

DOUGLAS A. DUCEY
Governor

BARBARA PAULSON
Chair



KAREN WHITEFORD
Executive Director

ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

1740 West Adams Street, Suite 3407
Phoenix, Arizona 85007
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September 1, 2021

Governor Douglas A. Ducey
State of Arizona
Office of the Governor
1700 W. Washington Street
Phoenix, AZ 85007

Dear Governor Ducey:

The Arizona Board of Occupational Therapy Examiners hereby submits its budget for Fiscal Year 2023 for your consideration. The Board has identified two issues that require additional funding.

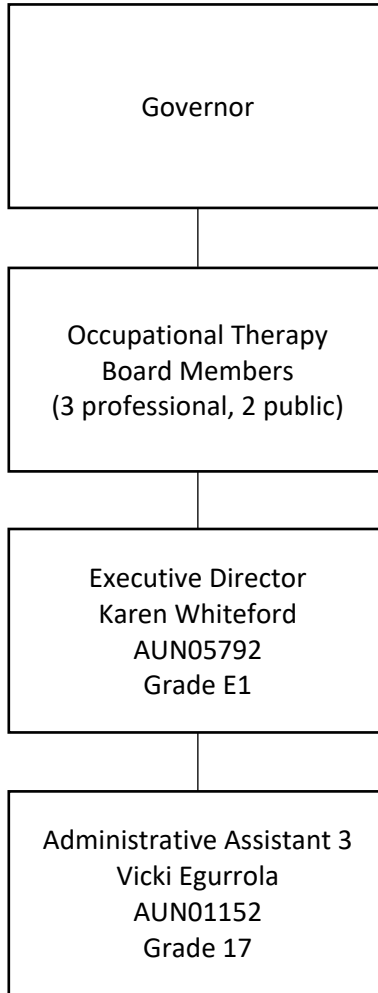
Thank you for your consideration of this request. If you have any questions, please call me at (602) 589-8353.

Regards,

A handwritten signature in cursive script that reads "Karen Whiteford".

Karen Whiteford
Executive Director

**Arizona Board of Occupational Therapy Examiners
Organizational Chart
FY 2023 Budget**





State of Arizona Budget Request

State Agency

Board of Occupational Therapy Examiners

A.R.S. Citation: **32-3401**

Appropriated Funds

	FY 2022 Approp	FY 2023 Fund. Issue	FY 2023 Total Budget
Total Amount Requested:	199.9	16.8	216.7
Occupational Therapy Fund	199.9	16.8	216.7

Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2023.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Agency Head: **Karen Whiteford**

Title: **Executive Director**

Karen Whiteford 9/1/2021

(signature)

Phone: **(602) 589-8353**

Prepared By: **Karen Whiteford**

Email Address: **karen.whiteford@otboard.az.gov**

Date Prepared: **Wednesday, September 1, 2021**

Total:	199.9	16.8	216.7
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Revenue Schedule

Agency:	Board of Occupational Therapy Examiners
Fund:	AA1000 General Fund

AFIS Code	Category of Receipt and Description	FY 2021	FY 2022	FY 2023
4314	FILING FEES	1.5	4.7	4.7
4372	PUBLICATIONS AND REPRODUCTIONS	0.2	0.2	0.2
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	20.8	24.8	24.6
4519	OTHER FINES OR FORFEITURES OR PENALTIES	0.2	0.0	0.0
4645	CREDIT CARD DISCOUNT FEES PAID	(1.3)	0.0	0.0
Fund Total:		21.4	29.7	29.5

Revenue Schedule

Agency:	Board of Occupational Therapy Examiners
Fund:	OT2263 Occupational Therapy Fund

AFIS Code	Category of Receipt and Description	FY 2021	FY 2022	FY 2023
4314	FILING FEES	40.2	41.9	42.0
4339	OTHER FEES AND CHARGES FOR SERVICES	(6.7)	0.0	0.0
4372	PUBLICATIONS AND REPRODUCTIONS	2.1	2.1	2.1
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	186.8	223.3	221.1
4519	OTHER FINES OR FORFEITURES OR PENALTIES	1.6	1.0	1.0
4645	CREDIT CARD DISCOUNT FEES PAID	1.0	1.0	1.0
4699	MISCELLANEOUS RECEIPTS	15.5	0.0	0.0
Fund Total:		240.5	269.3	267.2

**OTA FISCAL YEAR 2023
BUDGET SUBMISSION
GENERAL FUND REVENUE SCHEDULE**

FILING FEES (4314)

FY 2022 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Initial Applications (from AZips)	331	\$100	\$33,100	
Anticipated Number of OTA Initial Applications (from AZips)	134	\$100	\$13,400	
			\$46,500	\$4,650

FY 2023 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Initial Applications (from AZips)	332	\$100	\$33,200	
Anticipated Number of OTA Initial Applications (from AZips)	135	\$100	\$13,500	
			\$46,700	\$4,670

OCCUPATIONAL AND PROFESSIONAL LICENSE FEES (4415)

FY 2022 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Renewal Applications (from AZips)	1139	\$135	\$153,765	
Anticipated Number of OTA Renewal Applications (from AZips)	575	\$70	\$40,250	
Anticipated Number of OT Initial Applications (from AZips)	331	\$135	\$44,685	
Anticipated Number of OTA Initial Applications (from AZips)	134	\$70	\$9,380	
			\$248,080	\$24,808

FY 2023 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Renewal Applications (from AZips)	1125	\$135	\$151,875	
Anticipated Number of OTA Renewal Applications (from AZips)	565	\$70	\$39,550	
Anticipated Number of OT Initial Applications (from AZips)	332	\$135	\$44,820	
Anticipated Number of OTA Initial Applications (from AZips)	135	\$70	\$9,450	
			\$245,695	\$24,570

**OTA FISCAL YEAR 2023
BUDGET SUBMISSION
OCCUPATIONAL THERAPY FUND REVENUE SCHEDULE**

FILING FEES (4314)

FY 2022 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Initial Applications (from AZips)	331	\$100	\$33,100	
Anticipated Number of OTA Initial Applications (from AZips)	134	\$100	\$13,400	
			\$46,500	\$41,850

FY 2023 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Initial Applications (from AZips)	332	\$100	\$33,200	
Anticipated Number of OTA Initial Applications (from AZips)	135	\$100	\$13,500	
			\$46,700	\$42,030

OCCUPATIONAL AND PROFESSIONAL LICENSE FEES (4415)

FY 2022 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Renewal Applications (from AZips)	1139	\$135	\$153,765	
Anticipated Number of OTA Renewal Applications (from AZips)	575	\$70	\$40,250	
Anticipated Number of OT Initial Applications (from AZips)	331	\$135	\$44,685	
Anticipated Number of OTA Initial Applications (from AZips)	134	\$70	\$9,380	
			\$248,080	\$223,272

FY 2023 Estimate				
	Number	Fee	Total	
Anticipated Number of OT Renewal Applications (from AZips)	1125	\$135	\$151,875	
Anticipated Number of OTA Renewal Applications (from AZips)	565	\$70	\$39,550	
Anticipated Number of OT Initial Applications (from AZips)	332	\$135	\$44,820	
Anticipated Number of OTA Initial Applications (from AZips)	135	\$70	\$9,450	
			\$245,695	\$221,126

The Arizona Board of Occupational Therapy waived \$14,500 in fees during fiscal year 2021 pursuant to Executive Order 2021-17.

The passage of HB2454 will add another type of fee income for the OT Fund and the General Fund. Because this new registration type is so new, there is no history to use to project revenues.

Sources and Uses of Funds

Agency:	Board of Occupational Therapy Examiners
Fund:	OT2263 Occupational Therapy Fund

Cash Flow Summary	Actual FY 2021	Estimate FY 2022	Estimate FY 2023
Balance Forward from Prior Year	856.9	903.5	972.9
Revenue (From Revenue Schedule)	240.5	269.3	267.2
Total Available	1,097.4	1,172.8	1,240.1
Total Appropriated Disbursements	193.9	199.9	216.7
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	903.5	972.9	1,023.4

Appropriated Expenditure	Actual FY 2021	Estimate FY 2022	Estimate FY 2023
Expenditure Categories			
Personal Services	104.8	96.8	102.5
Employee Related Expenses	46.8	49.9	51.2
Prof. And Outside Services	0.6	0.0	0.0
Travel - In State	0.1	1.3	1.3
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	41.6	49.9	49.9
Equipment	0.0	2.0	11.8
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	193.9	199.9	216.7
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	0.0	0.0	0.0
Capital Projects (Land, Buildings,Improvements)	0.0	0.0	0.0
Appropriated 27th Pay Roll	0.0	0.0	0.0
Legislative Fund Transfers	0.0	0.0	0.0
IT Project Transfers	0.0	0.0	0.0
Appropriated Expenditure Total:	193.9	199.9	216.7
Appropriated FTE:	1.5	1.5	1.5

Fund Description

OSP: Revenues are from the fees, fines, and other revenues collected by the Board, which are used to license and regulate occupational therapists and occupational therapy assistants.

Funding Issues List

Agency: Board of Occupational Therapy Examiners

FY 2023

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Apro. Funds	Non-App Funds
1	Executive Director Salary Increase	0.0	7.0	0.0	7.0	0.0
2	Laptops for Board Member Use	0.0	9.8	0.0	9.8	0.0
	Total:	0.0	16.8	0.0	16.8	0.0
	Decision Package Total:	0.0	16.8	0.0	16.8	0.0

Funding Issue Detail

Agency: Board of Occupational Therapy Examiners

Issue: 1 Executive Director Salary Increase

Program:	Licensing and Regulation	Calculated ERE:	\$1.30
Fund:	OT2263-A Occupational Therapy Fund (Appropriated)	Uniform Allowance:	\$0.00

Expenditure Categories	FY 2023
FTE	0.0
Personal Services	5.7
Employee Related Expenses	1.3
Subtotal Personal Services and ERE:	7.0
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	7.0

Issue: 2 Laptops for Board Member Use

Program:	Licensing and Regulation	Calculated ERE:	\$0.00
Fund:	OT2263-A Occupational Therapy Fund (Appropriated)	Uniform Allowance:	\$0.00

Expenditure Categories	FY 2023
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
Subtotal Personal Services and ERE:	0.0
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	9.8
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	9.8

**Board of Occupational Therapy Examiners
FY 23 Funding Issue
Executive Director Salary Increase
Priority 1
Ongoing**

The Board of Occupational Therapy Examiners and the Board of Athletic Training have submitted a request for a job grade reclassification for the Executive Director to the Department of Administration. This job reclassification includes a salary increase of \$11,345 (personal services). In addition to the increase in the personal services appropriation, the employee related expenses appropriation would increase by approximately \$2,269. These increases are to be shared evenly between both agencies. Therefore, each agency requires an increased appropriation to fund this increase.

Justification

The Executive Director position serves both the Board of Occupational Therapy and the Board of Athletic Training. The job grade and salary have not changed since 2011. Since Ms. Whiteford accepted the position of Executive Director in 2015, the number of licensees has increased 40%. This increase affects the Executive Director position because it also increases the number of complaints, arrest disclosures, disciplinary actions, and licensing inquiries. Ms. Whiteford's additional responsibilities include, but are not limited to:

- Increased knowledge of technology
- Increased understanding of information security and accounting processes
- Increased influence in occupational therapy and athletic training professions
- Increased number of licensees
- Telework management

More importantly, the Executive Director's salary should be equitable with other Executive Directors of similar agencies. Currently, the only other executive director responsible for two agencies, with the same amount of experience, receives an annual salary of \$80,000.

Appropriation Request:

\$ 5,672.50	Personal Services 6000
<u>\$ 1,300.00</u>	Employee Related Expenses 6100
\$ 6,872.50	Total Ongoing Appropriation Request

**Board of Occupational Therapy Examiners
FY 23 Funding Issue
Purchase of Board Member Laptops
Priority 2
One-Time Expense**

The Board of Occupational Therapy Examiners Board members utilize laptops to view meeting material during Board meetings. The current laptops are approximately 11 years old, are becoming unreliable, and should be replaced.

Proposed Solution

The Board would like to purchase five laptops at an approximate cost of \$1,800 each.

New laptops would provide a reliable method for Board members to view meeting materials and for staff to load the materials.

Appropriation Request:

\$ 9,774.00 Total Appropriation Request (Five Laptops (\$1,800 each plus 8.6% sales tax)

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Occupational Therapy Examiners

Appropriated		FY 2021 Actual	FY 2022 Expd. Plan	FY 2023 Fund. Issue	FY 2023 Total Request
Cost Center/Program:					
1	Licensing and Regulation	193.9	199.9	16.8	216.7
		193.9	199.9	16.8	216.7
Expenditure Categories					
	FTE	1.5	1.5	0.0	1.5
	Personal Services	104.8	96.8	5.7	102.5
	Employee Related Expenses	46.8	49.9	1.3	51.2
	Professional and Outside Services	0.6	0.0	0.0	0.0
	Travel In-State	0.1	1.3	0.0	1.3
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	41.6	49.9	0.0	49.9
	Equipment	0.0	2.0	9.8	11.8
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
	Expenditure Categories Total:	193.9	199.9	16.8	216.7

Summary of Expenditure and Budget Request for All Funds

Agency:	Board of Occupational Therapy Examiners
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Agency Total for All Funds:	193.9	199.9	16.8	216.7			
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Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Occupational Therapy Examiners
Fund:	OT2263 Occupational Therapy Fund (Appropriated)

	FY 2021 Actual	FY 2022 Expd. Plan	FY 2023 Fund. Issue	FY 2023 Total Request
Cost Center/Program:				
1 Licensing and Regulation	193.9	199.9	16.8	216.7
	193.9	199.9	16.8	216.7
Expenditure Categories				
FTE	1.5	1.5	0.0	1.5
Personal Services	104.8	96.8	5.7	102.5
Employee Related Expenses	46.8	49.9	1.3	51.2
Professional and Outside Services	0.6	0.0	0.0	0.0
Travel In-State	0.1	1.3	0.0	1.3
Travel Out of State	0.0	0.0	0.0	0.0
Food	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	41.6	49.9	0.0	49.9
Equipment	0.0	2.0	9.8	11.8
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	193.9	199.9	16.8	216.7
Fund Total:	193.9	199.9	16.8	216.7

Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Occupational Therapy Examiners
Fund:	OT2263 Occupational Therapy Fund (Appropriated)

	FY 2021 Actual	FY 2022 Expd. Plan	FY 2023 Fund. Issue	FY 2023 Total Request
Agency Total for Selected Funds	193.9	199.9	16.8	216.7

Program Summary of Expenditures and Budget Request

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

		FY 2021 Actual	FY 2022 Expd. Plan	FY 2023 Fund. Issue	FY 2023 Total Request
Program Summary					
1-1	Licensing and Regulation	193.9	199.9	16.8	216.7
Program Summary Total:		193.9	199.9	16.8	216.7
Expenditure Categories					
0000	FTE Positions	1.5	1.5	0.0	1.5
6000	Personal Services	104.8	96.8	5.7	102.5
6100	Employee Related Expenses	46.8	49.9	1.3	51.2
6200	Professional and Outside Services	0.6	0.0	0.0	0.0
6500	Travel In-State	0.1	1.3	0.0	1.3
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	41.6	49.9	0.0	49.9
8000	Equipment	0.0	2.0	9.8	11.8
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		193.9	199.9	16.8	216.7
Fund Source					
Appropriated Funds					
	OT2263-A Occupational Therapy Fund (Appropriated)	193.9	199.9	16.8	216.7
Fund Source Total:		193.9	199.9	16.8	216.7

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

	FY 2021 Actual	FY 2022 Expd. Plan	FY 2023 Fund. Issue	FY 2023 Total Request
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Fund:	OT2263-A Occupational Therapy Fund (Appropriated)
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Program Expenditures

COST CENTER/PROGRAM BUDGET UNIT					
1-1	Licensing and Regulation	193.9	199.9	16.8	216.7
	Total	193.9	199.9	16.8	216.7

Appropriated Funding

Expenditure Categories

FTE Positions	1.5	1.5	0.0	1.5
Personal Services	104.8	96.8	5.7	102.5
Employee Related Expenses	46.8	49.9	1.3	51.2
Professional and Outside Services	0.6	0.0	0.0	0.0
Travel In-State	0.1	1.3	0.0	1.3
Travel Out of State	0.0	0.0	0.0	0.0
Food	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	41.6	49.9	0.0	49.9
Equipment	0.0	2.0	9.8	11.8
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	193.9	199.9	16.8	216.7
Fund OT2263-A Total:	193.9	199.9	16.8	216.7
Program 1 Total:	193.9	199.9	16.8	216.7

Program Budget Unit Summary of Expenditures and Budget Request for All Funds

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

Expenditure Categories	FY 2021 Actual	FY 2022 Expd. Plan	FY 2023 Fund. Issue	FY 2023 Total Request
0000 FTE	1.5	1.5	0.0	1.5
6000 Personal Services	104.8	96.8	5.7	102.5
6100 Employee Related Expenses	46.8	49.9	1.3	51.2
6200 Professional and Outside Services	0.6	0.0	0.0	0.0
6500 Travel In-State	0.1	1.3	0.0	1.3
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	41.6	49.9	0.0	49.9
8000 Equipment	0.0	2.0	9.8	11.8
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	193.9	199.9	16.8	216.7
Fund Source				
Appropriated Funds				
OT2263-A Occupational Therapy Fund (Appropriated)	193.9	199.9	16.8	216.7
	193.9	199.9	16.8	216.7
Fund Source Total:	193.9	199.9	16.8	216.7

Program Budget Unit Summary of Expenditures and Budget Request for Selected Funds

Agency: Board of Occupational Therapy Examiners					
		FY 2021	FY 2022	FY 2023	FY 2023
		Actual	Expd. Plan	Fund. Issue	Total Request
Program: Licensing and Regulation					
Fund: OT2263-A Occupational Therapy Fund					
Appropriated					
0000	FTE	1.5	1.5	0.0	1.5
6000	Personal Services	104.8	96.8	5.7	102.5
6100	Employee Related Expenses	46.8	49.9	1.3	51.2
6200	Professional and Outside Services	0.6	0.0	0.0	0.0
6500	Travel In-State	0.1	1.3	0.0	1.3
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	41.6	49.9	0.0	49.9
8000	Equipment	0.0	2.0	9.8	11.8
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	0.0	0.0	0.0	0.0
Appropriated Total:		193.9	199.9	16.8	216.7
Fund Total:		193.9	199.9	16.8	216.7
Program Total For Selected Funds:		193.9	199.9	16.8	216.7

Program Expenditure Schedule

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

	FY 2021 Actual	FY 2022 Expd. Plan
FTE	1.5	1.5
Expenditure Category Total	1.5	1.5
Appropriated		
OT2263-A Occupational Therapy Fund (Appropriated)	1.5	1.5
Fund Source Total	1.5	1.5
<hr/>		
Personal Services	99.9	96.8
Boards and Commissions	4.9	0.0
Expenditure Category Total	104.8	96.8
Appropriated		
OT2263-A Occupational Therapy Fund (Appropriated)	104.8	96.8
Fund Source Total	104.8	96.8
<hr/>		
Employee Related Expenses	46.8	49.9
Expenditure Category Total	46.8	49.9
Appropriated		
OT2263-A Occupational Therapy Fund (Appropriated)	46.8	49.9
Fund Source Total	46.8	49.9
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Professional and Outside Services		0.0
External Prof/Outside Serv Budg And Appn	0.0	
External Investment Services	0.0	
Other External Financial Services	0.0	
Attorney General Legal Services	0.0	
External Legal Services	0.0	
External Engineer/Architect Cost - Exp	0.0	
External Engineer/Architect Cost- Cap	0.0	
Other Design	0.0	
Temporary Agency Services	0.0	
Hospital Services	0.0	
Other Medical Services	0.0	
Institutional Care	0.0	
Education And Training	0.4	
Vendor Travel	0.0	
Professional & Outside Services Excluded from Cost Alloca	0.0	
Vendor Travel - Non Reportable	0.0	
External Telecom Consulting Services	0.0	
Costs related to those in custody of the State	0.0	
Non - Confidential Specialist Fees	0.0	
Confidential Specialist Fees	0.0	
Outside Actuarial Costs	0.0	
Other Professional And Outside Services	0.2	

Program Expenditure Schedule

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

	FY 2021 Actual	FY 2022 Expd. Plan
Expenditure Category Total	0.6	0.0
Appropriated		
OT2263-A Occupational Therapy Fund (Appropriated)	0.6	0.0
Fund Source Total	0.6	0.0
<hr/>		
Travel In-State	0.1	1.3
Expenditure Category Total	0.1	1.3
Appropriated		
OT2263-A Occupational Therapy Fund (Appropriated)	0.1	1.3
Fund Source Total	0.1	1.3
<hr/>		
Travel Out of State	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Food	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Aid to Organizations and Individuals	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Other Operating Expenses		49.9
Other Operating Expenditures Budg Approp	0.0	
Other Operating Expenditures Excluded from Cost Allocati	0.0	
Risk Management Charges To State Agency	1.3	
Risk Management Deductible - Indemnity	0.0	
Risk Management Deductible - Legal	0.0	
Risk Management Deductible - Medical	0.0	
Risk Management Deductible - Other	0.0	
Gen Liab- Non Physical-Taxable- Self Ins	0.0	
Gross Proceeds Payments To Attorneys	0.0	
General Liability- Non-Taxable- Self Ins	0.0	
Medical Malpractice - Self-Insured	0.0	
Automobile Liability - Self Insured	0.0	
General Property Damage - Self- Insured	0.0	
Automobile Physical Damage-Self Insured	0.0	
Liability Insurance Premiums	0.0	
Property Insurance Premiums	0.0	
Workers Compensation Benefit Payments	0.0	
Self Insurance - Administrative Fees	0.0	
Self Insurance - Premiums	0.0	
Self Insurance - Claim Payments	0.0	
Self Insurance - Pharmacy Claims	0.0	
Premium Tax On Altcs	0.0	
Other Insurance-Related Charges	0.0	
Internal Service Data Processing	17.9	
Internal Service Data Proc- Pc/Lan	0.0	
External Programming-Mainframe/Legacy	0.0	

Program Expenditure Schedule

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

	FY 2021 Actual	FY 2022 Expd. Plan
External Programming- Pc/Lan/Serv/Web	0.0	
External Data Entry	0.0	
Othr External Data Proc-Mainframe/Legacy	0.0	
Othr External Data Proc-Pc/Lan/Serv/Web	0.0	
Pmt for AFIS Development & Usage	1.3	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	2.2	
External Telecom Long Distance-Out-State	0.0	
Other External Telecommunication Service	0.0	
Electricity	0.0	
Sanitation Waste Disposal	0.0	
Water	0.0	
Gas And Fuel Oil For Buildings	0.0	
Other Utilities	0.0	
Building Rent Charges To State Agencies	6.6	
Priv Lease To Own Bld Rent Chrgs To Agy	0.0	
Cert Of Part Bld Rent Chrgs To Agy	0.0	
Rental Of Land And Buildings	0.0	
Rental Of Computer Equipment	0.0	
Rental Of Other Machinery And Equipment	0.0	
Miscellaneous Rent	0.0	
Interest On Overdue Payments	0.0	
All Other Interest Payments	0.0	
Internal Acct/Budg/Financial Svcs	6.5	
Other Internal Services	0.0	
Repair And Maintenance - Buildings	0.0	
Repair And Maintenance - Vehicles	0.0	
Repair And Maint - Mainframe And Legacy	0.0	
Repair And Maint-Pc/Lan/Serv/Web	0.0	
Repair And Maintenance - Other Equipment	0.0	
Other Repair And Maintenance	0.0	
Software Support And Maintenance	0.0	
Uniforms	0.0	
Inmate Clothing	0.0	
Security Supplies	0.0	
Office Supplies	2.3	
Computer Supplies	0.0	
Housekeeping Supplies	0.0	
Bedding And Bath Supplies	0.0	
Drugs And Medicine Supplies	0.0	
Medical Supplies	0.0	
Dental Supplies	0.0	
Automotive And Transportation Fuels	0.0	
Automotive Lubricants And Supplies	0.0	
Rpr And Maint Supplies-Not Auto Or Build	0.0	
Repair And Maintenance Supplies-Building	0.0	
Other Operating Supplies	0.0	
Publications	0.0	
Aggregate Withheld Or Paid Commissions	0.0	
Lottery Prizes	0.0	
Lottery Distribution Costs	0.0	

Program Expenditure Schedule

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

	FY 2021 Actual	FY 2022 Expd. Plan
Material for Further Processing	0.0	
Other Resale Supplies	0.0	
Loss On Sales Of Capital Assets	0.0	
Loss on Sales of Investments	0.0	
Employee Tuition Reimbursement-Graduate	0.0	
Employee Tuition Reimb Under-Grad/Other	0.0	
Conference Registration-Attendance Fees	0.0	
Other Education And Training Costs	0.0	
Advertising	0.0	
Sponsorships	0.0	
Internal Printing	0.0	
External Printing	0.0	
Photography	0.0	
Postage And Delivery	2.6	
Document shredding and Destruction Services	0.2	
Translation and Sign Language Services	0.0	
Distribution To State Universities	0.0	
Other Intrastate Distributions	0.0	
Awards	0.0	
Entertainment And Promotional Items	0.0	
Dues	0.7	
Books- Subscriptions And Publications	0.0	
Costs For Digital Image Or Microfilm	0.0	
Revolving Fund Advances	0.0	
Credit Card Fees Over Approved Limit	0.0	
Relief Bill Expenditures	0.0	
Surplus Property Distr To State Agencies	0.0	
Security Services	0.0	
Judgments - Damages	0.0	
ICA Payments to Claimants Confidential	0.0	
Jdgmnt-Confidential Restitution To Indiv	0.0	
Judgments - Non-Confidential Restitution	0.0	
Judgments - Punitive And Compensatory	0.0	
Pmts Made to Resolve/Disputes/Avoid Costs of Litigation	0.0	
Pmts For Contracted State Inmate Labor	0.0	
Payments To State Inmates	0.0	
Bad Debt Expense	0.0	
Interview Expense	0.0	
Employee Relocations-Nontaxable	0.0	
Employee Relocations-Taxable	0.0	
Non-Confidential Invest/Legal/Law Enf	0.0	
Conf/Sensitive Invest/Legal/Undercover	0.0	
Fingerprinting, Background Checks, Etc.	0.0	
Other Miscellaneous Operating	0.0	
Expenditure Category Total	41.6	49.9
Appropriated		
OT2263-A Occupational Therapy Fund (Appropriated)	41.6	49.9
Fund Source Total	41.6	49.9
Current Year Expenditures		2.0

Program Expenditure Schedule

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

	FY 2021 Actual	FY 2022 Expd. Plan
Capital Equipment Budget And Approp	0.0	
Vehicles Capital Purchase	0.0	
Vehicles Capital Leases	0.0	
Furniture Capital Purchase	0.0	
Depreciable Works Of Art & Hist Treas/Coll Capital Purcha	0.0	
Non Depr Works Of Art & Hist Treas/Coll Cap Purchase	0.0	
Furniture Capital Leases	0.0	
Computer Equipment Capital Purchase	0.0	
Computer Equipment Capital Lease	0.0	
Telecommunication Equip-Capital Purchase	0.0	
Telecommunication Equip-Capital Lease	0.0	
Other Equipment Capital Purchase	0.0	
Other Equipment Capital Leases	0.0	
Purchased Or Licensed Software-Website	0.0	
Internally Generated Software-Website	0.0	
Development in Progress	0.0	
Right-Of-Way/Easement/Extraction Rights	0.0	
Oth Int Assets purchased, licensed or internally generate	0.0	
Other intangible assets acquired by capital lease	0.0	
Other Capital Asset Purchases	0.0	
Leasehold Improvement-Capital Purchase	0.0	
Other Capital Asset Leases	0.0	
Non-Capital Equip Budget And Approp	0.0	
Vehicles Non-Capital Purchase	0.0	
Vehicles Non-Capital Leases	0.0	
Furniture Non-Capital Purchase	0.0	
Works Of Art And Hist Treas-Non Capital	0.0	
Furniture Non-Capital Leases	0.0	
Computer Equipment Non-Capital Purchase	0.0	
Computer Equipment Non-Capital Lease	0.0	
Telecomm Equip Non-Capital Purchase	0.0	
Telecomm Equip Non-Capital Leases	0.0	
Other Equipment Non-Capital Purchase	0.0	
Weapons Non-Capital Purchase	0.0	
Other Equipment Non-Capital Lease	0.0	
Purchased Or Licensed Software/Website	0.0	
Internally Generated Software/Website	0.0	
LICENSES AND PERMITS	0.0	
Right-Of-Way/Easement/Extraction Exp	0.0	
Other Intangible Assets - Purchased, Licensed or Internall	0.0	
Noncapital Software/Web By Capital Lease	0.0	
Other Intangible Assets Acquired by Capital Lease	0.0	
Other Long Lived Tangible Assets to be Expenses	0.0	
Non-Capital Equipment Excluded from Cost Allocation	0.0	
Expenditure Category Total	0.0	2.0
Appropriated		
OT2263-A Occupational Therapy Fund (Appropriated)	0.0	2.0
Fund Source Total	0.0	2.0
<hr/>		
Capital Outlay	0.0	0.0

Program Expenditure Schedule

Agency:	Board of Occupational Therapy Examiners
Program:	Licensing and Regulation

	<u>FY 2021 Actual</u>	<u>FY 2022 Expd. Plan</u>
Expenditure Category Total	0.0	0.0
<hr/>		
Debt Service	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Cost Allocation	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Transfers	0.0	0.0
Expenditure Category Total	0.0	0.0

Employee Retirement Coverage

	<u>FTE</u>	<u>Personal Services</u>	<u>Fund#</u>
Arizona State Retirement System	1.5	96.8	OT2263-A

Combined Regular & Elected Positions At/Above FICA Maximum of \$142,800
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<u>Total FTE</u>	<u>Personal Services</u>	<u>FTE's not eligible for Health, Dental & Life</u>
0.0	0.0	0.0

Administrative Costs

Agency: Board of Occupational Therapy Examiners

Administrative Costs Summary

Common Administrative Area	FY 2022
Personal Services	7.2
ERE	3.0
All Other	0.0
Administrative Costs Total:	10.2

Administrative Cost / Total Expenditure Ratio

	Request	Admin %
FY 2022	216.7	4.7%

2021 - 2023 ARIZONA MASTER LIST OF STATE GOVERNMENT PROGRAMS

OTA 0.0	Agency Summary
BOARD OF OCCUPATIONAL THERAPY EXAMINERS	
Karen Whiteford, Executive Director	
1740 W Adams St, Ste 3407, Phoenix, AZ 85007 (602) 589-8353	
A.R.S. §§ 32-3401 to 32-3446	

Mission:

To protect the health, safety, and welfare of the public by licensing and regulating individuals who provide occupational therapy services.

Description:

The Board of Occupational Therapy Examiners issues licenses for occupational therapists and occupational therapy assistants. The Board requires that each applicant meet minimum standards of education, experience, and competence. The Board also investigates complaints and takes appropriate disciplinary action.

OTA 1.0	Program Summary
BOARD OF OCCUPATIONAL THERAPY EXAMINERS	
Karen Whiteford, Executive Director	
1740 W Adams St, Ste 3407, Phoenix, AZ 85007 (602) 589-8353	
A.R.S. §§ 32-3401 to 32-3446	

Mission:

To protect the health, safety, and welfare of the public by licensing and regulating individuals who provide occupational therapy services.

Description:

The Board of Occupational Therapy Examiners is a regulatory board which issues and renews bi-annually approximately 1,800 active licenses for the occupational therapy profession and monitors 1,469 closed licenses. By law, the Board requires that each applicant meet minimum standards of education, experience, and competency. The Board also receives and investigates complaints, takes appropriate disciplinary action, and responds to inquires from consumers as to the license status of individual occupational therapy professionals.

◆ **Goal 1** To investigate and adjudicate complaints within 120 days

Objective: 1 FY2021: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.

FY2022: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.

FY2023: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.

Performance Measures	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
Number of occupational therapy complaints received	5	10	10
Number of complaints resulting in disciplinary action	0	5	5
Complaints resolved within 120 days	3	5	5
Percent of complaints resolved within 120 days	3	100	0

◆ **Goal 2** To ensure that licenses and renewals are issued in a timely manner to Occupational Therapists and Occupational Therapy Assistants with high standards of professional and ethical standards.

Objective: 1 FY2021: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.

FY2022: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.

FY2023: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.

Performance Measures	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
Number of license renewal applications received and renewed (OTs and OTAs)	1656	1,714	1690
Number of Licenses (OTs and OTAs)	4,602	4,809	5,005
Number of initial license applications received (OTs and OTAs)	464	465	467
Number of Initial Licenses Issued (OTs and OTAs)	464	465	467
Average calendar days to process and issue a renewal application	10	10	10
Explanation:	Number of days from application submission to license issuance		
Average calendar days to process and issue an initial license	12	12	12
Explanation:	Number of days from application submission to license issuance		

◆ **Goal 3** To continually improve customer satisfaction by providing consistency in carrying out the Board's policies and procedures.

Objective: 1 FY2021: To ensure Board policies and procedures are applied consistently to all applicants and licensees.

FY2022: To ensure Board policies and procedures are applied consistently to all applicants and licensees.

FY2023: To ensure Board policies and procedures are applied consistently to all applicants and licensees.

Performance Measures	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
Number of individuals licensed as occupational therapists	3,096	3190	3324
Number of individuals licensed as Occupational Therapy Assistants	1,477	1512	1575

AGENCY SUMMARY

Program: OTA 0 . 0 BOARD OF OCCUPATIONAL THERAPY EXAMINERS
Director: Karen Whiteford, Executive Director
Phone: 1740 W Adams St, Ste 3407, Phoenix, AZ 85007 (602) 589-8353
Statute: A.R.S. §§ 32-3401 to 32-3446

Mission:

To protect the health, safety, and welfare of the public by licensing and regulating individuals who provide occupational therapy services.

Description:

The Board of Occupational Therapy Examiners issues licenses for occupational therapists and occupational therapy assistants. The Board requires that each applicant meet minimum standards of education, experience, and competence. The Board also investigates complaints and takes appropriate disciplinary action.

PROGRAM SUMMARY

Program: OTA 1 . 0 BOARD OF OCCUPATIONAL THERAPY EXAMINERS
Contact: Karen Whiteford, Executive Director
Phone: 1740 W Adams St, Ste 3407, Phoenix, AZ 85007 (602) 589-8353
Statute: A.R.S. §§ 32-3401 to 32-3446

Mission:

To protect the health, safety, and welfare of the public by licensing and regulating individuals who provide occupational therapy services.

Description:

The Board of Occupational Therapy Examiners is a regulatory board which issues and renews bi-annually approximately 1,800 active licenses for the occupational therapy profession and monitors 1,469 closed licenses. By law, the Board requires that each applicant meet minimum standards of education, experience, and competency. The Board also receives and investigates complaints, takes appropriate disciplinary action, and responds to inquires from consumers as to the license status of individual occupational therapy professionals.

◆ **Goal:** 1 To investigate and adjudicate complaints within 120 days

- Objectives:** 1 2021 Obj: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.
 2022 Obj: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.
 2023 Obj: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.

Performance Measures:

ML	Budget	Type		FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate	
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of occupational therapy complaints received	12	15	5	10	10
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of complaints resulting in disciplinary action	3	5	0	5	5
				There are two complaints opened in FY21 that have not been adjudicated to-date.					
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Complaints resolved within 120 days	5	15	3	5	5
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Percent of complaints resolved within 120 days	42	100	3	100	0

◆ **Goal:** 2 To ensure that licenses and renewals are issued in a timely manner to Occupational Therapists and Occupational Therapy Assistants with high standards of professional and ethical standards.

- Objectives:** 1 2021 Obj: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.
 2022 Obj: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.
 2023 Obj: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.

Performance Measures:

ML	Budget	Type		FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of license renewal applications received and renewed (OTs and OTAs)	1,765	1,526	1656	1,714	1690
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Number of Licensees (OTs and OTAs)	4,445	4,699	4,602	4,809	5,005
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of initial license applications received (OTs and OTAs)	458	472	464	465	467
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Number of Initial Licenses Issued (OTs and OTAs)	490	510	464	465	467
				Many occupational therapy program graduates were not able to take the national exam due to COVID-19. A temporary exam waiver was available, but not all graduates took advantage of it.					
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average calendar days to process and issue a renewal application	15	12	10	10	10

ML	Budget	Type		FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average calendar days to process and issue an initial license	15	10	12	12

◆ **Goal:** 3 To continually improve customer satisfaction by providing consistency in carrying out the Board's policies and procedures.

- Objectives:**
- 1 2021 Obj: To ensure Board policies and procedures are applied consistently to all applicants and licensees.
 - 2022 Obj: To ensure Board policies and procedures are applied consistently to all applicants and licensees.
 - 2023 Obj: To ensure Board policies and procedures are applied consistently to all applicants and licensees.

Performance Measures:

ML	Budget	Type		FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP	Number of individuals licensed as occupational therapists	2,992	3,156	3,096	3190
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Number of individuals licensed as Occupational Therapy Assistants	1,453	1,544	1,477	1512

Many occupational therapy assistant program graduates were not able to take the national exam due to COVID-19. A temporary exam waiver was available, but not all graduates took advantage of it.

Budget Related Performance Measures

Board of Occupational Therapy Examiners

Program:	1.0 BOARD OF OCCUPATIONAL THERAPY EXAMINERS
Contact:	Karen Whiteford, Executive Director (602) 589-8353
2nd Contact:	
Statute:	A.R.S. §§ 32-3401 to 32-3446

ML	Budget	Type	Performance Measure	FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP	Number of individuals licensed as occupational therapists	2,992	3,156	3,096	3190	3324
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of occupational therapy complaints received	12	15	5	10	10

Revised Performance Measure Descriptions

The following performance measures are budget related. Unlike non-budget related performance measures, agencies can't change the last published description themselves. Therefore, they've entered a revised description which should be reviewed. If appropriate, update the performance measure's description with the agency's revised description in OSPB's "centralized" AZIPS. Be sure your team leader, OSPB management and JLBC have approved of the change, since this will be published. This report checks for revisions across all agencies. Please communicate with the agency about the outcome of their request to add, change or delete performance measures and/or their descriptions.

Agency:

Program:

Subprogram:

Goal:

Objective:

Performance Measure Last Published Description & Agency's Revised Description

PM
Type

Original:

Revised:

Agency 5-Year Plan

Issue 1 Evaluate the qualifications of applicants for licensure.

Description: The Board has seen a steady increase of the number of applications for new licenses and the number of renewals each year. The new eLicensing system has improved the process by eliminating the need for Board staff to enter data from a written applications.

Solutions:

A. The Board of Occupational Therapy is pursuing changes to statutes and rules to increase the efficiency of application processing, while still ensuring qualified applicants receive a license.

Issue 2 Establish the mechanisms for assessing continuing professional competence of occupational therapists and occupational therapy assistants.

Description: The Board of Occupational Therapy currently reviews 100% of continuing education certificates submitted by renewal applicants. This is a time-consuming task for Board staff.

Solutions:

A. Board staff is pursuing changes to statutes and rules to allow random audits of continuing education. Reducing the percentage of audited application from 100% to 50% would greatly improve application processing times.

Resource Assumptions

	FY2024 Estimate	FY2025 Estimate	FY2026 Estimate
Full-Time Equivalent Positions	1.5	1.5	1.5
General Fund	0.0	0.0	0.0
Other Appropriated Funds	206.9	206.9	206.9
Non-Appropriated Funds	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0