

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
AGENCY PROGRAM COMMENTARY
2003 - 2005

The Social Work Licensing Act provides for the examination of applicants for social work licensure, licensing of qualified social workers and regulation of social work practice. Since the inception of the Board in 1981, the duties of the Social Work Licensing Board have continuously increased.

The Board has reviewed over 5,500 applications for social work licensure. Approximately 250 - 275 applicants are approved to take the examination each year.

The Board receives 12 - 15 written complaints against social workers each year. During the past two years, the Board investigated twenty complaints against social workers. Due to the increasing complexity of the complaints, it has become necessary to obtain the services of a professional investigator to assist with the investigations. The investigations and administrative hearings held as a result of the complaints require a considerable amount of time and expense. However, it is a necessity and imperative for the Board to accomplish our mandate of protecting the public and regulating the field of social work practice.

Seven of the nine board members live outside of Pulaski County. While the Board advocates appointments from others areas, the travel expenses to the monthly board meetings is a major expenditure in the general operations of the Board.

We have one full time employee who is responsible for all of the general operations of the Board.

The Board has established an information technology plan. The plan is designed to improve accessibility, to increase office operating efficiency, to reduce expenditures and to gain immediate access to local, state and national databases. As a part of the plan, the Board has developed a web site. The site provides access to information regarding the Board and social work licensing. Information regarding licensing requirements, forms for applying for and renewing a social work license, the forms and information necessary for filing a complaint and a social worker database of all the currently licensed social workers can be found on the site.

It is important to note that all of our income is derived from special revenues and used solely for the operation of the Social Work Licensing Board.

AGENCY	DIRECTOR	AGENCY PROGRAM COMMENTARY	PAGE
SOCIAL WORK LICENSING BOARD	<i>Stephene Jones</i>		390

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF:
ARKANSAS SOCIAL WORK LICENSING BOARD
FOR THE YEARS ENDED JUNE 30, 2000 AND 1999

Findings

None

Recommendations

None

SA0725400

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
 EMPLOYMENT SUMMARY
 Required by: A.C.A. 19-4-307

AGENCY TITLE: 0254 SOCIAL WORK LICENSING BD

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	0	1	1	100%
BLACK EMPLOYEES	0	0	0	0%
EMPLOYEES OF OTHER RACIAL MINORITIES	0	0	0	0%
TOTAL EMPLOYED AS OF			0	0%
			0	
DATE			TOTAL MINORITIES	
			1	100%
			TOTAL EMPLOYEES	

Tracye Jones 8/21/02
 AGENCY DIRECTOR

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
STATE AGENCY PUBLICATIONS

Fiscal Year 2002-2003

Required by: A.C.A. 25-1-204

AGENCY: Social Work Licensing Board (254)

NAME OF PUBLICATION	STATUTORY AUTHORIZATION	PUBLICATION REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Board Meeting Minutes			15-20	Required by Regulations
Annual Report	A.C.A. 17-103-203(6)		50	Required by Law
Financial Report	A.C.A. 17-103-203(8)		50	Required by law
Code-of-Ethics/Standards for Practice	A.C.A. 17-103-203(4)		Approx. 2500	An updated Social Work Licensing Law and Regulations booklet is published when there is a change in the law or regulations.
Newsletter			Approx. 2500	A newsletter is published several times a year as a means for communicating with licensed social workers.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
ANALYSIS OF BUDGET REQUEST
2003 - 2005

The operations of the Social Work Licensing Board are funded by fee collections, authorized by Arkansas Code §17-46-205. The Base Level request of the Board for the 2003-2005 biennium is \$96,936 in FY04 and \$98,108 in FY05. The Base Level request includes a 2.7% salary increase each year over the FY03 salary levels for all incumbents plus associated increases in Personal Services Matching. Included in Personal Services Matching is a \$33 per month increase in the monthly contribution for State employee's health insurance for a total State contribution of \$280 per month per budgeted employee.

Change Level requests of the Board total \$2,173 in FY04 and \$4,221 in FY05. Change Levels requested include the following: 1) An extraordinary salary increase of 5% above the FY03 line item maximum is requested for the Executive Director at a cost of \$973 in FY04 and \$2,021 in FY05; 2) Additional Professional Fees and Services appropriation is requested for contracting with a professional investigator to assist with the investigation of complaints, \$1,000 in FY04 and \$2,000 in FY05; 3) An additional \$200 is requested each year in the Refunds/Reimburse line item for license renewal applications that are denied.

The Executive Recommendation provides for Agency Request except for the extraordinary salary increase for the Executive Director which is not recommended.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Social Work Licensing Board Code: 254	Name: Social Work Licensing Board Code: 2KZ	Name: Social Work Licensing Fund Code: SSW		394

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name SOCIAL WORK LICENSING BOARD
 Agency Code 254
 Appropriation Name Social Work Licensing Board
 Appropriation Code 2KZ
 Fund Name Social Work Licensing
 Fund Code SSW

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	34,995	35,922	1	35,922	1
Personal Serv Match	5010003	9,148	9,326	0	9,326	0
Operating Expenses	5020002	22,143	37,050	0	39,050	0
Travel-Conferences	5050009	1,604	2,300	0	300	0
Prof. Fees & Serv.	5060010	2,931	10,000	0	10,000	0
Refunds/Reimburse	5110014	390	800	0	800	0
Grand Total		71,210	95,398	1	95,398	1

Funding Sources						
Name	Code					
Fund Balance	4000005	60,211	69,037	*****	*****	*****
Special Revenue	4000030	80,036	105,000	*****	*****	*****
Total Funding		140,247	174,037	*****	*****	*****
Excess Appro/(Funding)		(69,037)	(78,639)	*****	*****	*****
Grand Total		71,210	95,398	*****	*****	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name SOCIAL WORK LICENSING BOARD
 Agency Code 254
 Appropriation Name Social Work Licensing Board
 Appropriation Code 2KZ
 Fund Name Social Work Licensing
 Fund Code SSW

Character		Agency Request											
		2003-04						2004-05					
Name	Code	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
Regular Salaries	5010000	36,892	1	827	0	37,719	1	37,888	1	1,717	0	39,605	1
Personal Serv Match	5010003	9,894	0	146	0	10,040	0	10,070	0	304	0	10,374	0
Operating Expenses	5020002	37,050	0	0	0	37,050	0	37,050	0	0	0	37,050	0
Travel-Conferences	5050009	2,300	0	0	0	2,300	0	2,300	0	0	0	2,300	0
Prof. Fees & Serv.	5060010	10,000	0	1,000	0	11,000	0	10,000	0	2,000	0	12,000	0
Refunds/Reimburse	5110014	800	0	200	0	1,000	0	800	0	200	0	1,000	0
Grand Total		96,935	1	2,173	0	99,109	1	98,108	1	4,221	0	102,329	1

Funding Sources													
Name	Code												
Fund Balance	4000005	78,639	*****	0	*****	78,639	*****	89,530	*****	0	*****	89,530	*****
Special Revenue	4000030	107,827	*****	2,173	*****	110,000	*****	100,779	*****	4,221	*****	105,000	*****
Total Funding		186,466	*****	2,173	*****	188,639	*****	190,309	*****	4,221	*****	194,530	*****
Excess Appro/(Funding)		(89,531)	*****	0	*****	(89,530)	*****	(92,201)	*****	0	*****	(92,201)	*****
Grand Total		96,935	*****	2,173	*****	99,109	*****	98,108	*****	4,221	*****	102,329	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name SOCIAL WORK LICENSING BOARD
 Agency Code 254
 Appropriation Name Social Work Licensing Board
 Appropriation Code 2KZ
 Fund Name Social Work Licensing
 Fund Code SSW

Character		Recommendations							
		Executive				Legislative			
		2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000	36,892	1	37,888	1	0	0	0	0
Personal Serv Match	5010003	9,894	0	10,070	0	0	0	0	0
Operating Expenses	5020002	37,050	0	37,050	0	0	0	0	0
Travel-Conferences	5050009	2,300	0	2,300	0	0	0	0	0
Prof. Fees & Serv.	5060010	11,000	0	12,000	0	0	0	0	0
Refunds/Reimburse	5110014	1,000	0	1,000	0	0	0	0	0
Grand Total		98,135	1	100,308	1	0	0	0	0

Funding Sources									
Name	Code								
Fund Balance	4000005	78,639	*****	90,504	*****	0	*****	0	*****
Special Revenue	4000030	110,000	*****	105,000	*****	0	*****	0	*****
Total Funding		188,639	*****	195,504	*****	0	*****	0	*****
Excess Appro/(Funding)		(90,504)	*****	(95,196)	*****	0	*****	0	*****
Grand Total		98,135	*****	100,308	*****	0	*****	0	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Rank by Appropriation

Agency Name SOCIAL WORK LICENSING BOARD
 Agency Code 254
 Appropriation Name Social Work Licensing Board
 Appropriation Code ZKZ
 Fund Name Social Work Licensing
 Fund Code SSW

Rank	Justification	Designation		Cost Center		2001-02	2002-03		Agency Request		Executive Recommendation		Legislative Recommendation							
		BL	Base Level	Total		Actual	Budget	Pos.	2003-04 Pos.	2004-05 Pos.	2003-04 Pos.	2004-05 Pos.	2003-04 Pos.	2004-05 Pos.						
				Total		71,210	95,398	1	96,935	1	98,108	1	96,935	1	98,108	1	0	0	0	0
1	This request represents a 5% salary increase above the FY03 line item maximum each year for the Social Work Licensing Board Executive Director.	C10	Reclass	210210	Social Work Oper	0	0	0	973	0	2,021	0	0	0	0	0	0	0	0	0
		C10	Reclass	Total			0	0	0	973	0	2,021	0	0	0	0	0	0	0	0
2	Due to the increasing complexity of the complaints filed against social workers, the agency is often required to obtain the services of a professional investigator to assist with the investigations. Additionally, the number of administrative hearings held as a result of the complaints is increasing. Additional appropriation is needed for Professional Fees and Services to address this need.	C01		210210	Social Work Oper	0	0	0	1,000	0	2,000	0	1,000	0	2,000	0	0	0	0	0
		C01		Total			0	0	0	1,000	0	2,000	0	1,000	0	2,000	0	0	0	0
3	Additional appropriation is needed for refunds when license renewal applications are denied.	C02		210210	Social Work Oper	0	0	0	200	0	200	0	200	0	200	0	0	0	0	0
		C02		Total			0	0	0	200	0	200	0	200	0	200	0	0	0	0
		Grand Total		Total		71,210	95,398	1	99,109	1	102,329	1	98,135	1	100,308	1	0	0	0	0