

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
December 11, 2019

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

The following Committee members were present: Bettina Lawton, Board Chair; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Nancy Scott; and Diane Tuininga

The following Committee members were absent: Jennifer Adeli

The following staff were present: Daryl Washington, Luann Healy, Cindy Tianti, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:08 p.m.

2. Review of Meeting Minutes

Meeting minutes of the November 13, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Sheila Jonas made a motion to approve the minutes as presented, which was seconded and approved.

3. Follow up items from the prior Compliance Committee Meeting

Daryl Washington provided an update to ongoing communication with Credible and several Fairfax County agencies to include the CSB, DPMM (Department of Material Management, and DIT (Department of Information Technology. Highlights included:

- An email from Credible was distributed that listed the efforts made to develop successful communication between Credible and WaMS, the Waiver Management System utilized by the Department of Behavioral Health and Developmental Services. Frustration at the lack of timeliness in these efforts was stated.
- The county agencies involved in the communications with Credible continue to closely monitor the reported efforts by Credible to repair and upgrade their current architecture.
- A request was issued for a written HIPAA statement, certifying no breach in PHI (Personal Health Information) of CSB clients during Credible operational failures. A reply had not been received at the time of this meeting.
- Mr. Washington a large number of Virginia CSB's also using Credible were considering working together to address mutual concerns with Credible.
- A robust discussion ensued, following which Committee members requested that regular updates be provided.

4. Updates

ComplyTrack

Luann Healy distributed copies of ComplyTrack reports, noting that live data was reflected in all three reports. Each report was reviewed and an opportunity for questions and feedback provided. The reports cover three areas including

- Education; including on-site training to staff, specialized to program on request as well as regulatory and licensing education. It was also noted that OCRM (Office of Compliance and

Risk Management) staff train program staff in the use of tools to self-monitor their program in between

- Audit; involves both internal and external audits including of patient charts, new staff, new programs, etc. An audit may be an annual review or prompted by the results of a licensing visit or incident report. And,
- CAP (Corrective Action Plan); can result from a licensing review, a mortality review, or a chart review. A time limit for implementation of a CAP is typically determined by the type of CAP issued.

Credible Operations Update

This update was provided in the earlier report provided by Daryl Washington.

CSB Serious Incident Report – November 2019

Luann Healy provided the Serious Incident Report for November 2019.

5. Continuity of Operations Plan (COOP)/EHR Downtime Policy

Noting that this plan is intended to support the agency-and county-wide COOP plan, members reviewed and discussed the draft plan offering several suggestions to include:

- Include direction for immediate notification of the Executive Director,
- More comprehensive and less prescribed language,
- CSB Board notification guidance,
- Testing requirements were strongly recommended.

The draft will be revised following Committee direction. Once reviewed and approved by the Board Chair and Secretary, the revised version will be provided to the CSB Board for further review.

6. Open Discussion

Daryl Washington provided an update related to ongoing communications between CSB staff Lyn Tomlinson and David Simmons and a housing partner. Noting a recent meeting, the outcome included acknowledgement of the need of appropriate document to support the transition of CSB clients to alternative housing. It was clarified that one-half will transition by December 31, 2019 and the other half by January 31, 2020.

Bettina Lawton inquired whether there any matters that required discussion in closed session. As no one raised any matters or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 4:56 p.m.

Actions Taken –

- Minutes of the November 13, 2019 Compliance Committee meeting were reviewed and approved.

February 19, 2020

Date



Clerk to the CSB Board