

DOUGLAS A. DUCEY  
Governor

QUENTON McCALLISTER  
Chair



KAREN WHITEFORD  
Executive Director

**ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS**

1740 West Adams Street, Suite 3407  
Phoenix, Arizona 85007  
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(602) 589-8353 Fax: (602) 589-8354

August 31, 2020

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

Dear Governor Ducey:

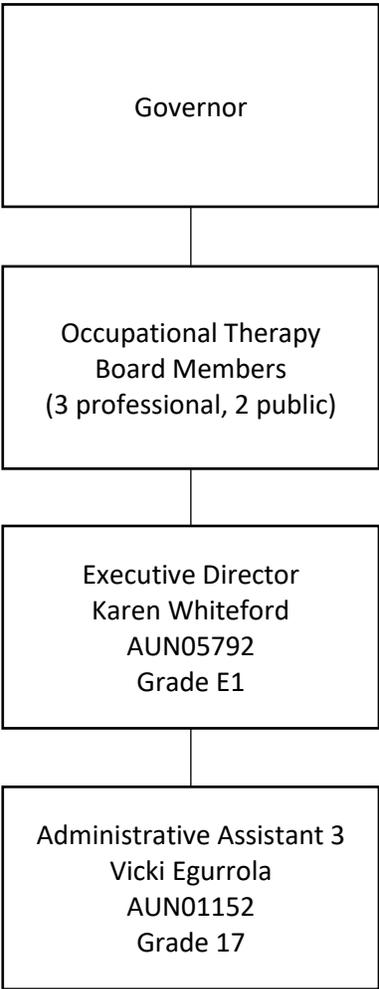
The Arizona Board of Occupational Therapy Examiners hereby submits its budget for Fiscal Year 2022 for your consideration. The Board has identified one issue that requires additional funding. The Board continues to experience growth in licenses and applicants.

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





# State of Arizona Budget Request

State Agency

## Board of Occupational Therapy Examiners

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

### Appropriated Funds

	FY 2021 Approp	FY 2022 Fund. Issue	FY 2022 Total Budget
Total Amount Requested:	204.7	9.0	213.7
Occupational Therapy Fund	204.7	9.0	213.7

### Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2022.

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 8/31/2020

(signature)

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

Prepared By: **Karen Whiteford**

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

Date Prepared: **Monday, August 31, 2020**

Total:	204.7	9.0	213.7
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## Revenue Schedule

<b>Agency:</b>	<b>Board of Occupational Therapy Examiners</b>
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<b>Fund:</b>	<b>AA1000 General Fund</b>
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AFIS Code	Category of Receipt and Description	FY 2020	FY 2021	FY 2022
4314	FILING FEES	1.6	0.0	0.0
4372	PUBLICATIONS AND REPRODUCTIONS	0.6	0.6	0.6
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	24.5	22.9	27.4
4519	OTHER FINES OR FORFEITURES OR PENALTIES	1.0	0.0	0.0
4645	CREDIT CARD DISCOUNT FEES PAID	(0.1)	(0.1)	(0.1)
<b>Fund Total:</b>		27.6	23.4	27.9

## Revenue Schedule

**Agency:** Board of Occupational Therapy Examiners

**Fund:** OT2263 Occupational Therapy Fund

AFIS Code	Category of Receipt and Description	FY 2020	FY 2021	FY 2022
4314	FILING FEES	41.8	0.0	0.0
4339	OTHER FEES AND CHARGES FOR SERVICES	5.2	0.0	0.0
4372	PUBLICATIONS AND REPRODUCTIONS	5.2	5.2	5.2
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	222.2	205.9	246.6
4519	OTHER FINES OR FORFEITURES OR PENALTIES	1.8	0.0	0.0
4645	CREDIT CARD DISCOUNT FEES PAID	0.4	0.4	0.4
<b>Fund Total:</b>		276.6	211.5	252.2

COVID-19 has impacted the occupational therapy profession in that many practitioners have lost their jobs or had their hours cut drastically. In response, the Board offered a fee waiver for those negatively impacted by COVID-19. As of June 30, 2020, the agency granted \$4,740 in fee waivers related to COVID-19.

The agency experiences a biennial fluctuation in licenses issue and in revenue. This fluctuation is illustrated in Figures 1 and 2.

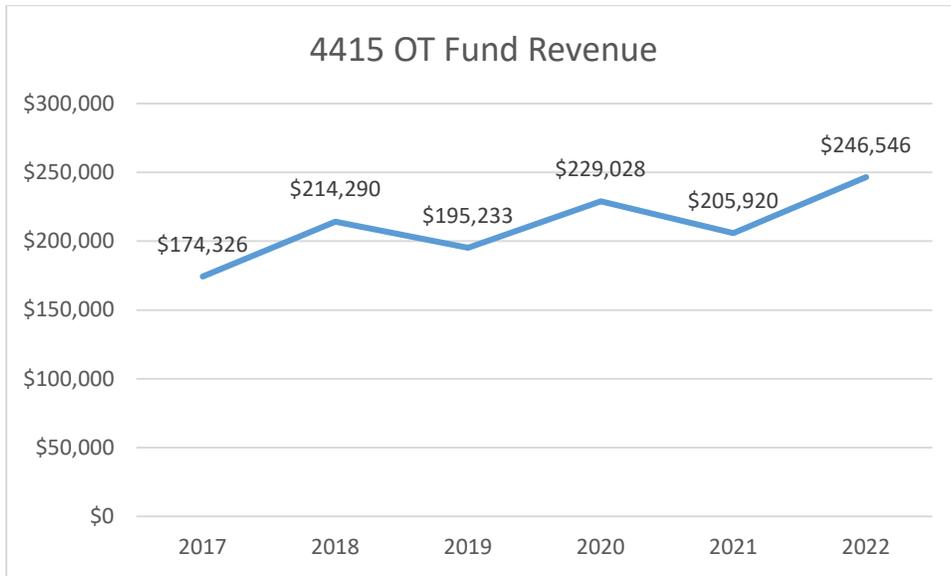


Figure 1

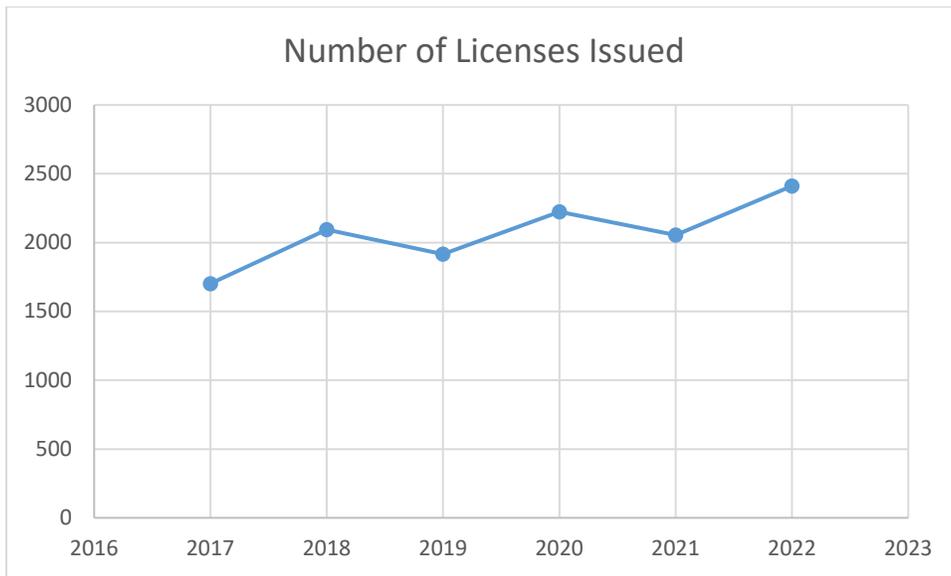


Figure 2

## Sources and Uses of Funds

**Agency:** Board of Occupational Therapy Examiners

**Fund:** OT2263 Occupational Therapy Fund

<b>Cash Flow Summary</b>	<b>Actual FY 2020</b>	<b>Estimate FY 2021</b>	<b>Estimate FY 2022</b>
Balance Forward from Prior Year	762.7	857.9	857.2
Revenue (From Revenue Schedule)	276.6	211.5	252.2
Total Available	1,039.3	1,069.4	1,109.4
Total Appropriated Disbursements	181.4	212.2	213.7
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	857.9	857.2	895.7

<b>Appropriated Expenditure</b>	<b>Actual FY 2020</b>	<b>Estimate FY 2021</b>	<b>Estimate FY 2022</b>
<b>Expenditure Categories</b>			
Personal Services	91.1	99.8	99.8
Employee Related Expenses	43.8	52.2	52.2
Prof. And Outside Services	0.0	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	34.0	49.4	58.4
Equipment	4.2	2.0	2.0
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
<b>Expenditure Categories Total:</b>	<b>173.6</b>	<b>204.7</b>	<b>213.7</b>
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	7.8	7.5	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
<b>Appropriated Expenditure Total:</b>	<b>181.4</b>	<b>212.2</b>	<b>213.7</b>
<b>Appropriated FTE:</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

**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.

## Summary of Expenditure and Budget Request for All Funds

**Agency:** Board of Occupational Therapy Examiners

**Appropriated**

		FY 2020 Actual	FY 2021 Expd. Plan	FY 2022 Fund. Issue	FY 2022 Total Request
Cost Center/Program:					
1	Licensing and Regulation	173.6	204.7	9.0	213.7
		173.6	204.7	9.0	213.7
<b>Expenditure Categories</b>					
	FTE	1.5	1.5	0.0	1.5
	Personal Services	91.1	99.8	0.0	99.8
	Employee Related Expenses	43.8	52.2	0.0	52.2
	Professional and Outside Services	0.0	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	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	34.0	49.4	9.0	58.4
	Equipment	4.2	2.0	0.0	2.0
	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
<b>Expenditure Categories Total:</b>		173.6	204.7	9.0	213.7

## Summary of Expenditure and Budget Request for All Funds

<b>Agency:</b>	<b>Board of Occupational Therapy Examiners</b>
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<b>Agency Total for All Funds:</b>	173.6	204.7	9.0	213.7			
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## Summary of Expenditure and Budget Request for Selected Funds

<b>Agency:</b>	Board of Occupational Therapy Examiners
<b>Fund:</b>	OT2263 Occupational Therapy Fund (Appropriated)

		FY 2020 Actual	FY 2021 Expd. Plan	FY 2022 Fund. Issue	FY 2022 Total Request
Cost Center/Program:					
1	Licensing and Regulation	173.6	204.7	9.0	213.7
		173.6	204.7	9.0	213.7
<b>Expenditure Categories</b>					
	FTE	1.5	1.5	0.0	1.5
	Personal Services	91.1	99.8	0.0	99.8
	Employee Related Expenses	43.8	52.2	0.0	52.2
	Professional and Outside Services	0.0	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	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	34.0	49.4	9.0	58.4
	Equipment	4.2	2.0	0.0	2.0
	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
	<b>Expenditure Categories Total:</b>	173.6	204.7	9.0	213.7
	<b>Fund Total:</b>	173.6	204.7	9.0	213.7

## Summary of Expenditure and Budget Request for Selected Funds

<b>Agency:</b>	Board of Occupational Therapy Examiners
<b>Fund:</b>	OT2263 Occupational Therapy Fund (Appropriated)

	FY 2020 Actual	FY 2021 Expd. Plan	FY 2022 Fund. Issue	FY 2022 Total Request
<b>Agency Total for Selected Funds</b>	173.6	204.7	9.0	213.7

## Program Summary of Expenditures and Budget Request

<b>Agency:</b>	Board of Occupational Therapy Examiners
<b>Program:</b>	Licensing and Regulation

	FY 2020 Actual	FY 2021 Expd. Plan	FY 2022 Fund. Issue	FY 2022 Total Request
<b>Program Summary</b>				
1-1 Licensing and Regulation	173.6	204.7	9.0	213.7
<b>Program Summary Total:</b>	173.6	204.7	9.0	213.7
<b>Expenditure Categories</b>				
0000 FTE Positions	1.5	1.5	0.0	1.5
6000 Personal Services	91.1	99.8	0.0	99.8
6100 Employee Related Expenses	43.8	52.2	0.0	52.2
6200 Professional and Outside Services	0.0	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	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	34.0	49.4	9.0	58.4
8000 Equipment	4.2	2.0	0.0	2.0
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
<b>Expenditure Categories Total:</b>	173.6	204.7	9.0	213.7
<b>Fund Source</b>				
<b>Appropriated Funds</b>				
OT2263-A Occupational Therapy Fund (Appropriated)	173.6	204.7	9.0	213.7
<b>Fund Source Total:</b>	173.6	204.7	9.0	213.7

## Program Group Summary of Expenditures and Budget Request for Selected Funds

<b>Agency:</b>	Board of Occupational Therapy Examiners
<b>Program:</b>	Licensing and Regulation

		FY 2020 Actual	FY 2021 Expd. Plan	FY 2022 Fund. Issue	FY 2022 Total Request
<b>Fund: OT2263-A Occupational Therapy Fund (Appropriated)</b>					
<b>Program Expenditures</b>					
COST CENTER/PROGRAM BUDGET UNIT					
1-1	Licensing and Regulation	173.6	204.7	9.0	213.7
	Total	173.6	204.7	9.0	213.7
<b>Appropriated Funding</b>					
<b>Expenditure Categories</b>					
	FTE Positions	1.5	1.5	0.0	1.5
	Personal Services	91.1	99.8	0.0	99.8
	Employee Related Expenses	43.8	52.2	0.0	52.2
	Professional and Outside Services	0.0	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	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	34.0	49.4	9.0	58.4
	Equipment	4.2	2.0	0.0	2.0
	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
<b>Expenditure Categories Total:</b>		173.6	204.7	9.0	213.7
<b>Fund OT2263-A Total:</b>		173.6	204.7	9.0	213.7
<b>Program 1 Total:</b>		173.6	204.7	9.0	213.7

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

<b>Agency:</b>	Board of Occupational Therapy Examiners
<b>Program:</b>	Licensing and Regulation

Expenditure Categories	FY 2020 Actual	FY 2021 Expd. Plan	FY 2022 Fund. Issue	FY 2022 Total Request
0000 FTE	1.5	1.5	0.0	1.5
6000 Personal Services	91.1	99.8	0.0	99.8
6100 Employee Related Expenses	43.8	52.2	0.0	52.2
6200 Professional and Outside Services	0.0	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	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	34.0	49.4	9.0	58.4
8000 Equipment	4.2	2.0	0.0	2.0
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
<b>Expenditure Categories Total:</b>	173.6	204.7	9.0	213.7
<b>Fund Source</b>				
<b>Appropriated Funds</b>				
OT2263-A Occupational Therapy Fund (Appropriated)	173.6	204.7	9.0	213.7
	173.6	204.7	9.0	213.7
<b>Fund Source Total:</b>	173.6	204.7	9.0	213.7

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

<b>Agency:</b> Board of Occupational Therapy Examiners					
		<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>
		<b>Actual</b>	<b>Expd. Plan</b>	<b>Fund. Issue</b>	<b>Total Request</b>
<b>Program:</b> Licensing and Regulation					
<b>Fund:</b> OT2263-A Occupational Therapy Fund					
<b>Appropriated</b>					
0000	FTE	1.5	1.5	0.0	1.5
6000	Personal Services	91.1	99.8	0.0	99.8
6100	Employee Related Expenses	43.8	52.2	0.0	52.2
6200	Professional and Outside Services	0.0	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	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	34.0	49.4	9.0	58.4
8000	Equipment	4.2	2.0	0.0	2.0
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
<b>Appropriated Total:</b>		173.6	204.7	9.0	213.7
<b>Fund Total:</b>		173.6	204.7	9.0	213.7
<b>Program Total For Selected Funds:</b>		173.6	204.7	9.0	213.7

## Program Expenditure Schedule

<b>Agency:</b>	<b>Board of Occupational Therapy Examiners</b>
<b>Program:</b>	<b>Licensing and Regulation</b>

	FY 2020 Actual	FY 2021 Expd. Plan
FTE	1.5	1.5
<b>Expenditure Category Total</b>	<b>1.5</b>	<b>1.5</b>
<b>Appropriated</b>		
OT2263-A Occupational Therapy Fund (Appropriated)	1.5	1.5
<b>Fund Source Total</b>	<b>1.5</b>	<b>1.5</b>
<hr/>		
Personal Services	86.7	92.8
Boards and Commissions	4.4	7.0
<b>Expenditure Category Total</b>	<b>91.1</b>	<b>99.8</b>
<b>Appropriated</b>		
OT2263-A Occupational Therapy Fund (Appropriated)	91.1	99.8
<b>Fund Source Total</b>	<b>91.1</b>	<b>99.8</b>
<hr/>		
Employee Related Expenses	43.8	52.2
<b>Expenditure Category Total</b>	<b>43.8</b>	<b>52.2</b>
<b>Appropriated</b>		
OT2263-A Occupational Therapy Fund (Appropriated)	43.8	52.2
<b>Fund Source Total</b>	<b>43.8</b>	<b>52.2</b>
<hr/>		
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	0.0	
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	0.0	
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Travel In-State	0.5	1.3

## Program Expenditure Schedule

<b>Agency:</b>	<b>Board of Occupational Therapy Examiners</b>
<b>Program:</b>	<b>Licensing and Regulation</b>

	FY 2020 Actual	FY 2021 Expd. Plan
<b>Expenditure Category Total</b>	<b>0.5</b>	<b>1.3</b>
<b>Appropriated</b>		
OT2263-A Occupational Therapy Fund (Appropriated)	0.5	1.3
<b>Fund Source Total</b>	<b>0.5</b>	<b>1.3</b>
<hr/>		
Travel Out of State	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Food	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Aid to Organizations and Individuals	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Other Operating Expenses		49.4
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	9.3	
Internal Service Data Proc- Pc/Lan	0.0	
External Programming-Mainframe/Legacy	0.0	
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	0.4	
Pmt for AFIS Development & Usage	0.0	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	1.3	

## Program Expenditure Schedule

<b>Agency:</b>	<b>Board of Occupational Therapy Examiners</b>
<b>Program:</b>	<b>Licensing and Regulation</b>

	FY 2020 Actual	FY 2021 Expd. Plan
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	6.5	
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	6.6	
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	0.8	
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	0.8	
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	
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	0.5	

## Program Expenditure Schedule

<b>Agency:</b>	<b>Board of Occupational Therapy Examiners</b>
<b>Program:</b>	<b>Licensing and Regulation</b>

	FY 2020 Actual	FY 2021 Expd. Plan
Other Education And Training Costs	0.0	
Advertising	0.0	
Sponsorships	0.0	
Internal Printing	0.4	
External Printing	0.0	
Photography	0.0	
Postage And Delivery	5.4	
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	0.0	
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	0.5	
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	
<b>Expenditure Category Total</b>	<b>34.0</b>	<b>49.4</b>
<b>Appropriated</b>		
OT2263-A Occupational Therapy Fund (Appropriated)	34.0	49.4
<b>Fund Source Total</b>	<b>34.0</b>	<b>49.4</b>
Current Year Expenditures		2.0
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	

## Program Expenditure Schedule

<b>Agency:</b>	<b>Board of Occupational Therapy Examiners</b>
<b>Program:</b>	<b>Licensing and Regulation</b>

	FY 2020 Actual	FY 2021 Expd. Plan
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	0.4	
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	3.8	
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	
<b>Expenditure Category Total</b>	<b>4.2</b>	<b>2.0</b>
<b>Appropriated</b>		
OT2263-A Occupational Therapy Fund (Appropriated)	4.2	2.0
<b>Fund Source Total</b>	<b>4.2</b>	<b>2.0</b>
<hr/>		
Capital Outlay	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Debt Service	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Cost Allocation	0.0	0.0

## Program Expenditure Schedule

<b>Agency:</b>	Board of Occupational Therapy Examiners
<b>Program:</b>	Licensing and Regulation

	FY 2020 Actual	FY 2021 Expd. Plan
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Transfers	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>

### Employee Retirement Coverage

	FTE	Personal Services	Fund#
Arizona State Retirement System	0.0	92.8	OT2263-A

### Combined Regular & Elected Positions At/Above FICA Maximum of \$142,800

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

## Funding Issues List

**Agency:** Board of Occupational Therapy Examiners

FY 2022

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Aprop. Funds	Non-App Funds
1	eLicensing Support Increase by ASET - Ongoing	0.0	9.0	0.0	9.0	0.0
	<b>Total:</b>	0.0	9.0	0.0	9.0	0.0
	<b>Decision Package Total:</b>	0.0	9.0	0.0	9.0	0.0

## Funding Issue Detail

**Agency:** Board of Occupational Therapy Examiners

**Issue:** 1 eLicensing Support Increase by ASET - Ongoing

**Program:** Licensing and Regulation  
**Fund:** OT2263-A Occupational Therapy Fund (Appropriated)

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

Expenditure Categories	FY 2022
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
<b>Subtotal Personal Services and ERE:</b>	<b>0.0</b>
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	9.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>9.0</b>

## eLicensing Support Increase – ASET – Funding Issue 1 (Ongoing)

The Board has been informed by ASET that there will be an annualized increase in FY2021 of \$9,015 for eLicensing support.

Please see the information below provided by ADOA – ASET:

*“There is a rate change planned for FY2021. The rate is changing from a variable rate to a fixed monthly charge that reflects the current Salesforce Administrator support currently being consumed by the Boards. I am providing a table that provides the new rate and the impact on each Board from FY2020 costs to FY2021 costs.”*

	FY21 Rate Per Month	FY21 Total	FY20 Rate Per Month	FY20 Total	Change Monthly	Change Total
Physical Therapy Board	\$ 1,700.00	\$ 20,400.00	\$2,717.07	\$32,604.82	\$ (1,017.07)	\$ (12,204.82)
Psychology Board	\$ 1,700.00	\$ 20,400.00	\$625.50	\$7,506.02	\$ 1,074.50	\$ 12,893.98
Nursing Care Institution Admins.	\$ 1,700.00	\$ 20,400.00	\$1,377.51	\$16,530.12	\$ 322.49	\$ 3,869.88
Athletic Training	\$ 1,700.00	\$ 20,400.00	\$316.27	\$3,795.18	\$ 1,383.74	\$ 16,604.82
Occupational Therapy	\$ 1,700.00	\$ 20,400.00	\$948.80	\$11,385.54	\$ 751.21	\$ 9,014.46
Dispensing Opticians	\$ 1,700.00	\$ 20,400.00	\$253.01	\$3,036.14	\$ 1,446.99	\$ 17,363.86
Optometry	\$ 1,700.00	\$ 20,400.00	\$534.14	\$6,409.64	\$ 1,165.86	\$ 13,990.36
Podiatry	\$ 1,700.00	\$ 20,400.00	\$279.72	\$3,356.63	\$ 1,420.28	\$ 17,043.37
Funeral Directors	\$ 1,700.00	\$ 20,400.00	\$622.69	\$7,472.29	\$ 1,077.31	\$ 12,927.71
Barbers	\$ 1,700.00	\$ 20,400.00	\$2,676.31	\$32,115.66	\$ (976.31)	\$ (11,715.66)
Acupuncture	\$ 1,700.00	\$ 20,400.00	\$284.50	\$3,413.98	\$ 1,415.50	\$ 16,986.02
Private Post Secondary	\$ 1,700.00	\$ 20,400.00	\$75.34	\$904.10	\$ 1,624.66	\$ 19,495.90
Respiratory Care	\$ 1,700.00	\$ 20,400.00	\$955.82	\$11,469.88	\$ 744.18	\$ 8,930.12

# Administrative Costs

Agency: Board of Occupational Therapy Examiners

## Administrative Costs Summary

Common Administrative Area	FY 2021
Personal Services	7.2
ERE	3.0
All Other	0.5
<b>Administrative Costs Total:</b>	<b>10.7</b>

## Administrative Cost / Total Expenditure Ratio

	Request	Admin %
FY 2021	213.7	5.0%

# 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

	FY2023 Estimate	FY2024 Estimate	FY2025 Estimate
<b>Full-Time Equivalent Positions</b>	0.0	0.0	0.0
<b>General Fund</b>	0.0	0.0	0.0
<b>Other Appropriated Funds</b>	0.0	0.0	0.0
<b>Non-Appropriated Funds</b>	0.0	0.0	0.0
<b>Federal Funds</b>	0.0	0.0	0.0

**2020 - 2022 ARIZONA MASTER LIST OF STATE GOVERNMENT PROGRAMS**

OTA 0.0	<b>Agency Summary</b>
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	<b>Program Summary</b>
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 FY2020: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.

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.

<b>Performance Measures</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Estimate</b>
Number of occupational therapy complaints received	12	15	15
Number of complaints resulting in disciplinary action	3	5	5
Complaints resolved within 120 days	5	15	15
Percent of complaints resolved within 120 days	42	100	100

◆ **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 FY2020: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.

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.

<b>Performance Measures</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Estimate</b>
Number of license renewal applications received and renewed (OTs and OTAs)	1,765	1,526	1,936
Number of Licensees (OTs and OTAs)	4,445	4,699	4,941
Number of initial license applications received (OTs and OTAs)	458	472	477
Number of Initial Licenses Issued (OTs and OTAs)	490	510	525
Average calendar days to process and issue a renewal application	15	12	12
Number of days from application submission to license issuance			
Average calendar days to process and issue an initial license	15	10	10
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 FY2020: To ensure Board policies and procedures are applied consistently to all applicants and licensees.

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.

<b>Performance Measures</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Estimate</b>
Percent of licenses issued within 10 days of approval	100	100	100
Number of individuals licensed as occupational therapists	2,992	3,156	3,312
Number of individuals licensed as Occupational Therapy Assistants	1,453	1,544	1,628

**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 2020 Obj: To utilize the Board statutes and rules to adjudicate complaints efficiently and effectively.  
 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.

**Performance Measures:**

ML	Budget	Type		FY 2019 Actual	FY 2020 Estimate	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate	
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of occupational therapy complaints received	17	15	12	15	15
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of complaints resulting in disciplinary action	3	5	3	5	5
				There are six complaints opened in FY20 that have not been adjudicated to-date.					
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Complaints resolved within 120 days	8	15	5	15	15
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Percent of complaints resolved within 120 days	47	100	42	100	100
				Many complaints received in FY20 required further investigation and subpoenaed patient records. Three complaints were received less than 60 days before the end of the fiscal year.					

◆ **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 2020 Obj: To process licenses and renewal efficiently and effectively, and maintain strict continuing education requirements.  
 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.

**Performance Measures:**

ML	Budget	Type		FY 2019 Actual	FY 2020 Estimate	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of license renewal applications received and renewed (OTs and OTAs)	1421	1859	1,765	1,526	1,936
				Numbers reduced because of COVID-19 job losses.					
				The number of renewal is lower on even-numbered years because of the large number of licenses issued the first year the agency was in place. Many of these original licensees continue to renew on even-numbered years.					
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Number of Licensees (OTs and OTAs)	4,250	4,439	4,445	4,699	4,941

				FY 2019 Actual	FY 2020 Estimate	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate	
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of initial license applications received (OTs and OTAs)	509	564	458	472	477
				Removed limited licenses from reports because some were duplicate with full license.					
				Chose loser confidence numbers due to COVID-19.					
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Number of Initial Licenses Issued (OTs and OTAs)	490	526	490	510	525
				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	22	20	15	12	12
				The Board of Occupational Therapy Exainers granted authority to approve applications that did not require Board review to its executive director, resulting in a reduction in the number of days to process and issue a license.					
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average calendar days to process and issue an initial license	10	10	15	10	10

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

**Objectives:** 1 2020 Obj: To ensure Board policies and procedures are applied consistently to all applicants and licensees.

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.

**Performance Measures:**

				FY 2019 Actual	FY 2020 Estimate	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Percent of licenses issued within 10 days of approval	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP	Number of individuals licensed as occupational therapists	2862	3000	2,992	3,156	3,312
				Many occupational therapist 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.					
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Number of individuals licensed as Occupational Therapy Assistants	1388	1483	1,453	1,544	1,628
				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

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

ML	Budget	Type	Performance Measure	FY 2019 Actual	FY 2020 Estimate	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of occupational therapy complaints received	17	15	12	15	15
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP	Number of individuals licensed as occupational therapists	2862	3000	2,992	3,156	3,312