

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
July 17, 2021

The Compliance Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Room 3-314, West, Fairfax, VA 22031.

The following Committee members were present: Garrett McGuire, Board Chair; Jennifer Adeli, Captain Derek DeGeare, Bettina Lawton, Daniel Sherrange

The following Committee members participated remotely:

The following Committee members were absent: Anne Whipple

The following staff were present: Daryl Washington, Daniel Herr, and Lyn Tomlinson

1. Meeting Called to Order

Garrett McGuire, CSB Board Chair, called the meeting to order at 4:03 p.m.

2. Matters of the Public.

None were offered.

3. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no recommendations were forthcoming, Bettina Lawton offered a motion to approve the meeting agenda as presented that was seconded by Captain Derek DeGeare and approved.

4. Review of Meeting Minutes

Meeting minutes of the June 16, 2021, Compliance Committee were provided for review and revision. As no recommendations were offered, Bettina Lawton made a motion to approve the minutes as presented that was seconded by Dan Sherrange and approved.

5. Follow up items from the prior Compliance Committee Meeting and Updates

Daniel Herr confirmed efforts were underway to fill the vacant position of Director, Office of Compliance and Risk Management.

6. Updates

ComplyTrack Reports (Audit and CAP Reports)

- Mr. Herr provided an overview of the June ComplyTrack compliance reports that included a discussion of revising the reports to include linkage/crosswalk between Audit reports and CAP (Corrective Action Plan) reports; the reasons for initiating an audit; outcomes as appropriate; how long data should be included on the report; a legend with definitions; and trending of data to the extent possible. Mr. Herr will provide a revised report for review by the Committee at its next meeting.

Electronic Health Record Update

- It was confirmed that the contract for a new Electronic Health Record with Welligent was signed in June 2021. Implementation is anticipated to be 14

months (September 2022). Related to the prior discussion, it was further noted that it may be possible to access compliance reports from Welligent. CSB Serious Incident (Level III) Report

- The Serious Incident Report (SIR) Report for June 2021 was provided.

Garrett McGuire, noting no further business to come before the Committee, adjourned the meeting was at 5:17 p.m.

Actions Taken –

- Minutes of the June 16, 2021, Compliance Committee meeting were reviewed and approved.

Date Approved

Clerk to the Board

DRAFT

Audit Report CSB Board

ItemCust omld	Audit Start Date	Entity	Audit Scope	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan	Additional Information
000599	Oct 1, 2020	Pennino	CSB Targeted Review	Record	9	Standard business risk	Monitoring - 12 months	
000604	Oct 14, 2020	Merrifield	CSB Targeted Review	Record	9	Standard business risk	Monitoring - 12 months	
000784	Dec 1, 2020	Merrifield	CSB Targeted Review	Record	87	Standard business risk	Monitoring - 12 months	
001850	Feb 13, 2021	Pennino	DBHDS Quality Review	Record	296	Standard business risk	Corrective Action Plan	Two charts had services that were not delivered in accordance with the specific waiver service plan(s) which includes frequency, amount and scope of services.
002156	Jul 26, 2021	Pennino	DBHDS Quality Review	Record	4	Standard business risk	Recommendati on Received	The reviewer recommended quality improvements in documenting client choice of services, linking with referrals, assessment of needs, implementation of services, and changes in service needs.

LEGEND	
ItemCustomId	Identification number automatically assigned by
Audit Start Date	Date the audit was initiated
Entity	Location where the audited service was provided
Audit Scope	The agency conducting the audit and the scope of the
Audit Type	Description of audit, e.g., record review only, onsite
Sample Size	Number of charts reviewed
Reporting	Level of business risk associated with audit findings
Audit Action Plan	Description of actions taken in response to the audit

CAP Report for CSB Board

ItemCustomId	Audit No.	Start Date	Entity	Reviewing Agency	Corrective Action Plan (CAP) (Narrative)	Date CAP Closed
002120	1850	Jul 14, 2021	Pennino	DBHDS	A Corrective Action Plan was submitted for review and approval. Please reference Audit ID #001850. This was a direct result of a Quality Service Review by the Office of Licensing (OL). CSB follows up monthly to request a status update from DBHDS	
001992		May 26, 2021	Pennino	DBHDS	The Corrective Action Plan was submitted to DBHDS for review and approval. This was a direct result of a review from the Incident Management Unit (IMU). CSB follows up monthly to request a status update from DBHDS	
002101		Jun 21, 2021	Pennino	DBHDS	The Corrective Action Plan has been submitted to DBHDS for review and approval. This was a direct result of a review from the Office of Licensing (OL). CSB follows up monthly to request a status update from DBHDS	
002115		Jun 28, 2021	Pennino	DBHDS	The Corrective Action Plan was approved by DBHDS. This CAP addresses a Human Rights review of access to care in ACRS program	Jul 15, 2021
002158		Jul 23, 2021	Pennino	DBHDS	The Corrective Action Plan has been submitted to DBHDS for review and approval. ACRS provided a late report of Level II Serious Incident (emergency room visit) to DBHDS.	

LEGEND	
ItemCustomId	Identification number automatically assigned by Comply Tracker
Audit No.	References the audit number in the Audit Report
Start Date	Date the CSB was notified of the need for a CAP
Entity	Location where the audited service was provided
Reviewing Agency	Agency requesting and reviewing the CAP
CAP Narrative	Description of the reason for the CAP
Date CAP Closed	Date the reviewing agency approved the CAP

Education Report CSB Board

ItemCustomId	Start Date	Training Name	Duration	Entity	Number of Attendees	Method of Delivery	Training Type
000322	Jul 16, 2020	DMAS Training	3	Merrifield	2	Webinar	Regulatory
000323	Jul 16, 2020	DMAS Update and Refresher Training	3	Pennino	0	Webinar	Regulatory
000377	Aug 20, 2020	DMAS Training	3	Northwest Center Reston	2	Webinar	Regulatory
000378	Aug 20, 2020	DMAS Update and Refresher Training	3	Pennino	0	Webinar	Regulatory
000410	Sep 24, 2020	DMAS Training	3	Merrifield	8	Webinar	Regulatory
000411	Sep 24, 2020	DMAS Update and Refresher Training	3	Merrifield	1	Webinar	Regulatory
000428	Sep 11, 2020	QA Tool Education	2.4	Merrifield	10	Webinar	Educational
000596	Oct 22, 2020	DMAS Training	3	Gartlan	5	Webinar	Regulatory
000597	Oct 22, 2020	DMAS Update and Refresher Training	3	Pennino	0	Webinar	Regulatory
000667	Nov 19, 2020	DMAS Training	3	Merrifield	2	Webinar	Regulatory
000668	Nov 19, 2020	DMAS Update and Refresher Training	3	Northwest Center Reston	1	Webinar	Regulatory
000736	Dec 10, 2020	DMAS Training	3	Chantilly	7	Webinar	Regulatory
000737	Dec 10, 2020	DMAS Update and Refresher Training	3	Merrifield	1	Webinar	Regulatory
001696	Jan 14, 2021	SIR Training	3	Gartlan	22	Webinar	Educational
001699	Jan 27, 2021	QA Tool Education	1.5	Northwest Center Reston	6	Webinar	Educational
001700	Jan 28, 2021	DBHDS Licensure Education	1.5	Pennino	18	Webinar	Regulatory
001776	Mar 8, 2021	DBHDS Licensure Education	0.5	Pennino	38	Webinar	Regulatory
001845	Apr 7, 2021	SIR Training	2	Northwest Center Reston	15	Webinar	Regulatory
001918	May 5,	SIR Education	1	Pennino	5	Webinar	Educational

Education Report CSB Board

ItemCustomId	Start Date	Training Name	Duration	Entity	Number of Attendees	Method of Delivery	Training Type
	2021						
002028	Jun 9, 2021	Human Rights Training Refresher	2	Chantilly	22	Live On-site	Educational
002029	Jun 9, 2021	Human Rights Training Refresher	2	Chantilly	20	Live On-site	Educational
002167	Aug 5, 2021	Root Cause Analysis	0.5	Merrifield	3	Webinar	Educational