

Call to Order – John Salay, LCSW, Board Chair

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

Approval of Minutes

- Board Meeting - September 21, 2018
-

Presentation

- Megan Healy, Chief Workforce Development Advisor, Office of Governor Ralph S. Northam
-

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.

Agency Report - David E. Brown, DC

Chair Report – John Salay

- ASWB Annual Meeting Update
-

Staff Reports

- Executive Director’s Report – Jaime Hoyle, JD, Executive Director
 - Discipline Report – Jennifer Lang, Deputy Executive Director
 - Licensing Manager’s Report – Latasha Austin, Licensing Manager
-

Board Counsel Report – James Rutkowski, Assistant Attorney General

Committee and Reports

- Board of Health Professions Report – Jaime Hoyle
 - Regulatory Committee Report – Joseph Walsh, PhD, LCSW, Committee Chair
-

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

- Report on Regulatory Actions
-

Unfinished Business

- None

New Business

- Supervisor Directory

Next Meeting - March 15, 2019

Meeting Adjournment

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3708(D).

DRAFT



Approval of
Quarterly Full Board
Meeting Minutes
September 21, 2018

THE VIRGINIA BOARD OF SOCIAL WORK

MINUTES

Friday, September 21, 2018

The Virginia Board of Social Work ("Board") meeting convened at 10:00 a.m. on Friday, September 21, 2018 at the Department of Health Professions, 9960 Mayland Drive, Henrico, Virginia. John Salay, L.C.S.W., Board Chair called the meeting to order at 10:11 a.m.

BOARD MEMBERS PRESENT: Angelia Allen, Citizen Member
Jamie Clancey, L.C.S.W. (*arrived at 10:29a.m.*)
Maria Eugenia del Villar, L.C.S.W.
Michael Hayter, L.C.S.W., C.S.A.C. (*left meeting at 12:08p.m.*)
Gloria Manns, L.C.S.W.
Dolores Paulson, L.C.S.W., Ph.D., Vice-Chair
John Salay, L.C.S.W., Chair
Joseph Walsh, L.C.S.W., Ph.D.

BOARD MEMBERS ABSENT: Canek Aguirre, Citizen Member

STAFF PRESENT: Latasha Austin, Licensing Manager
Christy Evans, Discipline Case Specialist
Jaime Hoyle, Executive Director
Jennifer Lang, Deputy Executive Director

OTHERS PRESENT: Elaine Yeatts, Senior Policy Analyst, Department of Health Professions
David E. Brown, D.C., Director, Department of Health Professions
Elizabeth Carter, Ph.D., Executive Director, Healthcare Workforce Data Center, Department of Health Professions

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

IN THE AUDIENCE: Jenna Warman, Family Insight
Joseph Lynch, Virginia Society for Clinical Social Work

WELCOME OF NEW BOARD MEMBER

Mr. Salay welcomed Mr. Hayter to the Board.

MISSION STATEMENT:

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

EMERGENCY EGRESS:

Mr. Salay announced the Emergency Egress procedures.

ROLL CALL:

Mr. Salay requested a roll call. Ms. Austin announced that seven members of the Board were present; therefore, a quorum was established.

APPROVAL OF MINUTES:

Dr. Paulson requested that a correction be made to the spelling of *adjourned* under adjournment. She also requested that her inquiry under approval of minutes be corrected to read as follows: *Dr. Paulson inquired if the minutes should include a response letter from the Board of Social Work to the Board of Psychology either in the body of the minutes or as an addendum to the minutes.*

Upon a motion by Ms. Manns, which was properly seconded by Dr. Walsh, the meeting minutes from the Full Quarterly Board Meeting held on June 15, 2018 were approved with the two corrections from Dr. Paulson. The motion passed with none abstaining.

PUBLIC COMMENT:

Public comment was provided by Joseph Lynch from the Virginia Society for Clinical Social Work. Mr. Lynch provided and shared historical context and data for the Board's consideration in reference to the proposed regulation concerning additional hours in ethics for continuing education.

AGENCY REPORT:

Dr. Brown informed the Board of the safety measures that have taken place in the building, which included the move of the reception area to the first floor of the building. Future safety measures will be the move of the security area and a sign-in/sign-out process.

Dr. Brown also informed the Board that the Department of Health Professions has conducted a number of workgroups with other agencies and stakeholders recently, at the request of the general assembly. They include workgroups on ePrescribing, Community Health Workers, Overdose Alerts to Prescribers and Conversion Therapy. Jamie Clancey is the representative from the Board of Social Work on the Conversion Therapy Workgroup.

PRESENTATION:

Dr. Carter provided a presentation on the 2018 Workforce. A copy of the report was included in the agenda packet. Dr. Carter reported that the trends in social work are that the workforce is younger and that there is an increase in women in social work.

Per discussion with the Board, Dr. Carter indicated that the Workforce Data Center would consider adding questions related to Medicaid expansion and working in exempt settings to the next survey.

EXECUTIVE DIRECTOR'S REPORT:

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

DEPUTY DIRECTOR'S REPORT:

Ms. Lang reported on the disciplinary statistics for the Board of Social Work. A copy of the report given was included in the agenda packet.

LICENSING MANAGER'S REPORT:

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

BOARD COUNSEL'S REPORT:

No report

COMMITTEE REPORTS:

- Board of Health Professions Report

Ms. Yeatts informed the Board that a representative from the Board of Social Work was needed on the Board of Health Professions. Interested Board members could apply through the Governor's office.

- Legislative/Regulatory Committee Report: No report

LEGISLATION & REGULATORY ACTIONS:

Ms. Yeatts informed the Board that the Regulations Governing the Practice of Social Work were last revised as of September 20, 2018. Revisions were made to the language regarding the examination requirements. The revised regulations are available on the Board's website.

Ms. Yeatts provided an update on House Bill 614 that proposed to change Licensed Social Workers (LSW) to Licensed Baccalaureate Social Workers (LBSW) and Licensed Masters of Social Work (LMSW). Ms. Yeatts informed the Board that the regulations have been fast tracked and that until the regulations become effective the Board will continue to issue licenses for LSWs.

Ms. Yeatts informed the Board that there was no public comment during the 30-day public comment period pertaining to the Notice of Intended Regulatory Action (NOIRA) regarding the hours of ethics required for Social Workers. Upon a motion by Dr. Walsh, which was properly seconded by Ms. Clancey, the motion to increase the hours pertaining to ethics to a minimum of (6) for LCSWs and a minimum of (3) for LSWs was approved. The motion passed with none abstaining.

UNFINISHED BUSINESS:

No unfinished business was discussed

NEW BUSINESS:

- **Guidance Document 140-1:**

Guidance Document 140-1 was reviewed and discussed by the Board. Upon a motion by Dr. Walsh, which was properly seconded by Mr. Hayter, the Board voted unanimously to reaffirm Guidance Document 140-1.

- **Guidance Document 140-3:**

Guidance Document 140-3 was reviewed and discussed by the Board. Upon a motion by Dr. Walsh, which was properly seconded by Ms. Allen, the Board voted unanimously to reaffirm Guidance Document 140-3 and that it be reviewed by the Regulatory Committee to edit the document with draft changes to present to the Board as a recommendation.

- **Guidance Document 140-4.2:**

Guidance Document 140-4.2 was reviewed and discussed by the Board. Upon a motion by Ms. Clancey, which was properly seconded by Ms. Allen, the Board voted unanimously to amend Guidance Document 140-4.2 by adding: *In all cases of non-compliance, the licensee will also be audited for the next renewal cycle* and by deleting: *The Board will review the implementation of these actions annually at its Fall or Winter meeting.*

- **Abuse of Complaint Process:**

Ms. Clancey discussed with the Board concerns regarding the frivolous complaints the Board receives. The Board discussed what could be done or if a guidance document was needed. It was determined that the Department of Health Professions has authority over any person or facility licensed by the Department of Health Professions and that the Enforcement Division must process every complaint received regardless of how frivolous to determine if a violation of the law or regulations have occurred.

NEXT MEETING:

Mr. Salay announced that the next quarterly scheduled full Board meeting would occur on December 7, 2018.

ADJOURNMENT:

Mr. Salay adjourned the meeting at 12:17 p.m.

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

Jaime Hoyle, Executive Director

DRAFT



Virginia Department of
Health Professions
Board of Social Work

Executive Director's Report

Virginia Department of Health Professions
Cash Balance
As of September 30, 2018

	<u>110- Social Work</u>
Board Cash Balance as June 30, 2018	\$ 641,588
YTD FY19 Revenue	93,383
Less: YTD FY19 Direct and Allocated Expenditures	<u>156,953</u>
Board Cash Balance as September 30, 2018	<u><u>578,017</u></u>

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2018 and Ending September 30, 2018

Account Number	Account Description	Amount	Budget	Amount	
				Under/(Over) Budget	% of Budget
4002400	Fee Revenue				
4002401	Application Fee	51,380.00	141,075.00	89,695.00	36.42%
4002406	License & Renewal Fee	33,877.50	593,730.00	559,852.50	5.71%
4002407	Dup. License Certificate Fee	480.00	850.00	370.00	56.47%
4002409	Board Endorsement - Out	1,650.00	4,625.00	2,975.00	35.68%
4002421	Monetary Penalty & Late Fees	5,995.00	780.00	(5,215.00)	768.59%
4002432	Misc. Fee (Bad Check Fee)	-	35.00	35.00	0.00%
	Total Fee Revenue	<u>93,382.50</u>	<u>741,095.00</u>	<u>647,712.50</u>	<u>12.60%</u>
	Total Revenue	<u>93,382.50</u>	<u>741,095.00</u>	<u>647,712.50</u>	<u>12.60%</u>
5011110	Employer Retirement Contrib.	1,785.13	6,123.00	4,337.87	29.15%
5011120	Fed Old-Age Ins- Sal St Emp	980.57	3,465.00	2,484.43	28.30%
5011140	Group Insurance	173.04	594.00	420.96	29.13%
5011150	Medical/Hospitalization Ins.	2,384.50	8,244.00	5,859.50	28.92%
5011160	Retiree Medical/Hospitalizatn	154.74	530.00	375.26	29.20%
5011170	Long term Disability Ins	82.65	281.00	198.35	29.41%
	Total Employee Benefits	<u>5,560.63</u>	<u>19,237.00</u>	<u>13,676.37</u>	<u>28.91%</u>
5011200	Salaries				
5011230	Salaries, Classified	13,207.81	45,284.00	32,076.19	29.17%
	Total Salaries	<u>13,207.81</u>	<u>45,284.00</u>	<u>32,076.19</u>	<u>29.17%</u>
5011300	Special Payments				
5011340	Specified Per Diem Payment	200.00	2,800.00	2,600.00	7.14%
5011380	Deferred Compnstn Match Pmts	70.00	480.00	410.00	14.58%
	Total Special Payments	<u>270.00</u>	<u>3,280.00</u>	<u>3,010.00</u>	<u>8.23%</u>
5011930	Turnover/Vacancy Benefits		-	-	0.00%
	Total Personal Services	<u>19,038.44</u>	<u>67,801.00</u>	<u>48,762.56</u>	<u>28.08%</u>
5012000	Contractual Svcs				
5012100	Communication Services				
5012110	Express Services	-	537.00	537.00	0.00%
5012140	Postal Services	4,757.66	4,411.00	(346.66)	107.86%
5012150	Printing Services	62.25	67.00	4.75	92.91%
5012160	Telecommunications Svcs (VITA)	71.20	550.00	478.80	12.95%
	Total Communication Services	<u>4,891.11</u>	<u>5,565.00</u>	<u>673.89</u>	<u>87.89%</u>
5012200	Employee Development Services				
5012210	Organization Memberships	250.00	1,500.00	1,250.00	16.67%
	Total Employee Development Services	<u>250.00</u>	<u>1,500.00</u>	<u>1,250.00</u>	<u>16.67%</u>
5012400	Mgmnt and Informational Svcs	-			
5012420	Fiscal Services	10,767.02	5,500.00	(5,267.02)	195.76%
5012440	Management Services	26.49	212.00	185.51	12.50%
	Total Mgmnt and Informational Svcs	<u>10,793.51</u>	<u>5,712.00</u>	<u>(5,081.51)</u>	<u>188.96%</u>
5012600	Support Services				
5012630	Clerical Services	7,647.45	62,208.00	54,560.55	12.29%

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2018 and Ending September 30, 2018

Account Number	Account Description	Amount			
		Amount	Budget	Under/(Over) Budget	% of Budget
5012640	Food & Dietary Services	182.40	480.00	297.60	38.00%
5012660	Manual Labor Services	15.75	2,188.00	2,172.25	0.72%
5012670	Production Services	70.25	2,405.00	2,334.75	2.92%
5012680	Skilled Services	3,252.70	24,297.00	21,044.30	13.39%
	Total Support Services	11,168.55	91,578.00	80,409.45	12.20%
5012800	Transportation Services				
5012820	Travel, Personal Vehicle	393.49	3,809.00	3,415.51	10.33%
5012830	Travel, Public Carriers	68.26	-	(68.26)	0.00%
5012850	Travel, Subsistence & Lodging	-	3,107.00	3,107.00	0.00%
5012880	Trvl, Meal Reimb- Not Rprtble	-	2,417.00	2,417.00	0.00%
	Total Transportation Services	461.75	9,333.00	8,871.25	4.95%
	Total Contractual Svs	27,564.92	113,688.00	86,123.08	24.25%
5013000	Supplies And Materials				
5013100	Administrative Supplies				
5013120	Office Supplies	165.31	276.00	110.69	59.89%
5013130	Stationery and Forms	-	41.00	41.00	0.00%
	Total Administrative Supplies	165.31	317.00	151.69	52.15%
5013200	Energy Supplies				
5013230	Gasoline	30.50	-	(30.50)	0.00%
	Total Energy Supplies	30.50	-	(30.50)	0.00%
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	195.81	420.00	224.19	46.62%
5015000	Continuous Charges				
5015100	Insurance-Fixed Assets				
5015160	Property Insurance	38.32	26.00	(12.32)	147.38%
	Total Insurance-Fixed Assets	38.32	26.00	(12.32)	147.38%
5015300	Operating Lease Payments				
5015340	Equipment Rentals	127.04	540.00	412.96	23.53%
5015350	Building Rentals	3.60	-	(3.60)	0.00%
5015390	Building Rentals - Non State	2,870.43	11,775.00	8,904.57	24.38%
	Total Operating Lease Payments	3,001.07	12,315.00	9,313.93	24.37%
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%
	Total Insurance-Operations	145.66	103.00	(42.66)	141.42%
	Total Continuous Charges	3,185.05	12,444.00	9,258.95	25.60%
5022000	Equipment				
5022200	Educational & Cultural Equip				

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2018 and Ending September 30, 2018

Account Number	Account Description	Amount			
		Amount	Budget	Under/(Over) Budget	% of Budget
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%
	Total Office Equipment	-	21.00	21.00	0.00%
	Total Equipment	-	64.00	64.00	0.00%
	Total Expenditures	49,984.22	194,417.00	144,432.78	25.71%
Allocated Expenditures					
20100	Behavioral Science Exec	22,616.54	84,916.00	62,299.46	26.63%
30100	Data Center	26,118.07	89,414.91	63,296.84	29.21%
30200	Human Resources	673.53	6,584.06	5,910.53	10.23%
30300	Finance	9,182.08	39,442.17	30,260.09	23.28%
30400	Director's Office	4,473.81	15,075.30	10,601.49	29.68%
30500	Enforcement	32,497.65	104,017.23	71,519.58	31.24%
30600	Administrative Proceedings	2,329.84	29,295.20	26,965.36	7.95%
30700	Impaired Practitioners	242.12	1,681.09	1,438.97	14.40%
30800	Attorney General	2,334.46	2,253.29	(81.17)	103.60%
30900	Board of Health Professions	3,263.10	12,537.00	9,273.90	26.03%
31100	Maintenance and Repairs	-	3,041.32	3,041.32	0.00%
31300	Emp. Recognition Program	1.45	151.21	149.76	0.96%
31400	Conference Center	49.77	240.43	190.66	20.70%
31500	Pgm Devlpmnt & Implmnt	3,186.60	9,101.95	5,915.36	35.01%
	Total Allocated Expenditures	106,969.01	397,751.17	290,782.16	26.89%
	Net Revenue in Excess (Shortfall) of Expenditures	\$ (63,570.73)	\$ 148,926.83	\$ 212,497.56	42.69%

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2018 and Ending September 30, 2018

Account Number	Account Description	July	August	September	Total
4002400	Fee Revenue				
4002401	Application Fee	19,790.00	17,280.00	14,310.00	51,380.00
4002406	License & Renewal Fee	30,802.50	1,840.00	1,235.00	33,877.50
4002407	Dup. License Certificate Fee	245.00	115.00	120.00	480.00
4002409	Board Endorsement - Out	475.00	725.00	450.00	1,650.00
4002421	Monetary Penalty & Late Fees	4,325.00	1,165.00	505.00	5,995.00
	Total Fee Revenue	55,637.50	21,125.00	16,620.00	93,382.50
	Total Revenue	55,637.50	21,125.00	16,620.00	93,382.50
5011000	Personal Services				
5011100	Employee Benefits				
5011110	Employer Retirement Contrib.	764.73	510.20	510.20	1,785.13
5011120	Fed Old-Age Ins- Sal St Emp	424.59	277.99	277.99	980.57
5011140	Group Insurance	74.16	49.44	49.44	173.04
5011150	Medical/Hospitalization Ins.	1,010.50	687.00	687.00	2,384.50
5011160	Retiree Medical/Hospitalizatn	66.42	44.16	44.16	154.74
5011170	Long term Disability Ins	35.85	23.40	23.40	82.65
	Total Employee Benefits	2,376.25	1,592.19	1,592.19	5,560.63
5011200	Salaries				
5011230	Salaries, Classified	5,660.49	3,773.66	3,773.66	13,207.81
	Total Salaries	5,660.49	3,773.66	3,773.66	13,207.81
5011340	Specified Per Diem Payment	200.00	-	-	200.00
5011380	Deferred Compnstrn Match Prmts	30.00	20.00	20.00	70.00
	Total Special Payments	230.00	20.00	20.00	270.00
	Total Personal Services	8,266.74	5,385.85	5,385.85	19,038.44
5012000	Contractual Svcs				-
5012100	Communication Services				-
5012140	Postal Services	1,874.48	2,287.56	595.62	4,757.66
5012150	Printing Services	-	-	62.25	62.25
5012160	Telecommunications Svcs (VITA)	17.80	35.60	17.80	71.20
	Total Communication Services	1,892.28	2,323.16	675.67	4,891.11
5012200	Employee Development Services				
5012210	Organization Memberships	250.00	-	-	250.00
	Total Employee Development Services	250.00	-	-	250.00
5012400	Mgmnt and Informational Svcs				
5012420	Fiscal Services	10,486.04	-	280.98	10,767.02
5012440	Management Services	-	26.49	-	26.49
	Total Mgmnt and Informational Svcs	10,486.04	26.49	280.98	10,793.51
5012600	Support Services				
5012630	Clerical Services	2,381.26	3,067.94	2,198.25	7,647.45

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2018 and Ending September 30, 2018

Account Number	Account Description	July	August	September	Total
5012640	Food & Dietary Services	182.40	-	-	182.40
5012660	Manual Labor Services	-	-	15.75	15.75
5012670	Production Services	-	-	70.25	70.25
5012680	Skilled Services	1,355.42	1,084.16	813.12	3,252.70
	Total Support Services	3,919.08	4,152.10	3,097.37	11,168.55
5012800	Transportation Services				
5012820	Travel, Personal Vehicle	393.49	-	-	393.49
5012830	Travel, Public Carriers	-	68.26	-	68.26
	Total Transportation Services	393.49	68.26	-	461.75
	Total Contractual Svs	16,940.89	6,570.01	4,054.02	27,564.92
5013000	Supplies And Materials				
5013100	Administrative Supplies				-
5013120	Office Supplies	9.03	73.39	82.89	165.31
	Total Administrative Supplies	9.03	73.39	82.89	165.31
5013200	Energy Supplies				
5013230	Gasoline	-	30.50	-	30.50
	Total Energy Supplies	-	30.50	-	30.50
	Total Supplies And Materials	9.03	103.89	82.89	195.81
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	42.98	42.19	41.87	127.04
5015350	Building Rentals	-	3.60	-	3.60
5015390	Building Rentals - Non State	950.01	970.56	949.86	2,870.43
	Total Operating Lease Payments	992.99	1,016.35	991.73	3,001.07
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
	Total Continuous Charges	1,176.97	1,016.35	991.73	3,185.05
5023000	Plant and Improvements				
5023200	Construction of Plant and Improvements				
5023280	Construction, Buildings Improvements	-	-	-	-

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2018 and Ending September 30, 2018

Account Number	Account Description	July	August	September	Total
	Total Construction of Plant and Improvements	-	-	-	-
	Total Plant and Improvements	-	-	-	-
	Total Expenditures	26,393.63	13,076.10	10,514.49	49,984.22
	Allocated Expenditures				
20100	Behavioral Science Exec	9,633.23	6,603.74	6,379.57	22,616.54
20200	Opt\Vet-Med\ASLP Executive Dir	-	-	-	-
20400	Nursing / Nurse Aid	-	-	-	-
20600	Funeral\LTCA\PT	-	-	-	-
30100	Data Center	12,135.95	7,292.28	6,689.83	26,118.07
30200	Human Resources	541.90	62.03	69.60	673.53
30300	Finance	3,606.15	2,850.93	2,725.00	9,182.08
30400	Director's Office	1,926.91	1,263.01	1,283.89	4,473.81
30500	Enforcement	13,172.07	9,521.28	9,804.30	32,497.65
30600	Administrative Proceedings	2,329.84	-	-	2,329.84
30700	Impaired Practitioners	122.15	61.65	58.32	242.12
30800	Attorney General	-	-	2,334.46	2,334.46
30900	Board of Health Professions	1,214.31	1,099.62	949.17	3,263.10
31000	SRTA	-	-	-	-
31100	Maintenance and Repairs	-	-	-	-
31300	Emp. Recognition Program	1.45	-	-	1.45
31400	Conference Center	8.28	27.83	13.66	49.77
31500	Pgm Devlpmnt & Implmntn	1,397.89	823.32	965.39	3,186.60
98700	Cash Transfers	-	-	-	-
	Total Allocated Expenditures	46,090.13	29,605.67	31,273.20	106,969.01
	Net Revenue in Excess (Shortfall) of Expenditures	\$ (16,846.26)	\$ (21,556.77)	\$ (25,167.69)	\$ (63,570.73)



Deputy Executive Director's Discipline Report



AGENCY REPORTS

CASES RECEIVED, OPEN, & CLOSED REPORT SUMMARY BY BOARD

FISCAL YEAR 2019, QUARTER ENDING SEPTEMBER 30

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.

COUNSELING	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019
Number of Cases Received	21	32	26	27	17	40	35	28	37	31	45	56
Number of Cases Open	108	117	116	98	69	58	56	61	72	84	102	124
Number of Cases Closed	11	25	27	44	43	60	42	26	29	23	33	29

PSYCHOLOGY	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019
Number of Cases Received	18	19	14	18	26	13	22	23	23	28	26	20
Number of Cases Open	84	74	68	76	87	49	34	46	44	52	57	64
Number of Cases Closed	12	32	20	9	17	52	38	16	24	19	24	13

SOCIAL WORK	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019
Number of Cases Received	31	19	15	19	12	28	21	14	27	15	34	35
Number of Cases Open	126	120	127	78	70	54	39	39	48	52	71	93
Number of Cases Closed	8	27	8	62	17	46	39	15	19	11	18	13



AGENCY REPORTS

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

*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	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019
Counseling	193.5	415.6	323.7	375.5	292.8	247.9	106.1	251.5	128.2	153.7	185.0	164.2
Psychology	287.0	437.0	287.3	380.0	291.7	357.7	252.7	119.5	183.3	118.8	175.2	170.4
Social Work	132.5	342.0	226.0	469.7	407.6	366.2	228.8	292.7	123.6	277.5	237.2	113.8
Agency Totals	190.8	201.6	188.5	202.7	207.7	222.8	194.1	255.7	186.5	196.4	201.1	173.8

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

FISCAL YEAR 2019, QUARTER ENDING SEPTEMBER 30

*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	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019
Counseling	72.7%	36.0%	55.6%	45.5%	78.6%	84.7%	97.5%	76.9%	97.0%	91.3%	84.8%	89.7%
Psychology	50.0%	37.5%	50.0%	44.4%	50.0%	44.2%	81.6%	92.9%	85.2%	100.0 %	90.5%	92.3%
Social Work	87.5%	46.2%	75.0%	30.7%	62.5%	41.3%	92.3%	73.3%	100.0 %	81.8%	66.7%	84.2%
Agency Totals	85.8%	84.8%	85.6%	82.0%	85.1%	81.7%	86.7%	82.2%	86.7%	87.6%	80.6%	85.5%

Staff Discipline Reports

August 17, 2018 to November 22, 2018

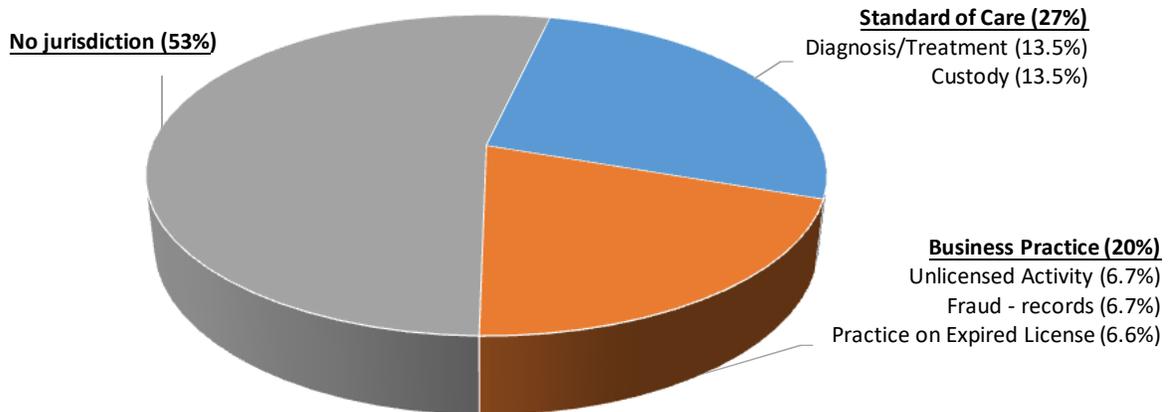
OPEN CASES AT BOARD LEVEL (as of 11/22/2018)				
Open Case Stage	Counseling	Psychology	Social Work	BSU Total
Probable Cause Review	70	37	60	167
Scheduled for Informal Conferences	4	1	0	5
Scheduled for Formal Hearings	1	1	0	2
Consent Orders (offered and pending)	2	3	0	5
Cases with APD for processing (IFC, FH, Consent Order)	9	2	4	15
TOTAL OPEN CASES	86	44	64	194

NEW CASES RECEIVED AND ACTIVE INVESTIGATIONS				
	Counseling	Psychology	Social Work	BSU Total
Cases Received for Board review	48	16	30	94
Open Investigations in Enforcement	56	26	32	114

UPCOMING CONFERENCES AND HEARINGS	
Informal Conferences	February 1, 2019 April 5, 2019 May 31, 2019
Formal Hearings	March 15, 2019 June 14, 2019

CASES CLOSED (August 17, 2018 to November 22, 2018)	
Closed – no violation	12
Closed – undetermined	3
Closed – violation	0
Credentials/Reinstatement – Denied	0
Credentials/Reinstatement – Approved	0
TOTAL CASES CLOSED	15

Closed Case Categories



AVERAGE CASE PROCESSING TIMES (counted on closed cases)	
Average time for case closures	241
Avg. time in Enforcement (investigations)	72.2
Avg. time in APD (IFC/FH preparation)	201
Avg. time in Board (includes hearings, reviews, etc).	167
Avg. time with board member (probable cause review)	40



Licensing Manager's Report

Current Count of Licenses

Quarterly Summary Quarter 1 - Fiscal Year 2019

*Current licenses by board and occupation as of the last day of the quarter

Quarter Date Ranges	
Quarter 1	July 01 - September 30
Quarter 2	October 1 - December 31
Quarter 3	January 1 - March 31
Quarter 4	April 1 - June 30

	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	CURRENT Q1 2019
Audiology/Speech Path.	4,992	4,720	4,802	4,951	5,056	4,855	4,971	5,142	4,770	4,991	5,085	5,272
Counseling	7,490	7,597	7,808	13,237	13,603	13,922	15,791	16,175	16,948	17,654	22,731	25,584
Dentistry	14,186	14,319	14,184	14,382	14,522	14,657	14,338	14,601	14,665	14,835	14,544	14,885
Funeral Directing	2,573	2,618	2,497	2,526	2,561	2,609	2,513	2,554	2,579	2,620	2,532	2,564
Long Term Care Adminis.	2,165	2,206	2,087	2,141	2,188	2,235	2,065	2,138	2,198	2,258	2,114	2,192
Medicine	65,922	66,177	67,447	66,941	66,773	67,320	69,206	69,092	69,230	69,628	70,959	69,687
Nurse Aide	54,402	54,374	54,477	54,044	53,681	53,434	53,066	52,653	52,160	52,888	53,276	52,466
Nursing	163,594	163,637	164,199	166,107	166,039	166,796	167,953	170,125	169,465	171,385	171,964	172,989
Optometry	1,963	1,874	1,914	1,936	1,955	1,867	1,921	1,949	1,805	1,859	1,913	1,933
Pharmacy	37,218	34,741	35,972	37,125	37,844	35,289	36,441	37,608	34,789	35,995	36,967	38,002
Physical Therapy	11,075	11,240	11,702	12,682	11,751	11,652	12,078	12,556	12,735	12,939	13,341	13,797
Psychology	4,141	4,253	4,360	4,994	5,128	5,227	5,335	5,368	5,470	5,582	5,690	5,497
Social Work	6,690	6,828	7,057	8,900	9,144	9,340	9,559	9,089	9,326	9,468	9,671	9,350
Veterinary Medicine	7,370	7,112	7,376	7,489	7,565	7,320	7,587	7,703	7,105	7,448	7,767	7,994
AGENCY TOTAL	383,781	381,696	385,882	397,455	397,810	396,523	402,824	406,753	403,245	409,550	418,554	422,212

Current Count of Licenses

Quarterly Breakdown Quarter 1 - Fiscal Year 2019

*Board of Social Work Current licenses as of the last day of the quarter

Quarter Date Ranges	
Quarter 1	July 01 - September 30
Quarter 2	October 1 - December 31
Quarter 3	January 1 - March 31
Quarter 4	April 1 - June 30

Board	Occupation	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	CURRENT Q1 2019
Social Work	Associate Social Worker	1	1	1	1	1	1	1	1	1	1	1	1
	Licensed Clinical Social Worker	6,060	6,170	6,358	6,458	6,558	6,684	6,817	6,514	6,680	6,843	6,985	6,806
	Licensed Social Worker	617	645	686	739	778	816	852	684	727	763	795	715
	Licensed Social Worker Supervision	-	-	-	-	-	-	7	6	6	4	4	6
	Registered Social Worker	12	12	12	12	12	12	13	11	11	11	12	10
	Registration of Supervision				1,690	1,795	1,827	1,868	1,872	1,900	1,845	1,873	1,812
Total		6,690	6,828	7,057	8,900	9,144	9,340	9,559	9,089	9,326	9,468	9,671	9,350

Current Count of Licenses

Fiscal Year Breakdown Quarter 1 - Fiscal Year 2019

*Current licenses by board and occupation as of the last day of the quarter

Quarter Date Ranges	
Quarter 1	July 01 - September 30
Quarter 2	October 1 - December 31
Quarter 3	January 1 - March 31
Quarter 4	April 1 - June 30

Board	Occupation	FY 2014	Change Between FY14 & FY15	FY 2015	Change Between FY15 & FY16	FY 2016	Change Between FY16 & FY17	FY 2017	Change Between FY17 & FY18	FY 2018
Social Work	Associate Social Worker	1	-	0	-	1	100.0%	2	0.0%	2
	Licensed Clinical Social Worker	5,815	-0.6%	5,781	10.0%	6,358	7.2%	6,817	2.5%	6,985
	Licensed Social Worker	518	1.4%	525	30.7%	686	24.2%	852	-6.7%	795
	Licensed Social Worker Supervision	-	-	-	-	-	-	7	-42.9%	4
	Registered Social Worker	17	-	0	-	12	8.3%	13	-7.7%	12
	Registration of Supervision	17	-	0	-	12	15466.7%	1,868	0.3%	1,873
Total		6,350	-0.7%	6,306	11.9%	7,057	35.5%	9,559	1.2%	9,671

Social Work Survey Details - Q1 2019

Number of Responses: 17

Total Satisfaction: 82.30%

LICENSE #	CALCULATED RESPONSES							UNCALCULATED RESPONSES		
	CLEAR INSTR.	EASY FORMS	PROMPT PROCESS	USEFUL WEBSITE	PROMPT EMAIL	PROMPT CALL	COURTEOUS SERVICE	OVERALL (1-10)	SUGGESTIONS	OTHER COMMENTS
0903002693	Agree	Agree	Agree	Agree	Strongly Disagree	Strongly Disagree	Agree	8		The application process was simple; however understanding the steps and requirements to become a social worker to get to the application phase is very complex. A simplified explanation of social work regulation requirements, and processes would be helpful.
0904010433	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	10		
0904010472	Strongly Agree	Strongly Agree	Disagree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	9		It is my understanding that the Board was understaffed at the time of my application. This happens, of course and I appreciate the Board processing my application as soon as was humanly possible.
0904010512	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	10		
0904010523	Agree	Strongly Agree	Strongly Agree	Agree	Disagree	Disagree	Agree	8	It is difficult to receive a prompt response from the office either through e-mail or phone call.	
0904010553	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	10		
0904010580	Disagree	Disagree	Strongly Disagree	Disagree	Disagree	Disagree	Agree	2	See #10	I began the application process on January 3, 2018 and was told that my application was complete on March 2, 2018. However, my license wasn't approved until July 11, 2018. The website says to allow 6 weeks for the application to process, and I was told on the phone that being a military spouse, I should expect for my application to be expedited. Obviously, it was not. As a result of this process taking so long and not being licensed in VA, I lost out on several job opportunities. In all of my 14 years of practice, I have NEVER had the licensing process take so long. And given how many states I've had to be licensed in over the past 8 yrs as a military spouse, this experience was stressful and disappointing.
0904010610	Strongly Agree	Strongly Agree	Strongly Agree	Agree				9	Make it easier to reach someone by phone at the Virginia Board of Social Work office during business hours.	
0904010614	Agree	Agree	Agree	Agree	Agree	Agree	Agree	6		
0904010622	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Agree	Strongly Disagree	Strongly Agree	9	I understand the magnitude of calls that are received daily; however, it would have been nice to have someone answer the phones. I left a message but did not receive a return call. Perhaps, a couple hours per day could be set aside for phone calls, or a way to schedule a call back.	I thought my license would have had the date that I passed the test, versus, the date that it was addressed. Is there a reason for this? Otherwise, all went extremely well.
0904010624	Disagree	Disagree	Disagree	Agree	Strongly Disagree	Strongly Disagree	Disagree	6	Provide more clarity, answer calls promptly and improve customer service.	
0904010629	Agree	Agree	Agree	Agree	Agree	Agree	Agree	8	I recieved good service. I have no complaints.	
0904010638	Strongly Agree	Strongly Agree	Agree	Strongly Agree	Agree	Agree	Agree	8		
0904010642	Agree	Strongly Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Agree	9		
0904010647	Agree	Agree	Agree	Agree	Disagree	Disagree	Agree	7	more courteous, more prompt support	
0904010651	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	10	N/A	It was a very easy, smooth process. Thank you!
0904010653	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree				10		

2018 STATISTICAL LICENSURE INFORMATION

(January 1, 2018- November 30, 2018)

- Number of Social Work Licenses/Registrations Issued in 2018

2018 (Jan 1- Nov 30)	Licensed Clinical Social Workers	Endorsement	226	
		Examination	313	
		Reinstatement	15	
	Licensed Social Worker	Endorsement	84	
		Examination	58	
		Reinstatement	1	
	LSW Supervision	Application	3	
	LCSW Registration of Supervision	Add/Change	361	
		Initial Application	454	
	Total # of Social Work Licenses/Registrations Issued:			1, 515

- 2018 Online Applications Received

(Jan 1- Nov 30)	By Endorsement	By Examination	Total
LCSW	268	361	629
LSW	101	177	278

(Jan 1- Nov 30)	Initial Application	By Add/Change	Total
LSW Supervision	1	0	1
LCSW Registration of Supervision	576	460	1,036

Total # of online applications received as of November 30, 2018: 1,944

- Current active & current inactive Social Work Licenses/Registrations as of **11/30/18**:

	Current Active	Current Inactive	Total
Associate Social Worker	2	0	2
Licensed Clinical Social Worker	6,729	189	6,918
Licensed Social Worker	730	18	748
LSW Supervision	7	0	7
Registered Social Worker	10	0	10
Registration of Supervision	2,019	2	2,021
Total			9,706

Social Work 2018 Total Count- all license types (January 1, 2018- November 30, 2018)

New Applications (initial, add/change, exam & endorsement- paper & online)	1,995
Duplicate License Request	76
Duplicate Wall Certificate Request	10
Verification of VA License Request	202
Inactive Renewal	209
Inactive to Active	11
Reinstatement Applications (LCSW- 15; LSW- 2)	17
Renewals (LCSW- 5,942; LSW- 522; Registered SW- 10)	6,477
Late Renewals	208
Address Changes	422

2018 STATISTICAL EXAMINATION INFORMATION
 (May 15, 2018- November 30, 2018)

- Number of Social Work Applicants approved to test

2018 (May 15- Nov 30)	Licensed Clinical Social Workers Applicants	Clinical Exam	229
	Licensed Social Worker Applicants	Bachelors Exam	115
Total # of Social Work Applicants Approved to test:			344