

# ICD-10 Implementation Team Meeting Minutes

**January 23, 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)

<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 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 type="checkbox"/> Candy Tharrington – Franklin Co LHD	<input checked="" type="checkbox"/> Lillie Worsley - DPH
<input checked="" type="checkbox"/> Carla Morgan – Jackson Co LHD	<input checked="" type="checkbox"/> Lisa Hamilton – Mecklenburg Co LHD
<input 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 type="checkbox"/> Donna Sawyer – Albemarle Region Health Services	<input checked="" type="checkbox"/> Marcia Robinson – Durham Co LHD
<input checked="" type="checkbox"/> Dorothy McNeil – Cumberland Co LHD	<input type="checkbox"/> Missy Johnson – Franklin Co LHD
<input checked="" type="checkbox"/> Doug Busch - DPH	<input checked="" type="checkbox"/> Pamela Serrell Cochran – 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 type="checkbox"/> Sharon Artis - DPH
<input checked="" type="checkbox"/> Eunice Inman – DPH	<input checked="" type="checkbox"/> Sylvia Gentry – Stokes Family Health Center
<input checked="" type="checkbox"/> Frances Taylor – DPH	<input checked="" type="checkbox"/> Taryn Edwards - DPH
<input checked="" type="checkbox"/> Gay Welsh – DPH	<input checked="" type="checkbox"/> Tony Ivosic - DPH
<input checked="" type="checkbox"/> John Bryant – DPH (Visitor)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
1	ICD-10-CM Implementation Planning Training	Sarah Brooks	<p>Presenters for each session were identified:                      LHD Sessions - Sarah Brooks, Dot McNeil (2/1/12 session) Taryn Edwards (1/24/12 session) Joy Reed (2/2/12 session)                      CDSA Session - Sarah Brooks, Marcia Mandel, Doug Busch                      DPH Session -Sarah Brooks, Joy Reed, Bob Martin, Eleanor Howell</p> <p>The Nurse Consultants will notify Joy of the day(s) they plan to participate in the LHD</p>	<p>Slides are posted to website for LHD and DPH Training sessions. No further comments/changes were made by Implementation Team members.</p> <p>Question related to CDSA training: Should CDSAs establish individual Implementation Teams (as recommended for LHDs) or coordinate centrally through EI Branch? This will drive the slides for the CDSAs.</p>

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			<p>training so Joy can ensure that at least one NC is participating in each session. <b>DONE – there will be at least one at each session.</b></p> <p>Leadership Team determined that each CDSA will have their own ICD-10 Implementation Teams. Therefore, the slides will be similar to the LHD slides. Sarah will work on the CDSA slides after the LHD training is complete on 2/2/12 so she can incorporate any changes/additions identified during the LHD training. Sarah will send the draft slides to Doug Busch and Marcia Mandel by 2/6/12.</p> <p>Sarah will record the training sessions at a separate time so they can be posted to the website since 'live' recordings are often difficult to review.</p>	
2	Education Matrix	Sarah Brooks	<p>Changes in the roles that may need some level of training were made to the Education Matrix. Revised version is attached. <b>This version contains the additions made for State Lab.</b></p> <div style="text-align: center;">  <p>Education Matrix v8.xls</p> </div> <p>Karen Sanderson will further refine the lab roles that need training and complete the type of training needed, levels, etc. <b>DONE – Submitted by Tony Ivosic.</b></p> <p>Marcia and Doug will go through the matrix for CDSAs and identify the type of training needed, levels, etc. and send to Sarah by <b>2/13/12.</b></p> <p>Eleanor Howell will go through the matrix for DPH (except State Lab) and identify the type of training needed, levels, etc. and send to Sarah by <b>2/13/12.</b></p> <p>Sarah Brooks is awaiting information from</p>	<p><b>NOTE: Do not identify the “When” – this will be done after the Project Schedule is complete.</b></p>

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			<p>DIRM regarding DIRM staff that may need training. Once received, Sarah will go through the matrix for DIRM and identify the type of training needed, levels, etc.</p> <p>Dot McNeil and Taryn Edwards will go through the matrix for LHDs and identify the type of training needed, levels, etc. and send to Sarah by <b>2/13/12</b>.</p>	
3	Project Schedule	Sarah Brooks	<p>Sarah will send the Schedule to Implementation Team members once approved by Joy Reed.</p> <p>The Team agreed that general timeframes could be provided to local agencies during the training for those deliverables Sarah has already included in the Schedule.</p> <p>Sarah's next priority will be development of the Business Impact Assessment. The tool will be reviewed at the February 20<sup>th</sup> Implementation Team meeting.</p> <p>Final approval of the Comprehensive ICD-10 Training and Clinical Documentation Assessment Tool by the Implementation Team will be done <b>AFTER</b> the Training Work Group and Clinical Documentation Work Group have completed going through the training and conducted the initial assessment.</p>	<p>Sarah reviewed the Project Schedule that she has done to date but it is still incomplete. Attached are minutes from the last Training Workgroup meeting in which some project schedule issues were discussed.</p> <div style="text-align: center;">  </div> <p>Training Work Group' DPH ICD-10 Impleme</p> <p>Marcia Mandel noted that the CDSAs will not need to do System Impact Assessments since they only use DPH owned systems.</p>
4	Other	All		None
5	Adjourn	All		11:50 am.
<b>Next Meeting Date: Monday, February 20, 2012, 11:00am – 12:30pm; Computer Training Room (Bldg 3, 2<sup>nd</sup> Floor) and Webinar Access</b>				