

ICD-10 Implementation Team Meeting Minutes

October 17, 2011
3:00pm – 4:30pm

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/histraining/>

Attendees (☑ = present; ■ = absent)

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

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
1	Introductions	Sarah Brooks	<ul style="list-style-type: none"> Notify Sarah if attendance/absence noted above in incorrect. Bob Martin will try to solicit team members from the State Lab and Medical Examiner’s Office. Sarah will send Bob the other Sections/Branches where system impacts were identified so he can try to solicit members from those areas. DONE 	Brenda Dunn, DPH and Lynn Conner, DPH were added to the list of members on the agenda. Bob Martin suggested someone from State Lab be included. Eleanor Howell suggested someone from the Medical Examiner’s Office be included.
2	Background of ICD-10	Sarah Brooks		Slides from the 6/17/11 statewide webinar on ICD-10 were quickly reviewed as a refresher. No questions raised.

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3	<p>Project Plan Review</p> <ol style="list-style-type: none"> 1) Project Organization 2) Work Breakdown Structure (WBS) and Deliverables 3) Identification of Issues <ol style="list-style-type: none"> a) DPH, LHD, CDSA Issues b) Individual agency issues maintained by each agency c) WEDI Issues (ascertain if any are applicable to Public Health) 4) Identification of Risks and Risk Mitigation 	Sarah Brooks	<ol style="list-style-type: none"> 1) N/A 2) WBS Action Items: <ol style="list-style-type: none"> a) 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 (Note: This is a post-meeting action item) b) Sarah will send Implementation Team members the draft Implementation Plan by 10/19/11 for their review and comment. The Plan will include much more detail about each deliverable. 3) Issues Log Action Items: <ol style="list-style-type: none"> a) Sarah will send updated Issues Log to members with the minutes. b) Sarah will set up conference call with Frances Taylor to define the WEDI issues that may impact DPH and the local agencies. c) Members are to review the Issues Log and send Sarah any additional Issues that need to be added to the Log. 4) Risk Matrix Action Items: <ol style="list-style-type: none"> a) Sarah will send updated Risk Matrix to members with the minutes. b) Members are to review the Risk Matrix and send Sarah any recommended changes, other suggestions for risk remediation or additional Risks that need to be added to the Matrix. 	<p>Project Charter approved with Danny Staley as Project Sponsor. Project Plan approved – details how project will be managed.</p> <ol style="list-style-type: none"> 1) Project Plan contains the Project Organizational Structure including the ICD-10 Implementation Team (number of members will not be limited); Project Milestones and associated dates; Communication Plan; Issue Management; and Risk Management. 2) WBS document with brief description of each deliverable was sent to Team Members. The Contact List is complete with contacts from each LHD and within DPH. Marcia Mandel from Raleigh CDSA is the only CDSA contact listed. This list is used for periodic updates/communications related to ICD-10. Deliverables currently in process include Implementation Plan and Project Schedule. System impacts for DPH are complete but unsure of local agency status. 3) Issues Log was reviewed and some items added. The Workgroup for Electronic Data Interchange (WEDI) issues were developed at the national level and many of the items have been referred to CMS for resolution/response. The Team was asked to identify any items on the list that may have DPH impact. Frances Taylor identified several of the WEDI issues that may impact the LHDs. These are highlighted on the WEDI tab in the Issues Log. 4) Risk Matrix was reviewed.

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4	<p>Discussion of Upcoming Deliverables</p> <ol style="list-style-type: none"> 1) Implementation Plan 2) Training Plan approach 3) Clinical Documentation Assessment 4) Business Impact Assessment 	Sarah Brooks	<ol style="list-style-type: none"> 1) Sarah will send Implementation Team members the draft Implementation Plan by 10/19/11 for their review and comment. 2) Training Plan action items: <ol style="list-style-type: none"> a) The following Team members will serve on a Training Work Group that will meet prior to the next Implementation Team meeting in order to bring recommendations to the Team related to the Training Plan content: Sarah Brooks, Frances Taylor, Dorothy McNeil, Gay Welsh, Leatrice Hamilton b) Sarah Brooks has located the ICD-9 Implementation information and will scan the documents and send to the Training Work Group for consideration. 3) Clinical Documentation Assessment Decision/Action Items: <ol style="list-style-type: none"> a) The best approach to address this deliverable is the formation of a Clinical Documentation Work Group that will meet prior to the next Implementation Team meeting in order to bring recommendations to the Team. b) Sarah will convene the Clinical Documentation Work Group consisting of: Taryn Edwards, Ellen Shope, Brenda Dunn, Kaye Hall, Diane Keener, Leatrice Hamilton, Frances Taylor. c) Documentation must be tied to cash flow in order to change the 	<ol style="list-style-type: none"> 1) The draft Implementation Plan contains a lot of information regarding some of the deliverables. There is so much information available so the Plan is being used to document resource information that is most appropriate for the DPH implementation. 2) Eunice Inman recommended that the Work Group look at the training model used when the State switched to ICD-9. Sarah stated that she has some information provided by Eleanor Howell so she will review this. Brenda Dunn and Pamela Serrell discussed the initial trainings for ICD-9 noting they were face to face (F2F) and via PHTIN. Dorothy McNeil stated F2F and hands on would be needed. All options should be considered for the ICD-10 training. Leatrice Hamilton stated her agency is discussing each chapter week by week and that is helping them prepare. 3) Purpose of the Clinical Documentation Assessment is to evaluate clinical documentation as it currently exists to determine if the documentation is at the granular level that is needed for ICD10. The actual assessments can't be done until persons doing the assessments complete ICD-10-CM training which will not be offered till Spring 2012. However, to begin preparing for this, decisions can be made regarding the best approach for obtaining clinical documentation to be assessed (e.g., Team members make copies of sample records from multiple programs; LHD/CDSA Team members host Implementation Team members to go onsite and do assessments). 4) The Business Impact Assessment is

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			<p>way clinicians, State Lab, etc. document.</p> <p>d) Sarah will create a working draft of the Business Impact Assessment tool and send out to Team members for review and feedback.</p>	<p>scheduled to be completed by 12/31/11 but it is doubtful the assessment can be completed by that date. The primary item right now is the creation of a tool to be used to perform this critical assessment that must identify business processes, forms, reports, workflows, data analysis, etc. that will be impacted by the transition to ICD-10. Would like to get this tool ready to send to DPH Sections and local agencies before Thanksgiving. It will then be the responsibility of each work unit to complete the assessment.</p>
5	Report Requirements for Most Common Diagnosis Report	Sarah Brooks	This item will be deferred and may be reconsidered at a later time.	<p>Sarah questioned if there was a need to develop a report that will help agencies identify their top diagnosis codes, so that agencies will know the type of records that they need to concentrate on. Leatrice noted she gets an annual report with this information and it doesn't serve a purpose. Gay Welsh stated she does not understand the concept of the report but she has worked in agencies where being able to pull ICD-9 codes helped with efficiency evaluations and to help document the codes to assist the clinicians with their coding of frequently used diagnoses. Sarah noted the report could aid in the development of encounter forms if ICD-10 codes are going to be placed on agency encounter forms.</p>
6	Is there a need for a Webinar on local agency Implementation activities?	Sarah Brooks	This item will be addressed by the Training Plan Work Group.	
7	Next Meeting	Sarah Brooks	Standing monthly meetings will be established. Team members are to send Sarah times on Mondays and Wednesdays they CANNOT meet.	DONE – Meetings will be held the 3rd Monday of each month except 4th Monday in January due to holiday. 11am-12:30pm
8	Adjourn	All	Meeting adjourned at 4:35pm.	
Next Meeting Date: Monday, November 21, 2011, 11:00am – 12:30pm; Eagles Conference Room or Webinar Access				