



FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD COMPLIANCE COMMITTEE MEETING

Garrett McGuire, Chair

Wednesday, June 15, 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: 844 4180 3902 • Passcode: 640059

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 May 18, 2022, Meeting Minutes | Garrett McGuire |
| 6. Follow up items from the April Meeting | Joan Rodgers |
| 7. Updates | Joan Rodgers |
| A. CSB Audit Report | |
| B. CSB Board CAP Report | |
| C. CSB Board Education 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 Yalonda Robinson at 703-324-7096 or at yalonda.robinson@fairfaxcounty.gov

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES
MAY 18, 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 (RICHMOND, VA), COMMITTEE CHAIR;
CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA,
VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

ABSENT: **BOARD MEMBERS:** JENNIFER ADELI

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 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 Compliance Committee present; this motion was seconded by Committee Member Captain 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 Compliance Committee 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 Compliance Committee and the physical presence of the public, cannot be implemented safely or practically. A further motion was made that this Committee may conduct this meeting electronically through a video and web conferencing platform, that may be accessed via Meeting ID: 843 7887 0724 and Passcode: 826408. Motions were seconded by Committee Member Captain Derek DeGeare, with Committee Member Bettina Lawton opposing, 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 Captain 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

AYES: BOARD MEMBERS: GARRETT MCGUIRE (RICHMOND, VA), COMMITTEE CHAIR; CAPTAIN DEREK DEGEARE (LOUNDOUN 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: JENNIFER ADELI

5. **Approval of Minutes**

Committee minutes for the April 20, 2022, Compliance Committee Meeting were provided for review and revision.

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

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

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: DAN SHERRANGE*

ABSENT: BOARD MEMBERS: JENNIFER ADELI

*Committee Member Dan Sherrange abstained from the Minutes Approval, noting his absence during the April 20, 2022, Compliance Committee Meeting.

6. **Follow up items**

None were noted.

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. Noted the Health Services Advisory Group (HSAG) Audit reported their findings during two debrief sessions, noting that one chart (out of the 136 charts that were reviewed) will require a Corrective Action Plan. Reported on the progress of a report that will monitor the training and certification for CSB

staff, noting a collaboration with the Department of Information Technology and Department of Human Resources to aid in the merging of two programs (Personnel System and Learning Management System) to provide the data requested.

B. CSB Serious Incident (Level III) Report

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

8. Open Discussion

None were raised.

9. Adjournment

Committee Chair Garrett McGuire made the motion to adjourn the meeting at 4:28 p.m.

AYES: BOARD MEMBERS: GARRETT MCGUIRE (RICHMOND, VA), COMMITTEE CHAIR; CAPTAIN DEREK DEGEARE (LOUNDOUN 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: JENNIFER ADELI

Date Approved

Clerk to the Board

Audit Report CSB Board For June 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 Environment	8	Standard business risk	One time Review	Review for regulatory compliance standards CAP Accepted
2862	Feb 11, 2022	CSB agency wide	HIPAA Security	HIPAA Security Reports	16	Standard business risk	Monitoring	Review of same name/same address
	January through April 2022	DBHDS/ HSAG	DD Support and Residential Services	Records, Training, and Personnel	136	Standard business risk	Annual Review	DOJ Settlement activity
	6/13/2022 (approximate date)	DBHDS	ASAM Programming	Records, Training, and Personnel		Standard business risk	License Review	Licensing activity
	6/21/2022 (approximate date)	DBHDS	MH Supervised Living	Records, Training, and Personnel		Standard business risk	License Review	Licensing activity

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 June 2022

Item Custom Id	Start Date	Entity	Reviewing Agency	Corrective Action (Narrative)	Date CAP Closed	Additional Information
3073	25-Jan-22	DD Case Management Support Coordination	DBHS	Corrective Action Plan submitted and accepted by the Office of Licensing (OL).	CAP accepted April 26, 2022	DD Support Coordination Annual Inspection
3153	Apr 20, 2022	Gartlan	DBHDS	Corrective Action Plan submitted and accepted by the Office of Licensing (OL).	CAP accepted May 3, 2022	BHOP late SIR
3154	Apr 18, 2022	Merrifield	DBHS	Corrective Action Plan submitted and accepted by the Office of Licensing (OL).	CAP accepted April 28, 2022	ES late SIR
3155	Apr 28, 2022	Northwest	DBHDS	Corrective Action Plan submitted and accepted by the Office of Licensing (OL).	CAP accepted May 23, 2022	Supportive Living Program late SIR
3264	May 31, 2022	Merrifield	DBHDS	Corrective Action Plan submitted and waiting for approval from DBHDS. This was a result of a review by the Office of Licensing (OL).	Waiting for DBHDS review	ES late SIR
3265	May 18, 2022	Merrifield	DBHDS	Corrective Action Plan submitted and waiting for approval from DBHDS. This was a result of a review by the Office of Licensing (OL).	Waiting for DBHDS review	BHOP late SIR

3266	Feb 7, 2022	Pennino	DBHDS	Corrective Action Plan in development. This was a result of a review by the Office of Licensing (OL).	Waiting for DBHDS review	ID Group Homes (ACRS) Reassessments and ISP reviews
3267	Feb 7, 2022	Pennino	DBHDS	Corrective Action Plan in development. This was a result of a review by the Office of Licensing (OL).	Waiting for DBHDS review	ID Group Homes (ACRS) Medication Error
	May 16, 2022	Pennino	DBHDS /HSAG	Corrective Action Plan submitted and waiting for approval from DBHDS/HSAG. This was the result of an extensive audit related to the DOJ Settlement.	Waiting for DBHDS/HSAG review	DD Support Coordination HSAG One ISP missing Risk Assessment Tool and Supports Intensity Scale integration
	May 16, 2022	Pennino	DBHDS /HSAG	Corrective Action Plan submitted and waiting for approval from DBHDS/HSAG. This was the result of an extensive audit related to the DOJ Settlement.	Waiting for DBHDS/HSAG review	DD Residential Services Family request for additional activities in the community - difficulty during the pandemic
3268	May 19, 2022	Pennino	DBHDS	Corrective Action Plan in development. This was a result of a review by the Office of Licensing (OL).		DD Support Coordination Annual Inspection One ISP missing supports to a medical diagnosis

3264	May 31, 2022	Merrifield	DBHDS	Corrective Action Plan submitted and waiting for approval from DBHDS. This was a result of a review by the Office of Licensing (OL).	Emergency Services late SIR
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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 Closed	Date the reviewing agency approved the CAP

CSB Board Education Report For June 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	44413	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

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