

Board of Social Work
Friday, February 2, 2018, 10:00 a.m.
9960 Mayland Drive, Suite 200, Board Room 1
Henrico, VA 23233

Call to Order – Yvonne Haynes, L.C.S.W., Chairman of the Board

- Roll Call
- Emergency Egress Instructions Page 2

Ordering of Agenda

Public Comment on Agenda Items

Approval of Minutes of October 27, 2017* Page 3

Agency Director’s Report – David Brown, D.C.

Reports of Officers and Staff

- Regulatory/Legislative Report – Elaine Yeatts, Senior Policy Analyst
 - 2018 General Assembly Bills (Handout)
- Board Counsel Report – James Rutkowski
- Chairman’s Report – Yvonne Haynes
- Executive Director’s Report – Jaime Hoyle Page 10
 - Board Office/Licensure Update
- Deputy Executive Director’s Report – Jennifer Lang Page 26
 - Discipline Report/Licensure Update

Reports of Committees

- Regulatory/Legislative Committee’s Report – Joseph Walsh, L.C.S.W.
 - Consideration of Board of Psychology Draft Joint Guidance Document on Assessment Titles and Signatures* Page 29
- Credentials Committee Report – John Salay, L.C.S.W.
- Special Conference Committee Report – Yvonne Haynes
- Board of Health Professions Report – Yvonne Haynes Page 34

Unfinished Business

New Business

- Consideration of Amendment to Guidance Document 140-10: Guidance on Supervised Experience for Clinical Social Work Licensure* Page 41
- Consideration of Changing the Continuing Education Requirements from Biannually to Annually (18VAC140-20-100)* Page 44
- Consideration to Reaffirm Guidance Document 140-9: Content on Training for Supervision of Clinical Social Work* Page 48

Next Meeting

Adjournment

*Denotes a board vote is needed

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THESE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound.

When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board of Social Work
October 27, 2017
Meeting Minutes

THE VIRGINIA BOARD OF SOCIAL WORK
MINUTES
Friday, October 27, 2017

TIME AND PLACE: A meeting of the Virginia Board of Social Work (Board) convened on Friday, October 27, 2017, at the Department of Health Professions (DHP), 9960 Mayland Drive, 2nd Floor, Board Room 1, Richmond, Virginia.

PRESIDING OFFICER: Yvonne Haynes, LCSW, Chair

BOARD MEMBERS PRESENT: Canek Aguirre, Citizen Member
Angelia Allen, Citizen Member
Jamie Clancey, L.C.S.W.
Maria Eugenia del Villar, L.C.S.W.
Dolores Paulson, L.C.S.W., Ph.D.
Gloria Manns, L.C.S.W.
John Salay, L.C.S.W., Vice-Chair
Joseph Walsh, L.C.S.W., Ph.D.

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Sarah Georgen, Licensing Manager
Lisa Hahn, DHP Chief Deputy Director
Jaime Hoyle, Executive Director
Jennifer Lang, Deputy Executive Director
Elaine Yeatts, DHP Senior Policy Analyst

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

OTHERS PRESENT: Elizabeth Carter, Ph.D, Director, HealthCare Workforce Data Center; Executive Director, Virginia Board of Health Professions

CALL TO ORDER: Ms. Haynes called the meeting to order.

ESTABLISHMENT OF A QUORUM: Ms. Georgen announced that seven members of the Board were present; therefore, a quorum was established.

ADOPTION OF AGENDA: Ms. Haynes requested that Dr. Carter provide the Healthcare Workforce Data Center Presentation following the Director's Report.

Upon a motion by Dr. Walsh which was properly seconded, the agenda was accepted as amended. The motion passed.

PUBLIC COMMENT: Debra Riggs, National Association of Social Workers (NASW)-VA Chapter, provided public comment in regards to NASW-VA members that reported difficulty with supervisor conduct while under board-approved supervision toward

LCSW licensure. She requested the Board to consider making changes to the Regulations concerning the potential loss of supervised experience hours if a supervisee makes a complaint against their supervisor.

Joseph Lynch, Virginia Society of Clinical Social Workers, provided a summary of his public comment in written form.

EMERGENCY EGRESS: Ms. Haynes announced the Emergency Egress Procedures.

MISSION STATEMENT: Ms. Haynes read the mission statement of the Department of Health Professions, which was also the mission statement of the Board.

APPROVAL OF MINUTES: Dr. Paulson requested a change to the Regulatory/Legislative Committee Report to note that staff and Dr. Walsh, not the Regulatory Committee, collaborated with the stakeholders at the March 3, 2017 Stakeholder meeting. Additionally, she requested the following sentence was added to the Regulatory/Legislative Committee Report and New Business: "Dr. Paulson voiced her approval of the product of the meeting developed by staff, the Chair of the Regulatory Committee and the VSCSW and NASW but had concern about the process used in developing that product. Dr. Paulson and the other members of the Regulatory Committee were not in attendance."

Mr. Salay requested a change to New Business to identify the stakeholders in attendance at the March 3, 2017 Stakeholder meeting.

Upon a motion by Ms. Clancey which was properly seconded, the meeting minutes from May 11, 2017 were approved as amended. Ms. Allen was not present for the vote.

DIRECTOR'S REPORT: Ms. Hahn reported that the Department of Health Professions has leased additional space on the first floor of the Perimeter Center for overflow of current departments, and announced the plans to rearrange the Behavioral Sciences Boards to provide for more space. She reported that the move is expected in the beginning of 2018.

Ms. Hahn stated that DHP requested and was granted a change in how time is counted for disciplinary cases in the Virginia Performs goals. The days a case has been in a continued status for pending informal conferences and formal hearings will not be counted as part of the total days a case is pending.

Ms. Hahn announced that the agency is working on training videos for Board Members which will include training on confidentiality, Sanctioning Reference Points, probable cause, conflict of interest, and chairing Board meetings and hearings.

Ms. Hahn stated that DHP has hired Virginia Commonwealth University and marketing to update the DHP logo along with the participation of several board members and DHP staff. The new logo is expected to be released in 2018.

**HEALTHCARE WORKFORCE
DATA CENTER
PRESENTATION:**

Dr. Carter reported on the Virginia Licensed Clinical Social Worker Workforce: 2017 report. She provided highlights of the survey to include trends in the growth of licensees and workforce in the profession.

Mr. Salay inquired about the Qualified Mental Health Providers (QMHPs) that are Bachelor's of Social Work (BSW) or Master's of Social Work (MSW) degree holders. It was reported that QMHPs will be surveyed following the renewal of their registration, but it would be several years before this data would be available.

**REGULATORY/LEGISLATIVE
UPDATE:**

Ms. Yeatts provided the Board with a copy of proposed regulations and noted that the required public comment was complete and was included in the agenda packet for the Board's review. She noted that there would not be an impact to Medicaid with change to the definition of "clinical social work services."

Upon a motion by Mr. Salay which was properly seconded, the Board adopted the proposed amendments as final without any change in regards to the definition of clinical social work services and requirement for supervision of experience to reactivate or reinstate a license.

CHAIRMAN'S REPORT:

Ms. Haynes reported that she will update the Board with her Chairman's Report during her Board of Health Professions report.

**BOARD COUNSEL'S
REPORT:**

Mr. Rutkowski discussed an issue related to expert testimony that arose based upon a recent case involving the Board of Medicine, where a licensee respondent wanted to testify on her own behalf as an expert witness. As a result of the ruling of the Court of Appeals in that case, Mr. Rutkowski presented to the Board two proposed standards to be considered by the Board for admissibility of expert testimony in hearings. Although this issue may be less common for the Board of Social Work, all DHP Boards are advised to adopt a standard for expert witness testimony at hearings. He stated that the Attorney General's Office recommended the adoption of Standard #1 (Traditional Virginia Standard).

Upon a motion by Mr. Aguirre and properly seconded, the Board voted to adopt Standard #1 as presented as the standard for expert witness. The vote was unanimous.

**EXECUTIVE DIRECTOR'S
REPORT:**

Ms. Hoyle announced that Mr. Salay was reappointed to the Board for another term and offered congratulations to him.

Ms. Hoyle announced that the budget as of June 30, 2017 and September 30, 2017 was included in agenda packet, as well as, a letter from Dr. Brown regarding Revenue and Expenditure Analysis.

She stated that the mid-level licensure legislation was approved in the Governors package and would be included for the 2018 General Assembly.

Ms. Hoyle stated that she and Ms. Haynes would be in attendance of the Association of Social Work Boards (ASWB) conference in November 2017 which will be fully funded by the ASWB. Ms. Haynes' funding was accepted as part of her participation on several ASWB Committees and Ms. Hoyle's funding was accepted as a staff scholarship.

Ms. Hoyle announced that Charles Giles, DHP Finance Budget Manager, would attend next board meeting to speak to the Board's budget.

Ms. Hoyle provided a staffing update regarding the upcoming short-term leave of Ms. Georgen. Several Board members inquired about the possibility of additional staff for the Board of Social Work. Ms. Hahn reported that DHP is allotted a certain amount of positions and to receive additional staff would require new legislation from the General Assembly. The Board thanked Ms. Georgen for her continued hard work on behalf of the Board.

**DEPUTY DIRECTOR'S
REPORT:**

Ms. Lang announced a formal hearing following the Board meeting.

She reported a change of process regarding informal conferences, in that the Administrative Proceedings Division adjudication specialist would not be included in closed session to reduce the appearance of impropriety.

Ms. Lang reported that the disciplinary statistics were included in the agenda packet.

**LICENSING MANAGER'S
REPORT:**

Ms. Georgen reported that the licensing statistics were included in the agenda packet.

Ms. Georgen reported that the agency satisfaction survey reported a 93.2% satisfaction rate for the 2017 fiscal year and included the comments of the survey for Board member review to ensure transparency.

Ms. Georgen also reminded the Board that the 2018 renewals were going green. She reminded the Board members and the public that paper renewal notices will no longer be mailed by the Board. She noted that email notices will be sent to all licensees at least 45 days prior to the renewal deadline and reminded all licensees to ensure that their email and mailing addresses were up-to-date with the Board.

She announced the policy implementation regarding compensation for members of appointed bodies. She asked each of the Board members to refer to the Department of Health Professions policy (no. 76-90.04) for more information.

COMMITTEE REPORTS:

Regulatory/Legislative Committee Report

Dr. Walsh reported on the last Regulatory Committee meeting, which was held on October 26, 2017. He stated that the Committee is planning to review several draft guidance documents at their next meeting in February 2018 for Board approval. He also reported on a draft guidance document with the Board of Psychology that was not supported by Regulatory Committee members. Dr. Walsh plans to provide the Board with a recommended written response to the Board of Psychology following the next Regulatory Committee meeting.

Credentials Committee Report

Mr. Salay noted that there was nothing to report.

Special Conference Committee Report

Ms. Haynes noted that there was nothing to report.

Board of Health Professions Report

Ms. Haynes reported that her report and draft meeting minutes of the Board of Health Professions were included in the agenda packet.

Ms. Haynes reported on the Regulatory Committee of the Board of Health Professions and the review of Certified Anesthesiology Assistants in the Commonwealth. She reported that the Board received a large amount of public comment regarding this certification type; however, the Regulatory Committee recommended to the Board of Health Professions to not pursue the licensing of Certified Anesthesiology Assistants at that time.

UNFINISHED BUSINESS:

By-Laws Review/Summary of Delegated Tasks:

It was recommended that the Credentials Committee under Article III: Committees – B. Standing Committees should be removed and that credentials cases should be evaluated equivalently to probable cause reviews.

Ms. Haynes recommended further discussion of the By-Laws by the Regulatory Committee.

NEW BUSINESS:

2018 Meeting Dates Confirmation:

Ms. Haynes announced that the proposed 2018 meeting dates were listed in the agenda packet. With no members in opposition of the dates provided, Ms. Haynes announced that the following meeting dates would occur in 2018:

Regulatory Committee:

February 1, 2018
May 10, 2018
August 9, 2018
November 1, 2018

Full Board Meeting:

February 2, 2018
May 11, 2018
August 10, 2018
November 2, 2018

NEXT MEETING:

Ms. Haynes announced that the next regularly scheduled full Board meeting would occur on February 2, 2018 at 10:00 a.m.

ACTION ITEMS FOR NEXT BOARD MEETING:

- Regulatory Committee Recommendations

ADJOURNMENT:

The meeting was adjourned at 12:08 p.m.

Yvonne Haynes, LCSW, Chair

Jaime Hoyle, Executive Director

Executive Director's Report

COUNT OF CURRENT LICENSES* BOARD SUMMARY

FISCAL YEAR 2018, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th

*CURRENT LICENSES BY BOARD AND OCCUPATION AS OF THE LAST DAY OF THE QUARTER

	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	CURRENT Q1 2018
Audiology/Speech Pathology	4,674	4,653	4,840	4,944	4,992	4,720	4,802	4,951	5,056	4,855	4,971	5,142
Counseling	7,183	7,256	7,042	7,249	7,490	7,597	7,808	13,237	13,603	13,922	15,791	16,175
Dentistry	13,507	12,782	13,753	13,999	14,186	14,319	14,184	14,382	14,522	14,657	14,338	14,601
Funeral Directing	2,543	2,313	2,506	2,540	2,573	2,618	2,497	2,526	2,561	2,609	2,513	2,554
Long Term Care	2,176	1,922	2,058	2,115	2,165	2,206	2,087	2,141	2,188	2,235	2,065	2,138
Medicine	62,617	62,816	64,137	65,337	65,922	66,177	67,447	66,941	66,773	67,320	69,206	69,092
Nurse Aide	54,491	53,695	53,834	54,568	54,402	54,374	54,477	54,044	53,681	53,434	53,066	52,653
Nursing	161,891	161,569	163,058	164,128	163,594	163,637	164,199	166,107	166,039	166,796	167,953	170,125
Optometry	1,946	1,856	1,915	1,931	1,963	1,874	1,914	1,936	1,955	1,867	1,921	1,949
Pharmacy	36,750	34,226	35,476	36,365	37,218	34,741	35,972	37,125	37,844	35,289	36,441	37,608
Physical Therapy	11,647	10,533	11,000	10,908	11,075	11,240	11,702	12,682	11,751	11,652	12,078	12,556
Psychology	4,017	4,093	3,876	4,028	4,141	4,253	4,360	4,994	5,128	5,227	5,335	5,368
Social Work	6,590	6,741	6,306	6,544	6,690	6,828	7,057	8,900	9,144	9,340	9,559	9,089
Veterinary Medicine	7,108	6,888	7,187	7,304	7,370	7,112	7,376	7,489	7,565	7,320	7,587	7,703
AGENCY TOTAL	377,140	371,343	376,988	381,960	383,781	381,696	385,882	397,455	397,810	396,523	402,824	406,753

COUNT OF CURRENT LICENSES *

FISCAL YEAR 2018, QUARTER ENDING SEPTEMBER 30th, 2017

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Quarter 1	July 1st - September 30th
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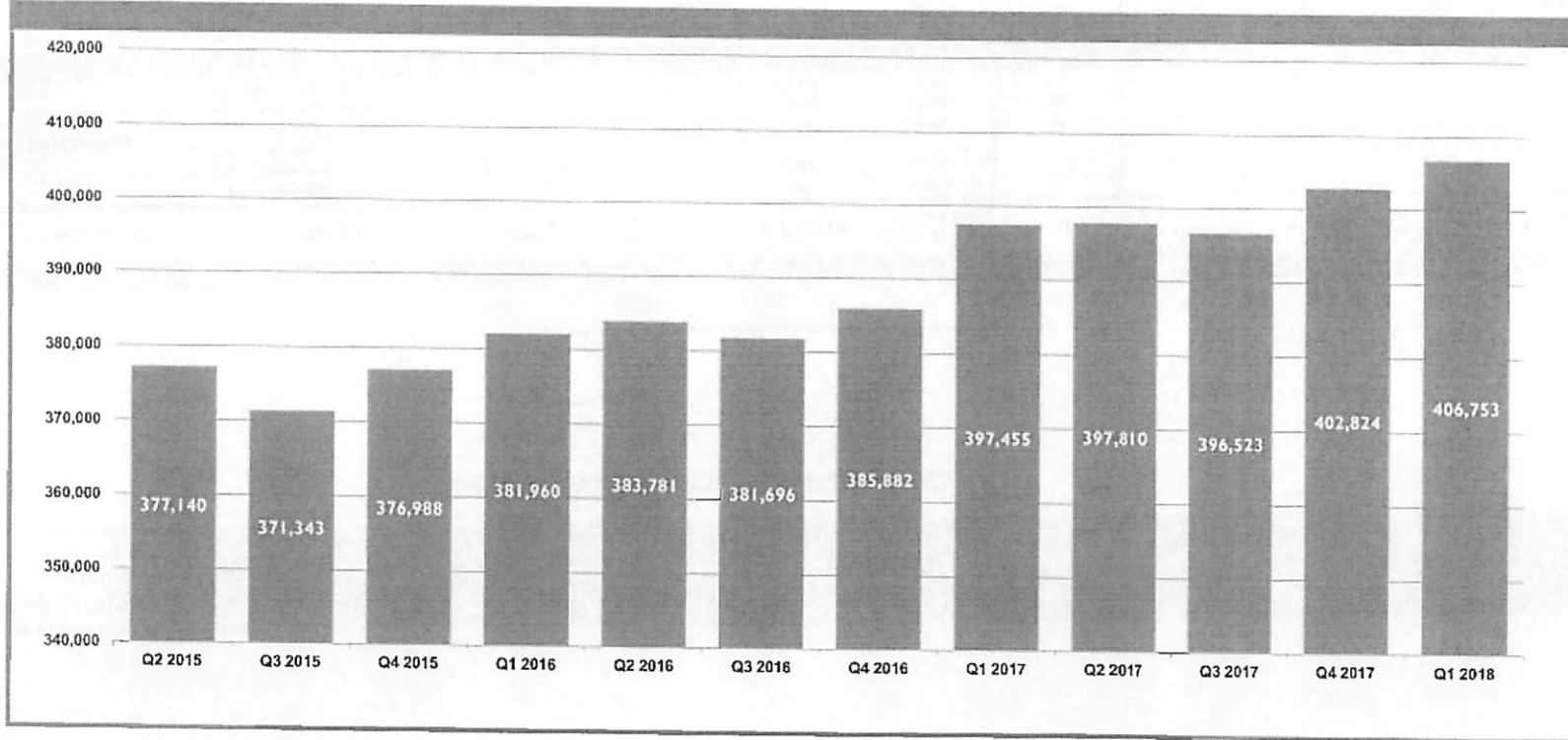
*CURRENT LICENSES BY BOARD AND OCCUPATION AS OF THE LAST DAY OF THE QUARTER
** NEW OCCUPATION

Board	Occupation	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018
Psychology	Applied Psychologist	31	31	29	29	30	32	32	29	31	32	33	32
	Clinical Psychologist	3,047	3,104	3,003	3,104	3,167	3,223	3,281	3,229	3,309	3,368	3,452	3,416
	Resident In Training	-	-	-	-	-	-	-	741	749	760	761	872
	School Psychologist	100	102	97	99	99	100	102	98	100	103	105	104
	School Psychologist-Limited	436	448	365	406	438	480	520	492	526	544	552	527
	Sex Offender Treatment Provider	403	408	382	390	407	418	425	405	413	420	432	417
Total		4,017	4,093	3,876	4,028	4,141	4,253	4,360	4,994	5,128	5,227	5,335	5,368
Social Work	Associate Social Worker	1	1	0	1	1	1	1	1	1	1	2	2
	Licensed Clinical Social Worker	5,986	6,104	5,781	5,946	6,060	6,170	6,358	6,458	6,558	6,684	6,817	6,514
	Licensed Social Worker	586	619	525	583	617	645	686	739	778	816	852	684
	Licensed Social Worker Supervision	-	-	-	-	-	-	-	-	-	-	7	6
	Registered Social Worker	17	17	0	12	12	12	12	12	12	12	13	11
Total		6,590	6,741	6,306	6,544	6,690	6,828	7,057	8,900	9,144	9,340	9,559	9,089
Veterinary Medicine	Equine Dental Technician	25	24	24	24	25	22	23	23	25	24	25	26
	Full Service Veterinary Facility	753	760	768	771	771	770	772	773	775	771	773	774
	Restricted Veterinary Facility	304	308	317	324	327	330	332	341	342	335	342	348
	Veterinarian	4,164	3,986	4,157	4,221	4,252	4,054	4,217	4,279	4,321	4,146	4,312	4,365
	Veterinary Technician	1,862	1,810	1,921	1,954	1,995	1,936	2,032	2,073	2,102	2,044	2,135	2,190
Total		7,108	6,888	7,187	7,304	7,370	7,112	7,376	7,489	7,565	7,320	7,587	7,703
AGENCY TOTAL		377,140	371,343	376,988	381,960	383,781	381,696	385,882	397,455	397,810	396,523	402,824	406,753

COUNT OF CURRENT LICENSES* AGENCY TOTALS

FISCAL YEAR 2018, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
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COUNT OF CURRENT LICENSES *

FISCAL YEAR 2016, QUARTER ENDING SEPTEMBER 30th, 2017

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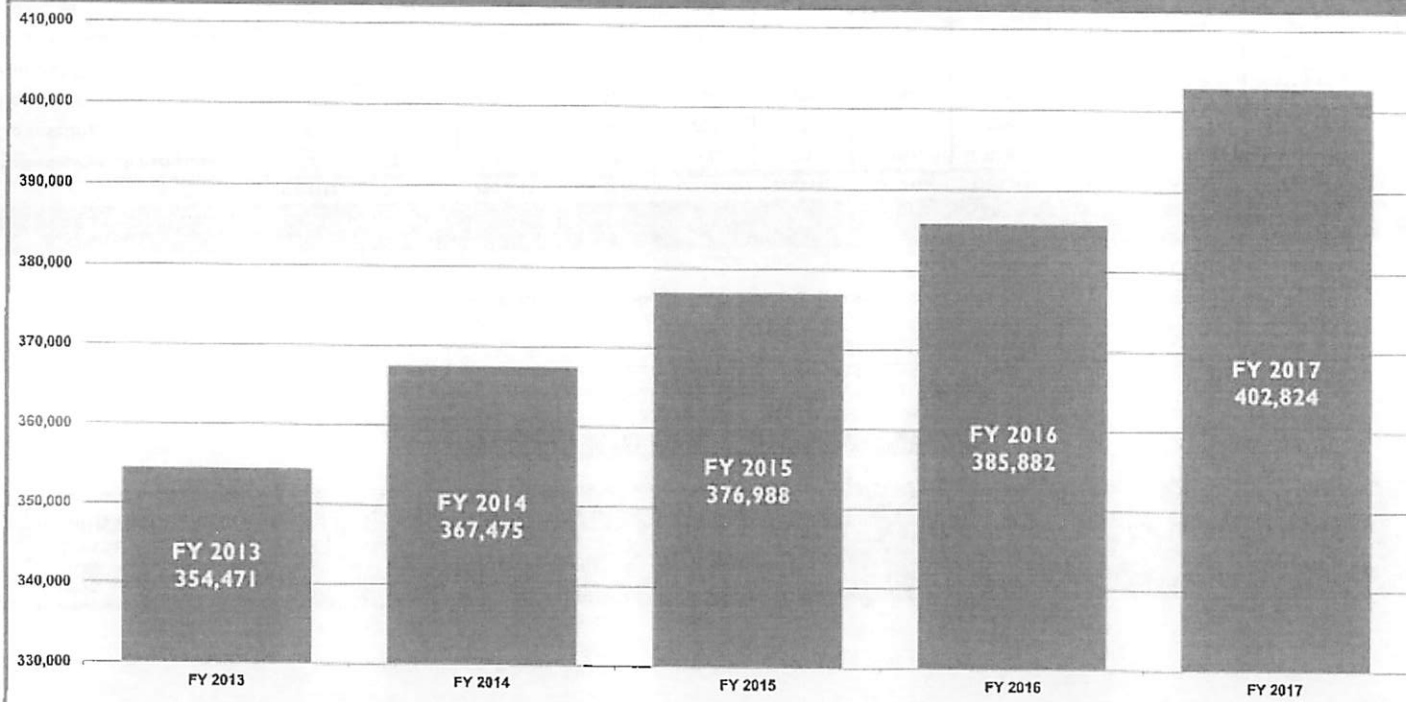
*CURRENT LICENSES BY BOARD AND OCCUPATION AS OF THE LAST DAY OF THE QUARTER

Board	Occupation	FY 2013	Change Between FY14 & FY13	FY 2014	Change Between FY15 & FY14	FY 2015	Change Between FY16 & FY15	FY 2016	Change Between FY16 & FY17	FY 2017
Psychology	Applied Psychologist	35	-25.7%	26	11.5%	29	10.3%	32	3.1%	33
	Clinical Psychologist	2,764	2.4%	2,831	6.1%	3,003	9.3%	3,281	5.2%	3,452
	Resident In Training	-	-	-	-	-	-	-	-	761
	School Psychologist	98	-6.1%	92	5.4%	97	5.2%	102	2.9%	105
	School Psychologist-Limited	344	-9.9%	310	17.7%	365	42.5%	520	6.2%	552
	Sex Offender Treatment Provider	415	-12.0%	365	4.7%	382	11.3%	425	1.6%	432
	Total		3,656	0.9%	3,624	7.0%	3,876	12.5%	4,360	22.4%
Social Work	Associate Social Worker	3	-65.7%	1	-	0	-	1	100.0%	2
	Licensed Clinical Social Worker	5,515	5.4%	5,814	-0.6%	5,781	10.0%	6,358	7.2%	6,817
	Licensed Social Worker	469	10.4%	518	1.4%	525	30.7%	686	24.2%	852
	Licensed Social Worker Supervision	-	-	-	-	-	-	-	-	7
	Registered Social Worker	21	-19.0%	17	-	0	-	12	8.3%	13
	Registration of Supervision	21	-19.0%	17	-	0	-	12	15466.7%	1,969
Total		6,008	5.7%	6,350	0.7%	6,306	11.9%	7,057	35.5%	9,559
Veterinary Medicine	Equine Dental Technician	23	0.0%	23	4.3%	24	-4.2%	23	6.7%	25
	Full Service Veterinary Facility	744	0.8%	750	2.4%	768	0.5%	772	0.1%	773
	Restricted Veterinary Facility	284	4.9%	298	6.4%	317	4.7%	332	3.0%	342
	Veterinarian	3,640	10.9%	4,036	2.9%	4,157	1.4%	4,217	2.3%	4,312
	Veterinary Technician	1,857	7.9%	1,788	7.4%	1,921	5.8%	2,032	5.1%	2,135
	Total		6,348	8.6%	6,897	4.2%	7,187	2.6%	7,376	2.9%
AGENCY TOTAL		354,471	3.7%	367,475	2.6%	376,988	10.1%	385,882	4.4%	402,824

COUNT OF CURRENT LICENSES *

FISCAL YEAR 2016, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
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NEW LICENSES ISSUED BOARD SUMMARY

FISCAL YEAR 2018, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
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*CURRENT LICENSES BY BOARD AND OCCUPATION AS OF THE LAST DAY OF THE QUARTER

	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	CURRENT Q1 2018
Audiology/Speech Pathology	200	235	169	167	42	71	150	156	69	62	159	165
Counseling	125	91	174	94	200	123	175	254	427	443	384	734
Dentistry	130	152	335	302	190	138	364	237	138	145	401	268
Funeral Directing	29	51	54	45	35	41	37	40	33	37	41	52
Long Term Care Administrator	79	80	96	77	74	61	85	79	69	66	99	80
Medicine	993	1,045	2,588	1,768	1,139	1,184	2,406	1,719	897	1,237	2,335	1,656
Nurse Aide	1,565	1,227	2,224	1,716	1,327	1,099	2,016	1,625	1,273	1,111	1,576	1,520
Nursing	2,231	2,851	3,216	3,418	2,281	2,610	2,842	4,344	2,586	3,293	3,350	4,369
Optometry	17	9	51	24	28	17	34	26	15	16	51	25
Pharmacy	1,019	785	1,132	1,140	878	847	1,135	1,357	742	1,207	1,060	1,367
Physical Therapy	238	187	424	442	146	154	444	431	182	176	406	459
Psychology	91	65	63	90	80	93	95	107	112	99	88	245
Social Work	110	139	169	171	125	131	207	277	353	352	343	388
Veterinary Medicine	75	79	266	128	61	77	246	106	62	79	244	95
AGENCY TOTAL	6,902	6,996	10,961	9,582	6,606	6,646	10,236	10,758	6,958	8,323	10,537	11,423

NEW LICENSES ISSUED BY QUARTER*
FISCAL YEAR 2016, QUARTER ENDING 12/31/2016

FISCAL YEAR 2018, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th

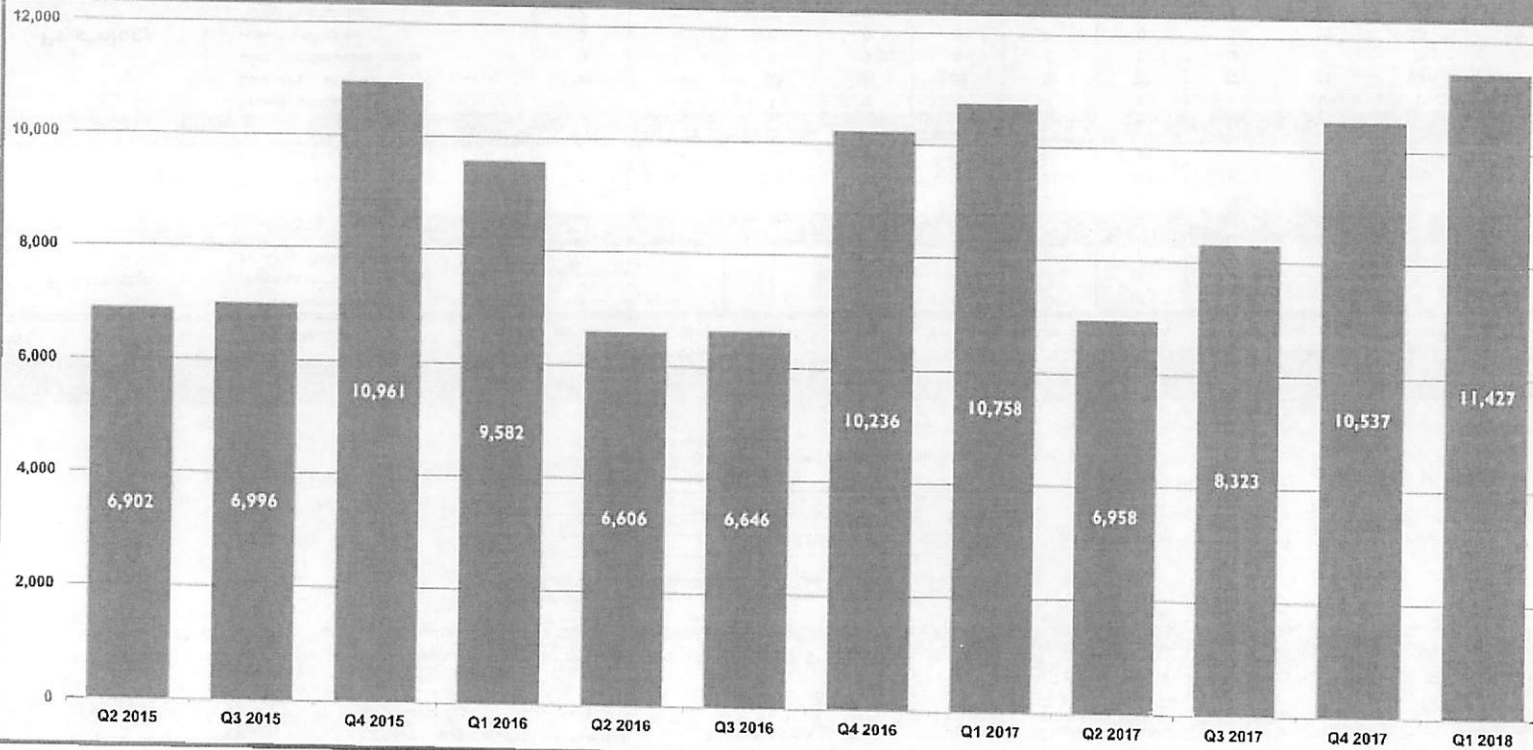
*Shows the number of Initial licenses granted for each licensing board by occupation.
** New Occupation

Board	Occupation	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	CURRENT Q1 2018
Pharmacy	Robotic Pharmacy System	0	0	0	0	0	0	0	0	0	0	0	0
	Warehouser	2	0	0	0	0	1	1	2	0	1	0	1
	Wholesale Distributor	0	2	0	1	4	1	0	1	0	1	5	3
	Total	1,019	785	1,132	1,140	878	847	1,135	1,357	742	1,207	1,060	1,367
Physical Therapy	Direct Access Certification	75	56	42	9	17	28	22	15	15	21	11	12
	Physical Therapist	131	102	274	320	76	96	324	310	115	105	302	314
	Physical Therapist Assistant	32	29	108	113	53	28	98	106	52	50	93	133
	Total	238	187	424	442	146	154	444	431	182	176	406	459
Psychology	Applied Psychologist	0	0	1	0	1	1	0	1	0	1	0	1
	Clinical Psychologist	50	49	50	66	55	50	57	72	71	62	63	97
	Continuing Education Provider	0	0	0	0	0	0	0	0	0	0	0	0
	Resident in Training	0	0	0	0	0	0	0	3	10	13	10	118
	School Psychologist	2	1	2	0	0	1	0	1	2	2	1	1
	School Psychologist-Limited	34	12	7	21	13	31	34	24	25	16	4	21
	Sex Offender Treatment Provider	5	3	3	3	11	10	4	6	4	5	10	7
Total	91	65	63	90	80	93	95	107	112	99	88	245	
Social Work	Associate Social Worker	0	0	0	0	0	0	0	0	0	0	0	0
	Licensed Clinical Social Worker	85	108	125	118	96	104	167	95	97	122	127	148
	Licensed Social Worker	25	31	44	53	29	27	40	52	39	38	34	41
	LSW Supervision	0	0	0	0	0	0	0	0	1	0	0	0
	Registration of Supervision	0	0	0	0	0	0	0	130	216	182	182	199
Total	110	139	169	171	125	131	207	277	353	352	343	388	
Veterinary Medicine	Equine Dental Technician	0	0	0	0	0	0	1	1	0	0	1	0
	Full Service Veterinary Facility	2	9	8	3	4	5	4	3	2	1	5	1
	Restricted Veterinary Facility	8	9	8	9	8	13	3	9	4	4	7	3
	Veterinarian	35	36	148	74	24	39	150	57	32	46	151	50
	Veterinary Technician	30	25	102	42	25	20	88	36	24	28	80	45
Total	75	79	266	128	61	77	246	106	62	79	244	99	
AGENCY TOTAL	6,902	6,996	10,961	9,582	6,606	6,646	10,236	10,758	6,958	8,323	10,537	11,427	

NEW LICENSES ISSUED BY QUARTER*
FISCAL YEAR 2016, QUARTER ENDING 12/31/2016

FISCAL YEAR 2018, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th



NEW LICENSES ISSUED*

FISCAL YEAR 2016, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th

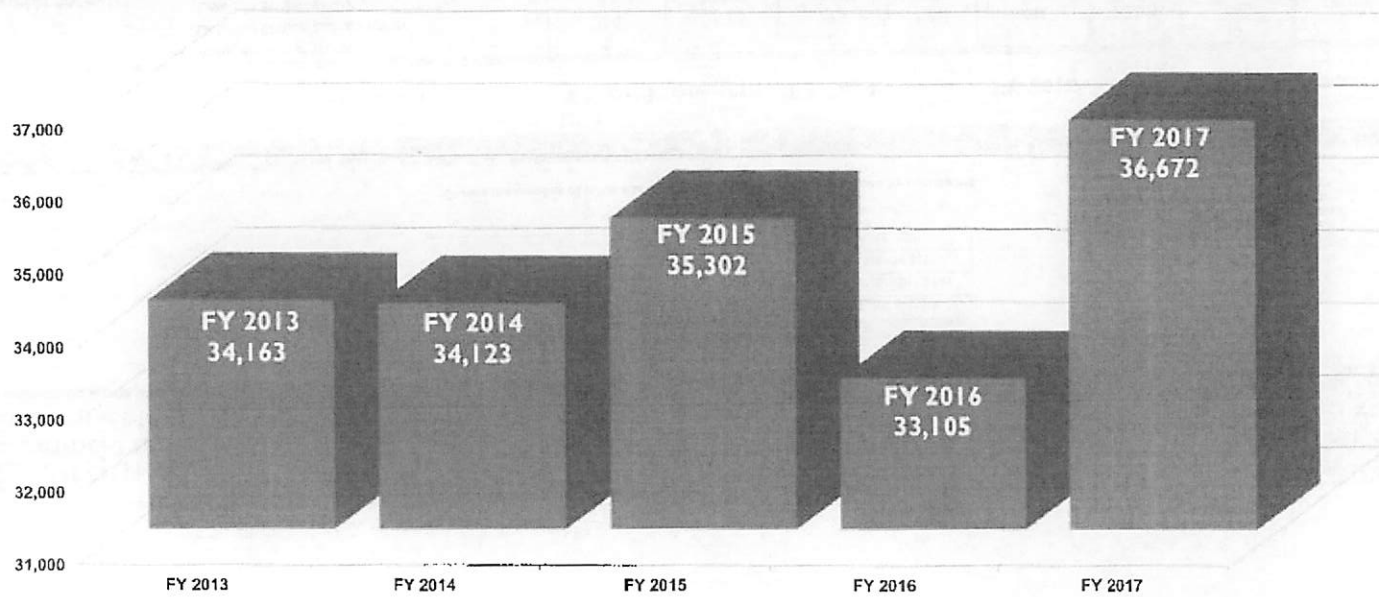
*Shows the number of initial licenses granted for each licensing board by occupation.

Board	Occupation	FY 2013	Change Between FY14 & FY13	FY 2014	Change Between FY15 & FY14	FY 2015	Change Between FY16 & FY15	FY 2016	Change Between FY16 & FY17	FY 2017
Social Work	Associate Social Worker	0	-	0	-	0	--	0	--	0
	Licensed Clinical Social Worker	300	25.0%	375	7.7%	404	20.0%	485	-9.1%	441
	Licensed Social Worker	72	88.9%	136	1.5%	138	8.0%	149	9.4%	163
	Licensed Social Worker Supervision	-	-	-	-	-	-	-	--	1
	Registration of Supervision	-	-	-	-	-	-	-	--	734
	Registered Social Worker	0	-	0	-	0	--	0	--	-
	Total	372	44.5%	511	6.1%	542	17.0%	634	111.2%	1,339
Veterinary Medicine	Equine Dental Technician	0	-	2	-50.0%	1	0.0%	1	100.0%	2
	Full Service Veterinary Facility	14	21.4%	17	29.4%	22	-27.3%	16	-31.3%	11
	Restricted Veterinary Facility	28	-7.1%	26	15.4%	30	10.0%	33	-30.3%	23
	Veterinarian	292	-4.5%	279	1.8%	284	1.1%	287	-0.3%	286
	Veterinary Technician	140	10.0%	154	25.3%	193	-9.3%	175	-4.0%	158
	Total	474	0.8%	478	10.9%	530		512		490
AGENCY TOTAL		34,163	1.2%	34,123	1.2%	35,302	-6.2%	33,105	10.8%	36,672

NEW LICENSES ISSUED*

FISCAL YEAR 2018, QUARTER ENDING SEPTEMBER 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th



Number of Responses	16	Satisfaction Percentage	91.1%
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License #	1. The instructions for applying for a license were clear and easy to understand	2. The forms were easy to complete.	3. My completed application was processed promptly by the Board.	4. The website was useful to me in the application process.	5. My e-mail was promptly answered.	6. My phone call was promptly answered.	7. I was provided courteous service.	8. Rate your overall experience (1 being worst 10 being best)	9. What could we do to improve our service to you?	10. Comments
0904010107	Agree	Agree	Disagree	Agree	Agree		Agree	8		
0904010081	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	10	I was very satisfied with the service so I cannot think of anything that would have made it better.	n/a
0904010075	Strongly Agree	Strongly Agree	Agree	Strongly Agree				10	The service was great and timely.	The processing of my license was very fast. I think the Board is very efficient in many processes.
0904020045	Agree	Agree	Agree	Agree	Strongly Agree	Agree	Strongly Agree	9		I felt that staff was very helpful in assisting me with any questions I had. I also appreciated the "frequent questions" category.
0904010065	Agree	Agree	Agree	Agree	Agree	Agree	Agree	8	Nothing	
0904010028	Agree	Agree	Agree	Agree	Agree	Agree	Agree	8		
0904010033	Disagree	Agree	Strongly Agree	Agree	Strongly Agree	Agree	Agree	8	Reciprocity with other states when I come to transferring forms that have the same information that is being requested by the Virginia Board	It was not clear to me that an LCSW license would be awarded to an out-of-state candidate who has passed their national board but not completed 3000 hours of supervision. I would like to know if the board would like for me to finish my supervision hours or move forward as a fully independent practitioner.
0904010058	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree			10	Process applications more quickly.	
0904010068	Agree	Disagree	Disagree	Agree	Agree	Disagree	Agree	8		
0904010024	Disagree	Disagree	Agree	Disagree	Strongly Agree	Strongly Agree	Strongly Agree	7	web site	costly, multiple inquiries, confusion about checklist etc. Different info from diff people
0904010009	Agree	Agree	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	8	I really like the application status check in. At first all the steps and forms can be confusing, but once I got a grasp on that it was really helpful to see the status of each step and when it was completed.	I was extremely impressed with the quick response. I was eager to be licensed before the 30 day mark and VA licensing board responded by giving me my approval as soon as asked for follow up. This is a great introduction to VA social work!
0904009993	Agree	Agree	Strongly Agree	Agree				8	It was unclear the steps I needed to obtain all ID information in order to register for the exam online. I had to go to several different websites/pages in order to find the information that I was being asked to provide	
0904010021	Agree	Agree	Strongly Agree	Disagree	Strongly Agree	Agree	Strongly Agree	8		
0904010014	Agree	Agree	Agree	Strongly Agree			Strongly Agree	9	I do believe there could be more clarification on supervision and/or practice documentation that is acceptable	
0904009984	Agree	Agree	Agree	Agree	Agree		Agree	8	0	
0904009981	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	10	Perhaps hire additional workers to answer emails/phone calls. While the one who responded did so in the quickest way possible and was extremely helpful, I understand that it took 1-2 days due to the overload of emails and phone calls.	Ease of application process, pleasant/respectful service, quick response (especially with being identified military and the importance of promptness due to me leaving the state of VA within 2 weeks of applying to take the exam). Thank you!

Virginia Department of Health Professions
Cash Balance
As of December 31, 2017

	<u>110- Social Work</u>
Board Cash Balance as June 30, 2017	\$ 401,802
YTD FY18 Revenue	110,657
Less: YTD FY18 Direct and Allocated Expenditures	<u>279,851</u>
Board Cash Balance as December 31, 2017	<u><u>232,608</u></u>

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2017 and Ending December 31, 2017

Account Number	Account Description	Amount	Budget	Amount	% of Budget
				Under/(Over) Budget	
4002400	Fee Revenue				
4002401	Application Fee	84,480.00	100,300.00	15,820.00	84.23%
4002406	License & Renewal Fee	15,412.00	602,865.00	587,453.00	2.56%
4002407	Dup. License Certificate Fee	830.00	850.00	20.00	97.65%
4002409	Board Endorsement - Out	3,375.00	2,750.00	(625.00)	122.73%
4002421	Monetary Penalty & Late Fees	6,560.00	1,100.00	(5,460.00)	596.36%
4002432	Misc. Fee (Bad Check Fee)	-	35.00	35.00	0.00%
	Total Fee Revenue	<u>110,657.00</u>	<u>707,900.00</u>	<u>597,243.00</u>	<u>15.63%</u>
	Total Revenue	<u>110,657.00</u>	<u>707,900.00</u>	<u>597,243.00</u>	<u>15.63%</u>
5011110	Employer Retirement Contrib.	3,548.40	6,580.00	3,031.60	53.93%
5011120	Fed Old-Age Ins- Sal St Emp	2,163.08	4,361.00	2,197.92	49.60%
5011140	Group Insurance	344.63	639.00	294.37	53.93%
5011160	Retiree Medical/Hospitalizatn	310.42	576.00	265.58	53.89%
5011170	Long term Disability Ins	173.55	322.00	148.45	53.90%
	Total Employee Benefits	<u>6,540.08</u>	<u>12,478.00</u>	<u>5,937.92</u>	<u>52.41%</u>
5011200	Salaries				
5011230	Salaries, Classified	26,363.38	48,772.00	22,408.62	54.05%
5011250	Salaries, Overtime	1,889.06	8,220.00	6,330.94	22.98%
	Total Salaries	<u>28,252.44</u>	<u>56,992.00</u>	<u>28,739.56</u>	<u>49.57%</u>
5011300	Special Payments				
5011340	Specified Per Diem Payment	600.00	2,800.00	2,200.00	21.43%
5011380	Deferred Compnstrn Match Pmts	-	480.00	480.00	0.00%
	Total Special Payments	<u>600.00</u>	<u>3,280.00</u>	<u>2,680.00</u>	<u>18.29%</u>
5011930	Turnover/Vacancy Benefits				
	Total Personal Services	<u>35,392.52</u>	<u>72,750.00</u>	<u>37,357.48</u>	<u>48.65%</u>
5012000	Contractual Svcs				
5012100	Communication Services				
5012110	Express Services	-	537.00	537.00	0.00%
5012140	Postal Services	7,409.27	4,411.00	(2,998.27)	167.97%
5012150	Printing Services	76.73	67.00	(9.73)	114.52%
5012160	Telecommunications Svcs (VITA)	60.03	550.00	489.97	10.91%
	Total Communication Services	<u>7,546.03</u>	<u>5,565.00</u>	<u>(1,981.03)</u>	<u>135.60%</u>
5012200	Employee Development Services				
5012210	Organization Memberships	-	1,500.00	1,500.00	0.00%
5012250	Employee Tuition Reimbursement	1,530.00	-	(1,530.00)	0.00%
	Total Employee Development Services	<u>1,530.00</u>	<u>1,500.00</u>	<u>(30.00)</u>	<u>102.00%</u>
5012400	Mgmnt and Informational Svcs				
5012420	Fiscal Services	9,728.76	5,500.00	(4,228.76)	176.89%
5012440	Management Services	51.37	212.00	160.63	24.23%
5012460	Public Infrmrtnl & Relatn Svcs	4.00	-	(4.00)	0.00%
5012470	Legal Services	195.00	-	(195.00)	0.00%
	Total Mgmnt and Informational Svcs	<u>9,979.13</u>	<u>5,712.00</u>	<u>(4,267.13)</u>	<u>174.70%</u>
5012600	Support Services				
5012630	Clerical Services	7,321.87	66,208.00	58,886.13	11.06%

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2017 and Ending December 31, 2017

Account Number	Account Description	Amount	Budget	Amount	% of Budget
				Under/(Over) Budget	
5012640	Food & Dietary Services	325.59	480.00	154.41	67.83%
5012660	Manual Labor Services	106.01	2,188.00	2,081.99	4.85%
5012670	Production Services	720.55	2,405.00	1,684.45	29.96%
5012680	Skilled Services	7,743.90	24,297.00	16,553.10	31.87%
	Total Support Services	16,217.92	95,578.00	79,360.08	16.97%
5012800	Transportation Services				
5012820	Travel, Personal Vehicle	1,005.27	2,809.00	1,803.73	35.79%
5012850	Travel, Subsistence & Lodging	105.37	1,607.00	1,501.63	6.56%
5012880	Trvl, Meal Reimb- Not Rprtbl	59.25	917.00	857.75	6.46%
	Total Transportation Services	1,169.89	5,333.00	4,163.11	21.94%
	Total Contractual Svs	36,442.97	113,688.00	77,245.03	32.06%
5013000	Supplies And Materials				
5013100	Administrative Supplies				
5013120	Office Supplies	238.99	276.00	37.01	86.59%
5013130	Stationery and Forms	-	41.00	41.00	0.00%
	Total Administrative Supplies	238.99	317.00	78.01	75.39%
5013600	Residential Supplies				
5013620	Food and Dietary Supplies	-	21.00	21.00	0.00%
5013630	Food Service Supplies	-	82.00	82.00	0.00%
	Total Residential Supplies	-	103.00	103.00	0.00%
	Total Supplies And Materials	238.99	420.00	181.01	56.90%
5015000	Continuous Charges				
5015100	Insurance-Fixed Assets				
5015160	Property Insurance	-	26.00	26.00	0.00%
	Total Insurance-Fixed Assets	-	26.00	26.00	0.00%
5015300	Operating Lease Payments				
5015340	Equipment Rentals	221.94	540.00	318.06	41.10%
5015350	Building Rentals	6.29	-	(6.29)	0.00%
5015390	Building Rentals - Non State	4,894.66	11,584.00	6,689.34	42.25%
	Total Operating Lease Payments	5,122.89	12,124.00	7,001.11	42.25%
5015500	Insurance-Operations				
5015510	General Liability Insurance	-	97.00	97.00	0.00%
5015540	Surety Bonds	-	6.00	6.00	0.00%
	Total Insurance-Operations	-	103.00	103.00	0.00%
	Total Continuous Charges	5,122.89	12,253.00	7,130.11	41.81%
5022000	Equipment				
5022100	Computer Hrdware & Sftware				
5022170	Other Computer Equipment	186.00	-	(186.00)	0.00%
	Total Computer Hrdware & Sftware	186.00	-	(186.00)	0.00%
5022200	Educational & Cultural Equip				
5022240	Reference Equipment	-	43.00	43.00	0.00%
	Total Educational & Cultural Equip	-	43.00	43.00	0.00%
5022600	Office Equipment				
5022610	Office Appurtenances	-	21.00	21.00	0.00%

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2017 and Ending December 31, 2017

Account Number	Account Description	Amount			% of Budget
		Amount	Budget	Under/(Over) Budget	
	Total Office Equipment	-	21.00	21.00	0.00%
	Total Equipment	186.00	64.00	(122.00)	290.63%
	Total Expenditures	77,383.37	199,175.00	121,791.63	38.85%
	Allocated Expenditures				
20100	Behavioral Science Exec	39,013.87	83,640.40	44,626.53	46.64%
30100	Data Center	38,580.68	67,360.21	28,779.53	57.28%
30200	Human Resources	5,099.46	10,669.91	5,570.45	47.79%
30300	Finance	22,021.68	37,150.87	15,129.19	59.28%
30400	Director's Office	9,774.74	18,783.97	9,009.23	52.04%
30500	Enforcement	55,972.01	133,844.97	77,872.96	41.82%
30600	Administrative Proceedings	14,286.65	25,905.73	11,619.08	55.15%
30700	Impaired Practitioners	651.86	913.02	261.15	71.40%
30800	Attorney General	1,354.02	2,708.05	1,354.02	50.00%
30900	Board of Health Professions	5,251.95	10,670.72	5,418.78	49.22%
31100	Maintenance and Repairs	-	417.32	417.32	0.00%
31300	Emp. Recognition Program	-	171.56	171.56	0.00%
31400	Conference Center	5,484.19	5,818.80	334.62	94.25%
31500	Pgm Devlpmt & Implmentn	4,976.66	10,474.66	5,498.00	47.51%
	Total Allocated Expenditures	202,467.77	408,530.19	206,062.42	49.56%
	Net Revenue in Excess (Shortfall) of Expenditures	\$ (169,194.14)	\$ 100,194.81	\$ 269,388.95	168.87%

Deputy Executive Director's Report

BEHAVIORAL SCIENCE BOARDS

COUNSELING, PSYCHOLOGY, AND SOCIAL WORK

Discipline Reports

October 6, 2017 - January 11, 2018

OPEN CASES AT BOARD LEVEL (as of January 11, 2018)

Case Stage	Counseling	Psychology	Social Work	BSU Total
Probable Cause Review	26	11	18	55
Scheduled for Informal Conferences	4	0	1	5
Scheduled for Formal Hearings	0	1	2	3
Consent Orders offered	1	0	0	1
Cases with APD for processing	12	7	4	23
TOTAL OPEN CASES	43	19	25	87

CASES CLOSED

Closure Category	Counseling	Psychology	Social Work	BSU Total
Closed – no violation	21	18	13	52
Closed – undetermined	3	1	5	9
Closed – violation	1	1	2	4
Credentials/Reinstatement – Denied	3	0	1	4
Credentials/Reinstatement – Approved	8	0	1	9
TOTAL CASES CLOSED	36	20	22	78

AVERAGE CASE PROCESSING TIMES (counted on closed cases)

	Counseling	Psychology	Social Work
Average time for case closures	164 days	176 days	143 days
Avg. time in Enforcement (investigations)	70.3 days	71.3 days	68.6 days
Avg. time in APD (IFC/FH preparation)	94.9 days	50.0 days	81.3 days
Avg. time in Board (includes hearings, reviews, etc).	82.0 days	102 days	63.0 days

BEHAVIORAL SCIENCE BOARDS

COUNSELING, PSYCHOLOGY, AND SOCIAL WORK

Discipline Reports

October 6, 2017 - January 11, 2018

CASES RECEIVED and ACTIVE INVESTIGATIONS

	Counseling	Psychology	Social Work	BSU Total
Cases Received for Board review	34	21	26	81
Open Investigations in Enforcement	42	25	25	92

HEARINGS HELD and CONSENT ORDERS ENTERED

Board Action	Counseling	Psychology	Social Work	BSU Total
Consent Orders Entered	0	2	1	3
Informal Conferences Held Agency Subordinate	0	0	0	0
Informal Conferences Held Special Conference Committee	3	0	0	3
Formal Hearings Held	0	0	1	1
Summary Suspension Hearings Held	0	0	0	0

UPCOMING HEARINGS (2018)

Hearing/Conference Type	Counseling	Psychology	Social Work
Informal Conferences	February 23, 2018 April 13, 2018 June 1, 2018 July 27, 2018	February 27, 2018 June 5, 2018 July 24, 2018	March 2, 2018 June 8, 2018 July 20, 2018
Formal Hearings	May 18, 2018	May 8, 2018	May 11, 2018

Board of Psychology
Draft Joint Guidance Document on
Assessment Titles and Signatures

Context for the ***Draft*** Joint Guidance Document on Assessment Titles and Signatures

Several years ago an issue was raised in a Board of Psychology meeting regarding members of the public who had been confused about reports they had received that were entitled “Psychological Assessment” but, upon examination, were not completed by psychologists. Similarly, licensed psychologists reported reviewing documentation for clinical or forensic purposes and finding assessment reports that included “Psychological” in the title but the licensure listed on the signature page indicated that the person was not a psychologist or, when the license was not listed, the degree held indicated that the person could not be a psychologist.

As a result of a review of the issues and discussion by both the Regulatory Committee and the full Board of Psychology, the then Chair of the regulatory Committee began exploring the possibility of developing a joint guidance document from the Behavioral Health Boards regarding the titles and signatures used on such documents to minimize the possibility of confusion by members of the public or other entities. After some preliminary work, the Chair of the Board of Counseling was invited to a Board of Psychology Regulatory Committee meeting for a discussion of the issues and potential concerns. Following this meeting, the Regulatory Committee continued to work on the document.

The goal of the document is solely to help licensees to provide clear information to readers of assessment reports. In taking the lead in drafting the document, the Board of Psychology is not intending to unfairly limit the practice of other licensed professionals but rather to comport with the Board’s charge that “The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board.”

Draft Joint Guidance Document on Assessment Titles and Signatures Draft

Commonwealth of Virginia

Boards of Psychology, Counseling, and Social Work

Conducting client evaluations or assessments pertaining to diagnosis and psychosocial or mental health functioning is within the scope of practice of several licensed mental health professionals. Although some jurisdictions have attempted to define by regulation or statute what types of assessments may be done by what specific mental health professionals, Virginia has not taken that approach. In Virginia, each profession is regulated by its own regulatory body, and each takes its own approach to training and standards of practice.

Just as different healthcare specialists may rely on similar but not identical assessment procedures, different behavioral health professionals may approach assessment practice with both shared and distinctive skills and tools. Historically, protection of the public has relied upon each profession's Board oversight to hold its own members to a customary discipline-wide standard of practice, with the additional expectation that each practitioner limit his or her domain of practice to professional areas of personal competence.

In the case of shared or overlapping services across professional licenses, however, a further public safeguard includes this joint agreement among behavioral health professions to encourage members within each licensure category to represent themselves and their work unambiguously by clearly documenting their professional alliances and qualifying licensure title. This unambiguous representation of each behavioral professional's basis for assessment work involves careful attention to specific labeling and self-presentation in the following ways:

- **Clear and Unambiguous Work Product Heading:** Because labels given to assessment work products may confuse healthcare service recipients, headings placed on an assessment product or report should clearly communicate the examiner's licensed profession.
 - Avoid the use of labels that suggest an assessment might have been conducted by a professional with a different license than the one(s) the examiner holds.
 - Suggested Work Product headings are included in the Table below.

- **Clear and Unambiguous Examiner Titles.** The title in a signature block or other relevant self-designation on a document summarizing an assessment work product should clearly convey the examiner's professional identity and field(s) of licensure.
 - Titles such as "psychological examiner" or "clinical examiner" have the potential to confuse service recipients by failing to convey the examiner's profession.
 - In contrast, such terms as "Clinical Psychologist" or "Licensed Clinical Psychologist," "School Psychologist" or "Licensed School Psychologist," "Applied Psychologist" or "Licensed Applied Psychologist," "Licensed Professional Counselor," or "Licensed Clinical Social Worker" point clearly to the licensee's legal title in Virginia and help service recipients identify the examiner's oversight Board.
 - Listing the Examiner's specific License number is optional.
 - Suggested Signature Titles are included in the Table below.

Virginia License	Suggested Report Heading	Suggested Signature Title
<p>Clinical Psychologists</p> <p>School Psychologists</p> <p>Applied Psychologists</p>	<p>“Psychological Assessment” “Psychological Evaluation” “Psychological Report”</p> <p>Note: Additional, more specific, terms may be added, depending on the focus of the report and the Psychologist’s area(s) of further post-doctoral training and competence (e.g., Forensic, Geriatric, Pediatric, Medical, Neuropsychological).</p>	<p>“Clinical Psychologist” or “Licensed Clinical Psychologist”</p> <p>“School Psychologist” or “Licensed School Psychologist”</p> <p>“Applied Psychologist” or “Licensed Applied Psychologist”</p> <p>Note: Board Certification or other credentials may be added underneath the Psychologist’s licensure category (e.g., “Board Certified in Neuropsychology”) and associated initials may be added after the Psychologist’s degree (e.g., John Smith, Ph.D., ABPP), especially if relevant given to the heading and focus of the document. However, terms such as “neuropsychologist,” “forensic psychologist,” and others hold no legal standing in Virginia. Therefore, reports still should carry the appropriate signature title listed above in order to indicate to the public the licensure category and associated state Board regulating this practice.</p>
<p>Licensed Professional Counselors</p>	<p>“Counseling Assessment” “Counseling Evaluation” “Counseling Report”</p>	<p>“Licensed Professional Counselor”</p>
<p>Licensed Clinical Social Workers</p>	<p>“Social Work Assessment” “Social Work Evaluation” “Social Work Report”</p>	<p>“Licensed Clinical Social Worker”</p>

Clarify conflict with required labels: When a mental health professional’s employer, work setting, or legal work context requires a particular label be used for assessment reports and the required label conflicts with the above suggestions and therefore might introduce confusion about the professional identity of the examiner, the licensed professional should clarify his or her professional identity to the client at the outset of the evaluation and make this explicit within the report and in the signature block (e.g., “Psychological Evaluation” by XXXXXXX, Clinical Psychologist [or Licensed Clinical Psychologist]).

UPDATED Following 5/16/17 Board Meeting

In offering this collective guidance to its licensees, Virginia's Behavioral Science Licensure Boards are adding no formal regulatory restrictions to the use of various professional terms, beyond the protected titles that already reside in their respective regulations. Rather, these Boards are jointly recommending best practice guidelines for regulated members of their respective professions to minimize public confusion and clearly communicate to clients which Board governs the practice of each licensed examiner. The Boards believe this guidance will best represent their members to the public and best direct service recipients to each examiner's specific standards of competence.

Board of Health Professions Report

Board of Health Professions Full Board Meeting

December 7, 2017
10:00 a.m. - Board Room 4
9960 Mayland Dr, Henrico, VA 23233

In Attendance

Barbara Allison-Bryan, MD, Board of Medicine
Helene D. Clayton-Jeter, OD, Board of Optometry
Kevin Doyle, EdD, LPC, LSATP, Board of Counseling
Yvonne Haynes, LCSW, Board of Social Work
Mark Johnson, DVM, Board of Veterinary Medicine
Allen R. Jones, Jr., DPT, PT, Board of Physical Therapy
Derrick Kendall, NHA, Board of Long-Term Care Administrators
Ryan Logan, RPh, Board of Pharmacy
Martha S. Perry, MS, Citizen Member
Herb Stewart, PhD, Board of Psychology
Laura P. Verdun, MA, CCC-SLP, Board of Audiology & Speech-Language Pathology
James D. Watkins, DDS, Board of Dentistry
James Wells, RPh, Citizen Member
Junius Williams, Jr., MA, Board of Funeral Directors and Embalmers

Absent

Marvin Figueroa, Citizen Member
Trula E. Minton, MS, RN, Board of Nursing
Jacquelyn M. Tyler, RN, Citizen Member

DHP Staff

David Brown, DC, Director DHP
Elizabeth A. Carter, Ph.D., Executive Director BHP
Lisa R. Hahn, MPA, Chief Operating Officer DHP
Jaime Hoyle, Executive Director Behavioral Sciences Boards
Laura L. Jackson, BHSA, Operations Manager BHP
Leslie Knachel, Executive Director for the Boards of Audiology & Speech Language Pathology, Optometry and Veterinary Medicine
Diane Powers, Communications Director DHP
Michelle Schmitz, Enforcement Director DHP
Yetty Shobo, PhD, Deputy Executive Director BHP
Matt Treacy, Communications Associate DHP
Elaine Yeatts, Senior Policy Analyst DHP

Presenters

Yetty Shobo, PhD, Deputy Executive Direct BHP

Michelle Schmitz, Enforcement Director DHP

Speakers

No speakers signed-in

Observers

Gretchen Graves, Virginia Art Therapy Association

Monika Bincholder, Shenandoah Art Therapy, LLC

Laura Tuomisto, Shenandoah Art Therapy, LLC

Leila Saadeh, Virginia Art Therapy Association

Sarah Deaver, Virginia Art Therapy Association

W. Scott Johnson, Medical Society of Virginia

Ryan LaMura, Virginia Hospital and Healthcare Association

Emergency Egress Dr. Carter

Call to Order

Chair: Dr. Clayton-Jeter **Time** 10:03 a.m.

Quorum Established

Public Comment

Discussion

There was no public comment

Approval of Minutes

Presenter Dr. Clayton-Jeter

Discussion

The August 31, 2017 Full Board meeting minutes were approved with no revisions. All members in favor, none opposed.

Directors Report

Presenter Dr. Brown

Discussion

Dr. Brown reported that Secretary Hazel has not requested reappointment and is ready to leave his post after service in two administrations. Dr. Brown did state however that he himself is seeing reappointment to DHP. An overview of the 2017 curricula pain management committee has submitted its report findings to the Governor. Dr. Brown announced that Ms. Hahn is the new agency COO. He stated that the COO position was created to aid in the continuity of agency operations.

Election of Officers - Nominating Committee

Presenter Ms. Haynes, Chair

Discussion

The Nominating Committee met prior to the Full Board meeting to organize a slate of officers for today's Chair and Vice Chair elections. Ms. Haynes stated that Dr. Clayton-Jeter, Dr. Allen Jones, Jr. and Dr. Allison-Bryan submitted their interest in the Chair and Vice Chair positions with the Board of Health Professions. After brief discussion, Ms. Haynes opened nominations from the floor. There were no additional nominations made. Dr. Allison-Bryan withdrew from consideration.

Vote: All members were in favor of reappointment of Dr. Clayton-Jeter as Board Chair and reappointment of Dr. Allen Jones, Jr. as Vice Chair.

Legislative and Regulatory Report

Presenter Ms. Yeatts

Discussion

Ms. Yeatts advised the Board of updates to the laws and regulations that affect DHP currently in the General Assembly.

Enforcement

Presenter Ms. Schmitz

Discussion

Ms. Schmitz provided the Board with a very informative update on the Enforcement Division. Highlights included the new ability to report a complaint online, improvements to the subpoena process, and requests for DHP Enforcement training from the DEA and FBI.

Communications Report

Presenter Dr. Clayton-Jeter

Discussion

Dr. Clayton-Jeter presented the new DHP logo to the Board by way of a PowerPoint presentation. She provided information regarding the process of the logo creation, the design direction and the meaning behind the logo. She stated her enjoyment in working with the VCU design team and DHPs stakeholder group. Dr. Allison-Bryan was also a member of the stakeholder group and voiced her appreciation of the process and the finished product.

Ms. Powers added that DHP will be increasing its brand identity and will be purchasing lanyards, pens and phone screen wipes with the new logo.

Board Chair Report

Presenter Dr. Clayton-Jeter

Discussion

Dr. Clayton-Jeter discussed that this is a new agenda item allowing the Chair the opportunity to discuss items relevant to the functions of the Board. She provided an Employee Fact Sheet that was sent to Federal employees providing information on preventing opioid misuse. She believes this form of relaying information may be helpful at the state level as well.

Executive Directors Report

Presenter Dr. Carter

Board Budget

Dr. Carter stated that the Board is operating under budget.

Agency Performance

Dr. Carter reviewed the agencies performance measures in relation to clearance rate, age of pending caseload and time to disposition.

Sanction Reference Points (SRP) - Update

Four boards are updating their SRP manuals. Dr. Carter also expressed that several boards have been asking about training. A request has been made for Communications to assist by recording a training video that can be used internally and posted on the DHP webpage. Additional in-person training will also be provided upon Board request.

Policies & Procedures

Dr. Carter has requested the assistance of the Regulatory Research Committee in updating the sunrise review policies and procedures. She will be providing a review of methods employed in other states as part of the review process. The Board supported the idea.

Regulatory Research Committee

Presenter Mr. Wells

Mr. Wells provided information regarding the Committee's approval to move forward with the sunrise review request made by the Virginia Art Therapy Association. The Committee approved the proposed workplan presented by Ms. Jackson.

Healthcare Workforce Data Center (DHP HWDC)

Presenter Dr. Shobo

Discussion

Dr. Shobo provided a PowerPoint presentation that she presented at the annual Southern Demographics Association meeting that utilized DHP licensure data. She also advised the Board that DHP HWDC is up

to date on all survey reports and posting of the workforce briefs and is in the process of collecting the survey data from December license renewals.

Lunch break 11:53 p.m. – 1:15 p.m.

Board Reports

Presenter Dr. Clayton-Jeter

Board of Audiology & Speech Language Pathology

Ms. Verdun provided an overview of the Boards activity since its last meeting. (Attachment 1)

Board of Counseling

Dr. Doyle provided an overview of the Boards activities since its last meeting. (attachment 2)

Board of Dentistry

Dr. Watkins provided an overview of the Boards activities since its last meeting. (attachment 3)

Board of Funeral Directors & Embalmers

Mr. Williams provided an overview of the Boards activities since its last meeting (attachment 4)

Board of Long Term Care Administrators

Mr. Kendall provided an overview of the Boards activities since its last meeting. (attachment 5)

Board of Medicine

Dr. Allison Bryan provided an overview of the Boards activities since its last meeting. (attachment 6)

Board of Nursing

Ms. Minton was not in attendance at this meeting. There was no report.

Board of Optometry

Dr. Clayton-Jeter provided an overview of the Boards activities since its last meeting. (attachment 7)

Board of Pharmacy

Mr. Logan provided an overview of the Boards activities since its last meeting. (attachment 8)

Board of Physical Therapy

Dr. Jones, Jr. provided an overview of the Boards activities since its last meeting. (attachment 9)

Board of Psychology

Dr. Stewart provided an overview of the Boards activities since its last meeting. (attachment 10)

Board of Social Work

Ms. Haynes provided an overview of the Boards activities since its last meeting. (attachment 11)

Board of Veterinary Medicine

Dr. Johnson provided an overview of the Boards activities since its last meeting. (attachment 12)

New Business

Presenter Dr. Clayton-Jeter

No new business was discussed.

February 27, 2018 Full Board Meeting

Presenter Dr. Clayton-Jeter

Dr. Clayton-Jeter announced the next Full Board meeting date as February 27, 2018.

Adjourned

Adjourned 12:47 p.m.

Chair Helene Clayton-Jeter, OD

Signature: _____ Date: ____/____/____

Board Executive Director Elizabeth A. Carter, Ph.D.

Signature: _____ Date: ____/____/____

Guidance Document 140-10: Guidance on Supervised Experience for Clinical Social Work Licensure

Board of Social Work

Supervised Experience for Clinical Social Work Licensure

In November 2008, the Virginia Board of Social Work revised the *Regulations Governing the Practice of Social Work* to include a requirement that an individual who proposes to obtain supervised experience in Virginia, in any setting, shall submit a supervisory contract stating the proposed plans for the supervisee to provide **clinical social work services** while under the supervision of a qualified Licensed Clinical Social Worker. The supervisory contract, on a board approved form, completed by the supervisor and the supervisee, must receive board approval prior to the beginning of the supervised experience.

If the Board's designated credentials reviewers are unable to determine, based on the registered supervision contract submitted, that the supervisee will be providing **clinical social work services** while under supervision, the supervisee and supervisor shall, upon request by the Board, submit additional information to document that the proposed supervised experience meets the requirements of the *Regulations Governing the Practice of Social Work 18VAC140-20-50*.

The supervising LCSW shall assume responsibility for the social work activities of the supervisee and must document the supervisee's experience in the delivery of **clinical social work services** as required in the *Regulations Governing the Practice of Social Work 18VAC140-20-50*).

Clinical social work services as defined in 18VAC140-20-10 includes:

- Performing assessments,
- Diagnosing (based on a recognized manual of mental and emotional disorders or recognized system of problem definition), and
- Providing psychotherapy and counseling (for mental disorders, substance abuse, marriage and family dysfunction, and problems caused by social and psychological stress or health impairment.)

Until the supervisee receives Board approval for the supervision contract, no supervised experience will be permitted to count towards licensure.

18VAC140-20-50(A)(3) states that:

“An individual who does not complete the supervision requirement after four consecutive years of supervised experience may request an extension of up to 12 months. The request for an extension shall include evidence that demonstrates extenuating circumstances that prevented completion of the supervised experience within four consecutive years.”

The Board of Social Work interprets this provision to mean that the four consecutive years of supervised experience begins from the date of initial board approval for the supervision contract.

**Social Work Regulations Regarding
Continuing Education Requirements
18VAC140-20-100**

Part IV. Licensure Renewal; Reinstatement.

18VAC140-20-100. Licensure renewal.

A. Beginning with the 2017 renewal, licensees shall renew their licenses on or before June 30 of each year and pay the renewal fee prescribed by the board.

B. Licensees who wish to maintain an active license shall pay the appropriate fee and document on the renewal form compliance with the continued competency requirements prescribed in 18VAC140-20-105. Newly licensed individuals are not required to document continuing education on the first renewal date following initial licensure.

C. A licensee who wishes to place his license in inactive status may do so upon payment of a fee equal to one-half of the annual license renewal fee as indicated on the renewal form. No person shall practice social work or clinical social work in Virginia unless he holds a current active license. A licensee who has placed himself in inactive status may become active by fulfilling the reactivation requirements set forth in 18VAC140-20-110.

D. Each licensee shall furnish the board his current address of record. All notices required by law or by this chapter to be mailed by the board to any such licensee shall be validly given when mailed to the latest address of record given by the licensee. Any change in the address of record or the public address, if different from the address of record, shall be furnished to the board within 30 days of such change.

18VAC140-20-105. Continued competency requirements for renewal of an active license.

A. Licensed clinical social workers shall be required to have completed a minimum of 30 contact hours of continuing education and licensed social workers shall be required to have completed a minimum of 15 contact hours of continuing education prior to licensure renewal in even years. Courses or activities shall be directly related to the practice of social work or another behavioral health field. A minimum of two of those hours must pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice of social work in Virginia. Up to two continuing education hours required for renewal may be satisfied through delivery of social work services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services, as verified by the department or clinic. Three hours of volunteer service is required for one hour of continuing education credit.

1. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date. Such extension shall not relieve the licensee of the continuing education requirement.

2. The board may grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the licensee such as temporary disability, mandatory

military service, or officially declared disasters upon written request from the licensee prior to the renewal date.

B. Hours may be obtained from a combination of board-approved activities in the following two categories:

1. Category I. Formally Organized Learning Activities. A minimum of 20 hours for licensed clinical social workers or 10 hours for licensed social workers shall be documented in this category, which shall include one or more of the following:

a. Regionally accredited university or college academic courses in a behavioral health discipline. A maximum of 15 hours will be accepted for each academic course.

b. Continuing education programs offered by universities or colleges accredited by the Council on Social Work Education.

c. Workshops, seminars, conferences, or courses in the behavioral health field offered by federal, state or local social service agencies, public school systems or licensed health facilities and licensed hospitals.

d. Workshops, seminars, conferences or courses in the behavioral health field offered by an individual or organization that has been certified or approved by one of the following:

- (1) The Child Welfare League of America and its state and local affiliates.
- (2) The National Association of Social Workers and its state and local affiliates.
- (3) The Association of Black Social Workers and its state and local affiliates.
- (4) The Family Service Association of America and its state and local affiliates.
- (5) The Clinical Social Work Association and its state and local affiliates.
- (6) The Association of Social Work Boards.
- (7) Any state social work board.

2. Category II. Individual Professional Activities. A maximum of 10 of the required 30 hours for licensed clinical social workers or a maximum of five of the required 15 hours for licensed social workers may be earned in this category, which shall include one or more of the following:

a. Participation in an Association of Social Work Boards item writing workshop. (Activity will count for a maximum of two hours.)

b. Publication of a professional social work-related book or initial preparation/presentation of a social work-related course. (Activity will count for a maximum of 10 hours.)

c. Publication of a professional social work-related article or chapter of a book, or initial preparation/presentation of a social work-related in-service training, seminar or workshop. (Activity will count for a maximum of five hours.)

d. Provision of a continuing education program sponsored or approved by an organization listed under Category I. (Activity will count for a maximum of two hours and will only be accepted one time for any specific program.)

e. Field instruction of graduate students in a Council on Social Work Education-accredited school. (Activity will count for a maximum of two hours.)

f. Serving as an officer or committee member of one of the national professional social work associations listed under subdivision B 1 d of this section or as a member of a state social work licensing board. (Activity will count for a maximum of two hours.)

g. Attendance at formal staffings at federal, state or local social service agencies, public school systems or licensed health facilities and licensed hospitals. (Activity will count for a maximum of five hours.)

h. Individual or group study including listening to audio tapes, viewing video tapes, reading, professional books or articles. (Activity will count for a maximum of five hours.)

Guidance Document 140-9: Content on Training for Supervision of Clinical Social Work

Virginia Board of Social Work

Content for Training on Supervision for Clinical Social Work

Introduction:

In November 2008 the Virginia Board of Social Work revised the Regulations Governing the Practice of Social Work to include a requirement for training of supervisors (Section 18VAC 140-20-50.C.). This applies specifically to those practitioners who provide supervision to social workers who intend to apply for licensure in the state of Virginia.

The requirement states that supervisors must have 14 hours of continuing education in supervision or a three hour graduate level course in supervision. The training must be renewed every five years. The requirement is recognition of the essential role good supervision plays in the training and mentoring of Social Workers desiring licensure. The supervisory role has a set of unique knowledge and skills that can be articulated and taught.

Content domains for training:

To clarify the supervisory training, the Board has reviewed a number of existing courses and a study produced by the Association of Social Work Boards in 2009. In producing a Guidance document we have relied significantly on the latter study. The Board recommends the following six Domains be addressed in a Clinical Supervision Course:

- The Supervisory Relationship
- Supervision of Practice
- Professional Relationships
- Work Context
- Evaluation
- Life long learning and Professional Responsibility

The competencies in each of these areas are enumerated in the ASWB study, Appendix B page B-1. The total study can be secured from ASWB, 400 South Ridge Parkway, Suite B, Culpeper, Virginia 22701. (www.aswb.org)

Additional knowledge content:

A course should also incorporate knowledge of the following:

- The Virginia Board of Social Work Regulations, particularly:
 1. Supervision, supervisory responsibilities, and requirements
 2. Regulations on the standards of practice

- The Social Work Code of Ethics (NASW or the Clinical Social Work Association)

Teachers/Trainers for a course in supervision:

Teachers/Trainers should instruct persons taking a course in supervision in the competencies as outlined in accordance with acceptable teaching practices to include but not limited to: the didactic method, discussion, role play, the distribution of relevant readings. Teachers/Trainers should be clinicians with supervisory experience and knowledge of theory and practice in the art of supervision.