



State of Arizona Budget Request

State Agency

Board of Occupational Therapy Examiners

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

Appropriated Funds	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total Budget
Total Amount Requested:	170.7	50.0	220.7
Occupational Therapy Fund	170.7	50.0	220.7

Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2018.

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**

(signature)

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

Prepared By: **Karen Whiteford**

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

Date Prepared: **Wednesday, August 31, 2016**

Revenue Schedule

Agency: OTA Board of Occupational Therapy Examiners

Fund: 1000 General Fund

AFIS Code	Category of Receipt and Description	FY 2016	FY 2017	FY 2018
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	27.9	23.8	30.3
Fund Total:		27.9	23.8	30.3

Revenue Schedule

Agency: OTA Board of Occupational Therapy Examiners
Fund: 2263 Occupational Therapy Fund

AFIS Code	Category of Receipt and Description	FY 2016	FY 2017	FY 2018
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	250.7	214.1	272.5
4519	OTHER FINES OR FORFEITURES OR PENALTIES	0.1	0.1	0.1
Fund Total:		250.8	214.2	272.6

Sources and Uses of Funds

Agency:	OTA Board of Occupational Therapy Examiners
Fund:	2263 Occupational Therapy Fund

Cash Flow Summary	Actual FY 2016	Estimate FY 2017	Estimate FY 2018
Balance Forward from Prior Year	481.5	563.1	606.6
Revenue (From Revenue Schedule)	250.8	214.2	272.6
Total Available	732.3	777.3	879.2
Total Appropriated Disbursements	169.2	170.7	220.7
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	563.1	606.6	658.5

Appropriated Expenditure	Actual FY 2016	Estimate FY 2017	Estimate FY 2018
Expenditure Categories			
Personal Services	97.1	91.0	91.0
Employee Related Expenses	42.5	46.1	46.1
Prof. And Outside Services	0.3	0.0	0.0
Travel - In State	0.5	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	28.8	30.3	70.3
Equipment	0.0	2.0	12.0
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:	169.2	170.7	220.7
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
Appropriated Expenditure Total:	169.2	170.7	220.7
Appropriated FTE:	1.5	1.5	1.5

Fund Justification

Justification:

Fund Description

Source:	The source of revenue comes from: <ol style="list-style-type: none"> 1. Application fees when applying for licensure in the state (Occupational Therapists and Occupational Therapy Assistants) 2. Renewal fees from licensees. Bi-annually for Occupational Therapists and Occupational Therapy Assistants.) 3. Public records requests for licensee directory via hard copy print or electronic format.
Use:	The Board receives an appropriation each fiscal year from which the Occupational Therapy Board operates its programs. The Board has two programs: 1) Licensing; 2) Regulation. The Boards utilize the appropriation to pay for personal services, ERE, professional and outside services, travel, other operating, and equipment.
OSPB:	Revenues are from the fees, fines and other revenues collected by the Board, and are used to certify and regulate occupational therapists and occupational therapy assistants.

Funding Issues List

Agency: OTA Board of Occupational Therapy Examiners

FY 2018

Priority	Funding Issue Title	Category	Total FTE	Total Amount	General Fund	Other Funds	Non-App Funds
1	New Multi-Function Printer	Decision Pack	0.0	10.0	0.0	10.0	0.0
2	Statewide Enterprise Licensing Procurement Project	Decision Pack	0.0	40.0	0.0	40.0	0.0
	Total:		0.0	50.0	0.0	50.0	0.0
	Decision Package Total:		0.0	50.0	0.0	50.0	0.0

Funding Issue Detail

Agency: OTA Board of Occupational Therapy Examiners

Issue: 1 **New Multi-Function Printer** **Issue Category:** Decision Package

Justification: The Board of Occupational Therapy Examiners is in need of a new multi-function printer. The agency relies on the multi-function printer to print licenses for Occupational Therapists and Occupational Therapy Assistants, to scan documents for electronic storage, and to print communication to licensees and the public.

The current printer was purchased in 2008 has printed over 507k images as of 8/29/16, and requires frequent repair.

This purchase would be funded in the first quarter of fiscal year 2018. Ongoing maintenance of the printer will be budgeted as continuing operating expense.

Program: 1-1	Licensing and Regulation
Fund: 2263-A	Occupational Therapy Fund (Appropriated)

Calculated ERE: \$0.00
Uniform Allowance: \$0.00

Justification:

Expenditure Categories	FY 2018
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 (Library for Universities)	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	10.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	10.0

Issue: 2 **Statewide Enterprise Licensing Procurement Project** **Issue Category:** Decision Package

Justification: The current application system and process are in need of updating in order to improve data accuracy, shorten time to process applications, and to allow for online payments.

See attached Project and Investment Justification (PIJ).

Program: 1-1	Licensing and Regulation
Fund: 2263-A	Occupational Therapy Fund (Appropriated)

Calculated ERE: \$0.00
Uniform Allowance: \$0.00

Justification:

Expenditure Categories	FY 2018
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 (Library for Universities)	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	40.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0

Funding Issue Detail

Agency: OTA Board of Occupational Therapy Examiners
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Issue: 2 Statewide Enterprise Licensing Procurement Project
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Issue Category: Decision Package

Program / Fund Total:

40.0

Summary of Expenditure and Budget Request for All Funds

Agency: OTA Board of Occupational Therapy Examiners

Appropriated

		FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:					
1	Licensing and Regulation	169.2	170.7	50.0	220.7
		169.2	170.7	50.0	220.7
Expenditure Categories					
	FTE	1.5	1.5	0.0	1.5
	Personal Services	97.1	91.0	0.0	91.0
	Employee Related Expenses	42.5	46.1	0.0	46.1
	Professional and Outside Services	0.3	0.0	0.0	0.0
	Travel In-State	0.5	1.3	0.0	1.3
	Travel Out of State	0.0	0.0	0.0	0.0
	Food (Library for Universities)	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	28.8	30.3	40.0	70.3
	Equipment	0.0	2.0	10.0	12.0
	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:		169.2	170.7	50.0	220.7

Summary of Expenditure and Budget Request for All Funds

Agency: OTA Board of Occupational Therapy Examiners

Agency Total for All Funds:	169.2	170.7	50.0	220.7			
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Summary of Expenditure and Budget Request for Selected Funds

Agency:	OTA	Board of Occupational Therapy Examiners
Fund:	2263	Occupational Therapy Fund (Appropriated)

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:				
1 Licensing and Regulation	169.2	170.7	50.0	220.7
	169.2	170.7	50.0	220.7
Expenditure Categories				
FTE	1.5	1.5	0.0	1.5
Personal Services	97.1	91.0	0.0	91.0
Employee Related Expenses	42.5	46.1	0.0	46.1
Professional and Outside Services	0.3	0.0	0.0	0.0
Travel In-State	0.5	1.3	0.0	1.3
Travel Out of State	0.0	0.0	0.0	0.0
Food (Library for Universities)	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	28.8	30.3	40.0	70.3
Equipment	0.0	2.0	10.0	12.0
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:	169.2	170.7	50.0	220.7
Fund Total:	169.2	170.7	50.0	220.7

Summary of Expenditure and Budget Request for Selected Funds

Agency:	OTA	Board of Occupational Therapy Examiners
Fund:	2263	Occupational Therapy Fund (Appropriated)

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Agency Total for Selected Funds	169.2	170.7	50.0	220.7

Program Summary of Expenditures and Budget Request

Agency:	OTA	Board of Occupational Therapy Examiners
Program:	1	Licensing and Regulation

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Program Summary				
1-1 Licensing and Regulation	169.2	170.7	50.0	220.7
Program Summary Total:	169.2	170.7	50.0	220.7
Expenditure Categories				
0000 FTE Positions	1.5	1.5	0.0	1.5
6000 Personal Services	97.1	91.0	0.0	91.0
6100 Employee Related Expenses	42.5	46.1	0.0	46.1
6200 Professional and Outside Services	0.3	0.0	0.0	0.0
6500 Travel In-State	0.5	1.3	0.0	1.3
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food (Library for Universities)	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	28.8	30.3	40.0	70.3
8000 Equipment	0.0	2.0	10.0	12.0
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:	169.2	170.7	50.0	220.7
Fund Source				
Appropriated Funds				
2263-A Occupational Therapy Fund (Appropriated)	169.2	170.7	50.0	220.7
Fund Source Total:	169.2	170.7	50.0	220.7

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency:	OTA	Board of Occupational Therapy Examiners
Program:	1	Licensing and Regulation

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
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Fund:	2263-A	Occupational Therapy Fund (Appropriated)
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Program Expenditures

COST CENTER/PROGRAM BUDGET UNIT

1-1	Licensing and Regulation	169.2	170.7	50.0	220.7
	Total	169.2	170.7	50.0	220.7

Appropriated Funding

Expenditure Categories

FTE Positions	1.5	1.5	0.0	1.5
Personal Services	97.1	91.0	0.0	91.0
Employee Related Expenses	42.5	46.1	0.0	46.1
Professional and Outside Services	0.3	0.0	0.0	0.0
Travel In-State	0.5	1.3	0.0	1.3
Travel Out of State	0.0	0.0	0.0	0.0
Food (Library for Universities)	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	28.8	30.3	40.0	70.3
Equipment	0.0	2.0	10.0	12.0
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:	169.2	170.7	50.0	220.7
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Fund 2263-A Total:	169.2	170.7	50.0	220.7
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Program 1 Total:	169.2	170.7	50.0	220.7
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Program Budget Unit Summary of Expenditures and Budget Request for All Funds

Agency:	OTA	Board of Occupational Therapy Examiners
Program:	1-1	Licensing and Regulation

Expenditure Categories	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
0000 FTE	1.5	1.5	0.0	1.5
6000 Personal Services	97.1	91.0	0.0	91.0
6100 Employee Related Expenses	42.5	46.1	0.0	46.1
6200 Professional and Outside Services	0.3	0.0	0.0	0.0
6500 Travel In-State	0.5	1.3	0.0	1.3
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food (Library for Universities)	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	28.8	30.3	40.0	70.3
8000 Equipment	0.0	2.0	10.0	12.0
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:	169.2	170.7	50.0	220.7
Fund Source				
Appropriated Funds				
2263-A Occupational Therapy Fund (Appropriated)	169.2	170.7	50.0	220.7
	169.2	170.7	50.0	220.7
Fund Source Total:	169.2	170.7	50.0	220.7

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

Agency: OTA Board of Occupational Therapy Examiners					
		FY 2016	FY 2017	FY 2018	FY 2018
		Actual	Expd. Plan	Fund. Issue	Total
Program: 1-1 Licensing and Regulation					
Fund: 2263-A Occupational Therapy Fund					
Appropriated					
0000	FTE	1.5	1.5	0.0	1.5
6000	Personal Services	97.1	91.0	0.0	91.0
6100	Employee Related Expenses	42.5	46.1	0.0	46.1
6200	Professional and Outside Services	0.3	0.0	0.0	0.0
6500	Travel In-State	0.5	1.3	0.0	1.3
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food (Library for Universities)	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	28.8	30.3	40.0	70.3
8000	Equipment	0.0	2.0	10.0	12.0
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:		169.2	170.7	50.0	220.7
Fund Total:		169.2	170.7	50.0	220.7
Program Total For Selected Funds:		169.2	170.7	50.0	220.7

Program Expenditure Schedule

Agency:	OTA	Board of Occupational Therapy Examiners
Program:	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
FTE Positions		
FTE	1.5	1.5
Expenditure Category Total	1.5	1.5
Fund Source		
Appropriated		
2263-A Occupational Therapy Fund (Appropriated)	1.5	1.5
Fund Source Total	1.5	1.5

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Personal Services		
Personal Services	92.9	85.0
Boards and Commissions	4.2	6.0
Expenditure Category Total	97.1	91.0
Fund Source		
Appropriated		
2263-A Occupational Therapy Fund (Appropriated)	97.1	91.0
Fund Source Total	97.1	91.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Employee Related Expenses		
Employee Related Expenses	42.5	46.1
Expenditure Category Total	42.5	46.1
Fund Source		
Appropriated		
2263-A Occupational Therapy Fund (Appropriated)	42.5	46.1
Fund Source Total	42.5	46.1

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Professional & Outside Services		
External Prof/Outside Serv Budg And Appn	0.0	0.0
External Investment Services	0.0	0.0
Other External Financial Services	0.0	0.0
Attorney General Legal Services	0.0	0.0
External Legal Services	0.0	0.0
External Engineer/Architect Cost - Exp	0.0	0.0
External Engineer/Architect Cost- Cap	0.0	0.0
Other Design	0.0	0.0
Temporary Agency Services	0.0	0.0
Hospital Services	0.0	0.0
Other Medical Services	0.0	0.0
Institutional Care	0.0	0.0
Education And Training	0.0	0.0
Vendor Travel	0.0	0.0

Program Expenditure Schedule

Agency:	OTA	Board of Occupational Therapy Examiners
Program:	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Professional & Outside Services		
Professional & Outside Services Excluded from Cost Alloca	0.0	0.0
Vendor Travel - Non Reportable	0.0	0.0
External Telecom Consulting Services	0.0	0.0
Non - Confidential Specialist Fees	0.0	0.0
Confidential Specialist Fees	0.0	0.0
Outside Actuarial Costs	0.0	0.0
Other Professional And Outside Services	0.3	0.0
Expenditure Category Total	0.3	0.0

Fund Source	FY 2016 Actual	FY 2017 Expd. Plan
Appropriated		
2263-A Occupational Therapy Fund (Appropriated)	0.3	0.0
Fund Source Total	0.3	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Travel In-State		
Travel In-State	0.5	1.3
Expenditure Category Total	0.5	1.3

Fund Source	FY 2016 Actual	FY 2017 Expd. Plan
Appropriated		
2263-A Occupational Therapy Fund (Appropriated)	0.5	1.3
Fund Source Total	0.5	1.3

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Travel Out-of-State		
Travel Out of State	0.0	0.0
Expenditure Category Total	0.0	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Food (Library for Universities)		
Food (Library for Universities)	0.0	0.0
Expenditure Category Total	0.0	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Aid to Organizations & Individuals		
Aid to Organizations and Individuals	0.0	0.0
Expenditure Category Total	0.0	0.0

Program Expenditure Schedule

Agency:	OTA	Board of Occupational Therapy Examiners
Program:	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Other Operating Expenditures		
Other Operating Expenditures	0.0	0.0
Insurance & Related Charges	1.8	1.8
Information Technology Services	5.4	5.4
Utilities	0.0	0.0
Non-Building or Land Rent	0.0	0.0
Building Rent Charges to State Agencies	7.6	7.6
COP Building Rent Charges to State Agencies	0.0	0.0
Rental of Land & Buildings	0.0	0.0
Interest Payments	0.0	0.0
Internal Acct, Budgeting and Financial Svcs.	7.2	7.2
Payments for Internal Services	0.0	0.0
Repair & Maintenance	0.8	0.8
Software Support and Maintenance	0.0	0.0
Operating Supplies	1.0	2.5
Resale Supplies	0.0	0.0
Sales of Assets	0.0	0.0
Conference, Education & Training	0.8	0.8
Advertising	0.0	0.0
Printing & Photography	0.0	0.0
Postage & Delivery	4.2	4.2
Miscellaneous Operating	0.0	0.0
Depreciation Expense	0.0	0.0
Expenditure Category Total	28.8	30.3
Fund Source		
Appropriated		
2263-A Occupational Therapy Fund (Appropriated)	28.8	30.3
Fund Source Total	28.8	30.3

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Equipment		
Vehicles - Capital Leases	0.0	0.0
Furniture - Capital Leases	0.0	0.0
EDP Equipment - Mainframe - Capital Leases	0.0	0.0
EDP Equipment - Midrange - Capital Leases	0.0	0.0
EDP Equipment - PCs/LAN - Capital Leases	0.0	0.0
Telecommunication Equipment - Capital Leases	0.0	0.0
Other Equipment - Capital Leases	0.0	0.0
Capital Equipment Purchases	0.0	0.0
Vehicles - Non-Capital	0.0	0.0
Furniture - Non-Capital	0.0	0.0
EDP Equipment - Mainframe - Non-Capital	0.0	0.0
Telecommunication Equipment - Non Capital	0.0	0.0
Other Equipment - Non-Capital	0.0	2.0
Purchased Or Licensed Software/Website	0.0	0.0
Internally Generated Software/Website	0.0	0.0

Program Expenditure Schedule

Agency:	OTA	Board of Occupational Therapy Examiners
Program:	1-1	Licensing and Regulation

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
Equipment		
Expenditure Category Total	0.0	2.0
Fund Source		
Appropriated		
2263-A Occupational Therapy Fund (Appropriated)	0.0	2.0
Fund Source Total	0.0	2.0

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
Capital Outlay		
Capital Outlay	0.0	0.0
Expenditure Category Total	0.0	0.0

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
Debt Services		
Debt Service	0.0	0.0
Expenditure Category Total	0.0	0.0

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
Cost Allocation		
Cost Allocation	0.0	0.0
Expenditure Category Total	0.0	0.0

<u>Expenditure Category</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Expd. Plan</u>
Transfers		
Transfers	0.0	0.0
Expenditure Category Total	0.0	0.0

Classification Listing

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>Total FTE</u>
			0.0
AUN02	OT ADMV ASSISTANT II	15	1.0
AUN05	OT EXECUTIVE DIRECTOR	E1	0.5

Employee Retirement Coverage

<u>Retirement System</u>	<u>FTE</u>	<u>Personal Services</u>	<u>Fund#</u>
State Retirement System	1.5	85.0	2263-A
State Retirement System	0.0	0.0	1000-A

Program Expenditure Schedule

Agency: OTA Board of Occupational Therapy Examiners

Program: 1-1 Licensing and Regulation

**Combined Regular & Elected Positions At/Above
FICA Maximum of \$118,500**

Total FTE	Personal Services	FTE's not eligible for Health, Dental & Life
0.0	0.0	0.0

Administrative Costs

Agency: OTA Board of Occupational Therapy Examiners

Administrative Costs Summary

<u>Common Administrative Area</u>	<u>FY 2018</u>
Other Central Administration	0.0
Business and Finance	0.0
Information Technology	0.0
Human Resources	0.0
Director's Office	0.0
Administrative Costs Total:	0.0

Administrative Cost / Total Expenditure Ratio

	<u>Request</u>	<u>Admin %</u>
FY 2018	220.7	0.0%

Statewide Enterprise Licensing Procurement Project	
Agency Requesting The Project:	
Occupational Therapy Examiners Board	
Business Unit Requesting The Project:	
Occupational Therapy Examiners Board	
Sponsor Of the Project:	
Karen Whiteford	
Sponsor Title:	
Executive Director	
Sponsor Phone Number:	Extension:
(602) 589-8353	
Sponsor Email Address:	
karen.whiteford@otboard.az.gov	

Has a Project Request been completed for this PIJ?	Y
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<p>What is the operational issue or business need that the Agency is trying to solve? (i.e. ...current process is manual, which increases resource time/costs to the State/Agency, and leads to errors...)</p> <p>Part of daily operations is the intake, review, and approval of new and renewal applications. Upon approval of an application, the applicant pays the corresponding fee, and the application is then issued, or renewed. The current application system and process are in need of updating due to:</p> <ul style="list-style-type: none"> - The application is largely a manual process, which is resource heavy - The manual process leads to more rework, as there is no point in the application process to ensure that fields are completed or filled out correctly, or required fields are filled out prior to submission - There is no automatic way to track ongoing applications from either the State, or the applicants side - The existing database is housed in an old and unsupported technology which is cost prohibitive to update, manage and maintain beyond its current limited capabilities, or is completely paper and file cabinet driven - The existing application process does not allow for online payments, which causes extra work for both the Board, and the applicant, and increase the time it takes to complete - Not having online payment capabilities does not align with State initiatives - With resources spending more time on applications, other activities such as audits and reviewing customer complaints, which are valuable to the state, cannot be completed as quickly or efficiently as we would like
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<p>How will solving this issue or addressing this need benefit the State or the Agency?</p> <p>By moving to an automated, paperless, on-line solution, the following benefits to the State and the Board will be:</p> <ul style="list-style-type: none"> - Resource will spend less time on paperwork and more time assisting applicants, customers, and other stakeholders - A substantial amount of rework due to incomplete applications, incorrect application data, and human error will be eliminated, increasing efficiencies of the process and allowing applications to move through the process faster - Being able to track ongoing applications will allow metrics to be reviewed for process improvement, and applicants will know at which step of the process the application is in, reducing those types of requests, which also take up resources - Moving to a new fully supported system will allow for the existing database to be sunset, and the current system will have more capabilities, and be more responsive to changes in legislation as it will be configurable, and not require customization - The ability to take online payments and integrate with the States payment processing will bring the Board into compliance with State initiatives, and payments will be received more quickly - The addition of receiving online payments will provide vastly improved customer service for applicants - With resources spending less time on application processing, other initiatives, audits, and complaint processing can occur more quickly, providing the best service for the State, and Arizonans, who utilize the services that we provide - Applicants who complete the application successfully will see a reduced time from submittal to approval, allowing for the newly licensed individuals or businesses to provide services more quickly
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<p>Describe the proposed solution to this business need:</p> <p>The Arizona Department of Administration's Strategic Enterprise Technology (ADOA-ASET) office has worked with several Agencies, Boards, and Commissions (ABCs) who provide different license types to complete a detailed list of requirements, and issued an RFP in August 2016 for a statewide enterprise licensing application. This application will allow the ABCs to leverage the selected vendor to implement a new, supported, online application system. Once the vendor is selected, the Board is planning to leverage that contract.</p>

Has the existing technology environment, into which the proposed solution will be implemented, been documented?	Y
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<p>Indicate where that documentation can be found, or provide the information under separate cover before the meeting, otherwise describe below:</p> <p>The existing Database is managed by the Board, and all documentation managed on the current network drives.</p>

Have the business requirements been gathered, along with any technology requirements that have been identified? Y

Are you submitting this as a Pre-PIJ in order to issue a Request for Proposal (RFP) to evaluate options and select a solution that meets the project requirements? Y

Is the final Statement of Work (SOW) for the RFP available for review? Y

Will you be completing an assessment/Pilot/RFP phase, i.e., an evaluation by a vendor, third party or your agency, of the current state, needs, and desired future state, in order to determine the cost, effort, approach (RFP or otherwise) and/or feasibility of a project before submitting the full PIJ? Y

Describe the reason for completing the assessment/Pilot/RFP and the expected deliverable(s) below:
An RFP has been issued as of August, 2016 to review the different licensing options available. The reason for fully documenting the requirements with DOA and other State ABCs was to ensure that the solution would be able to support as many ABCs as possible, and the requirements were defined by the people who know the processes the best.

Provide the estimated cost, if any, to conduct the assessment phase and/or Pilot and/or RFP/solicitation process:
\$0.00

Provide the estimated start and finish date for conducting the assessment/Pilot/RFP solicitation:
Estimated Start Estimated Finish

Provide a projected start and finish date for implementing the final solution.
Estimated Start Estimated Finish

Based on research to date, provide a high-level cost estimate to implement the final solution below:
\$40,000.00

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✓	Has the value of the IT project to the public and the State been identified?
✓	Does the proposed solution address the stated problem or situation?
	Has the budget unit demonstrated competency to carry out the project successfully?
	Have all applicable questions in the PIJ been addressed?
	Have the Areas of Impact associated with the project been identified?
✓	Is sufficient sponsorship and support by budget unit leadership evidenced in the meeting?
	Has the compatibility of the proposed solution with other budget unit solutions been addressed?
	Has a reasonable Project Plan been provided?
	Has the compliance of the proposed solution with all applicable statewide standards been confirmed?
	Have any potential risks or issues associated with the project or the proposed solution been identified and appropriately addressed to minimize unintended consequences?
	Have the cost estimates for the project been vetted for accuracy?
	Have the PIJ Financials been completed?
	Have any/all of the following startup costs to implement the project been included under Development in the financial tables, if applicable - tax; shipping; upfront maintenance and support; professional services (P&OS); ancillary software to run on equipment; ancillary hardware to install equipment, e.g., cables; other associated costs, e.g., training, travel, documentation, etc.?
	Have any/all of the following ongoing/5-year support costs, once the project is implemented, been included under Operational in the financial tables, if applicable - ongoing vendor hosting costs, including any projected increase over time; annual maintenance and support not acquired upfront; extended costs after warranty expiration; P&OS commitments beyond implementation?
	Have you confirmed that no Full Time Employee (FTE) related costs have been included in the project costs?
	Have quotes been provided for all itemized costs in the PIJ, e.g., professional services, hardware, software, licensing, etc.?
	Do the quotes match the itemized list and only reflect those items and costs (within 5%) associated with this project?
	If not, describe below how the costs in the PIJ differ from the quotes, e.g., if quantities are different, costs are comprised of portions of multiple quotes provided, etc.:

If any of the above are not complete, the PIJ cannot be approved at this time.....

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

PIJ Disposition

Approved

Approved with conditions

Not Approved

Strategic Program Manager Analysis

The Arizona Board of Occupational Therapy currently uses a predominately manual process for the receipt, review, and approval of applications and renewals. While a database is used to store the information, it is old, outdated, and is difficult to support. In order to increase efficiencies through the Board, provide better support to the applicants, and better utilize resources, the Board is requesting FY18 funds to utilize the Statewide Enterprise eLicensing platform. An RFP was submitted in August of 2016 and is planned to be award in FY17. Once awarded any Agency, Board, or Commission in the state who provides licenses will be able to jump on board. This Pre-PIJ is to assist in the request of FY18 funds, and will be updated once final costs are available after award of the contract. Approved via delegated authority.

Authorized Approver:	James Dean	Approval Date:	8/26/2016
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Condition (If Applicable)

The Board may not award a contract or proceed with further development efforts until a full PIJ reflecting the final costs, scope of work, technology, and implementation schedule for the proposed solution has been submitted to ADOA-ASET for review and approval.

PIJ Review Checklist

Role	Name	Email Address	Date Reviewed
Agency Project Sponsor*	Karen Whiteford	karen.whiteford@otboard.az.gov	08/25/16
Agency Chief Information Officer (CIO) (or designee)*	Karen Whiteford	karen.whiteford@otboard.az.gov	08/25/16
Agency Information Security Officer (ISO) (or designee)*	Karen Whiteford	karen.whiteford@otboard.az.gov	08/25/16
ADOA-ASET Engagement Manager *	James Dean	James.Dean@azdoa.gov	08/26/16
ADOA-ASET Security, Privacy & Risk (ASET-SPR) representative			
Agency CPO or State Procurement Office (SPO) representative	Jeff Stearns	Jeff.Stearns@azdoa.gov	
Agency CFO or Finance representative (if different from CPO)			
Others to Review (if applicable):			

* Required Attendee

**Arizona Board of Occupational Therapy Examiners
Organizational Chart
FY 2018 Budget**

