



FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD COMPLIANCE COMMITTEE MEETING

Garrett McGuire, Chair

Wednesday, May 18, 2022, 4:00 p.m.

Will be held electronically due to the COVID-19 pandemic

Dial by your location to access live audio of the meeting:

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Meeting ID: [843 7887 0724](#) • Passcode: 826408

MEETING AGENDA

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| 1. Meeting Called to Order | Garrett McGuire |
| 2. Roll Call, Audibility and Preliminary Motions | Garrett McGuire |
| 3. Matters of the Public | Garrett McGuire |
| 4. Amendments to the Meeting Agenda | Garrett McGuire |
| 5. Approval of the April 20, 2022, Meeting Minutes | Garrett McGuire |
| 6. Follow up items from the April Meeting | Joan Rodgers |
| 7. Updates | Joan Rodgers |
| A. ComplyTrack Reports | |
| B. CSB Serious Incident (Level III) Report | |
| 8. Open Discussion | Garrett McGuire |

Closed Session: Discussion of a personnel matter as permitted by Virginia Code Section 2.2-3711(A)(1) and consultation with legal counsel employed 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).

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| 9. Adjournment | Garrett McGuire |
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Meeting materials are posted online at www.fairfaxcounty.com/municipal/community-services-board/board/archives or may be requested by contacting Joseline Cadima at 703-324-7827 or at joseline.cadima@fairfaxcounty.gov

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES
APRIL 20, 2022**

The Compliance Committee of the Fairfax-Falls Church Community Services Board met electronically due to the COVID-19 pandemic that has made it unsafe to physically assemble a quorum in one location or to have the public present. Access was made available via video and web conferencing platform to CSB Board members, CSB staff, and members of the public. The meeting notice, including participation instructions, was posted electronically and on the building in which the meeting is typically held. Additionally, attendees were offered an opportunity to register for public comment during the 30 minutes prior to the meeting being called to order.

1. Meeting Called to Order

Committee Chair Garrett McGuire called the meeting to order at 4:03 p.m.

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

ABSENT: **BOARD MEMBERS:** DAN SHERRANGE

Also present: Executive Director Daryl Washington, Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Administrative Operations Daniel Herr, County Attorney Cynthia Tianti, Director of Quality Improvement Joan Rodgers, and Board Clerk Joseline Cadima.

Committee Chair Garrett McGuire conducted roll call, as identified above, to confirm that a quorum of Board members was present and audible. Committee Chair Garrett McGuire passed the virtual gavel to Committee Member Captain Derek DeGeare to make several motions required to begin the meeting. A motion was offered confirming that each member's voice was audible to each other member of the CSB Board present; this motion was seconded by Committee Member Anne Whipple and passed unanimously.

Preliminary Motions

Committee Chair Garrett McGuire made a motion that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the CSB Board to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA's usual procedures, which require the physical assembly of this CSB Board and the physical presence of the public, cannot be implemented safely or practically. A further motion was made that this Board may conduct this meeting electronically through a video and web conferencing platform, that may be accessed via Meeting ID: 870 3259 3002 and Passcode: 349081. Motions were seconded by Committee Member Anne Whipple, with Committee Member Bettina Lawton abstaining, and unanimously approved. Committee Chair Garrett McGuire made a final motion that all the matters addressed on today's

agenda are statutorily required or necessary to continue operations and the discharge of the CSB Board's lawful purposes, duties, and responsibilities. The motion was seconded by Committee Anne Whipple and unanimously passed.

3. **Matters of the Public.**

None were presented.

4. **Amendments to the Meeting Agenda**

The meeting agenda was provided for review and no amendments were made.

COMMITTEE CONSENSUS TO APPROVE AGENDA ITEM NO. 4

AYES: BOARD MEMBERS: GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: DAN SHERRANGE

5. **Approval of Minutes**

Committee minutes for the March 16, 2022, Compliance Committee Meetings were provided for review and revision.

MOVED BY COMMITTEE MEMBER CAPTAIN DEREK DEGEARE, SECONDED BY COMMITTEE MEMBER ANNE WHIPPLE TO APPROVE THE AGENDA ITEM NO. 5.

AYES: BOARD MEMBERS: GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: DAN SHERRANGE

6. **Follow up items**

None were noted.

7. **Updates**

A. ComplyTrack Reports

- **Director of Quality Improvement Joan Rodgers** provided the Audit Action Plan Report (which now includes External Audits, per Committee Member Bettina Lawton’s request), Correct Action Plan Report, and the Education Reports.

B. CSB Serious Incident (Level III) Report

- **Director of Quality Improvement Joan Rodgers** provided the Serious Incident Report (SIR) Report for March 2022.

8. Open Discussion

None were raised.

9. Adjournment

Committee Chair Garrett McGuire made the motion to adjourn the meeting at 4:24 p.m.

AYES: BOARD MEMBERS: GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: DAN SHERRANGE

Date Approved

Clerk to the Board

Audit Report CSB Board For May 2022

Item Custom Id	Audit Start Date	Entity	Audit Scope	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan	Additional Information
2242	7/1/21	Merrifield	Targeted Review	Record	24	Standard business risk	Monitoring - 12 months	The OBOT Program is being reviewed to ensure that it meets billable standards according to regulatory requirements
2255	7/1/21	Merrifield	Targeted Review	Record	43	Standard business risk	Monitoring - 12 months	The Turning Point Program is being reviewed to ensure they meet regulatory requirements
2256	7/1/21	Chantilly	New Program	Record	2	Standard business risk	Monitoring - 12 months	The Crossroads Program converted to a new license and is being reviewed as a new program due to changes in as part of the ASAM criteria being instated
2257	7/1/21	Chantilly	New Program	Record	7	Standard business risk	Monitoring - 12 months	The Detox Program converted to a new license and is being reviewed as a new program due to changes in as part of the ASAM criteria being instated
2258	7/1/21	Pennino	Targeted Review	Record		Standard business risk	Monitoring - 12 months	Continued reviews of the ACRS Supervised Living Program for FY 2022
2260	7/1/21	Chantilly	New Program	Record	2	Standard business risk	Monitoring - 12 months	The A New Beginning Program converted to a new license and is being reviewed as a new program due to changes in as part of the ASAM criteria being instated

2392	7/1/21	Merrifield	Monitoring	Record	4	Standard business risk	Monitoring - 12 months	Cornerstones review for ongoing chart compliance maintenance audits
3073	Jan 25, 2022	DBHDS	DD Support Coordination Annual Inspection	Record and Physical	8	Standard business risk	One time Review	Review for regulatory compliance standards CAP Submitted
2862	Feb 11, 2022	CSB agency wide	HIPAA Security	HIPAA Security Reports	16	Standard business risk	Monitoring - 3 months	Review of same name/same address

AUDIT LEGEND	
Item CustomID	Identification number automatically assigned by ComplyTracker
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
Audit Type	Description of audit, e.g., record review only, onsite audit
Sample Size	Number of charts reviewed
CSB Board Reporting	Level of business risk associated with audit findings
Action Plan	Description of actions taken in response to the audit

CSB Board CAP Report For May 2022

Item Custom Id	Start Date	Entity	Reviewing Agency	Corrective Action (Narrative)	Date CAP Closed	Additional Information
3073	Jan 25, 2022	DD Case Management Support Coordination	DBHDS	Corrective Action Plan submitted 1. Timely completion of a quarterly serious incident review 2. Timely completion of an annual systemic risk assessment 3. Timely completion of a compliant quality improvement plan 4. Compliance with intake procedures for new clients	CAP accepted 2/22/2022	DD Support Coordination Annual Inspection
3154	Apr 18, 2022	Merrifield	DBHDS	Corrective Action Plan submitted	CAP accepted 5/9/2022	Serious Incident Reporting
3153	Apr 20, 2022	Gartlan	DBHDS	Corrective Action Plan submitted	CAP accepted 5/3/2022	Serious Incident Reporting

CAP LEGEND	
Item CustomId	Identification number automatically assigned by Comply Tracker
Audit No.	References the audit number in the Audit Report
Start	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

CSB Board Education Report For May 2022

Item CustomId	Start Date	Training Name	Duration	Entity	Number of Attendees	Method of Delivery	Training Type
1776	Mar 8, 2021	DBHDS Licensure Education	0.5	Pennino	38	Webinar	Regulatory
1845	Apr 7, 2021	SIR Training	2	Northwest Center	15	Webinar	Regulatory
1918	May 5, 2021	SIR Education	1	Pennino	5	Webinar	Educational
2028	Jun 9, 2021	Human Rights Training Refresher	2	Chantilly	22	Live On-site	Educational
2029	Jun 9, 2021	Human Rights Training Refresher	2	Chantilly	20	Live On-site	Educational
2167	Aug 5, 2021	Root Cause Analysis	0.5	Merrifield	3	Webinar	Educational
2374	Oct 6, 2021	SIR Training	1.5	Chantilly	27	Webinar	Educational
2461	Oct 27, 2021	Root Cause Analysis	0.5	Chantilly	3	Webinar	Educational
2462	Oct 28, 2021	Root Cause Analysis	0.75	Chantilly	6	Webinar	Educational
2475	Nov 4, 2021	Root Cause Analysis	0.5	Chantilly	5	Webinar	Educational
2476	Nov 5, 2021	Root Cause Analysis	0.5	Chantilly	6	Webinar	Educational
2954	Feb 17,2022	SIR Training	0.5	South County Center	1	Webinar	Educational
3154	April 18, 2022	SIR Training	1	Merrifield	3	Live On-site	Educational
3153	April 20, 2022	SIR Training	0.5	Gartlan	2	Live On-site	Educational

EDUCATION REPORT LEGEND	
Item Custom ID	Number automatically assigned by ComplyTracker
Start Date	Date the education was provided
Training Name	Type of Training Provided
Duration	Length of time for the educational activity
Entity	Site receiving the education
Number of Attendees	Number of staff who participated in the educational activity
Method of Delivery	How the training was provided
Training Type	Whether the training was to address a regulatory matter or for professional development