
		   ○ Other country experiences discussed
		   ○ Detailed discussion on how to implement
		   ○ Requirements will be updated
		   ○ New proposal here
		
		● Requirements definition from Nepal, but aim to produce a generic global solution
		● Digital Square proposal - waiting for funding approval from Nepal
		● Once funding identified we need to coordinate specifications definition and software development across IC, Digital Square tenders and Nepal country teams (developers from SSF and Nepal GIZ)
		● Funding from GIZ Nepal confirmed. Waiting on SSF to finalize work package scope.
			08.01.20

14a	Legal entity	● On hold - SG meeting on 25.11. in Geneva ● Topic not discussed during SG meeting. ● Remains on hold. No further action for now.	20.11.19

15	Implementation Starter Kit	● Starter Kit outline https://docs.google.com/document/d/1RMN4tW_NUr-Doex4e_7kT8m2PY1g9NhVkELdGhjhAzs/edit#heading=h.is5ejd6lvznj
		● Googledoc link to the steps of the starter kit OpenIMIS StarterKit_TAB 1_PREPARATION
		● Templates for requirements analysis are being used to adapt them to openIMIS assessment phase based on specific country experience
		● Implementation steps have been defined (4) and responsibilities been assigned
		● Tab 1, 3 and 4 summaries are done.
		● Splitted up the content:
		   ○ website summary
		   ○ OpenIMIS StarterKit_Tab2_WebSummary
		   ○ Wiki detail
		   ○ Please see OpenIMIS StarterKit_Tab2_Wiki_Requirements Analysis
		   ○ Persona details (share FFW examples)
		● Look at the doc, review, check if it is in the right direction, what is missing, etc.
			08.01.19

		• Restructure the google drive • 4th of December: WG call Sharing of openIMIS links to business processes of health financing scheme Implementation Starter Kit Call next week.	
16	Costing tool/template	• Needs to be less complex for countries to use with guiding questions: #of beneficiaries / #of facilities etc… -> based on the responses, gives an estimate • Cover sheet with the questions • Hardware & user trainings cost, one assessment mission. Customization remains open and to be estimated • moved to google sheets, focus on roll-out phase • Updated wanted for next call • Structure is according to Implementation Steps / Project Implementation • Roll out cost (post-assessment) - including capacity development cost - built as a tool to be filled in with local costs and structure to be entered and accordingly costs are calculated (idea that tool will be used with guidance from initiative) - unit costs and units (staff categories) - duration say 1 year: https://openimis.atlassian.net/wiki/spaces/OP/pages/717291605/Material+for+Communication+and+Starter+Kit • Initial assessment cost as a separate item/document for "internal" use to estimate pre-implementation cost	20.11.19
18	Training material	• Module 1 & 2 under development on the Wiki here. • Feedback pending from openIMIS coordination desk.	29.01.20
19	Snomed	AeHIN is setting up open source version of Apelon, a terminology service (can accommodate SNOMED and can be used by country if they have a national license) - work in progress - Request will be mad to install on a virtual machine - wait for cloud installation to complete - SNOMED conference in October (Kuala Lumpur) - AM will provide contact to MW (Kristin will follow up) - Significant that DC understands more, DD will take it to the DC -> Follow up with AM by KP	04.12.19

26	openHIE Sub-community "HF towards UHC"	- Inputs by Daniel F. (Jembi)? - Webinar to give update from Addis meeting with Anis (KP)	29.01.19
27	Link with Developers Committee	Further testing of the claims UI (compare p.17) Developers Committee should look at the need that countries might only want to use the claims module and not the beneficiary management module provided by openIMIS WIKI Claim module scope link DC and IC needs to look at Wiki / legacy system	04.12.19
29	Thematic areas on the wiki	Create thematic topic spaces on the Wiki, e.g. Data privacy, interoperability, etc. in order to reach out to a broader audience https://openimis.atlassian.net/wiki/spaces/OP/pages/607223809/Thematic+Areas Strategies how to get others to contribute and participate in discussions -> E.g. discussion with ILO on actuarial analysis to expand -> Consultation during upcoming conferences?	04.12.19
29.a	Data Analytics	● Wiki page is continuously developed and more use cases are added here. ● Data Analytics - iHEA pre congress session (session titled: Value of Health Insurance data from a public health perspective) was well received and a workshop concept for openIMIS partners to use is available here ● Efforts should be made to further involve users like Rwanda (CHAI and/or RSSB) to contribute to the wiki page discussion as well hubs are encouraged to use the concepts to engage further different stakeholder groups and contribute to this discussion.	19.07.19
29. b	M&E	Indicators for health financing scheme management will be collected on the Wiki to create a sort of Master list ● Sub-group on indicators with DC/ HISP India ● Members indicators done, half way through the claims Ongoing work, wiki page is being updated with several resources. Calls on Fridays. Once finished it will be shared with IC. DHIS2 instance has been set up by HISP India and to schedule call to present the initial dashboard	19.07.19
29. c	Data privacy	● Guidance is being provided by Swiss TPH / HPSS	12.02.19

		● Draft policy document and push it forward to PORALG - halted as of (11.03) ● Link with Dev. Committee - legal trademark? ● Link to Dr. Chamika's work in SL	
31	Communication material French	Some French material has been produced already: - Factsheet and glossary are in <u>WIKI</u> - Standard presentation slides, which should be reviewed. - Those slides were used in Cameroon, updates will be integrated into the generic one - Glossary will be referred to the English terminology in the Wiki - Separate discussion on francophone material and software documentation - STPH to review - JLN document that we used as basis for the terms http://www.jointlearningnetwork.org/technical-initiatives/information-technology/glossary#claim wiki glossary ENG https://openimis.atlassian.net/wiki/spaces/KB/pages/808550427/Claim wiki glossary FR https://openimis.atlassian.net/wiki/spaces/FR/pages/819396979/dictionnaire - New slide deck from ITU training They will be uploaded in the WIKI - Website translation of the website contracted	12.02.20
38	Issue tracking process Include it into the general links instructions at the beginning of the minutes	Issue queue and respective work flows have been discussed Further information on the wiki ● Developers Committee proposed an <u>updated process for the Issue tracking and management</u> ● The proposed process will be updated Direct new requests to Jira Service Desk In the new website, inform on this in the contact section To all email requests reply to send it to the service desk Changes were presented to the IC Include timeline into the issue queue <u>Link to the new feature requests</u> to be reviewed by IC to provide feedback to DC - Summary has been presented in the SG - Recheck the criteria for SG	04.12.19
40	FAQ	● Updating the FAQ based on issue queue ● Consolidate in WIKI and knowledge base ● To be followed up on integration/ use within website context ● Updates on the WIKI available -> will be included in the website as well	12.02.20

42	Contributors agreement	It would be interesting to have a contributors agreements for openIMIS: a) Developers (to the code) b) Implementers? RC will send a template, example Developers Committee should take this forward	29.01.20
45	French version of Software	Terminology is not always clear Developers / Implementers need a joint understanding and usage of terminology lokalise.co Presentation call - French demo server bug - PD on it	29.01.20
47	Modules definition based on JLN	● Process Matrix according to JLN collection of generic user requirements for openIMIS: https://openimis.atlassian.net/wiki/spaces/OP/pages/807600219/Background+-+Joint+Learning+Network+for+UHC	15.05.19
53	User engagement	How to engage user organizations - new and existing ones? e.g. DHIS2 has a very open user list May-be open up a googlegroup mailing list for users Collect system requirements from them	07.06.19
58	Risk intelligence	Proposal to have a Risk Registry. A framework will be shared, which could be populated on a central and local level	30.10.19
61	Cooperation ILO	- Actuarial platform: schedule presentation during the IC meeting (11th March) - There is a desire to organize/host a workshop on the actuarial study carried out by them for Nepal. We should include relevant colleagues from GIZ and openIMIS Initiative. Schedule a call about this. - Separate exchange on formal sector requirements in February - Elaborate tender material to support in-country tender processes	12.02.20
	openIMIS Community Meeting 2020	- ICT4D - Nigeria as an option - World Health Summit - Kampala, Uganda: April 27-28 - Need to reschedule due to COVID-19	11.03.20
	Stratified weighted Random Sampling	HIB is finding it difficult to review increasing no. of claims with limited human resources for claim review process. So, there is a need to design sampling method where certain % of claims will be selected for review from one health facility and the % approved/rejected will be applied to rest of the claims https://openimis.atlassian.net/l/c/Eb1NifXz	08.04.20
	Newsletter	Social Protection Dashboard:https://www.social-protection.org/gimi/ShowWiki.action?id=62	
	April Relesase	Two new modules (according to new architecture): 1. Location	

		2. Health Facility Bug fixes included. Check release notes: Testing included before releases. Test cases are documented here:	
66	Training sessions	- People have been trying out the exercises - New data entered into demo server - Need for exploring tools for continuous exchange post trainings - Forums? - Facilitator per breakout session - Module 2: 3 sessions - Video per sessions will be released - in person sessions scheduled - Target audience: IT staff	
67	Rapid Assesment toolkit	Draft available for comments: https://openimis.atlassian.net/wiki/spaces/OP/pages/717291605/Material+for+Communication+and+Starter+Kit?preview=%2F717291605%2F1383923738%2FOpenIMIS%20Rapid%20Appraisal%20toolkit.xlsx	20.05.2020
68	Testing for new release	Test cases to be developed for various implementation scenarios Instructions and example test case documentation: https://github.com/MrBricodage/TestLink--ExcelMacros Wiki page for testing: https://openimis.atlassian.net/wiki/spaces/OP/pages/1336967179/Quality+assurance+opensource+tools Separate call on 28.05.2020 for detailed discussion. review test scenarios and get update from Sarav on 28-5-2020 call on next weeks call	03.06.20
69	UX Input for new development	https://openimis.atlassian.net/wiki/spaces/OP/pages/1365934087/Beneficiary+Enrollment https://openimis.atlassian.net/wiki/spaces/OP/pages/1366228996/Persons+Families+module+scope https://zi3q2.csb.app/ https://ukd4e.csb.app/ https://vzsj9.csb.app/ https://cbmct.csb.app/ Christine requests feedback on mock-ups, **please add to wiki pages as comments**	17.06.20

		• Nepal feedback has been a mixture; one page is good but scrolling down could be an issue, tab is good - feedback has been received • Please send suggestions of other ways of doing it so it fits needs - Christine to talk to the tech team about Nepal feedback • Requests that are 'very country specific' are	

70	GDHF Session	• Upcoming Global digital health forum: https://www.globaldigitalhealthnetwork.org/forum/
		• (abstracts due 2 July) - next week 1 pager with ideas
		   ○ IDEA: open source follow-up (Rhonwyn to talk to Saurav)
		   ○ IDEA: users from Tanz and Nepal - panel discussion run by implementing countries to share experience. (AeHIN 1 pager idea).
		   ○ IDEA: data privacy with insurance systems, coming up more and more. Format, run person through process and look at concerns and how can they be addressed - open to all not just health financing. (Siddarth to talk to Saurav)
		• Template for final abstract submission on google docs: https://docs.google.com/document/d/1jMTZwk8bQJUGtAOw_yRq3iGCec4neSDIqQpSfdygRZ0/edit
			03.06.20

71	Covid 19 update	• impact of covid-19 in-country - any linkages with health insurance? ○ not in Nepal, funding being paid directly to health facilities - not through insurance • Nepal conducting online trainings for roll-out	03.06.20
72	Nepal Testing	User group testing of 1.4.1 on-gonig feature requests are coming in mostly on user interface level web-app for online enrollment / android app	

		nepal to develop new android app - link to developers committee SSF SSF mandating claims have to come in from EHR	