

Fairfax-Falls Church CSB Compliance Committee

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax

Room 3-314, West

December 11, 2019, 4:00 p.m.

Meeting Agenda

<u>Agenda Item</u>	<u>Facilitator</u>
1. <u>Meeting Called to Order</u>	Bettina Lawton
2. <u>Review of November 13 Committee Meeting Minutes</u>	Bettina Lawton
3. <u>Follow up items from November meeting</u> <ul style="list-style-type: none">• <i>Follow up to DPMM meeting</i>	Daryl Washington
4. <u>Updates</u> <ul style="list-style-type: none">• <i>ComplyTrack</i>• <i>Credible Operation</i>• <i>CSB Serious Incident (Level III) Report</i>	Daryl Washington & Luann Healy
5. <u>CSB Board Policy Approval Review Update</u> <ul style="list-style-type: none">• <i>#0020 – Mission Statement</i>	Sheila Jonas
6. <u>Open Discussion</u>	
<i>Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as Section 2.2-3711(A)(8).</i>	
7. <u>Adjourn</u>	

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CSB Board Compliance Committee Meeting
Incident Definitions
December 11, 2019

*Serious incident means any event or circumstance that causes or could cause harm to the health, safety, or well-being of an individual. The term serious incident includes death and serious injury. **

Level III serious incident is a serious incident regardless if the incident occurs while in the provision of a service or on the provider's premises and results in:

- Any death of an individual;
- A sexual assault of an individual;
- A serious injury of an individual that results in or likely will result in permanent physical or psychological impairment; or
- A suicide attempt by an individual admitted for services that results in a hospital admission.

Level II serious incident is a serious incident that occurs or originates during the provision of a service or on the premises of the provider that results in a significant harm or threat to the health and safety of an individual. The incident does not meet the definition of a Level III serious incident and includes a significant harm or threat to the health or safety of others caused by an individual. Examples include:

- A serious injury;
- An individual who is missing;
- An emergency room or urgent care facility visit when not used in lieu of a primary care physician visit;
- An unplanned psychiatric or unplanned medical hospital admission;
- Choking incidents that require direct physical intervention by another person;
- Ingestion of any hazardous material; or
- A diagnosis of A decubitus ulcer or an increase in severity of level of previously diagnosed decubitus ulcer; a bowel obstruction; or aspiration pneumonia.

Level I serious incident is a serious incident that occurs or originates during the provision of a service or on the premises of the provider and does not meet the definition of a Level II or Level III serious incident. The incident does not result in significant harm to individuals but may include events that result in minor injuries that do not require medical attention or events that have the potential to cause serious injury, even when no injury occurs.

**DBHDS Office of Licensing Guidance for Serious Incident Reporting: 12VAC35-105-20. Definitions.*
<http://dbhds.virginia.gov/assets/QMD/licensing/draft.dbhds.seriousincidentguidance.2018.08.06.pdf>

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
November 13, 2019

The Compliance Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present: Bettina Lawton, Board Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Nancy Scott; and Diane Tuininga

The following Committee members were absent:

The following staff were present: Daryl Washington, Cindy Tianti, and LuAnn Healy

1. Meeting Called to Order

The meeting was called to order at 4:00 p.m.

2. Review of Meeting Minutes

Meeting minutes of the October 16, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

3. Follow up items from the prior Compliance Committee Meeting

Notification Revision to Serious Incident Reports

Daryl Washington offered a reminder of the decision made last month to report serious incidents by the total number of serious incidents only. Should further information be needed, a closed session will be initiated.

There were 11 reported Serious Incidents in October 2019. No individual or systemic Action Plan needed to be taken for the October incidents.

4. Updates

ComplyTrack

Luann Healy directed attention to the proposed Education Report and Definitions included in the meeting materials, confirming that the report includes actual data beginning July 1, 2019. Ms. Healy clarified this report captures only the training provided by Compliance and Risk Management staff, noting that much of it is recurring training classes. Mr. Washington emphasized that ongoing training is a component of demonstrating a strong compliance program.

Credible Operation

Daryl Washington confirmed a meeting scheduled for Thursday, November 14, 2019. In attendance will be Credible representatives and staff from DPMM (Department of Procurement and Material Management).

CSB Serious Incident (Level III) Report

Mr. Washington noted this report was provided with agenda item number three.

5. CSB Board Policy review Update

Sheila Jonas directed attention to copies of CSB Board Policy #0020 that were provided for review and comment, noting that this policy will be provided as an information item at the CSB Board meeting. Following a recommendation to correct a grammatical error, the Policy was approved for submission at the November 2019 CSB Board meeting.

6. Office of Compliance and Risk Management (OCRM) Organizational Chart

Daryl Washington directed attention to several handouts provided with the meeting materials that clarified the structure of OCRM. Members and staff engaged in robust discussion the highlights of which included:

- Concern was expressed by some Committee members that the OCRM seems to be top-heavy with five supervisors for 13 staff, noting that any future organizational changes should address improving the current supervisor to staff ratio.
- It was corroborated that risk management incidents are addressed in the Human Rights & Incident Management area. Mr. Washington confirmed that the quarterly CSB internal compliance meeting addresses agency risk management matters.
- Internal targeted reviews were clarified to be an intensive audit related to a possible systemic irregularity.
- Efforts are underway to establish the interview panel for the vacant Certified Compliance Program Coordinator positions.
- Referring to previous organizational charts that included some proposed positions, Mr. Washington confirmed that the proposed positions had not been established nor had funding been requested. It was further noted that the current staffing is being monitored for capacity prior to any workforce planning.

CLOSED SESSION

At 4:44 p.m. Sheila Jones offered a motion, that was seconded and passed, to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 5:06 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.

Immediately following, and there being no further business to come before the Committee, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 5:07 p.m.

Actions Taken –

- Minutes of the October 16, 2019 Compliance Committee meeting were reviewed and approved.
- Staff to provide a copy of the Electronic Health Record (EHR) COOP (Continuity of Operations Plan) to the Committee.
- The Organizational Chart and the OCRM staffing presentation will be revised as needed to provide uniform staffing information.

Date Approved

Clerk to the Board

Approval of CSB Board Policy Revision

Issue:

Approval to adopt as recommended the CSB Board Policy listed below following the most recent CSB Board review.

Background:

As part of the regular CSB Board policy review process, one CSB Board policy was submitted to CSB Board members at the November 2019 CSB Board meeting for review and possible revision. The policy listed below is submitted, with recommended revisions received to date, to the Board for final review and approval.

- 0020 – Vision, Mission, Value Statement

Timing:

Immediate

Board Member

Sheila Jonas, Secretary to CSB Board

Enclosed Documents:

- A. 0020 – Vision, Mission, Values Statement
 - With edits
 - With edits accepted
 - Current version posted on the CSB website

Policy Number: 0020

Policy Title: Vision, Mission and Values Statement

Date Adopted: TBD

Purpose

To state the vision, mission and values of the CSB and the public process by which these will be accomplished.

Policy

The Fairfax-Falls Church Community Services Board defines its vision, mission and values as follows:

CSB Vision, Mission and Values

♦ **CSB Vision**

Everyone in our community has the support needed to live a healthy, fulfilling life.

♦ **CSB Mission**

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by ~~developmental delay, intellectual disability, developmental disabilities,~~ serious emotional disturbance (youth), mental illness and/or substance use disorders.

♦ **CSB Values**

In achieving our mission and vision, we value:

Respect for the people we serve.

Individual dignity and human rights protection are at the center of the CSB service philosophy. Each individual is involved in developing service plans which address ~~his/her~~their needs and preferences. Feedback from service recipients is encouraged to assess program strengths and areas for improvement.

Quality in the services we provide.

The CSB offers a comprehensive, ~~menu~~^[BE1] ~~of~~ preventative, and responsive services that meet the needs of ~~individuals who live in~~ the Fairfax ~~County~~ Falls Church community. Services are provided by qualified professionals using methods proven to achieve positive, measurable outcomes.

Accountability in all that we do.

The CSB recognizes its responsibility to the Fairfax [County Falls Church](#) community by striving to provide services to people with limited resources or complex needs in **an effective and efficient manner**. Policies and procedures are communicated and accessible to all individuals and organizations with whom we ~~workpartner~~, and process improvement is ~~anchored~~^[BB2] [insupported by](#) continuous data review.

Approved		
	Secretary	Date

Policy Adopted:	January 17, 1990
Policy Readopted:	July 27, 1994
Policy Readopted:	April 23, 1997
Policy Readopted:	March 28, 2001
Policy Readopted:	February 18, 2009
Policy Readopted:	March 25, 2009
Revision Adopted:	December 17, 2014
<u>Revision Adopted:</u>	<u>TBD</u>

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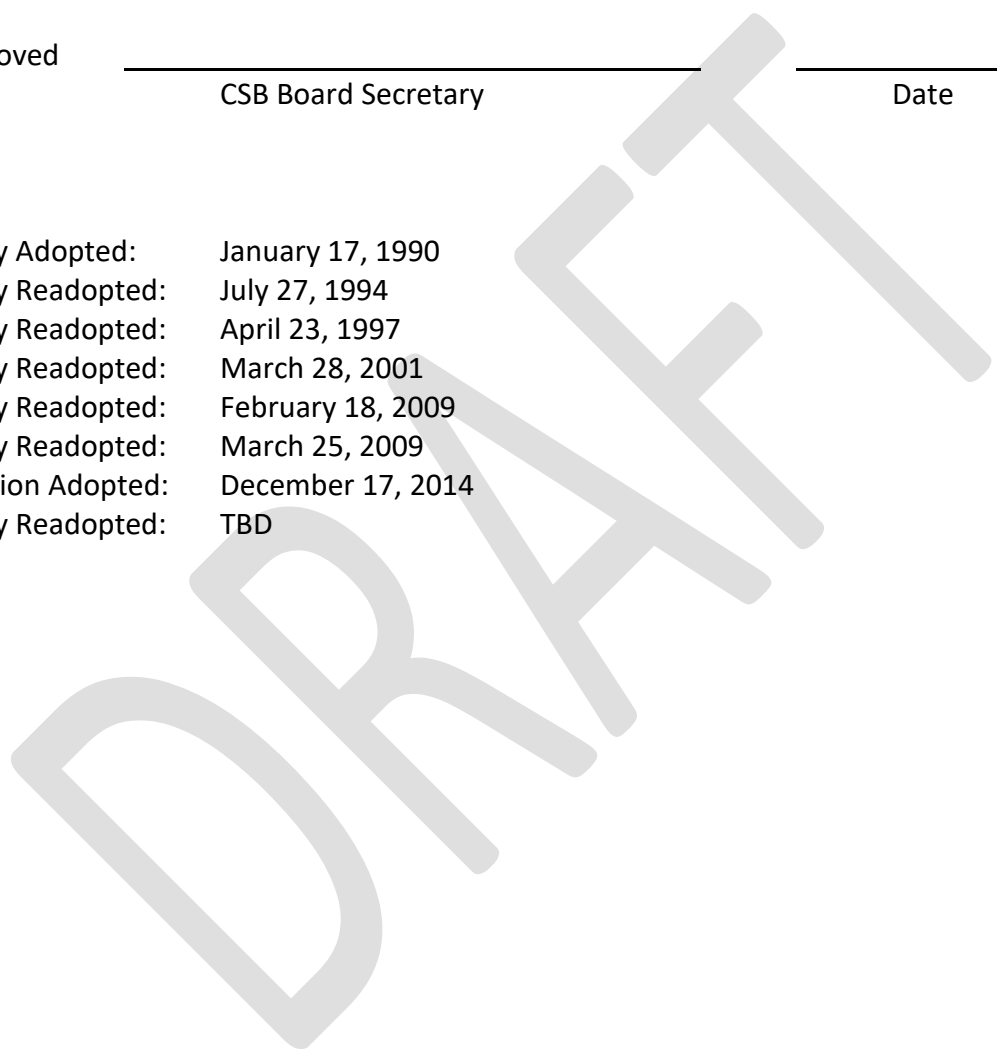
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Approved

CSB Board Secretary

Date

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 Policy Readopted: TBD



Our Mission: What We Do

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

Our Values: What We Believe In

In achieving our mission and vision, we value:

Respect for the people we serve.

Quality in the services we provide.

Accountability in all that we do.



Our Vision: Where We Want to Be

Everyone in our community has the support needed to live a healthy, fulfilling life.



www.fairfaxcounty.gov/community-services-board



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