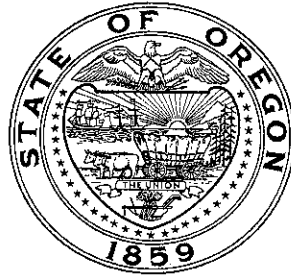


OREGON

OCCUPATIONAL THERAPY LICENSING BOARD

2013 - 2015



Governor's Balanced Budget

Alan King, OTR, Board Chair

Felicia Holgate, Executive Director

**OCCUPATIONAL THERAPY LICENSING BOARD
2013-2015 Governor's Balanced Budget**

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CERTIFICATION

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numerical information has been verified.

Occupational Therapy Licensing Board
Agency Name

800 NE Oregon St. Suite 407, Portland, Oregon 97225
Agency Address

AL F. TG

Occupational Therapy Licensing Board,

Chairperson

Signature

Title

Notice: Requests of those agencies headed by a board or commission must be approved by those bodies of official action and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

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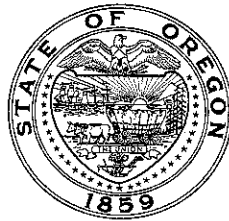
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OREGON

OCCUPATIONAL THERAPY LICENSING BOARD

Agency Request Budget

2013 - 2015



LEGISLATIVE ACTION



76th OREGON LEGISLATIVE ASSEMBLY – 2011 Regular Session
BUDGET REPORT AND MEASURE SUMMARY

MEASURE: HB 5028-A

JOINT COMMITTEE ON WAYS AND MEANS

Carrier – House: Rep. Garrard
Carrier – Senate: Sen. Monroe

Action: Do Pass as Amended and as Printed A-Engrossed

Vote: 22 – 1 – 2

House – Yeas: Beyer, Buckley, Cowan, Garrard, Komp, Kotek, McLane, Nathanson, Nolan, Richardson, G. Smith, Thatcher, Whisnant
– Nays: Freeman
– Exc:

Senate – Yeas: Devlin, Edwards, Girod, Johnson, Monroe, Nelson, Thomsen, Whitsett, Winters
– Nays:
– Exc: Bates, Verger

Prepared By: Tamara Brickman, Department of Administrative Services

Reviewed By: John Terpening, Legislative Fiscal Office

Meeting Date: June 29, 2011

Agency
Health Related Licensing Boards

Budget Page

LFO Analysis Page

Biennium
2011-13

Budget Summary*

	2009-11		2011-13		Committee Change from	
	Legislatively Approved Budget (1)	Current Service Level	2011-13 Governor's Budget	2011-13 Committee Recommendation	2009-11 Leg Approved	
	\$	\$	\$	\$	\$ Change	% Change
Other Funds	3,858,227	4,259,493	4,473,098	4,116,678	258,451	+6.7%

Position Summary

Authorized Positions	20	18	20	19	-1	
Full-time Equivalent (FTE) Positions	17.26	16.41	18.26	16.86	-0.40	

(1) Includes adjustments through March 2011.

Summary of Revenue Changes

The budgets for the Health Related Licensing Boards are supported by Other Fund revenues generated by examination, application and license fees.

Occupational Therapy Licensing Board

The Board has administratively decreased the biennial license renewal fees for Occupational Therapists (\$170 to \$150) and Occupational Therapist Assistants (\$120 to \$100). The reduction is expected to reduce Other Fund revenues by \$28,600. By statute, only fee increases and establishments are required in a fee bill to be ratified by the Legislature.

Summary of Capital Construction Subcommittee Action

Occupational Therapy Licensing Board

The Occupational Therapy Licensing Board regulates the practice of occupational therapy through licensing and disciplinary programs. The Subcommittee approved a budget of \$364,166 Other Funds and one position (1.25 FTE), which is an 8.0 percent increase from the 2009-11 Legislatively Approved Budget. The budget provides the Board with an ending balance of \$253,629, which is approximately sixteen months of operating reserves. The Board needs to maintain at least nine months of operating reserves due to its licensing renewal cycle, which occurs once a biennium.

The Subcommittee approved the following packages:

- Package 810 – LFO Analyst Adjustments: this package reduces Other Funds by \$6,301 in Services and Supplies to achieve the Co-Chairs' target of holding the Board's budget level to no more than an 8.0 percent increase from the 2009-11 Legislatively Approved Budget.

In addition to the packages mentioned above, the Subcommittee approved 1 statewide personal services reductions and the elimination of in primary adjustments that were included in the Governor's budget

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

HB 5028-A

Health Related Licensing Boards
 Tamara Brickman -- (503) 378-4709

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2009-11 Legislatively Approved Budget at March 2011 *	\$ 0	\$ 0	\$ 3,858,227	\$ 0	\$ 0	\$ 0	3,858,227	20	17.26
2011-13 ORBITS printed Current Service Level (CSL)*	\$ 0	\$ 0	\$ 4,259,493	\$ 0	\$ 0	\$ 0	4,259,493	18	16.41
2011-13 Governor's Recommended Budget*	\$ 0	\$ 0	\$ 4,473,098	\$ 0	\$ 0	\$ 0	4,473,098	20	18.26
<u>SUBCOMMITTEE ADJUSTMENTS (from GRB)</u>									
<u>Dietitians - 017</u>									
Package 810: LFO Analyst Adjustments									
Personal Services	\$ 0	\$ 0	\$ (48,301)	\$ 0	\$ 0	\$ 0	(48,301)	(1)	(0.30)
Services and Supplies	\$ 0	\$ 0	\$ (55,472)	\$ 0	\$ 0	\$ 0	(55,472)		
<u>Naturopathic Medicine - 018</u>									
Package 181: Continue .5 FTE Investigator									
Personal Services	0	0	0	0	0	0	0	1	0.00
Package 182: Increase AAG and OAH									
Services and Supplies	0	0	(26,531)	0	0	0	(26,531)		
Package 183: IT Sustainability									
Services and Supplies	0	0	(1,500)	0	0	0	(1,500)		
Package 185: Merchant Fees for Online Renewals									
Services and Supplies	0	0	(7,500)	0	0	0	(7,500)		
Package 810: LFO Analyst Adjustments									
Services and Supplies	0	0	(32,511)	0	0	0	(32,511)		
<u>Occupational Therapists - 020</u>									
Package 160: Fingerprinting									
Services and Supplies	0	0	(20,910)	0	0	0	(20,910)		
Package 810: LFO Analyst Adjustments									
Services and Supplies	0	0	(6,301)	0	0	0	(6,301)		
<u>Speech-Language Path. and Audio. - 028</u>									
Package 171: Increased Administrative Complexity/Workload									
Personal Services	0	0	(94,553)	0	0	0	(94,553)	0	(0.60)
Package 173: Increased Frequency of Board Meetings									

*Excludes Capital Construction Expenditures

A

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Personal Services	0	0	(1,291)	0	0	0	(1,291)	0	0.00
Services and Supplies	0	0	(2,976)	0	0	0	(2,976)		
Package 174: Caseload Enforcement									
Personal Services	0	0	(69,500)	0	0	0	(69,500)	(1)	-0.50
Services & Supplies	0	0	(6,940)	0	0	0	(6,940)		
Package 175: Increased IT Contract Services									
Services and Supplies	0	0	(5,000)	0	0	0	(5,000)		
Package 810: LFO Analyst Adjustments									
Services and Supplies	0	0	22,866	0	0	0	22,866		
TOTAL ADJUSTMENTS	\$ 0	\$ 0	\$ (356,420)	\$ 0	\$ 0	\$ 0	\$ (356,420)	(1)	(1.40)
SUBCOMMITTEE RECOMMENDATION *	\$ 0	\$ 0	\$ 4,116,678	\$ 0	\$ 0	\$ 0	\$ 4,116,678	19	16.86
% Change from 2009-11 Leg Approved Budget	0.0%	0.0%	6.7%	0.0%	0.0%	0.0%	6.7%	-5.0%	-2.3%
% Change from 2011-13 Current Service Level	0.0%	0.0%	-3.4%	0.0%	0.0%	0.0%	-3.4%	5.6%	2.7%
% Change from 2011-13 Gov's Recommended Budget	0.0%	0.0%	-8.0%	0.0%	0.0%	0.0%	-8.0%	-5.0%	-7.7%

*Excludes Capital Construction Expenditures

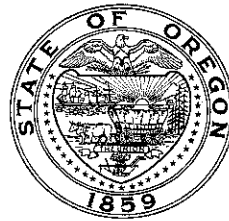
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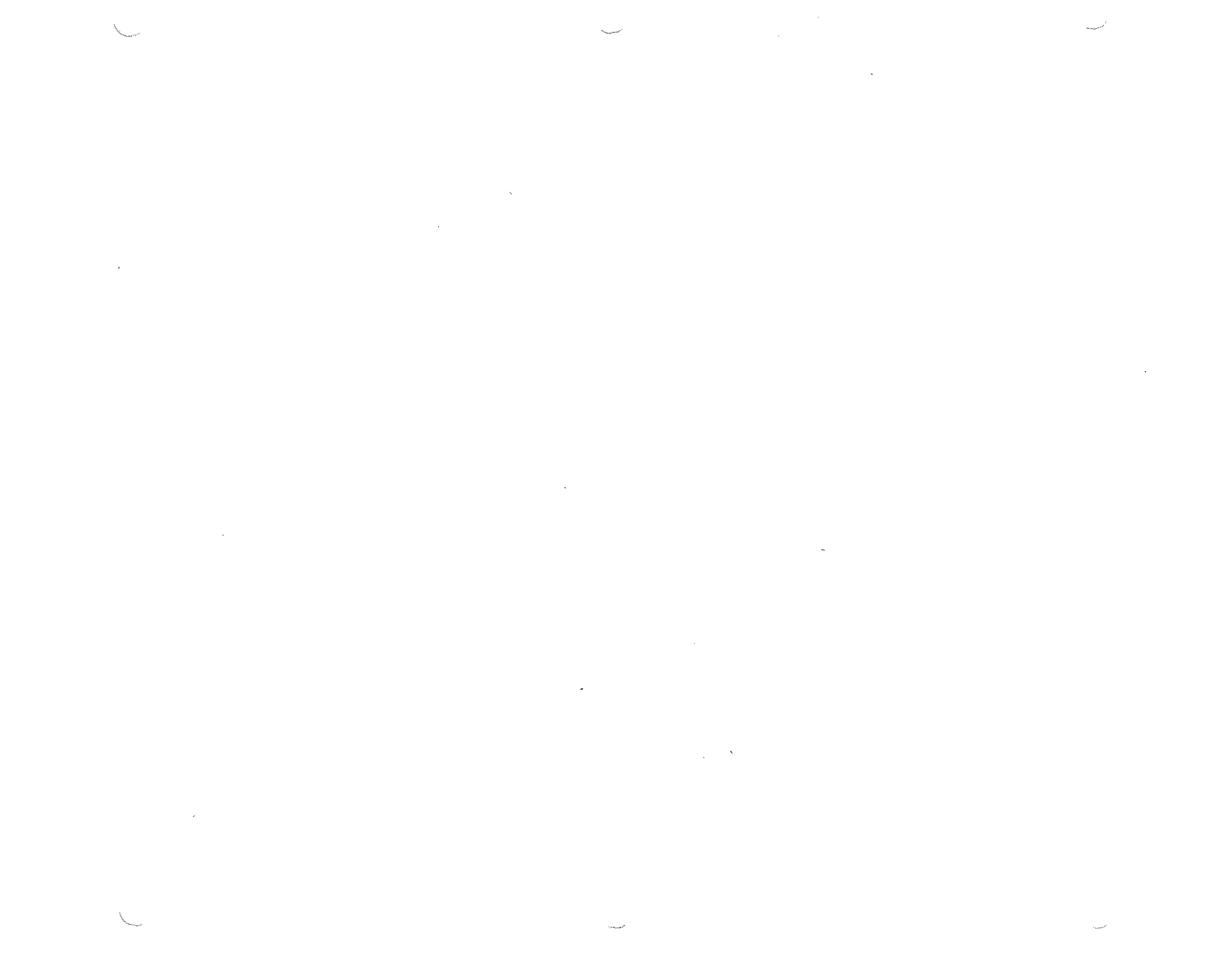
Occupational Therapy Licensing Board

Governor's Balanced Budget

2013 - 2015



Agency Summary



ORBITS Budget Narrative

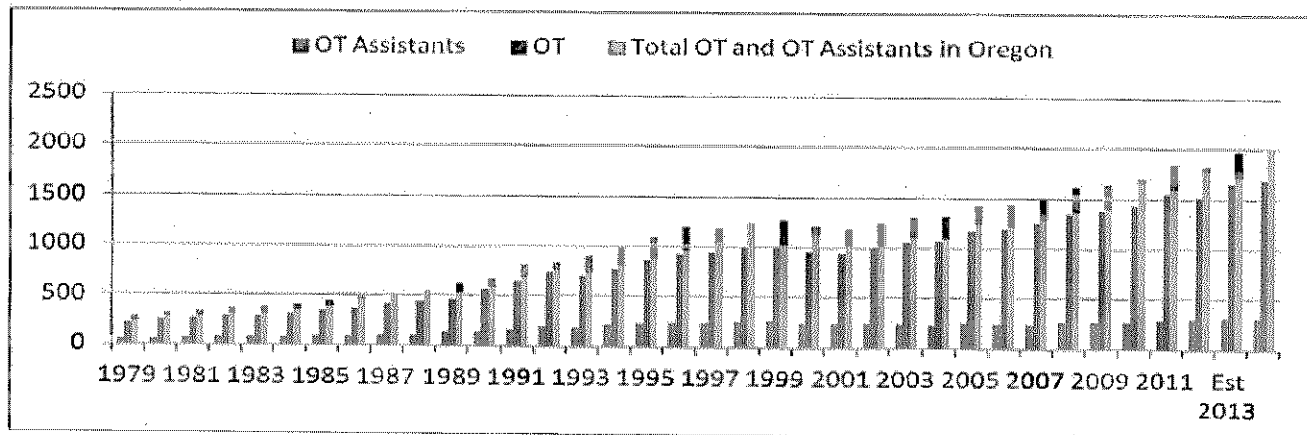
Program Description for Occupational Therapy:

AGENCY SUMMARY

Within the Governor's 10 year plan, the Occupational Therapy Licensing Board falls within the Safety Outcome area. The Board maintains Core Services for the protection of people. The Governor's balanced budget funds critical services in the Safety area at their current levels. Functions maintained include safety services at the Department of Consumer and Business Services that protect workplace and professional transactions, **and other regulatory agencies that ensure fair and safe services delivered to Oregon citizens**. Traditional law enforcement services within the State Police and the Oregon Youth Authority are also maintained

Mission Statement and Statutory Authority: The Occupational Therapy Licensing Board was created in 1977. Oregon was the seventh state to have licensure laws for the Occupational Therapy profession. The Board's mission is to protect the public by supervising occupational therapy practice, and assuring safe and ethical delivery of occupational therapy services in Oregon. The Board's authority and responsibilities are defined in ORS 675.210 through ORS 675.340 and Oregon Administrative Rules Chapter 339.

Licensee numbers continue to grow. As of January 2013 there was a total of 1815 Occupational Therapists of which 301 are Occupational Therapy Assistants.



ORBITS Budget Narrative

2010-2016 Six Year Agency Plan

The Board met in August 2012 for strategic planning and new member education. They reviewed the disciplinary process, and the new Civil Penalty changes. The Board will focus on education of licensees. The new Pain Management requirement and collection of workforce data was completed during the 2012 online license renewals and the Board will continue to follow up on these requirements for all new licensees. ALL licensees renewed online, a majority paying by credit card. The Board will continue to improve its licensing procedure. The Board kept the reduced fees as there is was a large enough ending balance. Pacific School of OT now has a doctorate program and the OT Assistant School in Linn-Benton Community College had its first graduates in 2012. The Board will move to a new data system to better track data. The Board's focus is on improving investigation and disciplinary processes, educating licensees, expanding Continuing Education categories, and considering use of Law Enforcement Data System (LEDS) to do background checks.

The Board has adopted the following initiatives to achieve its goals:

- Maintain and increase the current level of **efficiency**: The two year online renewal with credit card payment option in 2012 added collection of Supervision information, Workforce Data, and Pain Management. The Board followed up by cross checking and following up on education about supervision. All licensees renewed online and a majority paid by credit card, helping to greatly streamline the process and make it paperless and saving staff time. The Board maintains updated information on the agency web site www.oregon.gov/otlb for license verifications, applications, continuing education and supervision.
- Assure that all licensed occupational therapy practitioners **update their professional skills**. The Board completed online confirmation of new Pain Management and other education requirements in 2012 and will continue to monitor completion of these requirements for all new licensees. The Board continues random audits of CE in the 2012 renewal cycle.
- Work with licensing boards, regulatory agencies, the governor's office and the legislature to **identify common concerns** on licensing, discipline, mandatory reporting, workforce assessment, fingerprinting and other requirements for the benefit of the citizens of Oregon.
- Provide consumers with information on what to expect from occupational therapy services and how to file **complaints**. Provide education to licensees about proper conduct including the new requirement to report misconduct of any health professional in Oregon.
- Meet with the OT community, and present information at the annual OT Association of Oregon conference. The Board works with the OT school at Pacific University and supports the new 2012 OT Assistant school at Linn-Benton Community College, providing a statewide program through other community colleges to improve availability of OT Assistants in the small communities.

ORBITS Budget Narrative

2012-2016 Four Year Agency Plan: The focus of the Board:

- Make discipline process effective to protect the public with focus on education, and providing information on the web site
- Encourage relevant Continuing Education to elevate practice and evaluate and audit continuing education records
- Track completion of the one- time Pain Management Continuing Education and Work Force Date requirement for licensees
- Work with health boards on common issues for disciplinary investigations, background checks, DUI, and reporting misconduct
- Provide efficient and cost saving process with online two-year license renewals with credit card payment
- Provide web site information on applications, newsletters; laws and administrative rules, verifications and other changes

The Board had reduced renewal fees and continues to improve its licensing, with fast and convenient online information, including, verification of licenses, and answering questions on practice, application procedures and continuing education.

Criteria for 2012-2014 Budget Development:

In developing the 2013-2015 Budget, the Board considered projected revenues and proposed expenditures, using as its criteria to evaluate each budget component whether it :

- Contributes to public safety?
- Is required for licensing, investigation and disciplinary functions?
- Enhances customer service?
- Improves and streamlines agency operations?
- Requires changes to existing laws and rules to improve Board process and procedures.

ORBITS Budget Narrative

Environmental Factors:

- State and Federal changes to health care affect OT practice. OTs work in Hospitals and Rehabilitation Facilities, School Systems, Nursing Homes, Home Health, and in Acute Care. Others work in private practice, public health and other facilities.
- Medically fragile children, the aged and disabled population grows in Oregon. Medical/technological advances extend survival rates; increase the need for rehabilitation OT services to improve their functional capacities.
- Education and awareness of benefits of OT in education of children and entitlement under the Individuals with Disabilities Act (IDEA) help students with disabilities benefit from special education.
- Illegal drug use resulting in low birth weight, AIDS exposure and increased numbers of developmental handicapped, including soldiers returning from war, continues to increase the need for work with patients and families training them in appropriate care.
- Occupational therapists in private practice rises with more diversification of practice i.e. ergonomic studies in industrial settings, consultation in ADA compliance, and vision care, working with children, and wellness health care to name a few.
- NBCOT, the national certification board now requires a master's degree in OT. Pacific University, the only three year graduate program for OT in Oregon, now has a Doctorate program. Linn Benton Community College graduated its first OT Assistants in 2012.
- Older driver safety is a public health issue. OTs are trained in driver rehabilitation, understand demands of driving and use their skills to evaluate individual's ability to operate a vehicle safely, and provide rehabilitation to strengthen their driving skills.
- Many contract therapists travel for limited duration and extended periods of time to fill the needs of the community for OT. These therapists maintain licenses in multiple states. There continues to be many temporary assignments in rural and more isolated areas.
- Employment growth is projected according to America's Labor Market Information System. The Oregon Healthcare Workforce Needs Assessment shows a 20% increase making OT one of the fastest growing health care professions.
- Soldiers returning from war have great needs for Occupational Therapy rehabilitation. OT help with use of new orthotics, help in returning to school, work and community.

ORBITS Budget Narrative

KEY PERFORMANCE MEASURE CRITERIA: The Board has links to the Oregon Benchmarks on its web site www.oregon.gov/otlb

The Occupational Therapy Licensing Board had four **Key Performance Measures:**

Customer Satisfaction: Percentage of customers rating satisfaction with agency's customer service as good or excellent in overall customer service and in timeliness, accuracy, helpfulness, expertise and availability of information, is in the 95 % range.

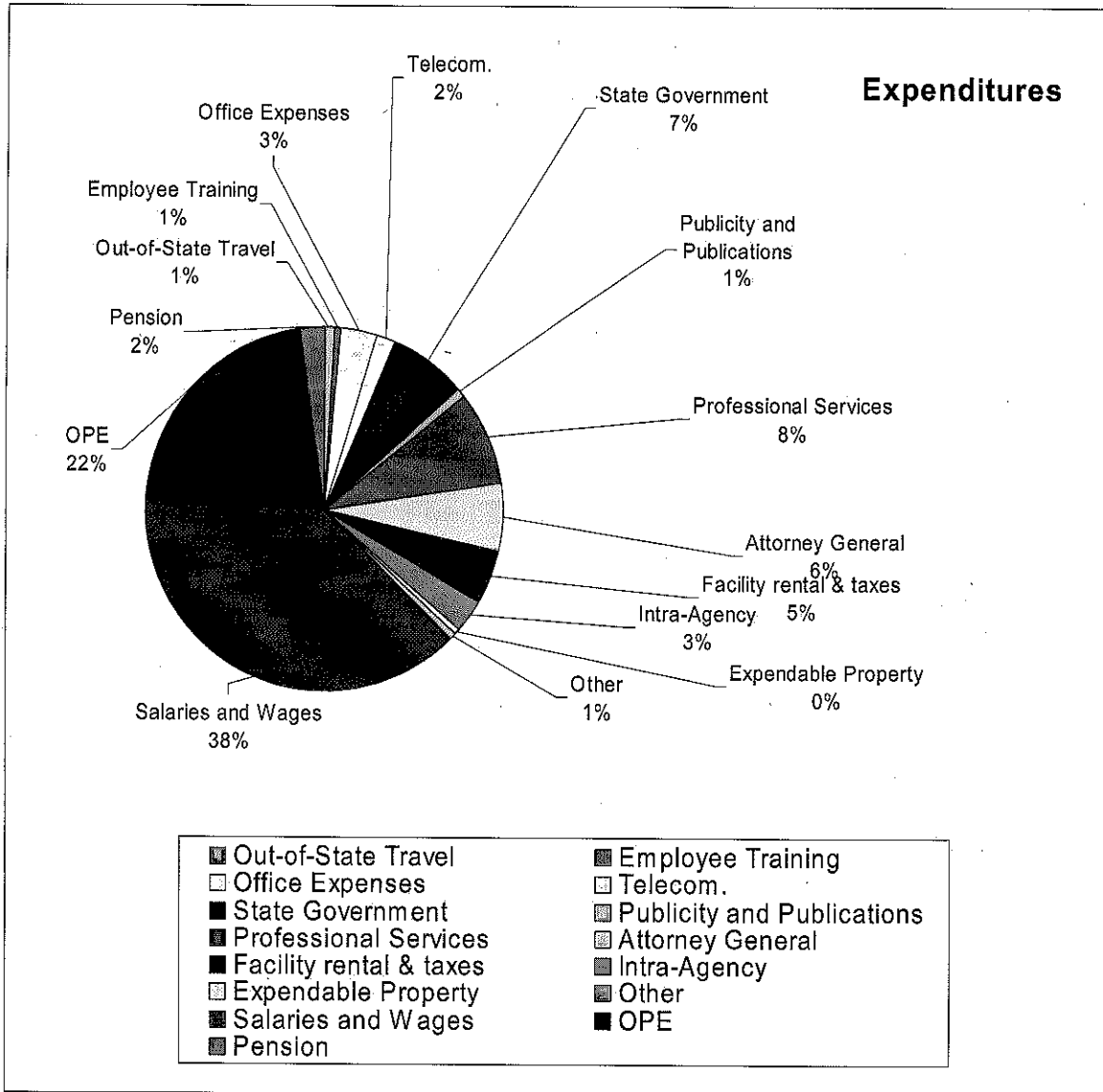
Board Best Practices: The board met all criteria for best practices. Members review the criteria for best practices yearly since 2006 and complete evaluation of board standards every year. New criteria were reviewed in July, 2012 and accepted.

Timely Issuing of licenses: The Board was part of the pilot project. This measure gives the percentage of licensing application processed within target of five days after receipt of all required documentation. The Board issues licenses within 3 days of receipt of all required documentation 98 percent of the time.

Timely Complaints reviewed by Board: The Board was part of the pilot project. The measure shows what percentages of complaints are brought before the board for consideration within 120 days of receipt of complaint. Since the Board has few complaints, about 8-12 complaints a year. The Board investigates and resolves complaints that come to the Board's attention quickly. The Board takes appropriate disciplinary action if licensees are found to be in violation of state regulations. Some complaints do not violate statutes or rules (i.e. they are personnel matters, resolved by the employer) so are beyond the scope of the Board's jurisdiction. The Board does not find a violation on some complaints, and when there is no patient harm, often uses education and supervision to improve how licensee provided services.

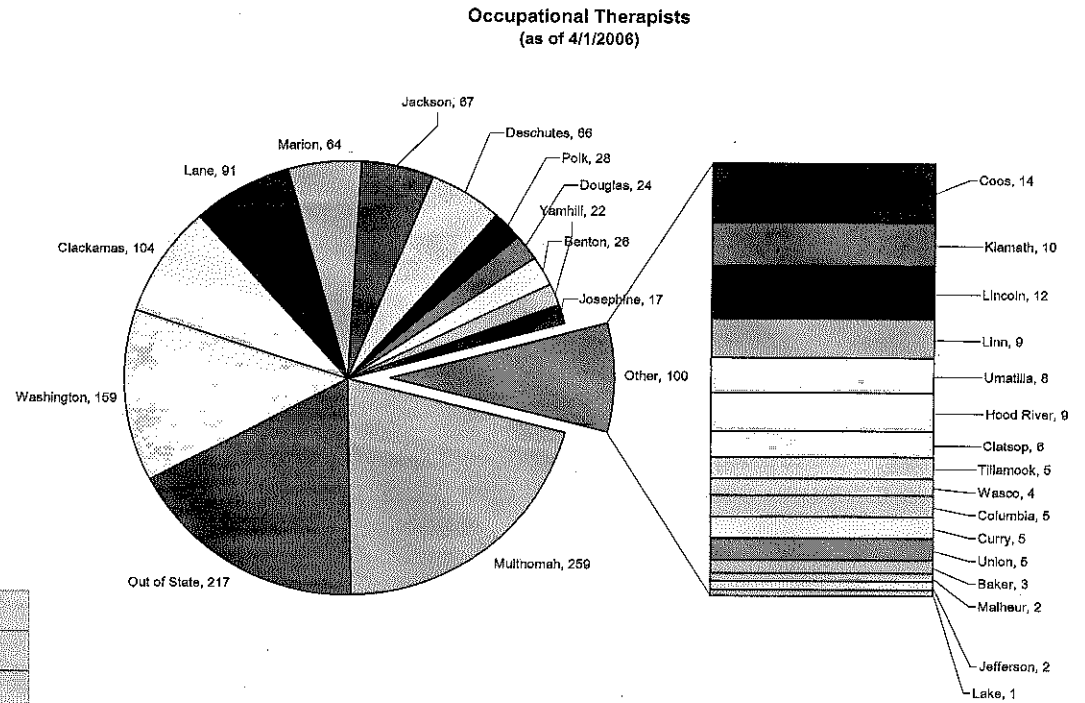
ORBITS Budget Narrative

This chart shows the categories of Expenditures for the Occupational Therapy Licensing Board

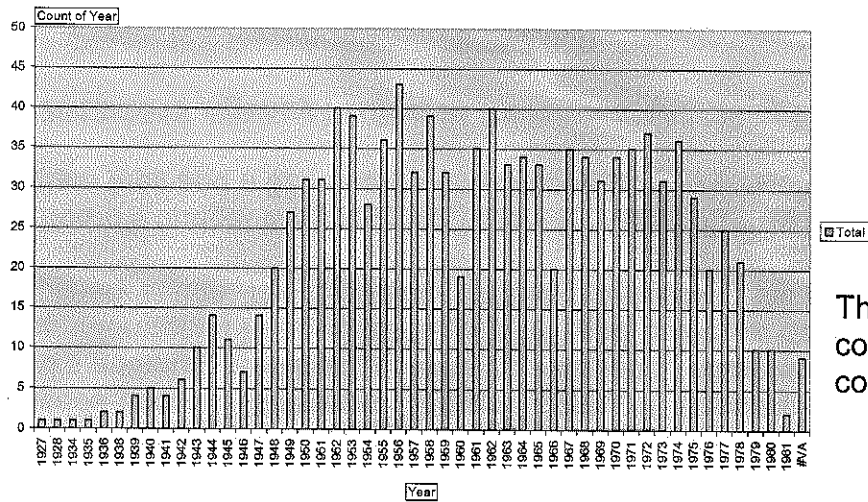


ORBITS Budget Narrative

The chart to the right shows the number of licensed Occupational Therapists working by Counties in Oregon.



Age of OT licensees in Oregon by year of birth



This chart shows the age of OT therapists. The need for OT services continues to grow. Even with the economic changes, license numbers continue to increase.

ORBITS Budget Narrative

Program Descriptions:

The Occupational Therapy Licensing Board issues licenses to qualified applicants as they apply and renews licenses in even numbered years and verifies continuing education. In May 2012 the mandatory pain management requirement was verified for all new licensed within the last 2 years before renewal licenses were issued. The Board regulates occupational therapy practice by monitoring its licensees and answering practice questions. It receives complaints and reviews them to determine whether complaints fall within the Board's authority, and if so, obtains information to establish whether a violation has occurred. The Board reviews investigative reports to obtain information needed to make a fair and objective decision. If a violation is found to have occurred, the Board takes appropriate disciplinary action. The Board consults as needed with the Attorney General's office for legal advice.

The Board's budget is **supported solely by Other Funds** from license applications and renewal fees. A small amount of revenue is from late fees and a \$25 charge for licensee lists. Verifications are provided without cost.

The **2013-2015 Agency Projected Revenues** (All Other Funds) are:

Projected Revenues \$ 297,000
Expenditure Limitation: \$ 368,816

The two positions for the Occupational Therapy Licensing Board has not increased, even with grown in license numbers and work. Using technology saves staff time; i.e. sending almost all newsletters by e-mail and using web site to provide all information. The board sees a need soon to increase the part-time position in the next budget cycle.

One full time position, @ 1.0 FTE for the Executive Director
One part-time position, @ .25 FTE for the Office Specialist

<u>The projected workload for the Board follows:</u>	<u>In 20011- 2013</u>	<u>For 2013-2015</u>
Licenses issued:	3,200	3,400
Applications reviewed:	330	340
Complaints received/reviewed:	8	12 * projecting an increase
Community meetings held:	4	5
Newsletter/Educational information provided	6	6

The Board is committed to providing great customer services to stakeholders. Customer satisfaction is very high – over 95%.

ORBITS Budget Narrative

MAJOR TECHNOLOGY PROJECTS \$500,000: Not Applicable to Agency

INFORMATION TECHNOLOGY PROJECTS OVER \$75,000: Not Applicable to Agency

LIFECYCLE REPLACEMENT PLAN: The Board continually reviews its technological needs. The Board continues joint business initiative designed to pool the technology funds of seven small agencies to create a compatible network/hardware system and to contract for database and network administrator to provide basic technical support, including recommendations for selection of electronic equipment and programs. The initiative includes funding to replace and upgrade equipment to maintain appropriate data management. The Board successfully continues improved online licensing with credit cards.

REDUCTION OPTIONS: Form 107BF17 House Bill 3182 Reduction Option Form follow in Section E Special Reports.

SUSTAINABILITY: Not required for Agency; however online renewals are successful and streamline the process without paper.

LEGISLATIVE PROPOSALS: There are no legislative proposals.

REGULATORY STREAMLINING: The Board continues delivering excellent customer service and works toward streamlining agency operations. During the 2013-2015 biennium, the Occupational Therapy Licensing Board will continue to implement changes to improve how daily business operations are handled with reduced costs and renewal fees. The Board was able to collect new data easily with the online renew in 2012. The majority renewing their licenses paid by credit cards, reducing paperwork and procedures needed for processing checks. The Board works hard to update contact and e-mail records. All renewal applicants had to renew online in 2012. This is a huge saving in staff time and cost. Newsletters and other information are sent by e-mail and posted on the web site.

Customer satisfaction is very high. Using the Web site and e-mail, information is available easily and quickly. The Director encourages requests for written verification by e-mail saving time and expense of a letter and cost of stamps from requestors. Verifications are usually sent within two days at no cost (rare in any state) and those with e-mails are sent a message by e-mail confirming the verification was mailed. The data base tracks the date and to what address verifications were printed and sent. To save costs in hiring more help the Director has temporary contract with a former Board member to help with compliant and disciplinary matters. The Director follows work offsite through a secure laptop and access by phone, e-mail, and cell phone to provide quick service.

ORBITS Budget Narrative

2013-2015 Regulatory Streamlining Plan

The Board continues to review regulations and procedures to identify opportunities for streamlining and reducing regulatory burdens without compromising standards. The Board keeps the Regulatory Streamlining Office informed of improvements, especially the online paperless renewal process that is so successful. The Board continues to monitor current practices within the profession in an effort to identify and reduce regulatory burdens. Methods for identifying opportunities include but are not limited to:

- Regular review of licensing and renewal processes with focus on paperless procedures
- Encourage stakeholder input during legislative and administrative rulemaking processes, and board strategic planning
- Consider national trends and standards in licensing occupational therapists
- Utilize customer survey responses to identify strengths and weaknesses

The Board continues collaborative and streamlining initiatives with the other Portland 833 Health Related Licensing Boards in Suite 407 using flexible solutions to streamlining regulatory programs. These health care licensing boards share the cost and work on their IT database with the multiple functions needed to successfully support the agency's programs. The Board also works with all health licensing Boards and the Governor's office to share information and processes, such as doing background checks. The OT Licensing Board posted all formal complaint orders as public information on the licensee look up for easy public access. The accounting, audit and programming functions were coordinated with credit card payments. A new copier with scanner allows for continued savings by sending out documents online. The Director continually updates the web site to provide quick and efficient access to information. A new Ethics/Law exam is being developed to be done on line by new applicants.

Information technology purchasing and network administration is shared, offering additional stability and purchasing strength. The Board has a short, anonymous, Customer Service Survey which automatically collates responses. The Board reviews all comment received. The six boards developed effective Business Continuity, Risk Management and Security Plans should a Director or the office have emergency needs with oversight to assist those affected. The Affirmative Action Plan was submitted and posted on the web site.

Currently the Directors of the Health Related Licensing Boards meet monthly and work to coordinate work, share resources and discuss various program areas to improve. Common rules will be issued on new reporting requirements. The OT Licensing Board continues working with other state agencies and the Office of Regulatory Streamlining to align rules and procedures with the guidelines established by Executive Order No. 03-01 and the "Report to the Governor."

LIST OF EFFICIENCIES: Information is included in this agency summary on efficiencies that have allowed the board to reduce the license fees for Occupational Therapists.

KEY PERFORMANCE MEASURE CRITERIA: The Board has links to the Oregon Benchmarks on its web site www.oregon.gov/otlb The Occupational Therapy Licensing Board had four **Key Performance Measures:**

Customer Satisfaction: Percentage of customers rating satisfaction with agency's customer service as good or excellent in overall customer service and in timeliness, accuracy, helpfulness, expertise and availability of information, is in the 98% range.

Board Best Practices: The board met all criteria for best practices. Members review the criteria for best practices yearly since 2006 and complete evaluation of board standards. New criteria were reviewed in July, 2008 and accepted. The Board reviews Best Practice criteria each year.

Timely Issuing of licenses: The Board was part of the pilot project. The new measure, (it was a KPM but deleted in 2007) will give the percentage of licensing application processed within target of five days after receipt of all required documentation.

Timely Complaints reviewed by Board: The Board was part of the pilot project. The measure shows the percentage of complaints brought before the board for consideration within 120 days of receipt of complaint. Since the Board has few complaints, about 8-15 complaints a year, the Board does investigate and resolve complaints that come to the Board's attention quickly. The Board takes appropriate disciplinary action if licensees are found to be in violation of state regulations. Some complaints do not violate statutes or rules (i.e. they are personnel matters, resolved by the employer) so are beyond the scope of the Board's jurisdiction. The Board suspends, puts on probation, reprimands and takes other non public action such as requiring education and working toward improving how licensee provided services.

#1 The deleted measure on Percentage of licensees meeting continuing education requirement are kept internally.

#2 The deleted measure on Percentage of complaints resolved by means other than formal administrative hearing are kept internally.



Legislatively Approved 2011-2013 Key Performance Measures

Agency: OCCUPATIONAL THERAPY LICENSING BOARD

Mission: The mission of the Occupational Therapy Licensing Board is to protect the public by supervising occupational therapy practice to assure the safe and ethical delivery of services in Oregon.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2012	Target 2013
3 - CUSTOMER SATISFACTION: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information	Accuracy	Approved KPM	95.00	80.00	80.00
3 - CUSTOMER SATISFACTION: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information	Availability of Information	Approved KPM	95.00	80.00	80.00
3 - CUSTOMER SATISFACTION: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information	Expertise	Approved KPM	98.00	80.00	80.00
3 - CUSTOMER SATISFACTION: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information	Helpfulness	Approved KPM	98.00	80.00	80.00
3 - CUSTOMER SATISFACTION: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information	Overall	Approved KPM	95.00	80.00	80.00
3 - CUSTOMER SATISFACTION: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information	Timeliness	Approved KPM	97.00	80.00	80.00
4 - BEST PRACTICES: Percent of total best practices met by the Board.		Approved KPM	100.00	100.00	100.00
5 - TIMELY LICENSING – Percent of licensing applications processed within target.		Approved KPM	95.00	100.00	100.00

Agency: OCCUPATIONAL THERAPY LICENSING BOARD

Mission: The mission of the Occupational Therapy Licensing Board is to protect the public by supervising occupational therapy practice to assure the safe and ethical delivery of services in Oregon.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2012	Target 2013
6 - TIMELY RESOLUTION OF COMPLAINTS - Percent of cases investigated and referred to Board within 120 days of receipt of complaint.		Approved KPM	100.00	100.00	100.00

LFO Recommendation:

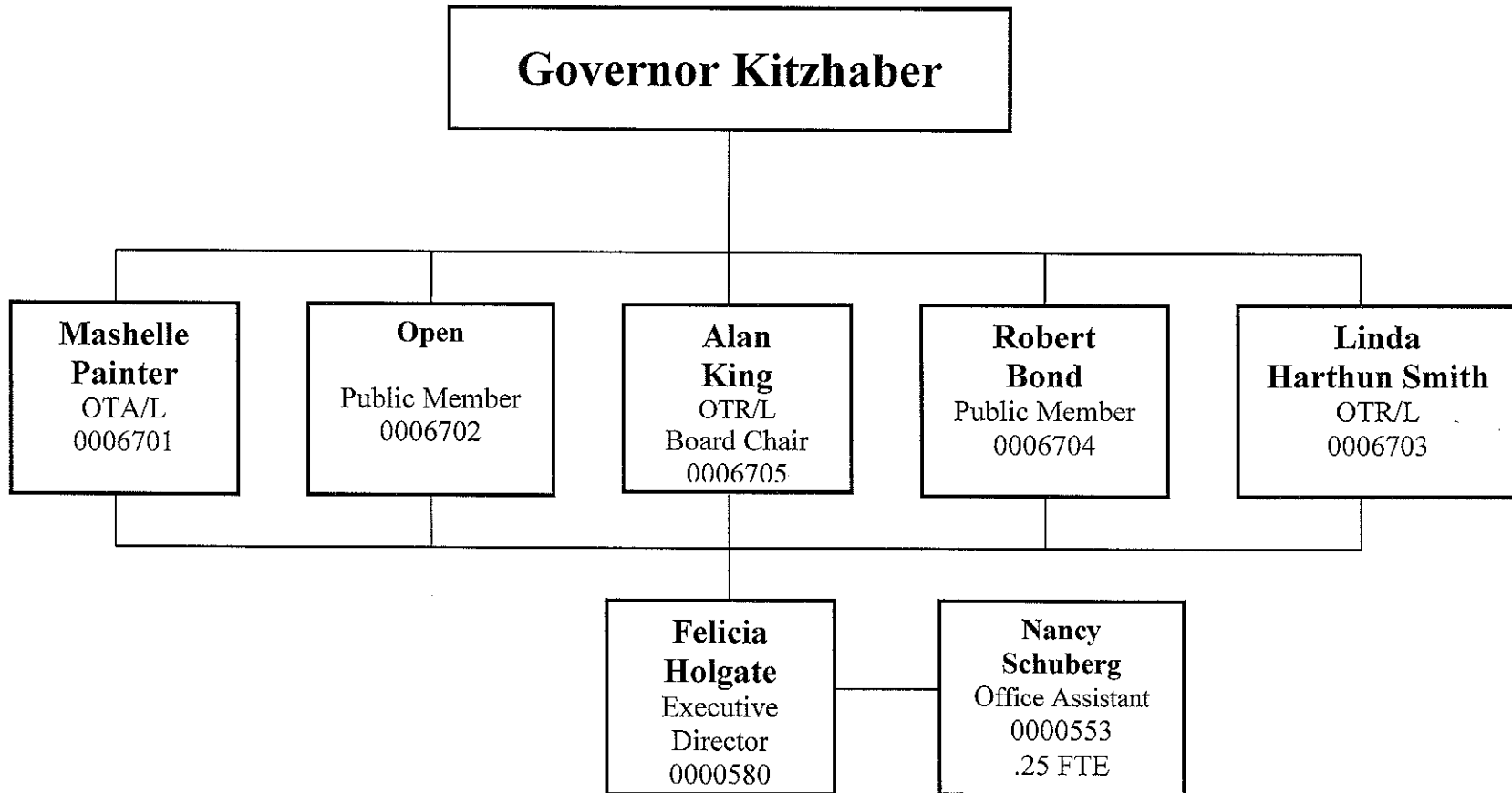
Approve the requested Key Performance Measures and associated targets.

Sub-Committee Action:

Sub-Committee approved the LFO recommendation.

Print Date: 6/29/2011

OREGON OCCUPATIONAL THERAPY LICENSING BOARD



Summary of 2013-15 Biennium Budget

**Health Related Licensing Boards
Occupational Therapists
2013-15 Biennium**

**Governor's Budget
Cross Reference Number: 83300-020-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2011-13 Leg Adopted Budget	1	1.25	363,959	-	-	363,959	-	-	-
2011-13 Emergency Boards	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	1	1.25	363,959	-	-	363,959	-	-	-
2013-15 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	1	-	9,673	-	-	9,673	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
Subtotal 2013-15 Base Budget	2	1.25	373,632	-	-	373,632	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	465	-	-	465	-	-	-
Subtotal	-	-	465	-	-	465	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	4,831	-	-	4,831	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	(4,058)	-	-	(4,058)	-	-	-
Subtotal	-	-	773	-	-	773	-	-	-

Summary of 2013-15 Biennium Budget

**Health Related Licensing Boards
Occupational Therapists
2013-15 Biennium**

**Governor's Budget
Cross Reference Number: 83300-020-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2013-15 Current Service Level	2	1.25	374,870	-	-	374,870	-	-	-

Summary of 2013-15 Biennium Budget

**Health Related Licensing Boards
Occupational Therapists
2013-15 Biennium**

**Governor's Budget
Cross Reference Number: 83300-020-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
Subtotal: 2013-15 Current Service Level	2	1.25	374,870	-	-	374,870	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2013-15 Current Service Level	2	1.25	374,870	-	-	374,870	-	-	-
080 - E-Boards									
081 - May 2012 E-Board	-	-	-	-	-	-	-	-	-
082 - September 2012 E-Board	-	-	-	-	-	-	-	-	-
083 - December 2012 E-Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Administrative Savings	-	-	(462)	-	-	(462)	-	-	-
092 - PERS Taxation Policy	-	-	(622)	-	-	(622)	-	-	-
093 - Other PERS Adjustments	-	-	(4,970)	-	-	(4,970)	-	-	-
150 - Continue .50 FTE investigator	-	-	-	-	-	-	-	-	-
160 - Scanner Support	-	-	-	-	-	-	-	-	-
161 - Shift investigator costs to prof serv	-	-	-	-	-	-	-	-	-
180 - Increased Administrative/Compliance Workload	-	-	-	-	-	-	-	-	-
181 - Criminal Background Check Fees	-	-	-	-	-	-	-	-	-
182 - Enhanced Investigation/Background Checks	-	-	-	-	-	-	-	-	-
183 - Fee Increase	-	-	-	-	-	-	-	-	-
190 - Fee Increase	-	-	-	-	-	-	-	-	-
Subtotal Policy Packages	-	-	(6,054)	-	-	(6,054)	-	-	-

Summary of 2013-15 Biennium Budget

**Health Related Licensing Boards
Occupational Therapists
2013-15 Biennium**

**Governor's Budget
Cross Reference Number: 83300-020-00-00-00000**

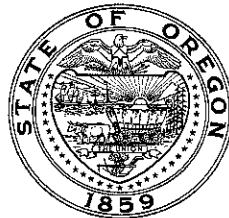
<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
Total 2013-15 Governor's Budget	2	1.25	368,816	-	-	368,816	-	-	-
Percentage Change From 2011-13 Leg Approved Budget	100.00%	-	1.30%	-	-	1.30%	-	-	-
Percentage Change From 2013-15 Current Service Level	-	-	-1.60%	-	-	-1.60%	-	-	-

OREGON

OCCUPATIONAL THERAPY LICENSING BOARD

Governor's Balanced Budget

2013 - 2015



REVENUES

ORBITS Budget Narrative

REVENUE FORECAST NARRATIVE

Source: The Occupational Therapy Licensing Board is supported solely by **Other Funds**. **Matching Rates:** None
Agency Programs Funded with Revenue: This agency has one program: regulating occupational therapy practice.
General Limits on Use of Funds: Funds appropriated for administration & enforcement of ORS 675.210 to 675.340(2).
Basis for 2013-2015 Estimates: Revenue projections based on continued small projected increase in license numbers

Type of License	Revenues 2006	Revenues 2008	Revenues 2010	Projected 2011-13	Projected 2013 - 15
OT 2 year Renewal	\$ 218,790 (1094) Fee \$200	\$ 201,820 (1187) Fee \$170	\$ 204,250 (1361) Fee \$150	\$ 208,500 (1390)	\$210,000 (1400)
OTA 2 year Renewal	\$ 31,330 (224) Fee 140	\$ 26,700 (223) Fee \$120	\$ 23,655 (236) Fee \$100	\$ 24,000 (240)	\$ 25,000 (250)
Other: New, LP, Reinstated	\$ 17,225	\$ 42,185	\$ 33,775	\$ 40,000	\$ 50,000
Late Fees	\$ 2,965	\$ 5,800	\$ 4,700	\$ 5,000	\$ 5,000
Copies & Lists	\$ 1,860	\$ 3,550	\$ 2,700	\$ 3,500	\$ 3,500
Interest	\$ 8,353	\$ 24,314	\$ 4,764	\$ 3,500	\$ 3,500
TOTALS	\$ 280,523	\$ 304,369	\$ 273,844	Estimate \$ 285,000	Estimate \$ 297,000

The OT Licensing Board kept the reduced the OT and OT Assistant 2-year renewal fees by \$10/year because of a high ending balance. Renewal revenue every other year is 80 % of the total revenue.

ORBITS Budget Narrative

The new mandatory \$5 per license renewal fee for workforce data collection was paid through is a revenue transfer. The Board is working to contract with the Nursing Board to start doing LEDS checks on licensees. Even with the continued renewal fee reduction in 2012, the revenues received were not much lower than projected because there was an increase in number of new applications. License numbers still continue to grow as of July 2012, though the Board had expected this to level off, or decrease.

The 2012 renewal cycle show about 12 % percent of licensees did not renew, the same percent as in past years, and we expect the same for the 2014 renewal cycle. Reasons why licensees do not renew include licensee moved out of state, have licenses in several states or work for travelling temporary companies and do not expect to work in Oregon this year, and are retiring. With an aging population we expect a higher percentage of OTs to retire in the next ten years. The new OT Assistant School opening in Oregon graduated its first class of OT Assistant in 2012, which is increasing the number of Assistants licensed in the state. Pacific University also continues the successful Re-Entry program it set up with the Board's encouragement. It gets formerly licenses therapists who have been out of practice for more than 3 years to reenter the workforce to fill positions and provide needed services for Oregon citizens.

The two big areas that affect the expenditures are attorney fees and discipline. The Board has few cases and most are resolved through mutual consent orders, so do not have costly administrative hearings with attorney fees. The Board has been able to use the services of former board members for help on consultation in looking into OT complaint issues. Finally, the Board uses education and follows up in many cases to resolve issues when appropriate and where there is no harm to the public without cost increase to the budget.

There has not been an increase in the number of investigations. When the Board starts LEDS check, the board might have an increase in the need for investigations, to check whether applicants did not disclose arrests or convictions on their application forms. If the arrests or convictions were not reported, these will be considered discipline cases. There has been an increase in the number of applications from other states that have crimes/discipline which takes additional Board time.

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Health Related Licensing Boards
2013-15 Biennium

Agency Number: 83300
Cross Reference Number: 83300-020-00-00-00000

Source	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
Other Funds						
Business Lic and Fees	261,505	272,000	272,000	272,000	272,000	-
Interest Income	4,764	7,200	7,200	7,200	7,200	-
Other Revenues	7,405	3,500	3,500	3,500	3,500	-
Tsfr To Oregon Health Authority	(7,440)	(8,000)	(8,000)	(8,000)	(8,000)	-
Total Other Funds	\$266,234	\$274,700	\$274,700	\$274,700	\$274,700	-

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DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS Revenue Acct	2009-2011 Actual	2011-13 Legislatively Adopted	2011-13 Estimated	2013-15		
						Agency Request	Governor's Recommended	Legislatively Adopted
Other Funds:								
License Fees			261,505	272,000	272,000	272,000	272,000	272,000
Interest Income			4,764	7,2000	7,200	7,200	7,200	7,200
Other (license lists)			7,405	3,500	3,500	3,500	3,500	3,500
Transfer to Or Health Authority for Data collection			(7,440)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page _____

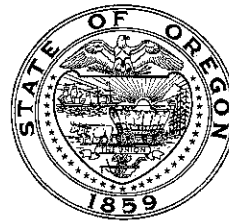
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OREGON

OCCUPATIONAL THERAPY LICENSING BOARD

Governor's Balanced Budget

2013 - 2015



PROGRAM PACKAGES

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Program Packages

Package 091 Statewide Administrative Savings.

The Governor's budget requires increased efficiency in the operation of state government, calls for additional savings in administrative expenditures, and allows for the reinvestment of some of the savings realized through efficiencies into agency programs or to other initiatives that will further improve the administrative operations of state government.

Package 091 was included in all agency budgets as a placeholder for administrative efficiencies to be found in Finance, IT, HR, Accounting, Payroll, and Procurement activities. The Improving Government subcommittee of the Enterprise Leadership Team will be identifying proposed efficiencies or changes in the delivery of service to meet the funding level in the Governor's budget, and will work with individual agencies on the impact to their budget, along with reinvestment opportunities.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Health Related Licensing Boards
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Occupational Therapists
 Cross Reference Number: 83300-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	187	-	-	-	187
Pension Obligation Bond	-	-	330	-	-	-	330
Social Security Taxes	-	-	14	-	-	-	14
Mass Transit Tax	-	-	(66)	-	-	-	(66)
Total Personal Services	-	-	\$465	-	-	-	\$465
Total Expenditures							
Total Expenditures	-	-	465	-	-	-	465
Total Expenditures	-	-	\$465	-	-	-	\$465
Ending Balance							
Ending Balance	-	-	(465)	-	-	-	(465)
Total Ending Balance	-	-	(\$465)	-	-	-	(\$465)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Health Related Licensing Boards
Pkg: 031 - Standard Inflation

Cross Reference Name: Occupational Therapists
Cross Reference Number: 83300-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	171	-	-	-	171
Out of State Travel	-	-	57	-	-	-	57
Employee Training	-	-	49	-	-	-	49
Office Expenses	-	-	233	-	-	-	233
Telecommunications	-	-	(23)	-	-	-	(23)
State Gov. Service Charges	-	-	(4,058)	-	-	-	(4,058)
Publicity and Publications	-	-	76	-	-	-	76
Professional Services	-	-	374	-	-	-	374
IT Professional Services	-	-	216	-	-	-	216
Attorney General	-	-	2,688	-	-	-	2,688
Employee Recruitment and Develop	-	-	1	-	-	-	1
Dues and Subscriptions	-	-	7	-	-	-	7
Facilities Rental and Taxes	-	-	829	-	-	-	829
Other Services and Supplies	-	-	91	-	-	-	91
Expendable Prop 250 - 5000	-	-	25	-	-	-	25
IT Expendable Property	-	-	37	-	-	-	37
Total Services & Supplies	-	-	\$773	-	-	-	\$773
Total Expenditures							
Total Expenditures	-	-	773	-	-	-	773
Total Expenditures	-	-	\$773	-	-	-	\$773

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Health Related Licensing Boards
 Pkg: 091 - Statewide Administrative Savings

Cross Reference Name: Occupational Therapists
 Cross Reference Number: 83300-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Undistributed (S.S.)	-	-	(462)	-	-	-	(462)
Total Services & Supplies	-	-	(\$462)	-	-	-	(\$462)
Total Expenditures							
Total Expenditures	-	-	(462)	-	-	-	(462)
Total Expenditures	-	-	(\$462)	-	-	-	(\$462)
Ending Balance							
Ending Balance	-	-	462	-	-	-	462
Total Ending Balance	-	-	\$462	-	-	-	\$462

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Health Related Licensing Boards
Pkg: 031 - Standard Inflation

Cross Reference Name: Occupational Therapists
Cross Reference Number: 83300-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(773)	-	-	-	(773)
Total Ending Balance	-	-	(\$773)	-	-	-	(\$773)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Health Related Licensing Boards
Pkg: 092 - PERS Taxation Policy

Cross Reference Name: Occupational Therapists
Cross Reference Number: 83300-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
PERS Policy Adjustment	-	-	(622)	-	-	-	(622)
Total Personal Services	-	-	(\$622)	-	-	-	(\$622)
Total Expenditures							
Total Expenditures	-	-	(622)	-	-	-	(622)
Total Expenditures	-	-	(\$622)	-	-	-	(\$622)
Ending Balance							
Ending Balance	-	-	622	-	-	-	622
Total Ending Balance	-	-	\$622	-	-	-	\$622

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Health Related Licensing Boards
Pkg: 093 - Other PERS Adjustments

Cross Reference Name: Occupational Therapists
Cross Reference Number: 83300-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
PERS Policy Adjustment	-	-	(4,970)	-	-	-	(4,970)
Total Personal Services	-	-	(\$4,970)	-	-	-	(\$4,970)
Total Expenditures							
Total Expenditures	-	-	(4,970)	-	-	-	(4,970)
Total Expenditures	-	-	(\$4,970)	-	-	-	(\$4,970)
Ending Balance							
Ending Balance	-	-	4,970	-	-	-	4,970
Total Ending Balance	-	-	\$4,970	-	-	-	\$4,970

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Health Related Licensing Boards
2013-15 Biennium

Agency Number: 83300
Cross Reference Number: 83300-020-00-00-00000

<i>Source</i>	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
Other Funds						
Business Lic and Fees	261,505	272,000	272,000	272,000	272,000	-
Interest Income	4,764	7,200	7,200	7,200	7,200	-
Other Revenues	7,405	3,500	3,500	3,500	3,500	-
Tsfr To Oregon Health Authority	(7,440)	(8,000)	(8,000)	(8,000)	(8,000)	-
Total Other Funds	\$266,234	\$274,700	\$274,700	\$274,700	\$274,700	-

Health Related Licensing Boards

Agency Number: 83300

**Program Unit Appropriated Fund Group and Category Summary
2013-15 Biennium
Occupational Therapists**

**Version: Y - 01 - Governor's Budget
Cross Reference Number: 83300-020-00-00-00000**

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
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LIMITED BUDGET (Excluding Packages)

PERSONAL SERVICES

Other Funds 190,722 246,785 246,785 257,483 256,458 -

SERVICES & SUPPLIES

Other Funds 94,673 117,174 117,174 117,174 117,174 -

CAPITAL OUTLAY

Other Funds 736 - - - - -

TOTAL LIMITED BUDGET (Excluding Packages)

Other Funds 286,131 363,959 363,959 374,657 373,632 -

AUTHORIZED POSITIONS

1 1 1 1 2 -

AUTHORIZED FTE

1.25 1.25 1.25 1.25 1.25 -

LIMITED BUDGET (Essential Packages)

010 NON-PICS PSNL SVC / VACANCY FACTOR

PERSONAL SERVICES

Other Funds - - - 465 465 -

031 STANDARD INFLATION

SERVICES & SUPPLIES

Other Funds - - - 4,759 773 -

TOTAL LIMITED BUDGET (Essential Packages)

Other Funds - - - 5,224 1,238 -

LIMITED BUDGET (Current Service Level)

Health Related Licensing Boards

Agency Number: 83300

**Program Unit Appropriated Fund Group and Category Summary
2013-15 Biennium
Occupational Therapists**

**Version: Y - 01 - Governor's Budget
Cross Reference Number: 83300-020-00-00-00000**

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
Other Funds	286,131	363,959	363,959	379,881	374,870	-
AUTHORIZED POSITIONS	1	1	1	1	2	-
AUTHORIZED FTE	1.25	1.25	1.25	1.25	1.25	-
LIMITED BUDGET (Policy Packages)						
PRIORITY 0						
091 STATEWIDE ADMINISTRATIVE SAVINGS						
SERVICES & SUPPLIES						
Other Funds	-	-	-	-	(462)	-
092 PERS TAXATION POLICY						
PERSONAL SERVICES						
Other Funds	-	-	-	-	(622)	-
093 OTHER PERS ADJUSTMENTS						
PERSONAL SERVICES						
Other Funds	-	-	-	-	(4,970)	-
TOTAL LIMITED BUDGET (Policy Packages)						
Other Funds	-	-	-	-	(6,054)	-
TOTAL LIMITED BUDGET (Including Packages)						
Other Funds	286,131	363,959	363,959	379,881	368,816	-
AUTHORIZED POSITIONS	1	1	1	1	2	-
AUTHORIZED FTE	1.25	1.25	1.25	1.25	1.25	-
OPERATING BUDGET						

Health Related Licensing Boards

Agency Number: 83300

Program Unit Appropriated Fund Group and Category Summary
2013-15 Biennium
Occupational Therapists

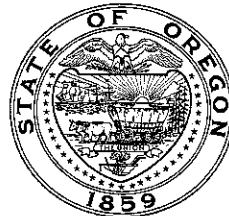
Version: Y - 01 - Governor's Budget
Cross Reference Number: 83300-020-00-00-00000

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
Other Funds	286,131	363,959	363,959	379,881	368,816	-
AUTHORIZED POSITIONS	1	1	1	1	2	-
AUTHORIZED FTE	1.25	1.25	1.25	1.25	1.25	-
TOTAL BUDGET						
Other Funds	286,131	363,959	363,959	379,881	368,816	-
AUTHORIZED POSITIONS	1	1	1	1	2	-
AUTHORIZED FTE	1.25	1.25	1.25	1.25	1.25	-

OREGON
OCCUPATIONAL THERAPY LICENSING BOARD

Governor's Balanced Budget

2013 - 2015



SPECIAL REPORTS

AFFIRMATIVE ACTION POLICY STATEMENT: The Occupational Therapy Licensing Board (OTLB) is composed of five members, three members from the occupational therapy profession and two public members. The Occupational Therapy Association of Oregon submits a list of professional candidates for the Governor's review; the Governor appoints members; Senate confirmation is again required. There are two women and two men on the current board; we currently need one public member appointed. The current public member is disabled, and who had many years of OT during rehab for a stroke, a reason he is on the Board.

Policy: The appointment of the Executive Director will be free of discrimination, including severe disabilities as defined in ORS 240.391. Board members will provide a work environment free of harassment based on religion, race, age, handicapped status, gender or any other factor prohibited by law or policy.

An employee who believes s/he has been harassed should contact the Board Chairperson or other Board member(s). If the issue is not resolved to the employee's satisfaction, the Bureau of Labor and Industries Civil Rights Division is contacted. An individual who has interviewed for employment who believes s/he was denied employment based on discriminatory factors may review the decision with the Board. If the complaint is not resolved to the satisfaction of the individual, the Affirmative Action Office is notified.

Dissemination: This Affirmative Action Policy Statement and Report for 2013-2015 is on file in the Governor's Affirmative Action Office and the Board office and is supplied to other agencies upon request. The policy statement will accompany all employment applications distributed to potential new employees. The policy is posted on the Board web site.

Organizational Structure and Responsibilities for Implementation: The Board is restricted to 1.25 legislatively approved positions. The current Director was hired in October 2003 after the former director retired. When the Board needs to hire, it will implement the plan by exercising impartial and unbiased evaluations of future applications and interviews for employment. The 2013-2015 Agency Affirmative Action Plan has been submitted for approval.

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Senate Diversity and Inclusion: SB 786 Compliance: Promoting diversity on the Board and within the profession

Activities the Board participated in: The Board Executive Director attended several of the Affirmative Action meetings and was involved with other multi-cultural events.

Diversity Information for the Occupational Therapy Licensing Board: Board member Diversity: The Governor selects Board members, but the Board solicits recommendations for appointments via its newsletter and the OT

Native American	9	Association of Oregon. Currently the Board has one Board member from a Pacific Islander ethnic background and there is geographic representation outside the Portland area in Albany.
Asian	43	
Black	2	The Chart shows the ethnic diversity within the profession. The Board continues to collect diversity data from its application form (it is optional).
Hispanic	8	
Other Multnomah	20	
White/Not Hispanic	633	The Board recognizes getting more men and minorities is important for the profession. There are currently over 80% women in the occupational therapy profession. The Director talks to the Director of the OT School at

Pacific University, about recruitment. The school is a private three year graduate program. Having the new OT Assistant school opening in 2010 will make it easier to start having new minorities come into the profession.

Occupational Therapists are proficiency in 27 languages, other than English. Recently the Director was able to help answer a request to find a Korean speaking Occupational Therapist to work with a patient who only spoke Korean.

Languages spoken by Occupational Therapists in the state include the following:

Afrikaans	American Sign Language	Amharic
Arabic	Cantonese	Cebuana
Chinese	Dutch	Filipino
French	German	Hebrew
Ilocano	Indian	Irish
Italian	Japanese	Korean
Norwegian	Persian	Russian
Scandinavian	Spanish	Swedish
Tagalog	Taiwanese	Thai

Health Related Licensing Boards

Agency Number: 83300

**Budget Support - Detail Revenues and Expenditures
2013-15 Biennium
Occupational Therapists**

Cross Reference Number: 83300-020-00-00-00000

<i>Description</i>	<i>2009-11 Actuals</i>	<i>2011-13 Leg Adopted Budget</i>	<i>2011-13 Leg Approved Budget</i>	<i>2013-15 Agency Request Budget</i>	<i>2013-15 Governor's Budget</i>	<i>2013-15 Leg Adopted Budget</i>
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	387,926	365,675	365,675	224,926	224,926	-
0030 Beginning Balance Adjustment						
3400 Other Funds Ltd	-	(51,490)	(51,490)	208,548	208,548	-
BEGINNING BALANCE						
3400 Other Funds Ltd	387,926	314,185	314,185	433,474	433,474	-
TOTAL BEGINNING BALANCE	\$387,926	\$314,185	\$314,185	\$433,474	\$433,474	-
REVENUE CATEGORIES						
LICENSES AND FEES						
0205 Business Lic and Fees						
3400 Other Funds Ltd	261,505	272,000	272,000	272,000	272,000	-
INTEREST EARNINGS						
0605 Interest Income						
3400 Other Funds Ltd	4,764	7,200	7,200	7,200	7,200	-
OTHER						
0975 Other Revenues						
3400 Other Funds Ltd	7,405	3,500	3,500	3,500	3,500	-
REVENUE CATEGORIES						
3400 Other Funds Ltd	273,674	282,700	282,700	282,700	282,700	-
TOTAL REVENUE CATEGORIES	\$273,674	\$282,700	\$282,700	\$282,700	\$282,700	-
TRANSFERS OUT						
2443 Tsfr To Oregon Health Authority						

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Health Related Licensing Boards

Agency Number: 83300

Budget Support - Detail Revenues and Expenditures

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2013-15 Biennium

Occupational Therapists

<i>Description</i>	<i>2009-11 Actuals</i>	<i>2011-13 Leg Adopted Budget</i>	<i>2011-13 Leg Approved Budget</i>	<i>2013-15 Agency Request Budget</i>	<i>2013-15 Governor's Budget</i>	<i>2013-15 Leg Adopted Budget</i>
3400 Other Funds Ltd	(7,440)	(8,000)	(8,000)	(8,000)	(8,000)	-
AVAILABLE REVENUES						
3400 Other Funds Ltd	654,160	588,885	588,885	708,174	708,174	-
TOTAL AVAILABLE REVENUES	\$654,160	\$588,885	\$588,885	\$708,174	\$708,174	-
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Uncl. Sal. and Per Diem						
3400 Other Funds Ltd	144,131	167,942	167,942	158,216	158,216	-
3160 Temporary Appointments						
3400 Other Funds Ltd	-	7,776	7,776	7,963	7,963	-
SALARIES & WAGES						
3400 Other Funds Ltd	144,131	175,718	175,718	166,179	166,179	-
TOTAL SALARIES & WAGES	\$144,131	\$175,718	\$175,718	\$166,179	\$166,179	-
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	-	51	51	50	80	-
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	12,988	23,783	23,783	30,644	29,619	-
3221 Pension Obligation Bond						
3400 Other Funds Ltd	8,531	9,443	9,443	9,773	9,773	-
3230 Social Security Taxes						
3400 Other Funds Ltd	10,635	13,444	13,444	12,119	12,714	-

Health Related Licensing Boards

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Budget Support - Detail Revenues and Expenditures

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2013-15 Biennium

Occupational Therapists

<i>Description</i>	<i>2009-11 Actuals</i>	<i>2011-13 Leg Adopted Budget</i>	<i>2011-13 Leg Approved Budget</i>	<i>2013-15 Agency Request Budget</i>	<i>2013-15 Governor's Budget</i>	<i>2013-15 Leg Adopted Budget</i>
3250 Worker's Comp. Assess. (WCD)						
3400 Other Funds Ltd	63	74	74	74	118	-
3260 Mass Transit Tax						
3400 Other Funds Ltd	860	1,015	1,015	949	949	-
3270 Flexible Benefits						
3400 Other Funds Ltd	13,514	37,620	37,620	38,160	30,528	-
OTHER PAYROLL EXPENSES						
3400 Other Funds Ltd	46,591	85,430	85,430	91,769	83,781	-
TOTAL OTHER PAYROLL EXPENSES	\$46,591	\$85,430	\$85,430	\$91,769	\$83,781	-
P.S. BUDGET ADJUSTMENTS						
3465 Reconciliation Adjustment						
3400 Other Funds Ltd	-	(14,363)	(14,363)	-	6,963	-
3991 PERS Policy Adjustment						
3400 Other Funds Ltd	-	-	-	-	(5,592)	-
P.S. BUDGET ADJUSTMENTS						
3400 Other Funds Ltd	-	(14,363)	(14,363)	-	1,371	-
TOTAL P.S. BUDGET ADJUSTMENTS	-	(\$14,363)	(\$14,363)	-	\$1,371	-
PERSONAL SERVICES						
3400 Other Funds Ltd	190,722	246,785	246,785	257,948	251,331	-
TOTAL PERSONAL SERVICES	\$190,722	\$246,785	\$246,785	\$257,948	\$251,331	-
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	10,042	7,110	7,110	7,281	7,281	-

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Health Related Licensing Boards

Agency Number: 83300

Budget Support - Detail Revenues and Expenditures

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2013-15 Biennium

Occupational Therapists

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4125 Out of State Travel						
3400 Other Funds Ltd	2,837	2,356	2,356	2,413	2,413	-
4150 Employee Training						
3400 Other Funds Ltd	6,548	2,052	2,052	2,101	2,101	-
4175 Office Expenses						
3400 Other Funds Ltd	4,641	9,699	9,699	9,932	9,932	-
4200 Telecommunications						
3400 Other Funds Ltd	2,891	5,460	5,460	5,591	5,437	-
4225 State Gov. Service Charges						
3400 Other Funds Ltd	22,685	25,306	25,306	25,080	21,248	-
4275 Publicity and Publications						
3400 Other Funds Ltd	1,170	3,151	3,151	3,227	3,227	-
4300 Professional Services						
3400 Other Funds Ltd	7,941	13,359	13,359	13,733	13,733	-
4315 IT Professional Services						
3400 Other Funds Ltd	4,378	7,710	7,710	7,926	7,926	-
4325 Attorney General						
3400 Other Funds Ltd	5,393	18,037	18,037	20,725	20,725	-
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	-	36	36	37	37	-
4400 Dues and Subscriptions						
3400 Other Funds Ltd	450	300	300	307	307	-
4425 Facilities Rental and Taxes						

Health Related Licensing Boards

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**Budget Support - Detail Revenues and Expenditures
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3400 Other Funds Ltd	16,167	16,248	16,248	17,077	17,077	-
4650 Other Services and Supplies						
3400 Other Funds Ltd	3,238	3,780	3,780	3,871	3,871	-
4675 Undistributed (S.S.)						
3400 Other Funds Ltd	-	-	-	-	(462)	-
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	3,884	1,028	1,028	1,053	1,053	-
4715 IT Expendable Property						
3400 Other Funds Ltd	2,408	1,542	1,542	1,579	1,579	-
SERVICES & SUPPLIES						
3400 Other Funds Ltd	94,673	117,174	117,174	121,933	117,485	-
TOTAL SERVICES & SUPPLIES	\$94,673	\$117,174	\$117,174	\$121,933	\$117,485	-
CAPITAL OUTLAY						
5600 Data Processing Hardware						
3400 Other Funds Ltd	736	-	-	-	-	-
EXPENDITURES						
3400 Other Funds Ltd	286,131	363,959	363,959	379,881	368,816	-
TOTAL EXPENDITURES	\$286,131	\$363,959	\$363,959	\$379,881	\$368,816	-
ENDING BALANCE						
3400 Other Funds Ltd	368,029	224,926	224,926	328,293	339,358	-
TOTAL ENDING BALANCE	\$368,029	\$224,926	\$224,926	\$328,293	\$339,358	-
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	1	1	1	1	2	-

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Health Related Licensing Boards

Agency Number: 83300

Budget Support - Detail Revenues and Expenditures

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2013-15 Biennium

Occupational Therapists

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TOTAL AUTHORIZED POSITIONS	1	1	1	1	2	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	1.25	1.25	1.25	1.25	1.25	-
TOTAL AUTHORIZED FTE	1.25	1.25	1.25	1.25	1.25	-

01/28/13 REPORT NO.: PPDPFBUDCL
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF
 AGENCY:83300 HEALTH RELATED LICENSING BRDS
 SUMMARY XREF:020-00-00 000 Occupational Therapi

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

2013-15
 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		1.00	00	0.00		2,900			2,900
000	MEAHZ7004	HA	PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	5,653.00		135,672			135,672
000	MENNZ0104	AA	OFFICE SPECIALIST 2	1	.25	6.00	3,274.00		19,644			19,644
000				2	1.25	30.00	1,525.12		158,216			158,216
				2	1.25	30.00	1,525.12		158,216			158,216

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