

**Compliance/Quality Improvement
Committee Meeting Minutes
Thursday, October 17, 2024
Central Florida Cares Health System, Inc.
Board Room**



ATTENDANCE

Central Florida Cares Health System Board of Directors

Sherri Gonzales, Chair, Children's Home Society
Mark Broms, Advocate
Luis Delgado, Advocate
Alex Greenberg, Orange County Sheriff's Office
Garrett Griffin, Park Place Behavioral Health Care

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer
Geovanna Gonzalez, Compliance Director (via Zoom)
Trinity Schwab, Chief Operating Officer
Miralys Martinez, Risk Management Specialist
Jerrymar Foster, Quality Improvement Specialist
Karla Pease, Executive Assistant

Guests

Amy Hammett, Department of Children and Families

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Compliance/Quality Improvement Committee meeting was held on Thursday, October 17, 2024, at 1:30 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825. The Chair called the meeting to order at 1:36 p.m.

Minutes

A motion to approve the April 18, 2024 minutes was made by Garrett Griffin, Mark Broms seconded; motion passed.

Risk Management – Incident Report Data & Trends

- Incident Reports compared Quarter 1 FY23-24 (45 submissions) to Quarter 1 FY24-25 (55 submissions) data. Data was reviewed and explained.
- Compliance attestations compared FY 23-24 to FY24-25. In Quarter 1, 13 events were reported, and 7 of those were reported outside of the one business day. Reporting numbers have increased this quarter over last fiscal year Quarter 1 due to automated e-mail reminding providers to submit the attestation.
- Year-to-date Compliance with Reporting in One-Business-Day (OBD) trends were shown. This correlates with the beginning of the monitoring season, which often identifies incidents that met criteria, but were not reported.
- Incident types were compared (FY23-24 to FY24-25) and were reviewed with members.

Quality Improvement – Person Served Satisfaction Surveys

The Quality Improvement Specialist shared the Quarter 1 survey results and compared FY23-24 to FY24-25 survey results as a point of reference.

The Provider Satisfaction Survey and Board Satisfaction Survey were reopened and resent due to low participation and will be presented at the next meeting in February.

Compliance - Complaints and Grievances

- During Quarter there were two complaints received on the compliance line. The first complaint was not CFCHS related but referred to the Dept. of Corrections Office of the Inspector General via their complaints and grievances online form. The second complaint did involve a network provider and its leadership. The provider's board of directors hired a third-party legal firm to investigate. Allegations against the leadership were unsubstantiated. There were substantiated findings against a clinical staff whose employment was terminated. There is an open investigation from Equal Employment Opportunity Commission.
- Network Monitoring – a table was shown showing the schedule of FY 24-25 monitoring. CFCHS will monitor 46% of the network, although the Department only asks for 20%. During Quarter 1, CFCHS followed up and closed all pending CAPs from the prior fiscal year. Directors were invited to attend via virtual the monitoring technical assistance meeting or the exit meeting if they desired.
- HIPAA Privacy/Security – none. There is a new Civil Rights Officer with DCF who is thoroughly reviewing incidents related to data security issues and requesting more information from network providers.
- Internal Training - a chart of internal training and technical assistance to the network was shown for Quarter 1.
- Public Records – none
- Whistleblower – none
- CARF –All policies and procedures have been updated, finalized, and completed with the new logo. Employees have until November 30 to update the CARF requirements master document, and to upload their policies and plans to their respective CARF folders. CARF will visit CFCHS in January/February 2025.


Other/Public Input – None

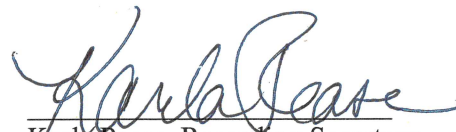
Next Meeting

The next meeting will be on February 20, 2025, at 1:30 pm.

A motion to adjourn was made by Dr. Garrett Griffin, Alex Greenberg seconded; motion passed.

The meeting adjourned at 2:10 pm.


Sherri Gonzales, Chair


Karla Pease, Recording Secretary

**Compliance/Quality Improvement
Committee Agenda
Thursday, October 17, 2024
Central Florida Cares Health System, Inc.
Board Room**



I. Welcome/Introductions	Sherri Gonzales	2 minutes
II. Approve Minutes	Sherri Gonzales	2 minutes
III. Risk Management <ul style="list-style-type: none">• Incident Report Data & Trends	Miralys Martinez	10 minutes
IV. Quality Improvement <ul style="list-style-type: none">• Person Served Satisfaction Surveys• Provider Satisfaction Survey	Jerrymer Foster Jerrymer Foster	10 minutes 10 minutes
V. Compliance <ul style="list-style-type: none">a) CFCHS Compliance Line Reportsb) FWA/Complaints & Grievances/Investigationsc) HIPAA Privacy/Securityd) Traininge) Network Monitoring-Schedule, Findings, Issuesf) Public Records Requestsg) Whistleblower Reportsh) CARF	Geovanna Gonzalez	15 minutes
VI. Other/Public Input	Group	3 minutes/person
VII. Next Meeting February 20 - Review of Q2		

**Compliance/Quality Improvement
Committee Meeting Minutes
Thursday, April 18, 2024
Central Florida Cares Health System, Inc.
Board Room**



ATTENDANCE

Central Florida Cares Health System Board of Directors

Sherri Gonzales, Chair, Children's Home Society
Mark Broms, Advocate
Luis Delgado, Advocate
Alex Greenberg, Orange County Sheriff's Office
Garrett Griffin, Park Place Behavioral Health Care
Ana Scuteri, Department of Health Seminole County

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer
Geovanna Gonzalez, Compliance Director
Trinity Schwab, Chief Operating Officer
Miralys Martinez, Risk Management Specialist
Jerry Foster, Quality Improvement Specialist
Karla Pease, Executive Assistant

Guests

Amy Hammett, Department of Children and Families

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Compliance/Quality Improvement Committee meeting was held on Thursday, April 18, 2024, at 1:30 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825. The Chair called the meeting to order at 1:30 p.m.

Minutes

The minutes from February 15, 2024, were approved by Luis Delgado; Garrett Griffin seconded; motion passed.

Policies and Charter Review

- Compliance Committee Charter – members agreed with the suggested changes.
- Fraud, Waste, and Abuse Plan – members agreed with the suggested changes.
- Incidental Expense Preauthorization – policy is being revised and will be reviewed with the Contracts department policies by the Ad-Hoc Committee in June.
- Rights of Persons Served – members agreed with the suggested changes.
- Satisfaction Survey – members agreed with the suggested changes.
- Internal Incident Reporting – members agreed with the suggested changes.

Luis Delgado made a motion to approve the policies and charter with the omission of the Incidental Expense Preauthorization policy, Alex Greenberg seconded, motion passed.

Risk Management – Incident Report Data & Trends

- Incident Reports compared Quarter 3 FY22-23 (129 submissions) to Quarter 3 FY23-24 (140 submissions) data. Data was reviewed and explained.
- Compliance attestations compared FY 22-23 to FY23-24. Reporting numbers have increased this year over last fiscal year due to automated e-mail reminding providers to submit the attestation.
- Year-to-date Compliance with Reporting in One-Business-Day (OBD) trends were shown due to the type of incident.
- Incident types were compared (FY22-23 to FY23-24) and were reviewed with members. Injury to staff and employee arrest increased from last year. Elopement remained the same.

Quality Improvement – Person Served Satisfaction Surveys

The Quality Improvement Specialist shared the Quarter 3 survey results and compared FY22-23 to FY23-24 survey results as a point of reference. Also shared were domains with percentages.

Compliance - Complaints and Grievances

- Quarter 3 had eight reported complaints; the first was unsubstantiated. The second, third, and seventh complaints were for non-funded clients. The fourth complaint was resolved by the provider. The fifth complaint was anonymous where the claim was that the provider staff were rude, but the provider did not have a staff member by that name. The last complaint is being reviewed by the provider and CFCHS is awaiting an update from the provider.
- Internal Training - a chart of internal training and technical assistance to the network was shown for Quarter 3.
- Network Monitoring – a table was shown showing the progress on FY 23-24 monitoring. Monitoring closed for two providers with a CAP from last FY. CFCHS will continue to work with Lotus for outpatient services. CFCHS allowed Lotus to open up admissions again and will have a follow-up meeting in June. FY 23-24 Fiscal Monitorings are pending for 6 providers. Four providers will be monitored in Quarter 4.
- Public Records – none, but CFCHS had a few media requests.
- Whistleblower – none
- Performance Measure – meeting all measures but two. Adult Mental Health Crisis stable housing usually is met. The CIO is reviewing the data and providers usually correct mistakes and then CFCHS is able to meet the measure. Adult Substance Use stable housing is very hard to meet. The target is 94% and CFCHS is at 93.4%.
- CARF – CFHCS is processing of reviewing all documents. A member volunteered to represent CFCHS if CARF asks for board member interviews.

Proposed meeting dates

The proposed Compliance Quality Improvement Committee meeting dates in FY24-25 were approved.

Luis Delgado made a motion to accept the meeting dates as presented, Alex Greenberg, motion passed.

Other/Public Input – None

Next Meeting

The next meeting will be August 15, 2024, at 1:30 pm.

A motion to adjourn was made by Luis Delgado, Mark Broms seconded, motion passed.

The meeting adjourned at 2:18 pm.

Sherri Gonzales, Chair

Karla Pease, Recording Secretary

DRAFT