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

Garrett McGuire, Chair

**Wednesday, March 16, 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:**

+1 301 715 8592 US (Washington DC)      +1 669 900 9128 US (San Jose)      +1 646 558 8656 US (New York)  
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Meeting ID: [852 3980 5304](#) • Passcode: 655026

### 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 February 16, 2022, Meeting Minutes | Garrett McGuire |
| 6. Follow up items from the February Meeting          | Joan Rodgers    |
| 7. Updates  | Joan Rodgers    |
| A. ComplyTrack Reports                                |                 |
| B. CSB Serious Incident (Level III) Report            |                 |
| C. Electronic Health Record Update                    |                 |

#### 8. Open Discussion

*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-services-board/board/archives](http://www.fairfaxcounty.com/municipal-services-board/board/archives) or may be requested by contacting Joseline Cadima at 703-324-7827 or at [joseline.cadima@fairfaxcounty.gov](mailto:joseline.cadima@fairfaxcounty.gov)

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES  
FEBRUARY 16, 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 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 (LOUDON COUNTY, VA); BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY); ANNE WHIPPLE (GREAT FALLS, VA)

**ABSENT:**       **BOARD MEMBERS:** NONE

**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, Assistant Deputy Director Barbara Wadley-Young 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 Bettina Lawton 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: 813 1186 1223 and Passcode: 792279. Motions were seconded by Committee Member

Bettina Lawton 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 Member Bettina Lawton 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 (LOUDON COUNTY, VA); BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** NONE

5. **Approval of Minutes**

Committee minutes for the December 8, 2021, and January 19, 2022, Compliance Committee Meetings were provided for review and revision.

**MOVED BY COMMITTEE MEMBER CAPTAIN DEREK DEGEARE, SECONDED BY BOARD MEMBER BETTINA LAWTON TO APPROVE THE DECEMBER 8, 2021, MEETING MINUTES.**

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

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** NONE

**MOVED BY COMMITTEE MEMBER CAPTAIN DEREK DEGEARE, SECONDED BY BOARD MEMBER BETTINA LAWTON TO APPROVE THE JANUARY 19, 2022, MEETING MINUTES.**

**AYES: BOARD MEMBERS:** JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA) \*

**ABSENT: BOARD MEMBERS:** NONE

\*Board Chair Garrett McGuire abstained from the vote, citing his absence during the January 19, 2022, Compliance Committee Meeting.

## 6. Follow up items

**Director of Quality Improvement Joan Rodgers** provided an update on the status of the personalized report developed with the assistance of the County's Learning Management System Administrator to monitor CSB employee compliance on 14 courses that are required by the Department of Behavioral Health and Developmental Services and Licensed Programs. During the testing phase, it was discovered that the learning management system reports and the personnel system reports do not contain the similar staff identification numbers. Staff is working on a solution to cross reference both systems in a way that staff identification numbers can merge and provide the needed information.

## 7. Updates

### A. **ComplyTrack Reports**

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

### C. **Electronic Health Record Update**

- **Executive Director Daryl Washington** noted this report will be presented by Jen Aloï during the upcoming Executive Committee Meeting.

## 8. Open Discussion

Committee Chair Garrett McGuire inquired whether there any matters that required discussion in closed session, none were raised.

## 9. Adjournment

Committee Member Dan Sherrange made the motion to adjourn the meeting at 4:25 p.m.

**AYES: BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY,

VA); BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS: NONE**  
**ABSTAIN: BOARD MEMBERS: NONE**  
**ABSENT: BOARD MEMBERS: NONE**

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Date Approved

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Clerk to the Board

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## Audit Report CSB Board For March 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
2259	7/1/21	Chantilly	New Program	Record		Standard business risk	Monitoring - 12 months	The New Generations Program converted to a new license by DBHDS and is reviewed as a new program due to changes in as part of the ASAM criteria being instated
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

2261	7/1/21	Chantilly	New Program	Record		Standard business risk	Monitoring - 12 months	The Intensive Outpatient 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
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
Audit Action Plan	Description of actions taken in response to the audit

## CSB Board CAP Report For March 2022

Item Custom Id	Start Date	Entity	Reviewing Agency	Corrective Action (Narrative)	Date CAP Closed	Additional Information
2436	7/2/21	Pennino	DBHDS	Corrective Action Plan has been submitted to review and acceptance by DBHDS. This was a direct result of a review by the Office of Human Rights (OHR).	10/27/21	Assessment and referral for medical services
2202	8/4/21	Merrifield	DBHDS	The Corrective Action Plan was submitted to DBHDS and was partially approved. The CAP was re-submitted to the Program Director for review and completion.. This was a direct result of the 2021 Triennial Review by the Office of Licensing (OL). Please reference Audit #002186	9/27/21	Serious Incident Reporting review of requirements
2553	11/8/21	Northwest Center	MCO	The Corrective Action Plan has been submitted to Anthem Health Keepers for review and approval. This was a direct result of a review by Anthem Health Keepers (MCO).	12/2/2021	Serious Incident Reporting
2830	Nov 16, 2021	Chantilly	DBHDS	Corrective Action Plan submitted	waiting for DBHDS review	Serious Incident Reporting
2670	12/2/21	Pennino	DBHDS	Corrective Action Plan has been submitted to DBHDS, through the CONNECT Portal, for review and approval. This was a result of an audit by the Office of Licensing (OL).	2/22/2022	Serious Incident Reporting
2826	Dec 21, 2021	Pennino	DBHDS	The CAP has been submitted and waiting for approval from DBHDS	2/22/2022	Serious Incident Reporting



2827	Jan 27, 2022	Chantilly	DBHDS	Program has been notified of the CAP, pending response.	2/23/2022	Serious Incident Reporting
2970	Feb 1, 2022	Northwest Center Reston	DBHDS	Corrective Action Plan accepted by DBHDS and closed	2/22/2022	Serious Incident Reporting
2966	Feb 2, 2022	Chantilly	DBHDS	Corrective Action Plan accepted by DBHDS and closed	2/16/2022	Serious Incident Reporting
2965	Feb 11, 2022	Merrifield	DBHDS	Corrective Action Plan accepted by DBHDS and closed	2/22/2022	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	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	Date the reviewing agency approved the CAP

### CSB Board Education Report For March 2022

Item CustomId	Start Date	Training Name	Duration	Entity	Number of Attendees	Method of Delivery	Training Type
001776	Mar 8, 2021	DBHDS Licensure Education	0.5	Pennino	38	Webinar	Regulatory
001845	Apr 7, 2021	SIR Training	2	Northwest Center	15	Webinar	Regulatory
001918	May 5, 2021	SIR Education	1	Pennino	5	Webinar	Educational
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
002374	Oct 6, 2021	SIR Training	1.5	Chantilly	27	Webinar	Educational
002461	Oct 27, 2021	Root Cause Analysis	0.5	Chantilly	3	Webinar	Educational
002462	Oct 28, 2021	Root Cause Analysis	0.75	Chantilly	6	Webinar	Educational
002475	Nov 4, 2021	Root Cause Analysis	0.5	Chantilly	5	Webinar	Educational
002476	Nov 5, 2021	Root Cause Analysis	0.5	Chantilly	6	Webinar	Educational
002954	Feb 17,2022	SIR Training	1	South County Center	1	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 development