ARIZONA STATE BOARD OF PHYSICAL THERAPY
4205 NORTH 7TH AVENUE, SUITE 208 PHOENIX, ARIZONA 85013
(602) 274-0236 Fax (602) 274-1378
www.ptboard.az.gov

Douglas A. Ducey
Governor

* * *

MELINDA RICHARDSON, PT, MA
President

JAMES E. MILLER, PT, DPT
Vice President

MICHAEL S. CLINTON, CPA
Secretary

PEGGY HUNTER, PTA, CLT
Professional Member

NUSHKA REMEC, PT, MS, PCS
Professional Member

WHITNEY LAWRENCE
Public Member

* * *

CHARLES D. BROWN
Executive Director

August 30, 2018

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

Dear Governor Ducey:

The Arizona State Board of Physical Therapy hereby submits its budget for Fiscal Year 2020 for your consideration. The Board has identified and outlined several issues through the Decision Package that require additional funding. The Board continues to experience significant growth in licensees and applicants. The funding issues identified will assist the Board in meeting continually increasing demand while achieving its mission of public protection.

The issues are increase funding in the following areas:

1. It will be requested that the Board of Physical Therapy staff increase in grade levels to accommodate for the changing work duties and load. Anticipate increase of PT licensing Specialist to ASO 1 position and Admin Assist II upgrade to PT Licensing Specialist. It is believed that the funds required will enable the Board of Physical Therapy to not request an additional FTE for five (5) additional years. And provide incentive for the highly trained and educated staff to be retained.

2. The Arizona Department of Administration has or is about to complete an RFP related to document scanning. This will be an enterprise contract. The Board of Physical Therapy (PTA) has previously initiated document scanning a records management. PTA is requesting money to engage the new Enterprise contract and complete the document scanning at the PTA offices.

3. In 2017 HB 2372 was passed. The bill put into effect the ability for any person applying for a professional or occupational license to request a waiver of the application fee if the person is at or below 200% of the Federal Poverty Guidelines. The Board of Physical Therapy requires increased appropriations to cover the costs of the processing of the projected fee waiver requests.

The agency has studied its needs and is confident in requesting the additional funding. The agency has a stable reserve and does not anticipate the need to increase any fees to support this increase in funding. Our projections past 2020 show current fees will support the increased funding.

Thank you for your consideration of this request. If you have any questions concerning this request, please call me at (602) 274-1088.

Sincerely,

Karen Donahue PT, DPT
Interim Executive Director

State of Arizona Budget Request

State Agency

Board of Physical Therapy Examiners

A.R.S. Citation: **32-2001**

Appropriated Funds

	FY 2019 Approp	FY 2020 Fund. Issue	FY 2020 Total Budget
Total Amount Requested:	499.6	27.4	527.0
Physical Therapy Fund	499.6	27.4	527.0
Total:	499.6	27.4	527.0

Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2020.

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

Agency Head: **Karen Donahue**

Title: **Interim**

Karen Donahue 8/31/2018

(signature)

Phone: **(602) 274-1361**

Prepared By: **Karen Donahue**

Email Address: **karen.donahue@ptboard.az.gov**

Date Prepared: **Friday, August 31, 2018**

Revenue Schedule

Agency: **Board of Physical Therapy Examiners**

Fund: **1000 General Fund**

AFIS Code	Category of Receipt and Description	FY 2018	FY 2019	FY 2020
4372	PUBLICATIONS AND REPRODUCTIONS	1.1	1.1	1.1
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	16.4	97.9	13.3
4417	REGULATORY LICENSES	0.2	0.0	0.0
4519	OTHER FINES OR FORFEITURES OR PENALTIES	6.4	0.0	0.0
4699	MISCELLANEOUS RECEIPTS	1.8	0.9	1.0
	Fund Total:	25.9	99.9	15.4

Revenue Schedule

Agency: **Board of Physical Therapy Examiners**

Fund: **2053 Physical Therapy Fund**

AFIS Code	Category of Receipt and Description	FY 2018	FY 2019	FY 2020
4372	PUBLICATIONS AND REPRODUCTIONS	10.0	10.4	9.4
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	147.2	880.8	119.8
4417	REGULATORY LICENSES	1.7	0.0	0.0
4519	OTHER FINES OR FORFEITURES OR PENALTIES	1.3	0.0	0.0
4699	MISCELLANEOUS RECEIPTS	16.2	7.8	8.8
	Fund Total:	176.4	899.0	138.0

Sources and Uses of Funds

Agency: **Board of Physical Therapy Examiners**

Fund: **2053 Physical Therapy Fund**

Cash Flow Summary	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Balance Forward from Prior Year	1,133.1	841.6	1,241.0
Revenue (From Revenue Schedule)	176.4	899.0	138.0
Total Available	1,309.5	1,740.6	1,379.0
Total Appropriated Disbursements	467.9	499.6	527.0
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	841.6	1,241.0	852.0

Appropriated Expenditure

Expenditure Categories	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Personal Services	202.1	200.8	209.7
Employee Related Expenses	100.7	98.8	100.8
Prof. And Outside Services	67.8	73.6	73.6
Travel - In State	0.5	1.5	1.5
Travel - Out of State	0.5	0.6	0.6
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	40.4	121.2	137.7
Equipment	0.2	3.1	3.1
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:	412.2	499.6	527.0
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	9.8	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	45.9	0.0	0.0
Appropriated Expenditure Total:	467.9	499.6	527.0
Apppropriated FTE:	4.0	4.0	4.0

Fund Description

OSPB: Revenues are from the fees, fines and other revenues received by the Board. They are used to license and regulate physical therapists and physical therapy assistants.

Funding Issues List

Agency: **Board of Physical Therapy Examiners**

FY 2020

Priority	Funding Issue Title	Total FTE	Total Amount	GeneralFund	Other Aprop. Funds	Non-App Funds
1	Personnel Funding Re-organization	0.0	10.9	0.0	10.9	0.0
2	Fee Waivers	0.0	10.5	0.0	10.5	0.0
3	Document Scanning	0.0	6.0	0.0	6.0	0.0
	Total:	0.0	27.4	0.0	27.4	0.0
	Decision Package Total:	0.0	27.4	0.0	27.4	0.0

Funding Issue Detail

Agency: **Board of Physical Therapy Examiners**

Issue: **1** **Personnel Funding Re-organization**

Program: **Licensing and Regulation**
Fund: **2053-A Physical Therapy Fund (Appropriated)**

Calculated ERE: **$2.00**
Uniform Allowance: **$0.00**

Expenditure Categories	FY 2020
FTE	0.0
Personal Services	8.9
Employee Related Expenses	2.0
Subtotal Personal Services and ERE:	10.9
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	10.9

Issue: **2** **Fee Waivers**

Program: **Licensing and Regulation**
Fund: **2053-A Physical Therapy Fund (Appropriated)**

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

Expenditure Categories	FY 2020
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
Subtotal Personal Services and ERE:	0.0
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	10.5
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	10.5

Funding Issue Detail

Agency: **Board of Physical Therapy Examiners**

Issue: **3** **Document Scanning**

Program: **Licensing and Regulation**
Fund: **2053-A Physical Therapy Fund (Appropriated)**

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

Expenditure Categories	FY 2020
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
Subtotal Personal Services and ERE:	0.0
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	6.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	6.0

Summary of Expenditure and Budget Request for All Funds

Agency: **Board of Physical Therapy Examiners**

Appropriated	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:				
1 Licensing and Regulation	412.2	499.6	27.4	527.0
	412.2	499.6	27.4	527.0
Expenditure Categories				
FTE	4.0	4.0	0.0	4.0
Personal Services	202.1	200.8	8.9	209.7
Employee Related Expenses	100.7	98.8	2.0	100.8
Professional and Outside Services	67.8	73.6	0.0	73.6
Travel In-State	0.5	1.5	0.0	1.5
Travel Out of State	0.5	0.6	0.0	0.6
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	40.4	121.2	16.5	137.7
Equipment	0.2	3.1	0.0	3.1
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:	412.2	499.6	27.4	527.0

Summary of Expenditure and Budget Request for All Funds

Agency: **Board of Physical Therapy Examiners**

Agency Total for All Funds:	412.2	499.6	27.4	527.0

Summary of Expenditure and Budget Request for Selected Funds

Agency: **Board of Physical Therapy Examiners**

Fund: **2053 Physical Therapy Fund (Appropriated)**

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:				
1 Licensing and Regulation	412.2	499.6	27.4	527.0
	412.2	499.6	27.4	527.0
Expenditure Categories				
FTE	4.0	4.0	0.0	4.0
Personal Services	202.1	200.8	8.9	209.7
Employee Related Expenses	100.7	98.8	2.0	100.8
Professional and Outside Services	67.8	73.6	0.0	73.6
Travel In-State	0.5	1.5	0.0	1.5
Travel Out of State	0.5	0.6	0.0	0.6
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	40.4	121.2	16.5	137.7
Equipment	0.2	3.1	0.0	3.1
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:	412.2	499.6	27.4	527.0
Fund Total:	412.2	499.6	27.4	527.0

Summary of Expenditure and Budget Request for Selected Funds

Agency: Board of Physical Therapy Examiners

Fund: 2053 Physical Therapy Fund (Appropriated)

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Agency Total for Selected Funds	412.2	499.6	27.4	527.0

Program Summary of Expenditures and Budget Request

Agency: **Board of Physical Therapy Examiners**
Program: **Licensing and Regulation**

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Program Summary					
1-1	Licensing and Regulation	412.2	499.6	27.4	527.0
	Program Summary Total:	412.2	499.6	27.4	527.0
Expenditure Categories					
0000	FTE Positions	4.0	4.0	0.0	4.0
6000	Personal Services	202.1	200.8	8.9	209.7
6100	Employee Related Expenses	100.7	98.8	2.0	100.8
6200	Professional and Outside Services	67.8	73.6	0.0	73.6
6500	Travel In-State	0.5	1.5	0.0	1.5
6600	Travel Out of State	0.5	0.6	0.0	0.6
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	40.4	121.2	16.5	137.7
8000	Equipment	0.2	3.1	0.0	3.1
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:	412.2	499.6	27.4	527.0
Fund Source					
Appropriated Funds					
2053-A	Physical Therapy Fund (Appropriated)	412.2	499.6	27.4	527.0
		412.2	499.6	27.4	527.0
	Fund Source Total:	412.2	499.6	27.4	527.0

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Fund: 2053-A Physical Therapy Fund (Appropriated)					
Program Expenditures					
COST CENTER/PROGRAM BUDGET UNIT					
1-1 Licensing and Regulation		412.2	499.6	27.4	527.0
	Total	412.2	499.6	27.4	527.0
Appropriated Funding					
Expenditure Categories					
FTE Positions		4.0	4.0	0.0	4.0
Personal Services		202.1	200.8	8.9	209.7
Employee Related Expenses		100.7	98.8	2.0	100.8
Professional and Outside Services		67.8	73.6	0.0	73.6
Travel In-State		0.5	1.5	0.0	1.5
Travel Out of State		0.5	0.6	0.0	0.6
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		40.4	121.2	16.5	137.7
Equipment		0.2	3.1	0.0	3.1
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:		412.2	499.6	27.4	527.0
Fund 2053-A Total:		412.2	499.6	27.4	527.0
Program 1 Total:		412.2	499.6	27.4	527.0

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

Agency: **Board of Physical Therapy Examiners**
Program: **Licensing and Regulation**

Expenditure Categories		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
0000	FTE	4.0	4.0	0.0	4.0
6000	Personal Services	202.1	200.8	8.9	209.7
6100	Employee Related Expenses	100.7	98.8	2.0	100.8
6200	Professional and Outside Services	67.8	73.6	0.0	73.6
6500	Travel In-State	0.5	1.5	0.0	1.5
6600	Travel Out of State	0.5	0.6	0.0	0.6
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	40.4	121.2	16.5	137.7
8000	Equipment	0.2	3.1	0.0	3.1
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:	412.2	499.6	27.4	527.0
Fund Source					
Appropriated Funds					
2053-A	Physical Therapy Fund (Appropriated)	412.2	499.6	27.4	527.0
		412.2	499.6	27.4	527.0
	Fund Source Total:	412.2	499.6	27.4	527.0

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

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

Fund: **2053-A Physical Therapy Fund**

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Appropriated					
0000	FTE	4.0	4.0	0.0	4.0
6000	Personal Services	202.1	200.8	8.9	209.7
6100	Employee Related Expenses	100.7	98.8	2.0	100.8
6200	Professional and Outside Services	67.8	73.6	0.0	73.6
6500	Travel In-State	0.5	1.5	0.0	1.5
6600	Travel Out of State	0.5	0.6	0.0	0.6
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	40.4	121.2	16.5	137.7
8000	Equipment	0.2	3.1	0.0	3.1
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:		412.2	499.6	27.4	527.0
Fund Total:		412.2	499.6	27.4	527.0
Program Total For Selected Funds:		412.2	499.6	27.4	527.0

Program Expenditure Schedule

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

	FY 2018 Actual	FY 2019 Expd. Plan
FTE	4.0	4.0
Expenditure Category Total	**4.0**	**4.0**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	4.0	4.0
	4.0	**4.0**
Fund Source Total	**4.0**	**4.0**
Personal Services	202.1	200.8
Boards and Commissions	0.0	0.0
Expenditure Category Total	**202.1**	**200.8**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	202.1	200.8
	202.1	**200.8**
Fund Source Total	**202.1**	**200.8**
Employee Related Expenses	100.7	98.8
Expenditure Category Total	**100.7**	**98.8**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	100.7	98.8
	100.7	**98.8**
Fund Source Total	**100.7**	**98.8**
Professional and Outside Services		73.6
External Prof/Outside Serv Budg And Appn	0.0	
External Investment Services	0.0	
Other External Financial Services	0.0	
Attorney General Legal Services	62.4	
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 Allocat	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	5.4	

Program Expenditure Schedule

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

	FY 2018 Actual	FY 2019 Expd. Plan
Expenditure Category Total	**67.8**	**73.6**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	67.8	73.6
	67.8	**73.6**
Fund Source Total	**67.8**	**73.6**
Travel In-State	0.5	1.5
Expenditure Category Total	**0.5**	**1.5**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	0.5	1.5
	0.5	**1.5**
Fund Source Total	**0.5**	**1.5**
Travel Out of State	0.5	0.6
Expenditure Category Total	**0.5**	**0.6**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	0.5	0.6
	0.5	**0.6**
Fund Source Total	**0.5**	**0.6**
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		121.2
Other Operating Expenditures Budg Approp	0.0	
Other Operating Expenditures Excluded from Cost Allocati	0.0	
Risk Management Charges To State Agency	1.7	
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	

Program Expenditure Schedule

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

	FY 2018 Actual	FY 2019 Expd. Plan
Other Insurance-Related Charges	0.0	
Internal Service Data Processing	4.4	
Internal Service Data Proc- Pc/Lan	0.0	
External Programming-Mainframe/Legacy	0.0	
External Programming- Pc/Lan/Serv/Web	0.4	
External Data Entry	0.0	
Othr External Data Proc-Mainframe/Legacy	0.0	
Othr External Data Proc-Pc/Lan/Serv/Web	3.7	
Pmt for AFIS Development & Usage	0.5	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	4.0	
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	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	6.3	
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	9.2	
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	0.6	
Other Repair And Maintenance	0.0	
Software Support And Maintenance	0.3	
Uniforms	0.0	
Inmate Clothing	0.0	
Security Supplies	0.0	
Office Supplies	2.1	
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	

Program Expenditure Schedule

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

	FY 2018 Actual	FY 2019 Expd. Plan
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	0.0	
Other Education And Training Costs	0.0	
Advertising	0.0	
Sponsorships	0.0	
Internal Printing	0.3	
External Printing	0.0	
Photography	0.0	
Postage And Delivery	4.1	
Document shredding and Destruction Services	0.1	
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	2.5	
Books- Subscriptions And Publications	0.2	
Costs For Digital Image Or Microfilm	0.0	
Revolving Fund Advances	0.0	
Credit Card Fees Over Approved Limit	0.0	
Relief Bill Expenditures	0.0	
Surplus Property Distr To State Agencies	0.0	
Security Services	0.0	
Judgments - Damages	0.0	
ICA Payments to Claimants Confidential	0.0	
Jdgmnt-Confidential Restitution To Indiv	0.0	
Judgments - Non-Confidential Restitution	0.0	
Judgments - Punitive And Compensatory	0.0	
Pmts Made to Resolve/Disputes/Avoid Costs of Litigation	0.0	
Pmts For Contracted State Inmate Labor	0.0	
Payments To State Inmates	0.0	
Bad Debt Expense	0.0	
Interview Expense	0.0	
Employee Relocations-Nontaxable	0.0	
Employee Relocations-Taxable	0.0	
Non-Confidential Invest/Legal/Law Enf	0.0	
Conf/Sensitive Invest/Legal/Undercover	0.0	
Fingerprinting, Background Checks, Etc.	0.0	
Other Miscellaneous Operating	0.0	

Program Expenditure Schedule

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

	FY 2018 Actual	FY 2019 Expd. Plan
Expenditure Category Total	**40.4**	**121.2**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	40.4	121.2
	40.4	**121.2**
Fund Source Total	**40.4**	**121.2**
Current Year Expenditures		3.1
Capital Equipment Budget And Approp	0.0	
Vehicles Capital Purchase	0.0	
Vehicles Capital Leases	0.0	
Furniture Capital Purchase	0.0	
Depreciable Works Of Art & Hist Treas/Coll Capital Purcha	0.0	
Non Depr Works Of Art & Hist Treas/Coll Cap Purchase	0.0	
Furniture Capital Leases	0.0	
Computer Equipment Capital Purchase	0.0	
Computer Equipment Capital Lease	0.0	
Telecommunication Equip-Capital Purchase	0.0	
Telecommunication Equip-Capital Lease	0.0	
Other Equipment Capital Purchase	0.0	
Other Equipment Capital Leases	0.0	
Purchased Or Licensed Software-Website	0.0	
Internally Generated Software-Website	0.0	
Development in Progress	0.0	
Right-Of-Way/Easement/Extraction Rights	0.0	
Oth Int Assets purchased, licensed or internally generate	0.0	
Other intangible assets acquired by capital lease	0.0	
Other Capital Asset Purchases	0.0	
Leasehold Improvement-Capital Purchase	0.0	
Other Capital Asset Leases	0.0	
Non-Capital Equip Budget And Approp	0.0	
Vehicles Non-Capital Purchase	0.0	
Vehicles Non-Capital Leases	0.0	
Furniture Non-Capital Purchase	0.0	
Works Of Art And Hist Treas-Non Capital	0.0	
Furniture Non-Capital Leases	0.0	
Computer Equipment Non-Capital Purchase	0.2	
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	0.0	
Internally Generated Software/Website	0.0	
LICENSES AND PERMITS	0.0	
Right-Of-Way/Easement/Extraction Exp	0.0	
Other Intangible Assets - Purchased, Licensed or Internall	0.0	
Noncapital Software/Web By Capital Lease	0.0	
Other Intangible Assets Acquired by Capital Lease	0.0	
Other Long Lived Tangible Assets to be Expenses	0.0	
Non-Capital Equipment Excluded from Cost Allocation	0.0	

Program Expenditure Schedule

Agency: **Board of Physical Therapy Examiners**

Program: **Licensing and Regulation**

	FY 2018 Actual	FY 2019 Expd. Plan
Expenditure Category Total	**0.2**	**3.1**
Appropriated		
2053-A Physical Therapy Fund (Appropriated)	0.2	3.1
	0.2	**3.1**
Fund Source Total	**0.2**	**3.1**
Capital Outlay	0.0	0.0
Expenditure Category Total	**0.0**	**0.0**
Debt Service	0.0	0.0
Expenditure Category Total	**0.0**	**0.0**
Cost Allocation	0.0	0.0
Expenditure Category Total	**0.0**	**0.0**
Transfers	0.0	0.0
Expenditure Category Total	**0.0**	**0.0**

Employee Retirement Coverage

Retirement System	FTE	Personal Services	Fund#
Arizona State Retirement System	4.0	200.8	2053-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 Physical Therapy Examiners**

Administrative Costs Summary

Common Administrative Area	FY 2020
Personal Services	15.0
ERE	6.0
All Other	4.0
Administrative Costs Total:	25.0

Administrative Cost / Total Expenditure Ratio

	Request	Admin %
FY 2020	527.0	4.7%

PTA 0.0 **Agency Summary**

BOARD OF PHYSICAL THERAPY EXAMINERS

Charles D. Brown, Executive Director

Board of Physical Therapy Examiners (602) 274-1088

A.R.S. § 32-2001

Plan Contact: Same,

Mission:

To process applications for licensure as a physical therapist and certification as a physical therapist assistant, and to enforce the statutory provisions of the Arizona Physical Therapy Practice Act for purposes of protecting the health, safety and welfare of the public from the incompetent, unethical and/or illegal practice of physical therapy.

Description:

The Board licenses physical therapists, certifies physical therapist assistants, registers physical therapy business entities, investigates and adjudicates complaints, assesses continuing competence, and enforces the standards of practice for the physical therapy profession. The Board also regulates business entities that provide physical therapy services.

◆ **Goal 1** To efficiently process licensure and certification applications.

Objective: 1 FY2018: Process 100% of all applications meeting requirements within the time frames defined by administrative rule.

FY2019: Process 100% of all applications meeting requirements within the time frames defined by administrative rule.

FY2020: Process 100% of all applications meeting requirements within the time frames defined by administrative rule.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Percent of physical therapist licenses or physical therapist assistant certificates issued within the required time frames to eligible applicants.	100	100	100
Explanation: Agency complies with A.A.C. R4-24-209, Time Frames for applications.			
Number of new licenses or certificates issued	654	700	725
Average time, in calendar days, between receipt of completed application to issuance or denial of licensure or certification.	5	6	2
Explanation: Agency tracks number of days in substantive review time frame for application (number of days from completion until Board action).			
Number of licenses/certificates denied.	0	2	2
Explanation: Agency tracks and reports number of applications denied.			
Number of licenses/certificates renewed	0	6334	0
Explanation: FY 2016 actual reflects that renewals did not begin until FY 2017. The renewal is every two years. FY 2016 and 2018 Will not have a renewal cycle.			
Number of applications received	878	900	850

Objective: 2 FY2018: Agency schedules and conducts Board meetings in order to comply with administrative rules for substantive review for applications, as well as for internal policies addressing complaint initial reviews and hearings.

FY2019: Agency schedules and conducts Board meetings in order to comply with administrative rules for substantive review for applications, as well as for internal policies addressing complaint initial reviews and hearings.

FY2020: Agency schedules and conducts Board meetings in order to comply with administrative rules for substantive review for applications, as well as for internal policies addressing complaint initial reviews and hearings.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Percent of Board meetings conducted within appropriate time frames	100	100	100
Explanation: Agency schedules and conducts Board meetings in order to comply with administrative rules for substantive review for applications, as well as for internal policies addressing complaint initial reviews and hearings.			

◆ **Goal 2** To investigate and adjudicate complaints in a timely manner.

Objective: 1 FY2018: Perform investigative functions (records reviews, interviews, etc.) for 100% of written complaints and unlawful practice investigations received by the State Board for which the Board has jurisdiction.

FY2019: Perform investigative functions (records reviews, interviews, etc.) for 100% of written complaints and unlawful practice investigations received by the State Board for which the Board has jurisdiction.

FY2020: Perform investigative functions (records reviews, interviews, etc.) for 100% of written complaints and unlawful practice investigations received by the State Board for which the Board has jurisdiction.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Percent of complaints investigated	100	100	100
Explanation: Percent of complaints over which the Board has jurisdiction investigated.			
Percent of unlawful practice investigations over which the Board has jurisdiction investigated.	100	100	100
Explanation: Percent of unlawful practice investigations over which the Board has jurisdiction investigated.			

Objective: 2 FY2018: Present 60% of investigated complaints to the State Board for adjudication within a 180 day time frame.

FY2019: Timley resolution of complaints.

FY2020: Timley resolution of complaints.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Total number of complaints received	40	70	60
Explanation: Total number of complaints received.			
Total number of disciplinary actions issued	18	25	20
Explanation: Total number of disciplinary actions issued.			
Number of licenses suspended/revoked/voluntarily surrendered	5	5	5
Explanation: Number of licenses suspended/revoked/voluntarily revoked			
Total number of unlawful practice investigations received by the Board for investigation	0	10	4
Explanation: Total number of unlawful practice investigations received by the Board for investigation			

◆ **Goal 3** To provide accurate information, with the highest quality customer service, to all requests from citizens, licensees, health care organizations, and public agencies for public records information and license verifications.

Objective: 1 FY2018: To process requests for licensure and certification verification within 15 days of receipt.

FY2019: To process requests for licensure and certification verification within 15 days of receipt.

FY2020: To process requests for licensure and certification verification within 15 days of receipt.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Percent of requests for license verifications processed and issued within 15 days of receipt	100	100	100
Explanation: Board staff prepares licensure verifications a designated day every week to minimize the wait time for the requestor.			
Number of formal verifications of licensure prepared and issued.	608	600	630
Explanation: Board staff tracks and reports the number of requests received.			

Objective: 2 FY2018: To process requests for public records within 15 days.

FY2019: To process requests for public records within 15 days.

FY2020: To process requests for public records within 15 days.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Number of written requests for public records received.	0	70	0
Explanation: Agency tracks and reports the number of public records requests filed.			
Average number of business days to process written requests for public records	0	7	0
Explanation: Agency tracks and reports the number of days required to process requests for copies of the public record.			

Objective: 3 FY2018: To achieve an average score of 6.0 on a scale of 0 to 8.0 on the agency customer satisfaction survey.

FY2019: To achieve an average score of 6.0 on a scale of 0 to 8.0 on the agency customer satisfaction survey.

FY2020: To achieve an average score of 6.0 on a scale of 0 to 8.0 on the agency customer satisfaction survey.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
To achieve an average score of 6.0 on a scale of 0 to 8.0 on the agency's customer satisfaction survey.	7	7	7
Explanation: Customer satisfaction survey.			

◆ **Goal 4** To assess the continuing competence (continuing education)

of physical therapist licensees and physical therapist assistant certificate holders selected through random audit.

Objective: 1 FY2018: Audit the continuing competence records of physical therapist licensees.
FY2019: Audit the continuing competence records of physical therapist licensees.
FY2020: Audit the continuing competence records of physical therapist licensees.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Percent of physical therapist licensees whose continuing competence records were successfully audited by the Board for compliance.	0	5	0

Explanation: Percent of physical therapist licensees whose continuing competence records were successfully audited by the Board for compliance.

Percent of continuing competence audit notices sent within 60 calendar days following the license renewal deadline. The audit is done every two years following renewal. Some years will have no results.	0	100	0

Explanation: Percent of continuing competence audit notices sent within 60 calendar days following the license renewal deadline

Fiscal Ye 2018
BFY 2018

Sum of Jrnl Posting Amt			Fund		
Task	**Rev/Exp AcctClass**	**AcctDetail**	**1000**	**PT2053**	**Grand Total**
1000			**(25,905)**	**(176,441)**	**(202,345)**
	Rev		**(25,905)**	**(176,441)**	**(202,345)**
	4300				
		4372 - PUBLICATIONS AND REPRODUCTIONS	(1,110)	(9,990)	(11,100)
	4400				
		4415 - OCCUPATIONAL AND PROFESSIONAL LICENSES	(16,361)	(147,249)	(163,610)
		4417 - REGULATORY LICENSES	(190)	(1,710)	(1,900)
	4500				
		4519 - OTHER FINES OR FORFEITURES OR PENALTIES	(6,446)	(1,314)	(7,760)
	4600				
		4699 - MISCELLANEOUS RECEIPTS	(1,798)	(16,178)	(17,975)
Grand Total			**(25,905)**	**(176,441)**	**(202,345)**

Projected Income - Fiscal Year 2020						
		90%		10%		Total
Publications (Directories) Based on 2015 Year (42 *250)	$	9,450	$	1,050	$	10,500
Occupational Licenses (Based on Averages 2011-2016)	$	119,799	$	13,311	$	133,110
PT initial application fees (447 in September-June @ $190)	*$*	*76,437*	*$*	*8,493*	*$*	*84,930*
PT initial application fees (69 July-August @ $260)	*$*	*16,146*	*$*	*1,794*	*$*	*17,940*
PTA initial application fees (192 in September-June @ $120)	*$*	*20,736*	*$*	*2,304*	*$*	*23,040*
PTA initial application fees (45 July-August @ $160)	*$*	*6,480*	*$*	*720*	*$*	*7,200*
Miscellaneous (Public Records Reproduction Charges) (Year 2016 650*15)	$	8,775	$	975	$	9,750
	$	138,024	$	15,336	$	153,360

Applications Received
Numbers from Cash Logs

PT's	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Average
Jan	30	23	26	25	18	27	25	29	37	34	39	37	68	33
Feb	20	25	14	21	17	27	34	37	47	37	53	88	66	46
Mar	46	24	11	14	22	30	20	45	63	55	78	70	50	52
April	25	16	25	22	28	50	35	58	51	40	24	46	40	43
May	38	49	39	48	51	56	74	87	82	79	79	93	63	79
June	37	33	36	53	38	22	47	40	50	52	62	50	45	46
July	42	27	35	27	40	52	17	18	19	33	45	30	25	31
August	52	37	40	42	36	29	25	32	36	29	78	80		44
Septemb	43	49	26	49	19	40	31	41	53	47	52	82		49
October	24	33	41	35	16	27	15	33	33	28	28	40		29
Novembe	25	32	35	31	28	30	34	36	44	34	66	55		43
Decembe	28	22	25	21	12	23	28	34	50	38	49	55		40
total	**410**	**370**	**313**	**388**	**325**	**413**	**385**	**490**	**565**	**506**	**653**	**726**	**357**	**5544**

PT Reinstat	2006	2007	2008	2009	2010	2011	2012	2013	2014	Average
Jan	0	3	1	4	1	1	1	4	0	2
Feb	0	3	1	4	2	0	1	3	0	2
Mar	0	3	0	1	1	4	0	3	0	1
April	1	3	1	2	0	3	0	2	1	1
May	0	0	2	6	0	0	3	2	0	1
June	1	2	0	6	0	0	0	4	2	2
July	0	3	0	4	2	0	0	2	1	1
August	0	2	0	3	1	2	0	6		2
September	24	2	0	5	9	1	8	0		6
October	10	0	20	1	4	0	4	1		5
November	4	1	11	1	0	2	4	0		3
December	4	1	7	1	2	1	3	1		3
total	**44**	**23**	**43**	**38**	**22**	**14**	**24**	**28**	**4**	**240**

PTA's	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Average
Jan	6	18	13	11	10	14	28	10	15	13	18	9	14	15
Feb	4	8	4	9	10	9	12	21	38	15	30	40	52	24
Mar	4	15	4	14	4	14	32	12	22	16	21	28	8	21
April	12	6	7	4	8	13	11	16	20	22	17	15	14	16
May	13	12	17	9	24	22	65	65	42	26	42	48	38	44
June	2	6	15	11	12	20	20	22	13	11	12	5	11	15
July	8	5	7	15	26	14	4	4	6	9	15	5	2	8
August	15	21	10	9	27	10	26	44	42	62	43	19		35
Septemb	7	15	13	17	6	33	19	12	16	8	16	6		16
October	10	14	6	19	10	15	22	13	7	15	7	13		13
Novembe	10	11	11	10	15	9	24	20	9	23	14	17		17
Decembe	3	11	13	3	13	14	5	8	15	5	10	7		9
total	**94**	**142**	**120**	**131**	**165**	**187**	**268**	**247**	**245**	**225**	**245**	**212**	**139**	**2281**
	504	**512**	**433**	**519**	**490**	**600**	**653**	**737**	**810**	**731**	**898**	**938**	**496**	
		1.59%	-15.43%	#####	#####	22.45%	8.83%	#####	9.91%	#####	#####	4.45%	#####	6.55%

PTA Reinsta	2006	2007	2008	2009	2010	2011	2012	2013	2014	Average
Jan	0	1	1	0	1	0	0	0	1	0
Feb	0	1	0	0	0	1	0	1	0	0
Mar	0	1	0	2	0	0	0	0	1	0
April	0	0	1	3	0	0	0	1	0	1
May	0	1	0	1	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	2	0	0	0	1	0
August	0	0	0	0	0	0	2	1		0
September	2	0	5	0	2	0	4	0		2
October	2	0	4	0	2	0	2	0		1
November	2	0	1	0	2	0	1	0		1
December	1	1	0	0	0	0	3	1		1
total	**7**	**5**	**12**	**6**	**9**	**1**	**12**	**4**	**3**	**59**

S-drive > applications > Numbers

Numbers taken from Cash Log due to applicants who have more than one application a year.

42.00% 61.4167

Board of Physical Therapy Funding Issue 1
Fee Waivers

Summary:

In 2017 HB 2372 was passed. The bill put into effect the ability for any person applying for a professional or occupational license to request a waiver of the application fee if the person is at or below 200% of the Federal Poverty Guidelines.

Pursuant to A.R.S. 41-1081.01,

A. Except for an individual who applies for a license pursuant to title 36, chapter 4, article 10 or chapter 28.1, an agency shall waive any fee charged for an initial license for any individual applicant whose family income does not exceed two hundred percent of the federal poverty guidelines if the individual is applying for that specific license in this state for the first time.

B. For the purposes of this section, "agency" and "license" have the same meanings prescribed in section 41-1080.

Licensing Costs: (Ongoing)
The Board of Physical Therapy (PTA) currently receives application form physical therapist and physical therapist assistannts. The Board typically receives 800-900 applications per year. It is projected in FY 2020 that approximately 700 new licenses will be eligible to have fee's waived pursuant to A.R.S. 41-1081.01 due to the fact that most will be new graduates without income while engaging in obtainment of their certificate/licensure.

The Governor's Office has provided guidance on how to comply with the fee waiver request. In the guidance from the Governor's office PTA will be required to sign an ISA with the Department of Revenue (DOR) for processing applicant information regarding a fee waiver request.

The administrative costs to the Department of Revenue to determine if the applicant qualifies for the waiver is estimated at $15 per application. The total anticipated cost to the Agency for verification of qualification is estimated to cost $10, 500.

Impact of not funding:

Failure to allow for increase costs will likely impact operational efficiency and require cuts to other areas of importance. Further impacts to not funding the cost of processing waivers are unduly burdensome to the Agency and it's customers

Appropriation Request:
$10, 500. 00 Processing Fee's to determine if qualified for fee waiver (Ongoing)

STATE OF ARIZONA
OFFICE OF THE GOVERNOR

DOUGLAS A. DUCEY
GOVERNOR

EXECUTIVE OFFICE

July 5, 2018

Karen Donahue
Arizona State Board of Physical Therapy
1740 West Adams Street, Suite 2450
Phoenix, AZ 85013

Dear Interim Executive Director Donahue,

I am writing to follow-up on a request the Board of Physical Therapy received from my office asking for the number of initial application fee waivers received and granted by the Board pursuant to A.R.S. 41-1080.01. Your office responded that the Board does not currently have a process in place to accept and review these requests.

To date, 23 occupational licensing boards are actively complying with this state law and a total of 489 initial licensing fee waivers for low-income applicant have been granted. This number represents real Arizonans with new opportunities. By waiving initial application fees for those who need it, our state can give a helping hand and alleviate a final financial burden that stands between Arizonans who want to get to work. I hope the Board of Physical Therapy will follow the example set by so many other licensing boards and quickly finalize a process to accept and review applications—it's the law.

We cannot allow government bureaucracy to stand in the way of Arizonans getting back to work. I know you share this concern and I look forward to working together to expand opportunities for those who need them.

Please respond to my office with the plan your Board will follow to comply with state law and an estimated time for completion. Our office is ready to review any rule changes necessary so the Board can conduct fee-waiver eligibility determinations as soon as possible. Emily Rajakovich, director of boards and commissions, will be your contact (erajakovich@az.gov).

Sincerely,

Doug Ducey
Governor
State of Arizona

1700 WEST WASHINGTON STREET, PHOENIX, ARIZONA 85007
602-542-4331 • www.azgovernor.gov

Board of Physical Therapy Funding Issue 2
Personnel Funding/Re-Organization

Summary:

In June 2018, the Executive Director, Charles Brown resigned his position. I was hired by the Board to replace Mr. Brown as Executive Director. Due to implementation of the eLicensing System which has removed many of the administrative tasks previously manually performed, a proposed Organizational change in positions and promotions are requested. Currently four (4) FTE are allocated to the Board of Physical Therapy.

Description of Issue:

Administrative tasks that are now automated include: license renewal, electronic submission of applications and supportive documentation, electronic service requests including (license verifications, wallet card requests, public records request, etc. This automation has significantly reduced the need for manual production, at the same time, it is anticipated continued growth in the number of applications received per year.

As a result of this shift is tasks and responsibilities, I will request that the (1) FTE currently identified as Admin Assistant II; Grade 15 with annual salary of $36,004.80 be promoted to PT Licensing Specialist, Grade 19 with annual salary of $43,680.00.

Due to the projected increase in applications, I will request that the (1) FTE currently identified a PT Licensing Specialist, Grade 19 annual salary $43680.00 be promoted to ASO 1, Grade 19 with annual salary of $49,920.

Further, cost savings can be actualized by modifying (1) FTE currently Senior Investigator, Grade 19 annual salary of 52,000 be divided into 2-3 part time, individuals receiving maximum of 15 hours per week each at a cost of $25.00 per hour. This modification to the organization chart will produce savings of benefits for the full-time position as well as improve the Agency's ability to process and adjudicate complaints in more effective and efficient manner. This modification will save the Agency approx. $5000 annually

This proposed modification of staffing will ensure that the experienced staffing individuals will be retained and not lost to other job opportunities. Further, it the current staff is retained, it projected this Agency will not request an additional FTE (1) for 5 additional years. A significant cost savings in the long term.

Impact of not funding this fiscal year:

The Board of Physical Therapy is attempting to retain highly educated, effective and efficient staffing (who have not received any promotion in the past 5 years of service) in order to reduce the request for additional further FTE (1). Failure to provide such promotions places the Board of Physical Therapy is a precarious position of potential loss of well-trained individuals, which will increase the potential cost of operations with additional training and potential additional FTE (1) to compensate for the loss.

Appropriation Request:

$7,676	Promote Admin Assistant II to PT Licensing Specialist (On-going)
$6,240	Promote PT Licensing Specialist to ASO I (On going)
-$5000	Modification of Senior Investigator to two (2) part-time Investigator 1 positions
$8,916	**Increase in Operating Expenses (On-going)**

Board of Physical Therapy Funding Issue 3
FY 2020 Document Scanning –One Time Request

Summary:

The Arizona Department of Administration has completed an RFP related to document scanning. This will be an enterprise contract. The Board of Physical Therapy (PTA) has previously initiated document scanning records management. PTA is requesting money to engage the new Enterprise contract and completed the document scanning at the PTA offices.

This money was allocated for FY2019, however, due to PTA engaging in the PT Compact which required modification to PTA Rules, the funds allocated for the scanning have been utilized to complete the Mandated Rules Revision. As a result, we are requesting the one-time allocation of funds to complete the scanning project in FY 2020.

Description of issue:

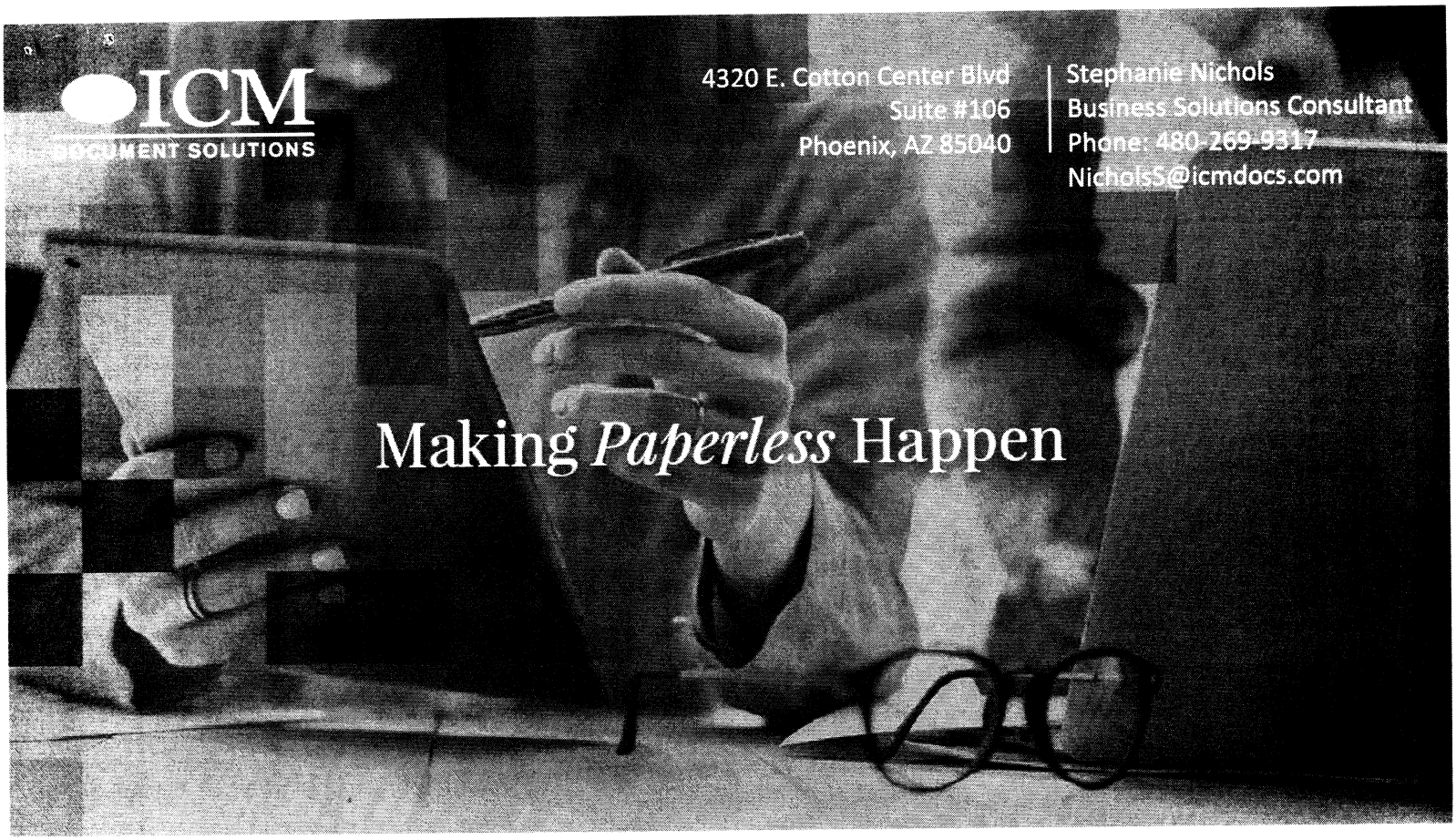
The Board of Physical Therapy (PTA) currently regulates 6,500 to 7,000 individuals and businesses. The licensing files of these individuals and entities have primarily been scanned. However, the Board currently has a backlog of about 3,000 files requiring scanning. Due to the implementation of eLicensing system, paper files will no longer be produced as the applications remain in an electronic format. Once the remaining files are scanned, no further allocation of funds will be required.

Impact of not funding this fiscal year:

The Board of Physical Therapy is attempting to meet the electronic imagining business initiative through the enterprise solution. Failure to complete the project will eventually culminate in a wasted effort to move the PTA completely digital.

Requested One-Time Allocation:

$6,000 Document Scanning (One Time)



Statement of Work with Budgetary Estimate for Scanning Services

to

Arizona State Board of Physical Therapy

Prepared for:

Charles Brown, Executive Director

4205 N. 7th Ave – 208
Phoenix, AZ

Introduction

ICM is one of the nation's leading document conversion service companies with more than twenty-five years of experience in document conversion in all media. ICM currently staffs more than 140 operators, over three work-shifts, to provide fast turn-around time. ICM has been helping the State of Arizona with their document conversion and management challenges for over 19 years. ICM can bring all of this experience to ensure a high quality, cost-effective service for this project.

We appreciate the opportunity to provide this Statement of Work with Budgetary Estimate, and look forward to working together on this exciting project!

ICM Advantage

State Contract ADSPO18-185890 – Document Management Services

- This contract must be used by all State agencies for all Document Management Services which includes all imaging conversion and indexing projects, Professional Services, and all software and SAAS purchases. Arizona cities and counties, schools, and other public entities can use this contract for services. PO's on these projects are written directly to ICM.

ISO 9001:2008 Compliant – Quality Management

ICM is proudly ISO 9001:2008 compliant having achieved third-party certification. ICM has a complete Quality Management System (QMS) in place. This QMS addresses all aspects of our business, and all topics covered in this Solicitation. Our QMS starts with Executive Management items such as Vision and Values, Corporate Structure, Strategic Objectives, and Management Principles.

Document Safekeeping and Security

ICM safeguards customer documents in a secure, HIPAA-compliant facility featuring a card-key badge system, picture-ID badges, 24-hour video-surveillance and compartmentalized access to restricted areas. (As required) before working in this secure area, ICM staff members completed the Arizona Department of Public Safety background check and investigation, drug-testing and the ACJIS Network Technical Terminal Operator Certification Program. As appropriate, ICM staff will comply with client requirements that may pertain to Conflict of Interest/Confidentiality.

In addition to the facility being laid out for secure document processing, all ICM employees are screened, and have completed the following checks.

- Each individual on the Scanning Operations team is a citizen of the United States
- Each individual is subjected to a drug test
- Each individual is subjected to a background check
- Each individual signs a Non-Disclosure Agreement

In addition, as part of an award of a long-term contract with the Government Printing Office, ICM has a Department of Defense (DoD) security clearance for both SECRET and CONFIDENTIAL records, which positions ICM to assist contractors and subcontractors with NISPOM compliancy. ICM's FCL status can be verified on the Industrial Security Facilities Database (ISFD), under CAGE Code 1KW33 at http://www.dss.mil/diss/isfd.html.

ICM has eighteen (18) active employees possessing Department of Defense (DoD) security clearance eligibility to the SECRET level. This federal contract extends ICM's digitization and processing services to include both SECRET and CONFIDENTIAL records, and positions ICM to assist contractors and subcontractors with NISPOM compliancy. ICM was sponsored for FCL status per the DD-254 processed by Defense Logistics Agency (DLA) on 1/26/2010.

Statement of Work – Scanning Services

ICM staff and members of the Arizona State Board of Physical Therapy (ASBPT) staff have met to discuss the digital conversion of their licensing files.

During this meeting ICM had the opportunity to review, evaluate and discuss the folders. ICM reviewed and evaluated the documents for content, file organization, deterioration, and consistency of files. The review of the documents allowed ICM to provide this budgetary estimate.

ICM's proposed solution is to convert these documents into digital format for input into the ViewCenter document management system.

Current Situation

ASBPT is currently looking for a qualified professional scanning vendor to digitize the following records to provide ease of access to archived license files and to eliminate the need for storage in the new office location.

- Applications
- Complaints/Investigations
- Licenses
- Court Records
- Certified mail Receipts
- Transcripts
- License Renewals
- Change of Address
- Exam Scores
- Verifications

Solution

Arizona State Board of Physical Therapy can realize substantial cost savings and efficiencies by having the files readily available for viewing, by providing a disaster recovery process, and eliminating storage space.

The estimated scope of work includes a full-service conversion effort:

- Initial project planning
- Document preparation
- Document pick-up and delivery
- Complete scanning and conversion services
- Image processing with OCR when applicable
- Indexing and data matching
- Reassembly per specification (placed in folders, not refastened)
- Certified Box Destruction

Project Volume Estimates – Scanning Services

Description	Estimated Inches or Boxes	Estimated # of Images	Images / Doc	Total Documents
Licenses	(2) 39" Shelves (15) 15" Banker Boxes	60,680	16	3,800
Foreign Licenses	(1) 18" Drawer	3,680	57	65
Pending Licenses	(2) 39" Shelf	15,680	32	490

Scanning Services - Technical Specifications, and Process Steps

ICM will perform all steps in the scanning process including:

Pickup

- ICM will handle pickup of all documents with our drivers (if local) or securely with our logistics partners, palletizing as necessary.
- Sometimes pickup may involve manifesting and packing up records from filing cabinets at an additional cost.

Project Assumptions

- All documents will be picked up - pre-boxed - from The Arizona State Board of Physical Therapy's office to be processed at ICM's main facility located at 4320 E. Cotton Center Boulevard, Suite 106, Phoenix, AZ 85040.

Document Prep

- ICM will perform all necessary document prep steps. This includes taping trailers to standard sheets, removing staples, separating carbon copies, verifying to manifest, and inserting barcode sheets.
- All non-standard size pages such as sticky notes will be processed, and may be taped to traveler pages.
- ICM is not proposing to re-fasten documents after processing – documents will be returned complete and in order and placed back loose into the file folder. At an additional cost, documents can be re-assembled at the request of Arizona State Board of Physical Therapy.

Project Assumptions

- It is assumed that all pages are legal size or smaller pages.
- Some double sided pages were found in files, ICM will add 25% for budgetary purposes.
- Document prep is considered to be Medium – the files are considered to have average amount of folds, tears, staples, sticky notes, etc.
- Foreign Licenses are stored in different type folders due to the variety of paper/binding AZBPT receives for applications. 2 sided pronged folders were found as well as bound books.
- Exams can be found on pink paper and will be scanned in Black and White.
- Manila folders containing documents have notes and will be scanned in Black and White.
- It is assumed that no purging is required – all pages in a folder will be scanned, in the order they exist in the paper folder.

Scan and Scan QA

- All pages will be initially scanned to TIFF format.
- ICM will perform 20% visual inspection and scan QA, rescanning as necessary at no charge, to ensure high-quality images.

Project Assumptions

- Documents will be scanned to folder level at 300dpi Black, Black and White PDF files.
- Automatic rotation and blank page removal will be performed.
- Additional image adjustments will not be performed.
- Any photographs or colored paper will be scanned with the file at 300dpi Black and White and will be included in the creation of the PDF.

Image & PDF Process

- Documents will be indexed with defined, standardized naming conventions.
- Finished documents will be processed to PDFs, with optional Optical Character Recognition (OCR) for full-text search.

Project Assumptions

- The following indexing values will be used when naming the records
  - 7 characters for License Number
- License Numbers will be easily identified on the file folder or on the first page of the file.
- The Arizona State Board of Physical Therapy will provide ICM a copy of their database for these licensing files in order to pre-pop existing information for input into Viewcenter.

Deliverables

- ICM will provide the final deliverable per the required customer specifications
- ICM will provide destruction receipts and a certificate of destruction for customers choosing to have boxes shredded.

Project Assumptions

- It is assumed that ICM will upload all scanned documents into AZBPT's Viewcenter Document Management System.
- A box destruction quote has been provided should AZBPT get approved for destruction by the State Library and Archives.

Pricing and Investment – Scanning Services

The Arizona State Board of Physical Therapy will only be charged for the actual number of documents prepped, scanned, and indexed. The following is a budgetary estimate based on our site survey.

The following is a budgetary estimate based on the minimum standard of 20% QC according to State Contract ADSPO18-185890 – Document Management Services. A higher QC% can be quoted at the request of the customer.

Qty	Unit	Description	Price Per	Total Price
276,480	Image	Document Prep (Average)	$0.019	$5,253.12
276,480	Image	Scanning - Small format - 300dpi B/W	$0.029	$8,017.92
30,401	Char	Indexing	$0.006	$182.41
276,480	Image	PDF OCR	$0.007	$1,935.36
12	Each	VC Upload	$9.00	$108.00
1	Trip	Delivery	$20.00	$20.00
115	Box	Certified Destruction (optional)	$3.60	$414.72
		Total		$15,931.53

Conversion Location – In Process Requests

Documents are processed at ICM's main facility located at 4320 E. Cotton Centre Boulevard, Suite 106, Phoenix, AZ 85040. For in-process documents, the client can request an electronic copy be emailed to them within 8 business hours.

Scheduling

ICM is prepared to begin the project upon authorization to proceed. ICM will develop a complete project schedule, with a pick-up and delivery schedule, in the initial project planning step.

General Terms and Conditions

- The above quantities are estimates intended for budgetary purposes – ICM invoices client for actual completed and delivered products and/or services.
- For security purposes, work file images and corresponding databases are kept for 90 days after completion of project and destroyed after this date.
- Unless otherwise noted, this proposal is valid for 60 days from the date of issue.
- Any increase in the Scope of Services for this project will result in a reassessment of time, resources, and adjustment of proposed fees.
- ICM's standard terms are Net 30 days. VISA, MasterCard, and American Express are also accepted.
- If certified destruction is required, ICM will hold the boxes for 2 weeks to allow for an audit of the deliverable. On the third week, a destruction receipt will be provided for signature to authorize destruction with the expectation to receive a signed copy by the end of the week. Boxes requiring storage past three weeks will incur a charge of $1 per box per week for a maximum of 9 weeks. Any boxes still in storage after a total of 12 weeks will be returned at the cost of the customer.

Billing and Terms

ICM will invoice the Arizona State Board of Physical Therapy at the end of each month for work completed and delivered during the month. Where a contracting vehicle is in place, payment terms are as contracted. ICM's standard payment terms are net 30.

Approval of Statement of Work and Authorization to Proceed

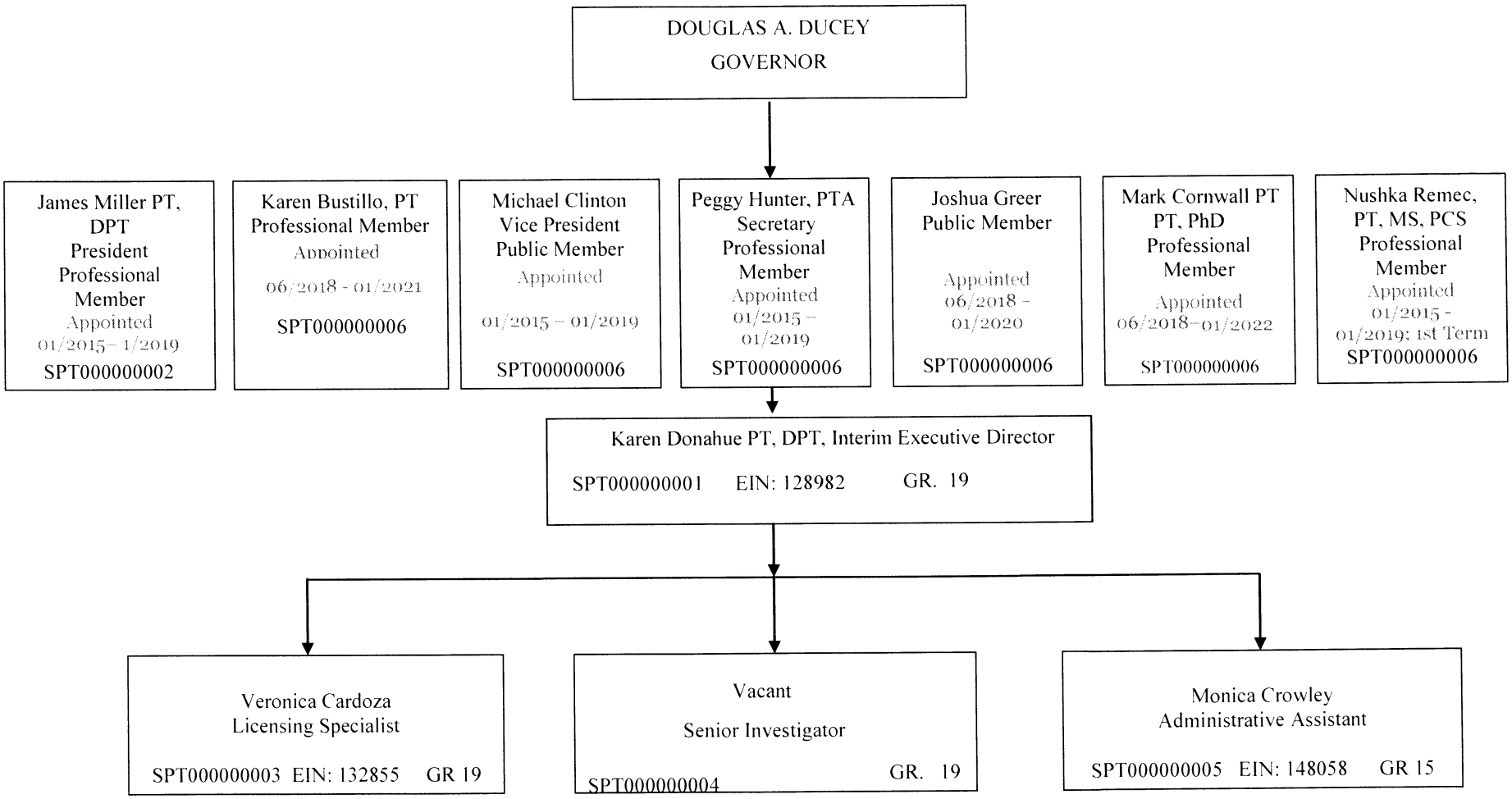
Upon approval, ICM's project team will review the implementation calendar and contact the Arizona State Board of Physical Therapy within 1 week to determine a mutually-agreed upon project start date. ICM will require 2-3 weeks after approval to incorporate into the implementation calendar and assign resources.

A signature below by an authorized officer or Purchase Order is considered Authorization to Proceed and will initiate the terms of this proposal and agreement.

Approved By: ICM Document Solutions

Stephanie Nichols
Business Solutions Consultant
Date: November 28, 2017

Approved By: Arizona State Board of Physical Therapy

Authorized Officer
Date: November 28, 2017

ARIZONA STATE BOARD OF PHYSICAL THERAPY
ORGANIZATION CHART