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## FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD COMPLIANCE COMMITTEE MEETING

Garrett McGuire, Chair

**Wednesday, December 14, 2022, 4:00 PM**

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: [872 0259 0531](https://www.zoom.us/j/87202590531) • Passcode: 876935

### 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 June 15, 2022, Meeting Minutes | Garrett McGuire |
| 6. Follow up items from the December Meeting      | Joan Rodgers    |
| 7. Updates  | Joan Rodgers    |
| A. Comply Track Reports                           |                 |
| B. CSB Serious Incident (Level III) Report        |                 |
| 8. Open Discussion                                | Garrett McGuire |
| 9. Adjournment                                    | Garrett McGuire |

Meeting materials are posted online at [www.fairfaxcounty.com/municipal-services-board/board/archives](http://www.fairfaxcounty.com/municipal-services-board/board/archives) or may be requested by contacting Sameera Awan at 703-324-7827 or at [Sameera.Awan@fairfaxcounty.gov](mailto:Sameera.Awan@fairfaxcounty.gov)

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES  
JUNE 15, 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 4:00 PM.

**2. Roll Call, Audibility, and Preliminary Motions**

**PRESENT:**           **BOARD MEMBERS:** COMMITTEE CHAIR GARRETT MCGUIRE (ALEXANDRIA, VA); JENNIFER ADELI (BETHANY BEACH, DE); MAJOR DEREK DEGEARE (LOUDON COUNTY, VA); BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

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

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 Dan Sherrange 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 Board Member Major Derek DeGeare 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: 844 4180 3902 and Passcode: 640059. Motions were seconded by Board Member Major Derek DeGeare 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 Board Member Major Derek DeGeare 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**

**5. Approval of Minutes**

Meeting minutes of the May 18, 2022, Compliance Committee were provided for review.

**MOVED BY COMMITTEE MEMBER BETTINA LAWTON, SECONDED BY BOARD MEMBER MAJOR DEREK DEGEARE TO APPROVE AGENDA ITEM NO. 5.**

**6. Follow up items**

None were noted.

**7. Updates**

**A. Comply Track Reports**

- **Director of Quality Improvement Joan Rodgers** provided the Audit Action Plan Report, Corrective 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 May 2022.

**8. Open Discussion**

Committee Chair Garrett McGuire shared that starting from July 2022, the Compliance Committee will be a part of the Executive Committee meeting.

**9. Adjournment**

Committee Member Major Derek DeGeare made the motion to adjourn the meeting at 4:27 PM.

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Date Approved

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Clerk to the Board

## Audit Report CSB Board For December 2022

Item Custom ID	Audit Start Date	Entity	Audit Scope	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan	Additional Information
3267	7-Feb-22	DBHDS	Group Homes, Supervised Living, and Support Coordination Annual Inspection	Records, Training, Personnel, and Environment	4 staff/4 individuals	Standard business risk	License Review	Licensing activity
3319	31-May-22	DBHDS	DD Case Management	Records	1 record	Standard business risk	License Review	Licensing activity
	Jun 14, 2022	Virginia Board of Pharmacy	Fairfax Detox	Records	on-site review	Standard business risk	Pharmacy License Review	Licensing and DEA
3320	Jun 14, 2022	DBHDS	OBOT	Records, Training, and Personnel	2 staff/4 individuals	Standard business risk	License Review	Licensing activity
3374	Jun 24, 2022	DBHDS	SA Medical/Detox Diversion	Records, Training, Personnel, and Environment	2 staff/4 individuals	Standard business risk	License Review	Licensing activity
3375	Jun 24, 2022	DBHDS	Crossroads	Records, Training, Personnel, and Environment	2 staff/4 individuals	Standard business risk	License Review	Licensing activity
3376	Jun 24, 2022	DBHDS	Cornerstones	Records, Training, Personnel, and Environment	2 staff/4 individuals	Standard business risk	License Review	Licensing activity
3377	Jun 24, 2022	DBHDS	SA Supervised Living	Records, Training, and Personnel	2 staff/4 individuals	Standard business risk	License Review	Licensing activity
3378	Jun 24, 2022	DBHDS	Youth Outpatient	Records, Training, and Personnel	2 staff/4 individuals	Standard business risk	License Review	Licensing activity

3379	Jun 24, 2022	DBHDS	Intensive Outpatient	Records, Training, and Personnel	2 staff/4 individuals	Standard business risk	License Review	Licensing activity
2934	Jul 1, 2022	CSB Internal	Merrifield	Records	8 records	Standard business risk	Monitoring	Routine/Ongoing Adult MH Case Management
3593	Jul 1, 2022	CSB Internal	Chantilly	Records	9 records	Standard business risk	Monitoring	Routine/Ongoing Cornerstones ASAM 3.3 Detoxification Center
3595	Jul 1, 2022	CSB Internal	Chantilly	Records	6 records	Standard business risk	Monitoring	Routine/Ongoing Support Coordination
3598	Jul 1, 2022	CSB Internal	Northwest Center Reston	Records	2 records	Standard business risk	Monitoring	Routine/Ongoing Youth & Family SA Outpatient Behavioral Health Outpatient Programs
3600	Jul 1, 2022	CSB Internal	Merrifield	Records	2 records	Standard business risk	Monitoring	Routine/Ongoing Youth & Family SA Outpatient Behavioral Health Outpatient Programs
3686	Jul 1, 2022	CSB Internal	South County Human Services Center	Records	5 records	Standard business risk	Monitoring	Routine/Ongoing Youth & Family SA Outpatient
3689	Jul 1, 2022	CSB Internal	Gartlan	Records	6 records	Standard business risk	Monitoring	Routine/Ongoing Behavioral Health Outpatient Services
3691	Jul 1, 2022	CSB Internal	Merrifield	Records	3 records	Standard business risk	Monitoring	Quality review Behavioral Health Outpatient Services
3597	Jul 22, 2022	CSB Internal	Gartlan	Billing	5 records	Standard business risk	Monitoring	Routine/Ongoing Behavioral Health Outpatient Services

	29-Jul-22	DBHDS	MH Supervised Living	Records, Training, Personnel, and Environment	1. All active individuals with admission dates 2. All discharged individuals from 8/13/2021-on 3. All staff, and relief staff, with hire dates	Standard business risk	License Review	Licensing activity
	29-Jul-22	DBHDS	Assertive Community Treatment Services	Records, Training, and Personnel	1. All active individuals with admission dates 2. All discharged individuals from 8/13/2021-on 3. All staff, and relief staff, with hire dates	Standard business risk	License Review	Licensing activity
	August 2,2022	DBHDS	Block Grant Review	Mental Health Services & Substance Use Disorder Services	Policies and Procedures, Records, Site Visit, Personnel	Standard business risk	Block Grant Review	A review of programs to ensure the implementation is in accordance with the Block Grant funding and requirements MHOP Adult and Youth, MHCM Adult and Youth, SA OP Adult and Youth, ACT, EAR, IOP, Jail Diversion, MAT, and SUD 3.1-3.7.
	6-Aug-22	VCU (DBHDS)	ACRS (ID/DD Group Homes)	Interview with 1 individual in service	Satisfaction with services	Standard business risk	National Core Indicators (contracted to VCU)	Licensing activity
	15-Aug-22	Diox Health (Anthem)	System Review	5 Records Review (1/1/20 - 12/31/22)	Quality Review	Standard business risk	Quality of Care	Quality of Care Review

	15-Aug-22	HSAG	Support Coordination & DD Services	Records and interviews	1 - DD; 77 - Support Coordination	Standard business risk	DOJ Settlement	4th Round (did a site review on Saturday, September 10) Dequincey on 9/10/22
	16-Aug-22	DBHDS	Support Coordination	Quality Reviews with Individual, family, staff, & records	4 records, staff, family, and individual interviews	Standard business risk	License Review	Licensing activity

3591	23-Aug-22	DMAS	Intensive Outpatient (Agency-wide)	DMAS Desk Audit (2019, 2020)	Chart reviews (3), Provider Requirements, Employee Records (32 staff)	Standard business risk	DMAS Quality Review	Chart requirements: assessments, reassessments, intakes, service plans, quarterlies, service authorizations, progress notes, discharge summaries, admission paperwork (releases, rights), med and hospital documentation. Provider - DBHDS license, MCO agreement, EHR policy & procedure, approval of marketing materials Employee Records - application, resume, college transcripts, position identification, date of hire, licenses & certifications, triennial license with QMHP-eligible staff, approval of any DMAS variance related to QMHPs, Monthly OIG LEIE exclusion database (List of Excluded Individuals/Entities), documentation of required supervision
3934	22-Nov-22	DBHDS	Adult Mental Health Case Management	Desk Review	2 individuals/2 staff records	Standard business risk	License Review	Mental Health Services Annual Review
3935	22-Nov-22	DBHDS	Youth Mental Health Case Management	Desk Review	2 individuals/2 staff records	Standard business risk	License Review	Mental Health Services Annual Review

3936	22-Nov-22	DBHDS	Outpatient Services	Desk Review	2 individuals and 2 staff records	Standard business risk	License Review	Mental Health Services Annual Review
3937	22-Nov-22	DBHDS	Partial Hospitalization Program	Desk Review	2 individuals and 2 staff records	Standard business risk	License Review	Mental Health Services Annual Review
3938	22-Nov-22	DBHDS	Supervised Housing	Desk Review	2 individuals and 2 staff records	Standard business risk	License Review	Mental Health Services Annual Review
3939	22-Nov-22	DBHDS	Residential Crisis Stabilization	Desk Review	2 individuals and 2 staff records	Standard business risk	License Review	Mental Health Services Annual Review
3940	22-Nov-22	DBHDS	Crisis Intervention (Emergency Services)	Desk Review	2 individuals and 2 staff records	Standard business risk	License Review	Mental Health Services Annual Review
	19-Sep-22	IPS Employment Center/DMA S	Behavioral Health Employment Team	Evidence-based Practice Fidelity Review	Charts, Interviews with Staff and Individuals in service	Standard business risk	Base-line program review	DARS (Virginia Department for Aging and Rehabilitative Services) as the contracting entity, Individual Placement and Support: an evidence-based approach to supported employment for people who have a mental illness.
3597	22-Jul-22	CSB Internal	Gartlan	Billing	5 records	Standard business risk	Monitoring - 3 months	Behavioral Health Outpatient Services
3791	1-Jul-22	CSB Internal	Northwest Center Reston	Records	11 records	Standard business risk	Monitoring	Supportive Community Residential Services
3793	1-Jul-22	CSB Internal	Chantilly	Records	11 records	Standard business risk	Monitoring	Residential Treatment and Detoxification Services
3795	1-Jul-22	CSB Internal	Gartlan	Records	6 records	Standard business risk	Monitoring	Intensive Community Treatment Services
3797	1-Jul-22	CSB Internal	Northwest Center Reston	Records	7 records	Standard business risk	Monitoring	Intensive Community Treatment Services
3799	1-Jul-22	CSB Internal	Pennino	Records	3 records	Standard business risk	Monitoring	Assisted Community Residential Services

## CSB Board CAP Report For December 2022

Item Custom ID	Start Date	Entity	Reviewing Agency	Corrective Action (Narrative)	CAP Status	Additional Information
3905	17-Nov-22	Assisted Community Residential Services	DBHDS	Corrective Action Plan in development.	N/A	SIR reporting
3906	17-Nov-22	Assisted Community Residential Services	DBHDS	Corrective Action Plan in development.	N/A	Medication transcription error
3907	18-Nov-22	Support Coordination	DBHDS	Corrective Action Plan submitted to DBHDS. This was a result of a review by the Office of Licensing (OL).	CAP Accepted by DBHDS	1 face-to-face documentation missing
3908	23-Nov-22	Youth & Family Outpatient Services	DBHDS	Corrective Action Plan in development.	N/A	SIR reporting

<b>CAP LEGEND</b>	
Item CustomId	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 requesting and reviewing the CAP
CAP	Description of the reason for the CAP
Date CAP	Date the reviewing agency approved the CAP

## CSB Board Education Report For December 2022

Item Custom ID	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	February 17, 2022	Root Cause Analysis	0.5	Merrifield	3	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
3155	Apr 28, 2022	SIR Training	1.	Northwest Center	10	Webinar	Educational
3337	Jun 24, 2022	SIR Education	1.25	Merrifield	42	Webinar	Educational
3425	Jul 19, 2022	SIR Education	0.45	Merrifield	30	Webinar	Educational
	Oct 14, 2022	SIR Education	1	Merrifield	31	Webinar	Educational
	Dec 8 2022	SIR Submission Education	0.5	ICM	TBD	Webinar	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 deve