

## ICD-10 Implementation Team Meeting Minutes

**April 16, 2012**

11:00am - 12:30pm

DPH Computer Training Room, 5605 Six Forks Rd, Raleigh, NC (Building 3, 2nd Floor)

Conference number: 1-888-363-4734; Access Code: 2142113#  
<https://dhhs.ncgovconnect.com/icd10/>

Attendees (☑ = present; ■ = absent)

☑ Sarah Brooks (Facilitator) - DPH	☑ Joy Reed – DPH
■ Alice Salmons Mitchell – Yadkin Co LHD	☑ Kaye Hall – Warren Co LHD
■ Ann Moore – DPH	■ Lana Deyneka - DPH
☑ Bob Martin – DPH	☑ Lisa Hamilton – Mecklenburg Co LHD
☑ Brenda Dunn - DPH	■ Lynn Conner – DPH
☑ Candy Tharrington – Franklin Co LHD	■ Marcia Mandel – Raleigh CDSA
☑ Carla Morgan – Jackson Co LHD	☑ Marcia Robinson – Durham Co LHD
☑ Carol Tyson – DPH	☑ Missy Johnson – Franklin Co LHD
☑ Diane Keener – Macon Co LHD	■ Pamela Serrell Cochran – DPH
■ Donna Sawyer – Albemarle Region Health Services	■ Roy Gilbert – Office of Rural Health & Community Care
■ Dorothy McNeil – Cumberland Co LHD	■ Sandra Cox – Craven Co LHD
☑ Doug Busch - DPH	☑ Sharon Artis - DPH
☑ Eleanor Howell – DPH	■ Sylvia Gentry – Stokes Family Health Center
■ Ellen Shope – DPH	■ Taryn Edwards - DPH
☑ Eunice Inman – DPH	■ Tony Ivosic - DPH
☑ Frances Taylor – DPH	☐
■ Gay Welsh – DPH	☐

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
1	Loss of Implementation Team Member	Sarah Brooks	Sarah has removed Lillie Worsley from and added Ann Moore to the Implementation Team Attendee List, ICD-10 Contacts spreadsheet and ICD-10 e-mail group.	Lillie Worsley, Administrative Consultant, resigned her position. Ann Moore, Administrative Consultant for the Eastern Region will replace Lillie on the Implementation Team.
2	Potential Delay of ICD-10 Compliance Date by CMS	Sarah Brooks	Sarah will continue to perform scheduled tasks with the exception of sending out the Business Impact Assessment to DPH and local agency staff. The Implementation Team wants to delay sending the tool out until the final rule is published.	HHS announced on 4/9/11 a proposed rule change to delay ICD-10 compliance for one year to 10/1/2014. Once the proposed rule change is published in the Federal Register (scheduled for 4/17/12), there will be a 30-day comment period. AHIMA has projected the final rule will be posted in June 2012 but I think that is an aggressive date. Therefore, I am assuming the final rule will

## ICD-10 Implementation Team Meeting Minutes

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
			<p>Implementation Team members agreed that, if the delay is approved, training for local agency Implementation Team members will only be delayed 6 months, thus giving local agencies more time to implement a clinical documentation improvement strategy.</p> <p>Eunice Inman questioned if the code freeze would remain in effect if the one-year delay is approved. Sarah will follow up on this. – <b>Done (see below)</b></p> <p>According to information that will be published in the proposed rule, the code freeze will remain in effect: “Additionally, a 1-year delay means that the current code freeze – which was not contemplated in either the ICD-10 proposed or final rules – could be maintained, avoiding costly systems reprogramming.”</p>	<p>be published in July or August 2012. Below are some recommendations/action items related to the DPH ICD-10 Implementation Project:</p> <ul style="list-style-type: none"> <li>• Continue to plan work activities based upon the current schedule through July 2012. For example: <ul style="list-style-type: none"> <li>○ Send out the Business Impact Assessment tool to local agencies if approved by the Implementation Team (to be discussed in Agenda Item 3).</li> <li>○ Plan on completing development of the Clinical Documentation Assessment tool and process in May 2012</li> <li>○ Move forward with development of ICD-10-CM Comprehensive training materials in July 2012 but the training will be very vanilla</li> <li>○ Train the Implementation Team in late July 2012</li> <li>○ Proceed with the pilot Clinical Documentation Assessment as planned (by Clinical Documentation Work Group members)</li> <li>○ Maintain current schedule for development of readiness assessment tools and monitoring of system and interface readiness</li> </ul> </li> <li>• If compliance date is extended: <ul style="list-style-type: none"> <li>○ Modify the Project Schedule <ul style="list-style-type: none"> <li>▪ Allow additional time to modify/enhance training materials</li> <li>▪ Allow additional time to pilot the use of a LMS to determine if will be a viable solution for coding training</li> <li>▪ Delay all planned training for DPH staff and local agencies by 6 months – this will still give them plenty of time to do their Clinical Documentation Assessments and develop internal Clinical Documentation Improvement initiatives, test system changes, etc.</li> </ul> </li> <li>○ Update all deliverables produced to date that refer to the compliance date</li> <li>○ Modify the “Introduction to ICD-10” slides and re-record the Webinar with the updated slides</li> </ul> </li> </ul>
3	Business Impact Assessment	Sarah Brooks	Sarah questioned that since it appears there will be a one year delay, is there any value in expanding this assessment to address not just business impacts related to ICD-10 but also impacts related to EMRs?	<p>Pilot done at Johnston County Health Department on 4/30/12. Further changes were made in the tool as a result of the pilot:</p> <ul style="list-style-type: none"> <li>• There are now three tabs for the inventory – DPH, CDSA, LHD.</li> </ul>

## ICD-10 Implementation Team Meeting Minutes

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
			<p>Joy Reed stated EMR impacts should not be added to the assessments.</p> <p>The Implementation Team decided that sending the Business Impact Assessment to DPH staff and local agencies should be delayed until the final rule is published. If there is a delay, a new date to send out the tool will be established. Sarah will place TBD dates in the Project Schedule - <b>Done</b></p> <p>Sarah questioned if she should add to the schedule any training to review the tool and how agencies may want to determine who must complete the tool, consolidation of information for a Section/Agency, etc. Brenda Dunn who piloted the tool for DPH stated training would be helpful. Sarah will add this task to the Project Schedule and update the Training Plan and Education Matrix to include this training - <b>Done</b></p>	<ul style="list-style-type: none"> <li>• Instructions have been enhanced</li> <li>• A sample has been added with some of the information identified during the 3 pilots to provide a better frame of reference for persons completing the tool.</li> </ul>  <p>ICD-10 Business Impact Assessment Itr</p>
4	ICD-10-CM Introductory Training	Sarah Brooks	Sarah will send an e-mail to the ICD-10 contacts notifying them of the availability of the webinar and slides, noting that the slides can be used for presentations at local agency meetings, regional meetings, etc.	The "Introduction to ICD-10" Webinar and training slides have been posted to the HIS website.
5	Training Plan	Sarah Brooks	<ul style="list-style-type: none"> <li>• The Training Plan was reviewed and approved by the Implementation Team but Sarah sent team members a revised version following the meeting that includes the Business Impact Assessment Training.</li> <li>• Sarah will send the finalized Training Plan to ICD-10 contacts and post to website after the Implementation Team reviews the changes.</li> </ul>	<p>The Training Plan is attached. It was sent to Training Workgroup members for review and any feedback has been incorporated.</p>  <p>WBS 2 4 ICD-10-CM Training Plan v1.0.do</p> <p>Sarah noted that in the plan any responsibility for obtaining approval through professional organizations for continuing education would be the responsibility of members of the various professions. Joy noted that since ICD-10-CM will be considered a part of many of the professionals job, that it may not qualify for CE credit and may just be inservice education.</p>
6	Training Scenarios	Sarah Brooks	<ul style="list-style-type: none"> <li>• Scenarios for LHDs, CDSAs, OCME are included in the attached.</li> <li>• Scenarios are still needed for State Lab and Rural Health. Sarah will e-mail Roy Gilbert and Tony Ivosic to request scenarios.</li> </ul>	<p>Sarah thanked team members for submitting the scenarios that are attached. Joy noted that it was important to have scenarios that represent the different areas in order to match the billing processes.</p>  <p>Scenarios for ICD-10 Training.doc</p>

## ICD-10 Implementation Team Meeting Minutes

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
7	Project Schedule	Sarah Brooks	Sarah will send Implementation Team members the updated project schedule each month.	<p>Deliverables highlighted in pink are complete. Deliverables in progress will have check marks in the first column. Dates highlighted in red indicate changes in baseline dates. For 2.5-7, the dates were incorrect since this deliverable cannot be done until several other deliverables are complete.</p> <p>Items behind schedule:</p> <ul style="list-style-type: none"> <li>● 2.4-2 – Training Plan (status noted above)</li> <li>● 2.5-1 – Begin Development of Comprehensive Training Materials (Sarah has not begun this yet – it will probably be late April or mid-May before this is started)</li> <li>● 3.2-1 – Business Impact Assessment (tool has been piloted and approved by Implementation Team – see status noted above)</li> <li>● 4.6 – Website Decision (Joy stated there has not been a decision yet)</li> <li>● 5.2 – Lessons Learned Template (Sarah will try to complete before end of April)</li> </ul> <p> ICD-10 Project Schedule by Tasks Ba</p>
8	Issues Log	Sarah Brooks	<p>Sarah will send current Issues Log/Risk Matrix each month. New issues/risks will be identified during Implementation Team meetings.</p> <p>In reference to issue 35, Joy Reed will ask Dennis Williams to discuss this with DMA to ascertain if anyone at DMA is working on matching up the CPT and ICD-10 codes and, if so, who is the point person.</p>	<p>Updated Issue Log/Risk Matrix attached.</p> <p> Issues_Risks Logs 4-16-12.xls</p>
9	Other	All		None
10	Adjourn	All		11:45pm
<b>Next Meeting Date: Monday, May 21, 2012, 11:00am – 12:30pm; Computer Training Room (Bldg 3, 2<sup>nd</sup> Floor) and Webinar Access</b>				