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**Call to Order** – *John Salay, LCSW, Board Chair*

- Welcome and Roll Call
- Mission of the Board
- Emergency Egress Procedures
- Adoption of Agenda

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**Approval of Minutes**

- Board Meeting – September 20, 2019\*

**Pages 4-9**

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**Public Comment**

*The Board will receive public comment related to agenda items at this time. The Board will not receive comment on any pending regulation process for which a public comment period has closed or any pending or closed complaint or disciplinary matter.*

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**Agency Director Report** – *David E. Brown, DC*

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**Chair Report** – *John Salay, LCSW*

- ASWB Conference Report

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**Legislation and Regulatory Report** – *Elaine Yeatts, DHP, Sr. Policy Analyst*

**Pages 20**

- Report on Status of Regulatory Actions

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**Board Counsel Report** – *James Rutkowski, Assistant Attorney General*

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**Committee and Board Member Reports**

- Board of Health Professions Report – *John Salay, LCSW*
- Regulatory Committee Report – *Joseph Walsh, PhD, LCSW, Committee Chair*

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**Staff Reports**

- Licensing Manager's Report – *Latasha Austin* **Pages 23-31**
- Executive Director's Report – *Jaime Hoyle, JD* **Pages 33-41**
- Discipline Report – *Jennifer Lang, Deputy Executive Director, Boards of Counseling, Psychology, and Social Work* **Pages 43-46**
- Licensing Unit Report – *Charlotte Lenart, Licensing Deputy Director, Boards of Counseling, Psychology and Social Work*

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**Next Meeting Dates:**

- Regulatory: March 12, 2020
  - Full Board: March 13, 2020
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**Meeting Adjournment**

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**Probable Cause Review**

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\*Indicates a Board vote is required.

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the Board at the meeting. One printed copy of the agenda and packet will be available for the public to view at the meeting pursuant to Virginia Code Section 2.2-3707(F).

DRAFT

Approval of  
Quarterly Full Board  
Meeting Minutes  
September 20, 2019

**THE VIRGINIA BOARD OF SOCIAL WORK**  
**FULL BOARD MEETING MINUTES**  
**Friday, September 20, 2019**

The Virginia Board of Social Work ("Board") meeting convened at 10:00 a.m. on Friday, September 20, 2019 at the Department of Health Professions, 9960 Mayland Drive, Henrico, Virginia in Board Room 1.

**PRESIDING OFFICER:** John Salay, L.C.S.W., Chair

**BOARD MEMBERS PRESENT:** Canek Aguirre, Citizen Member  
Maria Eugenia del Villar, L.C.S.W  
Michael Hayter, L.C.S.W., C.S.A.C.  
Gloria Manns, L.C.S.W  
Dolores Paulson, Ph.D., L.C.S.W., Vice-Chair  
Joseph Walsh, Ph.D., L.C.S.W.  
Jamie Clancey, L.C.S.W (*arrived at 10:15 am*)  
Angelia Allen, Citizen Member (*arrived at 11:11 am*)

**BOARD MEMBERS ABSENT:** none

**STAFF PRESENT:** Latasha Austin, Licensing Manager  
Christy Evans, Discipline Case Specialist  
Jaime Hoyle, JD, Executive Director  
Latonya Campbell, Administrative Assistant

**OTHERS PRESENT:** Elaine Yeatts, Senior Policy Analyst, Department of Health Professions  
David E. Brown, D.C., Director, Department of Health Professions  
Barbara Allison-Bryan, M.D., Deputy Director, Department of Health Professions

**BOARD COUNSEL PRESENT:** James E. Rutkowski, Assistant Attorney General

**PRESENTATION SPEAKERS:** Elizabeth Carter, Ph.D., Executive Director, Healthcare Workforce Data Center, Department of Health Professions  
Yetty Shobo, Ph.D., Deputy Executive Director, Healthcare Workforce Data Center, Department of Health Professions

**IN THE AUDIENCE:** Joseph G. Lynch, L.C.S.W., Virginia Society for Clinical Social Work  
Adam Trimmer, Born Perfect  
Kristen Tully, Equality Virginia

**CALL TO ORDER:**  
Mr. Salay called the meeting to order at 10:01 a.m.

**ROLL CALL/ESTABLISHMENT OF A QUORUM:**  
Mr. Salay requested a roll call. Seven members of the Board were present at roll call; therefore, a quorum was established.

**MISSION STATEMENT:**

Mr. Salay read the mission statement of the Department of Health Professions, which is also the mission statement of the Board.

**EMERGENCY EGRESS:**

Mr. Salay announced the Emergency Egress procedures.

**ADOPTION OF AGENDA:**

Upon a motion by Dr. Walsh, which was properly seconded by Dr. Paulson, the Board unanimously adopted the agenda with the following two additions:

- *Board Action on the amendment to the fee for returned checks was added to the agenda under the Legislation and Regulation Actions Report by Ms. Yeatts.*
- *New Business was added to the agenda with a discussion around the issue of supervisees continuing clinical work as they await to test even though they have finished their board required supervision hours.*

**APPROVAL OF MINUTES:**

Upon a motion by Dr. Walsh, which was properly seconded by Mr. Aguirre, the meeting minutes from the Full Quarterly Board Meeting held on June 14, 2019 were approved with the following additions and corrections:

- *Attach the presentation given by ASWB to the minutes.*
- *Correct the minutes to address Mr. Aguirre by his last name instead of his first.*

The motion passed unanimously, with no abstentions.

**PUBLIC COMMENT:**

There was no public comment.

**AGENCY REPORT:**

Dr. Brown provided the Board with updates on the Agency activities including two legislatively-mandated workgroups addressing (1) the practice of Telemedicine and (2) the barriers to licensure in Virginia for foreign-trained medical doctors (the International Medical Graduate Workgroup). Dr. Brown indicated that Dr. Allison-Bryan is leading the International Medical Graduate Workgroup and that her report will be available on the agency website at a later date.

Dr. Board also informed the Board of the Board Member Training being held on Monday, October 7, 2019 for new and existing Board Members and encouraged all Board Members to attend.

**BOARD CHAIR REPORT:**

Mr. Salay informed the Board Members of the ASWB Annual Meeting coming up in November and encouraged any Board Member who wishes to attend to inform Ms. Hoyle.

Mr. Salay also informed the Board members of the DHP Board Member Training being held on October 7<sup>th</sup> and encouraged all the Board Members to attend.

**PRESENTATION:**

Dr. Carter and Dr. Shobo conducted a PowerPoint presentation for the Board on Virginia's Licensed Clinical Social Worker Workforce. A copy of the Report presented was included in the agenda packet. Additional information provided at the meeting is attached (*see attachment 1 & 2*)

Some of the trends included in the report are as follows:

- The Social Work workforce has increased in numbers by 26%
- There is an increase in the younger workforce
- More males are coming into the workforce for social work

- Private practice is the primary established location

Dr. Carter informed the Board members that a copy of the Workforce reports can be obtained from the Agency website at any time.

## **LEGISLATION & REGULATORY ACTIONS:**

### ***Status of Regulatory Action***

- Ms. Yeatts informed the Board that licensure for LMSW and LBSW was effective as of August 8, 2019.
- Proposed regulatory action to reduce the Continuing Education requirement for supervisors was approved for publication, however there were 10 or more objections to the fast-track action, so the proposal was withdrawn.

### ***Reduction in CE Requirement for Supervisors***

- Ms. Yeatts informed the Board that they must decide whether to proceed with their proposal by publication or a Notice of Intended Regulatory Action (NOIRA) or take no action.

There was discussion by the Board regarding the curriculum on the CE courses that are being provided for supervision training and if the Board could obtain a copy of the curriculum to see what exactly is being taught. There was question if just content was being provided or if actual training was taking place.

**Motion:** A motion was made by Ms. Clancey and properly seconded by Mr. Hayter to withdraw the action to amend reduction in CE requirements for supervisors.

After more discussion, Ms. Clancey withdrew her original motion and Mr. Hayter withdrew his second from the original motion.

**New Motion:** A motion was made by Ms. Clancey and properly seconded by Mr. Hayter to reduce the Continuing Education Hours for supervisors from 14 to 12, but continue to require the supervision be completed every 5 years, with a guidance document developed regarding the content. The motion passed with two objections and with no abstentions.

Mr. Salay pointed out that there is a guidance document on supervision currently on the Board's website. He suggests the document be discussed at a future meeting for updates and revisions.

***The Board took a break at 11:19am. The meeting reconvened at 11:25am.***

### ***Adoption of Proposed Regulations on Unprofessional Conduct/Practice of Conversion Therapy***

- Ms. Yeatts informed the Board that the Notice of Intended Regulatory Action (NOIRA) received 211 comments, 105 in support and 106 opposed. Ms. Yeatts informed the Board that they would need to decide whether to proceed with the adoption of the proposed amendments to define "conversion therapy" in the Regulations Governing the Practice of Social Work and amend the standards of practice. Ms. Yeatts informed the Board that there would be a 60-day comment period.

**Motion:** A motion was made by Mr. Hayter and properly seconded by Ms. Clancey to adopt the amended proposed language. The motion passed unanimously, with no abstentions.

### ***Edits to Guidance Documents that Reference LSW***

- Ms. Yeatts informed the Board that due to the rollout of the LMSW and LBSW licenses, Guidance Documents 140-2 and 140-11 needed to be edited to correct the references to LSW.

**Motion:** A motion was made by Dr. Walsh and properly seconded by Mr. Hayter to revise Guidance Documents 140-2 and 140-11 as presented in the agenda packet. The motion passed unanimously, with no abstentions.

***Amendment to fee for returned Checks (see attachment 3)***

- Ms. Yeatts informed the Board that auditors from the Office of the Comptroller advised the Department of Health Professions that we should be charging \$50.00 for a returned check fee, rather than the current \$35.00.
- Ms. Yeatts informed the Board that with applicants being able to make renewal payments and pay application fees online, a return check fee only applied to 2 people last year.

**Motion:** A motion was made by Mr. Hayter and properly seconded by Ms. Clancey to make an amendment to the fee for returned checks in the Regulations. The motion passed unanimously, with no abstentions.

**BOARD COUNSEL'S REPORT:**

Mr. Rutkowski informed the Board of his findings regarding amending §32.1-127.1:03(F) of the Code of Virginia. The Board raised the question to Board Counsel whether if the Board proposed to amend the code to include social workers would it be in compliance with HIPPA.

Mr. Rutkowski informed the Board that any consideration to add LCSWs to this code would have to be in compliance with the HIPPA definition. The Regulations Governing the Practice of Social Work would have to match and be consistent with the HIPPA definition if the Board proposed to amend the code to add LCSWs, and in his opinion such a change would be out of compliance with HIPPA.

**COMMITTEE REPORTS:**

- *Board of Health Professions Report*  
Mr. Salay gave a re-cap of the last Board of Health Professions meeting held in August. Mr. Salay informed the Board of Social Work that the Board of Health Professions will be recommending that Music Therapy become a regulated profession and suggested that it be regulated by the Board of Counseling. As of right now Music Therapy is not a regulated profession.
- *Regulatory Committee Report*  
Dr. Walsh informed the Board that 2 members of the Regulatory Committee, himself and Dr. Paulson were tasked by the Committee to review the Code and the Regulations for suggested changes and edits. At the Regulatory Committee held on Thursday, September 19, 2019 the suggested changes and edits thus far were provided to the Regulatory Committee. It was noted that the next periodic review was not until 2021, so the suggested edits and changes would be an ongoing project for the Regulatory Committee. The Committee wanted to be proactive by starting early.

With the rollout of the LMSW and LBSW, Dr. Walsh informed the Board that the Regulatory Committee also discussed the supervision requirements for LBSWs in Virginia and the LBSW application and renewal fees. It was brought to the Board's attention that 34 states require no supervision following graduation for their LBSWs, 12 states do not have LBSWs, and only 4 states require supervision experience for LBSWs. Virginia is one of the 4 states that require supervision experience for LBSWs. The Committee is recommending that the Board of Social Work eliminate the supervision requirement for LBSWs.

Dr. Walsh informed the Board that the Committee discussed the application and renewal fees for LBSWs. Currently the application fee and renewal fee for a LBSW is the same as a LMSW. With the LBSW being a lower level license, the Committee is recommending that the application fee for LBSW be reduced from \$115.00 to \$100.00 and the renewal fee for LBSW be reduced from \$65.00 to \$55.00.

**Motion:** A motion was made by Dr. Walsh and properly seconded by Dr. Paulson for the Board to eliminate the supervision requirement for LBSWs and to reduce the application fee for LBSWs from \$115.00 to \$100.00 and the renewal fee for LBSWs from \$65.00 to \$55.00 by fast track action. The motion passed unanimously, with no abstentions.

#### **EXECUTIVE DIRECTOR'S REPORT:**

Ms. Hoyle informed the Board that staff has been especially busy with the roll-out of the LBSW and LMSW licenses and that Ms. Austin would provide more detail in her report. Important information regarding the LBSW and LMSW roll out was provided to licensees and applicants via email and was also posted on the Board's website under News & Updates.

Ms. Hoyle informed that Board that since the last Board meeting the renewal deadline to renew all licenses with the Board had passed. She reminded the Board that all licensees received a final hard copy license at this renewal that contained no expiration date. The Behavioral Science Boards are the first to pilot this process in the Agency. Staff are anticipating questions at the next renewal as licensees may forget that they will not receive a new license.

Ms. Hoyle informed the Board that the contract employee hired has started and is doing a great job and that a part-time employee will be hired soon to provide extra support to the Board to assist with the volume of applications, phone calls, emails, filing and scanning.

Ms. Hoyle informed the Board that she continues to serve on the Regulatory and Standards Committee of the ASWB. The Committee last met in July in Alexandria, VA. The purpose of the Committee is to develop and consider additions or changes to the ASWB Model Practice Act and to monitor emerging issues regarding the practice of social work. The Committee will share their recommendations at the next ASWB Annual Meeting being held November 6-9 in Orlando, Florida.

Ms. Hoyle discussed the budget for the Board of Social Work. A copy of the financial report given was included in the agenda packet.

#### **DEPUTY DIRECTOR'S REPORT:**

Ms. Hoyle gave the Deputy Director's report in the absence of Ms. Lang. A copy of the report given was included in the agenda packet.

#### **LICENSING MANAGER'S REPORT:**

Ms. Austin reported on the licensing and exam statistics for the Board of Social Work. A copy of the report given was included in the agenda packet.

In addition to the report included in the agenda packet, Ms. Austin informed the Board that a new contract employee (Latonya Campbell) started working for the Board as of June 17, 2019. Ms. Austin informed the Board that Ms. Campbell has received in-depth training, catches on quickly, and has been an asset to the team.

Ms. Austin gave the Board an update on the 2019 statistics. A total of 6,383 licensees renewed their license by June 30, 2019.

Ms. Austin also informed the Board of all the changes that have been made due to the roll out of the LMSW and LBSW. Additional information provided at the meeting is attached (*see attachment 4*)

#### **NEW BUSINESS:**

New Business was added to the agenda with a discussion around the issue of supervisees continuing clinical work as they await to test even though they have finished their board required supervision hours and applicants whose supervision has expired while they are waiting to test.



After discussion, the Board recommended that Board staff add the following language to the approval letters:  
*You must maintain regular supervision until you have been issued your license.*

**NEXT MEETING:**

Mr. Salay announced that the next quarterly scheduled full Board meeting would occur on Friday, December 6, 2019.

**ADJOURNMENT:**

Mr. Salay adjourned the meeting at 12:48 p.m.

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John Salay, L.C.S.W., Chair

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Jaime Hoyle, Executive Director

DRAFT

**Mental Health and Substance Abuse Social...**

Virginia

[View Full Report](#)

**Mental Health and Substance Abuse Social Workers** - Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. [More](#)

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



**Advertised Job Skills**

Advertised Detailed Job Skill	Job Opening Match Count
Crisis intervention	47
Provide case management	26
Problem solving	22
Customer service	21
Provide leadership	19

Source: Online advertised jobs data

**Top Employers Posting Jobs**

Employer Name	Job Openings
HCA Healthcare, Inc.	13
Home Instead, Inc.	8
Acadia Healthcare	5
Pinnacle Treatment Centers	3
Colonial Behavioral Health	3

Source: Online advertised jobs data

**Advertised Tools and Technology**

Advertised Detailed Tool or Technology	Job Opening Match Count
Microsoft (MS) Office	18
Microsoft Word	6
ASPX	6
Microsoft Excel	5
Microsoft Outlook	2

Source: Online advertised jobs data

**Advertised Job Certifications**

Advertised Certification Group	Job Opening Match Count
Licensed Clinical Social Worker (LCSW)	23
Certification in Cardiopulmonary Resuscitation (CPR)	10
State Licensed Counselor	6
Addiction Professionals Certification Board	3
Licensed Master Social Worker (LMSW)	3

Source: Online advertised jobs data

**Supply and Demand**

**0.75**

Candidates available per job opening.  
 55 Candidates / 78 Job Openings  
Job Openings: Online advertised jobs data  
 Candidates: Source: Individuals with active resumes in the workforce system.

**Typical Wages**

**\$52,080**

Mean Annual Wage  
Source: Occupational Employment Statistics (OES) Program

**Potential Candidates in Virginia by County**



Candidates

Source: Individuals with active resumes in the workforce system.

**Advertised Job Openings in Virginia by County**



Job Openings

Source: Online advertised jobs data

**Real-time Wages**

**not available**

Average annual wage posted in jobs advertised online on September 17, 2019  
Source: Online advertised jobs data

**Skills**

**Interacting With Others**

- Counsel clients or patients regarding personal issues
- Counsel clients or patients with substance abuse issues
- Collaborate with other professionals to assess client needs or plan treatments
- Counsel family members of clients or patients
- Refer clients to community or social service programs
- Lead classes or community events
- Assist clients in handling details of daily life

**Work Output**

- Maintain client records

**Information Input**

- Monitor clients to evaluate treatment progress
- Collect information about clients
- Interview clients to gather information about their backgrounds, needs, or progress
- Conduct research on social issues

**Mental Processes**

- Modify treatment plans to accommodate client needs
- Maintain professional social services knowledge
- Plan programs to address community health issues

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Abilities Required****Verbal Abilities**

- Oral Comprehension
- Oral Expression
- Written Comprehension
- Written Expression

**Idea Generation and Reasoning Abilities**

- Problem Sensitivity
- Deductive Reasoning
- Inductive Reasoning
- Fluency of Ideas
- Category Flexibility
- Information Ordering
- Originality

**Auditory and Speech Abilities**

- Speech Clarity
- Speech Recognition

**Perceptual Abilities**

- Flexibility of Closure

**Visual Abilities**

- Near Vision

Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Knowledge Required****Mathematics and Science**

- Psychology
- Sociology and Anthropology
- Mathematics
- Geography

**Health Services**

- Therapy and Counseling
- Medicine and Dentistry

**Business and Management**

- Customer and Personal Service
- Clerical
- Administration and Management
- Personnel and Human Resources
- Sales and Marketing

**Arts and Humanities**

- English Language
- Philosophy and Theology
- History and Archeology

**Engineering and Technology**

- Computers and Electronics

Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

## Department of Health Professions Healthcare Workforce Data Center

[www.dhp.virginia.gov/hwdc/](http://www.dhp.virginia.gov/hwdc/)

Tumblr: [www.vahwdc.tumblr.com](http://www.vahwdc.tumblr.com)

YouTube: <https://www.youtube.com/watch?v=0ha5o8w8mXE>

### Data Products – 2019

#### *Profession Reports* ([www.dhp.virginia.gov/PublicResources/HealthcareWorkforceDataCenter/ProfessionReports/](http://www.dhp.virginia.gov/PublicResources/HealthcareWorkforceDataCenter/ProfessionReports/))

Profession Reports are the mainstay of the HWDC's data products. They provide a statewide look at the healthcare workforce on a profession-by-profession basis, with publication following the end of respective professions' license renewal periods. These reports include the results of CareForce indicators as well as additional detailed profession-focused information.<sup>1</sup>

*Virginia CareForce Snapshots* ([vahwdc.tumblr.com/VACareForceSnapshot](http://vahwdc.tumblr.com/VACareForceSnapshot)) - The Virginia CareForce Snapshot is a compilation of the key CareForce indicators for all professions, statewide, in a given survey year. It provides an interactive guide to compare CareForce factors across professions. In collaboration with the Virginia Health Workforce Development Authority (VHWA), HWDC also publishes the *Regional CareForce Snapshot* ([www.vahwdc.tumblr.com/RegionalCareforce](http://www.vahwdc.tumblr.com/RegionalCareforce)). It has the same interactive features but with breakouts by Area Health Education Center (AHEC) regions.

#### *Trends in Healthcare Workforce Full Time Equivalency (FTE) Units*

(<http://vahwdc.tumblr.com/Full%20Time%20Equivalency>) - This feature enables FTE trend comparisons of the original surveyed professions from 2012 to 2016. It also compares 2017 results for 20 professions by county, as well as AHEC, Council on Virginia's Future<sup>2</sup>, Workforce Investment Area, and Health Planning Districts.

*Student Choice* ([www.vahwdc.tumblr.com/StudentChoice](http://www.vahwdc.tumblr.com/StudentChoice)) - The Interactive Student Choice tool uses HWDC data and information from the Bureau of Labor Statistics to help students begin thinking about health careers and education. It highlights the interoperability of HWDC data and how it can be used in analysis and decision-making. In May 2017, DHP HWDC launched another online, digital tool for students and other career seekers:

*Occupational Roadmap* (<https://www.dhp.virginia.gov/Roadmap/OccupationalRoadmap.pdf>). It contains key information for over ten healthcare careers with user-friendly overviews and links, video clips of licensed practitioners, information on income, job satisfaction, entry requirements and more.

*Trends in Virginia Healthcare Workforce* (<http://vahwdc.tumblr.com/VAHealthcareWorkforce>) - Launched in 2018, this tool provides profession-specific data for all the years available. It allows for trends analysis as well as geographical analysis of healthcare workforce data across the state for respective professions.

#### *Virginia Health Workforce Briefs*

([www.dhp.virginia.gov/PublicResources/HealthcareWorkforceDataCenter/HealthcareWorkforceBriefs/](http://www.dhp.virginia.gov/PublicResources/HealthcareWorkforceDataCenter/HealthcareWorkforceBriefs/))

The *Briefs* provide timely indicators of the strength of Virginia's healthcare labor market in an accessible format. Their information is based on data gleaned from the US Department of Labor, Bureau of Labor Statistics and the US Department of Commerce, Bureau of Economic Analysis. The briefs consist of three series:

- *Series 1: State & National Employment (Monthly)*
- *Series 2: Virginia Regional & Sectoral Employment (Monthly)*
- *Series 3: Income & Compensation (Quarterly)*

<sup>1</sup>In 2013, DHP HWCC launched a standard survey research methodology applicable to all professions. It enables comparisons of key healthcare workforce ("CareForce") factors across and within professions, geographic and policy-related areas, and over time. For details, see *HWDC Methodology* accessible at <https://www.dhp.virginia.gov/hwdc/docs/MethodologyandGlossary.pdf>

<sup>2</sup> Council on Virginia's Future regions are now those of the Virginia Department of Planning and Budget due to the Council's sunset.

**Board action: Amendment to fee for returned checks**

**Included in agenda package:**

Applicable sections of the Code of Virginia

Revised Fee section

**Staff note:**

Auditors from the Office of the Comptroller have advised DHP that we should be charging \$50 for a returned check, rather than the current \$35. That amount was based on language in § 2.2-614.1. However, § 2.2-4805 (from the Va. Debt Collection Act) requires the fee for a returned check to be \$50.

Board counsel for DHP boards has advised that the handling fee of \$50 in Virginia Code 2.2-4805 governs. Section 2.2-614.1 states that a “penalty of \$35 or the amount of any costs, whichever is greater,” shall be imposed. By amending § 2.2-4805 in 2009, the General Assembly determined that the costs, in the form of a “handling fee,” is \$50, and thus greater than the \$35 penalty imposed under 2.2-614.1.

Therefore, all board regulations will need to be amended to reflect the higher “handling” fee.

Code of Virginia  
Title 2.2. Administration of Government  
Chapter 6. General Provisions

**§ 2.2-614.1. Authority to accept revenue by commercially acceptable means; service charge; bad check charge.**

A. Subject to § 19.2-353.3, any public body that is responsible for revenue collection, including, but not limited to, taxes, interest, penalties, fees, fines or other charges, may accept payment of any amount due by any commercially acceptable means, including, but not limited to, checks, credit cards, debit cards, and electronic funds transfers.

B. The public body may add to any amount due a sum, not to exceed the amount charged to that public body for acceptance of any payment by a means that incurs a charge to that public body or the amount negotiated and agreed to in a contract with that public body, whichever is less. Any state agency imposing such additional charges shall waive them when the use of these means of payment reduces processing costs and losses due to bad checks or other receivable costs by an amount equal to or greater than the amount of such additional charges.

C. If any check or other means of payment tendered to a public body in the course of its duties is not paid by the financial institution on which it is drawn, because of insufficient funds in the account of the drawer, no account is in the name of the drawer, or the account of the drawer is closed, and the check or other means of payment is returned to the public body unpaid, the amount thereof shall be charged to the person on whose account it was received, and his liability and that of his sureties, shall be as if he had never offered any such payment. A penalty of \$35 or the amount of any costs, whichever is greater, shall be added to such amount. This penalty shall be in addition to any other penalty provided by law, except the penalty imposed by § 58.1-12 shall not apply.

2002, c. 719; 2004, c. 565.

**Code of Virginia  
Title 2.2. Administration of Government  
Chapter 48. Virginia Debt Collection Act**

**§ 2.2-4805. Interest, administrative charges and penalty fees**

**A. Each state agency and institution may charge interest on all past due accounts receivable in accordance with guidelines adopted by the Department of Accounts. Each past due accounts receivable may also be charged an additional amount that shall approximate the administrative costs arising under § 2.2-4806. Agencies and institutions may also assess late penalty fees, not in excess of ten percent of the past-due account on past-due accounts receivable. The Department of Accounts shall adopt regulations concerning the imposition of administrative charges and late penalty fees.**

**B. Failure to pay in full at the time goods, services, or treatment are rendered by the Commonwealth or when billed for a debt owed to any agency of the Commonwealth shall result in the imposition of interest at the judgment rate as provided in § 6.2-302 on the unpaid balance unless a higher interest rate is authorized by contract with the debtor or provided otherwise by statute. Interest shall begin to accrue on the 60th day after the date of the initial written demand for payment. A public institution of higher education in the Commonwealth may elect to impose a late fee in addition to, or in lieu of, interest for such time as the institution retains the claim pursuant to subsection D of § 2.2-4806. Returned checks or dishonored credit card or debit card payments shall incur a handling fee of \$50 unless a higher amount is authorized by statute to be added to the principal account balance.**

**C. If the matter is referred for collection to the Division, the debtor shall be liable for reasonable attorney fees unless higher attorney fees are authorized by contract with the debtor.**

**D. A request for or acceptance of goods or services from the Commonwealth, including medical treatment, shall be deemed to be acceptance of the terms specified in this section.**

**1988, c. 544, § 2.1-732; 2001, c. 844; 2009, c. 797.**

**The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.**

[edit]

**18VAC140-20-30. Fees.****A. The board has established fees for the following:**

1. Registration of supervision	\$50
2. Addition to or change in registration of supervision	\$25
3. Application processing	
a. Licensed clinical social worker	\$165
b. LBSW	\$115
c. LMSW	\$115
4. Annual license renewal	
a. Registered social worker	\$25
b. Associate social worker	\$25
c. LBSW	\$65
d. LMSW	\$65
e. Licensed clinical social worker	\$90
5. Penalty for late renewal	
a. Registered social worker	\$10
b. Associate social worker	\$10
c. LBSW	\$20
d. LMSW	\$20
e. Licensed clinical social worker	\$30
6. Verification of license to another jurisdiction	\$25
7. Additional or replacement licenses	\$15
8. Additional or replacement wall certificates	\$25
9. <del>Returned check</del> <u>Handling fee for returned check or dishonored credit or debit card</u>	<del>\$35</del> \$50
10. Reinstatement following disciplinary action	\$500

B. Fees shall be paid by check or money order made payable to the Treasurer of Virginia and forwarded to the board. All fees are nonrefundable.

C. Examination fees shall be paid directly to the examination service according to its requirements.

**Statutory Authority**

§ 54.1-2400 of the Code of Virginia.

**Historical Notes**

Derived from VR620-01-2 § 1.3, eff. July 6, 1989; amended, Virginia Register Volume 6, Issue 26, eff. October 24, 1990; Volume 9, Issue 5, eff. December 30, 1992; Volume 12, Issue 3, eff. November 29,



## **Licensing Manager's Report**

**June 1, 2019-August 31, 2019**

- ↓ New contract employee, Latonya Campbell started with the Board as of June 17, 2019
  - She received in depth one-on-one training with Licensing manager during the months of June and July
  - Major areas of training included:
    - Social Work Laws
    - Social Work Regulations
    - Agency Data Base System
    - Registration of Supervision Applications (Initial & Add Changes)
    - LSW Applications {now LBSW & LMSW} (Examination & Endorsement)
    - LCSW (Examination & Endorsement Applications)
    - Name & Address changes for applicants & licensees
    - Request for verification of VA license
    - Duplicate License Request
    - Printing & Mailing licenses & wall certificates
    - Board of Social Work phone calls, voice mail & call log
    - Daily incoming mail process
    - Board of Social Work email box & responses
    - Scanning process
    - Online application process
    - Data Change request forms
    - Renewals
  
- ↓ All licensee were required to renew their license by June 30, 2019. A total of 6,383 licensee renewed their license by June 30, 2019. No CEs were required for the 2019 renewal. The next renewal deadline is June 30, 2020. LCSW are required to have a minimum of 30hrs of CE from 7/1/2018 to 6/30/2020 completed by June 30, 2020. LBSW & LMSW are required to have a minimum of 15hrs of CE from 7/1/2018 to 6/30/2020 completed by June 30, 2020.
  
- ↓ An additional file cabinet has been pulled from surplus to house Social Work pending application files due to the growing number of new applications. We are currently averaging over 200 new Social Work applications a month. So far for the year we have received nearly 1,600 new applications. This time last year the Board received a little over 1,400 new applications.
  
- ↓ Application reviews on completed applications for the following are all caught up:
  - Registration of Supervision Initial Applications
  - Registration of Supervision Add/change Applications
  - LCSW Examination Applications
  - LCSW Endorsement Applications
  - LCSW Reinstatement Applications
  - LMSW Examination Applications
  - LMSW Endorsement Applications
  - LMSW Reinstatement Applications

- LBSW Examination Applications
- LBSW Endorsement Applications
- LBSW Reinstatement Applications

Completed applications are currently being reviewed within 5-7 days of completion

- ↓ The Licensed Baccalaureate Social Worker (LBSW) and the Licensed Masters Social Worker (LMSW) went into effect as of August 8, 2019. Information regarding Mid-Level Licensure has been posted on the Board's website under announcements. An email Blast was also sent to licensees and pending applicants.
- ↓ The following administrative changes have been made by Board staff due to the effect of the LBSW/LMSW:
  - All LSWs were changed to either LBSWs or LMSWs in our licensing database based on the degree they received.
  - There was no school data entered in our database for (32) licensed LSWs. Board staff was required to pull there original application files from microfilmed archives to retrieve the education information for each of the 32 licensees.
  - New licenses have been printed and mailed for (11) LBSWs & (748) LMSWs
  - New Wall Certificates & mailing labels have been printed for (11) LBSWs & (748) LMSWs and all have been processed and mailed
  - All pending LSW files were pulled and re-labeled (78 total)
    - 44 LSW files were re-labeled as LMSW by Exam
    - 23 LSW files were re-labeled as LMSW by Endorsement
    - 1 LSW file was re-labeled as LMSW by Reinstatement
    - 5 LSW files were re-labeled as LBSW by Exam
    - 5 LSW files were re-labeled as LBSW by Endorsement
  - All pending LSW files approved to test were pulled and re-labeled (145 total)
    - 144 LSW files were re-labeled as LMSW by Exam
    - 1 LSW file was re-labeled as LBSW by Exam
  - New Online Applications were created for:
    - LBSW by Examination
    - LBSW by Endorsement
    - LMSW by Examination
    - LMSW by Endorsement
  - Online checklist was created for all (4) new application types
  - Exam approval letters were created for both LBSW & LMSW exam applicants
  - Application status correspondence letters have been created for LBSW and LMSW applicants
- ↓ Updates to all online application types have been completed
  - Registration of Supervision Initial Applications
  - Registration of Supervision Add/change Applications
  - LCSW Examination Applications

- LCSW Endorsement Applications
- LMSW Examination Applications
- LMSW Endorsement Applications
- LBSW Examination Applications
- LBSW Endorsement Applications

Next steps are to update all paper versions of all the application types



# Legislation and Regulatory Actions

**Agenda Item: Regulatory Actions - Chart of Regulatory Actions  
As of November 20, 2019**

Chapter		Action / Stage Information
[18 VAC 140 - 20]	Regulations Governing the Practice of Social Work	<u>Unprofessional conduct/practice of conversion therapy</u> [Action 5241] Proposed - DPB Review in progress
[18 VAC 140 - 20]	Regulations Governing the Practice of Social Work	<u>Change in returned check fee</u> [Action 5388] Fast-Track - At Governor's Office for 3 days
[18 VAC 140 - 20]	Regulations Governing the Practice of Social Work	<u>Reduction in fees and elimination of supervised experience requirement for LBSW</u> [Action 5389] Fast-Track - At Governor's Office for 3 days
[18 VAC 140 - 20]	Regulations Governing the Practice of Social Work	<u>Hours of ethics for continuing education</u> [Action 5010] Final - Register Date: 10/14/19 Effective date: 11/13/19



# Licensing Manager's Report

**2019 STATISTICAL LICENSURE INFORMATION**  
**(September 1, 2019- September 30, 2019)**

- Number of Social Work Licenses/Registrations Issued in September 2019

2019 (Sept 1- Sept 30)	Licensed Clinical Social Workers	Endorsement	23	
		Examination	29	
		Reinstatement	3	
	Licensed Master's Social Worker	Endorsement	3	
		Examination	10	
		Reinstatement	1	
	Licensed Baccalaureate Social Worker	Endorsement	1	
		Examination	0	
		Reinstatement	0	
	LSW Supervision	Application	0	
	LCSW Registration of Supervision	Add/Change	52	
		Initial Application	86	
	<b>Total # of Social Work Licenses/Registrations Issued:</b>			<b>208</b>

- 2019 Online Applications Received

(Sept 1- Sept 30)	By Endorsement	By Examination	Total
LCSW	24	39	63
LMSW	8	17	25
LBSW	0	1	1

(Sept 1- Sept 30)	Initial Application	By Add/Change	Total
LSW Supervision	0	0	0
LCSW Registration of Supervision	64	42	106

**Total # of online applications received in September 2019: 195**

- Current active & current inactive Social Work Licenses/Registrations as of 09/31/2019:

	Current Active	Current Inactive	Total
Associate Social Worker	1	0	1
Licensed Clinical Social Worker	6,937	200	7,137
Licensed Masters Social Worker	742	14	756

Licensed Baccalaureate Social Worker	13	0	13
LSW Supervision	6	0	6
Registered Social Worker	9	0	9
Registration of Supervision	2,322	2	2,324
			<b>Total 10,246</b>

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**Social Work 2019 Total Count- all license types (Sept 1, 2019- Sept 30, 2019)**

New Applications (initial, add/change, exam & endorsement- paper & online)	197
Duplicate License Request (LCSW- 16; LMSW- 0; LBSW- 0)	16
Duplicate Wall Certificate Request (LCSW- 1; LMSW- 1; LBSW- 0)	2
Verification of VA License Request (LCSW- 16; LMSW-3; LBSW- 0)	19
Inactive Renewal (LCSW- 1; LMSW- 0; LBSW- 0)	1
Inactive to Active (LCSW- 0; LMSW- 0; LBSW- 0)	0
Reinstatement Applications (LCSW- 2; LMSW- 0; LBSW- 0)	2
Renewals (LCSW- 0; LMSW- 0; LBSW- 0; Registered SW- 0; Associate SW-0)	0
Late Renewals (LCSW- 6; LMSW- 0; LBSW- 0)	6
Address Changes	12

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**2019 STATISTICAL LICENSURE INFORMATION**  
**(October 1, 2019- October 31, 2019)**

- Number of Social Work Licenses/Registrations Issued in October 2019

2019 (Oct 1- Oct 31)	Licensed Clinical Social Workers	Endorsement	29	
		Examination	27	
		Reinstatement	5	
	Licensed Master's Social Worker	Endorsement	12	
		Examination	7	
		Reinstatement	0	
	Licensed Baccalaureate Social Worker	Endorsement	2	
		Examination	0	
		Reinstatement	0	
	LSW Supervision	Application	2	
	LCSW Registration of Supervision	Add/Change	93	
		Initial Application	109	
	<b>Total # of Social Work Licenses/Registrations Issued:</b>			<b>286</b>

- 2019 Online Applications Received

(Oct 1- Oct 31)	By Endorsement	By Examination	Total
LCSW	30	27	57
LMSW	12	12	24
LBSW	1	0	1

(Oct 1- Oct 31)	Initial Application	By Add/Change	Total
LSW Supervision	0	0	0
LCSW Registration of Supervision	61	68	129

**Total # of online applications received in October 2019: 211**

- Current active & current inactive Social Work Licenses/Registrations as of 10/31/2019:

	Current Active	Current Inactive	Total
Associate Social Worker	1	0	1
Licensed Clinical Social Worker	7,000	200	7,200
Licensed Masters Social Worker	761	14	775

Licensed Baccalaureate Social Worker	15	0	15
LSW Supervision	7	0	7
Registered Social Worker	9	0	9
Registration of Supervision	2,449	2	2,451
			<b>Total 10,458</b>

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**Social Work 2019 Total Count- all license types (Oct 1, 2019- Oct 31, 2019)**

New Applications (initial, add/change, exam & endorsement- paper & online)	221
Duplicate License Request (LCSW- 12; LMSW- 0; LBSW- 0)	12
Duplicate Wall Certificate Request (LCSW- 3; LMSW- 1; LBSW- 0)	4
Verification of VA License Request (LCSW- 27; LMSW-3; LBSW- 0)	30
Inactive Renewal (LCSW- 0; LMSW- 0; LBSW- 0)	0
Inactive to Active (LCSW- 0; LMSW- 0; LBSW- 0)	0
Reinstatement Applications (LCSW- 3; LMSW- 0; LBSW- 0)	3
Renewals (LCSW- 0; LMSW- 0; LBSW- 0; Registered SW- 0; Associate SW-0)	0
Late Renewals (LCSW- 3; LMSW- 0; LBSW- 0)	3
Address Changes	32

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**2019 STATISTICAL LICENSURE INFORMATION**  
**(November 1, 2019- November 21, 2019)**

- Number of Social Work Licenses/Registrations Issued in November 2019

2019 (Nov 1- Nov 21)	Licensed Clinical Social Workers	Endorsement	11	
		Examination	28	
		Reinstatement	2	
	Licensed Master's Social Worker	Endorsement	3	
		Examination	3	
		Reinstatement	0	
	Licensed Baccalaureate Social Worker	Endorsement	0	
		Examination	0	
		Reinstatement	0	
	LSW Supervision	Application	0	
	LCSW Registration of Supervision	Add/Change	30	
		Initial Application	41	
	<b>Total # of Social Work Licenses/Registrations Issued:</b>			<b>118</b>

- 2019 Online Applications Received

(Nov 1- Nov 21)	By Endorsement	By Examination	Total
LCSW	17	19	36
LMSW	5	7	12
LBSW	0	1	1

(Nov 1- Nov 21)	Initial Application	By Add/Change	Total
LSW Supervision	0	0	0
LCSW Registration of Supervision	40	27	67

**Total # of online applications received in November 2019: 116**

- Current active & current inactive Social Work Licenses/Registrations as of 11/21/2019:

	Current Active	Current Inactive	Total
Associate Social Worker	1	0	1
Licensed Clinical Social Worker	7,043	200	7,243
Licensed Masters Social Worker	767	14	781

Licensed Baccalaureate Social Worker	15	0	15
LSW Supervision	7	0	7
Registered Social Worker	9	0	9
Registration of Supervision	2,450	1	2,451
			<b>Total 10,507</b>

**Social Work 2019 Total Count- all license types (Nov 1, 2019- Nov 21, 2019)**

New Applications (initial, add/change, exam & endorsement- paper & online)	119
Duplicate License Request (LCSW- 6; LMSW- 0; LBSW- 0)	6
Duplicate Wall Certificate Request (LCSW- 0; LMSW- 0; LBSW- 0)	0
Verification of VA License Request (LCSW- 11; LMSW-4; LBSW- 0)	15
Inactive Renewal (LCSW- 0; LMSW- 0; LBSW- 0)	0
Inactive to Active (LCSW- 0; LMSW- 0; LBSW- 0)	0
Reinstatement Applications (LCSW- 1; LMSW- 1; LBSW- 0)	2
Renewals (LCSW- 0; LMSW- 0; LBSW- 0; Registered SW- 0; Associate SW-0)	0
Late Renewals (LCSW- 3; LMSW- 0; LBSW- 0)	3
Address Changes	7

## 2019 STATISTICAL EXAMINATION INFORMATION

(January 1, 2019- November 21, 2019)

- Number of Social Work Applicants approved to test

2019 (Jan 1- Jan 31)	Licensed Clinical Social Worker Applicants	Clinical Exam	59
	Licensed Social Worker Applicants	Bachelors Exam	8
<b>Total # of Social Work Applicants Approved to test:</b>			<b>67</b>

2019 (Feb 1- Feb 28)	Licensed Clinical Social Worker Applicants	Clinical Exam	29
	Licensed Social Worker Applicants	Bachelors Exam	10
<b>Total # of Social Work Applicants Approved to test:</b>			<b>39</b>

2019 (Mar 1- Mar 31)	Licensed Clinical Social Worker Applicants	Clinical Exam	30
	Licensed Social Worker Applicants	Bachelors Exam	8
<b>Total # of Social Work Applicants Approved to test:</b>			<b>38</b>

2019 (Apr 1- Apr 30)	Licensed Clinical Social Worker Applicants	Clinical Exam	34
	Licensed Social Worker Applicants	Bachelors Exam	11
<b>Total # of Social Work Applicants Approved to test:</b>			<b>45</b>

2019 (May 1- May 31)	Licensed Clinical Social Worker Applicants	Clinical Exam	43
	Licensed Social Worker Applicants	Bachelors Exam	14
<b>Total # of Social Work Applicants Approved to test:</b>			<b>57</b>

2019 (Jun 1- Jun 30)	Licensed Clinical Social Worker Applicants	Clinical Exam	14
	Licensed Social Worker Applicants	Bachelors Exam	7
<b>Total # of Social Work Applicants Approved to test:</b>			<b>21</b>

2019 (Jul 1- Jul 31)	Licensed Clinical Social Worker Applicants	Clinical Exam	20
	Licensed Social Worker Applicants	Bachelors Exam	21
	<b>Total # of Social Work Applicants Approved to test:</b>		<b>41</b>

2019 (Aug 1- Aug 31)	Licensed Clinical Social Worker Applicants	Clinical Exam	54
	Licensed Master Social Worker Applicants	Masters Exam	15
	Licensed Baccalaureate Social Worker Applicants	Bachelors Exam	0
<b>Total # of Social Work Applicants Approved to test:</b>		<b>69</b>	

2019 (Sept 1- Sept 30)	Licensed Clinical Social Worker Applicants	Clinical Exam	39
	Licensed Master Social Worker Applicants	Masters Exam	13
	Licensed Baccalaureate Social Worker Applicants	Bachelors Exam	0
<b>Total # of Social Work Applicants Approved to test:</b>		<b>52</b>	

2019 (Oct 1- Oct 31)	Licensed Clinical Social Worker Applicants	Clinical Exam	48
	Licensed Master Social Worker Applicants	Masters Exam	13
	Licensed Baccalaureate Social Worker Applicants	Bachelors Exam	2
<b>Total # of Social Work Applicants Approved to test:</b>		<b>63</b>	

2019 (Nov 1- Nov 21)	Licensed Clinical Social Worker Applicants	Clinical Exam	16
	Licensed Master Social Worker Applicants	Masters Exam	9
	Licensed Baccalaureate Social Worker Applicants	Bachelors Exam	0
<b>Total # of Social Work Applicants Approved to test:</b>		<b>25</b>	

<b>GRAND TOTAL</b> 2019 (Jan 1- Nov 21)	Licensed Clinical Social Workers Applicants	Clinical Exam	386
	Licensed Social Worker Applicants <i>(approved prior to 8/8/19)</i>	Bachelors Exam	79
	Licensed Master Social Worker Applicants <i>(approved after 8/8/19)</i>	Masters Exam	50
	Licensed Baccalaureate Social Worker Applicants <i>(approved after 8/8/19)</i>	Bachelors Exam	2
	<b>Total # of Social Work Applicants Approved to test:</b>		

- Number of Social Work Applicants previously approved for Bachelors that have been changed to Masters

2019 (Aug 8- Aug 31)	Bachelors Exam to Masters Exam	4
2019 (Sept 1- Sept 30)	Bachelors Exam to Masters Exam	11
2019 (Oct 1- Oct 31)	Bachelors Exam to Masters Exam	8
2019 (Nov 1- Nov 21)	Bachelors Exam to Masters Exam	3
<b>Total # of Social Work Applicants Changed to Masters Exam:</b>		<b>26</b>



Virginia Department of  
**Health Professions**  
Board of Social Work

# Executive Director's Report



Virginia Department of Health Professions  
Cash Balance  
As of October 31, 2019

	<u>110- Social Work</u>
<b>Board Cash Balance as June 30, 2019</b>	\$ 971,155
<b>YTD FY20 Revenue</b>	101,615
<b>Less: YTD FY20 Direct and Allocated Expenditures</b>	<u>189,270</u>
<b>Board Cash Balance as October 31, 2019</b>	<u><u>\$ 883,501</u></u>

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 11000 - Social Work  
For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	Amount	Budget	Amount	
				Under/(Over)	% of Budget
				Budget	
4002400	Fee Revenue				
4002401	Application Fee	74,465.00	141,075.00	66,610.00	52.78%
4002406	License & Renewal Fee	15,415.00	617,480.00	602,065.00	2.50%
4002407	Dup. License Certificate Fee	1,440.00	850.00	(590.00)	169.41%
4002409	Board Endorsement - Out	2,300.00	4,625.00	2,325.00	49.73%
4002421	Monetary Penalty & Late Fees	7,870.00	780.00	(7,090.00)	1008.97%
4002432	Misc. Fee (Bad Check Fee)	35.00	35.00	-	100.00%
	<b>Total Fee Revenue</b>	<b>101,525.00</b>	<b>764,845.00</b>	<b>663,320.00</b>	<b>13.27%</b>
4003000	Sales of Prop. & Commodities				
4003020	Misc. Sales-Dishonored Payments	90.00	-	(90.00)	0.00%
	<b>Total Sales of Prop. &amp; Commodities</b>	<b>90.00</b>	<b>-</b>	<b>(90.00)</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>101,615.00</b>	<b>764,845.00</b>	<b>663,230.00</b>	<b>13.29%</b>
5011110	Employer Retirement Contrib.	2,506.84	7,825.00	5,318.16	32.04%
5011120	Fed Old-Age Ins- Sal St Emp	1,491.17	4,429.00	2,937.83	33.67%
5011140	Group Insurance	246.56	759.00	512.44	32.48%
5011150	Medical/Hospitalization Ins.	2,404.50	8,244.00	5,839.50	29.17%
5011160	Retiree Medical/Hospitalizatn	220.24	678.00	457.76	32.48%
5011170	Long term Disability Ins	116.68	359.00	242.32	32.50%
	<b>Total Employee Benefits</b>	<b>6,985.99</b>	<b>22,294.00</b>	<b>15,308.01</b>	<b>31.34%</b>
5011200	Salaries				
5011230	Salaries, Classified	18,979.50	57,877.00	38,897.50	32.79%
5011250	Salaries, Overtime	994.36	-	(994.36)	0.00%
	<b>Total Salaries</b>	<b>19,973.86</b>	<b>57,877.00</b>	<b>37,903.14</b>	<b>34.51%</b>
5011300	Special Payments				
5011340	Specified Per Diem Payment	750.00	2,800.00	2,050.00	26.79%
5011380	Deferred Compnstn Match Pmts	98.00	556.00	458.00	17.63%
	<b>Total Special Payments</b>	<b>848.00</b>	<b>3,356.00</b>	<b>2,508.00</b>	<b>25.27%</b>
5011600	Terminatn Personal Svce Costs				
5011660	Defined Contribution Match - Hy	38.04	-	(38.04)	0.00%
	<b>Total Terminatn Personal Svce Costs</b>	<b>38.04</b>	<b>-</b>	<b>(38.04)</b>	<b>0.00%</b>
5011930	Turnover/Vacancy Benefits				
	<b>Total Personal Services</b>	<b>27,845.89</b>	<b>83,527.00</b>	<b>55,681.11</b>	<b>33.34%</b>
5012000	Contractual Svcs				
5012100	Communication Services				
5012110	Express Services	-	537.00	537.00	0.00%
5012140	Postal Services	4,678.47	4,411.00	(267.47)	106.06%
5012150	Printing Services	11.75	67.00	55.25	17.54%
5012160	Telecommunications Svcs (VITA)	124.44	550.00	425.56	22.63%
	<b>Total Communication Services</b>	<b>4,814.66</b>	<b>5,565.00</b>	<b>750.34</b>	<b>86.52%</b>
5012200	Employee Development Services				
5012210	Organization Memberships	-	1,500.00	1,500.00	0.00%

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 11000 - Social Work  
For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	Amount			% of Budget
		Amount	Budget	Under/(Over) Budget	
	<b>Total Employee Development Services</b>	-	1,500.00	1,500.00	0.00%
5012400	Mgmnt and Informational Svcs	-			
5012420	Fiscal Services	11,536.99	5,500.00	(6,036.99)	209.76%
5012440	Management Services	95.97	212.00	116.03	45.27%
	<b>Total Mgmnt and Informational Svcs</b>	11,632.96	5,712.00	(5,920.96)	203.66%
5012600	<b>Support Services</b>				
5012630	Clerical Services	6,912.24	62,208.00	55,295.76	11.11%
5012640	Food & Dietary Services	242.98	480.00	237.02	50.62%
5012660	Manual Labor Services	45.47	2,188.00	2,142.53	2.08%
5012670	Production Services	164.26	2,405.00	2,240.74	6.83%
5012680	Skilled Services	1,675.02	24,297.00	22,621.98	6.89%
	<b>Total Support Services</b>	9,039.97	91,578.00	82,538.03	9.87%
5012800	<b>Transportation Services</b>				
5012820	Travel, Personal Vehicle	1,882.10	3,809.00	1,926.90	49.41%
5012850	Travel, Subsistence & Lodging	106.50	3,107.00	3,000.50	3.43%
5012880	Trvl, Meal Reimb- Not Rprtble	133.50	2,417.00	2,283.50	5.52%
	<b>Total Transportation Services</b>	2,122.10	9,333.00	7,210.90	22.74%
	<b>Total Contractual Svs</b>	27,609.69	113,688.00	86,078.31	24.29%
5013000	<b>Supplies And Materials</b>				
5013100	<b>Administrative Supplies</b>				
5013120	Office Supplies	494.87	276.00	(218.87)	179.30%
5013130	Stationery and Forms	34.16	41.00	6.84	83.32%
	<b>Total Administrative Supplies</b>	529.03	317.00	(212.03)	166.89%
5013200	<b>Energy Supplies</b>				
5013230	Gasoline	23.34	-	(23.34)	0.00%
	<b>Total Energy Supplies</b>	23.34	-	(23.34)	0.00%
5013600	<b>Residential Supplies</b>				
5013620	Food and Dietary Supplies	-	21.00	21.00	0.00%
5013630	Food Service Supplies	-	82.00	82.00	0.00%
	<b>Total Residential Supplies</b>	-	103.00	103.00	0.00%
5013700	<b>Specific Use Supplies</b>				
5013730	Computer Operating Supplies	45.75	-	(45.75)	0.00%
	<b>Total Specific Use Supplies</b>	45.75	-	(45.75)	0.00%
	<b>Total Supplies And Materials</b>	598.12	420.00	(178.12)	142.41%
5015000	<b>Continuous Charges</b>				
5015100	<b>Insurance-Fixed Assets</b>				
5015160	Property Insurance	38.32	26.00	(12.32)	147.38%
	<b>Total Insurance-Fixed Assets</b>	38.32	26.00	(12.32)	147.38%
5015300	<b>Operating Lease Payments</b>				
5015340	Equipment Rentals	103.82	540.00	436.18	19.23%
5015350	Building Rentals	7.20	-	(7.20)	0.00%

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 11000 - Social Work  
For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	Amount	Budget	Amount	
				Under/(Over)	% of Budget
5015390	Building Rentals - Non State	4,084.27	13,267.00	9,182.73	30.79%
	<b>Total Operating Lease Payments</b>	<b>4,195.29</b>	<b>13,807.00</b>	<b>9,611.71</b>	<b>30.39%</b>
5015500	Insurance-Operations				
5015510	General Liability Insurance	137.54	97.00	(40.54)	141.79%
5015540	Surety Bonds	8.12	6.00	(2.12)	135.33%
	<b>Total Insurance-Operations</b>	<b>145.66</b>	<b>103.00</b>	<b>(42.66)</b>	<b>141.42%</b>
	<b>Total Continuous Charges</b>	<b>4,379.27</b>	<b>13,936.00</b>	<b>9,556.73</b>	<b>31.42%</b>
5022000	Equipment				
5022200	Educational & Cultural Equip				
5022240	Reference Equipment	-	43.00	43.00	0.00%
	<b>Total Educational &amp; Cultural Equip</b>	<b>-</b>	<b>43.00</b>	<b>43.00</b>	<b>0.00%</b>
5022600	Office Equipment				
5022610	Office Appurtenances	-	21.00	21.00	0.00%
	<b>Total Office Equipment</b>	<b>-</b>	<b>21.00</b>	<b>21.00</b>	<b>0.00%</b>
5022700	Specific Use Equipment				
5022710	Household Equipment	7.81	-	(7.81)	0.00%
	<b>Total Specific Use Equipment</b>	<b>7.81</b>	<b>-</b>	<b>(7.81)</b>	<b>0.00%</b>
	<b>Total Equipment</b>	<b>7.81</b>	<b>64.00</b>	<b>56.19</b>	<b>12.20%</b>
	<b>Total Expenditures</b>	<b>60,440.78</b>	<b>211,635.00</b>	<b>151,194.22</b>	<b>28.56%</b>
	<b>Allocated Expenditures</b>				
20100	Behavioral Science Exec	29,538.59	92,510.40	62,971.81	31.93%
30100	Data Center	22,857.82	91,082.83	68,225.01	25.10%
30200	Human Resources	4,814.80	3,341.59	(1,473.21)	144.09%
30300	Finance	17,109.75	42,123.33	25,013.58	40.62%
30400	Director's Office	5,767.37	16,823.01	11,055.64	34.28%
30500	Enforcement	35,700.19	111,964.40	76,264.21	31.89%
30600	Administrative Proceedings	5,886.66	30,108.14	24,221.48	19.55%
30700	Impaired Practitioners	142.56	1,735.74	1,593.19	8.21%
30800	Attorney General	-	2,949.82	2,949.82	0.00%
30900	Board of Health Professions	4,400.12	12,241.20	7,841.08	35.95%
31100	Maintenance and Repairs	-	1,003.21	1,003.21	0.00%
31300	Emp. Recognition Program	1.38	151.21	149.83	0.91%
31400	Conference Center	23.67	240.43	216.76	9.84%
31500	Pgm Devlpmnt & Implmentn	2,586.06	7,199.72	4,613.66	35.92%
	<b>Total Allocated Expenditures</b>	<b>128,828.96</b>	<b>413,475.03</b>	<b>284,646.07</b>	<b>31.16%</b>
	<b>Net Revenue in Excess (Shortfall) of Expenditures</b>	<b>\$ (87,654.74)</b>	<b>\$ 139,734.97</b>	<b>\$ 227,389.71</b>	<b>62.73%</b>

Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	July	August	September	October	Total
4002400	Fee Revenue					
4002401	Application Fee	18,980.00	19,220.00	17,825.00	18,440.00	74,465.00
4002406	License & Renewal Fee	12,855.00	1,705.00	585.00	270.00	15,415.00
4002407	Dup. License Certificate Fee	435.00	405.00	320.00	280.00	1,440.00
4002409	Board Endorsement - Out	375.00	675.00	475.00	775.00	2,300.00
4002421	Monetary Penalty & Late Fees	5,175.00	1,450.00	570.00	675.00	7,870.00
4002432	Misc. Fee (Bad Check Fee)	-	-	35.00	-	35.00
	Total Fee Revenue	37,820.00	23,455.00	19,810.00	20,440.00	101,525.00
4003000	Sales of Prop. & Commodities					
4003020	Misc. Sales-Dishonored Payments	-	90.00	-	-	90.00
	Total Sales of Prop. & Commodities	-	90.00	-	-	90.00
	Total Revenue	37,820.00	23,545.00	19,810.00	20,440.00	101,615.00
5011000	Personal Services					
5011100	Employee Benefits					
5011110	Employer Retirement Contrib.	790.80	535.70	535.70	644.64	2,506.84
5011120	Fed Old-Age Ins- Sal St Emp	470.01	337.05	292.45	391.66	1,491.17
5011140	Group Insurance	76.62	51.90	51.90	66.14	246.56
5011150	Medical/Hospitalization Ins.	1,030.50	687.00	687.00	-	2,404.50
5011160	Retiree Medical/Hospitalizatn	68.44	46.36	46.36	59.08	220.24
5011170	Long term Disability Ins	36.26	24.56	24.56	31.30	116.68
	Total Employee Benefits	2,472.63	1,682.57	1,637.97	1,192.82	6,985.99
5011200	Salaries					
5011230	Salaries, Classified	5,943.51	3,962.34	3,962.34	5,111.31	18,979.50
5011250	Salaries, Overtime	411.46	582.90	-	-	994.36
	Total Salaries	6,354.97	4,545.24	3,962.34	5,111.31	19,973.86
5011340	Specified Per Diem Payment	-	100.00	400.00	250.00	750.00
5011380	Deferred Compnstn Match Pmts	30.00	20.00	20.00	28.00	98.00

Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	July	August	September	October	Total
	Total Special Payments	30.00	120.00	420.00	278.00	848.00
5011600	Terminatn Personal Svce Costs					
5011660	Defined Contribution Match - Hy	-	-	-	38.04	38.04
	Total Terminatn Personal Svce Costs	-	-	-	38.04	38.04
	Total Personal Services	8,857.60	6,347.81	6,020.31	6,620.17	27,845.89
5012000	Contractual Svcs					-
5012100	Communication Services					-
5012140	Postal Services	1,400.99	1,985.72	1,291.76	-	4,678.47
5012150	Printing Services	11.75	-	-	-	11.75
5012160	Telecommunications Svcs (VITA)	32.85	28.39	32.83	30.37	124.44
	Total Communication Services	1,445.59	2,014.11	1,324.59	30.37	4,814.66
5012400	Mgmnt and Informational Svcs					
5012420	Fiscal Services	106.82	11,387.66	42.51	-	11,536.99
5012440	Management Services	-	31.61	64.36	-	95.97
	Total Mgmnt and Informational Svcs	106.82	11,419.27	106.87	-	11,632.96
5012600	Support Services					
5012630	Clerical Services	1,593.60	3,725.04	1,593.60	-	6,912.24
5012640	Food & Dietary Services	194.80	48.18	-	-	242.98
5012660	Manual Labor Services	22.63	17.29	-	5.55	45.47
5012670	Production Services	105.16	12.60	10.90	35.60	164.26
5012680	Skilled Services	558.34	558.34	279.17	279.17	1,675.02
	Total Support Services	2,474.53	4,361.45	1,883.67	320.32	9,039.97
5012800	Transportation Services					
5012820	Travel, Personal Vehicle	-	255.20	1,122.30	504.60	1,882.10
5012850	Travel, Subsistence & Lodging	-	-	106.50	-	106.50
5012880	Trvl, Meal Reimb- Not Rprtble	-	-	72.00	61.50	133.50
	Total Transportation Services	-	255.20	1,300.80	566.10	2,122.10
	Total Contractual Svcs	4,026.94	18,050.03	4,615.93	916.79	27,609.69

Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	July	August	September	October	Total
5013000	Supplies And Materials					
5013100	Administrative Supplies					-
5013120	Office Supplies	158.25	106.32	230.30	-	494.87
5013130	Stationery and Forms	-	34.16	-	-	34.16
	Total Administrative Supplies	158.25	140.48	230.30	-	529.03
5013200	Energy Supplies					
5013230	Gasoline	23.34	-	-	-	23.34
	Total Energy Supplies	23.34	-	-	-	23.34
5013700	Specific Use Supplies					
5013730	Computer Operating Supplies	45.75	-	-	-	45.75
	Total Specific Use Supplies	45.75	-	-	-	45.75
	Total Supplies And Materials	227.34	140.48	230.30	-	598.12
5015000	Continuous Charges					
5015100	Insurance-Fixed Assets					-
5015160	Property Insurance	38.32	-	-	-	38.32
	Total Insurance-Fixed Assets	38.32	-	-	-	38.32
5015300	Operating Lease Payments					
5015340	Equipment Rentals	-	55.12	48.70	-	103.82
5015350	Building Rentals	3.60	-	-	3.60	7.20
5015390	Building Rentals - Non State	988.65	1,119.59	974.86	1,001.17	4,084.27
	Total Operating Lease Payments	992.25	1,174.71	1,023.56	1,004.77	4,195.29
5015500	Insurance-Operations					
5015510	General Liability Insurance	137.54	-	-	-	137.54
5015540	Surety Bonds	8.12	-	-	-	8.12
	Total Insurance-Operations	145.66	-	-	-	145.66

Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	July	August	September	October	Total
	Total Continuous Charges	1,176.23	1,174.71	1,023.56	1,004.77	4,379.27
5022000	Equipment					
5022710	Household Equipment	-	7.81	-	-	7.81
	Total Specific Use Equipment	-	7.81	-	-	7.81
	Total Equipment	-	7.81	-	-	7.81
	Total Expenditures	14,288.11	25,720.84	11,890.10	8,541.73	60,440.78
	Allocated Expenditures					
20100	Behavioral Science Exec	9,862.93	6,837.56	6,933.26	5,904.83	29,538.59
20200	Opt\Vet-Med\ASLP Executive Dir	-	-	-	-	-
20400	Nursing / Nurse Aid	-	-	-	-	-
20600	Funeral\LTCA\PT	-	-	-	-	-
30100	Data Center	7,733.93	7,169.11	2,818.00	5,136.78	22,857.82
30200	Human Resources	525.93	50.83	31.29	4,206.75	4,814.80
30300	Finance	3,961.00	3,226.47	2,905.83	7,016.45	17,109.75
30400	Director's Office	1,895.74	1,322.29	1,285.24	1,264.10	5,767.37
30500	Enforcement	15,525.61	9,013.04	6,061.57	5,099.97	35,700.19
30600	Administrative Proceedings	-	-	5,056.06	830.60	5,886.66
30700	Impaired Practitioners	75.00	22.99	22.53	22.03	142.56
30800	Attorney General	-	-	-	-	-
30900	Board of Health Professions	1,363.24	1,129.43	840.00	1,067.44	4,400.12
31000	SRTA	-	-	-	-	-
31100	Maintenance and Repairs	-	-	-	-	-
31300	Emp. Recognition Program	1.38	-	-	-	1.38
31400	Conference Center	6.54	15.30	(3.23)	5.06	23.67



Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2019 and Ending October 31, 2019

Account Number	Account Description	July	August	September	October	Total
31500	Pgm Devlpmt & Implmentn	807.12	665.05	585.89	528.00	2,586.06
98700	Cash Transfers	-	-	-	-	-
	Total Allocated Expenditures	41,758.42	29,452.07	26,536.45	31,082.02	128,828.96
	Net Revenue in Excess (Shortfall) of Expenditures	\$ (18,226.53)	\$ (31,627.91)	\$ (18,616.55)	\$ (19,183.75)	\$ (87,654.74)



Virginia Department of  
**Health Professions**  
Board of Social Work

# Deputy Executive Director's Discipline Report

## Staff Discipline Reports

08/30/2019 - 11/14/2019

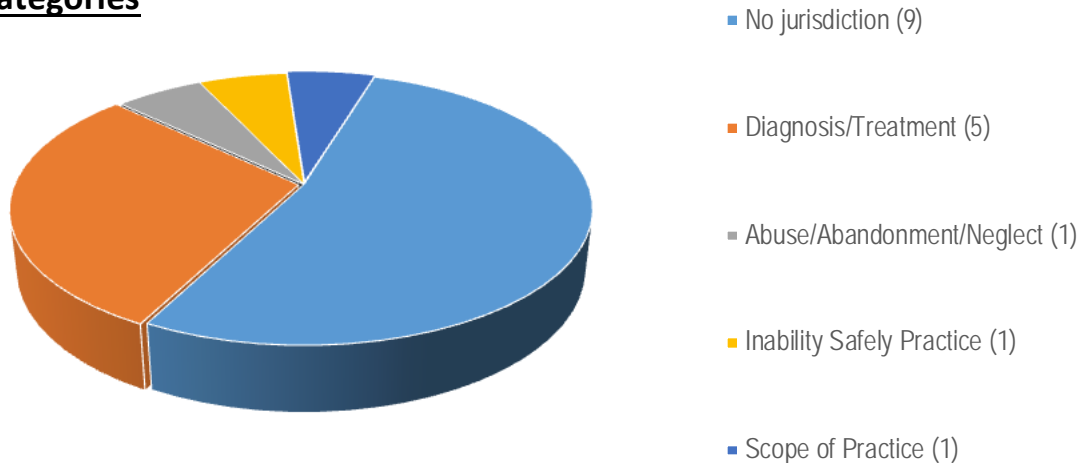
NEW CASES RECEIVED IN BOARD 08/30/2019 - 11/14/2019				
	Counseling	Psychology	Social Work	BSU Total
Cases Received for Board review	76	46	25	<b>147</b>

OPEN CASES AT BOARD LEVEL (as of 11/14/2019)				
Open Case Stage	Counseling	Psychology	Social Work	BSU Total
Probable Cause Review	54	49	65	
Scheduled for Informal Conferences	24	4	0	
Scheduled for Formal Hearings	1	1	0	
Other (on hold, pending settlement, etc)	7	3	3	
Cases with APD for processing (IFC, FH, Consent Order)	12	1	1	
<b>TOTAL CASES AT BOARD LEVEL</b>	<b>98</b>	<b>58</b>	<b>69</b>	<b>225</b>
<b>OPEN INVESTIGATIONS</b>	<b>106</b>	<b>45</b>	<b>24</b>	<b>175</b>
<b>TOTAL OPEN CASES</b>	<b>204</b>	<b>103</b>	<b>93</b>	<b>400</b>

UPCOMING CONFERENCES AND HEARINGS	
Informal Conferences	2020 - TBD
Formal Hearings	Held following scheduled board meetings, as necessary

CASES CLOSED (08/30/2019 - 11/14/2019)	
Closed – no violation	13
Closed – undetermined	1
Closed – violation	3
Credentials/Reinstatement – Denied	0
Credentials/Reinstatement – Approved	0
<b>TOTAL CASES CLOSED</b>	<b>17</b>

**Closed Case Categories**



AVERAGE CASE PROCESSING TIMES (counted on closed cases)	
Average time for case closures	236
Avg. time in Enforcement (investigations)	72
Avg. time in APD (IFC/FH preparation)	158
Avg. time in Board (includes hearings, reviews, etc).	136
Avg. time with board member (probable cause review)	24



## AGENCY REPORTS

### CASES RECEIVED, OPEN, & CLOSED REPORT SUMMARY BY BOARD

FISCAL YEAR 2019, QUARTER ENDING JUNE 30, 2019

The "Received, Open, Closed" table below shows the number of received and closed cases during the quarters specified and a "snapshot" of the cases still open at the end of the quarter.

<b>COUNSELING</b>	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Number of Cases Received	27	17	40	35	28	37	31	45	56	54	76	72
Number of Cases Open	98	69	58	56	61	72	84	102	124	150	176	144
Number of Cases Closed	44	43	60	42	26	29	23	33	29	28	51	103

<b>PSYCHOLOGY</b>	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Number of Cases Received	18	26	13	22	23	23	28	26	20	31	38	27
Number of Cases Open	76	87	49	34	46	44	52	57	64	83	75	75
Number of Cases Closed	9	17	52	38	16	24	19	24	13	11	46	29

<b>SOCIAL WORK</b>	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Number of Cases Received	19	12	28	21	14	27	15	34	35	25	33	39
Number of Cases Open	78	70	54	39	39	48	52	71	93	95	97	90
Number of Cases Closed	62	17	46	39	15	19	11	18	13	23	31	48



## AGENCY REPORTS

### AVERAGE TIME TO CLOSE A CASE (IN DAYS) PER QUARTER FISCAL YEAR 2019, QUARTER ENDING JUNE 30, 2019

\*The average age of cases closed is a measurement of how long it takes, on average, for a case to be processed from entry to closure. These calculations include only cases closed within the quarter specified.

BOARD	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Counseling	375.5	292.8	247.9	106.1	251.5	128.2	153.7	185	164.2	161.3	251	279
Psychology	380	291.7	357.7	252.7	119.5	183.3	118.8	175.2	170.4	228.6	225	153
Social Work	469.7	407.6	366.2	228.8	292.7	123.6	277.5	237.2	113.8	200.7	263	211
Agency Totals	202.7	207.7	222.8	194.1	255.7	186.5	196.4	201.1	173.8	169.2	258	204

### PERCENTAGE OF CASES OF ALL TYPES CLOSED WITHIN 365 CALENDAR DAYS\*

#### FISCAL YEAR 2019, QUARTER ENDING JUNE 30, 2019

\*The percent of cases closed in fewer than 365 days shows, from the total of all cases closed during the specified period, the percent of cases that were closed in less than one year.

BOARD	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Counseling	45.5%	78.6%	84.7%	97.5%	76.9%	97.0%	91.3%	84.8%	89.7%	89.3%	73.8%	68.0%
Psychology	44.4%	50.0%	44.2%	81.6%	92.9%	85.2%	100.0%	90.5%	92.3%	81.8%	86.4%	93.1%
Social Work	30.7%	62.5%	41.3%	92.3%	73.3%	100.0%	81.8%	66.7%	84.2%	78.3%	50.9%	70.8%
Agency Totals	82.0%	85.1%	81.7%	86.7%	82.2%	86.7%	87.6%	80.6%	85.5%	84.0%	76.4%	82.3%