

Fairfax-Falls Church CSB Compliance Committee

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax

Room 3-314, West

August 21, 2019, 4:00 p.m.

Meeting Agenda

Agenda Item	Facilitator
Meeting Called to Order	Bettina Lawton
Approval of July 17, 2019 Committee Meeting Notes	Bettina Lawton
Follow up items from July meeting	Bill Hanna
Updates: <ul style="list-style-type: none">• ComplyTrack	Bill Hanna Luann Healy
<ul style="list-style-type: none">• CSB Serious Incident (Level III) Report Update	Luann Healy
CSB Board Policy Review <ul style="list-style-type: none">• #2300 – Corporate Compliance Review• #2600 – Risk Management	CSB Board members and staff
<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 permitted by Virginia Code Section 2.2-3711(A)(8).</i>	
Next Steps/Other Issues	Bettina Lawton
Adjourn	

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CSB Board Compliance Committee Meeting Incident Definitions

*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
July 17, 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; and Diane Tuininga

The following Committee members were absent: Nancy Scott

The following staff were present: Daryl Washington, Bill Hanna, Luann Healy, Cindy Tianti, and Lyn Tomlinson

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 June 19, 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 June 2019 Compliance Committee Meeting

Daryl Washington reported the one follow up item from the June meeting was review and revision of the CSB Board Policies #2300, Corporate Compliance Review and #2600, Risk Management that will be addressed later in the meeting.

4. Updates

ComplyTrack

- Luann Healy provided an historical timeline of implementation efforts highlighting training sessions with ComplyTrack implementation staff. Current sessions focus on report development and data entry. It was decided that CSB Board reports, once fully developed, will be conveyed to the Clerk to the Board for distribution at CSB Board Compliance Committee meetings.
- Committee members requested a copy of the implementation project plan at each Compliance Committee meeting to clarify the projected completion date, illustrate the accomplishments and identify the status of the remaining tasks. Noting that implementation is guided by a project plan provided by ComplyTrack, Ms. Healy will provide a copy to the Committee prior to the next Compliance Committee meeting along with the date that she expects the implementation to be concluded. Ms. Healy will provide updates at future Compliance Committee meetings until implementation is concluded.

5. CSB Serious Incident (Level III) Report Update, June 2019

Luann Healy reported three Level III incidents occurred in June 2019.

6. CSB Board Policy Review

Bettina Lawton offered a reminder of the CSB Board policies under review by the Compliance Committee, #2300 Compliance Committee Review and #2600 Risk Management. Cynthia Tianti distributed copies of Policy #2300 that included revision recommendations. Following robust discussion, and noting some overlap, the Committee requested that Cynthia Tianti review both policies in consideration of merging both policies into one. Ms. Tianti will proceed with further review, the results of which will be provided at the August 2019 Compliance Committee meeting.

CLOSED SESSION

At 4:40 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 5:00 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 5:02 p.m.

Actions Taken –

- Minutes of the June 19, 2019 Compliance Committee meeting were reviewed and approved.
- Luann Healy will provide a copy of the ComplyTrack Implementation Project Plan to the Committee prior to the August 2019 meeting
- Cynthia Tianti will provide revision/merge recommendations for CSB Board policies #2300 and # 2600 to the Committee at the August 2019 Committee meeting.

Date Approved

Staff to the Board