

**February
8, 2017**
BOARD MEETING

University of Southern California
Sullivan Center, CHP 157
1540 E. Alcazar Street
Los Angeles, CA 90033



Physical Therapy Board of California

THE PHYSICAL THERAPY BOARD OF CALIFORNIA

2005 Evergreen St. Suite 1350, Sacramento, California 95815
Phone: (916) 561-8200 Fax: (916) 263-2560
www.ptbc.ca.gov

PHYSICAL THERAPY BOARD OF CALIFORNIA NOTICE OF PUBLIC MEETING

February 8, 2017 9:00 a.m.

University of Southern California
Sullivan Center, CHP 157
1540 E. Alcazar Street
Los Angeles, CA 90033

Action may be taken on any agenda item.
Agenda items may be taken out of order.

Unless otherwise indicated, all agenda items
will be held in **OPEN SESSION. THE PUBLIC
IS ENCOURAGED TO ATTEND.** Please refer
to the informational notes at the end of
the agenda.

BOARD MEMBERS

Katarina Eleby, M.A., *President*
Alicia K. Rabena-Amen, PT, MPT, *Vice President*
Debra Alviso, PT, DPT, *Member*
Jesus Dominguez, PT, Ph.D., *Member*
Daniel Drummer, PT, DPT, *Member*
TJ Watkins, *Member*
Tonia McMillian, *Member*

BOARD STAFF

Jason Kaiser, *Executive Officer*
Liz Constancio, *Manager*
Elsa Ybarra, *Manager*
Sarah Conley, *Manager*
Brooke Arneson, *Associate Analyst*



Physical Therapy Board of California



Agenda – Wednesday, February 8th

1. **Call to Order - 9:00 a.m.**
2. **Roll Call and Establishment of Quorum**
3. **Special Order of Business - 9:05 a.m.**
 - (A) Petition for Termination of Probation – Sherman Arnest, PT
After submission of the matters, the Board will convene in CLOSED SESSION to deliberate on the petition pursuant to Government Code section 11126(c)(3).
4. **Closed Session**
 - (A) Pursuant to Government Code section 11126(c)(3),
Deliberation on Disciplinary Actions and Decisions to be Reached in Administrative Procedure Act Proceedings
 - (B) Pursuant to Government Code section 11126(a)(1),
Evaluation of Executive Officer
5. **Reconvene Open Session**
6. **Review and Approval of [August 24 & 25, 2016](#) and [October 25, 2016 Meeting Minutes](#) – Brooke Arneson**
7. **President’s Report – Katarina Eleby (A)**
[2017 Adopted Meeting Calendar](#)
8. **Consumer and Professional Associations and Intergovernmental Relations Reports**
 - (A) Federation of State Boards of Physical Therapy (FSBPT)
 - (B) Department of Consumer Affairs (DCA) – Executive Office
 - (C) California Physical Therapy Association (CPTA)
9. **Overview of the Attorney General’s Legal Process for Disciplinary Actions – Lori Forcucci, Deputy Attorney General**

10. **Executive Officer's Report** – *Jason Kaiser*
 - (A) Administrative Services
 - (B) Application
 - (C) Licensing
 - (D) Consumer Protection Services
 - (E) Animal Rehabilitation
 - (F) DCA Internal Audit

11. **Legislation Report** – *Brooke Arneson*
 - (A) **2015/16 Legislative Session Summary**
 - i. **AB 12** (Cooley) State Government: Administrative Regulations: Review
 - ii. **AB 507** (Olsen) Department of Consumer Affairs: BreEZe System: Annual Report
 - iii. **AB 2744** (Gordon) Healing Arts: Referrals
 - iv. **AB 2859** (Low) Professions and Vocations: Retired Category: Licenses
 - v. **SB 1155** (Morrell) Professions and Vocations: Licenses: Military Service
 - vi. **SB 1195** (Hill) Professions and Vocations: Board Actions
 - vii. **SB 1348** (Cannella) Licensure Applications: Military Experience

12. **Rulemaking Report** – *Brooke Arneson*
 - (A) **2016 Rulemaking Update**
 - i. Requirements for Graduates from Non-Accredited Programs: Test of English as a Foreign Language (TOEFL)

13. **Administrative Services Report** – *Liz Constancio*
 - (A) **Budget**
 - (B) **Outreach**

14. **Application Report** – *Sarah Conley*

15. **Licensing Services Report** – *Sarah Conley*

16. **Consumer Protection Services Report** – *Elsa Ybarra*

17. **Probation Monitoring Report** – *Monny Martin*

18. Board Member Training – Liz Constancio

(A) [How to Complete the Form 700](#)

19. Public Comment on Items Not on the Agenda

Please note that the Board may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code sections 11125, 11125.7(a).]

20. Agenda Items for Future Meeting –

May 24 & 25, 2017
Department of Consumer Affairs
Hearing Room
2005 Evergreen Street
Sacramento, CA 95815

21. Adjournment

Informational Notes:

Times stated are approximate and subject to change. Agenda order is tentative and subject to change at the discretion of the Board; agenda items may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public. Agenda discussions and report items are subject to action being taken on them during the meeting by the Board at its discretion. The Board provides the public the opportunity at the meetings to address each agenda item during the Board's discussion or consideration of the item. Total time allocated for public comment on particular issues may be limited.

**Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at her discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on any matter not included in this agenda, except to decide to place the matter on the agenda of a future meeting. (Government Code sections 11125, 11125.7(a)).*

The meeting is accessible to the physically disabled. A person who needs disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Brooke Arneson at (916) 561-8260, e-mail: brooke.arneson@dca.ca.gov, or send a written request to the Physical Therapy Board of California, 2005 Evergreen Street, Suite 1350, Sacramento, CA 95815. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodations. TDD Line: (916) 322-1700.

University of Southern California

Health Sciences Campus

North Main Street

CHP-157
Sullivan Center

Park in the Biggy
Parking Lot \$12 daily

South
FWY
Access



North
FWY
Access



Legend	
	Keck Medical Center of USC
	Other Patient Care
	Soto Street Tram Stops
	Patient Tram Stops
	Dining
	Public Parking
	Permit Only Parking
	Valet Parking
	Parking Lot Entrance
	Other Public Parking



Welcome to USC Health Sciences Campus

General Information (323) 442 2000
Public Safety and Security (323) 442 1200

Health Sciences Campus

BCC	Eli and Edythe Broad CIRM Center for Regenerative Medicine and Stem Cell Research at USC	F4
BMT	Bishop Medical Teaching and Research	E5
CCC	Child Care Center	G4
CHP	Center for the Health Professions	F3
CLB	Clinical Administration Bldg.	D4
CSA	Clinical Sciences Annex	H3
CSC	Clinical Sciences Center	H3
EDM	Edmondson Building	I1
EFC	Edmondson Faculty Center	D4
HC1	USC Healthcare Center 1	F3
HC2	USC Healthcare Center 2	F3
HC3	Norris Healthcare Center	F3
HC4	USC Healthcare Center 4	F4
HMR	Hoffman Medical Research Building	E5
HRA	Health Research Organization	A5
HSV	Health Sciences Telephone Vault	F3
KAM	Keith Administration Building, Keck School of Medicine	E4
KMC	Keck Hospital of USC	G3
MCH	McKibben Hall	E5
MMR	Mudd Memorial Research Laboratory	E4
NML	Norris Medical Library	E4
NOR	USC Norris Comprehensive Cancer Center and Hospital	E4
NRT	Harlyne J. Norris Cancer Research Tower	E3
NTT	Norman Topping Tower	E4
PSC	Stauffer Pharmaceutical Sciences Center, USC School of Pharmacy	E4
RMR	Raulston Medical Research Bldg.	E5
SBA	Soto Street Building Annex	H1
SRH	Seaver Residence Hall	E4
SSB	Soto Street Building	H1
SST	Soto Street Building II	H1
UKC	USC Kidney Center	H3
VWB	Valley Warehouse Building	H2
ZNI	Zilkha Neurogenetic Institute	F3



Keck Hospital of USC (KMC)

Patient Care Facilities*

HC1	USC Healthcare Center 1	F3
HC2	USC Healthcare Center 2	F3
HC3	Norris Healthcare Center	F3
HC4	USC Healthcare Center 4	F4
HRA	Health Research Organization	A5
KMC	Keck Hospital of USC	G3
LAC	LAC+USC Inpatient Facilities	D6
LAC	LAC+USC Outpatient Facilities	D6
NOR	USC Norris Comprehensive Cancer Center and Hospital	E4
NTT	Norman Topping Tower	E3
OPD	LAC+USC Outpatient Clinic	D5
RSC	Rand Schrader Outpatient Clinic	B3
UKC	USC Kidney Center	H3

* See Off-Campus Map for more locations

LAC+USC Medical Center

	LAC+USC Medical Center	D6
COR	Los Angeles County Coroner	A5
CRL	Cancer Research Laboratories	B3
CRO	Clinical Research Organization	A5
CVC	Center for the Vulnerable Child	B3
IRD	Intern and Resident Dorm	D5
ISC	Imaging Science Center	C4
LRB	Livingston Research Bldg.	B2
MOL	Medical Oncology Lab	A3
OPD	Outpatient Clinic	D5
PHH	Phinney Hall	B3
RSC	Rand Schrader Outpatient Clinic	B3
TOW	Tower Hall	B3
P	County Parking Structures and Lots	

Auditoriums & Conference Centers

BCC	Conference Center, First Floor	F4
CHP	CHP Executive Conference, Room 102	F3
CSC	Harkness Assembly, Room 250	H3
HC4	USC Healthcare Center 4, Room 100	F4
HMR	Hastings Auditorium, Room 100	E5
KAM	Louis B. Mayer Auditorium	E4
KMC	Keck Hospital of USC 1st Floor Conference Rooms (Silver, Bronze and Cardinal); 5th Floor Salerni Room; 6th Floor Coliseum Room	G3
MCH	McKibben Annex 149, 249 and McKibben Hall 156, 256	E5
NML	Library Conference Rooms (East, West)	E4
NRT	Catherine and Joseph Aresty Conference Center, Lower Ground	E3
NTT	7th Floor Conference, Room 7409	E4
ZNI	Herklotz Conference, Room 112	F3

Dining

EFC	Edmondson Faculty Center	D4
HC2	Zebra Café Coffee Cart	F3
KMC	Keck Cafeteria	H3
KMC	Zebra Café Coffee Cart	G3
NOR	The Rainbow Café	E4
SRH	Plaza Marketplace and Café	E4
SSB	Seeds Marketplace	H1
ZNI	Einstein Bros. Bagels	F3

HSC Campus Services

CHP	ATM	F3
KMC	ATM	G3
SRH	ATM	E4
SRH	Bookstore	E4
SRH	Credit Union	E4



USC Norris Comprehensive Cancer Center and Hospital (NOR)



USC Healthcare Center 1 (HC1)



USC Healthcare Center 2 (HC2)

Visitor Parking and Transportation

Valet Parking

P1	Keck Hospital	G4
P9	USC Norris Comprehensive Cancer Center and Hospital	E4

Visitor Lots

P2	South San Pablo Lot	F2
P7	Parkview Lot*	F4
P8	Biggy Parking Structure	D4
P12	O'Neal Lot	H5
P6	KMC Parking Structure	G3
P10	Lot 71	C4

Limited visitor parking is also available near the Soto Street Building (SSB)

* 7 p.m. to 7 a.m. only

Patient Trams

Electric vehicles operate Monday through Friday, 8 a.m. – 5 p.m. They run every 10 minutes between USC Norris Cancer Hospital, HC 4, Keck Hospital, HC 1 and HC 2. *They also are available on-call: from Keck Hospital, Gold Lobby (323) 442-9919, Cardinal Lobby (323) 442-8787; from USC Norris (323) 865-3176.*

Employee/Student Parking and Transportation

Employee/Student Lots

L17	Clinical Sciences Lot	G3
P2	South San Pablo Lot	F2
L31	Eastlake Lot	E3
P3	Consolidated Lot	F2
L33	Lot 70	D4
P8	Biggy Parking Structure	D4
L15	O'Neal Lot	H5
L19	KMC Parking Structure	G3
P10	Lot 71	C4
L41	Valley Lot	I2
L39	Soto Lot	H1

Keck Medical Center of USC Trams

Trams operate Monday through Friday, running continuously in a circuit between the Valley Lot, South San Pablo Lot, Keck Hospital, USC Norris Cancer Hospital and Soto Buildings. *For more information, call Keck Hospital Parking Operations (323) 442-8630 or visit transnet.usc.edu.*

Inter-Campus Shuttle

Buses run between USC Norris Cancer Hospital (S4 Stop), Union Station and University Park Campus every 30 minutes from 7 a.m. until 3 p.m. with continuing service through 10 p.m. at scheduled times. *For schedules and additional routes, visit transnet.usc.edu.*

Roll Call

**Sullivan Center, CHP 157
Los Angeles, CA**

February 8, 2017

	Present	Absent
Katarina Eleby, President		
Alicia Rabena Amen, PT, MPT, Vice-President		
Debra Alviso, PT, DPT		
Jesus Dominguez, PT, Ph.D.		
Daniel Drummer, PT, DPT		
Tonia McMillian		
TJ Watkins		



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



1

Board Members

President

Katarina Eleby

Vice-President

Alicia Rabena-Amen, PT, MPT

Members

Debra Alviso, PT, DPT

Jesus Dominguez, PT, PhD

Daniel Drummer, PT, DPT

Tonia McMillan

T J Watkins

Physical Therapy Board of California

DRAFT Meeting Minutes

August 24, 2016 9:00 a.m.

August 25, 2016 9:00 a.m.

Department of Consumer Affairs

2005 Evergreen St.

Sacramento, CA 95815

Board Staff

Jason Kaiser, Executive Officer

Liz Constancio, Manager

Elsa Ybarra, Manager

Brooke Arneson, Associate

Analyst

2 For the sake of clarity, agenda items discussed during the meeting follow their original order on
3 the agenda in these minutes; however, some agenda items may have been taken out of order
4 during the meeting.

5

6 **1. Call to Order**

7 The Physical Therapy Board of California (Board) meeting was called to order by
8 President Eleby at 9:00 a.m. on August 24, 2016. The Board recessed at 5:25 p.m. and
9 reconvened at 9:01 a.m. on August 25, 2016.

10

11 **2. Roll Call and Establishment of a Quorum**

12 All members were present and a quorum was established. Also present at the meeting
13 were Tara Welch and Angelique Scott, Legal Counsels; Jason Kaiser, Executive Officer;
14 and Sarah Conley, Elsa Ybarra and Brooke Arneson, Board staff.

15

16 **3. Special Order of Business – August 24, 2016 9:00 a.m.**

17

18 (A) Petition for Modification of Probation/Termination of Probation – Jeffrey
19 Grzchowiak, PTA

20

21 (B) Petition for Reinstatement of License – James Dale Walker

22

23 *After submission of the matter(s), the Board convened in CLOSED SESSION to*
24 *deliberate per Government Code section 11126(c)(3).*

25

26 Once issued, disciplinary decisions can be found on the Board's website at
27 www.ptbc.ca.gov.

28

29 **4. Closed Session**

30
31 **(A) Pursuant to Government Code section 11126(c)(3)**
32 **Deliberation on Disciplinary Actions**

33
34 Once issued, disciplinary decisions can be found on the Board's website at
35 www.ptbc.ca.gov.

36
37 **(B) Pursuant to Government Code section 11126(a)(1)**
38 **Evaluation of Executive Officer**

39
40 **5. Reconvene Open Session**

41
42 **6. Presentation of Certificates of Appreciation – Katarina Eleby**

- 43 (A) James Turner
44 (B) Carol Wallisch

45
46 President Eleby and Vice President Rabena-Amen expressed gratitude of Mr. Turner
47 and Ms. Wallisch's service to the Board and presented them each with a Certificate of
48 Appreciation.

49
50 **7. Discussion and Possible Board Action Regarding Increase of Exempt Level of the**
51 **Executive Officer – Ricardo DeLaCruz, DCA Personnel Officer**

52
53 Mr. DeLaCruz advised the Board their draft proposal to increase the exempt level of the
54 Board's Executive Officer was reviewed by DCA and most of their proposed edits are
55 cosmetic with the exception of highlighting the Board's potential for future growth. Dr.
56 Drummer commented it has been sixteen years since the Board's Executive Officer's
57 exempt level was increased and knowing that is too long asked, "when is it appropriate
58 to conduct such a review?" Mr. DeLaCruz responded, it is appropriate to review the
59 exempt level of the Board's Executive Officer when the Board experiences any
60 significant change, i.e. via legislation, growth, etc.

61
62 **MOTION:** To continue working with DCA human resources' staff and PTBC staff and
63 appropriate agencies to increase of the exempt level of the Board's Executive Officer's
64 position.

65
66 **M/S:** Eleby/Alviso

67
68 **VOTE:** 7-0 Motion carried.

69
70 Mr. DeLaCruz asked the Board whether they had decided on the level of which to
71 increase the Executive Officer's position. President Eleby asked the Board if level "L" is
72 what they deemed appropriate and the Board concurred.

73
74 **MOTION:** To increase the exempt level of the Executive Officer's position to level

75 “L.”

76
77 **M/S: Eleby/Rabena-Amen**

78
79 **VOTE:** 7-0 Motion carried.

80
81 **8. Review and Approval of May 18th & 19th Meeting Minutes – Brooke Arneson**

82
83 Ms. Arneson advised the Board of a couple corrections brought to her attention. The
84 first edit was on line 17 – Mr. Watkins was appointed by the Speaker of the Assembly
85 not the Governor. The second edit is on line 22, it should be... “enumerable”
86 contributions. Dr. Alviso suggested adding “PTBC” in front of Facebook on line 133 and
87 Ms. Eleby indicated there was typo on line 224 and should be corrected to read “too”
88 inebriated.

89
90 **MOTION:** To adopt the draft May 18 & 19, 2016 meeting minutes as amended.

91
92 **M/S:** Alviso/Eleby

93
94 **VOTE:** 7-0 Motion carried

95
96 **9. President’s Report – Katarina Eleby**

97
98 **(A) 2016 Adopted Meeting Calendar**

99
100 Mr. Kaiser asked the Board to move the November meeting to the following week as it
101 would afford staff more time to dedicate to Sunset.

102
103 **MOTION:** To move the November meeting to the 16th and 17th.

104
105 **M/S:** Rabena-Amen/McMillan

106
107 **VOTE:** 7-0 Motion carried

108
109 **(B) 2017 Proposed Meeting Calendar**

110
111 After discussion regarding anticipated date conflicts and to draw a larger student
112 audience, the Board decided to move the May 2017 meeting to the 24th and 25th; and, to
113 change the location of the February meeting to southern California and the May meeting
114 to Sacramento.

115
116 **MOTION:** To amend the 2017 meeting calendar [moving the location of the February
117 meeting to southern California and the dates of the May meeting to
118 May 24 & 25, 2017].
119

120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164

M/S: Alviso/Eleby

VOTE: 7-0 Motion carried

10. Executive Officer’s Report – Jason Kaiser

Mr. Kaiser referred the members to his report included in the agenda materials. He highlighted the appointment of Sarah Conley to an out-of-class Staff Services Manager position and expressed appreciation of her expertise. In response to Dr. Drummer, Mr. Kaiser explained the Internal Audit of the Board by DCA is not random and is on a rotating schedule.

11. Discussion and Possible Board Action Regarding Termination of Network Participation of Licensees as a Result of Discipline – Jason Kaiser

(A) Example Letters of Termination of Network Participation

Ms. Eleby expressed gratitude of the staff for doing the research and reporting on this topic resulting in understanding the Board is not putting an unnecessary barrier on a probationer and the decision to terminate a probationer is made by the insurer which is not within the Board’s jurisdiction.

12. Discussion and Possible Board Action Regarding Sunset Review Report Pursuant to Business and Professions Code Section 2602 – Jason Kaiser

- (A) Sunset Process and Timelines**
- (B) Schedule Future Meeting(s) to Develop Sunset Review Report**
- (C) Discussion of Issues to Include in the Board’s Sunset Review Report**
- (D) Potential Appointment of Sunset Review Subcommittee**

Mr. Kaiser explained the Board received the Sunset questions later than expected resulting in an accelerated timeline for completing the draft report. He asked the Board add meetings to allow for review of the draft report and to appoint a subcommittee to assist staff with compiling it. Additionally, the Board discussed the staff’s recommendations for “new issues.”

President Eleby appointed herself and Ms. Rabena-Amen to the Sunset Review Subcommittee and the Board scheduled September 22nd and October 25th as additional dates for Sunset Report review.

13. Recess

165 **Agenda – Thursday, August 25th**

166
167 **14. Call to Order – 9:00 a.m.**

168
169 **15. Roll Call and Establishment of Quorum**

170 All members were present a quorum was established.

171
172
173 **16. Presentation of Services Provided by Division of Investigation (DOI) Rex Cowart –**
174 **Regional Commander, Stephanie Whitley – Senior Investigator**

175
176 Mr. Cowart and Ms. Whitley gave a thorough presentation and comprehensive review of
177 the process of complaint investigation services provided by the Division of Investigation.
178 Ms. Eleby expressed appreciation for the presentation and the participation of DOI in the
179 Board’s expert consultant training. Ms. Rabena-Amen thanked the Board staff for their
180 hard work and efficiency as expressed by Mr. Cowart in the presentation. She also
181 asked to see the data on the workload performed by Board staff itself resulting in DOI’s
182 caseload.

183
184 **17. Consumer and Professional Associations and Intergovernmental Relations**
185 **Reports**

186
187 **(A) Federation of State Boards of Physical Therapy (FSBPT)**

188
189 No representative was present.

190
191 **(B) Department of Consumer Affairs (DCA) – Executive Office**

192
193 Shelly Jones, Manager with the Division of Board and Bureau Relations advised the
194 Board of: staffing changes within DCA; the status of SB 1194; indicated they conducted
195 Sunset Review Briefing Meeting with Boards entering into sunset review; the upcoming
196 Board member orientation trainings are scheduled for September 22nd and November
197 16th; and in the last week of September there will be focus on future leadership
198 development for new Executive Officers.

199
200 **(C) California Physical Therapy Association (CPTA)**

201
202 Stacy DeFoe, Executive Director reminded the Board of their upcoming annual
203 conference scheduled for October 8th and 9th and invited the Board to participate.
204 Ms. Rabena-Amen solicited feedback from the CPTA members regarding BreEZe. Ms.
205 DeFoe indicated there hadn’t been much feedback other than the nonexistent listing of
206 disciplinary actions in the format prior to BreEZe.

207
208 **18. Legislation Report – Brooke Arneson**

- 210 **(A) 2015/16 Legislative Session Summary; Possible Board Action**
- 211 **i. AB 12 (Cooley) State Government: Administrative Regulations: Review**
- 212 **ii. AB 507 (Olsen) Department of Consumer Affairs: BreEZe System: Annual Report**
- 213 **iii. AB 2744 (Gordon) Healing Arts: Referrals**
- 214 **iv. AB 2859 (Low) Professions and Vocations: Retired Category: Licenses**
- 215 **v. SB 1155 (Morrell) Professions and Vocations: Licenses: Military Service**
- 216 **vi. SB 1195 (Hill) Professions and Vocations: Board Actions (This bill authorizes**
- 217 **the Director of the DCA to review, veto, or modify actions and decisions of DCA**
- 218 **boards to ensure such actions or decisions conform with public policy. This bill**
- 219 **number is subject to change.)**
- 220 **vii. SB 1348 (Cannella) Licensure Applications: Military Experience**

221
222 Ms. Arneson provided a brief update on the status of the bills included in the legislative
223 summary and noted that AB 2859 would be further discussed under agenda item #19.
224

225 **19. Rulemaking Report – Brooke Arneson**

- 226
- 227 **(A) 2016 Rulemaking Update**
- 228 **i. License Renewal Exemptions: Retired Status**
- 229 **ii. Requirements for Graduates from Non-Accredited Programs: Test of English as**
- 230 **a Foreign Language (TOEFL)**

231
232 Ms. Arneson referred the members to the rulemaking matrix reflecting the current status
233 of rulemaking in progress. Mr. Kaiser solicited feedback on the significant change in the
234 way the data is being reported and Dr. Alviso thought the steps ahead were lost in the
235 new reporting format. Mr. Kaiser assured the steps in the overall process would be
236 incorporated in the next presentation.

237

- 238 **(B) Discussion of Issues Regarding License Renewal Exemptions for Retired**
- 239 **Status Statutory and Regulatory Language and Possible Board Action**

240
241 This agenda item was discussed as a potential new issue for the Sunset Report.

- 242
- 243 **(C) Discussion of Issues Regarding TOEFL Regulatory Language and Possible**
- 244 **Action Regarding Modified Text on English Proficiency Requirements; Proposed**
- 245 **Language to Amend Section 1398.25 and Add Section 1398.26.3 to Article 2,**
- 246 **Division 13.2, Title 16 of the California Code of Regulations**

247
248 The Board was presented with a Briefing Paper identifying the need to ratify the first
249 modified text.

250
251 **MOTION:** To ratify the first modified text.

252
253 **M/S:** Drummer/Eleby

254

255 **VOTE:** 7-0

256

257 The Board reviewed the proposed second modified text for compliance with the
258 Decision of Disapproval issued on August 4, 2016 by the Office of Administrative Law
259 and made amendments to the proposed language known as the second modified text.

260

261 **MOTION:** Approve the proposed modified text for a 15 day comment period and
262 delegate to the Executive Officer the authority to adopt the proposed
263 regulatory changes as modified if there are no adverse comments
264 received during the comment period and also delegate to the Executive
265 Officer any technical or non substantive changes required to complete the
266 rulemaking file.

267

268 **M/S:** Rabena-Amen/Alviso

269

270 **VOTE:** 6-0 [Ms. McMillan was not present for the vote]

271

272 **20. Administrative Services Report – Liz Constancio**

273

274 **(A) Budget**

275

276 Ms. Constancio and Mr. Nelson, Board staff and Mr. DeLosReyes, DCA Budget
277 Manager reported on the status of the Board's budget at year end of FY 15/16. Ms.
278 Constancio noted the fee increase was implemented on May 6, 2016 close to year end;
279 therefore, it's too soon to realize the benefit. Discussion pursued regarding a
280 comfortable year end fund reserve and what prompts an increase in fees to ensure
281 solvency. Mr. Kaiser advised the Board's budget and fund condition are consistently
282 under watchful eye of both the DCA budget office and Board staff.

283

284 **21. Application Report – Sarah Conley**

285

286 Ms. Conley summarized her written report included in the agenda materials and advised
287 the Board she had conducted a survey of all the PT and PTA programs soliciting
288 feedback for service improvement. She relayed there were valuable comments
289 received indicating the programs found the Board's website to be user friendly and a
290 valuable source for information and they appreciated the attempt to provide quality
291 customer service given the hinderance of limited resources but improvements could be
292 made in accessibility to staff, process clarity and timelines.

293

294 Dr. Dominquez inquired whether it was helpful for programs to field questions and
295 contact the Board on the applicants' behalf and Ms. Conley responded she was open to
296 contact either way. Mr. Kaiser stated it could be beneficial for the programs to intercept
297 the question and seek the answer in order to assist with the same or similar question in
298 the future.

299

300 **(A) Presentation of FSBPT's Alternate Pathway to Examination Option**

301
302 Ms. Conley provided an overview of the upcoming Alternate Pathway to Examination
303 Option which is anticipated to be implemented by FSBPT in late October. She advised the
304 impact is yet to be seen but in concept it should be advantageous for the applicants who
305 are CAPTE approved. Dr. Alviso questioned whether the Board would receive notification
306 if FSBPT were to deem a California applicant ineligible. Mr. Kaiser replied yes, and the
307 Board would then have the opportunity to determine eligibility through the appeal process.
308

309 **22. Licensing Services Report – Sarah Conley**

310
311 Ms. Conley reported the Licensing Maintenance Program Report has a new name and a
312 new format for ease of reporting statistical data and advised there was a correction to the
313 PT Year to Date for Inactive Licensees data, it should read 1299 and not 1399 with a 17%
314 decrease rather than 11%. She further reported the vacancies in the Continuing
315 Competency program are in the process of being filled and once they are audits will
316 resume.
317

318 **23. Consumer Protection Services Report – Elsa Ybarra**

319
320 Ms. Ybarra referred the members to the report included in the agenda materials and
321 made note that the implementation of BreEZe is resulting in data enhancement. She also
322 commented that over half of complaints received are convictions and how any one
323 particular case can skew processing timelines. Finally, Ms. Ybarra advised the members
324 of Ms. Karin Thompsen's retirement and her expertise in Board operations will be missed.
325

326 **24. Probation Monitoring Report – Monny Martin**

327
328 Mr. Martin reported there were 104 probationers, 12 are tolled and 23 are in the Board's
329 Drug and Alcohol Recovery Program. He explained he monitors the probationers via a
330 comprehensive initial interview with quarterly follow up and communication with the
331 probationer's supervisor. Concerns about compliance will elicit a personal interview.
332

333 **25. Public Comment on Items Not on the Agenda**

334 **26. Adjournment**

335
336 The Board adjourned at 2:56 p.m.
337



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



1

Board Members

President

Katarina Eleby

Vice-President

Alicia Rabena-Amen, PT, MPT

Members

Debra Alviso, PT, DPT

Jesus Dominguez, PT, PhD

Daniel Drummer, PT, DPT

Tonia McMillian

TJ Watkins

Physical Therapy Board of California

DRAFT Meeting Minutes

October 25, 2016 9:00 a.m.

Department of Consumer Affairs

2005 Evergreen Street,

Lake Tahoe Conference Room

Sacramento, CA 95815

Board Staff

Jason Kaiser, Executive Officer

Liz Constancio, Manager

Elsa Ybarra, Manager

Sarah Conley, Manager

Brooke Arneson, Associate

Analyst

2 For the sake of clarity, agenda items discussed during the meeting follow their original order on
3 the agenda in these minutes; however, some agenda items may have been taken out of order
4 during the meeting.

5

6 **1. Call to Order**

7

8 The Physical Therapy Board of California (Board) meeting was called to order by Katarina
9 Eleby at 9:10 a.m. on October 25, 2016.

10

11 **2. Roll Call and Establishment of a Quorum**

12

13 All members were present and a quorum was established. Also present at the meeting
14 were Tara Welch, Legal Counsel; Jason Kaiser, Executive Officer; and Elsa Ybarra,
15 Sarah Conley, Liz Constancio and Brooke Arneson, Board staff.

16

17 **3. Review and Approval of September 22, 2016 Meeting Minutes**

18

19 Ms. Arneson presented the September 22, 2016 meeting minutes for the Board's
20 consideration.

21

22 **MOTION: To adopt the draft September 22, 2016 meeting minutes as revised.**

23

24 **M/S: Alviso/Eleby**

25

26 **VOTE: 7-0 Motion carried**

27

28 **4. Discussion of Issues Regarding Test of English as a Foreign Language (TOEFL) 29 Regulatory Language and Possible Board Action Regarding Modified Text on 30 English Proficiency Requirements; Proposed Language to Amend Section 1398.25 31 and Add Section 1398.26.3 to Article 2, Division 13.2, Title 16 of the California Code**

32 **of Regulations**

33
34 After discussion, the Board made modifications to the proposed regulatory language and
35 directed staff to continue the rulemaking process.

36
37 **MOTION:** To approve the proposed modified text for a 15-day public comment
38 period and delegate to the Executive Officer the authority to adopt
39 the proposed regulatory changes as modified if there are no adverse
40 comments received during the public comment period and also
41 delegate to the Executive Officer the authority to make technical or
42 non-substantive changes that may be required in completing the
43 rulemaking file.

44
45 **M/S:** Rabena-Amen/Eleby

46
47 **VOTE:** 7-0 Motion carried

48
49 **5. Discussion and Possible Board Action Regarding Sunset Review Subcommittee’s**
50 **Recommendation on Issues to be Identified on the Sunset Review Report Pursuant**
51 **to Business and Professions Code (BPC) Section 2602**

52
53 **(A) BPC Section 2653, English proficiency exemption**

54
55 Mr. Kaiser presented the Sunset Review Subcommittee’s recommendation to address
56 this issue during the Board’s Sunset Review Process. The Board reviewed and
57 modified the Subcommittee’s proposed revision to BPC Section 2653.

58
59 **MOTION:** To approve the proposed statutory revision and submit it to the
60 Legislature with the Sunset Review Report.

61
62 **M/S:** Eleby/Dominguez

63
64 **VOTE:** 7-0 Motion carried

65
66 **6. Review, Discussion and Possible Board Action on Sunset Review Report Pursuant**
67 **to BPC Section 2602**

68
69 Mr. Kaiser and Board staff presented the Sunset Review Report draft to the Board for
70 review. The Board identified edits and provided feedback throughout the report. The
71 Sunset Review Subcommittee recommended addressing the retired license status issue
72 during the Board’s Sunset Review process and presented proposed hybrid statutory
73 language. The Board discussed including the retired license issue in the Sunset
74 Review Report and requested additional drafts of proposed revisions to the retired
75 license statute.

77 **MOTION: To include a request to revise the retired license statute in the**
78 **Sunset Review Report.**

79
80 **M/S: Drummer/Eleby**

81
82 **VOTE: 6-0 Motion carried**

83
84

85 **7. Public Comment on Items Not on the Agenda**

86

87 Stacy DeFoe, California Physical Therapy Association (CPTA) Executive Director, asked
88 the Board to consider addressing the issue of the difficulty of students under the
89 Individuals with Disabilities Education Act (IDEA) having a diagnosis for further discussion
90 at the November 16 & 17, 2016 meeting. Ms. DeFoe informed the Board that eligibility for
91 IDEA is based on informed clinical opinion and not necessarily a diagnosed disability.
92 She stated that this makes it challenging for physical therapists to try and obtain a
93 medical diagnosis from the physician in order to treat the patient without restriction, and
94 the 45 day/12 visit restriction with a required visit to the physician is not feasible when
95 dealing with children under IDEA.

96

97 **8. Agenda Items for Next Meeting – November 16 & 17, 2016**

98

99 The Board indicated it did not have any specific items at this time for the November 16 &
100 17, 2016 meeting.

101

102 **9. Adjournment**

103

104 The Board concluded the meeting on Tuesday, October 25, 2016 and adjourned at
105 approximately 5:47 p.m.

Physical Therapy Board of California Adopted 2017 Meeting Calendar

January							February							March							April						
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29		
																			30								

May							June							July							August						
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31			
													30	31													

September							October							November							December						
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																			31								

January		February		March		April	
1	New Year's Day	8	PTBC Meeting	31	César Chávez Day	5	PTA NPTE
12	PTA NPTE		USC, Los Angeles, CA			16	Easter
16	Martin Luther King Jr	15-18	APTA Combined			26	PT NPTE
26	PT NPTE		Sections Meeting				
		20	San Antonio, TX				
			President's Day				

May		June		July		August	
14	Mother's Day	9-11	FSBPT Regulatory	4	Independence Day	23-24	PTBC Meeting
24-25	PTBC Meeting		Training	6	PTA NPTE		Sacramento, CA
	Sacramento, CA		Alexandria, VA	18-19	PT NPTE		
29	Memorial Day	18	Father's Day	29-30	FSBPT Leadership		
		21-24	APT A Conference		Issues Forum		
			Boston, MA		Alexandria, VA		

September		October		November		December	
4	Labor Day	3	PTA NPTE	3-5	FSBPT Annual	25	Christmas
		25	PT NPTE		& Delegate Assembly		
		31	Halloween		Santa Ana Pueblo,		
				11	Veteran's Day		
				15-16	PTBC Meeting		
					Bay Area, CA		
				23	Thanksgiving		



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



DATE: January 20, 2017

TO: Physical Therapy Board of California (Board)

SUBJECT: Executive Officer's Report

This report is to update you on the current status of the Board's operations.

ADMINISTRATIVE SERVICES – The Administrative Services program has completed the recruitment process for the Associate Governmental Program Analyst (AGPA) position within the Application and Licensing Services program; we would like to welcome our newest team member, Eura Trent. Ms. Trent will provide analytical support related to all application and licensing functions under the direction of the Licensing Manager. Ms. Trent is a transfer from the California Department of Public Health (CDPH). She has served the CDPH since 2011 as an AGPA performing analytical tasks related to auditing skilled nursing facilities within California. Prior to CDPH, Ms. Trent served the State of California performing technical analytical tasks for various agencies; such as Department of Aging and State Controller's Office. The Administrative Services Program has also completed the recruitment process for the Staff Services Analyst position within the Administrative Services program. We would like to welcome Kimberlie Rozakis. Ms. Rozakis will be responsible for serving as the PTBC's Personnel Liaison, Training Coordinator, Travel Liaison and assist with Outreach efforts. She is a transfer from the DCA's Office of Human Resources (OHR). Ms. Rozakis has served the OHR as Personnel Technician II within the Selection Services Unit since 2014 performing technical analytical tasks related to evaluating employment applications for determining if applicants meet the minimum qualifications for employment examinations. She also has extensive knowledge with the State's new online application system, ECOS, which we have recently migrated to 6 months ago. Prior to OHR, Ms. Rozakis served the State of California performing various technical administrative tasks for various agencies, such as Department of Justice and Department of Motor Vehicles. We are excited to have both Ms. Trent and Ms. Rozakis as a part of our team.

It is my pleasure to announce the appointment of Sarah Conley to the Staff Services Manager I position within the Application and Licensing Service programs. Since 2001, Sarah has had the opportunity to provide technical and analytical support within various program areas, such as licensing, legislation, regulation, and board relations. Prior to her most recent assignment as the Acting Manager over the Licensing program, she served as the Licensing Lead (AGPA) where she was able to develop a vast in-depth expertise in the application and licensing business process, including serving as the PTBC's Subject Matter Expert for the development and implementation of the BreEZe system. Sarah brings a "hands-on" approach to our team and we can expect her strong work ethic to aspire staff in excelling PTBC's level of service. We are thrilled to have Sarah apart of our management team and for the PTBC team in its entirety.

Update – Due to vacancy, the PTBC is currently recruiting for (1) Associate Governmental Program Analyst (AGPA) and (1) Limited Term AGPA position within the Consumer Protection Services Unit.

Please refer to Agenda Item 13 for a more detailed Budget report.

APPLICATIONS & LICENSING – Please refer to Agenda Item 14 and 15 for a more detailed report.

OUTREACH – PTBC staff will be in presenting at CPTA’s 2017 Student Conclave at California State University, Fresno on April 29, 2017.

And as a challenge to members, we need topics for our Facebook Page and Twitter Accounts! Board member participation is encouraged; please don’t hesitate in submitting your ideas or topics for posting.

CONSUMER PROTECTION SERVICES– Please refer to Agenda Item 16 for a more detailed report.

ANIMAL REHABILITATION– The PTBC will be attending the third and final, animal rehabilitation task force meeting on February 2, 2017.

DCA INTERNAL AUDIT – As presented in previous reports, the PTBC was selected, and has been participating in an audit by the Department of Consumer Affairs Internal Audit Office. The audit began on July 1st, 2016 and staff continues to work with the Internal Audit Office to hopefully complete the audit report by March, 2017. While the Internal Audit Office has no direct responsibility or authority over any of the activities or operations, they may provide the PTBC with assistance and recommendations concerning internal controls in the development or redesign of systems or operational activities. The scope of the audit will entail; evaluation and reporting of internal control systems, review of operations, policies, and procedures for effectiveness and efficiencies, recommendation of improvements to address audit findings, monitoring the status of audit findings and consultations at the request of management. The Internal Audit will be a draw on the PTBC’s resources, but we look forward to the opportunity in identifying room to improve and working towards that improvement.



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



Briefing Paper

Date: January 11, 2017
Prepared for: PTBC Members
Prepared by: Brooke Arneson
Subject: Legislation Report

Purpose:

To provide an update on the 2015/16 and 2017/18 Legislative session.

Attachments:

1. [2017 Legislative Calendar](#)
 2. [Definition of the Board's Legislative Positions](#)
 3. [2015/16 Legislative Summary](#)
-

Background and Update:

The 2017 Legislative calendar is included in the meeting materials for your reference, along with a copy of the Board's Legislative positions taken from the PTBC's Board member Administrative Manual.

As noted on the calendar, the Legislature reconvened on January 4th. February 17th is the last day for bills to be introduced. October 15th is the last day for the Governor to sign or veto bills passed by the Legislature on or before September 15th and in the Governor's possession after September 15th. All statutes will take effect January 1st 2018. PTBC staff continues to monitor Legislation for progress.

In addition, a 2015/16 Legislative Summary is included which notes the status of all bills from the previous Legislative session that the Board was monitoring for potential impact on Physical Therapy practice, regulation or the operation of the Physical Therapy Board.

Action Requested:

No action is needed. This Legislative report is for informational purposes only.

2017 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE ASSEMBLY CHIEF CLERK

Revised 11-16-16

DEADLINES

JANUARY							
	S	M	T	W	TH	F	S
Wk. 1	1	2	3	4	5	6	7
Wk. 2	8	9	10	11	12	13	14
Wk. 3	15	16	17	18	19	20	21
Wk. 4	22	23	24	25	26	27	28
Wk. 1	29	30	31				

FEBRUARY							
	S	M	T	W	TH	F	S
Wk. 1				1	2	3	4
Wk. 2	5	6	7	8	9	10	11
Wk. 3	12	13	14	15	16	17	18
Wk. 4	19	20	21	22	23	24	25
Wk. 1	26	27	28				

MARCH							
	S	M	T	W	TH	F	S
Wk. 1				1	2	3	4
Wk. 2	5	6	7	8	9	10	11
Wk. 3	12	13	14	15	16	17	18
Wk. 4	19	20	21	22	23	24	25
Wk. 1	26	27	28	29	30	31	

APRIL							
	S	M	T	W	TH	F	S
Wk. 1							1
Wk. 2	2	3	4	5	6	7	8
Spring Recess	9	10	11	12	13	14	15
Wk. 3	16	17	18	19	20	21	22
Wk. 4	23	24	25	26	27	28	29
Wk. 1	30						

MAY							
	S	M	T	W	TH	F	S
Wk. 1		1	2	3	4	5	6
Wk. 2	7	8	9	10	11	12	13
Wk. 3	14	15	16	17	18	19	20
Wk. 4	21	22	23	24	25	26	27
No Hrgs.	28	29	30	31			

- Jan. 1** Statutes take effect (Art. IV, Sec. 8(c)).
- Jan. 4** Legislature reconvenes (J.R. 51(a)(1)).
- Jan. 10** Budget Bill must be submitted by Governor (Art. IV, Sec. 12(a)).
- Jan. 16** Martin Luther King, Jr. Day.
- Jan. 20** Last day to submit **bill requests** to Office of Legislative Counsel.

- Feb. 17** Last day for bills to be **introduced** (J.R. 61(a)(1), J.R. 54(a)).
- Feb. 20** Presidents' Day.

- Mar. 31** Cesar Chavez Day.

- Apr. 6** **Spring Recess** begins upon adjournment (J.R. 51(a)(2)).
- Apr. 17** Legislature reconvenes from Spring Recess (J.R. 51(a)(2)).
- Apr. 28** Last day for **policy committees** to hear and report **fiscal bills** for referral to fiscal committees (J.R. 61(a)(2)).

- May 12** Last day for **policy committees** to hear and report to the floor **nonfiscal** bills (J.R. 61(a)(3)).
- May 19** Last day for **policy committees** to meet prior to June 5 (J.R. 61(a)(4)).
- May 26** Last day for **fiscal committees** to hear and report bills to the floor (J.R. 61 (a)(5)). Last day for **fiscal committees** to meet prior to June 5 (J.R. 61 (a)(6)).
- May 29** Memorial Day observed.
- May 30-June 2** **Floor session only.** No committee may meet for any purpose except for Rules Committee and Conference Committees (J.R. 61(a)(7)).

2017 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE ASSEMBLY CHIEF CLERK

Revised 11-16-16

JUNE							
	S	M	T	W	TH	F	S
No Hrgs.					1	2	3
Wk. 1	4	5	6	7	8	9	10
Wk. 2	11	12	13	14	15	16	17
Wk. 3	18	19	20	21	22	23	24
Wk. 4	25	26	27	28	29	30	

June 2 Last day to pass bills out of house of origin (J.R. 61(a)(8)). Committee meetings may resume (J.R. 61(a)(9)).

June 15 Budget Bill must be passed by midnight (Art. IV, Sec. 12(c)(3)).

JULY							
	S	M	T	W	TH	F	S
Wk. 4							1
Wk. 1	2	3	4	5	6	7	8
Wk. 2	9	10	11	12	13	14	15
Wk. 3	16	17	18	19	20	21	22
Summer Recess	23	24	25	26	27	28	29
Summer Recess	30	31					

July 4 Independence Day.

July 14 Last day for **policy committees** to hear and report **fiscal bills** for referral to fiscal committees (J.R. 61(a)(10)).

July 21 Last day for **policy committees** to hear and report bills (J.R. 61(a)(11)). **Summer Recess** begins upon adjournment, provided Budget Bill has been passed (J.R. 51 (a)(3)).

AUGUST							
	S	M	T	W	TH	F	S
Summer Recess			1	2	3	4	5
Summer Recess	6	7	8	9	10	11	12
Summer Recess	13	14	15	16	17	18	19
Wk. 4	20	21	22	23	24	25	26
Wk. 1	27	28	29	30	31		

Aug. 21 Legislature reconvenes from Summer Recess (J.R. 51 (a)(3)).

SEPTEMBER							
	S	M	T	W	TH	F	S
Wk. 1						1	2
No Hrgs.	3	4	5	6	7	8	9
No Hrgs.	10	11	12	13	14	15	16
Interim Recess	17	18	19	20	21	22	23
Interim Recess	24	25	26	27	28	29	30

Sept. 1 Last day for **fiscal committees** to meet and report bills to the **Floor** (J.R. 61(a)(12)).

Sept. 4 Labor Day.

Sept. 5– 15 Floor session only. No committee may meet for any purpose (J.R. 61(a)(13)).

Sept. 8 Last day to **amend** on the Floor (J.R. 61(a)(14)).

Sept. 15 Last day for any bill to be passed (J.R. 61(a)(15)). Interim Recess begins on adjournment (J.R. 51(a)(4)).

IMPORTANT DATES OCCURRING DURING INTERIM RECESS

2017

Oct. 15 Last day for Governor to sign or veto bills passed by the Legislature on or before Sept. 15 and in the Governor's possession after Sept. 15 (Art. IV, Sec.10(b)(1)).

2018

Jan. 1 Statutes take effect (Art. IV, Sec. 8(c)).

Jan. 3 Legislature reconvenes (J.R. 51(a)(4)).

Legislation - Definition of the Positions Taken by the Physical Therapy Board Regarding Proposed Legislation

(Board Policy)

The Board will adopt the following positions regarding pending or proposed legislation.

Oppose: The Board will actively oppose proposed legislation and demonstrate opposition through letters, testimony and other action necessary to communicate the oppose position taken by the Board.

Oppose, unless amended: The Board will take an opposed position and actively lobby the legislature to amend the proposed legislation.

Neutral: The Board neither supports nor opposes the addition/amendment/repeal of the statutory provision(s) set forth by the bill.

Watch: The watch position adopted by the Board will indicate interest regarding the proposed legislation. The Board staff and members will closely monitor the progress of the proposed legislation and amendments.

Support, if amended: The Board will take a supportive position and actively lobby the legislature to amend the proposed legislation.

Support: The Board will actively support proposed legislation and demonstrate support through letter, testimony and any other action necessary to communicate the support position taken by the Board.

2015/16 Legislative Summary

Bill	Author	Summary	Board's Position	Status	
<u>AB 12</u> (Amended 8/19/15)	Cooley	State Government: Administrative Regulations Review This bill would, until January 1, 2019, require each state agency to, on or before January 1, 2018, review that agency's regulations, identify any regulations that are duplicative, overlapping, inconsistent, or out of date, to revise those identified regulations, as provided, and report to the Legislature and Governor, as specified.	Watch	11/30/16	Died in the Senate Appropriations Committee
<u>AB 507</u> (Amended 7/9/15)	Chang,	Department of Consumer Affairs: BreEZe System: Annual Report		11/30/16	
<u>AB 2744</u> (Chaptered 9/14/16)	Gordon Hill	Healing Arts: Referrals Under current law, it is unlawful for licensed healing arts practitioners, except as specified, to offer, deliver, receive, or accept any rebate, refund, commission, preference, patronage	No Position	9/14/16	Chaptered. Chapter 360, Statutes of 2016.

2015/16 Legislative Summary

Bill	Author	Summary	Board's Position	Status	
		dividend, discount, or other consideration, in the form of money or otherwise, as compensation or inducement for referring patients, clients, or customers to any person. This bill would provide that the payment or receipt of consideration for advertising, wherein a licensed healing arts practitioner offers or sells services through a third-party advertiser, does not constitute a referral of patients when the third-party advertiser does not itself recommend, endorse, or otherwise select a licensee. The bill would require that the fee paid to the third-party advertiser be commensurate with the service provided by the third-party advertiser.			
AB 2859 (Chaptered 9/22/16)	Low	<p>Retired Category: Licenses This bill would authorize any of department to establish by</p> <p>any licensee, including, among</p>	No	9/22/16	Chaptered. Chapter 473, Statutes of 2016.

2015/16 Legislative Summary

Bill	Author	Summary	Board's Position	Status	
		<p>others, a person with a license that is retired or inactive. The bill would not apply to a board that has other statutory authority to establish a retired license.</p>			
<p><u>SB 1155</u> (Amended 6/23/16)</p>	<p>Morrell</p>	<p>Professions and Vocations: Licenses: Military Service This bill, on and after January 1, 2018, would require every board within the Department of Consumer Affairs to grant a fee waiver for the application for and the issuance of an initial license to an applicant who supplies satisfactory evidence, as defined, to the board that the applicant has served as an active duty member of the California National Guard or the United States Armed Forces and was honorably discharged. The bill would require that a veteran be granted only one fee waiver, except as specified.</p>	<p>No Position</p>	<p>11/30/16</p>	<p>Died in the Assembly Appropriations Committee.</p>
<p>(Amended 6/1/16)</p>		<p>Board Actions: Competitive Impact Current law provides for the</p>			

2015/16 Legislative Summary

Bill	Author	Summary	Board's Position	Status	
		<p>action, as specified. The bill would require the director to issue and post on the department's Internet Web site his or her final written decision and the reasons for the decision within 90 days from receipt of the request for review or the director's decision to review the board decision.</p>			
<p>SB 1348 (Chaptered 8/22/16)</p>	<p>Cannella</p>	<p>Licensure Applications: Military Experience This bill would require each board, with a governing law authorizing veterans to apply military experience and training towards licensure requirements, to post information on the Board's Internet Website about the ability of veteran applicants to apply military experience and training towards licensure requirements.</p>	<p>No Position</p>	<p>8/22/16</p>	<p>Chaptered. Chapter 174, Statutes of 2016.</p>



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



Briefing Paper

Date: January 11, 2017

Prepared for: PTBC Members

Prepared by: Brooke Arneson

Subject: Rulemaking Report

Purpose: To update the Board on the status of proposed rulemaking in progress and to provide an update on the rulemaking process.

- Attachments:
1. [2016/17 Rulemaking Tracking Form](#)
 2. [Memo from Agency to OAL Re: Regulations](#)
 3. [Updated DCA Rulemaking Process](#)
 4. [Office of Administrative Law Rulemaking Flowchart](#)

Background:

At the November 2016 meeting, the Board adopted the 2017 Rulemaking Calendar as required by Government Code (GC) § 11017.6. The rulemaking calendar prepared pursuant to this section sets forth the Board's rulemaking plan for the year and is published by the Office of Administrative Law (OAL) in the California Regulatory Notice Register (Notice Register); the Notice Register is available on OAL's website: http://www.oal.ca.gov/Notice_Register.htm

From the 2017 Rulemaking Calendar, staff developed a rulemaking tracking form on which all rulemaking progress is noted and reported to the Board at its quarterly meetings.

Effective September 7th, 2016 all regulatory packages must be submitted to the Department of Consumer Affairs for Business, Consumer Services, and Housing Agency (Agency) review, prior to publicly noticing with the Office of Administrative Law (OAL). On October 8th, 2009, former Secretary Fred Aguiar of the State and Consumer Services Agency (the predecessor agency), waived the State Administrative Manual's (SAM) requirement that the form Std.399 (Economic and Fiscal Impact Statement) be reviewed and approved at an agency level before being forwarded to the Department of Finance when a notice of proposed action is submitted for publication in the California Regulatory Notice register, pursuant to Sam Section 6614. On September 7, 2016, Acting Secretary Alexis Podesta rescinded this waiver in a memo to the OAL Director (see attached memo). To show the updated process, a copy of the revised DCA Rulemaking process is included.

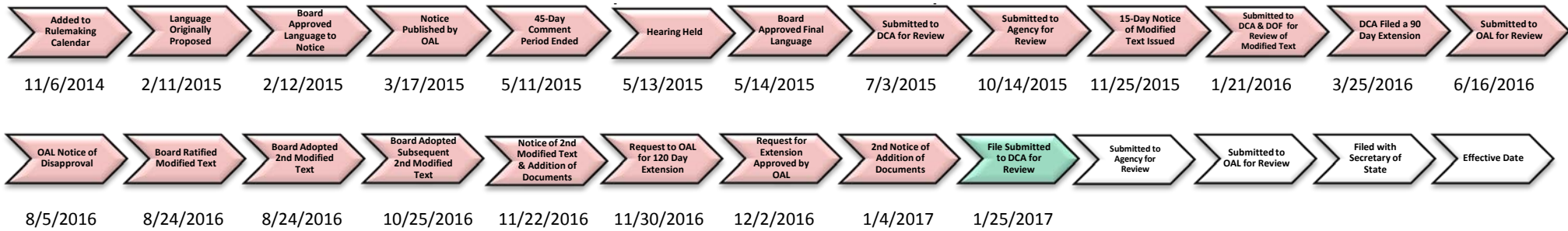
Also included in the rulemaking report is OAL's regular rulemaking process flowchart.

Action Requested:

No action is needed. This rulemaking report is for informational purposes only.

2017 Rulemaking Tracking Form

(2015/16/17) Requirements for Graduates from Non-Accredited Programs: Test of English as a Foreign Language (TOEFL)



OAL No.: Notice File No. Z-2015-0317-07

Notes: Business and Profession Code (BPC) § 2653 was amended by Chapter 338, Statutes of 2013 (SB 198, Lieu), which added a provision requiring applicants who graduated from non-accredited physical therapist programs to demonstrate English proficiency by achieving a score specified by the Board on the TOEFL. This regulation will set a Board established passing score that must be met within a single administration of the TOEFL. The proposed language also requires approved credential evaluation services (CES) to report on the evaluation the applicant's compliance on the TOEFL examination or exemption.

The rulemaking file was submitted to the Office of Administrative Law (OAL) for review on June 16, 2016 and was disapproved on August 5, 2016. In OAL's Decision of Disapproval, the Board was given direction for correcting minor procedural issues and consistency, clarity and necessity standards within the file. On August 24, 2016 the Board ratified the November 2015 modified text and also adopted the second modified text. On October 25, 2016 the Board adopted a subsequent second modified text after recognizing that BPC Section 2653(b) does not contain any language permitting the Board to exempt specific applicants from demonstrating English proficiency. The Board mailed a 15-day Notice of Availability of Second Modified Text and Notice of Addition of Documents and Information to the Rulemaking File on November 22, 2016. The additional document that was added to the file was an Addendum to the Initial Statement of Reasons. The Board had 120 days to resubmit the revised regulation to OAL for approval which commenced on December 2, 2016. The Board filed a 120 day extension request with the Director of OAL that was granted on December 2, 2016 which extended the resubmittal date of the rulemaking file to OAL to April 3, 2017. At the recommendation of the reviewing attorney at OAL, the Board submitted a second 15-day Notice of Addition of Documents and Information to the Rulemaking File on January 4, 2017 which included the August and October 2016 meeting minutes and FSBPT's Technical Memo and 2016 TOEFL Standard Setting for Licensing PT's and PTA's. On January 25, 2017 the rulemaking file was submitted to DCA for review.

(2017) Satisfactory Documentary Evidence of Equivalent Degree for Licensure as a Physical Therapist or Physical Therapist Assistant/Coursework Tool



11/28/2016

OAL No.:

Notes:

Placed on the 2017 Rulemaking Calendar that was adopted at the Board meeting on November 28, 2016.

(2017) Examination Passing Standard/Setting Examination Score



11/28/2016

OAL No.:

Notes:

Placed on the 2017 Rulemaking Calendar that was adopted at the Board meeting on November 28, 2016.

(2017) License Renewal Exemptions: Disability and Retired License Status



11/28/2016

OAL No.:

Notes:

Placed on the 2017 Rulemaking Calendar that was adopted at the Board meeting on November 28, 2016.

(2017) Application and Licensing Regulations, Continuing Competency



11/28/2016

OAL No.:

Notes:

Placed on the 2017 Rulemaking Calendar that was adopted at the Board meeting on November 28, 2016.

(2017) Unprofessional Conduct



11/28/2016

OAL No.:

Notes:

Placed on the 2017 Rulemaking Calendar that was adopted at the Board meeting on November 28, 2016.

Teal: Current Status Burgundy: Completed

Agenda Item 12(A) – Rulemaking Update

Processing Times

- A rulemaking file must be completed within one year of the publication date of the Notice of Proposed Action. The OAL issues the Notice File Number upon filing the Notice of Proposed Action.
- The DCA is allowed thirty calendar days to review the rulemaking file prior to submission to the Department of Finance (DOF).
- The DOF is allowed thirty days to review the rulemaking file prior to submission to the OAL.
- The OAL is allowed thirty working days to review the file and determine whether to approve or disapprove it. The OAL issues the Regulatory Action Number upon submission of the rulemaking file for final review.
- Pursuant to Government Code section 11343.4, as amended by Section 2 of Chapter 295 of the Statutes of 2012 (SB 1099, Wright), regulation effective dates are as follows:

Date Filed with the Secretary of State	Effective Date
September 1 st – November 30 th	January 1 st
December 1 st – February 29 th	April 1 st
March 1 st – May 31 st	July 1 st
June 1 st – August 31 st	October 1 st



State of California
BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

Edmund G. Brown Jr. Governor
Alexis Podesta Acting Secretary

Date: September 7, 2016

To: Debra Cornez, Director
Office of Administrative Law

From: Alexis Podesta, Acting Secretary
Business, Consumer Services and Housing Agency

RE: POLICY REGARDING SAM Section 6614

On October 8, 2009, former Secretary Fred Aguiar of the State and Consumer Services Agency (the predecessor agency to BCSH), waived the State Administrative Manual's (SAM) requirement that form Std. 399 (Economic and Fiscal Impact Statement) be reviewed and approved at an agency level before being forwarded to the Department of Finance when a notice of proposed action is submitted for publication in the California Regulatory Notice register, pursuant to SAM section 6614.

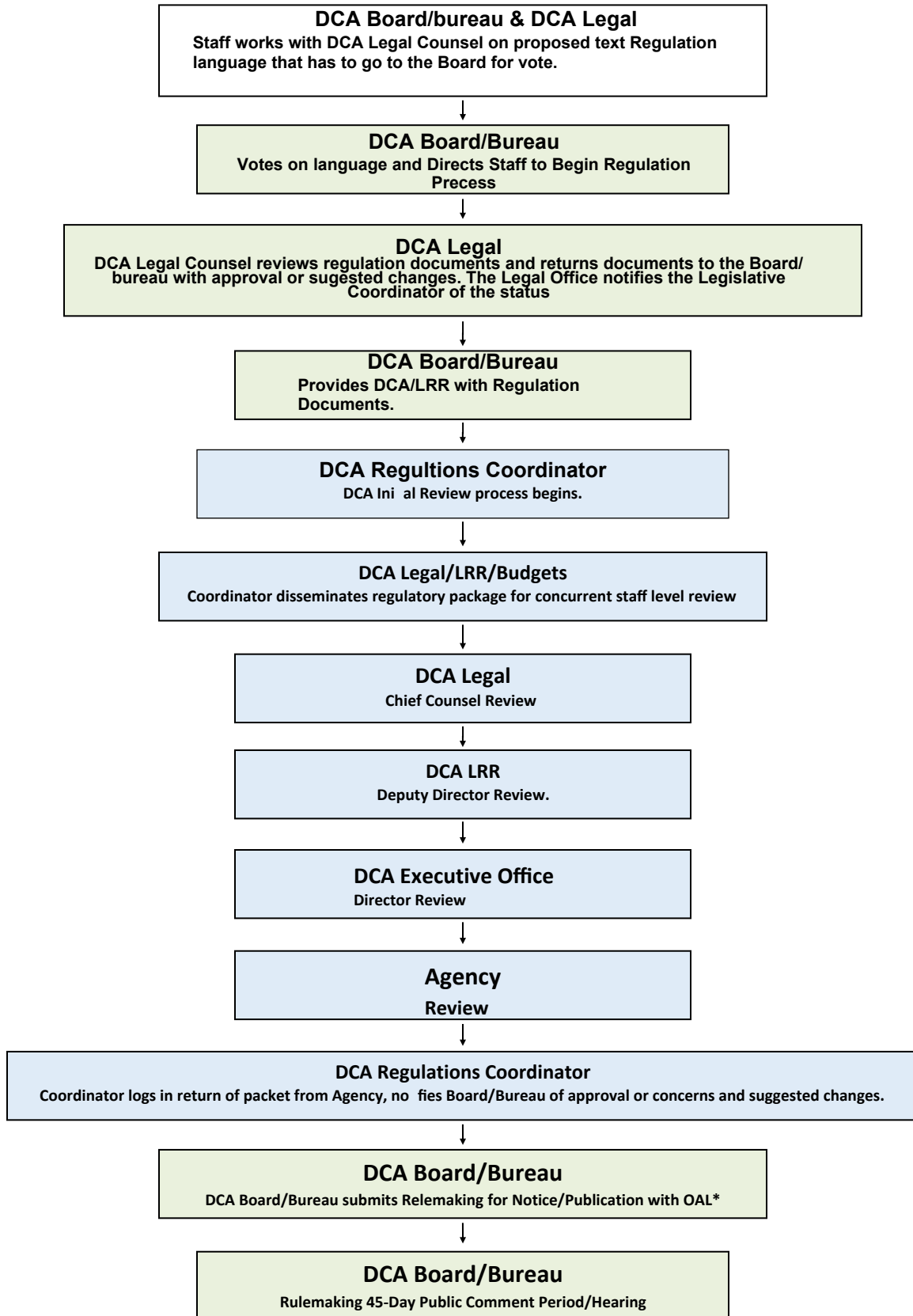
To the extent this waiver was deemed transferred from the State and Consumer Services Agency to BCSH, that waiver is hereby rescinded. BCSH, through the Department of Consumer Affairs (DCA), will notify the various boards that are under the auspices of DCA that Std. 399s must be reviewed and approved by BCSH upon submission of a notice of proposed action.

915 Capitol Mall, Suite 350A, Sacramento, California 95814 (916) 653-4090 www.bcsch.ca.gov

Department of Alcoholic Beverage Control | Alcoholic Beverage Control Appeals Board | Department of Business Oversight
California Housing Finance Agency | Department of Consumer Affairs | Department of Fair Employment & Housing
Horse Racing Board | Department of Housing and Community Development | Seismic Safety Commission

REGULAR (Not Emergency) RULEMAKING PROCESS—DCA BOARDS/BUREAUS

INITIAL PHASE



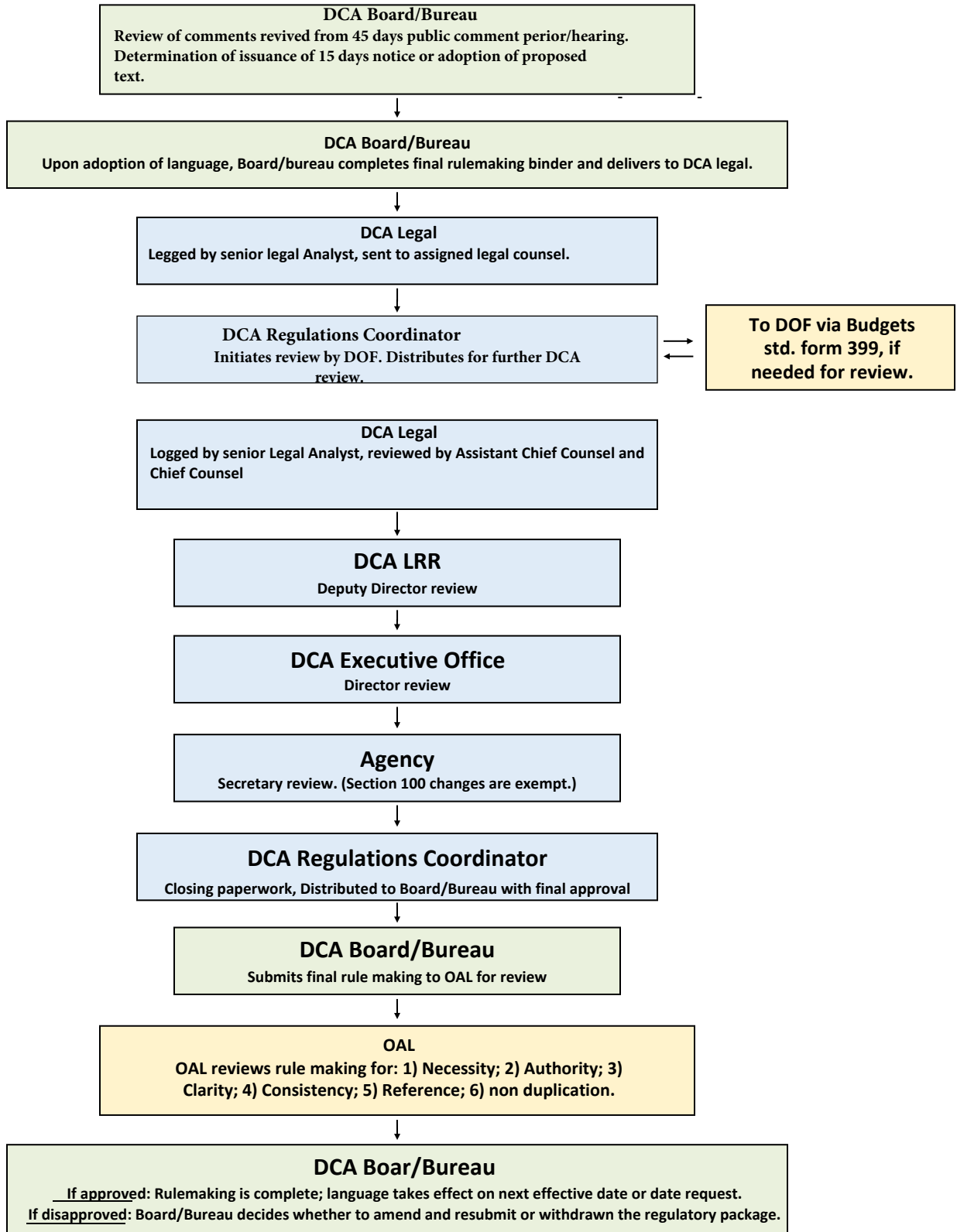
Legend

DCA- Department of Consumer Affairs
LRR- Division of Legislative Regulatory Review
OAL- Office of Administrative Law

* If any change to language last approved by the Board are needed, a vote by the Board may be necessary.

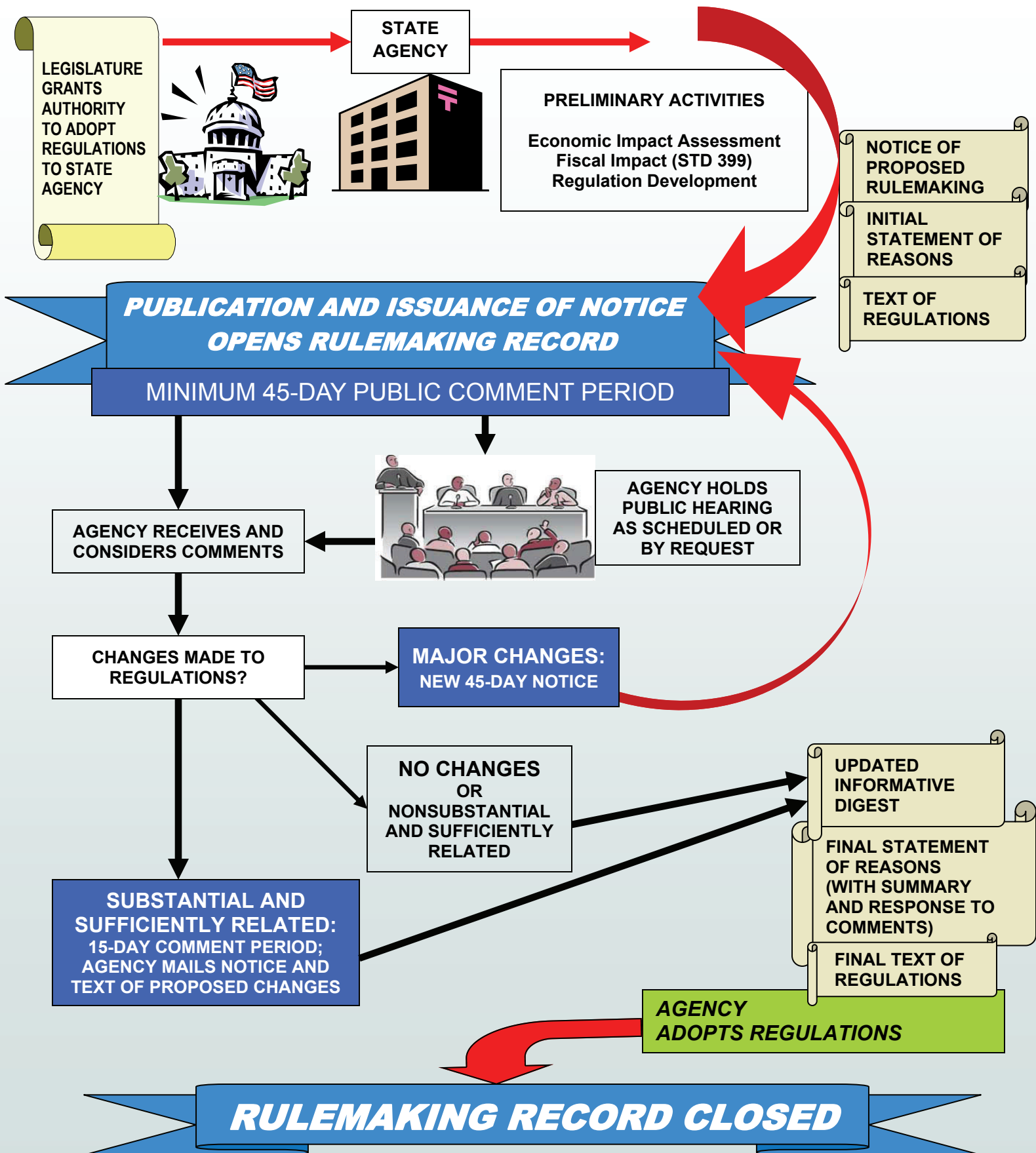
REGULAR (Not Emergency) RULEMAKING PROCESS—DCA BOARDS/BUREAUS

Final Phase



Legend
 DCA - Department of consumer Affairs
 LRR- Division of Legislative Regulatory Review
 OAL - Office of Administrative Law
 DOF - Department of Finance
 Std. Form 399 - Economic and Fiscal Impact Statement

REGULAR RULEMAKING





Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



Briefing Paper

Date: January 19, 2017

Prepared for: PTBC Members

Prepared by: Carl Nelson

Subject: Budget Report

Purpose:

To provide an update on the PTBC's Budget activities for CY 2016-17 (Oct-Dec 2016).

- Attachments:
1. [Revenue Report](#)
 2. [Revenue Measures](#)
 3. [Expenditure Report](#)
 4. [Expenditure Measures](#)
 5. [Revenue Definition Key](#)
 6. [Expenditure Definition Key](#)

Background:

The PTBC Budget Report is a quarterly review of the expenditures and revenues, including budget activities and analysis for the current year. The data is collected from the DCA, CalStars Financial Monthly Reports and generated by staff quarterly: Jul -Sep (Q1), Oct-Dec (Q2), Jan-Mar (Q3) and Apr- Jun (Q4).

This CY 2016-17, the PTBC is authorized a budget of \$5,108,000 to support all operational costs, which includes personnel services, operating expenses and equipment.

Analysis:

In reviewing revenues and expenditures for both CY 2016-17, the staff identified the following:

The PTBC collected \$1,594,876 in revenues during Q2. Revenues for the same period in FY 2015/16 were \$1,137,928, increasing revenues by \$456,948 or 40%. The primary source of revenue for Q2 was license renewal fees at \$1,337,956, followed by application and licensure fees at \$199,644. The increase in revenue is due to new licensing fees.

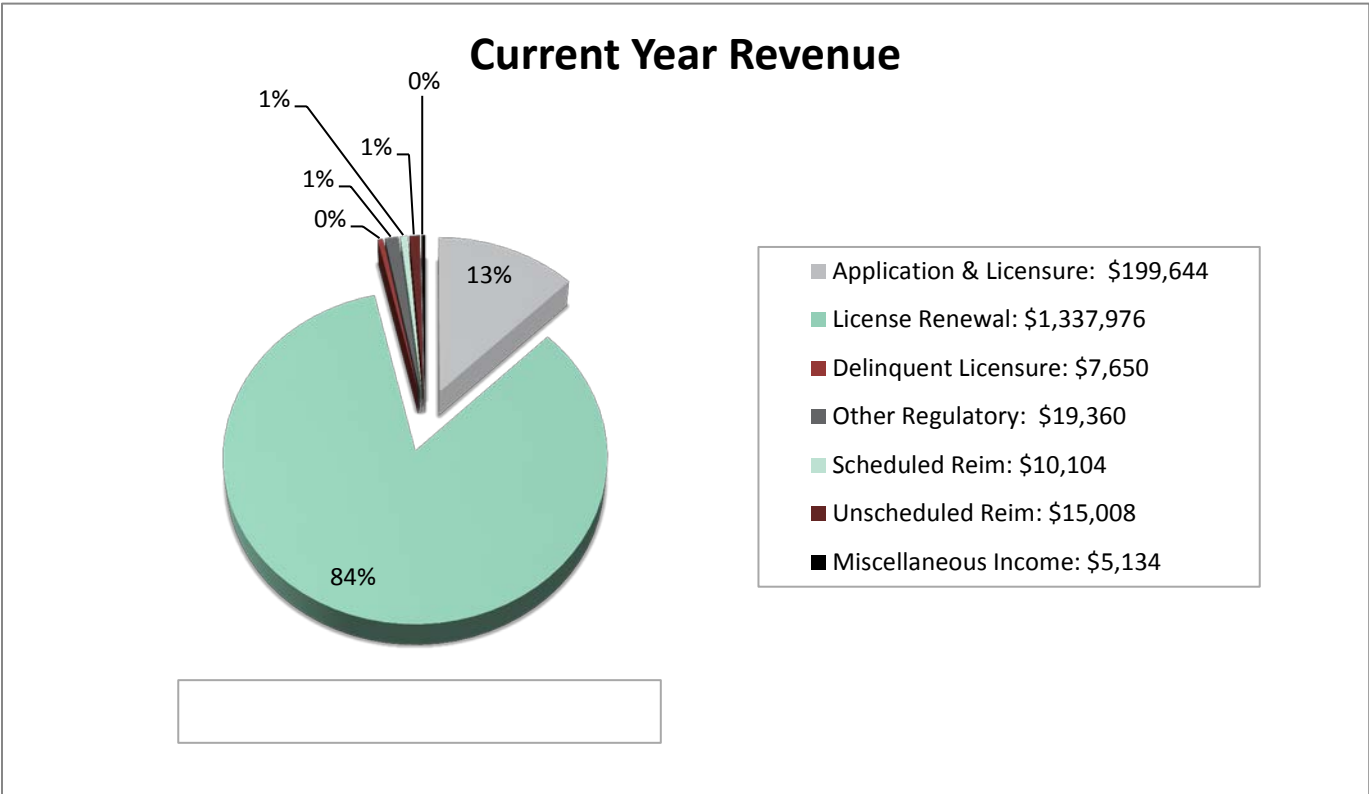
The PTBC spent \$483,129 in Personnel Services (PERS SVS) and \$601,812 in Operating Expenses & Equipment (OE&E), a total of \$1,084,941 (not including reimbursements). Expenditures for the same period in FY15/16 were \$1,059,918, increasing expenditures by \$25,023 or 2.3%.

Action Requested: No action being requested at this time.

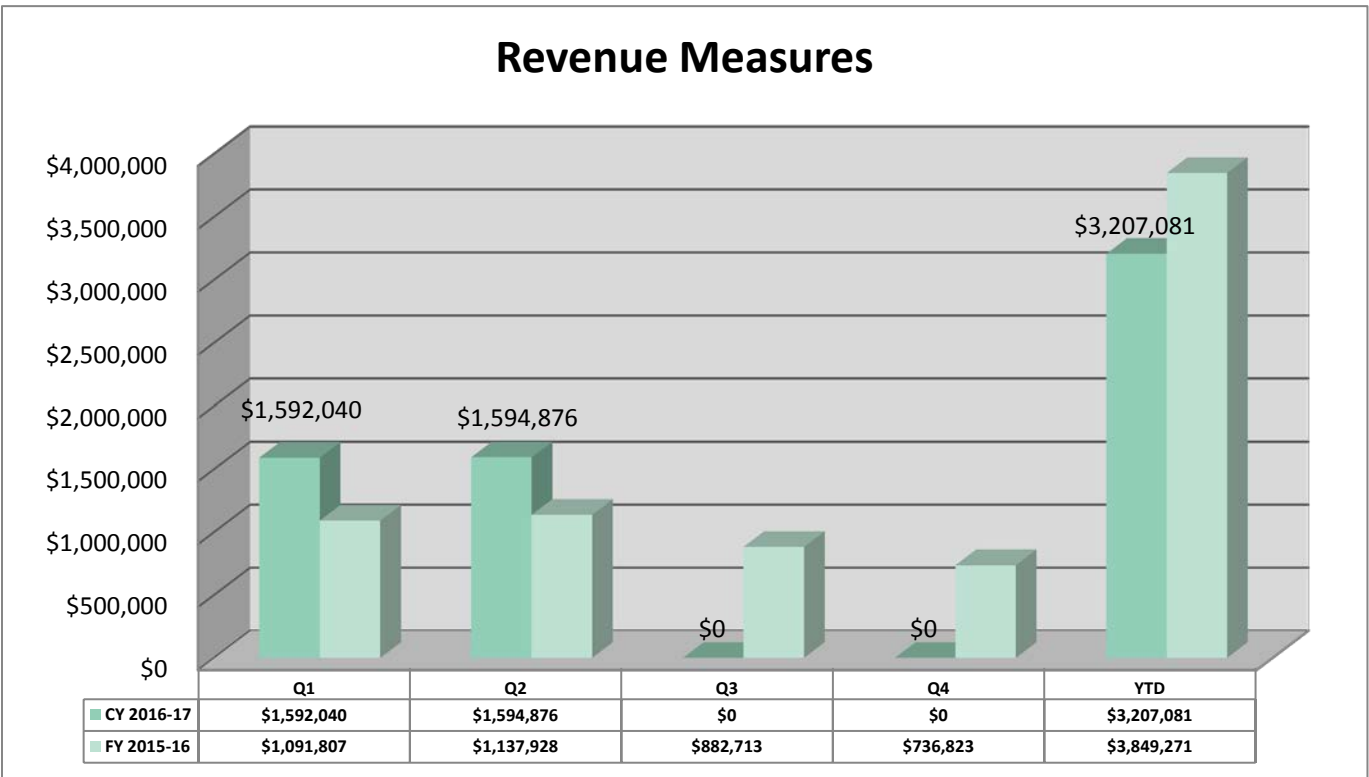
Physical Therapy Board of California
 Budget Report - Q2
 CY 2016-17 / FY 2015-16

Revenue Statistics Report

Budget Line Items	FY 2015-16		CY 2016-17				
	Q2	YTD	Q1	Q2	Q3	Q4	YTD
	Oct - Dec	As of 12/31/15	Jul - Sep	Oct - Dec	Jan Mar	Apr Jun	As of 12/31/16
OTHER REGULATORY							
Cite and Fine (Citations)	39,291	51,441	5,350	1,250			6,600
Endorsement (License Verification)	14,015	27,420	17,580	15,060			32,640
Duplicate License / Certificate	3,300	5,850	3,450	3,050			6,500
TOTALS	56,606	84,711	26,380	19,360			45,740
INITIAL APPLICATION & LICENSE							
FPTA Application & Initial License Fee	3,200	6,200	3900	4,050			7,950
FPT Application Fee	10,000	22,600	18900	21,949			40,849
ENMG Exam Fee	0	500	0	0			0
ENMG Application Fee	0	100	0	0			0
KEMG Exam Fee	0	0	500	0			500
KEMG Application Fee	0	0	0	0			0
PTA Application & Initial License Fee	20,875	32,625	35925	53,826			89,751
PT Application Fee	32,625	89,500	135576	79,272			214,848
PT Initial License Fee	28,400	76,800	74650	43,400			118,050
<i>Refunded Reimbursements</i>	(49)	0	0	0			0
<i>Overt/Short Fees</i>	32	107	850	0			850
<i>Suspended Revenue</i>	500	1,150	5656	3,879			9,535
<i>Prior Year Revenue Adjustment</i>	(5,500)	(8,785)	(549)	(6,732)			(7,281)
TOTALS	90,083	220,797	275,408	199,644			475,052
LICENSE RENEWAL							
PTA Renewal Fee	186,600	356,000	254,000	257,300			511,300
PT Renewal Fee	769,780	1,474,180	994,350	1,081,075			2,075,425
ENMG	50	300	200	100			300
KEMG	200	450	250	0			250
<i>Automated Revenue Refund Claim</i>	-125	1,700	499	(499)			0
<i>Overt/Short Fees</i>	2	2	0	0			0
TOTALS	956,507	1,832,632	1,249,299	1,337,976			2,587,275
DELINQUENT LICENSE RENEWAL							
PTA Delinquent Fee	1,200	2,700	1,100	1,150			2,250
PT Delinquent Fee	3,100	5,700	8,050	6,500			14,550
EN Delinquent Fee	0	0	25	0			25
EK Delinquent Fee	0	0	25	0			25
TOTALS	4,300	8,400	9,200	7,650			16,850
MISCELLANEOUS							
Public Sales (142500)	0	0	10	0			10
Surplus Money Investments (150300)	1,831	1,831	0	3,948			3,948
Attorney General Proceeds (160100)	0	0	0	0			0
Unclaimed/Cancelled Warrants (161000)	600	2,155	1299	1,160			2,459
Miscellaneous Income (161400)	574	1,224	50	26			76
TOTALS	3,005	5,210	1,359	5,134			6,493
SCHEDULED REIMBURSEMENTS							
Fingerprint Reports	7,437	15,669	10,486	10,339			18,571
External/Private/Grant	3,055	4,935	470	(235)			1,645
TOTALS	10,492	20,604	10,956	10,104			20,216
UNSCHEDULED REIMBURSEMENTS							
Investigative Cost Recovery - Investigations	13,523	50,047	16,835	11,393			47,917
Investigative Cost Recovery - Probation Monitoring	3,413	7,335	2,603	3,615			7,538
TOTALS	16,935	57,382	19,438	15,008			55,455
TOTAL REVENUES	1,137,928	2,229,735	1,592,040	1,594,876			3,207,081



1. Chart shows Q2 revenues and % contributed to the quarterly total.
2. Chart reveals, license renewals was the highest contributing revenue, followed by application and initial licensure.



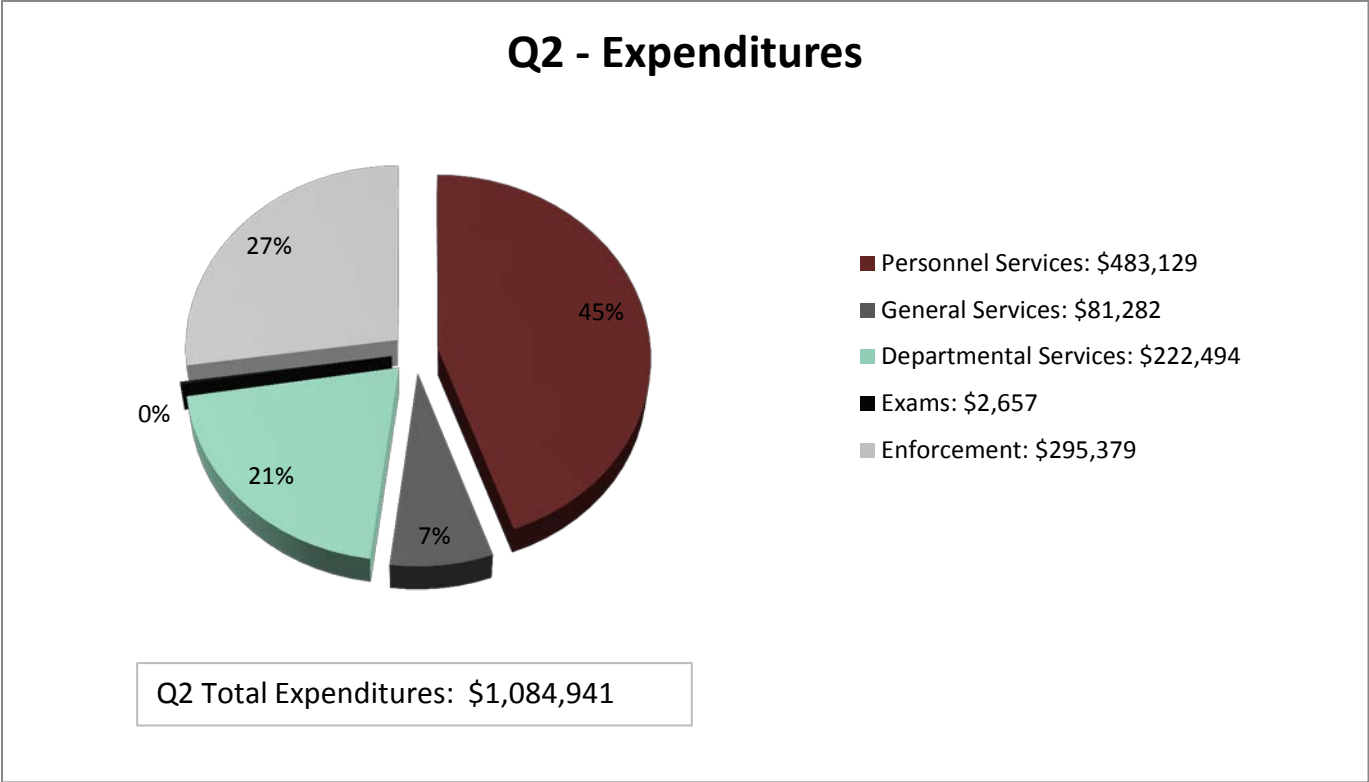
1. Chart shows Q2 and year-to-date revenues for both CY2016-17 and FY2015-16.
2. Chart reveals, revenues increased by 40% over FY 2015-16.

Physical Therapy Board of California
 Budget Report - Q2 (10/1/16 - 12/31/16)
 CY 2016-17 / FY 2015-16

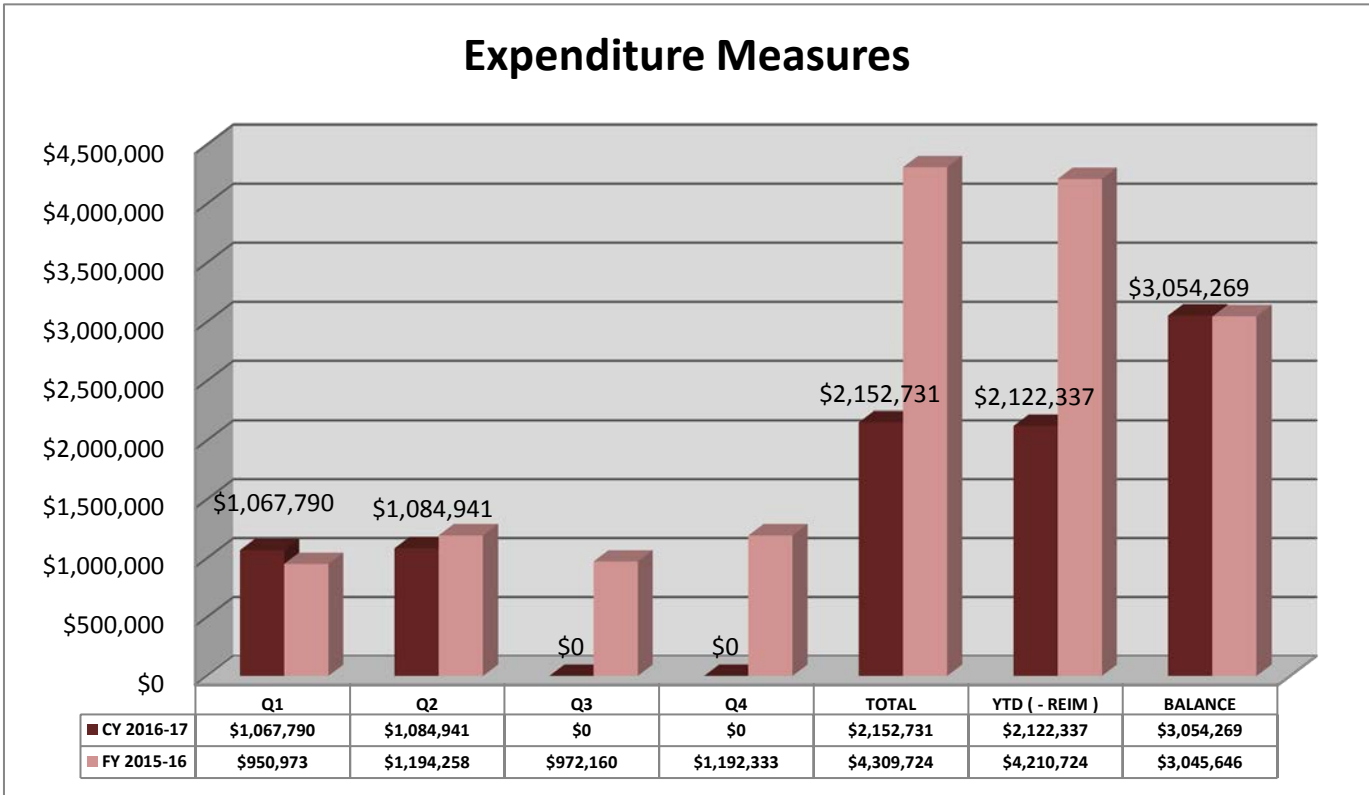
Expenditure Statistics Report

Budget Line Items	FY 2015-16			CY 2016-17								
	Q2		YTD	Authorized Budget	Q1	Q2		Q3	Q4		YTD	Balance Remaining
	Oct	Dec	As of 12/31/15		Jul - Sep	Oct	Dec	Jan - Mar	Apr	Jun	As of 12/31/16	
PERSONNEL SERVICES												
Civil Services Permanent	231626		453,201	1,142,000	247606	243,525					491,131	650,869
Temp help	27230		48,802	0	16672	26,290					42,962	(42,962)
Statutory Exempt	20967		41,706	77,000	21258	21,897					43,155	33,845
Board Members	6600		10,700	25,000	7100	16,700					23,800	1,200
Overtime	0		0	0	32560	8,803					41,363	(41,363)
Staff Benefits	140733		276,920	689,000	169426	165,914					335,340	353,660
TOTAL PERS SVS	427,156		831,329	1,933,000	494,622	483,129					977,751	955,249
OPERATING EXPENSES & EQUIPMENT												
General Services Totals	66,264		131,234	451,500	52,883	81,282					134,165	317,335
Fingerprints	8,115		14,059.00	99,000	8,170	8,608					16,778	82,222
General Expense	5,468		7,090.00	17,000	907	8,569					9,476	7,524
Minor Equipment	1,952		1,952.00	1,000	0	1,094					1,094	(94)
Major Equipment	0		0.00	32,000	0	0					0	32,000
Printing	1,708		17,854.00	20,000	3,951	4,174					8,125	11,875
Communications	2,968		4,165.00	13,000	991	2,517					3,508	9,492
Postage	6,729		14,342.00	24,000	2,181	1,816					3,997	20,003
Travel in State	5,576		5,872.00	18,000	561	9,170					9,731	8,269
Training	0		0.00	1,000	250	0					250	750
Facilities Operations	28,450		56,190.00	118,000	27,489	27,598					55,087	62,913
C&P Services Interdepartmental	0		0.00	500	0	0					0	500
C&P Services External	5,298		9,710.00	108,000	8,383	17,736					26,119	81,881
Departmental Services Totals	236,045		471,625	905,500	222,593	222,494					445,087	460,413
OIS Pro Rata	136,000		272,000	597,000	148,500	148,500					297,000	300,000
Indirect Distributed Cost	58,000		116,000	258,000	62,751	62,751					125,502	132,498
Interagency Services	0		0	500	0	0					0	500
DOI Pro Rata	1,250		2,500	7,000	1,749	1,749					3,498	3,502
Communications Pro Rata	1,500		3,000	35,000	8,751	8,751					17,502	17,498
PPRD Pro Rata	2,000		4,000	2,000	501	501					1,002	998
Consolidated Data Center	680		1,501	2,000	341	36					377	1,623
Data Processing	606		606	4,000	0	206					206	3,794
Central Admin Services Pro Rata	36,009		72,018	0	0	0					0	0
Exams Totals	1,563		3,146	8,000	488	2,657					3,145	4,855
Exam Administrative External	1,563		2,133	8,000	488	2,657					3,145	4,855
Exam Subject Matter Experts	0		1,013	0	0	0					0	0
Enforcement Totals	328,890		588,253	1,909,000	297,204	295,379					592,583	1,316,417
Attorney General	140,273		245,255	655,000	48,461	44,548					93,009	561,991
Office of Admin Hearings	22,020		22,020	110,000	0	0					0	110,000
Evidence/Witness	17,422		22,199	100,000	6,493	8,327					14,820	85,180
Court Reporters	175		779	0	0	254					254	(254)
DOI Investigation	149,000		298,000	1,044,000	242,250	242,250					484,500	559,500
TOTAL OE & E	632,762		1,194,258	3,274,000	573,168	601,812					1,174,980	2,099,020
TOTALS, PERS SVS/OE&E	1,059,918		2,025,587	5,207,000	1,067,790	1,084,941					2,152,731	3,054,269
Scheduled Reimbursements	(10,112)		(10,112)	(99,000)	(10,956)	(20,216)					(10,956)	0
Non-Scheduled Reimbursements	(40,446)		(40,446)	0	(19,438)	(55,454)					(19,438)	0
TOTALS, PERS SVS/OE&E (-REIM)	1,009,360		1,975,029	5,108,000	1,037,396	1,009,271					2,122,337	2,985,663

*The PTBC is authorized to allocate \$99k of its revenues collected from scheduled/unscheduled reimbursements towards CY expenditures. Revenues over 99k are transferred to fund.



1. Chart shows Q2 expenditures and % contributed to the quarterly total.
2. Chart reveals, personnel services was the highest contributing expense, followed by enforcement.



1. Chart shows total expenditures for Q2 for both CY2016-17 and FY2015-16.
2. Chart reveals, expenditures decreased by 10% Q2 over FY 2015-16.

Physical Therapy Board of California
Budget Report - Q2
CY 2016-17 / FY 2015-16

Revenue Source - Definition Key

Other Regulatory Fees

Citation/Fine FTB Collection	Fines collected by the Franchise Tax Board on behalf of PTBC for fines past due.
Admin Citation Fines-Various	Fines collected from administrative citations issued.
Endorsement Fee	Processing fee for endorsement (license verifications).
Duplicate License/Certification Fee	Processing fee for duplicate license or wall certificate.

Initial Application & License Fees

FPTA Application & Initial License	Application & Initial License processing fees for foreign educated Physical Therapist Assistants.
FPT Application	Application processing fee for foreign educated Physical Therapists.
FPT Initial License	Initial License processing fee for foreign educated Physical Therapists.
PTA Application & Initial License	Application and Initial License processing fee for U.S educated Physical Therapist Assistants.
PT Application	Application processing fee for U..S educated Physical Therapists.
PT Initial License	Initial License processing fee for U.S. educated Physical Therapists.
Refunded Reimbursements	Used for cashiering errors, i.e., fingerprint fee cashiered with application fee.
Over/Short	Application or Initial License Fees paid over or short of established fee.
Suspended Revenue	Fee unable to identify/allocate -temporarily cashiered in suspense (reconciled year-end).
Prior Year Revenue Adjustment	Correction of prior year revenue reported.

License Renewal Fees

Renewal - ENMG	Renewal Fees for Renewal ENMG Certification.
Renewal - KEMG	Renewal Fees for Renewal KEMG Certification.
Biennial Renewal - PTA	Renewal Fees for PTA license.
Biennial Renewal - PT	Renewal Fees for PT license.
Automated Revenue Refund Claim	Renewal Fees refunded to licensees (e.g., duplicate payments, etc.).
Over/Short Fee	Renewal Fees paid/collected over or short of established fee.

Miscellaneous Income

Public Sales	Services to Public - e.g., DCA sales of PT/PTA mailing list.
Surplus Money Investments	Shared Revenues by State Controllers Office of earned interest from investment.
Unclaimed Checks / Warrants	Cancelled warrant (check) paid to applicant/licensee/agency-uncashed for 1 year.
Miscellaneous Income (General)	Revenues collected, i.e., Franchise Tax Board collections, dishonored check fees, etc.

Scheduled Reimbursements

Fingerprint Cards	Scheduled Reimbursements - applicants/licensees fingerprint processing fees collected.
External/Private Grant	Scheduled Reimbursements - received for OIS Public Sales

Unscheduled Reimbursements

Investigative Cost Recovery	Money received from individuals for reimbursement of the investigative cost incurred by PTBC.
Probation Monitoring Cost Recovery	Money received from Probationers for their probation monitoring.

Expenditure Source - Definition Key

Personnel Services

Civil Services Permanent	Salary / Wages of civil service - permanent employees (authorized positions).
Statutory Exempt	Salary / Wages of employees appointed/elected to state (Executive Officer).
Temp help	Salary / Wages of employees in blanket (permanent-intermittent/retired annuitant).
Board Commission	Per Diem reimbursement (Board Members).
Overtime	Ordered work time in excess of employee regular scheduled workweek.
Staff Benefits	Employer contributions for health, dental, vision, etc. (permanent, exempt and temp).

General Services

Fingerprints	Criminal and background checks by DOJ (new employees, applicants and licensees).
General Expense	Office supplies, freight (FedEx), subscriptions, admin overhead (DGS charge: purchase orders, contracts, etc.).
Minor Equipment	Replacement/additional equipment - less than \$5k per unit (copier, fax, etc.).
Major Equipment	Replacement/additional equipment - over \$5k per unit (copier, printer, etc.).
Printing	Publications, i.e., strategic plan, newsletter, etc. printed by State Printing and DCA.
Communication	Office and staff land lines, fax line, etc.
Postage	Standard U.S. mail, certified mail, wall certificate, pocket license, renewal notice, etc.
Travel In-State and Out-of-State	Travel reimbursements, i.e., per diem, lodging, transportation, business expense, and CalAters.
Training	Tuition/registration fees for training classes/conferences through External Vendors.
Facilities Ops	Rent - Building and Grounds (Non-State Owned), includes, self storage and utility charges.
C&P Services Internal	Consultant/Professional services provided by other state agencies or DCA interagency agreement.
C&P Services External	Consultant/Professional Services provided by external agency, i.e., online credit card payments.

Departmental Services

*OIS Pro Rata	DCA- Office of Information Services, i.e., PC Support, Telecom, etc.
*Indirect Distributed Cost Pro Rata	DCA - Office of Administrative Services, i.e., Personnel, Budgets, etc.
*DOI Pro Rata	DCA Special Operations Unit Services i.e., criminal background checks on employees.
*Communications Pro Rata	DCA Media Services, i.e., responses, creation/execution of marketing plans and outreach.
*PPRD Pro Rata	Conveys boards message to public through publications, i.e., outreach, correspondence, etc.
*Central Admin Services Pro Rata	Administrative Services conducted by CalHR, DOF, SCO, State Treasurer, Legislature, Agency, etc.

**DCA Pro-Rata is based on annual assessment of program size, workload, and overall operational need of services. Adjustments are made annually.*

Interagency Services	Services provided by another DCA-Board/Bureau to PTBC (inter-agency agreement).
Consolidated Data Center	TEALE data center i.e., costs for maintaining records on Consumer Affairs System (CAS).
Data Processing	Technology maintenance, copier/printer paper, software, hardware, electronic waste recycling and disposal.

Exams

C/P Administrative	External -Consultant/Professional Services (i.e. FSBPT service contract).
C/P Exam Subject Matter Experts	External -Consultant/Professional Services: Wages for services provided by Subject Matter Experts in the oral/written exam process, including travel.

Enforcement

Attorney General	Services provided for enforcement case process initiated to the Attorney General Office.
Office of Admin Hearings	Services provided for hearing officer, administrative law judges, and filing fees, etc.
Evidence/Witness	Services provided by witness, i.e., witness fee, hourly wages, travel expenses, undercover operative fees; and, cost of film, including medical services for use as evidence, etc.
Court Reporters	Services provided by Court Reporter, including transcriptions (i.e. hearing transcripts, etc.).
DOI Investigation	Services provided by Division of Investigations (DOI) for investigative services.



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



Briefing Paper

Date: January 30, 2017

Prepared for: PTBC Members

Prepared by: Liz Constancio

Subject: Outreach Report

Purpose:

To provide PTBC's Outreach activities and statistics for Oct – Dec (Q 2), 2016 (CY 2016/17).

Attachments: 1. [Outreach Statistics](#)

Background:

The use of social media allows the applicants, licensees and public to discover, read, and share news, information and content. In addition, allows the PTBC provide current information.

The PTBC Outreach Report is a quarterly review of the activities and traffic for its Web-site and Facebook, including analysis for the current fiscal year. The data is collected from Google Analytics for web-site and directly from insight reports from Facebook, and generated by staff quarterly: Jul - Sep (Q1), Oct-Dec (Q2), Jan-Mar (Q3) and Apr- Jun (Q4).

In addition, due to staffing shortfalls, the PTBC was unable to report its Q1 outreach statistics. This workload has been redirected to Administrative Manager until additional resources are obtained.

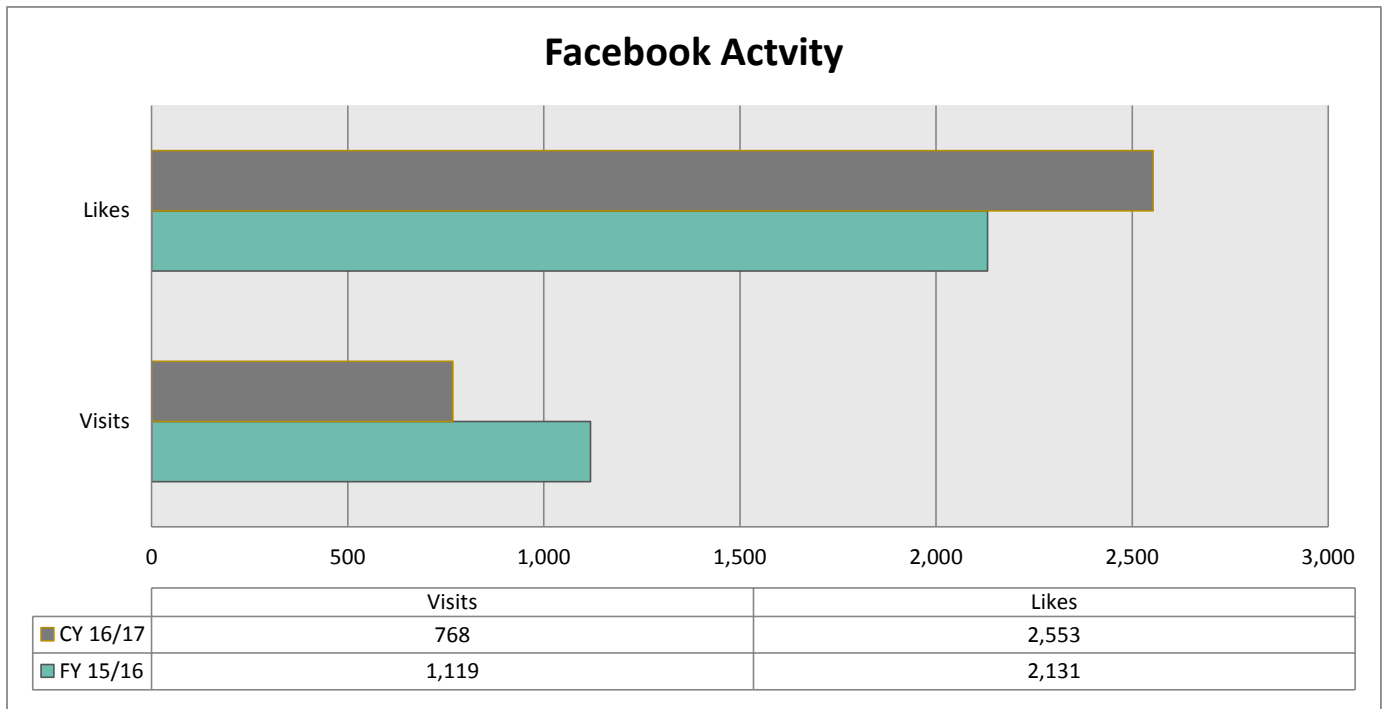
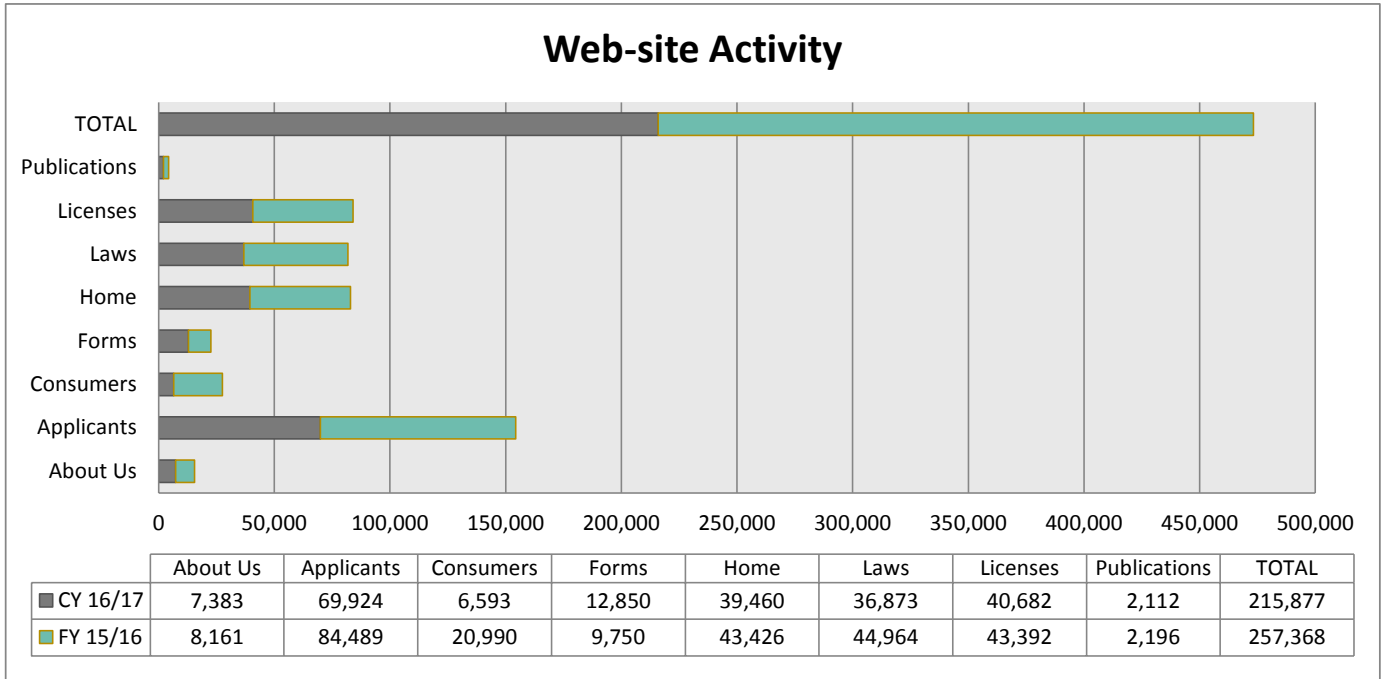
Analysis:

In reviewing the statistics, the PTBC staff identified the following:

Website – The PTBC had 215,877 “Page Views” accessed through PTBC’s home page tabs, a decrease of 16% from last year – Q2. However, as with many web sites, social media continues to prove consumers are most likely to search for information through Facebook, Twitter and other various social networking sites, such as Google.

Facebook – The PTBC had 768 people accessed our page and 27 “likes” in Q2. During the same period last fiscal year, the PTBC had 1,119 people access our page and 75 “likes”. The PTBC had a slight decrease in Facebook activities.

Action: No action being requested at this time.





Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



Briefing Paper

Date: 1/27/17

Prepared for: PTBC Members

Prepared by: Sarah Conley

Subject: Application Services Program Report

Purpose:

To provide an update on the most recent activities of the Application Services program

Attachments:

1. [Application Services Statistics](#)
2. [Examination Statistics](#)

Update:

The comparison for Q2 is still using data from two different systems – Breeze and ATS. Since Breeze went live January 19, 2016, this variable will have a much smaller impact on Quarter 3 and then no impact for all following quarters.

Since the last report at the August 2016 meeting, staff resources have increased which has allowed a realignment of resources to appropriate program designations – Applications or License Maintenance. These resource changes, along with policy and procedure changes and system updates, have affected workflow and its distribution over the fiscal year. This is reflected in the substantial decrease in licenses issued from FY 2015/16 Q2 to FY 2016/17 Q2.

The latest Breeze system updates have been focused on military application processing and data collection. These updates were a result of legislation which included a requirement for the boards and bureaus to ask specific questions relating to military service. The Breeze online application and the paper application have been updated to include these questions.

Action Requested:

None

Applications Statistics Report

Applications Received

	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change		
	Q1		Q2		Q3	Q4	YTD	Q1		Q2		Q3		Q4	YTD
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun		Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	
PT	455		261				716	516		290				806	↑ 13%
FPT	63		50				113	80		79				159	↑ 41%
PTA	94		167				261	148		228				376	↑ 44%
FPTA	15		16				31	18		20				38	↑ 23%
E-PTA	3		0				3	2		4				6	↑ 100%
Total	630		494				1124	764		621				1385	↑ 23%

Licenses Issued

	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change		
	Q1		Q2		Q3	Q4	YTD	Q1		Q2		Q3		Q4	YTD
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun		Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	
PT	523		436				959	560		219				779	↓ -19%
PTA	161		116				277	198		83				281	↑ 1%
Total	684		552				1236	758		302				1060	↓ -14%

Examination Statistics Report

National PT and PTA Examination - California Statistics

Accredited PT Program																					
	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change								
	Q1		Q2		Q3		Q4		YTD		Q1			Q2		Q3		Q4		YTD	
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun	YTD	Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	YTD						
Pass	271		268				539		371		246				617		↑ 14%				
Fail	29		61				90		29		44				73		↓ -19%				
Total	300		329				629		400		290				690		↑ 10%				
Pass Rate	90%		81%				86%		93%		85%				89%		↑ 4%				

Non-Accredited PT Program

	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change								
	Q1		Q2		Q3		Q4		YTD		Q1			Q2		Q3		Q4		YTD	
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun	YTD	Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	YTD						
Pass	7		9				16		9		15				24		↑ 50%				
Fail	39		49				88		24		35				59		↓ -33%				
Total	46		58				104		33		50				83		↓ -20%				
Pass Rate	15%		16%				16%		27%		30%				29%		↑ 13%				

Accredited PTA Program

	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change								
	Q1		Q2		Q3		Q4		YTD		Q1			Q2		Q3		Q4		YTD	
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun	YTD	Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	YTD						
Pass	116		83				199		181		71				252		↑ 27%				
Fail	53		30				83		48		36				84		↑ 1%				
Total	169		113				282		229		107				336		↑ 19%				
Pass Rate	69%		73%				71%		79%		66%				73%		↑ 2%				

Non-Accredited PTA Program

	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change								
	Q1		Q2		Q3		Q4		YTD		Q1			Q2		Q3		Q4		YTD	
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun	YTD	Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	YTD						
Pass	4		13				17		2		8				10		↓ -41%				
Fail	9		15				24		11		15				26		↑ 8%				
Total	13		28				41		13		23				36		↓ -12%				
Pass Rate	31%		46%				39%		15%		35%				25%		↓ -14%				

California Law Examination (CLE)

Accredited Program

	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change								
	Q1		Q2		Q3		Q4		YTD		Q1			Q2		Q3		Q4		YTD	
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun	YTD	Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	YTD						
Pass	648		502				1,150		893		503				1,396		↑ 21%				
Fail	271		233				504		433		270				703		↑ 39%				
Total	919		735				1,654		1,326		773				2,099		↑ 27%				
Pass Rate	71%		68%				70%		67%		65%				66%		↓ -4%				

Physical Therapy Board of California

Examination Report - Q2

Fiscal Year 2016-17

					Fiscal Year 2016/17					
	Q1		Q2		Q3	Q4	YTD			
	Jul	Sep	Oct	Dec	Jan-Mar	Apr-Jun				
Pass	51	40			71	55			126	↑
Fail	34	36			48	53			101	↑
Total	85	76			119	108			227	↑
Pass Rate	60%	53%			60%	51%			56%	↓

National PT and PTA Examination - National Statistics

Accredited PT Program													
	Fiscal Year 2015/16						Fiscal Year 2016/17					Year → Year Change	
	Q1		Q2		Q3	Q4	YTD	Q1		Q2			YTD
	Jul	Sep	Oct	Dec	Jan-Mar	Apr-Jun		Jul	Sep	Oct	Dec		
Pass	4,613	1,416				6,029	4,980	1,452				6,432	↑7%
Fail	635	641				1,276	451	398				849	↓-33%
Total	5,248	2,057				7,305	5,431	1,850				7,281	↓0%
Pass Rate	88%	69%				79%	92%	78%				85%	↑7%

Non-Accredited PT Program													
	Fiscal Year 2015/16						Fiscal Year 2016/17					Year → Year Change	
	Q1		Q2		Q3	Q4	YTD	Q1		Q2			YTD
	Jul	Sep	Oct	Dec	Jan-Mar	Apr-Jun		Jul	Sep	Oct	Dec		
Pass	324	316				640	346	301				647	↑1%
Fail	888	1,111				1,999	548	676				1,224	↓-39%
Total	1,212	1,427				2,639	894	977				1,871	↓-29%
Pass Rate	27%	22%				25%	39%	31%				35%	↑11%

Accredited PTA Program													
	Fiscal Year 2015/16						Fiscal Year 2016/17					Year → Year Change	
	Q1		Q2		Q3	Q4	YTD	Q1		Q2			YTD
	Jul	Sep	Oct	Dec	Jan-Mar	Apr-Jun		Jul	Sep	Oct	Dec		
Pass	3,167	1,523				4,690	3,252	1,444				4,696	↑0%
Fail	755	687				1,442	681	606				1,287	↓-11%
Total	3,922	2,210				6,132	3,933	2,050				5,983	↓-2%
Pass Rate	81%	69%				75%	83%	70%				77%	↑1%

Non-Accredited PTA Program													
	Fiscal Year 2015/16						Fiscal Year 2016/17					Year → Year Change	
	Q1		Q2		Q3	Q4	YTD	Q1		Q2			YTD
	Jul	Sep	Oct	Dec	Jan-Mar	Apr-Jun		Jul	Sep	Oct	Dec		
Pass	67	104				171	75	102				177	↑4%
Fail	86	113				199	75	82				157	↓-21%
Total	153	217				370	150	184				334	↓-10%
Pass Rate	44%	48%				46%	50%	55%				53%	↑7%

Physical Therapy Board of California

Examination Report - Q2

Fiscal Year 2016-17

Jurisprudence Examination - National Statistics

Accredited Program															
	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change		
	Q1		Q2		Q3	Q4	YTD	Q1		Q2		Q3		Q4	YTD
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun		Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	
Pass	2,091		1,478				3,569	2,262		1,290				3,552	↓0%
Fail	556		515				1,071	697		450				1,147	↑7%
Total	2,647		1,993				4,640	2,959		1,740				4,699	↑1%
Pass Rate	79%		74%				77%	76%		74%				75%	↓-2%

Non-Accredited Program

Non-Accredited Program															
	Fiscal Year 2015/16						Fiscal Year 2016/17						Year → Year Change		
	Q1		Q2		Q3	Q4	YTD	Q1		Q2		Q3		Q4	YTD
	Jul	Sep	Oct	Dec	Jan -Mar	Apr - Jun		Jul	Sep	Oct	Dec	Jan -Mar		Apr - Jun	
Pass	117		126				243	145		120				265	↑9%
Fail	51		69				120	74		82				156	↑30%
Total	168		195				363	219		202				421	↑16%
Pass Rate	70%		65%				68%	66%		59%				63%	↓-5%



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



Briefing Paper

Date: 1/27/17

Prepared for: PTBC Members

Prepared by: Sarah Conley

Subject: License Maintenance Services Program Report

Purpose:

To provide an update on the most recent activities of the License Maintenance Services program

Attachment: 1. [License Maintenance Services Statistics](#)

Update:

The comparison for Q2 is still using data from two different systems – Breeze and CAS. For example, name change transactions have significantly decreased according to the data; however, this is due to having a more accurate method to capture these processed transactions rather than an actual decrease in the number of name changes. The current data is more reliable than the previously reported data that was considerably inflated. Since Breeze went live January 19, 2016, this variable will have a much smaller impact on Quarter 3 and then no impact for all following quarters.

Since the last report at the August 2016 meeting, staff resources have increased which has allowed a realignment of resources to appropriate program designations – Applications or License Maintenance. Staff has initiated continuing competency audit activities and will soon commence conducting the actual audits. Staff will be manually processing and tracking audits because the current Breeze functionality does not support the PTBC’s needs. However, staff has developed, presented and been working with DCA on a blueprint for automated continuing competency audits.

Action Requested:

None

Licensing Statistics Report

Active License Status

	FY 2015/16	Fiscal Year 2016/17					Year → Year Change		
	YTD	Q1		Q2		Q3		Q4	YTD
		Jul	Sep	Oct	Dec				
PT	23216	23728		24216				24216	↑ 4%
PTA	5857	6055		6231				6231	↑ 6%
Total	29073	29783		30447				30447	↑ 5%

Inactive License Status

	FY 2015/16	Fiscal Year 2016/17					Year → Year Change		
	YTD	Q1		Q2		Q3		Q4	YTD
		Jul	Sep	Oct	Dec				
PT	1637	1298		1320				1320	↓ -19%
PTA	437	349		360				360	↓ -18%
Total	2074	1647		1680				1680	↓ -19%

Retired License Status

	FY 2015/16	Fiscal Year 2016/17					Year → Year Change		
	YTD	Q1		Q2		Q3		Q4	YTD
		Jul	Sep	Oct	Dec				
PT/PTA	105	140		149				149	↑ 42%

Active Specialty Certifications

	FY 2015/16	Fiscal Year 2016/17					Year → Year Change		
	YTD	Q1		Q2		Q3		Q4	YTD
		Jul	Sep	Oct	Dec				
KEMG	30	1		28				28	↓ -7%
ENMG	21	1		22				22	↑ 5%
Total	51	2		50				50	↓ -2%

Transactions Processed

	FY 2015/16	Fiscal Year 2016/17					Year → Year Change		
	YTD	Q1		Q2		Q3		Q4	YTD
		Jul	Sep	Oct	Dec				
Renewals	9151	3633		2551				6184	↓ -32%
Addresses	2220	1451		1118				2569	↑ 16%
Names	777	116		113				229	↓ -71%
Duplicates	121	96		106				202	↑ 67%
Verifications	451	295		236				531	↑ 18%
Total	12720	5591		4124				9715	↓ -24%



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

Consumer Protection Services Program

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200, Ext. 8215 Fax: (916) 263-2560 TOLL FREE 1-800-832-2251

Internet: www.ptbc.ca.gov EMAIL cps@dca.ca.gov



Briefing Paper

Date: January 26, 2017

Prepared for: PTBC Members

Prepared by: Elsa Ybarra

SUBJECT: Consumer Protection Services Program (CPS)

Purpose: Update on CPS Performance Measures

- Attachments:**
1. [Quarter 1 – DRAFT Enforcement Performance Measures \(PM\)](#)
 2. [DRAFT Consumer Protection Services Report](#)
 3. [Quarter 1 & 2 Disciplinary Summary](#)

Attachment A-1: The Enforcement Performance Measures report is reported on the DCA’s public website on a quarterly basis and is used by all DCA organizations to provide the public its Performance Measures.

The DCA has been working with all Boards/Bureaus/Committees on revisions to the performance measures to enhance the visibility and context to the enforcement process. In an effort to provide improved transparency, the report has been revised to include additional cycle times involved throughout the enforcement process by breaking down the PMs into sub-PMs.

A DRAFT Enforcement Performance Measures report (Q1 Report July – Sept 2016) is attached to give you a sense of the revised layout of the report. However, the data has not been validated. Q2 Report October – December 2016 is not available.

The revised Enforcement Performance Measures (Attachment A-1), includes: PM1/Volume- no changes; however, PM2, PM3, PM4, PM7, and PM8 have been broken down by Volume (total number) and Cycle (average number of days to complete). A definition chart has been attached for further clarification of the revised performance measures.

Attachment A-2: The CPS report provides detailed data of the enforcement program. This report has been revised to include the additional sub-PMs; however, with the continued system enhancements to the reports to fit the new performance measures and record clean-up within the BreZE system, the DATA provided has not been validated.

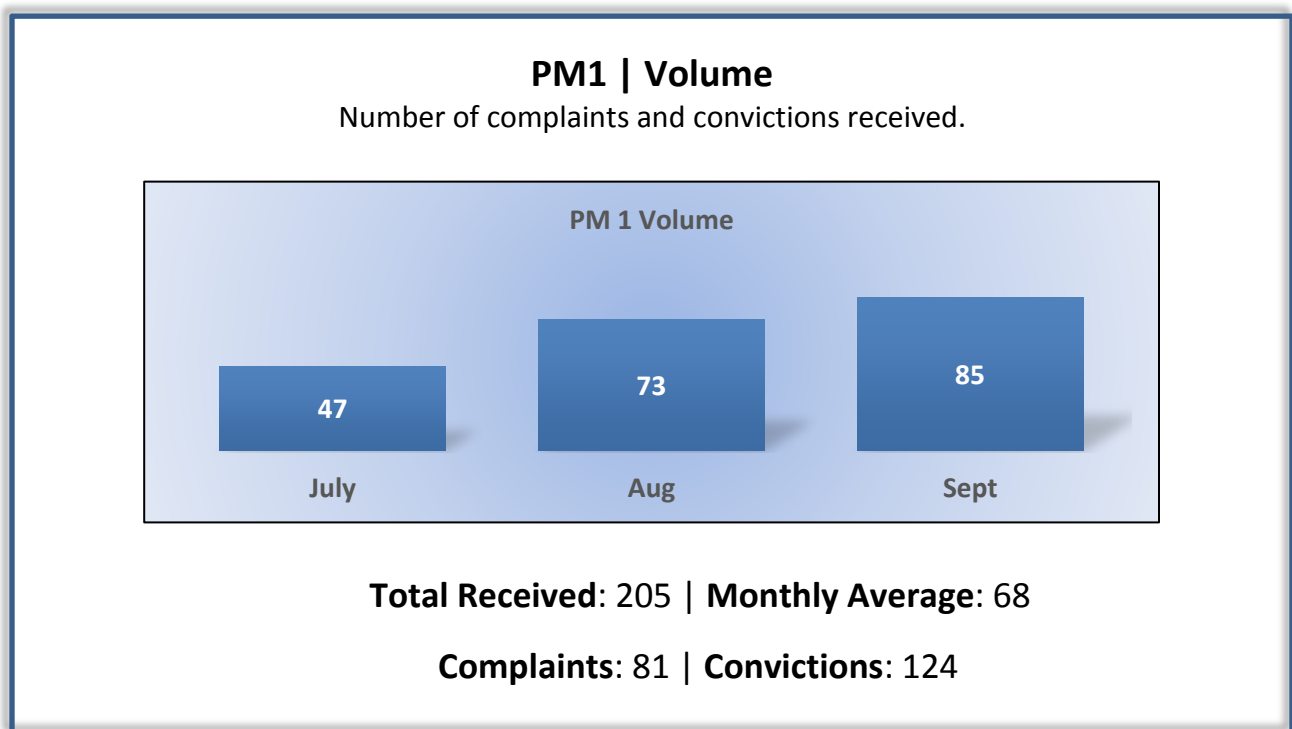
Attachment A-3: The Disciplinary summary reports formal discipline and citations issued for FY 2016-2017, Quarters 1 & 2 (July 2016 – December 2016). Disciplinary actions are of public record and are available through the BreZE online license lookup.

Action Requested: No Action Required

Enforcement Performance Measures

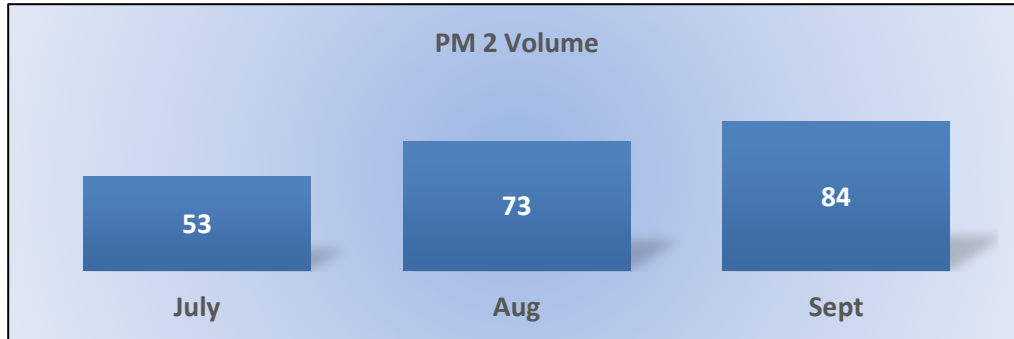
Q1 Report (July - September 2016)

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.



PM2 | Intake – Volume

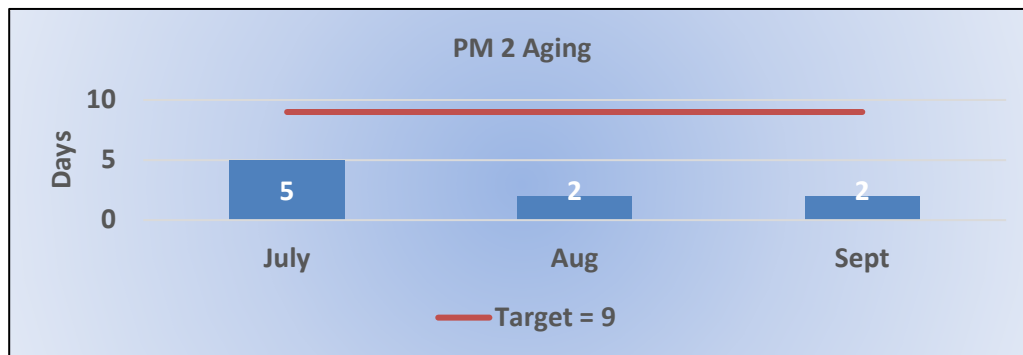
Number of complaints closed or assigned to an investigator.



Total: 210 | Monthly Average: 70

PM2 | Intake – Cycle Time

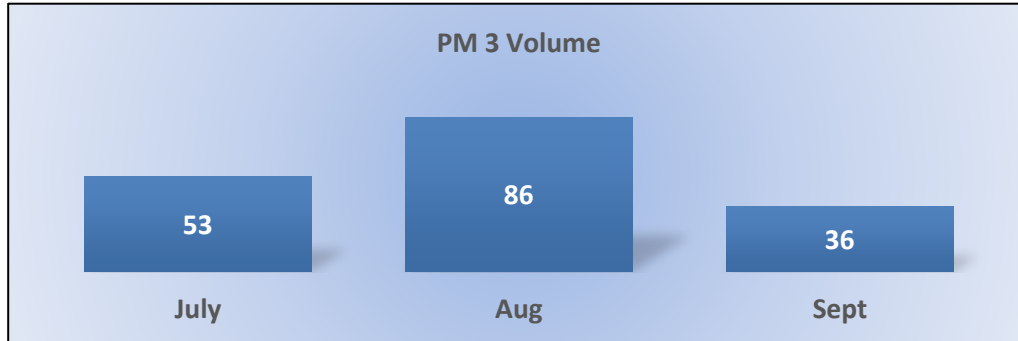
Average number of days from complaint receipt, to the date the complaint was closed or assigned to an investigator.



Target Average: 9 Days | Actual Average: 3 Days

PM3 | Investigations – Volume

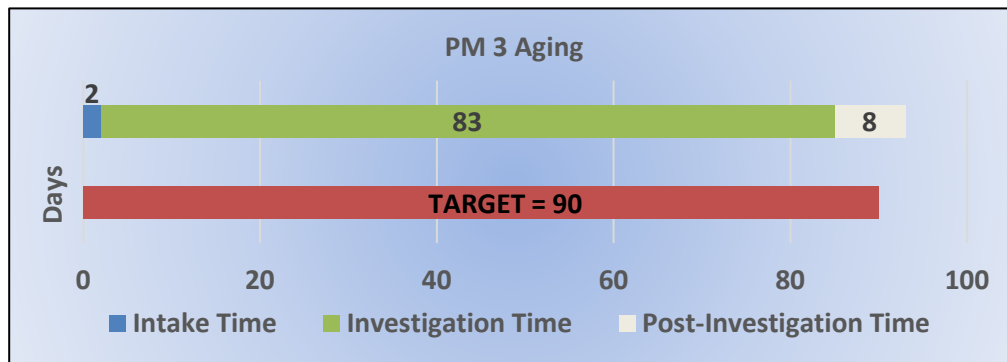
Number of investigations closed (not including cases transmitted to the Attorney General).



Total: 175 | Monthly Average: 58

PM3 | Investigations – Cycle Time¹

Average number of days to complete the entire enforcement process for cases not transmitted to the Attorney General. (Includes intake and investigation)

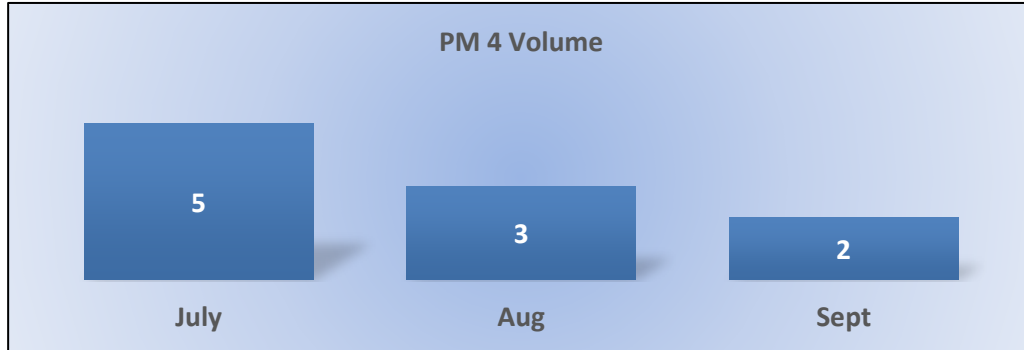


Target Average: 90 Days | Actual Average: 126 Days

¹ Due to rounding, there might be small discrepancies between the PM3 “Actual Average”, and the sum of the individual case stages (i.e., Intake time + Investigation time + Post-Investigation time).

PM4 | Formal Discipline – Volume

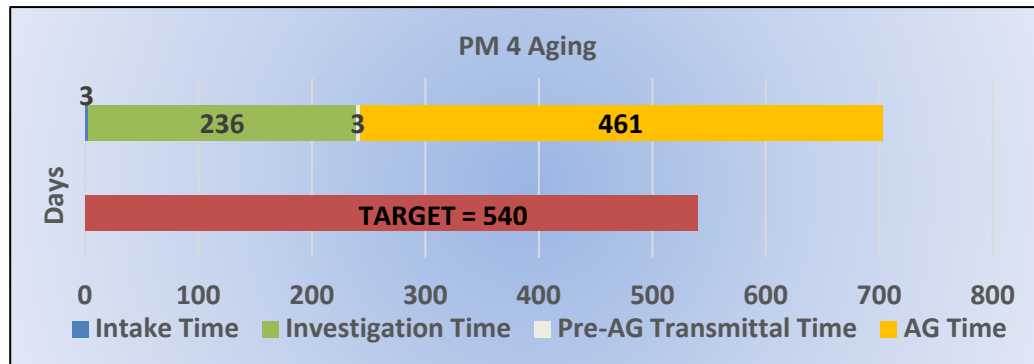
Cases closed after transmission to the Attorney General for formal disciplinary action. This includes formal discipline, and closures without formal discipline (e.g., withdrawals, dismissals, etc.).



Total: 10

PM4 | Formal Discipline – Cycle Time²

Average number of days to close cases transmitted to the Attorney General for formal disciplinary action. This includes formal discipline, and closures without formal discipline (e.g., withdrawals, dismissals, etc.).

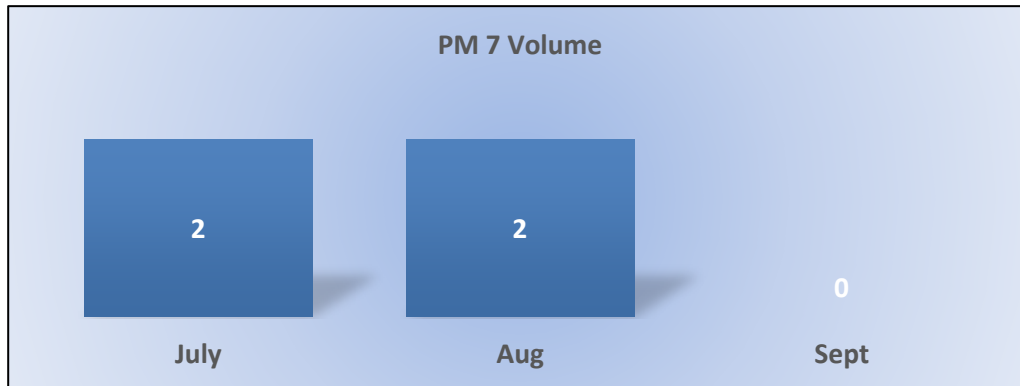


Target Average: 540 Days | Actual Average: 715 Days

² Due to rounding, there might be small discrepancies between the PM4 “Actual Average”, and the sum of the individual case stages (i.e., Intake time + Investigation time + Pre-AG Transmittal time + AG time).

PM7 | Probation Intake – Volume

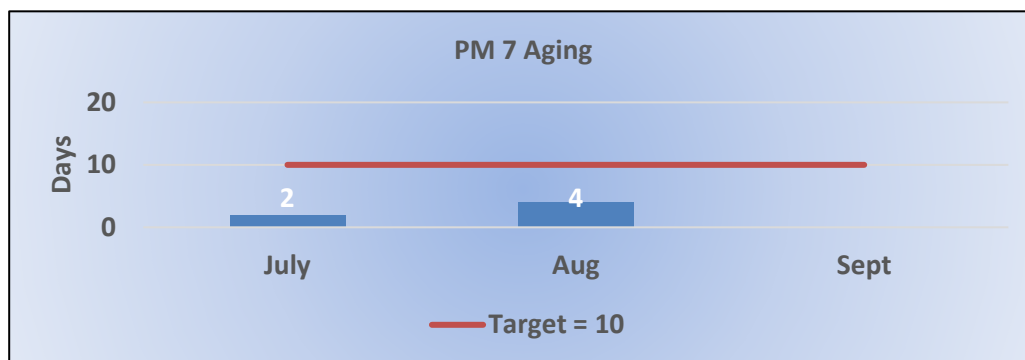
Number of new probation cases.



Total: 4

PM7 | Probation Intake – Cycle Time

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.



Target Average: 10 Days | Actual Average: 3 Days

PM8 | Probation Violation Response – Volume

Number of probation violation cases.

The Board did not have any probation violations this quarter.

PM8 | Probation Violation Response – Cycle Time

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

The Board did not have any probation violations this quarter.

Revised Enforcement Performance Measures

VOLUME		
PM1	VOLUME	Number of complaints and convictions received.
INTAKE		
PM2	CYCLE TIME - INTAKE	Average number of days from the date the complaint was received, to the date the complaint was closed or assigned for investigation.
INVESTIGATIONS		
PM3	CYCLE TIME - NO AG TRANSMITTAL	Average Number of Days to complete the entire enforcement process for complaints investigated and not transmitted to the AG for formal discipline (Includes intake, investigation, and case outcome or non-AG formal discipline.
PM3a	INTAKE ONLY	Of the cases included in PM3, the average number of days from the date the complaint was received, to the date the complaint was assigned for investigation.
PM3b	INVESTIGATION ONLY	Of the cases included in PM3, the average number of days from the date the complaint was assigned for investigation, to the date the investigation was completed.
PM3c	POST-INVESTIGATION ONLY	Of the cases included in PM3, the average number of days from the date the investigation was completed, to the date of the case outcome or non-AG formal discipline effective date.
TRANSMITTAL TO ATTORNEY GENERAL (AG)		
PM4	AG Cases	Average Number of Days to close cases transmitted to the AG for formal disciplinary action. This includes formal discipline, and closures without formal discipline. (e.g., withdrawals, dismissals, etc.)
PM4a	INTAKE ONLY	Of the cases included in PM4, the average number of days from the date the complaint was received, to the date the complaint was assigned for investigation.
PM4b	INVESTIGATION ONLY	Of the cases in PM4, the average number of days from the date the complaint was assigned for investigation, to the date the investigation was completed.
PM4c	PRE-AG TRANSMITTAL	Of the cases included in PM4, the average number of days from the date the investigation was completed, to the date the case was transmitted to the AG.
PM4d	POST-AG TRANSMITTAL	Of the cases included in PM4, the average number of days from the date the case is transmitted to the AG, to the date of the case outcome or formal discipline effective date.
PROBATION		
PM7	PROBATION INTAKE	Average number of days from monitor assignement, to the date the monitor makes first contact with the probationer.
PM8	PROBATION VIOLATION RESPONSE	Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

Consumer Protection Services Statistics Report

	YTD			
PM1: Complaints Received		81	207	
PM1: Convictions/Arrest Received		124	82	
PM1: Total Received		205	289	

PM2: Intake/Avg. Days		3	2	↓

PM3: Cycle Time-Investigation		126	98	
PM3a: Intake Only		2	2	↓
PM3b: Investigation Only		83	75	↓
PM3c: Post Investigation Only		8	3	↓

Up to 90 Days		128	155	↓
90 to 180 Days		17	17	↓
181 Days to 1 Year		15	14	↓
1 to 2 Years		14	4	↓
2 to 3 Years		2	3	↓
Over 3 years		1	1	↓

Citations									
	FY 2015/16	Q1		Q2		Q3	Q4	YTD	Year → Year Change
	YTD	Jul	Sep	Oct	Dec	Jan - Mar	Apr - Jun		
Final Citations		10		9					↓ -64%
Average Days to Close		542		327					↑ 31%

	FY 2015/16	Fiscal Year 2016/17		Q3	Q4	YTD		Year → Year Change	
		Q1	Q2						
PM4: AG Cases	775	715	379					↓ -29%	
PM4a: Intake Only	4	2	1					↓ -63%	
PM4b: Investigation Only	324	236	102					↓ -48%	
PM4c: Pre-AG Transmittal	3	2	0					↓ -67%	
PM4d: Post-AG Transmittal	444	460	246					↓ -20%	

**Physical Therapy Board of California
Consumer Protection Services Report
Fiscal Year 2016/17**

					Year → Year Change
AG Cases Initiated		5	5		-33%
AG Cases Pending		53	40		0%
SOIs Filed		2	0		100%
Accusations Filed		6	4		-17%

Total Disciplinary Orders					
	FY 2015/16				
	YTD				
Total Final Orders (Dec/Stips)	32	9	5		
Total Average Days to Complete	829	715	775		

	FY 2015/16	Fiscal Year 2016/17							
	YTD	Q1		Q2		Q3	Q4	YTD	
		Jul	Sep	Oct	Dec	Jan - Mar	Apr - Jun		
Up to 90 Days	0	0	0					0	
91 - 180 Days	0	0		1				1	
181 Days - 1 Year	2	1		2				3	
1 to 2 Years	13	5		2				7	
2 to 3 Years	10	3		0				3	
Over 3 Years	7	0		0				0	-

Other Legal Actions									
	FY 2015/16	Fiscal Year 2016/17					Year → Year Change		
	YTD	Q1		Q2		Q3	Q4	YTD	
		Jul	Sep	Oct	Dec	Jan - Mar	Apr - Jun		
Interim Suspension & PC 23 Ordered	2	1		0				1	-50%

Disciplinary Summary

The following is a list of disciplinary actions taken by the Physical Therapy Board of California for the months of July, August, September, October, November, & December 2016. The Decisions become operative on the Effective Date, with the exception of situations where the licensee has obtained a court ordered stay. Stay orders do not occur in stipulated decisions, which are negotiated settlements waiving court appeals.

Copies of Accusations, Decisions, or Citations may be obtained by visiting our website at www.ptbc.ca.gov. In addition to obtaining this information from our website, you may also request it by telephone, fax, or mail. Please address your request to:

Physical Therapy Board of California
2005 Evergreen Street, Suite 1350
Sacramento, CA 95815
(916) 561-8200/ FAX (916) 263-2560

.....

July 2016

ANES, JAN BLASS (PT 291621)

Violation of B & P Codes: 480, 2239(a), 2660(e), and 2661. Violation of CCR: 1399.20. Decision After Rejection Effective 07/28/16, 5 Yrs. Prob., or one year of successful completion of the Board's rehabilitation and monitoring program, whichever is longer.

BRANT, JOHN JOSEPH (PT 36647)

Violation of B & P Codes: 2239, 2660, 2660(a), 2660(e), and 2661. Violations of CCR: 1399.20, 1399.24(b), and 1399.24(d)(3). Decision After Rejection Effective 07/13/16, 5 Yrs. Prob., or one year after successful completion of the Board's rehabilitation and monitoring program, whichever is longer.

EICHNER, CHERYL LYNN (PT 16163)

Violation of B & P Codes: 810, 2620.1, 2620.7, 2660(a), 2660(g), 2660(j), 2660(r), 2660(s), and 2660(x). Violation of CCR: 1398.13. In House Public Letter of Reprimand Issued 07/19/16.

O'NEIL, APRIL JOY (PTA 2012)

Violation of B & P Codes: 490, 493, 2239(a), 2660(a), 2660(e), and 2661. Violations of CCR: 1399.20, 1399.24(d)(2), and 1399.24(d)(3). Stipulated Settlement and Disciplinary Order Effective 07/08/16, 5 Yrs. Prob., or completion of the rehabilitation program plus one year, whichever is longer.

PAUL, MARILYN CHRISTINE (PT 5400)

Violation of B & P Codes: 822, 2605(d), and 2660(a). Stipulated Surrender of License Effective 07/14/16, License Surrendered.

August 2016

CROMER, WILLIE E. (PTA 8687)

Violation of B & P Codes: 2261, 2660(h), and 2660(k). In House Public Letter of Reprimand Issued 08/18/16.

MERCILL, BRIAN EDWARD (PT 26166)

Violation of B & P Codes: 490, 493, 2239(a), 2660, 2660(a), 2660(e), and 2661. Violation of CCR: 1399.24(d)(3). Interim Suspension Order Effective 08/02/16, License Suspended.

OSBERG, NICHOLAS ANTHONY (PT 291931)

Violation of B & P Codes: 480, 2239, 2660(a), 2660(e), 2660.2, and 2661. Violation of CCR: 1399.20 and 1399.21. Stipulated Settlement and Disciplinary Order Effective 08/19/16, 3 Yrs. Prob., or completion of the Substance Abuse Rehabilitation Program, plus one year, whichever is longer.

OSWALT, MICHAEL SCOTT (PT 25021)

Violation of B & P Codes: 490(a), 2234(a), 2234(e), 2239, 2261, 2266, 2660(a), 2660(e), 2660(k), and 2661. Violation of CCR: 1398.13 and 1399.20. Stipulated Settlement and Disciplinary Order Effective 08/12/16, 5 Yrs. Prob., or completion of the Board's Substance Abuse Rehabilitation Program plus one year, whichever is longer.

September 2016

HARRIS, BRADEN (PTA 6590)

Violation of B & P Codes: 490 and 2660(e). Stipulated Settlement and Disciplinary Order Effective 09/07/16, 3 Yrs. Prob.

MATTHEWS, LORI LOUISE (PTA 4847)

Violation of B & P Codes: 2239, 2660(a), 2660(e), and 2660(w). Decision and Order Effective 09/14/16, License Revoked.

October 2016

CHAHAL, SHARAN JEET (PTA 10722)

Violation of B & P Codes: 490, 498, 2239, 2660(a), 2660(e), 2660(j), 2660(w), and 2661. Violation of CCR: 1399.20, 1399.24(b), and 1399.24(d)(2). License Revoked Effective 10/31/16.

WOODS, ANDREW ROBIN (PTA 48286)

Violation of B & P Codes: 480(a), 2239, 2660(a), 2660(e), and 2661. Violation of CCR: 1399.20. Stipulated Settlement and Disciplinary Order Effective 10/05/16, 5 Yrs. Prob., or one year after completion of the Substance Abuse Rehabilitation Program, whichever is longer.

November 2016

WALKER, JAMES DALE (PTA 5247)

Petition for Reinstatement of License Effective 11/02/16, License Reinstated, 5 Yrs. Prob.

December 2016

HENOCH, QUINN MICHAEL (PT 42320)

Violation of B & P Codes: 490, 493, 2239, 2660, and 2660(e). Violation of CCR: 1399.20. Stipulated Settlement and Disciplinary Order Effective 12/05/16, 5 Yrs. Prob., or completion of rehabilitation program, plus one year, whichever is longer.

MACKO, ASHLEY M (PT 43344)

Violations of B & P Codes: 490, 493, 2239, 2660, 2660(a), 2660(e), and 2661. Violation of CCR: 1399.20, 1399.24(b), and 1399.24(d)(3). Stipulated Surrender of License and Order Effective 12/30/16, License Surrender.

Initial Probationary Licenses (IPL) Issued



July through December 2016

(NONE)

Licenses Denied

.....
July and August 2016

(NONE)

September 2016

MANUKYAN, GOR (APPLICANT)

Application Denied 09/14/16. Violation of B & P Code: 480 Grounds for Denial of License.

October, November and December 2016

(NONE)

.....
Glossary of Terms

B & P Code – Business and Professions Code
H & S Code – Health and Safety Code
R & R – Rules and Regulations
CCR – California Code of Regulations

Accusations: Charges and allegations, which still must undergo rigorous tests of proof at later administrative hearings.

Petition to Revoke Probation: A Petition to Revoke Probation is filed when a licensee is charged with violation of a prior disciplinary decision.

Probationary License: Where good cause exists to deny a license, the licensing agency has the option to issue a conditional license subject to probationary terms and conditions.

Statement of Issues Filed: When an applicant for licensure is informed the license will be denied for cause, the applicant has a right to demand a formal hearing, usually before an Administrative Law Judge. The process is initiated by the filing of a Statement of Issues, which is similar to an accusation.

Surrender of License: License surrender as part of a disciplinary order.

Statement of Issues Decision: These are decisions rendered after the filing of a Statement of Issues.

Stipulated Decision: Negotiated settlements waiving court appeals.



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

Consumer Protection Services Program

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov EMAIL cps@dca.ca.gov



Briefing Paper

Date: January 31, 2017

Prepared for: PTBC Members

Prepared by: Monny Martin, PTBC Probation Monitor

SUBJECT: Probation Monitoring Program

Purpose: Update on Probation Monitoring Program for FY 2016-2017

Attachments: 1. [Probation Monitoring Report 17\(A\)](#)

This is a report on the Board's Probation Monitoring Program through the second quarter of FY 2016-2017. Please refer to attachment A-1 which contains the probation statistics for FY 2016-2017.

Currently there are 97 licensees on probation for various causes from Driving Under the Influence to Sexual Misconduct. Of those 97 licensees on probation, 16 probationers are tolling and not receiving credit toward the completion of probation. The tolling of probation is due to the probationer residing out of state or residing in California; however are not currently working in the profession.

Of the 81 licensees that are not currently tolling, 19 are currently enrolled and participating in the Board's Drug and Alcohol Recovery Monitoring Program, equaling 23 % of all licensees on probation.

Action Requested:

No Action Required

Probation Statistics Report

Probation							Year → Year Change
	FY 2015/16						
	YTD						
Entered Probationer	39	4	3	0	0	0	↓ -82%
Completed Probation	22	4*	4	0	0	0	↓ -82%
Probation Terminated/Surrendered	0	0	0	0	0	0	→ 0%
Non-Compliant w/Probation	1	0	0	0	0	0	↓ -100%
Total Probationers	104	104	97	0	0	0	↓ -7%

* 1 Participant Deceased

Maximus		Fiscal Year 2016/17					Year → Year Change				
	FY 2015/16										
	YTD	Q1		Q2		Q3		Q4		YTD	
		Jul	Sep	Oct	Dec	Jan - Mar		Apr - Jun			
Entered Maximus	22	4		2		0		0		6	↓ -73%
Completed Maximus	2	0		1		0		0		1	↓ -50%
Total Maximus Participants	23	19		19		0		0		19	↓ -17%



Physical Therapy Board of California

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR EDMUND G. BROWN JR.

Physical Therapy Board of California

2005 Evergreen St. Suite 1350, Sacramento, California 95815

Phone: (916) 561-8200 Fax: (916) 263-2560

Internet: www.ptbc.ca.gov



Briefing Paper

Date: January 30, 2017

Prepared for: PTBC Board Members

Prepared by: Liz Constancio

Subject: Board Member Training

Purpose:

To provide PTBC’s Board Members training on “How to Complete the Form 700” using e-file.

Attachments:

1. [Netfile Users Guide](#)
2. [DCA – Final Proposed Code of Conflict of Interest Regulations](#)

Background:

The DCA utilizes the electronic filing system, NetFile, for e-filing Form 700s. The DCA does not accept paper filings and designated filers must file their Form 700 electronically. Online filing is available 24/7 from any computer with internet access. Upon appointment, all Members are entered into the Netfile system by the DCA, Conflict of Interest (COI) Filing Officer. All Members will receive notification via e-mail regarding filing Form 700 is required.

Designated filers (Board Members) are required to submit the Form 700 annually. The annual period is by calendar year (January 1 through December 31). The exception is if a filer assumed office between October 1, 2016, and December 31, 2016, and filed an assuming office statement, the filer is not required to file an annual statement until April 2, 2018.

Your Training Coordinator will have access to your filing status. Therefore, you are not required to notify or provide your Training Coordinator with any information.

If you have any questions regarding filing instructions, you may contact your Training Coordinator, Araceli Strawmier at (916) 561-8266 or via email araceli.strawmier@dca.ca.gov or you may contact the DCA’s COI Filing Officer, Jill Johnson directly at (916) 574-8312 or via e-mail jill.johnson@dca.ca.gov. For all other inquiries, you may contact the references below.

REFERENCES

Netfile System Filer Help Desk E: filerhelp@netfile.com	Fair Political Practices Commission 1-866-ASK-FPPC (1-866-275-3772) Monday through Thursday 9:00 - 11:30 a.m.
--	---

Action: E-file your Annual 2016 Form 700 by Monday, March 27, 2017.

Statement of Economic Interests System

Form 700 E-Filer Guide - 2015/2016

Version 2

© 1998-2016 NetFile. All rights reserved.
All information contained in this document is proprietary to NetFile.

Microsoft[®], Windows[®], Windows XP[®] and Internet Explorer[®] are registered trademarks of Microsoft Corporation. Firefox[®] is a registered trademark of the Mozilla Foundation. WinZip[®] is a Registered Trademark of WinZip International LLC. Safari is a registered trademark of Apple[®] Inc. Stuffit Expander[®] is a registered trademark of Smith Micro Inc. Adobe[®] and Adobe Reader[®] are registered trademarks of Adobe Systems Incorporated. Foxit Reader is a trademark of Foxit Software Company, LLC. All other trademarks or registered trademarks are the property of their respective owners.

This Netfile manual is copyrighted and all rights are reserved. Information in this document is subject to change without notice and does not represent a commitment on the part of NetFile. The software described in this document is furnished under a license agreement. The document may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form without prior consent, in writing, from NetFile

NetFile makes no warranties, either express or implied, regarding the computer software package, its merchantability, or its fitness for any particular purpose, except as explicitly stated in any enclosed product warranty. The exclusion of implied warranties is not permitted by some states. The above exclusion may not apply to you. This warranty provides you with specific legal rights. You may have other rights, which vary from state to state.

NetFile

2707-A Aurora Rd.
Mariposa, CA 95338
USA

Support e-mail filerhelp@netfile.com
WWW www.netfile.com

Version History

Date Created May 8, 2013
Last Date Modified September 26, 2016

Table of Contents

Introduction	1
The Form 700 E-Filer Guide - 2016/2017	1
Requirements	1
System Requirements	1
Software Requirements	1
Users Guide - Conventions	1
Note Icon	1
Caution Icon	2
Tip Icon	2
Links	2
Terminology	2
Page Help	2
Required Field	2
Conditionally Required Fields	3
Numeric Text Box	3
Calendar Pop-Up	3
Getting Started	4
Logging In to Your Account	4
Logging Out of Your Account	4
SEI Home Page	5
Menu System	5
Main Menu	5
Links Menu	5
Main Content	5
Your Filing Category Information	5
Filings to Complete	6
In-Progress Amendments	6
E-Filing History	7
NetFile User Home Page	8
Change Your NetFile User Password	8
Change Your NetFile User E-Mail Address	9
Validation Errors	10
Cover Page	11
Filer Information	11
Office, Agency, or Court	11
Positions	11
Assuming, Leaving, and Candidate Statements	12
Jurisdiction of Office	13
Type of Statement	13
Schedule A-1	14
Entering Schedule A-1 Transactions	14
Editing Schedule A-1 Transactions	14
Deleting Schedule A-1 Transactions	15
Entering Schedule A-1 Comments	15

Schedule A-2	16
Entering Schedule A-2 Transactions	16
Editing Schedule A-2 Transactions	17
Deleting Schedule A-2 Transactions	17
Entering Schedule A-2 Comments	17
Schedule B	19
Entering Schedule B Transactions	19
Editing Schedule B Transactions	20
Deleting Schedule B Transactions	20
Entering Schedule B Comments	20
Schedule C, Part 1	21
Entering Schedule C, Part 1 Transactions	21
Editing Schedule C, Part 1 Transactions	21
Deleting Schedule C, Part 1 Transactions	22
Entering Schedule C Comments	22
Schedule C, Part 2	23
Entering Schedule C, Part 2 Transactions	23
Editing Schedule C, Part 2 Transactions	23
Deleting Schedule C, Part 2 Transactions	24
Entering Schedule C Comments	24
Schedule D	25
Entering Schedule D Transactions	25
Editing Schedule D Transactions	25
Deleting Schedule D Transactions	25
Entering Schedule D Comments	26
Schedule E	27
Entering Schedule E Transactions	27
Editing Schedule E Transactions	27
Deleting Schedule E Transactions	28
Entering Schedule E Comments	28
E-Filing	29
Reviewing Your Draft Statement of Economic Interests	29
E-Filing Your Statement of Economic Interests	29
Returning Filers	30
Returning Filers with Transactions	30
Editing Previous Transactions	30
Deleting Previous Transactions	30
Adding New Transactions	30
Review Draft & E-File	30
Next Button	31
Returning Filers with No Transactions	31
Edit Personal Information	31
Add Transactions	31
Review Draft & E-File	31
Next Button	31

Family Gift Report for San Jose Filers 32

 Filer Information 32

 Type of Filing 32

 Adding Gifts 32

 Editing a Gift 33

 Deleting a Gift 33

Redevelopment Agency Disclosure Statement 34

 Adding Financial Interests 34

 Editing a Financial Interest 35

 Deleting a Financial Interest 35

Introduction

The Form 700 E-Filer Guide - 2016/2017

The Form 700 E-Filer Guide - 2016/2017 is designed to allow users to enter all the transactions needed to complete disclosure statements for filing electronically as well as on paper.

Once e-filed, the system provides users with the ability to print an exact duplicate of an e-filed document.

Requirements

The Form 700 E-Filer Guide - 2016/2017 is a web-based service and you must have Internet access to use the system.

SYSTEM REQUIREMENTS

Because the Form 700 E-Filer Guide - 2016/2017 is web browser-based, any computer with Internet access will work.

SOFTWARE REQUIREMENTS


- Web browser software such as [Internet Explorer \(7+\)](#), [Mozilla Firefox \(10+\)](#), [Safari \(5+\)](#) and some others.
- A compression utility such as [WinZip](#) or [StuffIt Expander](#). (Windows 7, Vista and XP operating systems have a built-in compression utility so there is no need to install a compression utility.)
- PDF reader such as [Adobe Reader](#) or [Foxit Reader](#).

Web browsers, compression utilities and PDF reader software are available free for download. (Links above will open a new window to the software home page.)


Users Guide - Conventions

This help manual uses the following conventions:


NOTE ICON

 The note icon at left highlights information that can provide time saving tips or point out information that you may need to remember for future use.

CAUTION ICON

 The caution icon at left warns of situations that can cause problems that may require time-consuming work to correct.

TIP ICON

 The tip icon at left indicates helpful tips and short-cuts for using the system.

LINKS

Words that are in color and underlined are links to:

- Other areas of the help documentation e.g. ["E-Filing" on page 11-29](#).
- Links to other helpful web sites e.g. [WinZip](#) (This link opens a new window to the software home page for this compression utility software).
- A link to your e-mail program to send an e-mail to NetFile Technical Support at filerhelp@netfile.com.

Terminology

The following labels, terms and concepts help you better understand the Form 700 E-Filer Guide - 2016/2017.

PAGE HELP

Every page in the system displays the **Get help For this Page** button that opens a floating window containing information that is written specifically for the page you are viewing. The window allows you to move it, resize it and to interact with the page under it.

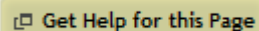


Figure 1

REQUIRED FIELD

A red asterisk (*) on a field label or section denotes that the system requires you to enter information in the field or section.

Amount *

Figure 2

CONDITIONALLY REQUIRED FIELDS

A blue asterisk (*) on a field or section label denotes that the system requires you to enter information in the field or section when certain conditions are present. See the section's Page Help or view the relevant section in this document for details.

NUMERIC TEXT BOX

In a numeric text box you usually enter a dollar amount. You may use the increment and decrement icons (small triangles on the far right) to increase or decrease the amount.


Amount *

Figure 3

CALENDAR POP-UP

The pop-up calendar provides an easy way to select a date as an alternative to typing in a date. Click the calendar icon to view the calendar. Use the forward and back arrows to move between months.

Date *



December 2012						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Figure 4

Getting Started

LOGGING IN TO YOUR ACCOUNT

Using your web browser, browse to the [NetFile Log In](https://netfile.com/Filer) page at <https://netfile.com/Filer>.

1. **E-Mail Address** - Enter your e-mail address.
2. **Password** - Enter your password.
3. **Log In** - Click the Log In button. Your account opens to your SEI home page

LOGGING OUT OF YOUR ACCOUNT

To log out of your account, click the **Log Out** link on the main menu.

SEI Home Page

Once you log in, the system always opens to your account's home page. Your account's home page contains the following sections.

Menu System

MAIN MENU

The main menu displays on all pages in the system and contains three links:

- Home - Click this link to move back to this page - your account's home page.
- Log Out - Click this link to log out of your account.
- NetFile User - Displays your name. Click on your name to open the NetFile User Home page where you may change your NetFile User password and NetFile User e-mail address.

LINKS MENU

This section appears in the system on the right side of every page. The areas that appear in this section display links to videos, documentation and user information including:

- NetFile Video Tutorials - Lists links to short videos about the page you are viewing. The content of this area changes as you move through the system.
- NetFile Help Files - Lists links to download NetFile-produced documentation as PDF files and also displays information about how to get help with questions about the software.
- FPPC Help Files - Lists links to download FPPC-produced documentation as PDF files and also displays information about how to get help with reporting questions.
- NetFile User Links - Lists links to open your NetFile User Home page and to change your NetFile User password and e-mail address.

Main Content

YOUR FILING CATEGORY INFORMATION

This section lists information about the category or categories that define the level of disclosure you must meet when filing for the position or positions you occupy. Some agencies do not post this information. If you have questions about categories, contact your filing authority.

FILINGS TO COMPLETE

This section lists the filings your agency requires you to complete. You may combine some filing requirements into a single filing. Check with your filing authority before combining filing requirements or if you have questions about the filings your agency lists in this area.

Starting a Filing

To start a filing:

1. Select the filing's Create check box.
2. Click the Start Selected 700 Document button. The filing opens to the Cover Page.

COMBINING FILING TYPES

Consult your agency representative before you combine filing types.

To combine filing types into a single statement:

1. Select the first filing's Create check box.
2. Select the second filing's Create check box.
3. Click the Start Selected 700 Document button. The filing opens to the Cover Page. In the Type of Statement section, both filing types are selected.

Continuing a Filing

When you start a filing the system retains all the information in the statement when you log out of the system before completing the filing. To continue an incomplete filing, click the filing's Continue link in the Filings to Complete table on the Home page. The Cover Page opens and you may continue the filing as you require.

Deleting a Filing

You may find that you need to delete a filing that you have started. If so, go to the Home page and then click the filing's Delete button. Click the OK button on the dialog. The system deletes the filing, but does not delete the filing requirement.

IN-PROGRESS AMENDMENTS

This section appears only when you amend a previous filing. It lists all in-progress amendments. See ["Amending an E-Filed Statement" on page 7](#) for information about creating an amendment.

Continue an In-Progress Amendment

When you start an amendment the system retains all the information in the amendment when you log out of the system before completing the amendment. To continue an incomplete amendment, click the amendment's **Edit** link in the In-Progress Amendment table on the Home page. The Cover Page opens and you may continue the amendment as you require.

E-FILING HISTORY

This section lists your e-filed documents along with the history of the document. The history displays:

- the Filing Date
- your agency Filer ID
- the filing's ID

Viewing an E-Filed Statement

To view an e-filed statement, click the statement's **View** link in the Filing History table. The system opens your e-filed statement as a PDF file.

Amending an E-Filed Statement

Before you create an amendment to a previously e-filed statement you need to know that the system will not create an amendment when you have any other in-progress draft either in the Filings to Complete table or in the In-Progress Amendment table.

To amend a previously e-filed statement:

1. Click the statement's **Amend** link in the Filing History table on the Home page. The Amend a Previous Filing page opens.
2. Review the information on the page before proceeding.
3. Click the **Yes - Proceed with Amendment** button. The system creates the amendment and opens the amendment.

View Full Filing History

The "View Full Filing History" link above the E-Filing History table on the right opens the Full Filing History page containing the All Filed Statements table. This table contains all previously paper-filed and e-filed statements. For paper-filed statements, your agency must have previously uploaded the paper-filed statements into your account. If your agency has not uploaded the statements, you will not see them listed in the All Filed Statements table. Contact your agency if you have questions about your paper-filed statements.

NetFile User Home Page

The NetFile User Home page allows filers to change the e-mail address and the password they use to log in to the system.

You open the NetFile User Home page in two ways:

- Click **your name** on the right-hand side of the main menu.
- Click the **Open NetFile User Home Page** link in the **NetFile User Links** menu at the bottom of the side menu.

CHANGE YOUR NETFILE USER PASSWORD

NetFile Users who use a valid, working e-mail address to log in to the system may change the password that they use to log in.



Filers who log in to the system using an "@bogus.zzz" e-mail address cannot use this feature. Contact your agency with questions.

You open the Change Your NetFile Password page in two ways:

- Go to the NetFile User Home page and then click the **Change Your NetFile User Password** link.
- Click the **Change NetFile User Password** link in the **NetFile User Links** menu at the bottom of the side menu.

To change your password:

1. **Current Password** - Enter your current NetFile User password.
2. **New Password** - Enter your new NetFile User password. The new password must be at least 6 characters long. It may contain both upper-case and lower-case letters, numbers and special characters (e.g., !, #, {, *, etc.) Note: NetFile passwords are case-sensitive.
3. **Confirm Password** - Enter your new password again as confirmation. The password you enter in this field must match the password you entered in the New Password field.
4. **Change Password** - Click the Change password button to change your password.



The system displays a password suggestion at the bottom of the page. This password is a suggestion only. It is NOT your current password, nor has the system changed your password to the password it displays. You may choose to use the suggested password or not as you desire.


CHANGE YOUR NETFILE USER E-MAIL ADDRESS

You open the Change Your NetFile E-Mail Address page in two ways:

- Go to the NetFile User Home page and then click the **Change Your NetFile User E-Mail** link.
- Click the **Change NetFile User E-Mail** link in the **NetFile User Links** menu at the bottom of the side menu.

To change your e-mail address:

1. **Current E-Mail Address** - The system displays the current e-mail address of your NetFile User profile. This is the e-mail address you currently use to log in to the NetFile system.
2. **User Password** - Enter your NetFile User password.
3. **New E-Mail Address** - Enter the new e-mail address for your NetFile User profile. This is the new e-mail address you want to use to log in to the NetFile system. See [“Merging NetFile User Profiles” on page 9](#) if the new e-mail address is associated with a different NetFile User profile that you own.
4. **Confirm New E-Mail Address** - Enter the new e-mail address for your NetFile User profile again to confirm.
5. **Save Changes** - Click the Save Changes button to update your NetFile User e-mail address. The system sends a confirmation e-mail to the new e-mail address and the old e-mail address. You must confirm the change from both of the e-mail addresses. Follow the directions in the e-mail message.

 The system sends only one e-mail to users who change their bogus (ending in “@bogus.zzz”) e-mail address to a valid, working e-mail address.

Merging NetFile User Profiles

If you have multiple NetFile User profiles and want to merge them so that you have access to all of your Form 700 Filer accounts (or any other NetFile Filer account type including Campaign, Lobbyist, etc.) with just one e-mail address, you follow the directions listed in [“Change Your NetFile User E-Mail Address” on page 9](#). The *New E-Mail Address* must be associated with a valid NetFile User that you control.

When you save the changes, the system recognizes that the *New E-Mail Address* belongs to a different NetFile User profile than the one you are currently logged in with and opens the *Merge NetFile User Profiles* page. The page lists:

- The *Source E-Mail* address for the NetFile User profile you are currently logged into.
- The *Target E-Mail* address that you want to use as your main NetFile User profile e-mail address and the profile that you want all accounts from the Source Netfile User profile merged into.

You must enter the password for the *Source E-Mail* address along with the password for the *Target E-Mail* address. Click the *Merge NetFile User Profiles* button to merge the Source profile into the Target profile. The system merges the profiles, deletes the Source profile and logs you out. You must then log in with the e-mail address and password for the Target NetFile User profile.

Validation Errors

The system requires you to enter information in all fields that display a red asterisk (*) at the end of the field's label. The system requires other fields when you meet a certain condition. These conditionally required fields display a blue asterisk (*) at the end of the field's label. For example, on the Schedule A-2 if you select the entity type "Business Entity", you must further define the business entity by completing several additional fields.

If you do not enter required or conditionally required information, the system displays a list of validation errors in red text above the form. You must then enter the information in the corresponding fields and save the form.

Cover Page

You must complete the cover page before the system allows you to continue with your statement. Each area of the cover page contains either a red "X" image or a green check mark image. When you complete the information in an area displaying a red "X" image, the system changes the image to a green check mark.

Filer Information

Review your personal information:

- **First Name** - Verify or enter your first name.
- **Middle Name** - This is an optional field. If you use your middle name or middle initial, verify or enter it in this field.
- **Last Name** - Verify or enter your last name.
- **Mailing Address** - Verify or enter your address. The FPPC recommends that you use your business or agency mailing address.
- **Daytime Telephone Number** - Verify or enter your daytime telephone number.
- **E-Mail Address** - As of the 2014/2014 form, the e-mail address field is now a required. The system automatically populates this field with your NetFile User e-mail address — your log-in e-mail address. If you entered an e-mail address on your most recently e-filed Form 700, the system uses that e-mail address instead of your NetFile User e-mail address.

If you add or change any of your personal information, click the **Save Filer Information** button.

Office, Agency, or Court

Review your positions. Delete duplicate and extraneous positions. Add positions.

POSITIONS

Positions listed in this table reflect your positions as recorded by your agency's staff and positions that you have reported on your most recently e-filed Form 700 statement. You may add positions to this table, and you may edit or delete existing positions after consulting with your filing officer/liaison.

ASSUMING, LEAVING, AND CANDIDATE STATEMENTS

You may now add assuming, leaving and candidate statement dates for all positions *that you add*. Only your agency staff adds these dates to positions that your agency staff tracks.

Primary Position

You may have only one primary position. This is the position that prints on the cover page of the Form 700. When you have multiple positions, the system displays the primary position on the cover page and all additional positions on an attachment.

Edit your primary position and make sure that the "Is this your Primary Position?" section is set to "Yes, this is my Primary Position".

Editing a Position

To edit a position, click the position's **Edit** link. The system displays an edit field in each of the position's three columns. Edit the fields as you require and then click the position's **Update** button to save the changes. Do not use acronyms.

Deleting a Position

To delete a position, click the position's **Delete** button and then click the **OK** button on the resulting dialog. The system removes the position from the table.



You must have at least one position in the Office, Agency, or Court section.

Adding a Position

To add a new position:

1. Click the **Add new record** button above the table. A dialog opens.
2. **Agency** - Enter the name of your agency. Do not use acronyms.
3. **Division/Board/Department/District** - Enter the Division, Board, Department, or District to which the new position belongs. Do not use acronyms.
4. **Position** - Enter the name of your position.
5. **Is this your Primary Position** - Positions that you are usually not your primary position, so do not place a check mark in the check box. See ["Primary Position" on page 12](#) for more information.
6. **Assuming Office Date** - If you have an assuming office filing requirement for the position, enter the date you are assuming the position.
7. **Leaving Office Date** - If you have a leaving office filing requirement for the position, enter the date you are leaving the position.

8. **Candidate - Election Year** - If you need to file a Candidate Statement for this position, select the Election Year.
9. **Update** - Click the new position's Update button to save the new position.

Jurisdiction of Office

Select at least one of the jurisdictions. If your filing covers multiple jurisdictions, select all that apply.


- Select **State** if at least one of your positions is a state jurisdiction position.
- Select **Judge or Court Commissioner (Statewide Jurisdiction)** if at least of your positions is a judge or court commissioner with a statewide jurisdiction.
- If you select **Multi-County**, you must also enter the name of the multi-county jurisdiction.
- If you select **City of**, you must also enter the name of the city.
- If you select **County of**, you must also enter the name of the county.
- If you select **Other**, you must also define the other jurisdiction.

Some agencies automatically select and enter the city or county jurisdiction.

Click the **Save Jurisdiction Information** button to save the jurisdiction(s).

Type of Statement

Review the statement type and the period that the statement covers.

 **Warning:** Do not edit the information without the permission of your filing officer/liaison (an official representative of your city or county). If your filing officer/liaison gives you permission to edit the information, click the Allow Editing button to enable the form. Make sure to click the **Save Statement Information** button if you edit your Type of Statement section.

When you have completed the cover page, click the **Next** button at the bottom of the page to continue with your statement.


Schedule A-1

Investments - Stocks, Bonds, and Other Interests

Entering Schedule A-1 Transactions

To enter a Schedule A-1 transaction:


1. **Name of Business Entity** - Enter the name of the business entity in which you have an ownership interest of less than 10%.
2. **General Description of this Business** - Enter a general description of the business entity.
3. **Fair Market Value** - Select the fair market value of your ownership interest in the business entity.
4. **Nature of Investment** - Select the nature of your investment in the business entity.
 - a. If **Other**, enter a description.
 - b. If **Partnership**, select the amount of income you received. If you select *Income Received of \$500 or More* you must also report the income of \$500 or more received from the partnership on the Schedule C, Part 1. The *Name of Source of Income* on the Schedule C, Part 1 must match exactly the *Name of Business Entity* on the Schedule A-1. If you do not report the income on the Schedule C, Part 1, you will receive a validation error when you click the *Review Draft & E-File* link in the *Form 700 Links* menu.
5. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.
6. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule A-1 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule A-1 Transactions

To edit a Schedule A-1 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule A-1 Transactions list. The Schedule A-1 - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule A-1 page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule A-1 Transactions

To delete a Schedule A-1 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule A-1 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule A-1 Transactions list updates to remove the transaction.

Entering Schedule A-1 Comments

To enter comments for the Schedule A-1:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule A-1 Comments field.
3. Click the **Save Comments** button to save the comments.

Schedule A-2


Investments, Income, Assets of Business Entities/Trusts

Entering Schedule A-2 Transactions

To enter a Schedule A-2 transaction:

1. **Name of Business Entity or Trust** - Enter the name of the business entity or trust in which you have an ownership interest of 10% or greater.
2. **Address** - Enter address of the business entity or trust (business address acceptable).
3. **Business Type** - Select the business type. If you select **Business Entity**, complete the business entity information section:
 - a. **General Description of this Business** - Enter a general description of the business entity.
 - b. **Your Business Position (if any)** - Enter your business position, if any, in the business entity's organization.
 - c. **Fair Market Value** - Select the fair market value of your ownership interest in the business entity.
 - d. **Nature of Investment** - Select the nature of your investment in the business entity.
 - i. If you select **Other**, provide a description.
 - e. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.
4. **Gross Income Received** - Select the gross income you received from your investment in the trust of business entity.
5. **Reportable Sources of \$10,000 or More** - To add a source of income of \$10,000 or more:
 - a. **Add new record** - Click the Add new item button. A new row opens.
 - b. **Income Source Name** - Enter the name of the source if income.
 - c. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of \$10,000 or more as needed following the same steps.
6. **Investments and Interests in Real Property Held or Leased by the Business Entity or Trust** - To add an investment in real property:
 - a. **Add new record** - Click the Add new item button. The Edit dialog opens.
 - b. **Investment Type** - Select the investment type.
 - c. **Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property** - Enter the name of the business entity if you selected the Investment option as the Investment type. Enter the assessor's parcel number or street address if you selected the Investment option of Real Property.


- d. **Description of Business Activity or City or Other Precise Location of Real Property** - Enter a general description of the business entity's business activity or enter the city of the real property.
 - e. **Fair Market Value** - Select the fair market value of your investment in the business entity or real property.
 - f. **Dates Acquired or Disposed** - Enter the date you acquired or disposed of the investment if it was within the reporting period.
 - g. **Nature of Investment** - Select the nature of your investment.
 - i. If **Leasehold**, enter the number of years remaining on the lease.
 - ii. If **Other**, enter a description.
 - h. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add investments and interests as needed following the same steps.
7. **Save Transaction** - Click the Save Transaction button to save the transaction. The Schedule A-2 Transactions List updates to display the transaction. Continue to add transactions as needed following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule A-2 Transactions

To edit a Schedule A-2 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule A-2 Transactions list. The Schedule A-2 - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule A-2 page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule A-2 Transactions

To delete a Schedule A-2 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule A-2 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule A-2 Transactions list updates to remove the transaction.

Entering Schedule A-2 Comments

To enter comments for the Schedule A-2:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule A-2 Comments field.
3. Click the **Save Comments** button to save the comments.

Schedule B


Interests in Real Property

Entering Schedule B Transactions

To enter a Schedule B transaction:

1. **Street Address or Assessor's Parcel Number** - Enter either the street address or the assessor's parcel number of the real property.
2. **City** - Enter name of the city in which the property exists.
3. **Fair Market Value** - Select the fair market value of your in the real property.
4. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.
5. **Nature of Interest** - Select the nature of your interest in the real property.
 - a. If **Leasehold**, enter the number of years remaining on the lease.
 - b. If **Other**, enter a description.
6. **Gross Income Received** - Select the amount of gross income you received if the property is a rental property.
 - a. **Source of Rental Income** - If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more:
 - i. **Add new record** - Click the Add new item button. A new row opens.
 - ii. **Income Source Name** - Enter the name of the source if income.
 - iii. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of \$10,000 or more as needed following the same steps.
7. **Loans** - You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:
 - a. **Name of Lender** - Enter the name of the lender.
 - b. **Business Activity of Lender** - Enter the business activity of the lender, if any. This is an optional field.
 - c. **Address** - Enter the address of the lender.
 - d. **Highest Balance During the Reporting Period** - Select the highest balance of the loan during the reporting period.
 - e. **Term** - Enter the term of the loan in months or years (e.g., 36 mo, 48 months, 3 yrs, 4 years).
 - f. **Interest Rate** - Enter the interest rate of the loan. Do not include the "%" (percent) sign.


- g. **Guarantor** - Enter the name of the loan guarantor, if any.
8. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule B Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule B Transactions

To edit a Schedule B transaction:

1. Click the transaction's **Edit** link in the Saved Schedule B Transactions list. The Schedule B - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule B page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule B Transactions

To delete a Schedule B transaction:

1. Click the transaction's **Delete** link in the Saved Schedule B Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule B Transactions list updates to remove the transaction.

Entering Schedule B Comments

To enter comments for the Schedule B:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule B Comments field.
3. Click the **Save Comments** button to save the comments.


Schedule C, Part 1

Income Received

Entering Schedule C, Part 1 Transactions

To enter a Schedule C, Part 1 transaction:

1. **Name of Source of Income** - Enter the name of the income source.
2. **Business Activity of Source** - Enter business activity of the source, if any. This is an optional field.
3. **Your Business Position (if any)** - Enter your business position, if any, with the source of the income.
4. **Address** - Enter the address of the source of income.
5. **Gross Income Received** - Select the amount of gross income you received from the source of income.
6. **Consideration for which Income was Received** - Select the consideration for which the income was received.
 - a. If you select **Sale**, enter the item sold.
 - b. If you select **Other** describe the other consideration.
 - c. If you select **Commission or Rental Income**, list each source of \$10,000 or more using the controls in the Commission or Rental Income Sources table:
 - i. **Add new record** - Click the Add new item button. A new row opens.
 - ii. **Income Source Name** - Enter the name of the source of income.
 - iii. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of \$10,000 or more as needed following the same steps.
7. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule C, Part 1 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.


 **Tip:** Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule C, Part 1 Transactions

To edit a Schedule C, Part 1 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule C, Part 1 Transactions list. The Schedule C, Part 1 - Edit page opens.
2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule C, Part 1 page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule C, Part 1 Transactions

To delete a Schedule C, Part 1 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule C, Part 1 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule C, Part 1 Transactions list updates to remove the transaction.

Entering Schedule C Comments

To enter comments for the Schedule C:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule C Comments field. This field is shared with the Schedule C, Part 2.
3. Click the **Save Comments** button to save the comments.


Schedule C, Part 2

Loans Received or Outstanding During the Reporting Period

Entering Schedule C, Part 2 Transactions

To enter a Schedule C, Part 2 transaction:


1. **Name of Lender** - Enter the name of the lender.
2. **Business Activity of Lender** - Enter the business activity of the lender, if any.
3. **Address** - Enter the address of the lender.
4. **Highest Balance During Reporting Period** - Select the highest balance of the loan during the reporting period.
5. **Term** - Enter the term of the loan in months or years (e.g., 36 mo, 48 months, 3 yrs, 4 years).
6. **Interest Rate** - Enter the interest rate of the loan. If the loan has no interest rate, enter a zero. Do not include the “%” (percent) sign.
7. **Security for Loan** - Select the type of security for the loan.
 - a. **None** is selected by default.
 - b. Select **Personal Residence**, if the security for the loan is your personal residence.
 - c. If **Guarantor**, enter the name of the guarantor.
 - d. If **Other**, enter a description.
 - e. If **Real Property**, enter the address of the property.
8. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule C, Part 2 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule C, Part 2 Transactions

To edit a Schedule C, Part 2 transaction:

1. Click the transaction’s **Edit** link in the Saved Schedule C, Part 2 Transactions list. The Schedule C, Part 2 - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule C, Part 2 page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule C, Part 2 Transactions

To delete a Schedule C, Part 2 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule C, Part 2 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule C, Part 2 Transactions list updates to remove the transaction.

Entering Schedule C Comments

To enter comments for the Schedule C:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule C Comments field. This field is shared with the Schedule C, Part 1.
3. Click the **Save Comments** button to save the comments.


Schedule D

Gifts

Entering Schedule D Transactions

To enter a Schedule D transaction:

1. **Name of Source** - Enter the name of the source of the gift(s).
2. **Business Activity of Source** - Enter the business activity of the source of the gift(s), if any. This is an optional field.
3. **Address** - Enter the address of the source of the gift(s).
4. **Gifts** - Enter the gift(s) you received from the source:
 - a. **Add new record** - Click the Add new item button to define a gift. The top row of the Gifts table displays fields for defining a gift.
 - b. **Date of Gift** - Enter the date the source gave you the gift.
 - c. **Amount of Gift** - Enter the fair market value of the gift.
 - d. **Description of Gift** - Enter a description of the gift.
 - e. **Update** - Click the Update button to save the gift. Continue entering gifts for the source as you require.
5. **Save Transaction** - Click the Save Transaction button to save the transaction from the source. The Saved Schedule D Transactions list updates to display the transaction. Continue entering gifts from other sources as you require, following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule D Transactions

To edit a Schedule D transaction:

1. Click the transaction's **Edit** link in the Saved Schedule D Transactions list. The Schedule D - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule D page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule D Transactions

To delete a Schedule D transaction:

1. Click the transaction's **Delete** link in the Saved Schedule D Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule D Transactions list updates to remove the transaction.

Entering Schedule D Comments

To enter comments for the Schedule D:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule D Comments field.
3. Click the **Save Comments** button to save the comments.


Schedule E

Income or Gifts of Travel Payments, Advances or Reimbursements

Entering Schedule E Transactions

To enter a Schedule E transaction:


1. **Name of Source** - Enter the name of the source of the income or gift. Do not use an acronym.
2. **Business Activity of Source** - Enter the business activity of the source of the income or gift, if any. This is an optional field.
3. **Non-Profit** - Select the check box if the source of the income or gift is a non-profit entity exempt from taxations under Internal Revenue Code Section 501(c)(3).
4. **Address** - Enter the address of the source of the income or gift.
5. **Date(s) (if gift)** - Enter the date(s) if the payment was a gift.
6. **Payment Amount** - Enter the amount of the income or gift.
7. **Type of Payment** - Select either Gift or Income as the payment type. You may describe the payment by selecting one or more of the appropriate options:
 - a. **Made a Speech/Participated in a Panel** - Select this option if you made a speech or participated in a panel.
 - b. **Other** - If you select this option, enter a description.
8. **If Gift, Enter Travel Destination** - If the travel was a gift, enter the destination. This is an optional field for all travel made before 1/1/2016. For travel made on or after 1/1/2016, the travel destination is required.
9. **Save Transaction** - Click the Save Transaction button to save the transaction from the source. The Saved Schedule E Transactions list updates to display the transaction. Continue entering income or gifts from other sources as you require, following the same steps.

 **Tip:** Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule E Transactions

To edit a Schedule E transaction:

1. Click the transaction's **Edit** link in the Saved Schedule E Transactions list. The Schedule E - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule E page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule E Transactions

To delete a Schedule E transaction:

1. Click the transaction's **Delete** link in the Saved Schedule E Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule E Transactions list updates to remove the transaction.

Entering Schedule E Comments

To enter comments for the Schedule E:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule E Comments field.
3. Click the **Save Comments** button to save the comments.

E-Filing

Reviewing Your Draft Statement of Economic Interests

STEP 1 - You must review your draft statement before the system enables the E-File Statement button in STEP 2. To review your draft Statement of Economic Interests:

1. **Review Draft Statement** - Click the Review Draft Statement button. The system opens your statement as a PDF file according to your browser's settings. Review the PDF file for accuracy and completeness.
 - a. If you are not satisfied with the contents of the statement, use the links in the Form 700 Links menu to alter the appropriate schedule(s).
 - b. If you are satisfied with the contents of the statement, continue to STEP 2.

E-Filing Your Statement of Economic Interests

STEP 2 - To e-file your statement:

1. Verify the information in the pre-populated fields. Change the information if necessary:
 - a. **Signature Date** - Enter the date you are signing the statement.
 - b. **Signature** - Enter your name as signed.
 - c. **Response E-Mail** - Enter the e-mail address you want to use to receive information about your e-filing.
2. **E-File Statement** - Click the E-File Statement button to e-file your statement. The E-File Statement page opens displaying the status of your e-filing.



You must review your draft in STEP 1 to activate the E-File Statement button!

Returning Filers

Returning Filers with Transactions

For your convenience, this page displays a summary of all of the transactions that you reported on your most recent filing. These transactions are automatically included in your current filing, so you should review these previous transactions with the following in mind:

- Edit the previous transactions that require changes for the current reporting period.
- Delete the previous transactions that are not relevant in the current reporting period.
- Keep the previous transactions that require no changes and are still relevant in the current reporting period.
- Add new transactions that you need to report for the current reporting period. Use the links above each table to add a transaction, or use the links on the Form 700 Links menu to add transactions.

EDITING PREVIOUS TRANSACTIONS

To edit a previous transaction:

Click the transaction's **Edit** link to open the Schedule's edit page. Make sure to click the **Save Changes** button after changing the details of the transaction.

DELETING PREVIOUS TRANSACTIONS

To delete a previous transaction that is not relevant in the current reporting period:

1. Click the transaction's **Delete** link. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The list updates to remove the transaction.

ADDING NEW TRANSACTIONS

You have two options for adding new transaction:

- Click the link above the table for the schedule for which you want to add a transaction.
- Click the link in the **Form 700 Links** menu for the schedule for which you want to add a transaction.

REVIEW DRAFT & E-FILE

If you are ready to e-file, click the **Review Draft & E-File** button.

NEXT BUTTON

If you want to step through each schedule, click the **Next** button to open the Schedule A-1.

Returning Filers with No Transactions

When your most recent filing contains no transactions on any of the Form 700 Schedules the system opens to Returning Filers, No Previous Transactions page.

Use the links in the **Form 700 Links** menu at right to:

EDIT PERSONAL INFORMATION

If you need to change your personal information on the cover page, click the **Cover Page** link.

ADD TRANSACTIONS

If you need a transaction, click the link for the appropriate schedule.

REVIEW DRAFT & E-FILE

If you have no transactions to report and your personal information has not changed since you last e-filed, click the **Review Draft & E-File** button.

NEXT BUTTON

If you want to step through each schedule, click the **Next** button to open the Schedule A-1.

Family Gift Report for San Jose Filers

Pursuant to the City's Gift Ordinance, Chapter 12.08 of the San Jose Municipal Code, all consultants, contract employees, officers and designated employees of the City and its Successor Agency to the Redevelopment Agency must file this form with the City, together with the annual Statement of Economic Interests (Form 700).

You must list below any reportable gifts known to have been accepted by your domestic partner, spouse and any dependent child (Section 12.08.050) during the previous calendar year. Gifts that must be reported are those that would be prohibited had they been given to you. Refer to Section 12.08.010 and 12.08.020 to determine whether a particular gift must be reported. Section 12.08.030 lists the gifts that are not prohibited and do not need to be reported.

Filer Information

You must include the following filer information on the Family Gift Report:

1. **First Name** - Enter/Verify your first name.
2. **Name of Filer** - Enter/Verify your last name.
3. **Phone** - Enter/Verify your daytime telephone number.
4. **Name of Agency** - Enter/Verify the name of your agency (San Jose).
5. **City** - Enter/Verify the city.
6. **State** - Enter/Verify the two-letter abbreviation for the state (CA).

Type of Filing

Select the Type of Filing:

- There are no reportable gifts.
- The following are reportable gifts:
If you select this option you must add at least one gift.

Adding Gifts

To add gifts:

1. **Add new record** - Click the Add new record button at the top of the Gifts table. A dialog opens.
2. **Date** - Enter the date the gift was received.
3. **Recipient** - Enter the full name of the family member who received the gift.

4. **Gift** - Enter a description of the gift.
5. **Donor** - Enter the full name of the entity (person or business) who gave the gift.
6. **Value** - Enter the value of the gift.
7. Click the **Update** button. The system saves the gift and enters it in the Gifts table at the bottom of the page. Continue adding gifts as needed using the same steps.
8. Click the **Save Family Gift Report** button when you have entered all gifts.

Editing a Gift

To edit a gift:

1. Click the gift's **Edit** button in the Gifts table. The page refreshes and lists the gift's information in the form fields.
2. Edit the information for the gift as needed.
3. Click the **Update** button to save your changes.
4. Continue editing gifts as needed.
5. Click the **Next** button to continue with your SEI filing.

Deleting a Gift

To delete a gift:

1. Click the gift's **Delete** button in the Gifts table.
2. Click the **OK** button on the resulting dialog. The system deletes the gift and removes it from the Gifts table.
3. Continue to delete gifts as needed.
4. Click the **Next** button to continue with your SEI filing.

Redevelopment Agency Disclosure Statement

Except for the interests described below, I do not have any direct or indirect financial interest in any property or business within any of the following Redevelopment Project Areas:

1. Airport Area Revitalization Redevelopment Project
2. Central Business District Project Urban Renewal Area
3. Central City, Commercial Revitalization
4. Chinatown Expanded Redevelopment Project Area
5. Convention Center Redevelopment Project Area
6. Fresno Air Terminal Redevelopment Project Area
7. Fruit/Church Redevelopment Project Area
8. Fulton Redevelopment Project Area
9. Freeway 99- Golden State Corridor Redevelopment Project Area
10. Jefferson Redevelopment Project Area
11. Mariposa Project Urban Renewal Project Area
12. Roeding Business Park Redevelopment Project Area
13. South Van Ness Industrial Revitalization Redevelopment Project Area
14. Southeast Fresno Revitalization Redevelopment Project Area
15. South Fresno Industrial Revitalization Redevelopment Project Area
16. Southwest Fresno General Neighborhood Renewal Area
17. West Fresno Project I Urban Renewal Project Area
18. West Fresno Project II Urban Renewal Project Area
19. West Fresno Project III Urban Renewal Project Area

Should this information change, I will immediately disclose the change to the Successor Agency to the Redevelopment Agency of the City of Fresno and the City Council.

Adding Financial Interests

To add financial interests:

1. **Financial Interests** - Enter your direct or indirect financial interest in any property or business within any of the Redevelopment Project Areas:
 - a. **Add new record** - Click the Add new record button. A new window opens.
 - b. **Project Area** - Select the redevelopment project area in which you hold a direct or indirect financial interest.

- c. **Nature of Interest** - Enter the nature of your financial interest (e.g., property owner/tenant, business, income).
 - d. **Address** - Enter the full address of the financial interest.
 - e. **Update** - Click the Update button on the new widow to save the financial interest. The table updates to display the new record. Enter other financial interests as you require following the same steps.
2. **Signature** - Enter your full name as you sign it.
 3. **Name of Department, Board or Commission** - Enter your department, board or commission.
 4. **Date** - Enter the date you are completing your filing.
 5. **Save Statement** - Click the Save Statement button to save the disclosure statement.

Editing a Financial Interest

To edit a financial interest:

1. Click the financial interest's **Edit** button in the Financial Interests table. The Edit window opens.
2. Edit the information for the financial interest as needed.
3. Click the **Update** button to save your changes.
4. Continue editing financial interests as needed.
5. Click the **Save Statement** button when you are done editing financial interests.
6. Click the **Next** button to continue with your SEI filing.

Deleting a Financial Interest

To delete a financial interest:

1. Click the financial interest's **Delete** button in the Financial Interests table.
2. Click the **OK** button on the resulting dialog. The system immediately deletes the financial interest and removes it from the Financial Interests table.
3. Continue to delete financial interest as needed.
4. Click the **Save Statement** button when you are done deleting financial interests.
5. Click the **Next** button to continue with your SEI filing.

DEPARTMENT OF CONSUMER AFFAIRS
FINAL PROPOSED CODE
CONFLICT OF INTEREST REGULATIONS

Amend section 3830 of Division 38 of Title 16 of the California Code of Regulations to read as follows:

3830. General Provisions.

The Political Reform Act Government Code sections 81000, et seq., require state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Department of Consumer Affairs.

Designated employees shall file statements of economic interests with the agency who will make the statements available for public inspection and reproduction. (Govt. Code Section 81008.) Upon receipt of the statements of the Director and members of committees and subcommittees, and members of any licensing or regulatory boards, bureaus, and commissions, the agency shall make and retain a copy and forward the original of each statement to the Fair Political Practices Commission.

Note: Authority cited: Sections 87300, 87306 and 87307, Government Code. Reference: Sections 87300-87302 and 87306, Government Code.

DEPARTMENT OF CONSUMER AFFAIRS
PROPOSED AMENDMENTS TO THE
CONFLICT OF INTEREST REGULATIONS

Appendix

Designated Employees

Disclosure Categories

Administration Executive Offices

Director	1
Senior Chief Deputy Director	1
Chief Deputy Director.....	1
Senior Advisor to the Director.....	1
Deputy Director, Board/Bureau Support.....	1
Deputy Director, Enforcement and Compliance.....	1
Deputy Director, Communications	1
Deputy Director, External Affairs	1
Chief, Licensing for Job Creation.....	1
Information Officer (All Levels), Public Affairs Office	2,5
Staff Services Manager (All Levels)	6
Administrative Assistant (All Levels).....	5

Program and Consumer Services Division

Deputy Director	1
Chief, Consumer Information Center.....	2,5
Manager, Consumer Information Center / Correspondence Unit.....	2,5
Information Officer (All Levels)	2,5
Program Manager, Complaint Resolution Program.....	2,5
Staff Services Manager (All Levels)	2,5
Program Representative (All Levels), Field Offices of the Complaint Resolution Program.....	2,5
Manager, Outreach Program.....	2,5
Manager, Strategic Planning and Development	2,5
Manager, Office of Publications, Design and Editing.....	2,5

Office of Administrative and Information Services

Deputy Director1
Fiscal Officer, Fiscal Operations Office 5
Accounting Administrator (All Levels), Cashiering/Payroll 5
Manager, Accounts Receivable/Revenue 5
Accounting Administrator (All Levels), General Ledger 5
Manager, Calstars..... 5
Accounting Administrator (All Levels), Accounts Payable 5
Staff Services Manager (All Levels), Budget Office..... 5
Staff Services Manager (All Levels), Business Services Office..... 5
 Associate Governmental Program Analyst 5
 Associate Business Management Analyst 5
 Business Services Assistant 5
Staff Services Manager (All Levels), Facilities and Planning Unit..... 5
 Associate Business Management Analyst 5
 Associate Governmental Program Analyst 5
Staff Services Manager (All Levels), Contracts Unit 5
 Associate Governmental Program Analyst 5
 Staff Services Analyst 5
 Associate Information Systems Analyst 5
Staff Services Manager (All Levels), Business Management Services Unit 5
 Staff Services Analyst/Associate Governmental Program Analyst 5
 Business Services Officer (All Levels) 5
Staff Services Manager (All Levels), Business Resources Unit 5
 Office Services Supervisor (All Levels) 5
 Assistant Information Systems Analyst..... 5
 Associate Governmental Program Analyst 5
 Digital Composition Specialist (All Levels) 5
Personnel Officer, Office of Human Resources 5
Assistant Personnel Officer, Office of Human Resources..... 5
Labor Relations Specialist, Labor Relations Office..... 5
Chief Information Officer, Office of Information Services 5
 Data Processing Manager (All Levels), Infrastructure Services..... 5
 Senior Information Systems Analyst (Supervisor)..... 5
 Data Processing Manager (All Levels), Enterprise Technology Services..... 5
 Systems Software Specialist (All Levels) (Supervisor) 5
 Systems Software Specialist (All Levels) (Tech)..... 5
 Senior Information Systems Analyst (Supervisor)..... 5
 Data Processing Manager (All Levels), Client Services 5
 Staff Information Systems Analyst (Supervisor)..... 5

Designated Employees

Disclosure Categories

Data Processing Manager (All Levels), Enterprise Project Services 5
Data Processing Manager (All Levels), Application Services 5
 Senior Information Systems Analyst (Supervisor) 5
 Senior Programmer Analyst 5
Data Processing Manager (All Levels), Information Security Office 5
Data Processing Manager (All Levels), IT Governance 5
 Senior Information Systems Analyst (Spec) 5
Manager, SOLID (Strategic Organization, Leadership, and Individual Development)
 Training Solutions 5

Equal Employment Opportunity Office

Chief 5

Office of Professional Examination Services

Chief 5
Supervising Personnel Selection Consultant 5
 Personnel Selection Consultant (All Levels), Supervisor 5
 Personnel Selection Consultant (All Levels)..... 5
Staff Services Manager (All Levels), Operations Manager 5
 Staff Information Systems Analyst (Specialist) 5
 Test Validation and Development Specialist (All Levels) 5
 Staff Services Analyst..... 5

Internal Audit Office

Chief 5
Staff Management Auditor 5
Associate Management Auditors..... 5

Division of Legal Affairs

Deputy Director1
Supervising Counsel1
Staff Counsel1
Coordinator, Dispute Resolution Office.....1

Legislative and Regulatory Review Division

Deputy Director	1
Assistant Deputy Director	1
Manager	1

All Members and Executive Officers of Boards Including But Not Limited to the following Boards:

California Board of Accountancy

Board Members	4,5
Executive Officer.....	4,5
Staff Services Manager (All Levels) / Assistant Executive Officer	4,5
CEA II / Chief of Enforcement	4,5
Supervising Investigative CPA	4,5
Staff Services Manager (All Levels) / Licensing Chief.....	4,5
Information Officer (All Levels), Information and Planning Officer	4,5
Staff Services Manager (All Levels), Enforcement.....	4,5
Staff Services Manager (All Levels), License Renewal & Continuing Competency and Client Services Units	4,5
Staff Services Manager (All Levels), Initial Licensing Unit	4,5
Staff Services Manager (All Levels), Examination and Practice Privilege Units.....	4,5
Manager, Administrative Services	4,5
SISA / Network Administrator.....	5
AISA / Systems Analyst	5
APA / Programmer Analyst.....	5
AISA / IT Support Analyst.....	5
AGPA / Board Relations Analyst.....	4,5
AGPA / Legislative and Regulations Analyst	4,5
AGPA / Personnel and Publications Liaison.....	4,5
SSA / Contract and Expenditure Tracking Analyst	5
Business Services Officer	5

Members of the following committees:

Qualifications Committee	4
Accounting Education Committee	4
Enforcement Advisory Committee	4
Ethics Curriculum Committee	4
Peer Review Oversight Committee	4

Acupuncture Board

Board Members	4,5,6
Executive Officer.....	4,5,6
Associate Governmental Program Analyst.....	4,5,6
Staff Services Analyst.....	4,5,6

California Architects Board

Board Members	4,5
Executive Officer.....	4,5
Assistant Executive Officer.....	4,5
Staff Services Manager (All Levels), Program Manager Examination/ Licensing Unit.....	4,5
Staff Services Analyst/Associate Governmental Program Analyst, Administration Analyst.....	4,5
Staff Services Analyst, Communications Analyst	4,5
Associate Governmental Program Analyst, Enforcement Officer.....	4,5
Staff Services Analyst/Associate Governmental Program Analyst, Examination/Licensing Analyst	4,5
Staff Services Analyst/Associate Governmental Program Analyst, Examination/Licensing Analyst.....	4,5
Staff Services Analyst, Supplemental Exam Coordinator.....	4,5
Staff Services Manager (All Levels), Landscape Architects Technical Committee (LATC), Program Manager	4,5
Associate Governmental Program Analyst, LATC Special Projects Analyst...	4,5
Staff Services Analyst, LATC Enforcement Coordinator.....	4,5
Staff Services Analyst, LATC Exam Coordinator.....	4,5
Architect Consultant.....	4,5

Members of the following committees:

Professional Qualifications Committee	4
Examination Committee	4
Regulatory and Enforcement Committee	4
Communications Committee	4
Landscape Architects Technical Committee.....	4

State Athletic Commission

Commission Members.....	4,5,6
Executive Officer.....	4,5,6

Designated Employees

Disclosure Categories

Assistant Executive Officer 4,5,6
Chief Inspector..... 4,5,6
Assistant Chief Inspector..... 4,5,6

Board of Barbering and Cosmetology

Board Members 4,5,6
Executive Officer..... 4,5,6
Assistant Executive Officer..... 4,5,6
Manager, Administration Section 4,5,6
Manager, Enforcement Section..... 4,5,6
Supervising Inspector (All Levels), Inspection Section 4,5,6
Supervising Cosmetology Examiner, Examination Section 4,5,6

Board of Behavioral Sciences

Board Members 4,5
Executive Officer..... 4,5
Staff Services Manager (All Levels)..... 4,5

Contractors' State License Board

Board Members 4,5
Registrar 4,5
Chief Deputy Registrar (CEA) 4,5
Research Program Specialist (All Levels), Budgets 5
Chief, Administration Division..... 5
Manager, Business and Support Services Payables 5
Manager, Personnel..... 5
 Associate Governmental Program Analyst, Business Services, Payables and
 Contracts 5
Business Services Assistant, Purchasing..... 5
Chief, Enforcement Division (CEA) 4,5
 Enforcement Supervisors (All Levels) 4,5
 Enforcement Representatives (All Levels) 4,5
 Consumer Service Representatives..... 4,5
 Associate Governmental Program Analyst..... 4,5
 Staff Services Analyst..... 4,5
Chief, Licensing Division (CEA)..... 4,5
 Managers, License Processing Operations..... 4,5
Chief, Office of Public Information..... 4,5
 Information Officer (All Levels)..... 4,5

Designated Employees

Disclosure Categories

Chief, Legislation (CEA) 4,5
Manager, Testing Division 4,5
 Supervising Personnel Specialist Consultant (All Levels), Examination
 Development/Maintenance (EDM) 4,5
Personnel Selection Consultant (All Levels), EDM 4,5
 Test Validation Development Specialists (All Levels), EDM..... 4,5
 Associate Governmental Program Analyst, EDM..... 4,5
 Associate Information Systems Analyst (Sup.), Examination Administration 4,5
 Staff Services Analyst, Examination Administration 4,5
Chief, Office of Information Technology 4,5
 Staff Information Systems Analyst (Sup.) 4,5
 Associate Information Systems Analyst, IT Contracts 4,5

Court Reporters Board

Board Members 4,5
Executive Officer..... 4,5
Associate Governmental Program Analyst..... 4,5
Staff Services Analyst..... 4,5

Dental Board of California

Board Members 4,5,6
Executive Officer..... 4,5,6
Assistant Executive Officer..... 4,5,6
Supervising Investigator (All Levels) 4,5,6
Supervising Special Investigator (All Levels)..... 4,5,6
Enforcement Supervisor (Staff Services Manager (All Levels)) 4,5,6
Diversion Evaluation Committee Members..... 4,5
Dental Assisting Forum Committee Members..... 4,5

Dental Hygiene Committee

Committee Members 4,5
Executive Officer 4,5
Special Investigator 4,5
Associate Governmental Program Analyst..... 4,5
Staff Services Analyst..... 4,5

State Board of Guide Dogs for the Blind

Board Members 4,5
Executive Officer..... 4,5

Medical Board of California

Board Members 4,5
Executive Director 4,5
Deputy Director 4,5
 Chief of Legislation 4,5
Legal Counsel.....1

Enforcement

Chief of Enforcement 4,5
Deputy Chief of Enforcement, Field Operations 4,5
Supervising Investigator (All Levels)..... 4,5
Medical Consultant 4,5
Staff Services Manager (All Levels) 4,5

Licensing

Chief of Licensing..... 4,5
Medical Consultant 4,5

Business Services Office

Business Services Manager 4,5

Occupational Therapy Board

Board Members 4,5
Executive Officer..... 4,5
Staff Services Manager (All Levels) 4,5

Board of Optometry

Board Members 4,5,6
Executive Officer..... 4,5,6
Enforcement Coordinator 4,5,6

Designated Employees

Disclosure Categories

Associate Governmental Program Analyst/Staff Services Analyst - Licensing
Coordinator 4,5,6
Associate Governmental Program Analyst - Enforcement 4,5,6

Osteopathic Medical Board

Board Members 4,5
Executive Director 4,5
Special Consultant 4,5

Members of the Naturopathic Medicine Committee 4,5
Executive Officer..... 4,5

Board of Pharmacy

Board Members 4,5,6
Executive Officer..... 4,5,6
Assistant Executive Officer..... 4,5,6
Supervising Inspector 4,5,6
Inspectors 4,5,6
Staff Services Managers..... 4,5,6
Staff Services Manager (All Levels) (Specialist – Legislation and Regulation) 4,5,6
Staff Services Manager (All Levels) (Specialist – Pharmacists Recovery Program) 4,5,6

Physical Therapy Board

Board Members 4,5
Executive Officer..... 4,5
Assistant Executive Officer..... 4,5

Physician Assistant Committee

Board Members 4,5
Executive Officer..... 4,5
Associate Governmental Program Analysts 4,5
Staff Services Analyst..... 4,5

Board of Podiatric Medicine

Board Members 4,5
Executive Officer..... 4,5
Associate Governmental Program Analyst - Administration 4,5

Designated Employees

Disclosure Categories

Associate Governmental Program Analyst – Licensing Coordinator..... 4,5
Associate Governmental Program Analyst – Enforcement..... 4,5

Board for Professional Engineers and Land Surveyors

Board Members 4,5
Executive Officer..... 4,5
Assistant Executive Officer..... 4,5
Staff Services Manager, Enforcement 4,5
Senior Registrar 4,5
Technical Advisory Committee Members 4,5
Subject Matter Experts..... 4,5

Board of Psychology

Board Members 4,5
Executive Officer..... 4,5
Assistant Executive Officer..... 4,5

Board of Registered Nursing

Board Members 4,5
Executive Officer..... 4,5
Assistant Executive Officer..... 4,5
Supervising Nursing Education Consultants 4,5
Nursing Education Consultants 4,5
Diversion Evaluation Committee Members..... 4,5
Diversion Program Manager 4,5
Enforcement Program Manager..... 4,5
Manager, Licensing and Administrative Services..... 4,5
Manager, Licensing Standards and Evaluation; Advanced Practice 4,5

Respiratory Care Board

Board Members 4,5
Executive Officer..... 4,5
Staff Services Manager (All Levels)/ Assistant Executive Officer 4,5
Staff Services Manager (All Levels) 4,5

Speech-Language Pathology, Audiology, and Hearing Aid Dispensers Board

Board Members 4,5

Designated Employees

Disclosure Categories

Executive Officer.....	4,5
Staff Services Manager (All Levels).....	4,5
Associate Governmental Program Analysts.....	4,5
Staff Services Analysts.....	4,5

Veterinary Medical Board

Board Members	4,5,6
Executive Officer.....	4,5,6
Assistant Executive Officer.....	4,5,6
Registered Veterinary Technician Committee Members.....	4
Drug and Alcohol Diversion Evaluation Committee Members	4
Program Manager	4

Board of Vocational Nursing and Psychiatric Technicians

Board Members	4,5
Executive Officer.....	4,5
Assistant Executive Officer.....	4,5
Supervising Nursing Education Consultant.....	4,5
Nursing Education Consultants	4,5
Staff Services Managers.....	4,5

All Bureau Chiefs, Deputy Bureau Chiefs, and Bureau Committee Members, including, but not limited to the following Bureaus:

Arbitration Certification Program

Chief.....	4,5,6
------------	-------

Bureau of Automotive Repair

Bureau Chief	4,5,6
Assistant Chief, Smog Check Policy Development & Oversight	4,5,6
Deputy Chief, Smog Check Operations and Engineering and Research Division.....	4,5,6
Supervising Air Quality Engineer, Engineering and Research Branch.....	4,5,6
Supervising Air Quality Engineer, Training and Compliance Branch	4,5,6
Data Program Manager (All Levels), Technology Services Branch.....	4,5,6
Senior Programmer Analyst (Supervisor)	4,5,6
Senior Air Quality Engineer, Standards and Training Unit.....	4,5,6
Senior Air Quality Engineer, Data Maintenance & QA/Auditing	4,5,6

Designated Employees

Disclosure Categories

Senior Air Quality Engineer, Program Evaluation 4,5,6
Senior Air Quality Engineer, Equipment Certification 4,5,6
Deputy Chief, Consumer Assistance and Administration Division..... 4,5,6
Program Manager (All Levels), Consumer Assistance Program..... 4,5,6
Staff Services Manager (All Levels), Administration Branch..... 4,5,6
Staff Services Manager (All Levels), Contracts..... 4,5,6
Associate Governmental Program Analyst, Contracts 4,5,6
Staff Services Manager (All Levels), Business Services..... 4,5,6
Staff Services Analyst, Facilities 4,5,6
Staff Services Analyst, Purchasing..... 4,5,6
Office Technician, Contract and Purchasing Support 4,5,6
Staff Services Manager (All Levels), Personnel Unit..... 4,5,6
Associate Governmental Program Analyst, Personnel..... 4,5,6
Staff Services Analyst, Personnel..... 4,5,6
Staff Services Manager (All Levels), Licensing Unit 4,5,6
Deputy Chief, Field Operations and Enforcement Branch..... 4,5,6
Program Manager (All Levels), Northern California Field Operations and
Enforcement Branch 4,5,6
Program Manager (All Levels), Central Valley..... 4,5,6
Program Manager (All Levels), San Francisco/Bay Area..... 4,5,6
Program Manager (All Levels), Southern California Field Operations and
Enforcement Branch 4,5,6
Program Manager (All Levels), Los Angeles (North)/Bakersfield..... 4,5,6
Program Manager (All Levels), Los Angeles (East)/Orange..... 4,5,6
Program Manager (All Levels), Inland Empire/San Diego..... 4,5,6
Program Manager (All Levels), Enforcement Planning and Oversight Branch 4,5,6
Program Manager (All Levels), Complaint Intake and Case Management .. 4,5,6
Program Manager (All Levels), Vehicle Documentation Laboratories..... 4,5,6
Program Manager (All Levels), Vehicle Documentation Laboratories HQ.. 4,5,6

Cemetery and Funeral Bureau

Chief 4,5
Deputy Chief 4,5
Supervising Governmental Auditor 4,5
General Auditor (All Levels) 4,5
Field Representatives 4,5
Associate Governmental Program Analyst..... 4,5

Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation

Bureau Chief 4,5,6
Manager, Licensing 4,5,6
Manager, Field Operations..... 4,5,6
Manager, Compliance..... 4,5,6
Supervising Chemist..... 4,5,6

Professional Fiduciaries Bureau

Chief 4,5

Bureau for Private Postsecondary Education

Chief..... 4,5
Deputy Bureau Chief 4,5
Staff Services Manager (All Levels) (Enforcement Unit Manager) 4,5
Staff Services Manager (All Levels) (Admin Support and STRF Manager) 4,5
Staff Services Manager (All Levels) (Licensing Manager)..... 4,5
Staff Services Manager (All Levels) (Compliance Inspections Manager) 4,5
Staff Services Manager (All Levels) (Investigations and Discipline Manager) 4,5
Education Senior Specialist 4,5
Education Specialist 4,5

Bureau of Security and Investigative Services

Bureau Chief 4,5
Deputy Chief 4,5
Staff Services Managers..... 4,5
Alarm Company Disciplinary Committee Members..... 4,5
Private Security Operator Disciplinary Committee Members 4,5

Bureau of Telephone Medical Advice Services

Chief 4,5
Associate Governmental Program Analyst..... 4,5

Division of Investigation

Chief 2,4,5
Deputy Chief 2,4,5

Supervising Investigator (All Levels)	2,4,5
Staff Services Manager	5
Manager, Unlicensed Activity Program	2,5

Consultants/New Positions for the Department and all Boards, Commissions, Committees, Bureaus, and Programs *

* Consultants/New Position shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The (chief executive officer) may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The (chief executive officer's) determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008)

Disclosure Categories

Category 1

Designated officials or employees assigned to this category must report:

All interests in real property, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Category 2

Designated officials or employees assigned to this category must report:

All interests in real property and investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity or individual where the business entity or individual's profession is regulated by or is of the type which qualifies for licensing or continuing education credit by any licensing agency within the Department of Consumer Affairs, or if, currently or within the previous four years, the Department of Consumer Affairs has taken any civil or administrative action against such entity, or has intervened in such action.

Category 3

Designated officials or employees assigned to this category must report:

Investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity where the entity is engaged in the manufacturing, wholesaling or retailing of any equipment or product required to be approved or meet standards set by any licensing agency within the Department of Consumer Affairs.

Category 4

Designated officials or employees assigned to this category must report:

All interests in real property and investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity, professional association or individual where the business entity, professional association or individual's profession is regulated by or offers programs or courses qualifying for licensing or continuing education credit by the official's or employee's licensing agency.

Category 5

Designated officials or employees assigned to this category must report:

Investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity if, within the previous two years, the entity is of the type which has contracted with the official's or employee's immediate employer (e.g., board, bureau, division or licensing agency, or, when applicable, the department) to provide goods or services.

Category 6

Designated officials or employees assigned to this category must report:

Investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity where the entity is engaged in the manufacturing, wholesaling, or retailing of any equipment or product required to be approved or meet standards set by the official's or employee's licensing agency.