



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
3443 NORTH CENTRAL AVENUE, SUITE 1700
PHOENIX, AZ 85012
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DOUGLAS A. DUCEY
Governor

TOBI ZAVALA
Executive Director

August 31, 2017

The Honorable Douglas A. Ducey
Governor, State of Arizona
1700 West Washington
Phoenix, AZ 85007

Dear Governor Ducey:

In accordance with guidelines from the Office of Strategic Planning and Budgeting, the Arizona Board of Behavioral Health Examiners respectively submits its FY 2019 operating budget request.

The Board is pleased to present a plan which reflects our mission to establish and maintain standards of qualifications and performance for licensed behavioral health professionals and to regulate the practice of licensed behavioral health professionals for protection of the public.

Your support of the Board's FY 2019 operating budget request is greatly appreciated as it moves through the appropriation process.

If you have any questions, please do not hesitate to contact me at 602-542-1617 or tobi.zavala@azbbhe.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Tobi Zavala".

Tobi Zavala
Executive Director



State of Arizona Budget Request

State Agency

Board of Behavioral Health Examiners

A.R.S. Citation: 32-3251

Appropriated Funds

FY 2018 Approp	FY 2019 Fund. Issue	FY 2019 Total Budget
1,777.8	523.0	2,300.8
1,777.8	523.0	2,300.8

Total Amount Requested:

Behavioral Health Examiners Fund

Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2019.

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

Agency Head: **Tobi Zavala**

Title: **Executive Director**

Tobi Zavala 8/30/2017

(signature)

Phone: **(602) 542-1617**

Prepared By: **Tobi Zavala**

Email Address: **Tobi.Zavala@azbbhe.us**

Date Prepared: **Wednesday, August 30, 2017**

Total: 1,777.8 523.0 2,300.8

Revenue Schedule

Agency: Board of Behavioral Health Examiners

Fund: 1000 General Fund

AFIS Code	Category of Receipt and Description	FY 2017	FY 2018	FY 2019
4339	OTHER FEES AND CHARGES FOR SERVICES	0.6	0.5	0.5
4372	PUBLICATIONS AND REPRODUCTIONS	1.9	2.9	2.9
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	56.6	57.5	57.5
4419	OTHER LICENSES	136.6	161.0	140.0
4519	OTHER FINES OR FORFEITURES OR PENALTIES	2.0	2.6	2.6
4645	CREDIT CARD DISCOUNT FEES PAID	(2.5)	(2.0)	(2.0)
Fund Total:		195.2	222.5	201.5

Revenue Schedule

Agency: Board of Behavioral Health Examiners

Fund: 2256 Behavioral Health Examiners Fund

AFIS Code	Category of Receipt and Description	FY 2017	FY 2018	FY 2019
4339	OTHER FEES AND CHARGES FOR SERVICES	5.1	4.6	4.6
4372	PUBLICATIONS AND REPRODUCTIONS	17.3	15.0	15.0
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	510.9	517.7	517.7
4419	OTHER LICENSES	1,228.4	1,449.0	1,260.0
4449	OTHER FEES	(0.2)	0.0	0.0
4519	OTHER FINES OR FORFEITURES OR PENALTIES	17.9	16.5	16.5
4645	CREDIT CARD DISCOUNT FEES PAID	(25.0)	(25.0)	(25.0)
4649	CREDIT CARD CONVENIENCE FEES REVENUE	22.4	25.0	25.0
4699	MISCELLANEOUS RECEIPTS	1.0	0.0	0.0
Fund Total:		1,777.8	2,002.8	1,813.8

Sources and Uses of Funds

Agency: **Board of Behavioral Health Examiners**

Fund: **2256 Behavioral Health Examiners Fund**

Cash Flow Summary	Actual FY 2017	Estimate FY 2018	Estimate FY 2019
Balance Forward from Prior Year	1,807.6	2,029.6	2,254.6
Revenue (From Revenue Schedule)	1,777.8	2,002.8	1,813.8
Total Available	3,585.4	4,032.4	4,068.4
Total Appropriated Disbursements	1,555.8	1,777.8	2,300.8
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	2,029.6	2,254.6	1,767.6

Appropriated Expenditure	Actual FY 2017	Estimate FY 2018	Estimate FY 2019
Expenditure Categories			
Personal Services	821.8	900.4	900.4
Employee Related Expenses	324.4	335.4	335.4
Prof. And Outside Services	187.8	267.1	790.1
Travel - In State	7.7	10.0	10.0
Travel - Out of State	8.2	8.0	8.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	186.8	236.5	236.5
Equipment	5.2	20.4	20.4
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	0.1	0.0	0.0
Expenditure Categories Total:	1,542.1	1,777.8	2,300.8
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	13.7	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:	1,555.8	1,777.8	2,300.8
Appropriated FTE:	17.0	17.0	17.0

Fund Description

OSPB: Revenues are from the fees, fines, and other revenue collected by the Board, and are used to certify and regulate behavioral health professionals in the fields of social work, counseling, marriage and family therapy, and substance abuse counseling.

Funding Issues List

Agency: Board of Behavioral Health Examiners

FY 2019

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Approp. Funds	Non-App Funds
1	E-Licensing	0.0	450.0	0.0	450.0	0.0
2	Digitization of records	0.0	73.0	0.0	73.0	0.0
Total:		0.0	523.0	0.0	523.0	0.0
Decision Package Total:		0.0	523.0	0.0	523.0	0.0

Funding Issue Detail

Agency: Board of Behavioral Health Examiners

Issue: 1 E-Licensing

Program: Licensing and Regulation
 Fund: 2256-A Behavioral Health Examiner Fund (Appropriated)

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

Expenditure Categories	FY 2019
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
Subtotal Personal Services and ERE:	0.0
Professional & Outside Services	450.0
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:	450.0

Issue: 2 Digitization of records

Program: Licensing and Regulation
 Fund: 2256-A Behavioral Health Examiner Fund (Appropriated)

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

Expenditure Categories	FY 2019
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
Subtotal Personal Services and ERE:	0.0
Professional & Outside Services	73.0
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:	73.0

Summary of Expenditure and Budget Request for All Funds

Agency: **Board of Behavioral Health Examiners**

Appropriated

Cost Center/Program:	FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
1 Licensing and Regulation	1,542.1	1,777.8	523.0	2,300.8
	1,542.1	1,777.8	523.0	2,300.8
Expenditure Categories				
FTE	17.0	17.0	0.0	17.0
Personal Services	821.8	900.4	0.0	900.4
Employee Related Expenses	324.4	335.4	0.0	335.4
Professional and Outside Services	187.8	267.1	523.0	790.1
Travel In-State	7.7	10.0	0.0	10.0
Travel Out of State	8.2	8.0	0.0	8.0
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	186.8	236.5	0.0	236.5
Equipment	5.2	20.4	0.0	20.4
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	0.1	0.0	0.0	0.0
Expenditure Categories Total:	1,542.1	1,777.8	523.0	2,300.8

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Behavioral Health Examiners

Agency Total for All Funds:

1,542.1 1,777.8 523.0 2,300.8

Summary of Expenditure and Budget Request for Selected Funds

Agency: Board of Behavioral Health Examiners

Fund: 2256 Behavioral Health Examiner Fund (Appropriated)

	FY 2017	FY 2018	FY 2019	FY 2019	FY 2019
	Actual	Expd. Plan	Fund. Issue	Total Request	Total Request
Cost Center/Program:					
1 Licensing and Regulation	1,542.1	1,777.8	523.0	2,300.8	2,300.8
	1,542.1	1,777.8	523.0	2,300.8	2,300.8
Expenditure Categories					
FTE	17.0	17.0	0.0	17.0	17.0
Personal Services	821.8	900.4	0.0	900.4	900.4
Employee Related Expenses	324.4	335.4	0.0	335.4	335.4
Professional and Outside Services	187.8	267.1	523.0	790.1	790.1
Travel In-State	7.7	10.0	0.0	10.0	10.0
Travel Out of State	8.2	8.0	0.0	8.0	8.0
Food	0.0	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0	0.0
Other Operating Expenses	186.8	236.5	0.0	236.5	236.5
Equipment	5.2	20.4	0.0	20.4	20.4
Capital Outlay	0.0	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0	0.0
Transfers	0.1	0.0	0.0	0.0	0.0
Expenditure Categories Total:	1,542.1	1,777.8	523.0	2,300.8	2,300.8
Fund Total:	1,542.1	1,777.8	523.0	2,300.8	2,300.8

Summary of Expenditure and Budget Request for Selected Funds

Agency: Board of Behavioral Health Examiners

Fund: 2256 Behavioral Health Examiner Fund (Appropriated)

	FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
Agency Total for Selected Funds	1,542.1	1,777.8	523.0	2,300.8

Program Summary of Expenditures and Budget Request

Agency: Board of Behavioral Health Examiners
 Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
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Program Summary				
1-1	1,542.1	1,777.8	523.0	2,300.8
Program Summary Total:				
	1,542.1	1,777.8	523.0	2,300.8

Expenditure Categories				
0000	17.0	17.0	0.0	17.0
6000	821.8	900.4	0.0	900.4
6100	324.4	335.4	0.0	335.4
6200	187.8	267.1	523.0	790.1
6500	7.7	10.0	0.0	10.0
6600	8.2	8.0	0.0	8.0
6700	0.0	0.0	0.0	0.0
6800	0.0	0.0	0.0	0.0
7000	186.8	236.5	0.0	236.5
8000	5.2	20.4	0.0	20.4
8100	0.0	0.0	0.0	0.0
8600	0.0	0.0	0.0	0.0
9000	0.0	0.0	0.0	0.0
9100	0.1	0.0	0.0	0.0
Expenditure Categories Total:				
	1,542.1	1,777.8	523.0	2,300.8

Fund Source				
Appropriated Funds				
2256-A Behavioral Health Examiner Fund (Appropriated)	1,542.1	1,777.8	523.0	2,300.8
Fund Source Total:				
	1,542.1	1,777.8	523.0	2,300.8

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency: Board of Behavioral Health Examiners
 Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
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Fund: 2256-A Behavioral Health Examiner Fund (Appropriated)

Program Expenditures

COST CENTER/PROGRAM BUDGET UNIT

1-1 Licensing and Regulation	1,542.1	1,777.8	523.0	2,300.8
Total	1,542.1	1,777.8	523.0	2,300.8

Appropriated Funding

Expenditure Categories

FTE Positions				
Personal Services	17.0	17.0	0.0	17.0
Employee Related Expenses	821.8	900.4	0.0	900.4
Professional and Outside Services	324.4	335.4	0.0	335.4
Travel In-State	187.8	267.1	523.0	790.1
Travel Out of State	7.7	10.0	0.0	10.0
Food	8.2	8.0	0.0	8.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	186.8	236.5	0.0	236.5
Equipment	5.2	20.4	0.0	20.4
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	0.1	0.0	0.0	0.0
Expenditure Categories Total:	1,542.1	1,777.8	523.0	2,300.8
Fund 2256-A Total:	1,542.1	1,777.8	523.0	2,300.8
Program 1 Total:	1,542.1	1,777.8	523.0	2,300.8

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

Agency: Board of Behavioral Health Examiners
 Program: Licensing and Regulation

Expenditure Categories	FY 2017	FY 2018	FY 2019	FY 2019
	Actual	Expd. Plan	Fund. Issue	Total Request
0000 FTE	17.0	17.0	0.0	17.0
6000 Personal Services	821.8	900.4	0.0	900.4
6100 Employee Related Expenses	324.4	335.4	0.0	335.4
6200 Professional and Outside Services	187.8	267.1	523.0	790.1
6500 Travel In-State	7.7	10.0	0.0	10.0
6600 Travel Out of State	8.2	8.0	0.0	8.0
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	186.8	236.5	0.0	236.5
8000 Equipment	5.2	20.4	0.0	20.4
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	0.1	0.0	0.0	0.0
Expenditure Categories Total:	1,542.1	1,777.8	523.0	2,300.8

Expenditure Categories Total:

Fund Source

Appropriated Funds	FY 2017	FY 2018	FY 2019	FY 2019
	Actual	Expd. Plan	Fund. Issue	Total Request
2256-A Behavioral Health Examiner Fund (Appropriated)	1,542.1	1,777.8	523.0	2,300.8
Fund Source Total:	1,542.1	1,777.8	523.0	2,300.8

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

Agency: Board of Behavioral Health Examiners

	FY 2017	FY 2018	FY 2019	FY 2019
	Actual	Expd. Plan	Fund. Issue	Total Request

Program: Licensing and Regulation

Fund: 2256-A Behavioral Health Examiners Fund

	FY 2017	FY 2018	FY 2019	FY 2019
	Actual	Expd. Plan	Fund. Issue	Total Request
Appropriated				
0000 FTE	17.0	17.0	0.0	17.0
6000 Personal Services	821.8	900.4	0.0	900.4
6100 Employee Related Expenses	324.4	335.4	0.0	335.4
6200 Professional and Outside Services	187.8	267.1	523.0	790.1
6500 Travel In-State	7.7	10.0	0.0	10.0
6600 Travel Out of State	8.2	8.0	0.0	8.0
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	186.8	236.5	0.0	236.5
8000 Equipment	5.2	20.4	0.0	20.4
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	0.1	0.0	0.0	0.0
Appropriated Total:	1,542.1	1,777.8	523.0	2,300.8
Fund Total:	1,542.1	1,777.8	523.0	2,300.8
Program Total For Selected Funds:	1,542.1	1,777.8	523.0	2,300.8

Program Expenditure Schedule

Agency: Board of Behavioral Health Examiners

Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan
FTE	17.0	17.0
Expenditure Category Total	17.0	17.0
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	17.0	17.0
Fund Source Total	17.0	17.0
Personal Services	804.2	878.4
Boards and Commissions	17.6	22.0
Expenditure Category Total	821.8	900.4
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	821.8	900.4
Fund Source Total	821.8	900.4
Employee Related Expenses	324.4	335.4
Expenditure Category Total	324.4	335.4
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	324.4	335.4
Fund Source Total	324.4	335.4
Professional and Outside Services		267.1
External Prof/Outside Serv Budg And Appn	0.0	
External Investment Services	0.0	
Other External Financial Services	0.0	
Attorney General Legal Services	178.3	
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	1.5	
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	
Non - Confidential Specialist Fees	0.0	
Confidential Specialist Fees	0.0	
Outside Actuarial Costs	0.0	
Other Professional And Outside Services	8.0	
Expenditure Category Total	187.8	267.1
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	187.8	267.1
Fund Source Total	187.8	267.1

Program Expenditure Schedule

Agency: Board of Behavioral Health Examiners

Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan
Travel In-State	7.7	10.0
Expenditure Category Total	7.7	10.0
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	7.7	10.0
Fund Source Total	7.7	10.0
Travel Out of State	8.2	8.0
Expenditure Category Total	8.2	8.0
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	8.2	8.0
Fund Source Total	8.2	8.0
Food	0.0	0.0
Expenditure Category Total	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0
Expenditure Category Total	0.0	0.0
Other Operating Expenses		236.5
Other Operating Expenditures Budg Approp	0.0	
Other Operating Expenditures Excluded from Cost Allocati	0.0	
Risk Management Charges To State Agency	5.2	
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	8.0	
Internal Service Data Proc- Pc/Lan	9.2	
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	

Program Expenditure Schedule

Agency: Board of Behavioral Health Examiners

Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan
Othr External Data Proc-Pc/Lan/Serv/Web	1.1	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	0.0	
External Telecom Long Distance-Out-State	0.0	
Other External Telecommunication Service	12.4	
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	0.0	
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	96.0	
Rental Of Computer Equipment	0.0	
Rental Of Other Machinery And Equipment	0.0	
Miscellaneous Rent	3.8	
Interest On Overdue Payments	0.0	
All Other Interest Payments	0.0	
Internal Acct/Budg/Financial Svcs	4.0	
Other Internal Services	0.0	
Repair And Maintenance - Buildings	2.1	
Repair And Maintenance - Vehicles	0.0	
Repair And Maint - Mainframe And Legacy	0.0	
Repair And Maint-Pc/Lan/Serv/Web	0.6	
Repair And Maintenance - Other Equipment	6.0	
Other Repair And Maintenance	0.0	
Software Support And Maintenance	0.9	
Uniforms	0.0	
Inmate Clothing	0.0	
Security Supplies	0.0	
Office Supplies	13.7	
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	0.1	
Publications	0.0	
Aggregate Withheld Or Paid Commissions	0.0	
Lottery Prizes	0.0	
Material for Further Processing	0.0	
Other Resale Supplies	0.0	
Loss On Sales Of Capital Assets	0.0	
Employee Tuition Reimbursement-Graduate	0.0	
Employee Tuition Reimb Under-Grad/Other	0.0	

Program Expenditure Schedule

Agency: Board of Behavioral Health Examiners

Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan
Conference Registration-Attendance Fees	2.5	
Other Education And Training Costs	0.0	
Advertising	0.0	
Internal Printing	1.8	
External Printing	0.0	
Photography	0.0	
Postage And Delivery	17.4	
Distribution To State Universities	0.0	
Other Intrastate Distributions	0.0	
Awards	0.0	
Entertainment And Promotional Items	0.0	
Dues	1.5	
Books- Subscriptions And Publications	0.3	
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	
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	
Pmnts Made to Resolve/Disputes/Avoid Costs of Litigation	0.0	
Pmnts 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	186.8	236.5
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	186.8	236.5
Fund Source Total	186.8	236.5
		20.4
Current Year Expenditures		
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	

Program Expenditure Schedule

Agency: Board of Behavioral Health Examiners

Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan
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	0.8	
Works Of Art And Hist Treas-Non Capital	0.0	
Furniture Non-Capital Leases	0.0	
Computer Equipment Non-Capital Purchase	4.2	
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	0.2	
Internally Generated Software/Website	0.0	
LICENSES AND PERMITS	0.0	
Right-Of-Way/Easement/Extraction Exp	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	5.2	20.4
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	5.2	20.4
Fund Source Total	5.2	20.4
<hr/>		
Capital Outlay	0.0	0.0
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	0.1	0.0

Program Expenditure Schedule

Agency: Board of Behavioral Health Examiners

Program: Licensing and Regulation

	FY 2017 Actual	FY 2018 Expd. Plan
Expenditure Category Total	0.1	0.0
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	0.1	0.0
Fund Source Total	0.1	0.0

Employee Retirement Coverage

Retirement System	FTE	Personal Services	Fund#
State Retirement System	17.0	878.4	2256-A

**Combined Regular & Elected Positions At/Above
FICA Maximum of \$127,200**

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

Administrative Costs

Agency: Board of Behavioral Health Examiners

Administrative Costs Summary

Common Administrative Area	FY 2019
Personal Services	48.0
ERE	19.0
All Other	1.0
Administrative Costs Total:	68.0

Administrative Cost / Total Expenditure Ratio

	Request	Admin %
FY 2019	2,300.8	3.0%

Revenue Justification

1. Purpose of the Fund

The Board is authorized to collect fees necessary to support its functions, which include ensuring that licensed behavioral health professionals meet required minimum standards in education, experience and competency and investigating and taking disciplinary action against incompetent and/or unprofessional licensees and applicants.

2. Sources of Revenues

The overwhelming majority of the Board's revenues come from four sources: licensure application fees, license issuance fees, biennial renewal fees and verification fees.

The Board's current fees are as follows:

Licensure application fee	\$ 250
Independent license issuance fee ¹	\$ 250
Non-Independent license issuance fee	\$ 100
Biennial renewal fee	\$ 350
Biennial renewal fee for professionals submitting more than one renewal application	\$ 175
Verification fee	\$ 20

3. Explanation of Methodology Used

FY 2017 Actual Revenue²

1476	Applications	\$ 250	\$ 369,000
1329	Approved Licenses	\$ 250/\$100	\$ 198,500
3910	Renewals	\$ 350	\$1,365,000 ³
285	Verifications	\$ 20	\$ 5,700
	Miscellaneous revenue		\$ 34,800
			<u>\$ 1,973,000</u>
	Revenue for Behavioral Health Examiners Fund 90%		\$ 1,777,800
	FY2017 Expenditures		<u>\$ 1,555,800</u>
	Total revenue surplus over expenditures		\$ 222,000

¹ A license issuance fee is charged when the Board approves a license. Historically, independent level licenses have represented 33 percent of the total applications received.

² All revenues include the 10 percent deposits into the General Fund.

³ Total renewal revenue reflects the loss of revenue resulting from the fee discount available to licensees who renew multiple licenses at the same time. Renewal revenue may also include a gain from proration of renewal fees for licensees synchronizing their expiration dates on multiple licenses.

FY 2018 Expected Revenue

1500 Applications	\$ 250 ⁴	\$ 375,000 ⁴
1350 Approved Licenses	\$ 250/\$100 ⁴	\$ 200,300 ⁴
4600 Renewals	\$ 350	\$1,610,000
255 Verifications	\$ 20	\$ 5,100
Miscellaneous revenue		<u>\$ 35,000</u>
TOTAL expected revenue		\$ 2,225,400

Estimated Revenue for Behavioral Health Examiners Fund 90%	\$ 2,002,860
FY2018 Appropriation	<u>\$ 1,777,800</u>
Total revenue surplus over appropriation	\$ 225,060

FY 2019 Expected Revenue

1500 Applications	\$ 250 ⁴	\$ 375,000 ⁴
1350 Approved Licenses	\$ 250/\$100 ⁴	\$ 200,300 ⁴
4000 Renewals	\$ 350	\$1,400,000 ⁵
255 Verifications	\$ 20	\$ 5,100
Miscellaneous revenue		<u>\$ 35,000</u>
TOTAL expected revenue		\$ 2,015,400

Estimated Revenue for Behavioral Health Examiners Fund 90%	\$1,813,860
FY2019 Appropriation	<u>\$1,777,800</u>
Total revenue surplus over appropriation	\$ 36,060

⁴ Laws 2017, Ch. 323 establishes a fee waiver opportunity for lower income applicants. It is impossible for the Board to predict the number of applicants who may qualify, but application and issuance fee revenue will likely be impacted.

⁵ The Board issued 2,000 new certificates in FY 2004. These certificates automatically became licenses on July 1, 2004. These licenses must be renewed every two years after issuance. As a result of the extraordinary number of new certificates issued in FY 2004, the Board's renewal revenues will always be significantly greater in even numbered years.



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DOUGLAS A. DUCEY
Governor

TOBI ZAVALA
Executive Director

Funding Issue
e-Licensing – One-time Request – Priority #1

The Arizona Board of Behavioral Health Examiners (“Board”) is requesting a one-time additional appropriation for purposes of migration of their current database to an integrated e-Licensing platform. The e-Licensing project is a digital government solution designed to provide citizens and businesses with faster, easier and more intuitive access to State services. The project follows the intent of Executive Order 15-01 to identify services not currently available electronically and develop a plan to provide those services and payments online. Fourteen Boards and Agencies were selected to participate in Phase I of the project beginning in FY2018.

The Board is planning to engage the state approved e-Licensing vendor to begin the project in FY2019 following completion of Phase I. The Board has 10 unique license types, and more complex work flows than many of the Phase I participants, and anticipates the customization costs for implementation to be substantial.

The Board is currently using an outdated Access database with very limited technological capabilities. To greatly improve the staff’s ability to communicate electronically with the Board’s applicants and licensees, and to expedite the public’s processing of transactions (applications, renewals, complaints, record requests, etc) the Board requires an updated e-Licensing system.

Benefits of converting to e-Licensing include:

- Cloud storage of data mitigates the risk of failure of critical agency records
- True “on-line” experience for applicants and licensees
- Automation of cumbersome paper processes
- Increased communication tools with citizens
- Additional capabilities for licensees to view their information and history
- Large team of data support
- Ease of use for staff

In accordance with Laws 2017, Chapter 78, the Board plans to begin accepting records electronically through the e-Licensing project. The Board’s current database has no ability to be upgraded or modified to allow a web-based interaction. The Board’s alternatives would be to continue using a very outdated, unsupported Access database that does not allow website integration, or to research alternate solutions. A Board representative participated in the RFP process for the e-Licensing project, and believes the team chose the best solution, and that the product/vendor selected will be the best alternative to meet the Board’s needs.

Should the funding issue not be approved for FY2019, the Board will need to continue to maintain the outdated database and is at risk of critical loss of data because of the lack of support for the Access program. In addition, the public will continue to be burdened by having to submit paper forms for transactions that will be automated with e-Licensing.

It is the Board's understanding that a "blanket" PIJ was completed by ADOA-ASET in conjunction with the RFP for an enterprise e-Licensing solution that would pertain to all agencies, boards and commissions.

Based on historical precedent established by other state agencies who have completed a migration of this magnitude, previous requests for quotes from e-Licensing vendors, and analyzing the state contract with the selected vendor, the Board is requesting the amount below for implementation of an e-Licensing solution:

Appropriation Request:

\$ 450,000 **Total FY 2019 Appropriation Request**



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Funding Issue
Digitization of records – One-time Request – Priority #2

The Arizona Board of Behavioral Health Examiners (“Board”) is requesting a one-time additional appropriation for purposes of digitizing all active and closed licensing files that are currently stored in paper form.

The project further aligns with the state’s initiative for agencies to conduct business electronically where possible. The Board is planning to engage the state’s e-Licensing vendor in FY2019 to migrate licensing data to the chosen platform. To make the migration easier and provide access to historical records, digitization is necessary so that staff won’t need to maintain two systems (new information electronically, and historical information in paper form).

Benefits of digitizing include:

- Prepare the historical files for import to the new e-Licensing application
- Eliminate the need for file storage space (currently > 450 square feet)
- Mitigate the risk of having a single point of failure for critical agency records
- Provide added levels of security for access to records
- Provide staff easier searching capabilities

Based on the estimate provided by a document solutions vendor, the Board has 1.1 million pages to be digitized. The magnitude of this project dictates that an outside vendor be engaged. With only 14 staff members serving almost 11,000 licensees and an average of 900 new applications in process at any given time, the alternative of handling the project in house is not feasible.

In accordance with Laws 2017, Chapter 78, the Board plans to begin accepting records electronically through the e-Licensing project. To further supplement the effectiveness of the e-Licensing process, digitizing historical data and managing it electronically will greatly improve the experience of the staff who use the data daily and the public who will have more options of viewing and updating data.

Should the funding issue not be approved for FY2019, the Board will need to continue to maintain two separate filing systems and the effectiveness of the e-Licensing project will be limited with no historical records attached.

It is the Board’s understanding that a “blanket” PIJ was completed by ADOA-ASET in conjunction with the RFP for an enterprise digitization solution that would pertain to all agencies, boards and commissions.

Prior to the state’s RFP for digitization, the Board researched document solution vendors, and received quotes for the volume of paper currently being stored. The Board hopes that once a vendor is awarded the state contract, potentially the cost could be lowered, but based on a quote provided in 2016, the Board is requesting the amount below.

Appropriation Request:

\$ 73,000 **Total FY 2019 Appropriation Request**

BHA ORGANIZATIONAL CHART

AUGUST 2017

