

# **LSC Redbook**

**Analysis of the Executive Budget Proposal**

## **Counselor, Social Worker, and Marriage and Family Therapist Board**

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# TABLE OF CONTENTS

<b>OVERVIEW</b> .....	<b>1</b>
Agency Overview.....	1
Appropriation Overview .....	2
Fee Revenues and Fund 4K90.....	2
<b>ANALYSIS OF EXECUTIVE PROPOSAL</b> .....	<b>5</b>
Licenses.....	5
Investigation and Enforcement .....	6
Continuing Education.....	6
<b>ATTACHMENTS:</b>	
Catalog of Budget Line Items	
Budget Spreadsheet By Line Item	

# Counselor, Social Worker, and Marriage and Family Therapist Board

- Non-GRF agency; funded by fee revenues
- Funding increased by 2.5% in FY 2014 and 1.2% in FY 2015
- More than 32,800 active licenses

## OVERVIEW

### Agency Overview

The Counselor, Social Worker, and Marriage and Family Therapist Board was established in 1984. Originally responsible for licensing counselors and social workers, the Board's responsibility was expanded in 2004 to include licensing marriage and family therapists. More than 32,800 licenses issued by the Board are currently active.

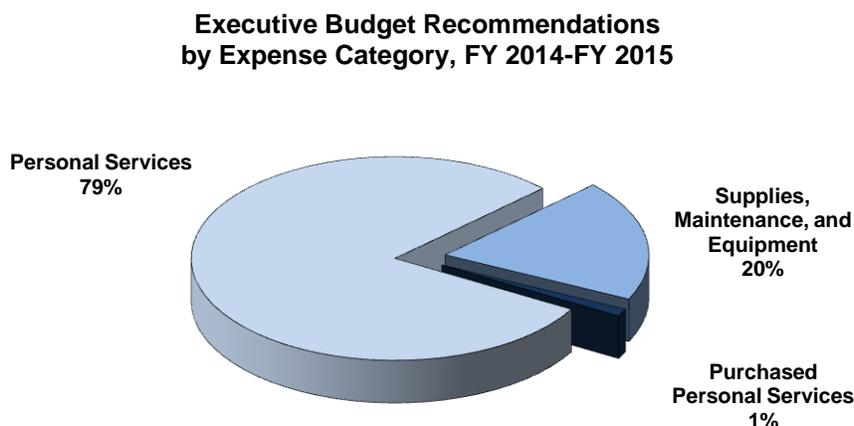
The Board's governing authority consists of 15 members appointed by the Governor, including four licensed professional clinical counselors or professional counselors, two independent social workers, two licensed social workers, two licensed independent marriage and family therapists, two licensed marriage and family therapists, and three members representing the public. Members are appointed for three-year terms and may be reappointed. The Board is divided into three separate professional standards committees representing counselors, social workers, and marriage and family therapists. The full Board meets six times a year to discuss issues such as finances, personnel issues, election of officers, the laws and rules, and other board issues. The committees meet separately six times a year to discuss concerns of their respective professions. In addition to travel reimbursement, board members receive annual compensation of about \$1,845 for performing official board business.

The Board's daily operations are the responsibility of an executive director who is appointed by the 15-member governing authority. Including the Executive Director, the Board has 13 full-time staff members with an annual budget of \$1.23 million in FY 2013. The Board receives no GRF moneys; it is entirely supported by fees.

## Appropriation Overview

The executive recommends funding of \$1.27 million in FY 2014, a 2.5% increase over FY 2013 estimated expenditures, and \$1.28 million for FY 2015, a 1.2% increase over FY 2014. At the recommended funding level, the Board will be able to maintain current operations and staffing level.

As a regulatory agency, personal services is the largest expense category of the Board. As seen from the chart below, 79% of the executive budget recommendations for the biennium are for personal services; 20% for supplies, maintenance, and equipment; and 1% 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 \$35,095 in CSA charges. These payments are included in the supplies, maintenance, and equipment category.

## Fee Revenues and Fund 4K90

The Board issues seven different types of licenses. Licenses issued by the Board are required to be renewed on a biennial basis. The licensure fees have not changed since their inception in June 1985 for social work and counseling and in April 2004 for marriage and family therapy. In addition to the regular licenses listed in the table, the Board also issues temporary licenses for a fee of \$20 each. Temporary licenses are usually issued for 90 days, but may be issued for a longer time period for students who complete degree programs early and are not conferred within three months.

<b>Table 1. Licenses and Other Fees and Fines</b>	
<b>License Type</b>	<b>Amount</b>
Social Worker Assistant	\$40
Social Worker	\$60
Independent Social Worker	\$75
Professional Counselor	\$60
Professional Clinical Counselor	\$75
Marriage and Family Therapist	\$60
Independent Marriage and Family Therapist	\$75
Social Worker and Marriage and Family Therapist Temporary	\$20
<b>Fee or Fine Type</b>	<b>Amount</b>
Late Renewal Fee	\$40
License Verification Fee	\$25
Continuing Education Fee	\$10/\$30 <sup>1</sup>
Disciplinary Fine	≥\$500
Replacement Wall Certificate	\$15
Continuing Education Program Fee	\$30
Continuing Education Provider Fee	\$125

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 Counselor, Social Worker, and Marriage and Family Therapist 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., generate enough revenues to cover its expenses.

Table 2 shows the Board's annual revenues and expenditures from FY 2009 through FY 2015 as well as the net of revenues less expenditures. The Board collects most of its revenue between May and July when college graduates apply for licensure and subsequently renew during those months.

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<sup>1</sup> The continuing education fee is for the Board's online Laws and Rules Exam, which all new licensees must take for a fee of \$10. If a licensee takes the exam as a continuing education credit, a \$30 fee is assessed. The exam reviews material such as licensure and renewal requirements and certain ethical situations.

<b>Table 2. Revenues and Expenditures</b>							
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013 (estimate)</b>	<b>FY 2014 (estimate)</b>	<b>FY 2015 (estimate)</b>
Revenues	\$1,095,827	\$1,185,037	\$1,195,901	\$1,251,085	\$1,299,260	\$1,302,085	\$1,320,290
Expenditures	\$1,117,094	\$1,078,763	\$1,176,769	\$1,123,420	\$1,234,756	\$1,265,856	\$1,281,478
Net of Rev. & Exp.	-\$21,267	\$106,274	\$19,132	\$127,665	\$64,504	\$36,229	\$38,812

## ANALYSIS OF EXECUTIVE PROPOSAL

The Board's operations are funded by a single line item appropriation from the General Services Fund Group. Table 3 shows the Governor's recommended funding for the line item.

Table 3. Governor's Recommended Funding for the Board				
Fund	ALI	Name	FY 2014	FY 2015
<b>General Services Fund Group</b>				
4K90	899609	Operating Expenses	\$1,265,856	\$1,281,478

Through this one line item, the Board pays all of its operating expenses. The executive recommends funding of \$1.27 million in FY 2014, a 2.5% increase over FY 2013 estimated expenditures, and \$1.28 million in FY 2015, a 1.2% increase over FY 2014. The recommended appropriations will allow the Board to maintain current operations and staff level.

### Licenses

To carry out its regulatory responsibility, the Board establishes standards of practice and licenses qualified practitioners of social work, counseling, and marriage and family therapy. As shown in Table 4 below, from FY 2011 to FY 2012, the total number of active licenses issued by the Board increased 2.2%.

Table 4. Active Licenses*			
License Type	FY 2011	FY 2012	% Change
Social Worker	15,470	15,742	1.7%
Independent Social Worker	7,576	7,732	2.0%
Social Worker Assistant	586	583	-0.6%
Professional Counselor	3,751	3,829	2.1%
Professional Clinical Counselor	4,450	4,636	4.2%
Marriage and Family Therapist	81	93	14.8%
Independent Marriage and Family Therapist	186	201	8.1%
<b>Total</b>	<b>32,100</b>	<b>32,816</b>	<b>2.2%</b>

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

The Board currently utilizes several components of the eLicensing system, 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 public can access the system for license verification and applicants for licensure. Licensees applying for license renewal may apply online.

Licenses issued by the Board are required to be renewed every two years from the date of initial licensure. Table 5 shows the number of licenses issued by the Board during FY 2012. Including both initial licenses and renewals, the Board issued 17,688 licenses during that year. The total number of licenses in FY 2012 represents approximately 54% of the total active licenses as of June 30, 2012.

<b>License Type</b>	<b>Initial</b>	<b>Renewal</b>	<b>Total</b>
Social Worker	1,457	6,740	8,197
Independent Social Worker	468	3,858	4,326
Social Worker Assistant	128	221	349
Professional Counselor	532	1,685	2,217
Professional Clinical Counselor	317	2,115	2,432
Marriage and Family Therapist	21	29	50
Independent Marriage and Family Therapist	16	101	117
<b>Total</b>	<b>2,939</b>	<b>14,749</b>	<b>17,688</b>

## Investigation and Enforcement

The Board's regulatory obligations also include investigating complaints about issues of incompetent, unethical, and impaired practitioners. 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 272 complaints and completed 261 investigations, 59 of which opened in prior fiscal years. The Board entered into 34 consent agreements with licensees who were found to be in violation of the Board's laws or rules. In FY 2012, the Board revoked 13 licenses and accepted seven voluntary license surrenders.

## Continuing Education

Each licensee must complete 30 continuing education hours during the two-year license cycle. Of the 30 hours, three hours of ethics training are required and may be completed through distance learning. Counselors holding supervising designation must complete six hours of supervisory training and licensed independent social workers must complete three hours of supervisory training. The Board randomly audits about 10% of licensees to ensure that they have fulfilled the requirements.

An entity wishing to provide continuing education to one of the Board's licensees must apply to the Board for approval to offer continuing education courses and pay one of two fees. Approved continuing education programs must pay a \$30 fee and are for

one year. Entities that offer four or more courses may apply to be a continuing education provider and pay a \$125 fee. The Board initially approves continuing education providers for one year once the continuing education courses meet the Board's standards. When the continuing education provider is up for renewal, it must provide the Board with a list of courses offered during the preceding approval cycle. The Board then reviews the courses and determines if they are appropriate for the respective licensing field. If not, the Board informs the provider which courses do not meet professional continuing education standards and the provider alters course offerings. The Board issues continuing education course renewals for two years. In FY 2012, the Board processed 1,640 applications for continuing education program approval. The Board currently monitors 600 active continuing education provider organizations. In FY 2012, the Board approved 35 new continuing education providers and renewed 266.

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## Counselor, Social Worker, and Marriage and Family Therapist Board

### General Services Fund Group

#### 4K90 899609 Operating Expenses

FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Introduced	FY 2015 Introduced
\$1,071,404	\$1,133,773	\$1,123,420	\$1,234,756	<b>\$1,265,856</b>	<b>\$1,281,478</b>
	5.8%	-0.9%	9.9%	<b>2.5%</b>	<b>1.2%</b>

**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 4757.31(C); Section 251.10 of Am. Sub. H.B. 153 of the 129th G.A. (originally established by Am. Sub. H.B. 152 of the 120th G.A.)

**Purpose:** This line item is used to pay the Counselor, Social Worker, and Marriage and Family Therapist Board's operating expenses, including personal services, supplies, maintenance, and equipment. The Board licenses qualified practitioners, establishes standards of practice, operates continuing education (CE) programs and approves CE providers, and enforces the laws and rules governing the practice of counseling, social work, and marriage and family therapy.

# 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
<b>Report For: Main Operating Appropriations Bill</b>			<b>Version: As Introduced</b>					
<b>CSW Counselor, Social Worker, and Marriage and Family Therapist Board</b>								
4K90	899609	Operating Expenses	\$ 1,123,420	\$ 1,234,756	\$ 1,265,856	2.52%	\$ 1,281,478	1.23%
<b>General Services Fund Group Total</b>			<b>\$ 1,123,420</b>	<b>\$ 1,234,756</b>	<b>\$ 1,265,856</b>	<b>2.52%</b>	<b>\$ 1,281,478</b>	<b>1.23%</b>
<b>Counselor, Social Worker, and Marriage and Family Therapist Board Total</b>			<b>\$ 1,123,420</b>	<b>\$ 1,234,756</b>	<b>\$ 1,265,856</b>	<b>2.52%</b>	<b>\$ 1,281,478</b>	<b>1.23%</b>