

# **LSC Redbook**

**Analysis of the Executive Budget Proposal**

## **Chemical Dependency Professionals Board**

Justin Pinsker, Budget Analyst  
Legislative Service Commission

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# TABLE OF CONTENTS

<b>OVERVIEW</b> .....	<b>1</b>
Agency Overview.....	1
Appropriations Overview .....	2
Fee Revenues and Fund 4K90.....	2
<b>ANALYSIS OF EXECUTIVE PROPOSAL</b> .....	<b>5</b>
Licensing.....	5
Investigation and Enforcement .....	7
Continuing Education .....	7

**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 4.5% in FY 2016 and decreased by 0.2% in FY 2017
- Approximately 8,800 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.<sup>1</sup> The Board also sets standards of practice, investigates complaints, determines appropriate disciplinary actions, and monitors continuing education compliance. Approximately 8,800 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 the Department of Mental Health and 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 \$960 for performing official board business in FY 2014.

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 \$469,349 in FY 2015. The Board receives no General Revenue Fund (GRF) moneys; it is entirely supported by fees.

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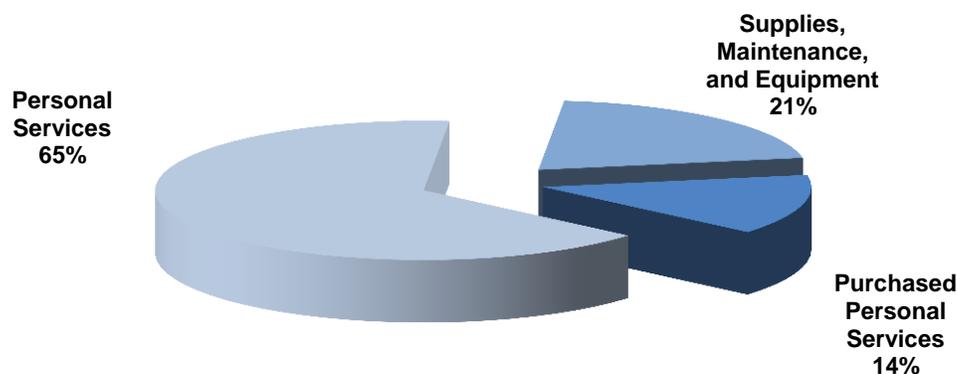
<sup>1</sup> Prior to 2004, the Ohio Department of Alcohol and Drug Addiction Services was responsible for issuing licenses and certificates for chemical dependency professionals.

## Appropriations Overview

The executive recommends funding of \$490,644 in FY 2016, a 4.5% increase from FY 2015 estimated expenditures, and \$489,666 in FY 2017, a 0.2% decrease from FY 2016. 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, 65% of the Executive Budget recommendations for the biennium are for personal services, 21% are for supplies, maintenance, and equipment, and 14% for purchased personal services.

**Chart 1: Executive Budget Recommendations  
by Expense Category, FY 2016-FY 2017**



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 2014, the Board paid \$16,201 in CSA charges. The Board also paid \$5,208 to DAS for desktop services. These payments are reflected in the supplies and maintenance category.

## Fee Revenues and Fund 4K90

The Board currently issues eight 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
- Licensed Independent Chemical Dependency Counselor-Clinical Supervisor

### **Prevention**

- Ohio Certified Prevention Specialist Assistant
- 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), a Licensed Independent Chemical Dependency Counselor, or a Licensed Independent Chemical Dependency Counselor-Clinical Supervisor (LICDC-CS).

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 Assistant, Ohio Certified Prevention Specialist I, or Ohio Certified Prevention Specialist 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. 483 of the 130th General Assembly created the pathological and problem gambling disorder endorsement. This endorsement enables an eligible license or certificate holder to address problem gambling disorders. The Board will begin accepting applications for the endorsement in March 2015.

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 2011 through FY 2017, as well as the net of revenues less expenditures. In FY 2012, revenues exceeded expenditures for the first time since FY 2007.

<b>Table 1. Revenues and Expenditures</b>							
	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015 (estimate)</b>	<b>FY 2016 (estimate)</b>	<b>FY 2017 (estimate)</b>
Revenues	\$449,193	\$470,573	\$503,738	\$510,419	\$500,153	\$502,964	\$505,774
Expenditures	\$462,152	\$418,340	\$425,433	\$435,245	\$469,349	\$490,644	\$489,666
Net of Rev. & Exp.	-\$12,959	\$52,233	\$78,305	\$75,174	\$30,804	\$12,320	\$16,108

## ANALYSIS OF EXECUTIVE PROPOSAL

The Board's operations are funded by a single line item appropriation from the Dedicated Purpose Fund Group. The table below shows the Governor's recommended funding for the line item.

Governor's Recommended Funding for the Board				
Fund	ALI	Title	FY 2016	FY 2017
<b>Dedicated Purpose Fund Group</b>				
4K90	930609	Operating Expenses	\$490,644	\$489,666

Through this one line item, the Board pays all of its operating expenses. The executive recommends funding of \$490,644 in FY 2016, a 4.5% increase from FY 2015 estimated expenditures, and \$489,666 in FY 2017, a 0.2% decrease from FY 2016. At the recommended funding level, the Board plans to generally continue current operations. The increases in appropriations will cover the increasing membership dues for an international organization the Board belongs to and the hiring of a part-time employee to assist with the processing of problem gambling disorder endorsements.

### 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 2, from FY 2013 to FY 2014, the total number of active licenses and certificates decreased by 11.0%. According to the Board, licenses decreased because of a new reporting tool which may have slightly inflated the licensee numbers by capturing individuals that were in a pending status but not active. In addition, the decrease was caused by altering the application requirements for the Chemical Dependency Counselor Assistant license.

<b>License or Certificate Type</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>% Change</b>
Chemical Dependency Counselor Assistant	4,974	4,142	-16.7%
Licensed Chemical Dependency Counselor II	358	291	-18.7%
Licensed Chemical Dependency Counselor III	1,246	1,089	-12.6%
Licensed Independent Chemical Dependency Counselor	125	351	180.8%
Licensed Independent Chemical Dependency Counselor-Clinical Supervisor	2,141	2,055	-4.0%
Ohio Certified Prevention Specialist Assistant	5	41	720%
Ohio Certified Prevention Specialist I	140	145	3.6%
Ohio Certified Prevention Specialist II	252	236	-6.3%
Registered Applicant for Prevention Certification	638	438	-31.3%
<b>TOTAL</b>	<b>9,879</b>	<b>8,788</b>	<b>-11.0%</b>

\*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 3 shows the number of licenses and certificates issued by the Board during FY 2014.

<b>License or Certificate Type</b>	<b>Initial</b>	<b>Renewal</b>	<b>Total</b>
Chemical Dependency Counselor Assistant	1,299	932	2,231
Licensed Chemical Dependency Counselor II	46	109	155
Licensed Chemical Dependency Counselor III	184	399	583
Licensed Independent Chemical Dependency Counselor	222	78	300
Licensed Independent Chemical Dependency Counselor-Clinical Supervisor	80	963	1,043
Ohio Certified Prevention Specialist Assistant	36	0	36
Ohio Certified Prevention Specialist I	24	40	64
Ohio Certified Prevention Specialist II	17	89	106
Registered Applicant for Prevention Certification	101	0	101
<b>TOTAL</b>	<b>2,009</b>	<b>2,610</b>	<b>4,619</b>

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 allowed 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 2014, the Board received 111 complaints. The Board completed 125 investigations in FY 2014, which included the following disciplinary actions: 19 written reprimands, 9 suspensions, 14 revocations, accepted one surrendered license, and 5 disciplinary actions utilizing other sanctions.

## 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 2016-FY 2017 biennium, the Board expects to approve about 380 education training programs, of which about 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 website (<http://ocdp.ohio.gov>).

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# Chemical Dependency Professionals Board

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## Dedicated Purpose Fund Group

### 4K90 930609 Operating Expenses

FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Introduced	FY 2017 Introduced
\$418,339	\$425,433	\$435,245	\$469,349	<b>\$490,644</b>	<b>\$489,666</b>
	1.7%	2.3%	7.8%	<b>4.5%</b>	<b>-0.2%</b>

**Source:** Dedicated Purpose 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 235.10 of Am. Sub. H.B. 59 of the 130th 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 2016 - FY 2017 Introduced Appropriation Amounts

## All Fund Groups

### Line Item Detail by Agency

			Estimate	Introduced	FY 2015 to FY 2016	Introduced	FY 2016 to FY 2017	
			FY 2014	FY 2015	FY 2016	FY 2017	% Change	
					% Change		% Change	
<b>Report For Main Operating Appropriations Bill</b>			<b>Version: As Introduced</b>					
<b>CDP Chemical Dependency Professionals Board</b>								
4K90	930609	Operating Expenses	\$ 435,245	\$ 469,349	\$ 490,644	4.54%	\$ 489,666	-0.20%
<b>Dedicated Purpose Fund Group Total</b>			<b>\$ 435,245</b>	<b>\$ 469,349</b>	<b>\$ 490,644</b>	<b>4.54%</b>	<b>\$ 489,666</b>	<b>-0.20%</b>
<b>Chemical Dependency Professionals Board Total</b>			<b>\$ 435,245</b>	<b>\$ 469,349</b>	<b>\$ 490,644</b>	<b>4.54%</b>	<b>\$ 489,666</b>	<b>-0.20%</b>