

Fairfax-Falls Church CSB Compliance Committee

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax

Room 1-308 A/B

October 17, 2018, 4:00 p.m.

Meeting Agenda

Agenda Item	Facilitator
Meeting Called to Order	Suzette Kern
Approval of September 19, 2018 Committee Meeting Notes	Suzette Kern
ComplyTrack Update	Luann Healy
High Risk Areas	Luann Healy
Current Areas of Concern	Luann Healy
Risk Management	Luann Healy
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).	
Next Steps	
Adjourn	

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Fairfax-Falls Church Community Services Board
Compliance Committee
September 19, 2018

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: Suzette Kern, Chair; Gary Ambrose; Captain Basilio ‘Sonny’ Cachuela Jr.; Ken Garnes; and Edward Rose

The following staff was present: Daryl Washington, Luann Healy, and Cindy Tianti

1. Meeting Called to Order

The meeting was called to order at 4:04 p.m.

2. Review of Meeting Notes

Meeting notes of the July 18, 2018 Compliance Committee were provided for review and revision. Following the adoption of a clarifying statement, Edward Rose made a motion to accept the notes as revised, which was seconded and accepted.

3. Meeting Agenda Review

Following a recommendation from Ken Garnes, the agenda was revised to remove specific sub-topics, resulting in the standing agenda item “Current Areas of Concern”, for which the discussion topics will be determined at each meeting. Additionally, it was decided to add Risk Management as a standing agenda item. The committee also decided that all future meetings would be announced to include a closed session.

4. Tracking Software Update

Luann Healy and Cynthia Tianti provided an update to the contract review and approval process for County review of compliance software packages under consideration. Committee members expressed their surprise as they had assumed that the software purchase had been completed and that was why they had received a detailed overview of the software capabilities at the July meeting. Committee members strongly requested that contract status be clearly conveyed prior to any discussion or demonstration of contracted processes, software programs, vendor partnerships, etc.

Following this update, committee members requested some follow-up information be provided at the October Compliance Committee meeting to cover the interim period during the contract approval process. Requested information includes:

- Provide a description of the mechanisms utilized to identify events that should be brought to the attention of the Board, prior to becoming a significant event. Include a description of how events are identified as meeting the threshold for reporting, i.e. risk, vs. high risk.
- Describe what criteria will be used to determine what events are tracked, how, and which staff are responsible for event entry.
- Explain the reporting responsibility of other compliance reporting areas that may include Finance, Human Rights, IT/HIPAA, Utilization Management, Clinical, etc.

- Provide an overview of the staffing plans and needs of the Compliance Program (November 2018 Compliance Meeting).

At the October Compliance Committee meeting, Ms. Healy and Mr. Goodrich will provide the Committee with an overview of the proactive processes currently in place to review compliance events and how they are handled, including future plans for Board notification. Ms. Healy provided an overview of the risk issue evaluation process.

5. High Risk Areas

This topic was included in the tracking software update just above (Item 4).

6. Current Areas of Concern

Information on the ARTS (Addiction and Recovery Treatment Services) program was provided explaining that the ARTS program provides Medicaid reimbursement for substance use disorder services. Confirming that CSB is licensed to provide ARTS, compliance with the ARTS regulations is required. Compliance efforts include development of a workplan, appropriate staffing, and administration of program requirements that include a multi-dimensional assessment within 24-hours of admittance to the program.

There being no further business to come before the Executive Committee, the meeting was adjourned at 4:56 p.m.

Actions Taken –

- Notes of the July 18, 2018 Compliance Committee meeting were reviewed and accepted.
- Sub-topics were removed from agenda item #6.
- Risk Management was added as standing agenda items.
- Decision made to announce all future Compliance Committee meetings agendas with a closed session.

Date Approved

Staff to the Board