



FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD COMPLIANCE COMMITTEE VIRTUAL MEETING

Will be held electronically due to the COVID-19 pandemic

Bettina Lawton, Chair
May 19, 2021, 4:00 p.m.

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Meeting ID: 925 8388 4440 • Passcode: 537678

MEETING AGENDA

1. Meeting Called to Order Bettina Lawton
2. Roll Call and Audibility Bettina Lawton
3. Preliminary Motions Bettina Lawton
4. Matters of the Public
5. Amendments to the Meeting Agenda Bettina Lawton
6. Approval of Apr. 2021 Cmte Mtg Draft Minutes
7. Follow up items from last meeting Luann Healy
8. Updates Daniel Herr & Luann Healy
 - *ComplyTrack Reports*
 - *Electronic Health Record Update*
 - *CSB Serious Incident (Level III) Report*
9. Open Discussion
10. ***Closed Session: Consultation with legal counsel employed or retained 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).***
11. Adjourn

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Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
April 21, 2021

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.

The following Committee members were present: Bettina Lawton (Vienna), Board Chair; Sheila Coplan Jonas (Alexandria); and Garrett McGuire (Alexandria)

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

Bettina Lawton, CSB Board Chair, called the meeting to order at 4:01 p.m.

2. Roll Call and Audibility

Ms. Lawton conducted a roll call with each CSB Board Member present, as identified above, to confirm that a quorum of CSB Board members was present and audible. Ms. Lawton passed the virtual gavel to CSB Board Vice Chair Garrett McGuire 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 Garrett McGuire and passed unanimously.

3. Preliminary Motions

CSB Board Chair Bettina Lawton 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: 97290623602 and Passcode 087976. Motions were seconded by Garrett McGuire and unanimously approved.

Ms. Lawton made a final motion that 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 Sheila Jonas and unanimously passed.

4. Matters of the Public.

None were offered.

5. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no recommendations were forthcoming, the meeting agenda was accepted as presented.

6. Review of Meeting Minutes

Meeting minutes of the March 2021 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 with one abstention from Garrett McGuire.

7. Follow up items from the prior Compliance Committee Meeting

Luann Healy, Director of Office of Compliance and Risk Management, directed attention to the Comply Track reports provided in the meeting materials. Ms. Healy, referring to the Audit Report, highlighted a revision that connected some individual reports from the Audit Report to CAP (Corrective Action Plan) reports where a connection existed. Additional revisions will be made to the CAP report to link those reports back to the individual Audit reports.

8. Updates

ComplyTrack

- *Reports Update*
 - Provided in follow up items above as the revision to link the reports was in response to a previous Committee request.
- *Electronic Healthcare Record Update*
 - Daryl Washington confirmed that contract discussions continue, with a tentative anticipation that this process may be concluded by the end of May 2021.
- *CSB Serious Incident Report – March 2021*
 - Luann Healy provided the Serious Incident Report for the month of March 2021.

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 4:27 p.m.

Actions Taken –

- Minutes of the March 17, 2021 Compliance Committee meeting were reviewed and approved.

Date Approved

Clerk to the Board

Audit Report CSB Board

ItemCustomId	Audit Start Date	Entity	Audit Scope	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan
000320	Jul 1, 2020	Chantilly	New Program	Record	13	Standard business risk	Monitoring - 12 months
000327	Jul 6, 2020	Pennino	Targeted Review	Record	3	Standard business risk	Monitoring - 12 months
000329	Jul 1, 2020	Merrifield	Targeted Review	Record	226	Standard business risk	Monitoring - 12 months
000331	Jul 1, 2020	Merrifield	New Program	Record	20	Standard business risk	Monitoring - 12 months
000332	Jul 1, 2020	Chantilly	New Program	Record	9	Standard business risk	Monitoring - 12 months
000333	Jul 1, 2020	Northwest Center Reston	New Program	Record	20	Standard business risk	Monitoring - 12 months
000334	Jul 1, 2020	Gartlan	New Program	Record	23	Standard business risk	Monitoring - 12 months
000335	Jul 1, 2020	Chantilly	New Program	Record	11	Standard business risk	Monitoring - 12 months
000336	Jul 1, 2020	Chantilly	New Program	Record	15	Standard business risk	Monitoring - 12 months
000337	Jul 1, 2020	Chantilly	New Program	Record	11	Standard business risk	Monitoring - 12 months
000338	Jul 1, 2020	Chantilly	New Program	Record	48	Standard business risk	Monitoring - 12 months
000346	Jul 15, 2020	Pennino	Targeted Review	Record	13	Standard business risk	Monitoring - 12 months
000347	Jul 30, 2020	Merrifield	HIPAA Privacy	Record	153	Standard business risk	Corrective Action Plan
000461	Jul 1, 2020	South County Center	Targeted Review	Record	7	Standard business risk	Monitoring - 12 months

Audit Report CSB Board

ItemCustomId	Audit Start Date	Entity	Audit Scope	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan
000465	Jul 1, 2020	Gartlan	Targeted Review	Record	3	Standard business risk	Monitoring - 12 months
000471	Jul 1, 2020	Northwest Center Reston	Targeted Review	Record	2	Standard business risk	Monitoring - 12 months
000474	Jul 1, 2020	Pennino	Targeted Review	Record	3	Standard business risk	Monitoring - 12 months
000599	Oct 1, 2020	Pennino	Targeted Review	Record	9	Standard business risk	Monitoring - 12 months
000604	Oct 14, 2020	Merrifield	Targeted Review	Record	9	Standard business risk	Monitoring - 12 months
000634	Jul 1, 2020	Merrifield	Targeted Review	Record	2	Standard business risk	Monitoring - 12 months
000636	Jul 1, 2020	Chantilly	Targeted Review	Record	5	Standard business risk	Monitoring - 12 months
000784	Dec 1, 2020	Merrifield	Targeted Review	Record	48	Standard business risk	Monitoring - 12 months
001569	Jul 1, 2020	South County Center	Monitoring	Record	2	Standard business risk	Monitoring - 3 months
001572	Jul 1, 2020	Chantilly	Monitoring	Record	2	Standard business risk	Monitoring - 3 months
001680	Jul 1, 2020	Chantilly	Monitoring	Record	2	Standard business risk	Monitoring - 3 months
001686	Jul 1, 2020	Merrifield	Monitoring	Record	2	Standard business risk	Monitoring - 3 months
001688	Jul 1, 2020	Northwest Center Reston	Monitoring	Record	2	Standard business risk	Monitoring - 3 months
001690	Jul 1, 2020	Merrifield	Monitoring	Record	2	Standard business risk	Monitoring - 3 months

Audit Report CSB Board

ItemCustomId	Audit Start Date	Entity	Audit Scope	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan
001692	Jul 1, 2020	Northwest Center Reston	Monitoring	Record	2	Standard business risk	Monitoring - 3 months
001694	Jul 1, 2020	South County Center	Monitoring	Record	2	Standard business risk	Monitoring - 3 months
001768	Jan 6, 2021	Pennino	DBHDS Desk Review (Annual Review)	Record	2	Standard business risk	Waiting On A Response
001769	Jan 6, 2021	Pennino	DBHDS Desk Review (Annual Review)	Record	2	Standard business risk	Waiting On A Response
001770	Jan 6, 2021	Pennino	DBHDS Desk Review (Annual Review)	Record	2	Standard business risk	Waiting On A Response
001800	Feb 18, 2021	CSB agency wide	HIPAA Security	HIPAA Security Reports	119	Standard business risk	Monitoring - 3 months
001847	Aug 5, 2020	Pennino	DBHDS Quality Review	Record	7	Standard business risk	Corrective Action Plan Received
001848	Aug 5, 2020	Pennino	DBHDS Quality Review	Record	176	Standard business risk	Corrective Action Plan Received
001849	Feb 13, 2021	Pennino	DBHDS Quality Review	Record	4	Standard business risk	Waiting On A Response
001850	Feb 13, 2021	Pennino	DBHDS Quality Review	Record	296	Standard business risk	Waiting On A Response
001878	Apr 19, 2021	Pennino	DBHDS Triennial Review	Record	2	Standard business risk	Waiting On A Response
001879	Apr 19, 2021	Pennino	DBHDS Triennial Review	Record	2	Standard business risk	Waiting On A Response
001880	Apr 19, 2021	Pennino	DBHDS Triennial Review	Record	2	Standard business risk	Waiting On A Response
001881	Jan 26, 2021	Chantilly	CMS Billing	Record	10	Standard business risk	Recommendation Received

Audit Report CSB Board

ItemCustomId	Audit Start Date	Entity	Audit Scope	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan
001882	Apr 15, 2021	Pennino	DMAS Quality Review	Record	9	Standard business risk	Recommendation Received
			Quality	Record	9	Standard business risk	Recommendation Received
001883	Apr 15, 2021	Pennino	DMAS Quality Review	Record	6	Standard business risk	Recommendation Received

CAP Report for CSB Board

ItemCustomId	Start Date	Entity	Reviewing Agency	Corrective Action (Narrative)	Date CAP Closed
000342	Jul 13, 2020	Merrifield	DBHDS	The corrective action plan has been approved by DBHDS.	Jul 27, 2020
000343	Jul 13, 2020	Gartlan	DBHDS	The corrective action plan has been approved by DBHDS.	Jul 27, 2020
000344	Jul 13, 2020	Merrifield	DBHDS	The corrective action plan has been approved by DBHDS.	Jul 27, 2020
000345	Jul 21, 2020	Chantilly	DBHDS	The corrective action plan was approved by DBHDS.	Aug 14, 2020
000364	Aug 4, 2020	Pennino	DBHDS	The Corrective Action Plan has been submitted to DBHDS for review and approval.	Sep 1, 2020
000380	Aug 5, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS	Sep 4, 2020
000381	Aug 27, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Nov 18, 2020
000382	Aug 27, 2020	Pennino	DBHDS	The Corrective Action Plan has been submitted to DBHDS for review and approval.	Nov 18, 2020
000383	Aug 27, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Nov 18, 2020
000384	Aug 27, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Nov 18, 2020
000385	Aug 27, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Nov 18, 2020
000386	Aug 27, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Nov 18, 2020
000388	Sep 8, 2020	Northwest Center Reston	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Oct 2, 2020
000417	Sep 18, 2020	Gartlan	DBHDS	The corrective action plan has been rescinded by DBHDS.	Nov 20, 2020
000460	Sep 18,	Merrifield	DBHDS	DBHDS Approved the CAP on 11-17-2020 and the approved CAP was received on 1-6-2021.	Jan 6, 2021

CAP Report for CSB Board

ItemCustomId	Start Date	Entity	Reviewing Agency	Corrective Action (Narrative)	Date CAP Closed
	2020				
000593	Oct 15, 2020	Gartlan	DBHDS	The Corrective Action Plan has been approved by DBHDS effective 2-5-2021.	Feb 11, 2021
000673	Nov 13, 2020	Gartlan	DBHDS	The Corrective Action Plan has been rescinded by DBHDS.	Nov 20, 2020
000743	Nov 24, 2020	Gartlan	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Feb 11, 2021
000744	Dec 8, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Dec 31, 2020
000745	Oct 7, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Jan 7, 2021
000746	Dec 10, 2020	Pennino	DBHDS	The Corrective Action Plan was submitted to DBHDS for review and approval. DBHDS misplaced the submitted Corrective Action Plan and it was re-submitted to DBHDS for review and approval. The CAP was approved by DBHDS.	May 4, 2021
000786	Dec 16, 2020	Pennino	DBHDS	The Corrective Action Plan has been submitted to DBHDS for review and approval. This Corrective Action Plan was initially sent to me on 11-30-2020 by Lana Hurt for a review completed on 10-7-2020.	Mar 5, 2021
000924	Dec 28, 2020	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS.	Jan 25, 2021
001454	Jan 22, 2021	Pennino	DBHDS	The Corrective Action Plan has been submitted with a partial appeal to DBHDS for review. DBHDS been contacted regarding the approval status of the Corrective Action Plan.	May 6, 2021
001774	Feb 27, 2021	Pennino	DBHDS	The Corrective Action Plan was approved by DBHDS. Please reference Audit ID #001847.	Mar 12, 2021
001775	Feb 27, 2021	Pennino	DBHDS	The Corrective Action Plan has been approved by DBHDS. Please reference Audit ID #001848.	Mar 12, 2021
001865	Mar 29, 2021	Pennino	DBHDS	The Corrective Action Plan has been submitted to the Program Director for review and completion.	Apr 27, 2021
001904	Apr 29, 2021	Pennino	DBHDS	The Corrective Action Plan has been submitted to the Service Director for review and completion.	

Education Report CSB Board

ItemCustomId	Start Date	Training Name	Duration	Entity	Number of Attendees	Method of Delivery	Training Type
000322	Jul 16, 2020	DMAS Training	3	Merrifield	2	Webinar	Regulatory
000323	Jul 16, 2020	DMAS Update and Refresher Training	3	Pennino	0	Webinar	Regulatory
000377	Aug 20, 2020	DMAS Training	3	Northwest Center Reston	2	Webinar	Regulatory
000378	Aug 20, 2020	DMAS Update and Refresher Training	3	Pennino	0	Webinar	Regulatory
000410	Sep 24, 2020	DMAS Training	3	Merrifield	8	Webinar	Regulatory
000411	Sep 24, 2020	DMAS Update and Refresher Training	3	Merrifield	1	Webinar	Regulatory
000428	Sep 11, 2020	QA Tool Education	2.4	Merrifield	10	Webinar	Educational
000596	Oct 22, 2020	DMAS Training	3	Gartlan	5	Webinar	Regulatory
000597	Oct 22, 2020	DMAS Update and Refresher Training	3	Pennino	0	Webinar	Regulatory
000667	Nov 19, 2020	DMAS Training	3	Merrifield	2	Webinar	Regulatory
000668	Nov 19, 2020	DMAS Update and Refresher Training	3	Northwest Center Reston	1	Webinar	Regulatory
000736	Dec 10, 2020	DMAS Training	3	Chantilly	7	Webinar	Regulatory
000737	Dec 10, 2020	DMAS Update and Refresher Training	3	Merrifield	1	Webinar	Regulatory
001696	Jan 14, 2021	SIR Training	3	Gartlan	22	Webinar	Educational
001699	Jan 27, 2021	QA Tool Education	1.5	Northwest Center Reston	6	Webinar	Educational
001700	Jan 28, 2021	DBHDS Licensure Education	1.5	Pennino	18	Webinar	Regulatory
001776	Mar 8, 2021	DBHDS Licensure Education	0.5	Pennino	38	Webinar	Regulatory
001845	Apr 7, 2021	SIR Training	2	Northwest Center Reston	15	Webinar	Regulatory
001918	May 5,	SIR Education	1	Pennino	5	Webinar	Educational

Education Report CSB Board

ItemCustomId	Start Date	Training Name	Duration	Entity	Number of Attendees	Method of Delivery	Training Type
	2021						

CSB Board Compliance Committee Meeting

May 19, 2021

Summary Report

Training FY2021 in response to Audits/CAPs

Training/Education	Number of participants	Method of Delivery
DMAS training and refresher	29	Webinar
SIR (Serious Incident Report) Education	58	Webinar
QI Tool	16	Webinar
DBHDS Licensure	114	Webinar