

Fairfax-Falls Church CSB Compliance Committee

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax

Room 1-308 A/B, West

May 15, 2019, 4:00 p.m.

Meeting Agenda

Agenda Item	Facilitator
Meeting Called to Order	Suzette Kern
Approval of April 17, 2019 Committee Meeting Notes	Suzette Kern
Follow up items from April meeting	Daryl Washington
Updates: <ul style="list-style-type: none">• ComplyTrack• AdvantEdge	Daryl Washington
CSB moderate/high risk compliance and risk management areas: <ul style="list-style-type: none">• Compliance Reporting Tool	Daryl Washington
<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 Meeting Minutes
April 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: Suzette Kern, Board Chair; Bettina Lawton; Gary Ambrose; Captain Basilio 'Sonny' Cachuela, Jr.; Sheila Coplan Jonas; Ken Garnes; and Edward Rose

The following Committee members were absent:

The following staff were present: Mike Goodrich, 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 March 20, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

3. Follow up items from March 2019 Compliance Committee Meeting

Serious Incident Report (SIR) Confidentiality Disclaimer

Luann Healy confirmed that the Serious Incident Report was revised to move the confidentiality disclaimer to the last page of the form.

Level III Report, March 2019

Ms. Healy offered a reminder that Level III incidents include deaths, sexual assaults, serious injuries, or suicide attempts. There were eight Level III incidents in March 2019 that included 4 deaths of which two were unknown, one was expected, and one was unexpected; two suicide attempts, one allegation of inappropriate sexual activity, and one permanent injury. Lyn Tomlinson reminded committee members that all Level III incidents are reviewed by Ms. Tomlinson or Dr. Colton Hand, CSB Medical Director.

4. Updates

ComplyTrack

Mike Goodrich reported that implementation of ComplyTrack remains on schedule to launch May 1, 2019. Offering a reminder that implementation is a 12-week process, tracking of new/current incidents is expected to begin July 1, 2019. Ms. Healy confirmed that the reporting functions will be reviewed during the implementation period to determine the array and availability of reports for the Board.

AdvantEdge

Mr. Goodrich provided an update to ongoing efforts to implement use of third-party billing through AdvantEdge, highlighting current efforts to resolve problems related to two-way technological communication between AdvantEdge and Credible, including:

- AdvantEdge and Credible are able to pass data back and forth. However, Credible is unable to process incoming payment data to correctly impact client records/statements or for reconciliation of the General Ledger (in Credible) due to a robust firewall in the Credible system. DIT (Department of Information Technology) has been asked to provide an independent assessment of the viability for moving forward with this contract.
- Committee members expressed their concern over the staff time and effort that is being expended to move forward with AdvantEdge given all of the problems that continue to surface.
- A resolution to this matter is anticipated by the May 15th Compliance Committee meeting, at which a further update will be provided.

CSB Moderate/High Risk Compliance and Risk Management Areas

Mike Goodrich directed attention to the Compliance Program Tracking report, offering a reminder that a category assigned yellow or red reflects an event that has been unresolved for more than 60 days. Highlights included:

- AdvantEdge has a red status as it is a new program and requires very close scrutiny during and following implementation.
- HIPPA was mistakenly represented with no color, green will be added to indicate that there are no matters receiving attention for more than 60 days.

CLOSED SESSION

At 4:37 p.m. a motion was offered, 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 4:50 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, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 4:51 p.m.

Actions Taken –

- Minutes of the March 20, 2019 Compliance Committee meeting were reviewed and approved.




Date Approved

Staff to the Board

CSB COMPLIANCE PROGRAM TRACKING
MAY 20, 2019

Risk Area	Category	Description	Mar. 2019 Status*	Apr. 2019 Status*	May 2019 Status*
HIGH	Person		Green	Green	Green
	Legal		Green	Green	Green
	Financial		Green	Green	Green
	Other		Green	Green	Green
MODERATE	Human Rights				
	HIPAA				
		Security	Green	Green	Green
		Staff related	Green	Green	Green
	Technical Assistance				
		AdvantEdge	Yellow	Yellow	Red
		ComplyTrack	Green	Green	Green
	Environmental				
		OSHA	Green	Green	Green
		Emergency Preparedness	Green	Green	Green
		Facility Issues	Green	Green	Green
	Client		Green	Green	Green
	Contracted		Green	Green	Red
	DMB Meetings		Green	Green	Green
	County Internal Audits		Green	Green	Green
	Programs				
		State Waivers	Green	Green	Green
		Addiction Recovery Services (ARTs)	Green	Green	Green
		Developmental Disabilities	Green	Green	Green
	* Status indicates issue(s) within a category not resolved within 60 days.				

* Status Key:

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