

ICD-10 Implementation Team Meeting Minutes

November 21, 2011

11:00am - 12:30pm

Eagles Conference Room, 5605 Six Forks Rd, Raleigh, NC (Building 3, 3rd Floor)

Conference number: **1-888-363-4734**; Access Code: **2142113#**

<https://dhhs.ncgovconnect.com/histraining/>

Attendees (☑ = present; ■ = absent)

<input checked="" type="checkbox"/> Sarah Brooks (Facilitator) - DPH	<input checked="" type="checkbox"/> Joy Reed – DPH
<input type="checkbox"/> Alice Salmons Mitchell – Yadkin Co LHD	<input checked="" type="checkbox"/> Kaye Hall – Warren Co LHD
<input checked="" type="checkbox"/> Bob Martin – DPH	<input checked="" type="checkbox"/> Kristie O’Neal – Wilson Co LHD
<input checked="" type="checkbox"/> Brenda Dunn - DPH	<input checked="" type="checkbox"/> Lana Deyneka - DPH
<input checked="" type="checkbox"/> Candy Tharrington – Franklin Co LHD	<input checked="" type="checkbox"/> Lillie Worsley - DPH
<input type="checkbox"/> Carla Morgan – Jackson Co LHD	<input checked="" type="checkbox"/> Lisa Hamilton – Mecklenburg Co LHD
<input checked="" type="checkbox"/> Carol Tyson – DPH	<input type="checkbox"/> Lynn Conner – DPH
<input checked="" type="checkbox"/> Diane Keener – Macon Co LHD	<input checked="" type="checkbox"/> Marcia Mandel – Raleigh CDSA
<input checked="" type="checkbox"/> Donna Sawyer – Albemarle Region Health Svcs	<input checked="" type="checkbox"/> Marcia Robinson – Durham Co LHD
<input type="checkbox"/> Dorothy McNeil – Cumberland Co LHD	<input checked="" type="checkbox"/> Missy Johnson – Franklin Co LHD
<input checked="" type="checkbox"/> Doug Busch - DPH	<input checked="" type="checkbox"/> Pamela Serrell – DPH
<input checked="" type="checkbox"/> Eleanor Howell – DPH	<input checked="" type="checkbox"/> Sandra Cox – Craven Co LHD
<input checked="" type="checkbox"/> Ellen Shope – DPH	<input checked="" type="checkbox"/> Sharon Artis - DPH
<input type="checkbox"/> Eunice Inman – DPH	<input checked="" type="checkbox"/> Taryn Edwards - DPH
<input checked="" type="checkbox"/> Frances Taylor – DPH	<input checked="" type="checkbox"/> Tony Ivosic - DPH
<input type="checkbox"/> Gay Welsh – DPH	<input checked="" type="checkbox"/> Ann Henderson – Cumberland Co LHD (for D McNeil)
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

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Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
1	Introduction of New Members and Related Action Item Follow Up	Sarah Brooks	<ul style="list-style-type: none"> • As recommended at the October Implementation Team meeting, new Team members have been identified: <ul style="list-style-type: none"> ○ Carol Tyson – WCHS/Children & Youth Branch; ○ Tony Ivosic – Epi Section/State Laboratory for Public Health; ○ Sharon Artis – Epi Section/Office of Chief Medical Examiner; ○ Lana Deyneka – Epi Section/Communicable Disease Branch. • Notify Sarah if attendance/absence noted above is incorrect. 	Regina Gardin from Gaston requested removal from the Implementation Team.

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2a	Action Item Follow Up from October Meeting – CDSA Contacts, Issues Log, Risk Matrix	Sarah Brooks	<ol style="list-style-type: none"> 1. Marcia Mandel and Doug agreed that the following should be added to the ICD-10 Contacts list and e-mail group: <ul style="list-style-type: none"> ○ Quidi Wang - Operations Unit Manager for the EI Branch ○ Cathy Kluttz-Hile - CDSA Unit Manager for the EI Branch ○ All CDSA Directors <p style="color: green; margin-left: 20px;">DONE</p> 2. With regard to Issue #2, Contracting Issues: <ul style="list-style-type: none"> ○ Bob Martin will talk with the Sickle Cell and HIV programs to ascertain if they have any contracts that contain ICD-9-CM diagnosis codes. ○ Team members representing the LHDs and CDSAs will try to determine if there are contracts at the local level that may contain diagnostic information (Suggestions were batch agencies that use Clearinghouse, Lab Corp; for CDSAs, Community Providers, POMCS). ○ Contract Staff will be added to the Education Matrix. 3. Issues Log and Risk Matrix <ul style="list-style-type: none"> ○ Members are to review the Issues Log and Risk Matrix and send Sarah any additional Issues or suggestions for Issue Resolution and/or additional risks or suggestions for Risk Remediation. ○ Time permitting, the Issues and Risks will be reviewed in detail at the next Implementation Team meeting. 	<ol style="list-style-type: none"> 1. EI Contacts - EI Branch needs to determine if CDSA contacts need to be solicited for inclusion in the ICD-10 Contact List so they can receive communications related to ICD-10. Question was sent to EI Branch for consideration on 10/24/11. 2. Sarah and Frances reviewed the WEDI Issues and any deemed appropriate to add to the DPH Issues Log have been added. 3. Sarah has added some new risks and refined some of the prior risks based upon further study. <div style="text-align: center; margin-top: 20px;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;"> <p>ICD10 Contacts v4.xls</p> </div> <div style="text-align: center;"> <p>Issues_Risks Logs 11-22-11.xls</p> </div> </div>

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2b	Action Item Follow Up from October Meeting – Implementation Plan	Sarah Brooks	<ul style="list-style-type: none"> • Changes requested during the meeting are reflected in version 1.3 of the Implementation Plan (attached). • Any additional changes/corrections are due to Sarah by 11/29/11 at which time the Implementation Plan (version 2.0) will be deemed final as approved by the Implementation Team. • Section 3.4 - The Education Matrix was reviewed as part of the Implementation Plan review. The following Team members volunteered to identify the roles that may need training for the different agency types included in the Education Matrix (updated version attached based on feedback from team) and provide feedback no later than 12/14. As part of the review, they will all consider the 'Other' column as well. Doug Busch and Marcia Mandel – CDSAs Lisa Hamilton and Pamela Serrell – LHDs Bob Martin and Eleanor Howell – DPH Sarah Brooks – DIRM • Section 4.1 – The following batch agency Team members will assume responsibility for submitting the System/Software Readiness Assessment Questionnaire (updated version attached based on feedback from team) to their vendor: <ul style="list-style-type: none"> ○ Sandy Cox-Insight 	<p>Development of Project Schedule, Budget and majority of deliverables (such as Business Impact Assessment) is dependent upon approval of Implementation Plan.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  WBS 2 3 ICD-10 Implementation Proje </div> <div style="text-align: center;">  Education Matrix v5.xls </div> </div> <div style="text-align: center; margin-top: 20px;">  NC DPH System_Software Re: </div>

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			<ul style="list-style-type: none"> ○ Lisa Hamilton-PCMS DONE ○ Sarah Brooks will contact Buncombe and Rowan to ascertain who will be responsible for their assessment. ○ The System/Software Readiness Assessment will be covered in the Implementation Training Sessions so other batch agencies (Forsyth, Guilford, Johnston) will receive information at that time. 	
3	Training Work Group	Sarah Brooks	<ul style="list-style-type: none"> ● Implementation Team gave approval for Training Work Group to move forward with Implementation Training for local agencies. ● Implementation Team gave approval of Education Matrix format (with revisions) ● See 2b above (defining staff roles to be included on Education Matrix) 	<p>Meeting minutes are attached.</p>  <p>Training Work Group Minutes 10-31-11.doc</p>
4	Clinical Documentation Work Group	Sarah Brooks		<p>Meeting minutes are attached. Recommendations from Work Group are incorporated into the Implementation Plan. This Work Group will not meet again until they have received ICD-10 coding training.</p>  <p>Clinical Documentation Work</p>

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5	Information Shared with ICD-10 Contacts	All	<ul style="list-style-type: none"> • Sarah will add ICD-10 Implementation to January HIS User Group Agenda so HIS users will have information on the work being done at division level and what needs to be done at the local level. • Joy will address the DPH ICD-10 Implementation activities in her “State Of” address. • When local agencies inquire about whether they should participate in national webinars, conference calls, etc., they should be informed that DPH does not recommend they participate since the sessions are not targeted for public health. Therefore, their participation may not be a good use of their time and may prove confusing since much of the information is geared to hospitals. The information that will come from the DPH ICD-10 Implementation Project will be geared to meet the needs of Division staff, local health departments and CDSAs. • The amount of information shared with locals at this point will be very limited. Information about webinars, conference calls, potential website resources, etc. will not be shared unless deemed essential information for public health staff to be aware of and the resource content has been verified. 	<p>E-mail sent to Contacts regarding the purchase of ICD-10 code books – done in response to 2 questions received.</p> <p>There is so much information on web, webinars, conference calls, etc. How much of this should be shared with ICD-10 contacts? For example, folks get info about CMS conference calls and they contact me to find out if they should listen in.</p> <p>A local agency nurse shared this website- http://www.icd10data.com/About/ Have inquired about validity with some NCHICA members. Will know more about the usefulness when Clinical Documentation Workgroup does their clinical documentation assessment. Should this type of resource be shared with contacts?</p> <p>AMA Delegates Vote to Oppose ICD-10-CM – CMS says there will be no change; AHIMA has issued press release expressing disappointment.</p> <div style="text-align: center;">  <p>AMAOppose ICD-10_AHIMA Press</p> </div>

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6	System/Software Readiness Assessment Questionnaire		<ul style="list-style-type: none"> • Revisions made based on feedback from Team members. Tool was tested by Lisa Hamilton with her vendor PCMS. Implementation Team approved modified Questionnaire (attached in 2b above) • The questionnaire will be introduced during the Implementation training for local agencies and DPH staff. 	<p>From: Welsh, Gay Sent: Thursday, November 17, 2011 11:00 AM</p> <p>This is a very comprehensive assessment tool. As I was reading through it I was puzzled by the use for this tool. Is this tool for agency members at the local level to assess readiness for ICD 10 implementation or is it for state use to see where locals are in what they are developing for ICD 10 implementation. There are some areas that lead me to believe that there is a “Chevy” level of readiness as well as a “Cadillac” level of readiness. What has gone to locals to help them decide where they need to be in this process?</p> <hr/> <p>Sarah’s Response: This tool would be made available for both DPH and local agencies to use to assess the readiness of any systems/software identified during the system impact assessment as being impacted by the transition to ICD-10. The system impact assessment info was sent to local agencies about 2 months ago and I conducted the assessment for DPH. This tool can be sent to the software vendors, or developers at the agency responsible for the impacted systems/software, to ascertain their plans for the transition to ICD-10. I would see this tool being sent out now and then follow ups being done based upon the initial feedback.</p> <p>We will discuss the timeline for distributing the final product to locals during the Implementation Team meeting.</p>
Next Meeting Date: Monday, December 19, 2011, 11:00am – 12:30pm; Conference Room TBD and Webinar Access				