



Counselor, Social Worker & Marriage and Family Therapist Board

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STATE OF OHIO

COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD

May 17, 2013

Chairperson, Ms. Mary Venrick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the regular meeting of the Board at 1:00 P.M. on May 17, 2013. Mr. Steven Polovick, Dr. Terri Hamm, Dr. Otha Gilyard, Mr. Timothy Brady, Dr. Christin Jungers, Ms. Margaret Knerr, Dr. Thomas McGloshen, Ms. Jennifer Brunner, Ms. Stephanie McCloud, Ms. Maureen Cooper and Ms. Erin Michel. Absent: Mr. Alan Demmitt. Staff present: Mr. James Rough, Mr. William Hegarty, Ms. Patricia Miller, Ms. Tracey Hosom, Ms. Margaret-Ann Adorjan and Ms. Tammy Tingle.

Also present: Mr. Jim Lockwood, AAG and Mr. O'Leary, OAMFT.

Ms. Venrick welcomed new board member Ms. Erin Michel, LSW, to the Board and to the Social Work Professional Standards Committee. Also welcomed Mr. O'Leary to the board meeting.

- I.** Discussion and approval of agenda.
- II.** Ms. Cooper moved to accept the March 22, 2013, minutes, seconded by Mr. Brady. Carried.
- III. Executive Director Report presented by Mr. Rough:**

Mr. Rough reported:

1. Copy of the report given to each of the Professional Standard Committees will be attached to the minutes.
2. Met with Rep. Sears and the bill was sent to the Legislative Service Commission (LSC) for drafting, hope to have a second draft soon.
3. Continue to work on rules to be filed.
4. New social work temporary license will be added to the language in the laws and rules.

5. Thanked Ms. Brunner for the correct understanding of the meaning of new Section 4757.45 of the Revised Code adding the Human Trafficking language.
6. Each of the professional standards committees accepted the changes to the ethics rule.
7. The National Center for Health Workforce Analysis will be making changes to add more information on the system.
8. Discussed the budget report and licensure number report.
9. The staff continues to work well, complimented each of the staff for doing a good job.

IV. Investigative Report presented by Mr. Hegarty:

Mr. Hegarty reported:

1. Thanked Mr. Brady, Ms. Cooper, Ms. Venrick and Ms. Knerr, the investigative liaisons.
2. A hearing in front of a hearing officer will be held on June 28, 2013 and the report will be given to the board in September.
3. Seventy-two new cases have been received, thirty-six of them are audit issues and the next complaint is competency, the largest number of cases in one city stem from Cincinnati. The department has been busy.
4. Dr. McGloshen asked if the staff travels to all cases and Mr. Hegarty stated mostly.
5. Ms. Venrick asked about the hearing officer report, Mr. Hegarty explained the role of the hearing officer and that they are used when unable to have a hearing during a board meeting.
6. Dr. Gilyard commented it is good to travel to the places being investigated. Mr. Hegarty agreed.
7. Ms. Knerr asked if it was less expensive to have a hearing officer versus the Board present. Mr. Hegarty stated that considering payroll and travel expenses it was less expensive.
Mr. Lockwood added that the hearing officer report is very detailed.

V. Legal Update presented by Mr. Lockwood:

1. Updated the case on Ms. Jill Pritchett, and her appeal of a PC license. Her argument is that she has a constitutional right to a license, she has a psychology degree not a counseling degree. Waiting for a response from the court.

VI. Counselor Professional Standards Committee Report was presented by Ms. Cooper:

Ms. Cooper reported:

1. Approved sixty-one PC and fifty-three PCC applications, Mr. Frazier sent five-hundred and twenty-three CT applications and Ms. Elliott sent one-hundred and one application packets.
2. Met with Ms. Broome and Ms. Franklin to discuss some continuing education unit (CEU) issues. The different number of CEU's allowed through home study for counselors versus social workers and marriage & family therapists, programs approved for one license but denied for the others, continue to discuss these and other issues with the Board.
Will work with Jim on a pod cast on how to renew a license.
3. Discussed adding a fee when licensees required additional time to complete hours when audited.
4. For background check information, the committee did not feel a mental health history was appropriate and not for the public to view.

VII. Social Work Professional Standards Committee Report was presented by Mr. Polovick:

Mr. Polovick reported:

1. Approved one-hundred and seven LISW, one-hundred and forty-seven LSW, and ninety-nine SWA applications.
2. There are two-hundred and fourteen LISW, one thousand and three LSW and nine SWA applications pending.
3. There was not much correspondence.
4. Continue to discuss defining counseling by a social worker.
5. Discussed the criminal records background check and the language.

VIII. Marriage & Family Therapist Professional Standards Committee Report was presented by Dr. McGloshen:

Dr. McGloshen reported:

1. Approved four MFT, and three IMFT applications.
2. Approved two exam requests, and two hardship requests.
3. Discussed the revision of MFT rules regarding practice and supervision.
4. Reviewed the Nursing board application questions.

IX. Committee Reports

Executive Committee

Reported in Mr. Rough's report.

CEU Committee – Ms. Knerr

1. Ms. Knerr reported looking into quality control other than a word count for text based programs.
2. Presenters can be awarded one and a half CEU's for poster presentations.
3. Ms. Michel will ask NASW how the number of hours for their text based programs was determined.

Investigations Ad Hoc Committee

No Report

X. Old Business:

1. Mr. Polovick reported the visit to the three sites including the VA, Children's Hospital and South East will start at 9:00 a.m. on Thursday July 18, 2013. Everyone needs to have a state ID, driver's license, and will be required to sign a confidentiality agreement. Everyone needs to be punctual and arrive at their sites by 9:00 a.m. In the meantime, he asked everyone to come up with a few questions to ask. Lunch will be held at 1:00 p.m. at the Department of Aging down the hall from the Board office to discuss the morning events. Mr. Rough will order pizza, pop and water for everyone. Group leaders should be e-mailing directions and have a plan set up for the morning.
2. Discussion took place on what can be asked regarding the criminal background check. Mr. Lockwood will look into this.
3. Ms. Knerr requested the social work temporary language be sent to her as well as any draft language for other rule changes.

XI. New Business:

1. None

Ms. Venrick thanked everyone and reminded everyone to leave quietly.

XII. Adjourned: 2:05 PM

Mary Venrick, PC, Board Chair



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COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD

Executive Committee Meeting Minutes

May 16, 2013

Chairperson, Mary Venrick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the executive committee meeting of the Board at 8:19 a.m. on May 16, 2013.

Members present were Dr. Thomas McGloshen, Mr. Steven Polovick, Ms. Maureen Cooper and Dr. Otha Gilyard. Staff present: Mr. James Rough

- Approve agenda and minutes - agenda and minutes were approved.
- Board member appointments: The governor appointed a new LSW, Erin Michel to the social worker professional standards committee and Alan Demmitt, IMFT, PCC-S to the marriage and family therapist professional standards committee. The Governor's office of Boards and Commissions is working on one appointee from 10/10/2012 expiration to replace Tommie L. Robertson. Additionally, we had a LISW vacancy due to unexpected resignation of Robert Nelson, LISW-S. Mr. Rough has followed up with the governor's office and secured additional applicants.
- Budget issues: FY 2013 is in good shape. Mr. Rough testified at a Senate hearing on 4/23/2013. The only questions were focused on did the board have the resources it needs, which is the case with the proposed budget; how could the board have enough resources without raising the cost of licenses applications and renewals, which is due to a growing licensee base and addition of other fees; and Senator Tavares asked all of the health care related boards about adequacy of the numbers of licensees and their work sites. Mr. Rough testified that we had grown approximately 2% annually and the board was working with national associations and The National Center for Health Workforce Analysis (NCHWA) in HRSA's Bureau of Health Professions to develop a minimum dataset for each profession to identify work sites. Additionally, the director of the department of Health has scheduled a meeting with all of the Ohio health related boards to discuss this issue.

- New House Bill - Mr. Rough met with Rep. Sears to discuss the draft bill and had several changes, which she approved. The bill is back at the Legislative Service Commission, LSC, for drafting. We hope to get the bill in hand in June. Rep. Sears will introduce the bill once the draft is approved at which point it will be assigned a number.

- We received comments from the JCARR, Joint Committee on Agency Rule Review, chair and vice-chair on rule 4757-9-04 paragraph (D) the 10,000 words per hour discussion. They were very clear that they considered the rule to have adverse impact. See paragraph below. The CE Committee needs to review the rule and provide feedback to professional standards committees and possible discussion at the full board meeting on Friday. Public member Stephanie McCloud had several discussions with the director of JCARR. They inquired about a more substantive review of all home study courses for quality and number of hours to be earned. There are 44 current providers who offer an unknown quantity of home study courses and 85 existing individually approved programs. We need to discuss the options and decide at the May meeting, if that is an approach acceptable to the board. The CEU committee will discuss the issue and provide feedback to the professional standards committees.
 - When JCARR receives a rule that has an adverse impact and has been reviewed by the CSI, JCARR will analyze the rule's regulatory intent and determine if adverse impact on business is justifiable. If in the analysis it is determined the regulatory intent is not justified (new prong), the JCARR Committee will vote to make a recommendation to create a concurrent resolution to invalidate the rule.

- Planning meeting for July 2013 – off-site – a committee of Mr. Polovick, Mrs. Venrick and Dr. McGloshen have been appointed to discuss the concept. They have a good outline of a proposal for full board review. Mr. Polovick reported everything was progressing.

- **New Social Worker Temporary License:**
 - The Board received a request, and has received many others in the past, from an applicant who owes money to her school, and the school is therefore not releasing her transcript. Under current law, the Board can grant a temporary license to an applicant who has completed her degree requirements and graduated and is waiting for the degree to be conferred on her transcript. Should the statute be altered to help applicants who are not able to have their transcripts issued because of debt to the school? Ms. Brunner suggested that if an applicant is on a payment plan to her school, we could set up a temp license that would need to be periodically renewed for as long as the applicant is in repayment. This way the applicant is encouraged to pay off her school in order to gain full licensure, and the school isn't being cheated out of money. Mr. Brady also stressed that the other professions should be encouraged to use the same model, for the sake of consistency. Ms. Brunner drafted language for a potential statute change.

- This language was added to the Social Work section for LSW licensing. Are the Counselors and MFTs interested in also adding this option? The Counselor and MFT professional standards committees will discuss this issue.
- **Public Outreach:**
Steve Polovick emailed us about participation in a community event. Please see email content attached. I discussed this with our assistant attorney General, AAG, and we did not think it fit within the activities of the board as detailed in Chapter 4757 of the Revised Code. See Sections 4757.01, 4757.03, 4757.04, 4757.05 and others. Mr. Rough asked the professional standards committees to discuss the issue.
- **Option for an Inactive License:**
The board has discussed many times in the past setting up a status that would allow a licensee to renew without CE and maintain their license, but be ineligible to practice. There are many terms used like retired, inactive, escrow, etc. This was a part of the annual planning meeting from several years back. We did not try to implement it due to the manual processing of renewals that would occur in our current system. The new eLicensing2 system should provide a more manageable system that will allow us to implement that change. There is draft language in the executive director report for review to add to the bill in work.
- Review of July 2012 planning meeting minutes and action items. The following are action items for review, which are change based on the planning meeting results from July 19, 2012 meeting:
 1. Cultural competency/diversity – need for counselors’ and MFTs’ association ethics codes to have citations to become part of our ethics code. – *Track by Jim*
 2. Growth of MFTs - MFT professional standards committee – *in work*
 3. Need for an “S” status for MFTs - MFT professional standards committee – *in work*
 4. Need for Investigator liaison training – CLEAR, AG’s office? – *Bill will track opportunities for training*
 5. Importance for statute bill to pass. – Counselor education programs need to be accredited through CACREP. NASW will lobby for bill passage. – *Jim will track*
 6. Need for effective communication with consumers of services – *NASW Ohio Chapter provided revised language for our online consumer brochure.*
 7. Moral Turpitude issue for licensing or denial of licensing may hinge on definition. – *AAG Lockwood provided information at the November 2012 meeting.*

Meeting adjourned at 9:12 a.m.

Board Chair

These minutes not yet approved, Committee did not meet at July Meeting due to special activities at that meeting.



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CEU Committee Meeting Minutes

May 16, 2013

Chairperson, Ms. Margaret (Charlie) Knerr, IMFT, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the CEU committee meeting of the Board at 11:05 a.m. on May 16, 2013.

Members present were Dr. Chrissy Jungers, PCC and Erin Michel, LSW and additional Board Member Stephanie McCloud. Staff present: Mr. James Rough, Executive Director, Ms. Rhonda Franklin, Renewal Coordinator, Ms. Patricia Miller, Continuing Education Coordinator, and Ms. Paula Broome, Audit Coordinator.

1. Approve agenda and minutes from March – committee approved minutes and agenda.
2. Ms. Broome's report on 2012 CE audits. Issues with programs and providers for committee review. Some online programs not pre-approved taken by licensees are receiving credit hours through the post program approval process that may not be accepted by the individual professional standards committees. Ms. Broome provided the following audit report for the timeframes of April 2012 through October 2012 as follows:
 - 16 Licensees renewed their licenses without completing any CEU hours. After completing the required hours, these licensees will be audited upon their next renewal.
 - 36 licensees failed to complete the audit. These 36 licensees were referred, by me, to the Board's investigation department.
 - I have begun to keep track of licensees who complete all 30 of their CEU hours in one day.
 - I have started a provider/program spreadsheet that will track errors made by providers. The date of their explanation or correction will also be logged.

Ms. Broome requested that the Counselors Professional Standards Committee reconsider Board approval for counselors through CE4Less, CMI Education Institute and CME Resource. Many counselors take programs through these organizations and request post program approval. They are given (in most cases) full credit by staff. Mr. Rough asked Ms. Broome to provide examples of the courses she believes should be approved by the counselors for review at the July meeting.

These minutes not yet approved, Committee did not meet at July Meeting due to special activities at that meeting.

3. Survey results: A copy of comments since the last meeting was provided for review.

4. Mr. Rough was contacted by JCARR during rule filing process and filed rule 4757-9-04 "To-Be-Refiled".

Public member Stephanie McCloud had several discussions with the director of Joint Committee on Agency Rule Review (JCARR). They inquired about a more substantive review of all home study courses for quality and number of hours to be earned. There are 44 current providers who offer an unknown quantity of home study courses and 85 existing individually approved programs. We need to discuss the options and decide at the July meeting, if that is an approach acceptable to the board.

When JCARR receives a rule that has an adverse impact and has been reviewed by the Common Sense Initiative (CSI), JCARR will analyze the rule's regulatory intent and determine if adverse impact on business is justifiable. If in the analysis it is determined the regulatory intent is not justified (new prong), the JCARR Committee will vote to make a recommendation to create a concurrent resolution to invalidate the rule.

Ms. McCloud reported on discussions with JCARR executive director, who anticipated an implementation of a quality based process instead of a word count would be better received. In order to do this, we would need to review each text based program. The text based programs have questions that require answers that live presentations do not have. A possible good quality standard would be citations to research in peer-reviewed journals and evidence based practices. The committee discussed these issues and also discussed maybe the all CEUs through distance learning were not the best option. The committee asked that staff and/or the assistant attorney general review existing rules to see if we could deny courses that were deemed unsatisfactory for quality without a change to the existing rules. Mr. Rough will contact some licensees with academic credentials to review some courses and provide feedback on how a quality review process might work. Also, he will provide a draft quality standard for review.

5. Ms. Miller raised this issue: CJ Hendry & Associates, an approved provider for counselor and social work continuing education submitted an appeal for the program "Compassion Fatigue" to be approved as meeting the supervision requirement. The CEU Committee denied this appeal stating the program Compassion Fatigue is approved as a continuing education program, but does not meet the supervision requirement.

Committee adjourned at 12:12 p.m.

Ms. Margaret (Charlie) Knerr
CEU Committee Chair



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May 10, 2013

Executive Director's Report

Board Meeting Dates and Rooms

Thursday May 16, 2013

Executive Committee – Executive Director's Office at 8:15 a.m.
SWPSC – in CPSC Conference Room – 9:00 a.m.
MFTPSC - Conference Room – 9:00 a.m.
CPSC – in SWPSC Conference Room – 9:00 a.m.

CPSC -licensure denial hearing on Thursday, May 16th at 9:15 a.m.
CEU Committee – Executive Director's Office at 11:00 a.m.
Investigative Liaison Committee – Deputy Director's Office – 1:00 p.m.

Friday May 17, 2013

SWPSC - Conference Room – 9:00 a.m.
MFTPSC - Conference Room – 9:00 a.m.
CPSC - Conference Room – 9:00 a.m.
Board Meeting – LeVeque Tower 15th Floor Petroleum Board – 1:00 p.m.

Issues to Discuss

Full Board Issues:

The following Board positions need new appointments, which have not been made: Two appointments are for Tommie Robertson's and Deirdre Petrich's positions the other two come from Jennifer Hadden and Bob Nelson resigning from their positions.

Name	Type	Home Town	Expiration	1st or 2nd Appt
Vacant	MFT		10/10/12	
Vacant	MFT		10/10/12	
Vacant	LSW		10/10/14	
Vacant	LISW		10/10/13	

I have been in consistent contact with the Governor's office concerning these appointments.

Ohio Ethics Commission – Financial Disclosure Annual Report:

Ohio's law requires many public officials and employees to file personal financial disclosure statements each year. The Ethics Commission administers the financial disclosure requirement for those officials and employees. The reports are due by May 15, 2013 for all board members who had any service in calendar year 2012. I have contacted all members who have not filed as of May 6, 2013.

Legislation:

I had a meeting with Rep. Sears and the bill has been sent to the Legislative Services Commission (LSC) for drafting. The budget changes have priority at LSC and we will hopefully have a second draft soon.

Budget:

The current budget, FY 2013, is well within limits as the reports show. We will have excess funds at the end of the year for several reasons: shortage of board members (no pay or travel); licensing system charge half of expected amount; and DAS did not charge for the printing for the first half of the fiscal year due to prior over charges. The FY 2014-2015 budget was submitted and we had our House and Senate hearings. To date, we have been approved for the appropriation (approval of level of funding) that we requested last September in the formal budget request.

There are two new issues that may impact the budget.

- The state is changing from Centrex telephones to voice over internet protocol (VoIP). The board will save money over time, but the infrastructure implementation is expensive. Fortunately, it will happen in the next few months and we have extra budget room this fiscal year.
- We had our first meetings to implement a new licensing system in earl April. We anticipate the new system to come online this Fall. I do not expect an increase over the prior system annual cost, but am not sure they know exactly what costs will be and there may be unexpected costs that arise. The implementation costs are part of the purchase price, which was funded from all of the boards from funds in the 4K90 fund, which is the Boards & Commissions depository fund within OBM (Office of Budget and Management).

Ohio Administrative Code changes ~ Rules:

Five Year Rule Review -

Two rules were delayed from final filing due to issues raised and only one needs discussion by the professional standards committees as noted:

CEU Committee & each professional standards committee– the 10,000 word requirement added to 4757-9-04, Clock hours for continuing professional education. We received comments from the JCARR, Joint Committee on Agency Rule Review, chair and vice-chair on rule 4757-9-04 paragraph (D) the 10,000 words per hour discussion. They were very clear that they considered the rule to have adverse impact. See paragraph below. The CE Committee needs to review the rule and provide feedback to professional standards committees and possible discussion at the full board meeting on Friday.

Public member Stephanie McCloud had several discussions with the director of JCARR. They inquired about a more substantive review of all home study courses for quality and number of

hours to be earned. There are 44 current providers who offer an unknown quantity of home study courses and 85 existing individually approved programs. We need to discuss the options and decide at the May meeting, if that is an approach acceptable to the board.

- When JCARR receives a rule that has an adverse impact and has been reviewed by the CSI, JCARR will analyze the rule's regulatory intent and determine if adverse impact on business is justifiable. If in the analysis it is determined the regulatory intent is not justified (new prong), the JCARR Committee will vote to make a recommendation to create a concurrent resolution to invalidate the rule.

Rule 4757-9-05 "Approval of continuing professional education programs required for renewal of licenses and certificates of registration issued by the board" (rule that sets requirements for CE programs, CE providers, and other details of CE), changes concerning NASW approval have been resolved by the Social Worker PSC.

I planned to file them both at the same time, but if 4757-9-04 is going to be delayed I may file 4757-9-05 instead of waiting.

ODMH Rule 5122-29-30 – Medicaid Billable Services

ODMH is in the process of filing a change to add CPST service under the approved services billable by licensed MFTs & IMFTs without using the "QMHS" title. ODMH filed the rule and has a public hearing on May 17, 2013. The rule will hopefully become adopted by July 1, 2013. MFTs & IMFTs were added in the past, but a court case resulted in ODMH having to revert to an earlier version of the rule for reasons having nothing to do with MFTs or IMFTs. The case was settled a year ago and now ODMH can once again include the MFTs and IMFTs on the billing matrix.

Licensure application issue: Due to new legislation the criminal background checks no longer include arrests and other details except for convictions and guilty pleas. Attached is a Dispatch article about the changes. Attached are a revised Nursing Board Application questions that our former AAG Melissa Wilburn said would be a good example to use. I would appreciate each professional standards committee reviewing this page against our current Application questions for PC, PCC, LSW, LISW, MFT & IMFT. A copy of the current questions page is also attached in each Professional Standards Committee's documents.

New Social Worker Temporary License:

The Board received a request, and has received many others in the past, from an applicant who owes money to her school, and the school is therefore not releasing her transcript. Under current law, the Board can grant a temporary license to an applicant who has completed her degree requirements and graduated and is waiting for the degree to be conferred on her transcript. Should the statute be altered to help applicants who are not able to have their transcripts issued because of debt to the school? Ms. Brunner suggested that if an applicant is on a payment plan to her school, we could set up a temp license that would need to be periodically renewed for as long as the applicant is in repayment. This way the applicant is encouraged to pay off her school in order to gain full licensure, and the school isn't being cheated out of money. Mr. Brady also stressed that the other professions should be encouraged to use the same model, for the sake of consistency. Ms. Brunner drafted language for a potential statute change.

This language was added to the Social Work section for LSW licensing. Are the Counselors and MFTs interested in also adding this option?

Human Trafficking & HB247 effective 3/22/13

HB247 made new Section 4757.45 part of our law. However, our statute is not part of 4776.20. See attached documents.

ACA Ethics Code Revision is out for Review

Attached is a written response with several sections noted on pages 2 & 3. There is new language on the following that Bill and I think should be reviewed for addition to our ethics rules. Please see attached document.

1. **Supervisee-Supervisor Relationships**
2. **Student-Educator Relationships**

Public Outreach

Steve Polovick emailed us about participation in a community event. Please see email content attached. I discussed this with our assistant attorney General, AAG, and we did not think it fit within the activities of the board as detailed in Chapter 4757 of the Revised Code. See Sections 4757.01, 4757.03, 4757.04, 4757.05 and others.

The National Center for Health Workforce Analysis:

Attached are two documents concerning the Minimum Data Set (MDS) for CLINICAL SOCIAL WORKERS and the rationale for the MDS. The Ohio Department of Health has a meeting planned for all health related boards to discuss a statewide response to this issue.

Option for an Inactive License:

The board has discussed many times in the past setting up a status that would allow a licensee to renew without CE and maintain their license, but be ineligible to practice. There are many terms used like retired, inactive, escrow, etc. This was a part of the annual planning meeting from several years back. We did not try to implement it due to the manual processing of renewals that would occur in our current system.

We had meetings in April with the new licensing system, eLicense2, implementation team and believe that the new system will be much friendlier for processing that type process.

We reviewed five different board's statute language that currently have this process and liked the Speech & Audiology Board (SPE) language best. Attached is draft language based on the SPE board language, which I plan to ask Rep. Sears to add to our bill.

Executive Director Work Plan: review the results of the Planning Meeting and issues for future resolution. Below issues are based on the outcome of the planning meeting. I will review these issues with the Executive Committee at this meeting.

1. Cultural competency/diversity – need for counselors' and MFTs' association ethics codes to have citations to become part of our ethics code in paragraph (G) of 4757-5-02.
2. Growth of MFTs
3. Need for an "S" status for MFTs
4. Need for Investigator liaison training – CLEAR, AG's Office
5. Importance for statute bill to pass
6. Need for effective communication with consumers of services

7. Moral Turpitude issue for licensing or denial of licensing may hinge on definition in other statute sections than Chapter 4757. – **completed** AAG Lockwood addressed at November board meeting.

Sincerely,

James R. Rough
Executive Director



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AGENDA

May 17, 2013

1. Discussion of Agenda
2. Possible election of new chair of the Board
3. Approval of Minutes of March 22, 2013 Board Meeting
4. Executive Director's Report
5. Deputy Director's Report
6. Legal Update
7. Counselor Professional Standards Committee Report
8. Social Work Professional Standards Committee Report
9. Marriage and Family Therapist Professional Standards Committee Report
10. Standing Committee Reports
 - a. Executive Committee
 - b. Continuing Education Committee
 - c. Investigative Liaison Committee
11. Old Business
 - a. Off-site planning meeting for July 2013
 - b. Rule 4757-9-04 – 10,000 words per hour requirement
12. New Business
13. Chairman Comments



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March 22, 2013

Chairperson, Ms. Mary Venrick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the regular meeting of the Board at 1:00 P.M. on March 22, 2013. Mr. Robert Nelson, Mr. Steven Polovick, Dr. Terri Hamm, Dr. Otha Gilyard, Mr. Timothy Brady, Dr. Christin Jungers, Ms. Margaret Knerr, Dr. Thomas McGloshen, Ms. Jennifer Brunner, Ms. Stephanie McCloud. Absent: Ms. Maureen Cooper. Staff present: Mr. James Rough, Mr. William Hegarty, Ms. Patricia Miller, Ms. Tracey Hosom, and Mr. Doug Warne. Also present: Ms. Alicia Vandenberg and Mr. Tony Anders both from Columbus State Community College.

- I.** Discussion and approval of agenda. Dr. Gilyard moved to approve the agenda, seconded by Mr. Brady. Carried.
- II.** Dr. Gilyard moved to accept the January 18, 2013, minutes, seconded by Ms. Venrick. Carried.
- III. Executive Director Report presented by Mr. Rough:**

Mr. Rough reported:

1. Copy of the report given to each of the Professional Standard Committees will be attached to the minutes.
2. Mr. Nelson is resigning from the Board; Mr. Rough recognized his service and noted there are three other openings on the Board.
3. Reminded Board Members the due date for financial disclosure statements is May 15, 2013.
4. A draft bill has been sent out to various contacts and then will be sent to Representative Sears.
5. The budget looks good, a new phone system will be implemented and a new licensing system.
6. Ms. Hosom and Ms. Tingle might be attending the Investigator Training later this year.

7. Discussion of 4757-9-04 will be under old business and 4757-9-05 is ready to be filed.
8. ODMH Medicaid Billable Services was approved.
9. The National Center for Health Workforce Analysis (NCHWA) in HRSA's Bureau of Health Professions contacted Mr. Rough; they are trying to build national minimum data sets of demographics.
10. Mr. Karr brought new HIPPA rules regarding the use of e-mail; the Board will update our rules.
11. Discussion of the July planning meeting will be discussed later in the meeting.
12. NBCC policy regarding the Provision of Distance Professional Services will be attached to the minutes.
13. Discussed the licensee report, increase in numbers and discussed the budget report.
14. Mr. Rough will e-mail committee chairs for a committee to work on the e-mail rule change regarding HIPPA.

IV. Investigative Report presented by Mr. Hegarty:

Mr. Hegarty reported:

1. Thirty-two new cases since January 2013.
2. Ms. Tingle was part of a panel at Northern Kentucky University.
3. Competency and custody dispute were the topics of most complaints.
4. Thanked Ms. Tingle, Ms. Hosom, Ms. Adorjan and Mr. Nelson for all their hard work, the social work cases will now be forwarded to Mr. Brady.
5. A pending counselor case, Board denied the license application, they appealed based on a constitution argument of the counseling rules, Mr. Lockwood, AG, is working on a response.
6. Counselor denial hearing will take place in May and there should be a hearing in September and November.
7. Mr. Brady asked why so few hearings, Mr. Hegarty stated fewer license requests are denied and the applicants received by Mr. Warne and Mr. Miller are qualified.

V. Legal Update presented by Mr. Lockwood:

Mr. Lockwood was not present, report given in Mr. Hegarty's Investigative Report.

VI. Marriage and Family Therapist Professional Standards Committee Report was presented by Dr. McGloshen:

Dr. McGloshen reported:

1. Licensed five MFT's, four IMFT's, approved four requests to take the exam and denied two supervision hardship requests.
2. Approved the revision to two rules and the statute change.
3. Discussed sending Ms. Adorjan to the OAMFT Spring meeting in Delaware, Ohio. Also discussed sending Ms. Adorjan and a Board Member to the AMFTRB conference in Portland, Oregon later this year.
4. Discussed developing an in-house training for new board members and welcome input from other committees.
5. Dr. McGloshen moved to approve travel to the OAMFT and AMFTRB meetings, seconded by Dr. Gilyard. Carried.

VII. Counselor Professional Standards Committee Report was presented by Dr. Jungers:

Dr. Jungers reported:

1. Licensed fifty-eight PCC's, eighty-six PC's, approved four-hundred and forty-nine counselor trainees and mailed two-hundred and fifty-two exam packets.
2. No old business.
3. NBCC meeting in August but tabled regarding who would attend.
4. Reviewed the administrative policy on continuing education.
5. Received a request for reciprocity with the Tennessee licensure board.
6. Reviewed correspondence, mostly supervision issues.
7. Mr. Rough will invite Ohio Council to discuss supervision with the staff.

VIII. Social Work Professional Standards Committee Report was presented by Mr. Polovick:

Mr. Polovick reported:

1. Licensed eighty-nine ISW's, two-hundred and one SW's, and twenty SWA's.
2. Closed several cases.
3. Reviewed correspondences.
4. Discussed supervision in various settings, looking at adding a "C" in the social work credentials. Continuing an open dialogue with ASWB.
5. Presented Mr. Nelson with a proclamation for his service on the Board and thanked him for his time and work with the Board. Mr. Nelson stated his time on the Board was a wonderful experience and that he has confidence in the group that great things will be accomplished.

IX. Committee Reports

Executive Committee

Reported in Mr. Rough's report.

CEU Committee

Ms. Knerr reported that JCARR has concerns with the 10,000 word requirement presented by the Board. The Board continues to have concerns with the quality of on-line programs. Both Ms. Venrick and Mr. Polovick shared those concerns.

Investigations Ad Hoc Committee

Mr. Hegarty reported the topic of Monitoring was discussed including the goal and liability issue. Ms. Adorjan will look into liability insurance.

X. Old Business:

1. Mr. Polovick reported that part of the July planning meeting will be held off-site on July 18, 2013, from 9:00am till 12:00pm. The places to attend are Southeast Mental Health, VA Clinic or Twin Valley and Children's Hospital. Between now and July an Ad Hoc committee member will need to meet with a contact person at each of these sites and develop an agenda and security, if needed. The goal of these off-site visits is to give Board Members a better outlook on the effect of their decisions and to help with their perspective of licensees.

Dr. Gilyard asked how to sign up for a site and thinks this is a good idea. Mr. Rough stated the Board needs to have this organized by the May meeting. Ms. Venrick stated it would be helpful to have some information on each of the agencies. Mr. Polovick said the off-site visits are open to staff. Ms. Brunner discussed some funding issues with the VA.

2. Mr. Rough reported that Ms. McCloud spoke with JCARR regarding the 10,000 words and the possibility of 8,000 words. Mr. Rough wants to file for 8,000 words regardless of the response given to Ms. McCloud. The issue of thirty ceu's completed in one day reflects the need for a standard. If an agency is advocating for 4,000 words then the Board needs to look at limiting the number of home study hours that can be completed for license renewal. Mr. Rough added the Cosmetology Board is planning on a 6,000 word requirement. Mr. Rough reported an actual program was presented to JCARR, but they voiced a concern for individuals with reading

disabilities, he pointed out that another source of continuing education can then be taken.

XI. New Business:

1. Ms. Venrick welcomed the two visitors from Columbus State Community College. They are required to attend and give their thoughts for a class.
2. Ms. Venrick read a quote and wished everyone a Happy Easter.

Ms. Venrick thanked everyone and reminded everyone to leave quietly.

XII. Adjourned: 2:05 PM

Mary Venrick, PC, Board Chair

State background checks miss important facts, critics say

New law excludes criminal-arrest info

Criminal-background checks processed by the Ohio attorney general's office under a new state law no longer include information about arrests and charges that didn't result in convictions. The changes have some officials worried that employers are being given a false sense of security about applicants.

In reaction, the state's criminal-investigation agency will begin warning employers this week that background-check information includes only convictions and guilty pleas.

The law was designed to make it easier for ex-offenders to find work after paying their debt to society.

It shields information about individuals who have been arrested but not convicted; such information used to be included in the reports. Critics say three categories of people don't deserve the benefits of the new law: juveniles convicted of serious crimes that aren't required to be reported; adults with recent arrests whose cases haven't been concluded; and adults who years ago violated their bail conditions and fled to avoid prosecution.

"It's giving that prospective employer a peace of mind about someone they shouldn't have," said Steve Raubenolt, deputy superintendent at the Ohio Bureau of Criminal Investigation.

In recent months, Raubenolt said, the bureau has conducted background checks for a police department's applicant who had two drunken-driving arrests, and a hospital's applicant who had a pending murder charge in California that was never closed because she had been deemed mentally incompetent. Both had to be reported as having no criminal record.

Attorney General Mike DeWine said yesterday that he has a list of "horror stories" of background checks, mainly for juveniles, that involved serious crimes that under the law can't be reported. The law says that juvenile-court convictions can be reported only if they were for aggravated murder, murder or sex crimes in which the youth was labeled a sex offender.

DeWine cited the case of a county children-services agency that requested a background check on someone who turned out to have a 2006 juvenile-court rape conviction. That information couldn't be reported because he hadn't been labeled a sex offender.

"From a common-sense point of view, if I was looking for a foster parent or looking for someone to work with children or to be with children, I would want to know whether they had been convicted of rape," DeWine said.

He plans to soon ask legislators to fix the problem. He's also asking county clerks of court and probate courts to report on the conclusion of all cases as quickly as possible.

Under the new law, processing cases in which someone was arrested but not convicted has to be done by hand, which is also creating a backlog of background checks and costing taxpayers. BCI has racked up about \$30,000 in overtime handling those checks since the law took effect last year. Background checks that once took 20 days now require as long as three months.

The backlog caught the attention of the Ohio Casino Control Commission, where background checks have gone from days to weeks, said spokeswoman Tama Davis.

That might be an issue in Cincinnati, where the state's fourth and last casino opens in March; about 600 employees are still to be hired, Davis said. The agency is confident that it will hit its hiring deadlines, she said.

The legislation's sponsor said he caught wind of the attorney general's concerns late in the legislative process last year and is open to revisions, particularly when it comes to people who jumped bond.

Lawmakers never intended to reward people "who never showed up and faced the music," said state Sen. Bill Seitz, R-Cincinnati.

Sen. Shirley Smith, D-Cleveland, disagreed, saying the law is serving the purpose it was meant to.

"We shouldn't rush to judgment and prohibit a person from going to work when they have not been convicted," she said. "I don't think we should say a person should not get a chance at employment just because they're waiting for a court date."

Source: Columbus Dispatch 1/16/2013

E) COMPLIANCE

Please circle “Yes” or “No” to each question. Your application **is not** complete until the Board has received **ALL** required documents.

CAUTION: *False, and/or misleading information provided by an applicant may result in the denial/permanent denial of a license/certificate.*

1.	Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for any of the following crimes? This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. Please answer BOTH questions a and b.		
a.	A felony in Ohio, another state, commonwealth, territory, province, or country?	Yes	No
b.	A misdemeanor in Ohio, another state, commonwealth, territory, province, or country? (This does not include traffic violations unless they are DUI/OVI)	Yes	No
2.	Have you ever been found to be mentally ill or mentally incompetent by a probate court?	Yes	No
If you answered “Yes” to a box above, you are required to provide the Board with a written explanation of the events including the date, county and state in which the events occurred (attach a separate sheet to this application), and a certified copy of the indictment(s) or criminal complaint(s), plea(s), journal entry(s) from the appropriate court. A copy of the court docket or case summary does not meet this requirement.			
3.	Has any board, bureau, department, agency or other body, including those in Ohio, other than this Board, in any way limited, restricted, suspended, or revoked any professional license, certificate, or registration granted to you; placed you on probation; or imposed a fine, censure, or reprimand against you? Have you ever voluntarily surrendered, resigned, or otherwise forfeited any professional license, certificate, or registration?	Yes	No
4.	Have you ever, for any reason, been denied an application, issuance, or renewal for licensure, certification, registration, or the privilege of taking an examination, in any state (including Ohio), commonwealth, territory, province, or country?	Yes	No
5.	Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license, certificate, or registration in lieu of or in order to avoid formal disciplinary action, with any board, bureau, department, agency, or other body, including those in Ohio, other than this Board?	Yes	No
6.	Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other body, including those in Ohio, other than this Board, with respect to a professional license, certificate, or registration?	Yes	No
If you answered “Yes” to questions 3-6, you are required to provide the Board with a written explanation and certified copies of any documents.			
7.	Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?	Yes	No
8.	Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?	Yes	No
9.	Have you, since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?	Yes	No
If you answered “Yes” to question 7-9 you are required to provide a written explanation, including date(s) of diagnosis or treatment, and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, and the reason for treatment. Have each treating physician submit a letter detailing the dates of treatment, diagnosis and prognosis.			
10.	Are you currently engaged in the illegal use of chemical substances or controlled substances? For this question “ Currently ” does not mean on the day of, or even weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a certificate holder or licensee, or within the past two years. “ Illegal use of chemical substances or controlled substance” means the use of chemical substances or controlled substances obtained illegally (e.g. heroin, cocaine, or methamphetamine) as well as the use of controlled substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the direction of a licensed healthcare practitioner.	Yes	No
a.	If you answered, “Yes” to question 10 , are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not illegally using chemical substances or controlled substances? If you answered “Yes”, you are required to provide a written explanation. If you are participating in a monitoring program, you are required to cause the respective program to provide information detailing your participation in and compliance with the program.	Yes	No
		N/A	
11.	Have you been notified of any proceeding to determine whether you may be subject to listing on the Sexual Civil Child Abuse Registry established by the Ohio attorney general pursuant to section 3797.08 of the Revised Code, and/or are you listed on that registry?	Yes	No
12.	Are you required to register, under Ohio law, the law of another state, the U.S., or a foreign country, as a sex offender?	Yes	No

IF ANY QUESTION IS LEFT UNANSWERED, APPLICATION WILL BE RETURNED.

We have to comply, but 4776.20 does not apply to us.

4757.45 Compliance with law regarding sanctions for human trafficking.

The counselor, social worker, and marriage and family therapist board shall comply with section [4776.20](#) of the Revised Code.

Added by 129th General Assembly File No. 169, HB 247, §1, eff. 3/22/2013.

Does not apply to our board: see (A)(1) and (A)(2), which do not include our board 4757.

4776.20 Violation of law regarding trafficking in persons by licensee; notification of agency; sanctions.

(A) As used in this section:

(1) "Licensing agency" means, in addition to each board identified in division (C) of section [4776.01](#) of the Revised Code, the board or other government entity authorized to issue a license under Chapters 4703., 4707., 4709., 4712., 4713., 4719., 4723., 4727., 4728., 4733., 4735., 4736., 4737., 4738., 4740., 4742., 4747., 4749., 4751., 4752., 4753., 4758., 4759., 4763., 4765., 4766., 4771., 4773., 4774., 4778., and 4781. of the Revised Code. "Licensing agency" includes an administrative officer that has authority to issue a license.

(2) "Licensee" means, in addition to a licensee as described in division (B) of section [4776.01](#) of the Revised Code, the person to whom a license is issued by the board or other government entity authorized to issue a license under Chapters 4703., 4707., 4709., 4712., 4713., 4719., 4723., 4727., 4728., 4733., 4735., 4736., 4737., 4738., 4740., 4742., 4747., 4749., 4751., 4752., 4753., 4758., 4759., 4763., 4765., 4766., 4771., 4773., 4774., 4778., and 4781. of the Revised Code.

(3) "Prosecutor" has the same meaning as in section [2935.01](#) of the Revised Code.

(B) On a licensee's conviction of, plea of guilty to, judicial finding of guilt of, or judicial finding of guilt resulting from a plea of no contest to the offense of trafficking in persons in violation of section [2905.32](#) of the Revised Code, the prosecutor in the case shall promptly notify the licensing agency of the conviction, plea, or finding and provide the licensee's name and residential address. On receipt of this notification, the licensing agency shall immediately suspend the licensee's license.

(C) If there is a conviction of, plea of guilty to, judicial finding of guilt of, or judicial finding of guilt resulting from a plea of no contest to the offense of trafficking in persons in violation of section [2905.32](#) of the Revised Code and all or part of the violation occurred on the premises of a facility that is licensed by a licensing agency, the prosecutor in the case shall promptly notify the licensing agency of the conviction, plea, or finding and provide the facility's name and address and the offender's name and residential address. On receipt of this notification, the licensing agency shall immediately suspend the facility's license.

(D) Notwithstanding any provision of the Revised Code to the contrary, the suspension of a license under division (B) or (C) of this section shall be implemented by a licensing agency without a prior hearing. After the suspension, the licensing agency shall give written notice to the subject of the suspension of the right to request a hearing under Chapter 119. of the Revised Code. After a hearing is held, the licensing agency shall either revoke or permanently revoke the licence of the subject of the suspension, unless it determines that the license holder has not been convicted of, pleaded guilty to, been found guilty of, or been found guilty based on a plea of no contest to the offense of trafficking in persons in violation of section [2905.32](#) of the Revised Code.

Added by 129th General Assembly File No. 169, HB 247, §1, eff. 3/22/2013.



Counselor, Social Worker & Marriage and Family Therapist Board

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Columbus, Ohio 43215-5919
614-466-0912 & Fax 614-728-7790

<http://cswmft.ohio.gov> & cswmft.info@cswb.state.oh.us

April 24, 2013

American Counseling Association
Ethics Revision Task Force
5999 Stevenson Avenue
Alexandria, VA 22304

RE: ACA 2014 Code of Ethics

Dear ACA Ethics Revision Task Force,

The Counselor Professional Standards Committee (CPSC) of the Ohio Counselor, Social Worker & Marriage and Family Therapist Board provides the following input. The CPSC under statute section 4757.04 has the authority to speak for the board on issues solely related to professional counseling.

The CPSC applauds the language in sections F.3.b. Sexual Relationships: and F.10.a. Sexual or Romantic Relationships: of the revised ACA Code of Ethics. The CPSC believes the standard for former clients should be... "sex with a former client is never appropriate." We note that the Association of Social Work Boards model law states: "A social worker who has provided clinical social work services to a client shall not engage in or request sexual contact as defined in Part 5, Subpart 5, with the former client under any circumstances."

Should you have any questions, you may write me, call 614-752-5161 or email me at jim.rough@cswb.state.oh.us.

Sincerely,

James R. Rough
Executive Director

Client-Counselor Relationship

A.5.d. Potentially Beneficial Interactions

When a counselor–client nonprofessional interaction with a client or former client may be potentially beneficial to the client or former client, the counselor must document in case records, prior to the interaction (when feasible), the rationale for such an interaction, the potential benefit, and anticipated consequences for the client or former client and other individuals significantly involved with the client or former client. Such interactions should be initiated with appropriate client consent. Where unintentional harm occurs to the client or former client, or to an individual significantly involved with the client or former client, due to the nonprofessional interaction, the counselor must show evidence of an attempt to remedy such harm. Examples of potentially beneficial interactions include, but are not limited to, attending a formal ceremony (e.g., a wedding/commitment ceremony or graduation); purchasing a service or product provided by a client or former client (excepting unrestricted bartering); hospital visits to an ill family member; mutual membership in a professional association, organization, or community.

Supervisee-Supervisor Relationships

F.3.e. Potentially Beneficial Relationships

Counseling supervisors are aware of the power differential in their relationships with supervisees. If they believe nonprofessional relationships with a supervisee may be potentially beneficial to the supervisee, they take precautions similar to those taken by counselors when working with clients. Examples of potentially beneficial interactions or relationships include attending a formal ceremony; hospital visits; providing support during a stressful event; or mutual membership in a professional association, organization, or community. Counseling supervisors engage in open discussions with supervisees when they consider entering into relationships with them outside of their roles as clinical and/or administrative supervisors. Before engaging in nonprofessional relationships, supervisors discuss with supervisees and document the rationale for such interactions, potential benefits or drawbacks, and anticipated consequences for the supervisee. Supervisors clarify the specific nature and limitations of the additional role(s) they will have with the supervisee.

Student-Educator Relationships

F.10.f. Potentially Beneficial Relationships

Counselor educators are aware of the power differential in the relationship between faculty and students. If they believe a nonprofessional relationship with a student may be potentially beneficial to the student, they take precautions similar to those taken by counselors when working with clients. Examples of potentially beneficial interactions or relationships include, but are not limited to, attending a formal ceremony; hospital visits; providing support during a stressful event; or mutual membership in a professional association, organization, or community. Counselor educators engage in open discussions with students when they consider entering into relationships with students outside of their roles as teachers and supervisors. They discuss with

students the rationale for such interactions, the potential benefits and drawbacks, and the anticipated consequences for the student. Educators clarify the specific nature and limitations of the additional role(s) they will have with the student prior to engaging in a nonprofessional relationship. Nonprofessional relationships with students should be time-limited and initiated with student consent.

Reference

American Counseling Association (2005). *ACA code of ethics*. Retrieved 4/11/13 from

<http://www.counseling.org/Resources/aca-code-of-ethics.pdf>

Jim and Bill,

Recent discussions at the Board meetings (and outside of the meetings) suggest there is a great deal of support among our licensees for reaching out to the public in a more visible manner.

I believe the presence of our agency at some community events would help to bridge resources and confidence with vulnerable populations in the community. Specifically, I would like our agency to represent in the PRIDE Parade and offer an information booth during the weekend's festivities. Both activities would be of minimal cost to the Board, attendance by any licensee or Board member would be completely voluntary, and the effort would be reflective of the Board's Mission to provide *educational programming* to the public. Similar plans could be made with other cultural community events, including Festival Latino, Oktoberfest, and Jazz and Rib Fest. There are also a number of parades throughout the year where the Board may also be visible.

There are a number of ways we can invite participation from our licensees, and Lori Gum of Stonewall Columbus assures me that they have the capacity to accommodate every willing participant. I suspect that we will always find licensees willing to participate in Board sponsored events, but the PRIDE festival and parade would undoubtedly engage a significant number of our people. Past parades and booths have included OSU College of Social Work, NASW, and a variety of other government agencies.

I don't know if approval for this would have to come from the Board itself, but I do know that the idea was very enthusiastically supported by the members at our March meeting. Jennifer Brunner shared a strong interest in assisting in any planning, as well as members from each committee. If this requires approval through the Governor's Office, I'd be very happy to lead any effort.

I am well aware that supporting participation in such an endeavor may seem political, but I also believe it to be a political act to ignore the relevance of the PRIDE festival. For social workers, social justice has always been a process, not an outcome. Please let me know what I can do to develop this further.

Thanks, Steve
Steve Polovick, MS, LSW

MDS Elements and Their Rationale

The National Center for Health Workforce Analysis, December 2012

Demographics

Demographic factors, such as age, sex and ethnicity, may influence practice patterns. By asking these basic questions it is possible to assess variations by the demographic factors. This can help planning for retirements and changes in the workforce. If a longitudinal data base is maintained, this demographic information only needs to be asked once.

- | | Month | Day | Year |
|---------------------|-------|-----|------|
| • Birth date | □□ | □□ | □□□□ |
- The full month, day, and birth year allows linkage with other data sources and assures greater accuracy over time. It also provides the appropriate data to determine the age distribution of the health profession and assess attrition patterns.
- **Sex, Ethnicity, Race**
Basic demographic information is collected to provide general descriptive characteristics of the profession being analyzed. Data can be used to inform outreach efforts to encourage people to join the profession.
 - **Birthplace (state, country): Optional**
Birthplace supports research on migration patterns. One alternative to this question is asking for the location of the practitioner's high school.

Education and Training

This information allows for assessment of the relationship between educational characteristics and practice patterns, including migration patterns after education, such as in state retention. The basic education and training data can be collected at the point of the initial licensure application, although it may need to be updated as appropriate for continuing professional education.

- **Highest degree for health profession**
The highest degree earned in a health profession is asked of the practitioner not only to provide descriptive characteristics of the profession but to allow for comparison across states, regions, or other localities of the practitioners.
- **Year of completion of education for health profession**
Year of education is asked of practitioners to ascertain approximately how long they have been in practice. This question can provide critical data for studies of professional attrition and retirement. This information is also helpful in matching individuals across data bases.

- **Location of Training (degree) for health profession (school, state, country)**

Location of training is important for several reasons. Migration studies can be conducted by determining location of training as compared to practice location. As applicable, the question provides critical information on the number of foreign graduates that are entering the profession.

- **Certifications, Specialties, Post-Graduate Training**

Certifications, specialties, and/or post graduate training questions are asked as applicable since for many professions, it can help to further delineate the focus of their practice (example, physician board certification can better differentiate primary care practitioners from internal medicine subspecialists). This question allows for assessment of the specialty or area of concentration of the practitioner.

Practice Characteristics

- **Employment Status: What is your employment status?**

- Actively working in a position that requires an xxxxxx license
- Actively working in a field other than xxxxxx
- Not currently working
- Retired

We recommend asking the question in this way to ensure that data needed for HPSA analysis are consistently collected (i.e. being licensed doesn't mean that a health professional is actively practicing).

- **Hours Per Week Per Professional Activity**

We recommend asking practitioners the number of hours they spend per week providing direct practice, conducting research, etc. This question allows for detailed analysis by states in determining profession-specific FTEs.

For all {insert health profession here} related positions held, indicate the average number of hours spent per week (excluding call) on each major activity:

Direct	Research	Teaching	Administration	Other	Total hours
Patient care					
□□	□□	□□	□□	□□	□□

- **Weeks Worked**

Asking the practitioner for the number of weeks worked in the last year allows for detailed analysis by states in determining profession-specific FTEs; question assesses whether or not a practitioner is full time.

- **Areas of Practice/Specialty**

Areas of practice are asked to determine the distribution of practitioners within their specific field or area of concentration which is critical for accurately assessing the supply. Will also help determine

whether or not the practitioner is working in primary care and thus eligible to be counted in HPSA designation assessments.

- **Practice Setting**

Asking for the specific setting from a list of options that most closely corresponds with principal and secondary practice locations for direct patient care is important to determine where practitioners are actually distributed when delivering care.

- **Practice Locations**

The MDS asks for both a principal and secondary practice site and address to allow for better precision for those practitioners specifically who are counted in developing HPSA designations. The specific address allows for geocoding against the larger service area. To be better able to determine HPSA designation sites, we also recommend asking for the number of direct patient care hours worked in these sites.

- **NPI**

The MDS asks whether or not the practitioner has an NPI number and what that number is. This data point can be crosswalked to other databases.

- **Employment Arrangement (optional)**

Understanding the type of work a practitioner performs (self-employed, hourly, etc.) allows an understanding of how health care is provided in an area. For example, in rural areas, a locum tenens physician might be needed to stand in for the typical provider when she/he needs a break or vacation.

- **Practitioner plans over the next 12 months (optional)**

Asking practitioners about their plans over the following year provides a preliminary understanding of potential attrition issues and retirement possibilities.

- **Language (optional)**

Asking practitioners the language(s) they speak allows for an understanding of cultural competence and a practitioner's capacity to best serve his or her patient population.

CLINICAL SOCIAL WORKERS

Version 1.3 3-23-2012

Demographics

1. Birth date **Month** **Day** **Year**

2. Sex: Male Female

3. Ethnicity

Are you Hispanic or Latino? Yes No

4. Race (mark one or more boxes)

- American Indian or Alaska Native
- Black or African American
- White
- Asian
- Native Hawaiian or Other Pacific Islander

Education & Training

5. What is your highest social work degree?

- Bachelor's degree in Social Work (BSW)
- Master's degree in Social Work (MSW)
- Doctorate in Social Work (DSW or PhD)

6. What year did you complete your social work education?

7. Where did you complete your social work education?

State (postal abbreviation)

School/Program Name _____

8. Please mark all social work certifications you currently hold.

- Academy of Certified Social Workers (ACSW)
- Diplomate in Clinical Social Work (DCSW)
- Qualified Clinical Social Worker (QCSW)
- Clinical Social Worker in Gerontology (CSW-G)
- Certified Clinical Alcohol, Tobacco, and Other Drugs Social Worker (C-CATODSW)
- Social Worker in Gerontology (SW-G)
- Advanced Social Worker in Gerontology (ASW-G)
- Advanced Certified Hospice and Palliative Social Worker (ACHP-SW)
- Certified Hospice and Palliative Care Social Worker (CHP-SW)
- Certified Advanced Children, Youth, and Family Social Worker (C-ACYFSW)
- Certified Children, Youth, and Family Social Worker (C-CYFSW)
- Certified Social Worker in Health Care (C-SWHC)
- Certified Advanced Social Work Case Manager (C-ASWCM)
- Certified Social Work Case Manager (C-SWCM)
- Certified School Social Work Specialist (C-SSWS)
- Other: _____

9. Do you currently hold a social work license?

- Yes No

If yes, please mark which social work licensure you currently hold:

- Bachelors Masters Advanced Generalist Clinical

10. What year did you obtain your clinical social work license?

11. Where did you obtain your social work license?

State (postal abbreviation)

Practice Characteristics

12. What is your employment status? (mark all that apply)

- Actively working in a social work position that requires a clinical social work license
- Actively working in a social work position that does not require a clinical social work license
- Actively working in a field other than clinical social work
- Not currently working
- Retired

13. For all positions held, indicate the average number of hours spent per week (excluding call) on each social work major activity:

Direct Patient care	Clinical Supervision	Clinical/Community Consultation and Prevention	Administration	Other	Total hours
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

OPTIONAL13B. For all direct patient care, indicate the average number of hours spent per week (excluding call) on each major activity:

Assessment / Evaluation	<input type="text"/> <input type="text"/>
Medication prescription and management:	<input type="text"/> <input type="text"/>
Treatment:	<input type="text"/> <input type="text"/>

14. How many weeks did you work as a clinical social worker in the past year?

15. Do you have a National Provider Identification (NPI) number?

- No Yes:

****The remaining items should be completed only by clinical social workers practicing direct patient care.****

16. Direct Patient Care: Practice Locations

What is the location of sites where you spend the most time providing direct patient care:

Principal practice site

Secondary Practice Site (if applicable)

Zip Code of practice site:

Zip Code of practice site:

Direct care hours at site*:

Direct care hours at site*:

ALTERNATE

16. Direct Patient Care: Practice Locations

What is the location of sites where you spend the most time providing direct patient care:

Principal Location Address

Number Street

City/Town State

Zip Code

Secondary Location Address (if applicable)

Number Street

City/Town State

Zip Code

17. Which best describes the type of setting that most closely corresponds to your principal and secondary (if applicable) direct patient care practice location(s): (Select One)

	Principal	Secondary
Ambulatory Care Facility		
Community health center	<input type="radio"/>	<input type="radio"/>
Mental health clinic	<input type="radio"/>	<input type="radio"/>
Methadone clinic	<input type="radio"/>	<input type="radio"/>
Primary or specialist medical care	<input type="radio"/>	<input type="radio"/>
Specialized substance abuse treatment facility	<input type="radio"/>	<input type="radio"/>
Child welfare	<input type="radio"/>	<input type="radio"/>
Criminal justice	<input type="radio"/>	<input type="radio"/>
Hospital		
Federal Government hospital	<input type="radio"/>	<input type="radio"/>
Non-federal hospital: General Medical	<input type="radio"/>	<input type="radio"/>
Non-federal hospital: Psychiatric	<input type="radio"/>	<input type="radio"/>
Non-federal hospital: Other - e.g. nursing home unit	<input type="radio"/>	<input type="radio"/>
Private practice	<input type="radio"/>	<input type="radio"/>
Rehabilitation	<input type="radio"/>	<input type="radio"/>
Residential setting	<input type="radio"/>	<input type="radio"/>
School health service	<input type="radio"/>	<input type="radio"/>
Other setting (specify): _____	<input type="radio"/>	<input type="radio"/>

18. What are your employment plans for the next 12 months?

- Increase hours
- Decrease hours
- Seek non-clinical job
- Retire
- Continue as you are
- Unknown

OPTIONAL

19. Is your principal practice site formally affiliated with a network of other practices or health providers?

- No
- Yes, Staff Model HMO
- Yes, Medical-Hospital Organization
- Yes, Independent Practice Association
- Yes, Federally Qualified Health Center
- Yes, other: _____

20. Which of the following best describes your current employment arrangement at your principal practice location?

- Self employed
- Salaried employment
- Hourly employment
- Locum tenens / temporary
- Other (specify): _____

21. Number of Clinical Social Workers at each practice location:

Principal Secondary

22. Are you able to communicate with patients in a language other than English?

Yes No

If yes – What language(s)? _____

DRAFT

CSW - # of Cred by Prefix and Status		
Report generated on 5/1/2013 at 8:51:26 AM		
Prefix	Credential Status	Count
C	ACTIVE	5348
C	ACTIVE IN RENEWAL	209
C	ACTIVE IN RENEWAL - CE PENDING	2
C	ACTIVE IN RENEWAL - PAID	36
C	Application Incomplete	113
C	DECEASED	18
C	DENIED	119
C	EXAM PENDING	944
C	EXPIRED	9143
C	FAILED TO RENEW	392
C	FAILED TO RENEW - PAID	3
C	LAPSED	8
C	NEVER LICENSED	398
C	PENDING	476
C	REVOKED	5
C	SURRENDERED	1
C	Surrendered in Lieu of Discipline	7
C	SUSPENDED	4
C	UPGRADE	6394
Credential Prefix Totals		23620
E	ACTIVE	4540
E	ACTIVE IN RENEWAL	204
E	ACTIVE IN RENEWAL - CE PENDING	1
E	ACTIVE IN RENEWAL - PAID	63
E	Application Incomplete	75
E	DECEASED	32
E	DENIED	7
E	EXAM PENDING	500
E	EXPIRED	1317
E	FAILED TO RENEW	226
E	FAILED TO RENEW - PAID	2
E	NEVER LICENSED	37
E	PENDING	26
E	REVOKED	14
E	Surrendered in Lieu of Discipline	9
E	SUSPENDED	8
E	UPGRADE	834
Credential Prefix Totals		7895
F	ACTIVE	186
F	ACTIVE IN RENEWAL	16
F	ACTIVE IN RENEWAL - PAID	2
F	Application Incomplete	10
F	DECEASED	3
F	DENIED	1
F	EXAM PENDING	4
F	EXPIRED	36
F	FAILED TO RENEW	15
F	NEVER LICENSED	5
F	PENDING	8
Credential Prefix Totals		286
I	ACTIVE	7441
I	ACTIVE IN RENEWAL	358
I	ACTIVE IN RENEWAL - PAID	92
I	DECEASED	55
I	DENIED	3
I	EXPIRED	3917
I	FAILED TO RENEW	458
I	FAILED TO RENEW - PAID	6
I	LAPSED	1
I	NEVER LICENSED	192
I	PENDING	224
I	REVOKED	12

5/2/2013

CSW - # of Active Cred by Prefix and Stat			
Report generated on 5/1/2013 at 8:52:13 AM			
Prefix	Subcat	Credential Status	Count
C		ACTIVE	3351
C		ACTIVE IN RENEWAL	198
C		ACTIVE IN RENEWAL - PAID	33
C		FAILED TO RENEW - PAID	1
C	CR	ACTIVE	990
C	SUPV	ACTIVE	277
C	SUPV	ACTIVE IN RENEWAL	10
C	SUPV	ACTIVE IN RENEWAL - PAID	3
C	SUPV	FAILED TO RENEW - PAID	1
C	TRNE	ACTIVE	697
PC (no CR or CT)			3874
E		ACTIVE	1917
E		ACTIVE IN RENEWAL	96
E		ACTIVE IN RENEWAL - PAID	19
E		FAILED TO RENEW - PAID	1
E	SUPV	ACTIVE	2623
E	SUPV	ACTIVE IN RENEWAL	108
E	SUPV	ACTIVE IN RENEWAL - PAID	44
E	SUPV	FAILED TO RENEW - PAID	1
PC (no CR or CT)			4809
F		ACTIVE	186
F		ACTIVE IN RENEWAL	16
F		ACTIVE IN RENEWAL - PAID	2
IMFT			204
I		ACTIVE	2544
I		ACTIVE IN RENEWAL	135
I		ACTIVE IN RENEWAL - PAID	28
I		FAILED TO RENEW - PAID	4
I	SUPV	ACTIVE	4894
I	SUPV	ACTIVE IN RENEWAL	223
I	SUPV	ACTIVE IN RENEWAL - PAID	64
I	SUPV	FAILED TO RENEW - PAID	2
LISW			7894
M		ACTIVE	115
M		ACTIVE IN RENEWAL	4
MFT			119
S		ACTIVE	14729
S		ACTIVE IN RENEWAL	968
S		ACTIVE IN RENEWAL - PAID	174
S		FAILED TO RENEW - PAID	13
S	TEMP	ACTIVE	2
S	TRNE	ACTIVE	524
LSW (no SWT)			15886
W		ACTIVE	544
W		ACTIVE IN RENEWAL	40
W		ACTIVE IN RENEWAL - PAID	1
SWA			585
Total			33371

Active totals include Active, Active-In-Renewal, Active in Renewal-Paid and Failed to Renew-PAID For all licenses totals come from totals in right hand column. Those totals include all from right columns except CRs, SWTs & TRNEs.

Credential Prefixes

C= PC

M= MFT

E= PCC

R= counselor assistant

F= IMFT

S= LSW

I= LISW

W= SWA

I	SURRENDERED	1
I	Surrendered in Lieu of Discipline	5
I	SUSPENDED	4
I	UPGRADE	5673
Credential Prefix Totals		18442
M	ACTIVE	115
M	ACTIVE IN RENEWAL	4
M	Application Incomplete	36
M	DECEASED	2
M	DENIED	12
M	EXAM PENDING	53
M	EXPIRED	19
M	FAILED TO RENEW	9
M	NEVER LICENSED	30
M	PENDING	14
M	UPGRADE	40
Credential Prefix Totals		334
R	EXPIRED	523
R	REVOKED	2
Credential Prefix Totals		525
S	ACTIVE	15259
S	ACTIVE IN RENEWAL	968
S	ACTIVE IN RENEWAL - CE PENDING	3
S	ACTIVE IN RENEWAL - INCOMPLETE	1
S	ACTIVE IN RENEWAL - PAID	174
S	DECEASED	64
S	DENIED	76
S	EXPIRED	20405
S	FAILED TO RENEW	1257
S	FAILED TO RENEW - PAID	14
S	NEVER LICENSED	1615
S	PENDING	1588
S	REVOKED	80
S	SURRENDERED	3
S	Surrendered in Lieu of Discipline	18
S	SUSPENDED	11
S	UPGRADE	3974
Credential Prefix Totals		45510
W	ACTIVE	544
W	ACTIVE IN RENEWAL	40
W	ACTIVE IN RENEWAL - PAID	1
W	DECEASED	2
W	DENIED	31
W	EXPIRED	1853
W	FAILED TO RENEW	157
W	NEVER LICENSED	110
W	PENDING	102
W	REVOKED	12
W	Surrendered in Lieu of Discipline	2
W	SUSPENDED	1
W	UPGRADE	170
Credential Prefix Totals		3025
Grand Totals		99637