

SAN MATEO COUNTY HEALTH SYSTEM
BEHAVIORAL HEALTH AND RECOVERY SERVICES

COMPLIANCE & DELEGATION OVERSIGHT COMMITTEE CHARTER - AUGUST 2016

PURPOSE:

The purpose of the Compliance and Delegation Oversight Committee is to promote understanding and adherence to the Compliance Program and advise the Compliance Officer on the development and implementation of the Compliance Program.

RESPONSIBILITIES AND DUTIES:

- The responsibilities and duties of the Compliance and Delegation Oversight Committee include but are not limited to the following:
- Assist the Compliance Officer to develop policies, procedures and other materials to promote compliance within Behavioral Health and Recovery Services (BHRS) and the detection of any potential violations. The Committee shall review and approve all BHRS policies and procedures that relate to compliance and regulatory issues, and others as determined by executive management. The BHRS Director shall determine on an individual policy basis when a particular policy requires the review and approval of the Health System Director.
- With the use of all relevant federal and state legislation and resources including Medi-Cal, Medicare, CMS guidelines, and the Compliance Program as a guide, shall review, update, transition, or retire all policies and procedures brought before it by the Compliance Officer.
- Receive and act upon regular and ad-hoc reports and recommendations from the Compliance Officer regarding compliance issues generated through audit, monitoring, and individual reporting and shall assist the Compliance Officer in developing initiatives to detect and prevent fraud, waste and abuse in all BHRS's lines of business.
- Assist the Compliance Officer to identify potential risk areas throughout BHRS and help develop and implement policies and procedures resulting from the risk assessment. The members of the Committee shall advise the Compliance Officer on how to encourage awareness within BHRS on compliance matters and the importance of adherence to the Code of Conduct.
- Recommend and monitor the development of policies and procedures to govern its operations as a Compliance and Oversight Delegation Committee.

- Monitor the effectiveness and completion of Compliance and Fraud, Waste, and Abuse training and education provided to staff and contractors.
- Conduct any investigation appropriate to fulfill its responsibilities and has direct access to anyone at BHRS, as well as, any third party who may perform compliance related consulting services for BHRS. With approval of the BHRS Director, the Health System Director shall retain the services of attorneys, accountants, consultants, and other professionals as needed to promote compliance with applicable laws.
- Respond appropriately if a violation is uncovered, including proper reporting of violations of law to the duly authorized law enforcement or regulatory agencies.
- Maintain a working knowledge of relevant federal and state compliance issues, laws, and regulations.
- Review the annual risk assessment and audit plan.
- Oversee the system of internal controls to ensure compliance with Medi-Cal and Medicare regulations.
- Assist in developing strategies to promote compliance and the detection of potential violations.
- Assist in implementing corrective and preventive actions.
- Ensure there is a system for all workforce members, employees and contractors to ask compliance questions and report potential instances of Medi-Cal and Medicare program noncompliance, confidentially or anonymously (if desired) without fear of retaliation.
- Ensure there is a method for enrollees to report potential fraud, waste, and abuse.
- Support the Compliance Officer's needs for sufficient staff and resources to carry out his/her duties.
- Perform other functions as shall reasonably be necessary to assist the Compliance Officer fulfill the intent and purpose of the Compliance program.

MEMBERSHIP:

The members of the Committee shall be appointed jointly by the Compliance Officer and the BHRS Director. The membership shall be chosen to appropriately represent all programs and teams within BHRS and include those with relevant areas of expertise.

The Committee currently includes the following positions:

Compliance Officer (Chair)
BHRS Director
Deputy Director of Administration
BHRS Medical Director
Financial Services Managers
Quality Management Manager
Deputy Director for Adult Services
Deputy Director for Youth Services
Alcohol & Other Drug Services Manager
County Counsel

Health Services Director of Finance and Administration – as indicated
Pharmacy Services Manager – as indicated
Contracts Manager – as indicated

Other members may be appointed as appropriate. Additional guests may be asked to attend as indicated.

MEETINGS:

- The Compliance Officer shall Chair the meetings of Committee.
- Proceedings of the meeting shall be documented.
- The Committee shall convene quarterly at regularly scheduled meetings or more frequently if determined to be necessary by the Compliance Officer.
- A simple majority of the membership shall constitute a quorum. The chair must be present for the quorum to be in effect.
- If materials need to be approved between official meeting items, SurveyMonkey voting will be utilized.

REPORTING:

The Compliance Officer shall submit a report on the activities of the Compliance and Oversight Delegation Committee to the BHRS executive team at least annually, or more frequently as circumstances may dictate.