

# ICD-10 Implementation Team Meeting Minutes

**December 19, 2011**

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/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 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 type="checkbox"/> Carla Morgan – Jackson Co LHD	<input checked="" type="checkbox"/> Lisa Hamilton – Mecklenburg Co LHD
<input type="checkbox"/> Carol Tyson – DPH	<input checked="" 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 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 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"/> Sylvia Gentry – Stokes Family Health Center
<input checked="" type="checkbox"/> Frances Taylor – DPH	<input checked="" type="checkbox"/> Taryn Edwards - DPH
<input type="checkbox"/> Gay Welsh – DPH	<input type="checkbox"/> Tony Ivosic - DPH
<input checked="" type="checkbox"/> Karen Sanderson (for Tony Ivosic) - DPH	<input checked="" type="checkbox"/> Debbie Hague – Jackson County
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
1	New Implementation Team Member	Sarah Brooks		Please welcome Sylvia Gentry, RN, from Stokes Family Health Center
2	ICD-10-CM Implementation Planning Training	Sarah Brooks	Presenters for each session were identified: LHD Sessions - Sarah Brooks, Dot McNeil, 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	The training objectives are: <ul style="list-style-type: none"> <li>Review implementation activities that have occurred to date as part of the DPH ICD-10 Implementation Project</li> <li>Clarify what, when and how information will be communicated to ICD-10 contacts</li> <li>Provide an overview of ICD-10 Implementation</li> </ul>

## ICD-10 Implementation Team Meeting Minutes

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
			<p>Martin, Eleanor Howell</p> <p>Post Meeting Follow-Up: Sharon Owen from Rowan County will be the primary contact with the vendor M&amp;M to assess their plans and readiness for ICD-10 implementation.</p> <p>Outline Update Attached</p>  <p>Outline-ICD-10 Implementation Plann</p> <p>Sarah will complete the draft slides before the holidays and send to Training Work Group for review and approval. Once the LHD slides are finalized:</p> <ul style="list-style-type: none"> <li>• Sarah will modify for CDSAs and send to Doug and Marcia for approval</li> <li>• Sarah will modify for DPH and send to Joy, Eleanor and Bob for approval.</li> <li>• Implementation Team approval will not be needed.</li> </ul> <p>Sarah will send out a follow-up e-mail to the ICD-10 contacts, Section Chiefs and Branch Heads (Joy will send to PHMT) in early January with the revised training announcement to ensure participants are aware of the prerequisite training they should review if they did not attend the session in June or if they need a refresher.</p> <p>The Nurse Consultants will notify Joy of the day(s) they plan to participate in the LHD training so Joy can ensure that at least one NC is participating in each session.</p>	<p>Planning activities that local agencies are responsible for conducting</p> <ul style="list-style-type: none"> <li>• Identify the DPH ICD-10 Implementation Project deliverables that have been and will be developed and shared with local agencies to assist them in their implementation efforts</li> </ul> <p>The Training Workgroup met and agreed on the Training Objectives and Training Outline (attached with agenda). The Workgroup wants to be clear that the training is NOT how to code in ICD-10 but rather to get the locals geared up for the implementation planning that needs to be done.</p> <p>Training will be F2F in the Cardinal room as well as via webinar/conference call. The training will be 90 minutes for presentation with 30 minutes for questions.</p> <p>A prerequisite for the training is the June 2011 training. This information was inadvertently left off of the original training announcement sent out to the ICD-10 contacts a few weeks ago but has been updated on the website.</p>
3	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.</p>  <p>Education Matrix v7.xls</p> <p>Karen Sanderson will further refine the lab</p>	<p>The following Team members volunteered to identify the roles that may need training for the different agency types included in the Education Matrix 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</p>

## ICD-10 Implementation Team Meeting Minutes

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
			<p>roles that need training and complete the type of training needed, levels, etc.</p> <p>Marcia and Doug will go through the matrix for CDSAs and identify the type of training needed, levels, etc.</p> <p>Eleanor Howell will go through the matrix for DPH and identify the type of training needed, levels, etc.</p> <p>Sarah Brooks is awaiting information from 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.</p> <p>Sarah Brooks will send Dot McNeil Taryn's contact information. <b>DONE</b></p>	<p>Pamela Serrell-Cochran stated that RN's can only use standing orders that contain the diagnosis if they need to code a diagnosis. Pamela felt that we needed to categorize RN's by task instead of program.</p> <p>Karen Sanderson from SLPH noted that lab staff will be similar to RN's in that they cannot make a diagnosis but they need to have appropriate codes on the Lab Submittal Form; therefore, they need to understand the codes that are submitted and should be able to catch coding errors. Lab staff will need to know what a reasonable code would be for particular situations.</p> <p>Eleanor Howell clarified that the Education Matrix is a list of every type of role that needs to know something about ICD-10 and when the matrix is further expanded, the level of training needed for each role will be identified.</p> <p>Following discussion, the group agreed that WIC staff need to be included – in particular, staff working with Nutrition services. This will be an evolving matrix as everyone learns more about the business impacts within the different agencies.</p>
4	Issue Log and Risk Matrix - Detail Review	Sarah Brooks	<p>With regard to Issue #2, Contracting Issues: 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. <b>DONE – No impacts identified.</b></p> <p>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). <b>This will be included in the Implementation Planning training as well as Issue 29.</b></p> <p>Updates to Issue Log and Risk Matrix are attached.</p>	<p>Some of the issues and risks cannot be addressed until more information is available related to system changes that will be done to accommodate ICD-10 by vendors such as Netsmart for HIS. For example, for reporting purposes, will Netsmart convert the diagnoses?</p>

## ICD-10 Implementation Team Meeting Minutes

Item	Agenda Items	Presenter	Decisions / Action Items	Questions / Comments
			 ICD-10 Implementation Proje	
5	Other	All		Time ran out.
6	Adjourn	All		12:40pm
<b>Next Meeting Date: Monday, January 23, 2012, 11:00am – 12:30pm; Computer Training Room (Bldg 3, 2<sup>nd</sup> Floor) and Webinar Access</b>				