

LSC Redbook

Analysis of the Executive Budget Proposal

Chemical Dependency Professionals Board

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ATTACHMENTS:

- Catalog of Budget Line Items
- Budget Spreadsheet By Line Item

Chemical Dependency Professionals Board

- Non-GRF agency, funded by fee revenues
- Funding increased by 2.4% in FY 2014 and decreased by 1.5% in FY 2015
- Over 9,300 active licenses and certificates

OVERVIEW

Agency Overview

The Chemical Dependency Professionals Board was established in 2002 to regulate the practice of chemical dependency prevention and treatment, and in June 2004 began issuing licenses and certifications for chemical dependency professionals.¹ The Board also sets standards of practice, investigates complaints, determines appropriate disciplinary actions, and monitors continuing education compliance. Over 9,300 licenses and certificates issued by the Board are currently active.

The Board's governing authority consists of 13 members; 12 members are appointed by the Governor and one ex officio member is appointed by the Director of Alcohol and Drug Addiction Services. The Governor-appointed board members include seven chemical dependency counselors, two chemical prevention specialists, one physician who has experience practicing in a field related to chemical dependency counseling, and two public members, one of whom must be at least 60 years old. Members are appointed for three-year terms, may serve two consecutive full terms, and may be reappointed to the Board no sooner than one year after the second term expires. The Board meets about six times each year. In addition to travel reimbursement, Governor-appointed board members received annual compensation of about \$859 for performing official board business in FY 2012.

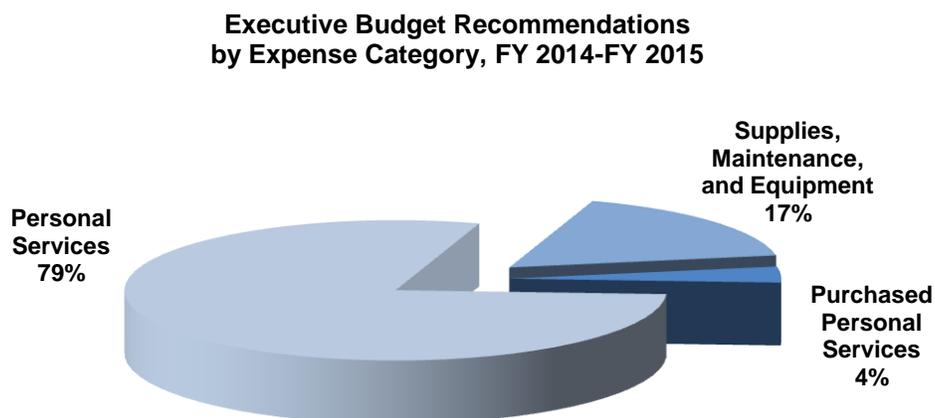
The Board's daily operations are the responsibility of an executive director appointed by the 13-member governing authority. There are currently four full-time employees with an estimated budget of \$465,567 in FY 2013. The Executive Director position is currently vacant. The Board receives no General Revenue Fund (GRF) moneys; it is entirely supported by fees.

¹ Prior to 2004, the Ohio Department of Alcohol and Drug Addiction Services was responsible for issuing licenses and certificates for chemical dependency professionals.

Appropriations Overview

The executive recommends funding of \$476,642 in FY 2014, a 2.4% increase from FY 2013 estimated expenditures, and \$469,349 in FY 2015, a 1.5% decrease from FY 2014. At the recommended level, the Board plans to generally maintain operations.

As a regulatory agency, personal services represents the Board's largest expense category. As seen from the chart below, 79% of the executive budget recommendations for the biennium are for personal services, 17% are for supplies, maintenance, and equipment, and 4% for purchased personal services.



As with many other licensing boards and commissions, the Board receives centralized administrative support services provided by the Central Service Agency (CSA) of the Department of Administrative Services (DAS). Services made available through CSA include budget development, Controlling Board request preparation assistance, management consultation, procurement, fiscal processing, human resources, and payroll. The Board pays CSA for services rendered. In FY 2012, the Board paid \$16,578 in CSA charges. These payments are reflected in the supplies and maintenance category.

Fee Revenues and Fund 4K90

The Board currently issues six different licenses and certificates in the fields of treatment and prevention of chemical dependency. A \$50 initial licensing fee and \$150 renewal fee apply to the following licenses and certificates:

Treatment

- Chemical Dependency Counselor Assistant (certificate)
- Licensed Chemical Dependency Counselor II
- Licensed Chemical Dependency Counselor III
- Licensed Independent Chemical Dependency Counselor

Prevention

- Ohio Certified Prevention Specialist I
- Ohio Certified Prevention Specialist II

In most cases, those who wish to obtain licensure as a chemical dependency counselor first obtain the Certified Chemical Dependency Assistant (CDCA) level. However, there is no prerequisite to have the CDCA before applying for one of the licensure levels. Once a person meets the appropriate degree, work experience, and education hour requirements they may apply for licensure to one of the two Licensed Chemical Dependency Counselor levels (II and III) or to be a Licensed Independent Chemical Dependency Counselor.

Those who wish to begin the credentialing process to become a chemical dependency prevention professional may sign up with the Board as a Registered Applicant for a \$10 fee. Once the person has met the work experience and education requirements they may apply for certification as an Ohio Certified Prevention Specialist I or II depending on their degree and number of completed work and education hours. In addition, the Board administers various examinations that are required for licensure and certification. The fee to take any one of those exams is \$150. Licenses and certificates issued by the Board are required to be renewed on a biennial basis. For licensees 60 years of age and older who are working 20 hours or less, the renewal fee is \$55. If a person holds both a chemical dependency credential and prevention certification, the renewal fee for each credential is \$100.

H.B. 284 of the 129th General Assembly added the Licensed Independent Chemical Dependency Counselor – Clinical Supervisor license and the Prevention Specialist Assistant certificate. Applications for the new license and the new certificate will be accepted in FY 2013. The Board anticipates that the fees for both the license and the certificate will be \$50 for the initial application and then \$150 for renewal.

Fee revenues collected by the Board are deposited into the Occupational Licensing and Regulatory Fund (Fund 4K90), which was established by H.B. 152 of the 120th General Assembly. Twenty-seven occupational licensing and regulatory boards and commissions, including the Chemical Dependency Professionals Board, use Fund 4K90 as an operating account into which receipts are deposited and from which expenses are paid. Each licensing board or commission is generally expected to be self-sufficient, i.e., generating enough revenues to cover its expenses.

Table 1 below shows the Board's revenues and expenditures from FY 2009 through FY 2015, as well as the net of revenues less expenditures. In FY 2012, revenues exceeded expenditures for the first time since FY 2007.

Table 1. Revenues and Expenditures							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013 (estimate)	FY 2014 (estimate)	FY 2015 (estimate)
Revenues	\$454,650	\$423,612	\$449,193	\$470,573	\$483,387	\$490,497	\$500,153
Expenditures	\$528,407	\$473,514	\$462,152	\$418,340	\$465,567	\$476,642	\$469,349
Net of Rev. & Exp.	-\$73,757	-\$49,902	-\$12,959	\$52,233	\$17,820	\$13,855	\$30,804

ANALYSIS OF EXECUTIVE PROPOSAL

The Board's operations are funded by a single line item appropriation from the General Services Fund Group. Table 2 shows the Governor's recommended funding for the line item.

Table 2. Governor's Recommended Funding for the Board				
Fund	ALI	Title	FY 2014	FY 2015
General Services Fund Group				
4K90	930609	Operating Expenses	\$476,642	\$469,349

Through this one line item, the Board pays all of its operating expenses. The executive recommends funding of \$476,642 in FY 2014, a 2.4% increase from FY 2013 estimated expenditures, and \$469,349 in FY 2015, a 1.5% decrease from FY 2014. At the recommended funding level, the Board plans to generally continue current operations. The increases in appropriations will cover increasing payroll costs, increasing CSA charges, and increasing rent costs. The Board's current priority is to fill the vacant executive director position.

Licensing

To carry out its regulatory responsibility, the Board establishes standards of practice and licenses and certifies chemical dependency professionals. Licenses and certificates are available to individuals who meet academic, preprofessional, and examination requirements for their field of practice. As seen in Table 3, from FY 2011 to FY 2012, the total number of active licenses and certificates increased by 11.1%.

Table 3. Active Licenses, FY 2011 and FY 2012*			
License or Certificate Type	FY 2011	FY 2012	% Change
Chemical Dependency Counselor Assistant	3,691	4,398	19.2%
Licensed Chemical Dependency Counselor II	378	389	2.9%
Licensed Chemical Dependency Counselor III	1,093	1,206	10.3%
Licensed Independent Chemical Dependency Counselor	2,277	2,295	0.8%
Ohio Certified Prevention Specialist I	146	152	4.1%
Ohio Certified Prevention Specialist II	279	272	-2.5%
Registered Applicant for Prevention Certification	565	656	16.1%
Total	8,429	9,368	11.1%

*Data shown is as of June 30th in each year.

Licenses and certificates issued by the Board are required to be renewed biennially on the date of initial licensure or certification. Table 4 shows the number of licenses and certificates issued by the Board during FY 2012.

Table 4. Licenses and Certifications Issued in FY 2012

License or Certificate Type	Initial	Renewal	Total
Chemical Dependency Counselor Assistant	1,189	721	1,910
Licensed Chemical Dependency Counselor II	32	132	164
Licensed Chemical Dependency Counselor III	131	128	259
Licensed Independent Chemical Dependency Counselor	42	904	946
Ohio Certified Prevention Specialist I	10	46	56
Ohio Certified Prevention Specialist II	5	103	108
Registered Applicant for Prevention Certification	149	7	156
Total	1,558	2,041	3,599

The Board utilizes the eLicensing system to track its licenses, which is administered through CSA. Each board that participates in the eLicensing system receives a basic component of the system that includes a database of all licensees and their license status. Boards have the option of purchasing additional components of the system including initial licensure, renewal, image storing and indexing, and complaint tracking. The Board's initial system component will allow for license verification. The Board added online renewal of licenses and certificates in the FY 2012-FY 2013 biennium.

Investigation and Enforcement

The Board's regulatory obligations also include investigating complaints that allege a violation of the Code of Ethics established for each field of practice. All complaints to the Board must be submitted in writing, which are then reviewed to determine whether the Board has the legal authority to take action. In FY 2012, the Board received 64 complaints and did not complete any investigations.

Legislative Changes

H.B. 284 of the 129th General Assembly, effective March 22, 2013, established two new license categories: independent chemical dependency counselor-clinical supervisor and prevention specialist assistant. The bill also revised the requirements to qualify for existing licenses and certificates. The Board is adopting rules implementing these changes with a target effective date of March 22, 2013.

Continuing Education

Licensees and certificate holders must meet continuing education requirements for renewal. During the two-year renewal cycle, the Board requires licensees and certificate holders to obtain 40 hours of continuing education with a specified number of hours in the particular field of practice. Annually, the Board audits a total of 10% of its licensees and certificate holders to ensure compliance with the continuing education requirements.

Providers of continuing education programs, training sessions, courses, and seminars are not required to obtain approval from the Board. However, the Board can, and often does, grant approval when requested. In the FY 2014-FY 2015 biennium, the Board expects to approve about 375 education training programs, of which about 25 to 30 will receive approval for one or two years; the remaining 350 will be single event education trainings, such as conferences or one-day training sessions. A list of programs approved by the Board is posted on the Board's web site (<http://ocdp.ohio.gov>).

REQUESTS NOT FUNDED

Table 5 shows the amount of appropriation requested by the Board and the executive recommendation.

Table 5. Requested Funding Compared to Executive Recommendation						
Fund Line Item	FY 2014 Recommended	FY 2014 Requested	Difference	FY 2015 Recommended	FY 2015 Requested	Difference
4K90 882609	\$476,642	\$477,292	-\$650	\$469,349	\$475,549	-\$6,200

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Chemical Dependency Professionals Board

General Services Fund Group

4K90 930609 Operating Expenses

FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Introduced	FY 2015 Introduced
\$473,514	\$462,152	\$418,339	\$465,567	\$476,642	\$469,349
	-2.4%	-9.5%	11.3%	2.4%	-1.5%

Source: General Services Fund Group: License fees and other assessments collected by the state's professional and occupational licensing boards

Legal Basis: ORC 4743.05 and 4758.21; Section 237.10 of Am. Sub. H.B. 153 of the 129th G.A. (originally established by Sub. H.B. 496 of the 124th G.A.)

Purpose: This line item is used to pay the Chemical Dependency Professionals Board's operating expenses, including personal services, supplies, maintenance, and equipment. The Board licenses and certifies chemical dependency professionals, sets standards of practice, investigates complaints, determines appropriate disciplinary actions, and monitors continuing education compliance.

FY 2014 - FY 2015 Introduced Appropriation Amounts

All Fund Groups

Line Item Detail by Agency			FY 2012	Estimate FY 2013	Introduced FY 2014	FY 2013 to FY 2014 % Change	Introduced FY 2015	FY 2014 to FY 2015 % Change
Report For: Main Operating Appropriations Bill			Version: As Introduced					
CDP Chemical Dependency Professionals Board								
4K90	930609	Operating Expenses	\$ 418,339	\$ 465,567	\$ 476,642	2.38%	\$ 469,349	-1.53%
General Services Fund Group Total			\$ 418,339	\$ 465,567	\$ 476,642	2.38%	\$ 469,349	-1.53%
Chemical Dependency Professionals Board Total			\$ 418,339	\$ 465,567	\$ 476,642	2.38%	\$ 469,349	-1.53%