

Fairfax-Falls Church CSB Compliance Committee

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax

Room 1-308 A/B, West

February 20, 2019, 4:00 p.m.

Meeting Agenda

Agenda Item	Facilitator
Meeting Called to Order	Suzette Kern
Approval of January 16, 2019 Committee Meeting Notes	Suzette Kern
Follow up items from January meeting	Daryl Washington
Updates: <ul style="list-style-type: none">• ComplyTrack• AdvantEdge	Mike Goodrich
CSB moderate/high risk compliance and risk management areas: <ul style="list-style-type: none">• Compliance Reporting Tool	Mike Goodrich
<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	Suzette Kern
Adjourn	

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Fairfax-Falls Church Community Services Board
Compliance Committee
January 16, 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: Suzette Kern, Board Chair; Gary Ambrose; Captain Basilio ‘Sonny’ Cachuela, Jr.; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; and Edward Rose

The following Committee members were absent:

The following staff were present: Daryl Washington; Luann Healy; Mike Goodrich; Cindy Tianti; and Lyn Tomlinson

- Meeting Called to Order

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

- Review of Meeting Minutes

Meeting minutes of the December 12, 2018 Compliance Committee were provided for review and revision. Gary Ambrose made a motion to approve the minutes as presented, which was seconded and approved.

- Follow up items from November Compliance Meeting

Board Member Training Requirements

Mike Goodrich and Suzette Kern offered a reminder that per discussion at the December 2018 Compliance Committee, training in VA FOIA and Compliance would be annual requirements for all CSB Board members, noting that the other training topics listed in the CSB Board member handbook would be required by new members following orientation. Following a brief discussion this matter was unanimously agreed upon by all Committee members. Suzette Kern further offered a recommendation that as Board member training topics are documented in the handbook, no further action by the Board is needed.

- Updates

Tracking Software

Mr. Goodrich and Cindy Tianti confirmed that the contract for ComplyTrack has been fully executed. Luann Healy and ComplyTrack staff are developing implementation plans, anticipated to take 90 – 120 days. Engaging in discussion regarding reporting to the Board, it was confirmed that implementation, training and data input updates will be provided at the CSB Board Compliance Committee meeting each month, noting that data entry will not begin prior to April 2019 to allow adequate time for training and implementation.

AdvantEdge

Jerome Newsome provided a slide presentation and overview of AdvantEdge, third party billing software.

- All billing information related to insurance billing claims is provided to AdvantEdge. Reimbursement staff will continue to process self-pay, client statements. It was confirmed that Credible has an integrated billing product that presents some challenges with Credible and AdvantEdge communicating billing and revenue information.

- Mr. Newsome provided an overview of the billing process to clarify the challenge in reconciliation of revenue.
 - A unique ID is created and attached to each service/claim when billing information is prepared in Credible. When the billing information is forwarded and billed through AdvantEdge, a secondary claim/batch ID is attached. This creates a conflict in tracking payments for reconciliation as two separate and unrelated ID numbers for each claim/service have been created.
- Acknowledging the complex challenges unique to behavioral health services billing, Mr. Newsome confirmed the further complication related to ensuring AdvantEdge can appropriately bill for these services with Credible as a billing information source.
- Mr. Newsome further confirmed that the original go-live date of February 1, 2019 would not be met.
- Based on the issues raised, Daryl Washington stated that he was putting a “pause” on this process while he evaluated the options. Committee members requested that Mr. Washington provide additional information on the value of using either AdvantEdge or Credible for third party billing at the January 23, 2019 CSB Board meeting. Committee members pointed out that in an earlier Compliance Committee meeting, when they expressed concern over whether there would be problems with a Credible interface, they were assured that AdvantEdge had experience working with Credible. Committee members noted that, in fact, this turned out not to be true as AdvantEdge does not have experience with Credible.

• CSB Moderate/High Risk Compliance and Risk Management Areas

Mike Goodrich provided highlights of the revisions to the CSB Compliance Program Tracking table some highlights of which are:

- Changes to the ranking (status colors) were highlighted, including clarification of the decision and notification process.
- The definitions are provided on the back of the table.

Daryl Washington, referring to the Moderate – Contracted category, offered a reminder that one contracted vendor bills under CSB licensure. Mr. Washington recommended that this category be revised to and remain yellow indicating consistent monitoring. Following involved Committee discussion and feedback, it was decided that maintaining a yellow status was appropriate and should be employed until any licensure change may occur.

Suzette Kern inquired whether there was anything that needed to be discussed in closed session. No one raised any issues or need for a closed session.

There being no further business to come before the Committee, the meeting was adjourned at 5:16 p.m.

Actions Taken –

- Minutes of the December 12, 2018 Compliance Committee meeting were reviewed and approved.
- *Daryl Washington will provide additional information related to Credible – AdvantEdge usage prior to any final contract decision with AdvantEdge.*

Date Approved

Staff to the Board

CSB COMPLIANCE PROGRAM TRACKING
FEBRUARY 20, 2019

Risk Area	Category	Description	Dec. 2018 Status*	Jan. 2019 Status*	Feb. 2019 Status*
HIGH	Person				
	Legal				
	Financial				
	Other				
MODERATE	Human Rights				
	HIPAA				
		Security			
		Staff related			
	Technical Assistance				
		AdvantEdge			
		ComplyTrack			
	Environmental				
		OSHA			
		Emergency Preparedness			
		Facility Issues			
	Client				
	Contracted				
	DMB Meetings				
	County Internal Audits				
	Programs				
		State Waivers			
		Addiction Recovery Services (ARTs)			
		Developmental Disabilities			
	* Status would mean issue within a category was not resolved within 60 days.				

* Status Key:

- Attention, no issues
- Careful attention, potential issues
- Focused attention, immediate resolution