

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

SUNSET REVIEW REPORT 2023

PRESENTED TO THE SENATE COMMITTEE ON BUSINESS, PROFESSIONS AND ECONOMIC DEVELOPMENT AND THE ASSEMBLY COMMITTEE ON BUSINESS AND PROFESSIONS



BOARD MEMBERS

Carel Mountain, LVN/Educator Member, President

John Dierking, Public Member, Vice President

Taisha Brown, Public Member

Aleta Carpenter, Public Member

Gloria Gregoria Guzman, LVN Member

Abraham C. Hill, PT Member

Ken Maxey, Public Member

Lessie Moore, PT Member

Nelly Nieblas, Public Member

Rashima Sonson, Public Member

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Board of Vocational Nursing and Psychiatric Technicians

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

July 1, 2019 - June 30, 2023

Section 1 – Background and Description of the Board and Regulated Professions

The California Board of Vocational Nursing and Psychiatric Technicians (Board or BVNPT) protects consumers from unprofessional and unsafe licensed vocational nurses (VNs) and psychiatric technicians (PTs). Public protection is the highest priority of the Board in exercising its licensing, regulatory and disciplinary functions. The BVNPT is part of the Department of Consumer Affairs (DCA).

The Vocational Nurse Program was created by the Statutes of 1951, Chapter 1689, and the Psychiatric Technician Program was created by the Statutes of 1959, Chapter 1851. The oversight of the two professions was melded into one Board in 1959. In 1998, the name changed from the Board of Vocational Nurse and Psychiatric Technician Examiners of the State of California to the Board of Vocational Nursing and Psychiatric Technicians of the State of California.

Authorized by Chapter 632 of the Statutes of 2021 (AB 1536, Low), the BVNPT administers the laws related to the practice of licensed vocational nurses and psychiatric technicians. This authorization expires on January 1, 2025, unless extended by legislative action.

Vocational Nurses (VNs) provide basic nursing care to clients under the direction of a physician, registered nurse, or licensed naturopathic doctor. The VN utilizes scientific and technical expertise and manual skills. A VN's scope of practice typically includes, but is not limited to, provision of basic hygienic and nursing care, measurement of vital signs, basic client assessment, documentation, performance of prescribed treatments, and administration of prescribed medications. A VN may also perform non-medicated intravenous therapy and blood withdrawal upon successful completion of a separate Board-approved certification. The Vocational Nursing Practice Act, Business and Professions Code section 2840 et. seq. governs the functions of VNs in California.

Psychiatric Technicians (PTs) provide care for mentally disordered or developmentally disabled clients under the direction of the director of those services. The director may be a physician, psychologist, rehabilitation therapist, social worker, registered nurse or other professional. The PT utilizes scientific and technical expertise and manual skills to provide care and training for clients with mental disorders and developmental disabilities. A PT's scope of practice typically includes, but is not limited to, basic hygiene and nursing care; measurement of vital signs, performance of prescribed treatments, administration of prescribed

medications, implementation of behavioral management techniques, crisis intervention, sensory and perceptual development assessment, social and vocational training, and the facilitation of individual and group therapeutic activities. In 1970, the Psychiatric Technician certification was changed to a licensure program through Senate Bill 298. The Psychiatric Technician Law, Business and Professions Code sections 4500 et. seq. governs the functions of PTs in California.

Structure of the Board

The Board has eleven members with a public member majority (six public members and five professional members). There are two Vocational Nurse and two Psychiatric Technician designated seats. Nine members are appointed by the Governor, one by the Speaker of the Assembly and one by the Senate President Pro Tempore.

Six members constitute a quorum for transacting business at any Board meeting. All meetings are subject to the Bagley-Keene Open Meetings Act. Most Board meetings are webcast, and the links are posted on the BVNPT's website. In response to the COVID-19 pandemic, Governor Newsom issued Executive Order (EO) N-29-20 on March 17, 2020, which made certain exemptions to the Bagley-Keene Open Meetings Act authorizing a state body to hold open meetings via teleconferencing.

Business and Professions Code (BPC) 2848 section requires the Board to meet at least twice yearly, and the Board typically sets four regular meetings per year. Prior to the COVID-19 pandemic, those meetings alternated between Sacramento and another site, usually in Southern California. The Board's meeting calendar is approved two years in advance and posted on the Board's website. The Board also occasionally sets special meetings in between its regular meetings when required.

Between July 1, 2019, and June 30, 2023, the Board convened nine special meetings accommodating issues that required action before the next meeting. Agendas, minutes and materials for these meetings are posted on the Board's website. These meetings included:

- October 30, 2019: Review and approval of Sunset Review Report
- February 3, 2020: Discussion of regulations to enact AB 2138
- April 24, 2020: Discussion of regulations to enact AB 2138
- January 26, 2021: Discussion and action on 2021 rulemaking calendar and the Board's petitioner reinstatement hearings
- March 30, 2021: Discussion of Board Response to Legislature's Sunset Review Background Paper
- June 17, 2021: Discussion and action on proposed legislation and rulemakings to implement AB 2138 and program pass rate standards
- April 7, 2022: Discussion and action to initiate an emergency rulemaking and amend and adopt regulations to initiate a regular rulemaking to implement AB 1536: New School Program Approval Process
- September 22, 2022: Closed session for discussion of licensee disciplinary case
- December 9, 2022: Discussion and possible action to consider submittal of modified proposed text as public comment to the Respiratory Care Board: Title 16, California Code of Regulations Section 1399.365, Basic Respiratory Tasks and Services.

Regular Board meetings consist of a full day of Board business. The Board also historically held a full day of petitioner hearings. However, at the February 2021 Board Meeting, the Board voted to refer petitioner hearings to the Office of Administrative Hearings to reduce the backlog of petitions due to the limited number of hearing slots at the board meetings. This policy change alleviated the backlog of petitions, which allowed the Board to meet its mandate of protecting the public while authorizing qualified licensees back into the workforce. Twice a year, the Board meets in Sacramento and adds a day dedicated to Board training and development.

Default Decision Delegation

In the Board’s 2021 Sunset legislation, the Board was directed to delegate the adoption of default decisions to the Executive Officer. The Board voted unanimously to implement that delegation at the February 2022 Board meeting. Since this delegation, the Executive Officer has signed nearly 150 Default Decisions, reducing the time that the Respondents await final processing, and reducing the number of cases that Board Members are sent to review and vote upon.

1. Describe the make-up and functions of each of the board’s committees.

Committee Structure

At a special meeting facilitated by DCA’s office of Strategic Organizational Leadership and Individual Development (SOLID) on June 21, 2019, the Board members discussed the Committee structure and their priorities. The new Committee Structure was approved by the Board in August 2019. Committees are appointed by the Executive Committee for two years or as needed. The Executive Committee is also authorized to appoint members to ad hoc committees for specific projects.

The current Committees:

- Education and Practice
- Enforcement
- Executive
- Legislation and Regulations
- Licensing and Evaluations

The BVNPT utilized teleconferencing for all two-member committee meetings, rather than requiring members to commit a full day of their time travelling to Sacramento for a one or two-hour meeting.

Table 1a. Attendance	
Tammy Endozo (Licensed Vocational Nurse Member)	
Date Appointed:	9/30/2013

Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	N
Board Meeting	11/20-22/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Appointment Expired	6/31/2020		

Dr. Bernice Bass de Martinez (Public Member)			
Date Appointed:	5/7/2015		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-21/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21, 2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Appointment Expired	6/31/2020		

Paul Sellers (Psychiatric Technician Member)			
Date Appointed:	5/18/2017		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-21/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	N
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Resigned from Board	9/2020		

Paula Amezola de Herrera (Public Member)			
Date Appointed:	7/14/2017		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	815-16/2019	Burbank, CA	N
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-22, 2019	Sacramento, CA	Y

Special Board Meeting	2/3/2020	Teleconference	N
Board Meeting	2/20-21/2020	Burbank, CA	N
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	WebEx	Y
Resigned from Board	1/2021		

Donna Norton (Licensed Vocational Nurse Member)			
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Date Appointed:	6/9/2016		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-22/2019	Sacramento, CA	N
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/30-21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	WebEx	Y
Special Board Meeting	1/26/2021	Teleconference	N
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	N
Board Meeting	5/20-21/2021	WebEx	Y
Appointment Expired	6/31/2021		

Cheryl Turner (Public Member)			
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Date Appointed:	5/8/2017		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-22/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/20-21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	Teleconference	Y
Special Board Meeting	1/26/2021	Teleconference	Y
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	Y

Board Meeting	5/20-21/2021	WebEx	Y
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	Y
Resigned from Board	11/2021		

Melissa Rubalcava (Psychiatric Technician Member)			
Date Appointed:	11/14/2019		
Meeting Type	Meeting Date	Meeting Location	Attended?
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/20-21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	Teleconference	Y
Special Board Meeting	1/26/2021	Teleconference	N
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	Y
Board Meeting	5/20-21/2021	WebEx	Y
Special Board Meeting	6/17/2021	WebEx	Y
Resigned from Board	6/2021		

Tara Rooks (Licensed Vocational Nurse Member)			
Date Appointed:	10/22/2020		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	11/18-20/2020	WebEx	Y
Special Board Meeting	1/26/2021	Teleconference	Y
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	N
Board Meeting	5/30-21/2021	WebEx	N
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	Y
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	N
Board Meeting	5/19-20/2022	Sacramento, CA	Y
Board Meeting	8/12/2022	WebEx	N
Special Board Meeting	9/22/18/2022	WebEx	N
Board Meeting	11/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	Y
Board Meeting	3/2-3/2023	Sacramento, CA	N
Resigned from Board	4/2023		

Aleta Carpenter (Public Member)			
Date Appointed:	9/25/2020 (second term)		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-22/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/20-21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	Teleconference	Y
Special Board Meeting	1/26/2021	Teleconference	Y
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	Y
Board Meeting	5/20-21/2021	WebEx	Y
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	N
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	Y
Board Meeting	5/19-20/2022	Sacramento, CA	Y
Board Meeting	8/12/2022	WebEx	Y
Special Board Meeting	9/22/2022	WebEx	Y
Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	Y
Board Meeting	3/2-3/2023	Sacramento, CA	Y
Board Meeting	5/18-19/2023	WebEx	Y

John Dierking (Public Member, Senate Rules Appointee)			
Date Appointed:	10/13/2020 (second term)		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-22/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/20-21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	Teleconference	Y

Special Board Meeting	1/26/2021	Teleconference	Y
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	Y
Board Meeting	5/20-21/2021	WebEx	Y
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	Y
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	Y
Board Meeting	5/19-20/2022	Sacramento, CA	Y
Board Meeting	8/12/2022	WebEx	Y
Special Board Meeting	9/22/2022	WebEx	Y
Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	Y
Board Meeting	3/2-3/2023	Sacramento, CA	Y
Board Meeting	5/18-19/2023	WebEx	Y

Kenneth Maxey (Public Member, Assembly Speaker Appointee)			
Date Appointed:	5/1/2021 (second term)		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-22/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	N
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/20-21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	Teleconference	Y
Special Board Meeting	1/26/2021	Teleconference	Y
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	Y
Board Meeting	5/20-21/2021	WebEx	Y
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	Y
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	Y
Board Meeting	5/19-20/2022	Sacramento, CA	Y
Board Meeting	8/12/2022	WebEx	Y
Special Board Meeting	9/22/2022	WebEx	Y

Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	Y
Board Meeting	3/2-3/2023	Sacramento, CA	Y
Board Meeting	5/18-19/2023	WebEx	Y

Dr. Carel Mountain (Educator Member)			
Date Appointed:	9/23/2020 (second term)		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	8/15-16/2019	Burbank, CA	Y
Special Board Meeting	10/30/2019	Teleconference	Y
Board Meeting	11/20-22/2019	Sacramento, CA	Y
Special Board Meeting	2/3/2020	Teleconference	Y
Board Meeting	2/20-21/2020	Burbank, CA	Y
Special Board Meeting	4/24/2020	Teleconference	Y
Board Meeting	5/22/2020	Teleconference	Y
Board Meeting	8/20-21/2020	Teleconference	Y
Board Meeting	11/18-20/2020	Teleconference	Y
Special Board Meeting	1/26/2021	Teleconference	Y
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	Y
Board Meeting	5/20-21/2021	WebEx	Y
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	Y
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	Y
Board Meeting	5/19-20/2022	Sacramento, CA	Y
Board Meeting	8/12/2022	WebEx	Y
Special Board Meeting	9/22/2022	WebEx	Y
Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	Y
Board Meeting	3/2-3/2023	Sacramento, CA	Y
Board Meeting	5/18-19/2023	WebEx	Y

Abraham Hill (Psychiatric Technician Member)			
Date Appointed:	11/20/2020		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	11/18-20/2020	Teleconference	Y
Special Board Meeting	1/26/2021	Teleconference	Y
Board Meeting	2/17-19/2021	Teleconference	Y
Special Board Meeting	3/30/2021	WebEx	Y

Board Meeting	5/20-21/2021	WebEx	Y
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	Y
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	N
Board Meeting	5/19-20/2022	Sacramento, CA	Y
Board Meeting	8/12/2022	WebEx	Y
Special Board Meeting	9/22/2022	WebEx	Y
Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	N
Board Meeting	3/2-3/2023	Sacramento, CA	N
Board Meeting	5/18-19/2023	WebEx	Y

Taisha Brown (Public Member)			
Date Appointed:	2/19/2021		
Meeting Type	Meeting Date	Meeting Location	Attended?
Special Board Meeting	3/30/2021	WebEx	Y
Board Meeting	5/20-21/2021	WebEx	N
Special Board Meeting	6/17/2021	WebEx	Y
Board Meeting	8/20/2021	WebEx	Y
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	N
Board Meeting	5/19-20/2022	Sacramento, CA	Y
Board Meeting	8/12/2022	WebEx	N
Special Board Meeting	9/22/2022	WebEx	Y
Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	N
Board Meeting	3/2-3/2023	Sacramento, CA	N
Board Meeting	5/18-19/2023	WebEx	Y

Adrienne Luce (Public Member)			
Date Appointed:	11/04/2021		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	Y
Board Meeting	5/19-20/2022	Sacramento, CA	N
Board Meeting	8/12/2022	WebEx	Y
Resigned from Board	9/2022		

Nelly Nieblas (Public Member)			
Date Appointed:	11/03/2021		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	11/19/2021	WebEx	Y
Board Meeting	2/18/2022	WebEx	Y
Special Board Meeting	4/7/2022	Teleconference	Y
Board Meeting	5/19-20/2022	Sacramento, CA	N
Board Meeting	8/12/2022	WebEx	Y
Special Board Meeting	9/22/2022	WebEx	Y
Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	Y
Board Meeting	3/2-3/2023	Sacramento, CA	Y
Board Meeting	5/18-19/2023	WebEx	18-Y 19-N

Lessie Moore (Psychiatric Technician Member)			
Date Appointed:	10/28/2022		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	11/18/2022	WebEx	Y
Special Board Meeting	12/9/2022	WebEx	Y
Board Meeting	3/2-3/2023	Sacramento, CA	Y
Board Meeting	5/18-19/2023	WebEx	Y

Rashima Sonson (Public Member)			
Date Appointed:	01/11/2023		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	3/2-3/2023	Sacramento, CA	Y
Board Meeting	5/18-19/2023	WebEx	Y

Gloria Guzman (Licensed Vocational Nurse Member)			
Date Appointed:	03/24/2023		
Meeting Type	Meeting Date	Meeting Location	Attended?
Board Meeting	5/18-19/2023	WebEx	Y

Table 1b. Current Board Member Roster					
Member Name	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Dr. Carel Mountain	12/7/2018	09/23/2020	6/1/2024	Governor	Educator
John Dierking	2/9/2016	10/13/2020	10/13/2024	Senate	Public
Taisha Brown	2/19/2021		6/1/2023	Governor	Public
Aleta Carpenter	7/11/2017	9/25/2020	6/1/2024	Governor	Public

Abraham Hill	10/20/2020		6/1/2024	Governor	Psychiatric Technician
Kenneth Maxey	3/20/2017	5/1/2021	6/1/2024	Assembly	Public
Nelly Nieblas	11/3/2021		6/1/2025	Governor	Public
Lessie Moore	10/14/2022		6/1/2023	Governor	Psychiatric Technician
Rashima Sonson	1/11/2023		6/1/2025	Governor	Public
Gloria Guzman	3/24/2023		6/1/2024	Governor	Licensed Vocational Nurse
Vacant			6/1/2023	Governor	Licensed Vocational Nurse

2. In the past four years, was the board unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it affect operations?

The Board did not experience quorum issues impacting its ability to meet between 2019 and 2023. Table 1a illustrates each Board Member’s appointment information and attendance at Board meetings during this reporting period. Also attached is a table documenting the members’ submission of mail ballots.

3. Describe any major changes to the board since the last Sunset Review, including, but not limited to:

Renewal Postcards

In January 2020, the Board introduced postcards for license renewals to replace a one-page letter in an envelope. This practice saved thousands of dollars in paper, printing costs and postage. The postcard directed licensees to renew via the BreZE licensing system. This resulted in 98% of the licensing population renewing online, which immediately updated their license.

Precedential Decisions

The Board adopted and published its first Precedential Decision on December 1, 2020, relevant to licensed vocational nurse scope of practice violations at a skin care salon. In a specific case, an LVN injected Botox, Juvederm, Kybella and Glutathione; performed platelet rich plasma therapy and vitamin drips; and performed skin growth removal procedures. All procedures were beyond the LVN scope of practice. The statement/decision was sent to the Board’s listserv, chambers of commerce and business associations in Southern California, the Bay Area and the Sacramento region.

The second Precedential Decision was adopted on November 18, 2021, relevant to a licensed vocational nurse scope of practice inquiry about the administration of medicinal cannabis as part of a care plan or treatment plan, including those incorporated into an Individual Education Plan (IEP). The Board determined that an LVN may administer medicinal cannabis to a public school student as part of an IEP, if all the specified condition of the care plan are met and, provided the medicine is otherwise administered as ordered

and directed, the LVN would not commit professional misconduct subject to disciplinary action by administering the medicinal cannabis. In addition, to the extent the LVN performs the act of administering medicinal cannabis to a student as described in the physician's order or care plan, the Board may be precluded from penalizing or taking disciplinary action against the LVN based solely on the act of administering the medication under the provisions of Health and Safety Code section 11362.8.

The third Precedential Decision was adopted on December 1, 2022. The two holdings for the decision were:

Reconsideration: The Board will ordinarily limit reconsideration of a decision based on new or different facts to those instances where the evidence offered to support those facts existed at the time of the decision but was, in the exercise of reasonable diligence, impossible to present before the decision was rendered.

Cost Recovery: A cost reimbursement award should not ordinarily be made payable only upon reinstatement particularly where, as here, the award has already been reduced due to the present inability to pay the full amount of the reasonable investigation and enforcement costs in the case.

4. Describe any major studies conducted by the board.

None.

5. List the status of all national associations to which the board belongs.

The BVNPT is a voting member of the National Council of State Boards of Nursing (www.ncsbn.org). NCSBN is a not-for-profit organization whose US members include the nursing regulatory bodies in the 50 states, the District of Columbia and four US territories. The Delegate Assembly, NCSBN's voting body, convenes during the organization's annual meeting in August. Activities includes discussion and voting on NCSBN business items and election of individuals to the Board of Directors and Leadership Succession Committee. The Delegate Assembly is composed of two representatives from each member board of nursing.

The BVNPT's NECs currently participate on NCSBN's advisory committees on the NCLEX and have participated on some subcommittees. Staff members regularly attend conference calls, webinars and other discussions. In addition, Enforcement staff members attend NCSBN's Basic Board of Nursing Investigative Training programs.

In 2020 and 2021, the NCSBN held virtual business meetings. The EO and Board President attended the Midyear meetings in June and the Annual Meetings in August. Both the EO and Board President attended the 2023 Midyear Meeting in Seattle. Because of scheduling conflicts, neither attended the 2023 Annual Meeting in Chicago.

NCSBN is the developer and administrator of the National Council Licensure Examinations (NCLEX) for both Registered and Practical Nursing. It is managed by Pearson Vue, a nationwide third-party vendor. California's Vocational Nurses must take the NCLEX-PN to be licensed. Details on the BVNPT's role in the examination process are in the Licensing Division section.

There are no nationwide or statewide organizations for the Psychiatric Technicians.

Section 2 – Fiscal and Staff

Fiscal Issues

6. *Is the board's fund continuously appropriated? If yes, please cite the statute outlining this continuous appropriation.*

The Board of Vocational Nursing and Psychiatric Technicians is continuously appropriated through the annual Budget Act. It is a Special Fund entity, financed by applicants, licensees, new and continuing program approval fees for prelicensure training programs and Continuing Education provider fees.

7. *Describe the board's current reserve level, spending, and if a statutory reserve level exists.*

Please see Table 2. The Board's projected reserve level for 2022-23 is 4.9 months, and this is projected to increase because the current revenue generated is greater than our expenditures. The Board does not currently have a statutory reserve level.

8. *Describe if/when a deficit is projected to occur and if/when a fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the board.*

The Board anticipates that its reserve level will continue to increase. Although there is not a statutory reserve level, the Board will work collaboratively with DCA's Budget Office to ensure that a fee study is completed to determine the appropriate amount for each fee the Board assesses.

Table 2. Fund Condition						
(Dollars in Thousands)	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 (projected)	FY 2024-25 (projected)
Beginning Balance	\$6,435	\$4,253	\$4,449	\$2,573	\$7,847	\$13,432
Revenues and Transfers	\$16,702	\$17,721	\$17,201	\$23,323	\$24,621	\$24,747
Total Revenue	\$23,137	\$21,974	\$21,650	\$25,896	\$32,468	\$38,179
Budget Authority	\$16,413	\$17,439	\$16,663	\$17,852	\$18,565	\$17,753
Expenditures	\$17,920	\$17,898	\$19,084	\$18,049	\$19,036	\$18,382
Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Accrued Interest, Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Loans Repaid from General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$5,217	\$4,076	\$2,566	\$7,847	\$13,432	\$19,797
Months in Reserve	3.5	2.6	1.7	4.9	8.8	12.7

9. Describe the history of general fund loans. When were the loans made? When have payments been made to the board? Has interest been paid? What is the remaining balance?

The Board does not currently have any general fund loans.

10. Describe the amounts and percentages of expenditures by program component. Use Table 3. Expenditures by Program Component to provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

As a point of comparison, in 2019-20, the BVNPT's Enforcement expenses made up approximately 41 percent of the total expenditures. Licensing expenses were 20 percent, and Administration expenses comprised about five percent. Our pro rata contribution was approximately 33 percent.

In 2020-21, the Enforcement expenses made up approximately 46 percent of the total expenditures. Licensing expenses were 21 percent, and Administration expenses comprised about five percent. Our pro rata contribution was approximately 29 percent.

In 2021-22, the Enforcement expenses made up approximately 45 percent of the total expenditures. Licensing expenses were 21 percent, and Administration expenses comprised about five percent. Our pro rata contribution was approximately 29 percent.

In 2022-23, the Enforcement expenses made up approximately 44 percent of the total expenditures. Licensing expenses were 24 percent, and Administration expenses comprised about five percent. Our pro rata contribution was approximately 27 percent.

The Board's enforcement expenses continue to decrease because of efficiencies created within the division. Most notably, the Division Chief and management reviewed the existing staff configuration and the work assigned and requested some personnel reclassifications. For example, Program Technician IIIs are more appropriate for some units than Staff Service Analysts. Another important economy was studying the policy and practice of referring cases to the DCA Division of Investigations. This enabled the BVNPT to keep more investigations in-house, assigning them to the Board's unit of Special Investigators, saving a significant amount of funds and reducing the risk of case aging.

Table 3. Expenditures by Program Component								
Dollars in Thousands	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement	\$3,536	\$3,239	\$3,378	\$4,199	\$3,793	\$4,174	\$3,658	\$3,655
Examination	\$0	\$57	\$0	\$11	\$0	\$0	\$0	\$12
Licensing	\$3,037	\$202	\$3,054	\$376	\$3,429	\$327	\$3,617	\$426
Administration *	\$850	\$47	\$714	\$71	\$792	\$61	\$775	\$73
DCA Pro Rata	\$0	\$5,431	\$0	\$4,784	\$0	\$5,115	\$0	\$4,412
Diversion (if applicable)								
TOTALS	\$7,423	\$8,976	\$7,146	\$9,441	\$8,014	\$9,677	\$8,050	\$8,578

**Administration includes costs for executive staff, board, administrative support, and fiscal services.*

11. Describe the amount the board has contributed to the BreEze program.

These costs are contained in the BVNPT's pro rata contribution.

12. Describe license renewal cycles and history of fee changes in the last 10 years.

BVNPT licenses must be renewed every two years, and the fees are assessed each licensing cycle.

Effective January 1, 2019, the VN biennial renewal fee changed from \$150 to \$220 and the PT biennial renewal fee changed from \$300 to \$220. This change was authorized by SB 1480 (Chapter 571 of the Statutes of 2018, Hill). The legislation established a statutory limit which was intended to carry the Board for at least five years, but unexpected increases in costs made another fee increase necessary.

In 2021-22, the Board worked with the DCA's Budget Office and with Counsel to adjust fees via the regulatory process. The Board was projected to be insolvent by the end of 2021-22. The Board adjusted its fees to the statutory maximum, including the VN and PT biennial renewal fees. Effective October 1, 2022, the VN biennial renewal fee was changed from \$220 to \$300 and the PT biennial renewal fee was changed from \$220 to \$300.

Table 4. Fee Schedule and Revenue							
Fee	Current Fee Amount	Statutory Limit	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% of Total
			Revenue	Revenue	Revenue	Revenue	Revenue
Delinquent Fees	\$150		\$3	\$0	\$0	\$0	0.0%
Delinq Ren VN	\$150	\$150	\$235	\$267	\$248	\$272	1.3%
Delinq Ren PT	\$150	\$150	\$17	\$18	\$16	\$20	0.1%
Other Regulatory Fees	\$2		\$1	\$0	\$0	\$0	0.0%
Admin Fine and Citation VN	Various	Varies	\$63	\$70	\$49	\$54	0.3%
Copy Rec/Cert Let VN	\$2	n/a	\$1	\$1	\$1	\$1	0.0%
Interim Permit Fee VN	\$50	\$50	\$4	\$6	\$8	\$11	0.0%
Dup Lic/Wall Cert VN	\$50	\$50	\$9	\$10	\$9	\$11	0.0%
Verification of Lic VN	\$150	\$150	\$173	\$218	\$233	\$300	1.2%
PT BW Cert	\$50	\$50	\$0	\$0	\$0	\$1	0.0%
PT CE Prov Approval	\$250	\$250	\$0	\$0	\$0	\$0	0.0%
Dup Lic/Wall Cert PT	\$50	\$50	\$1	\$1	\$1	\$1	0.0%
Verification of Lic PT	\$50	\$50	\$0	\$0	\$0	\$0	0.0%
Admin Fine and Citation PT	Various	Varies	\$8	\$16	\$9	\$8	0.1%
OSHP BVNPT		\$5	\$0	\$0	\$0	\$0	0.0%
FTB Cite and Fine Collection		n/a	\$6	\$1	\$13	\$8	0.0%
Over/Shorts Fees		n/a	\$0	\$0	\$0	\$0	0.0%
Copy Rec/Cert Let PT		n/a	\$0	\$0	\$0	\$0	0.0%
IV/BW/Combo Cert Fee	\$50	\$50	\$80	\$96	\$89	\$209	0.6%
Other Regulatory License and Permits			\$53	\$0	\$0	\$0	0.1%
Initial Lic VN	\$300	\$300	\$1,429	\$1,551	\$1,584	\$2,373	9.0%
App Fee-CA Graduate VN	\$300	\$300	\$1,402	\$1,470	\$1,455	\$2,062	8.3%
Re-Exam Fee VN	\$150	\$300	\$883	\$1,078	\$1,058	\$1,544	5.9%
VN IV/BW Course Provider	\$150	\$250	\$5	\$5	\$4	\$5	0.0%
VN CE Prov Approval		\$250	\$2	\$3	\$2	\$2	0.0%
Initial Lic PT	\$300	\$300	\$83	\$70	\$53	\$80	0.4%

App Fee-CA Graduate PT	\$345	\$345	\$94	\$96	\$79	\$112	0.5%
Re-Exam Fee PT	\$345	\$345	\$64	\$61	\$48	\$58	0.3%
PT BW CE Prov Approval		\$250	\$0	\$0	\$0	\$0	0.0%
PT Interim Permit	\$50	\$50	\$0	\$0	\$0	\$0	0.0%
Refunded Reimbursements		n/a	-\$2	-\$6	-\$8	-\$9	0.0%
Over/Short Fees		n/a	\$0	\$0	\$0	\$0	0.0%
Suspended Revenue		n/a	\$9	\$1	\$4	\$5	0.0%
Prior Year Revenue Adjustment		n/a	-\$54	-\$15	-\$10	-\$7	-0.1%
App Fee-Endorsement PT	\$300	\$300	\$0	\$1	\$0	\$1	0.0%
App Fee-Equivalency Pt	\$375	\$375	\$7	\$7	\$6	\$4	0.0%
App Fee-Equivalency VN	\$330	\$330	\$341	\$430	\$462	\$498	2.2%
App Fee-Endorsement VN	\$300	\$300	\$127	\$223	\$306	\$255	1.2%
VN Program Initial App	\$5,000	\$5,000	\$0	\$0	\$110	\$55	0.2%
VN Program Final Approval	\$15,000	\$15,000	\$0	\$0	\$0	\$90	0.1%
VN Program Expedite Approval	\$5,000	\$5,000	\$0	\$0	\$0	\$20	0.0%
Misc Serv To Public General		n/a	\$0	\$0	\$0	\$1	0.0%
Investment Income - Surplus Money Investments		n/a	\$162	\$35	\$21	\$160	0.5%
Escheat Unclaimed Checks, Warrants, Bonds, and Coupons		n/a	\$5	\$4	\$1	\$0	0.0%
Canceled Warrants Revenue		n/a	\$11	\$5	\$6	\$6	0.0%
Canceled Warrants Expenditures		n/a	\$0	\$1	\$0	\$0	0.0%
Misc Revenue		n/a	\$0	\$0	\$0	\$0	0.0%
Dishonored Check Fee		n/a	\$1	\$1	\$1	\$1	0.0%
Misc Revenue FTB Collection		n/a	\$1	\$0	\$1	\$1	0.0%
Settlements and Judgments - Other		n/a	\$0	\$15	\$0	\$0	0.0%
Renewal Fees			\$17	\$0	\$0	\$0	0.0%
Biennial Renewal VN	\$300	\$300	\$10,553	\$10,965	\$10,926	\$13,743	60.0%
Reinstate Fee VN	Variable	Varies	\$1	\$2	\$6	\$5	0.0%

VN CE Prov Renewal		\$250	\$2	\$4	\$3	\$6	0.0%
Biennial Renewal PT	\$300	\$300	\$878	\$981	\$971	\$1,179	5.2%
Reinstate Fee PT	Various	Varies	\$0	\$1	\$0	\$0	0.0%
PT CE Prov Renewal		\$250	\$1	\$0	\$1	\$1	0.0%
PT BW Course Prov Renewal	\$250	\$250	\$0	\$1	\$0	\$1	0.0%
Over/Short Fees Renewals		n/a	\$0	\$0	\$0	\$0	0.0%
Refunds		n/a	\$1	\$0	\$0	\$0	0.0%
VN IV/BW Course Prov Renewal	\$250	\$250	\$9	\$5	\$9	\$11	0.0%
OSHP BVNPT		\$5	\$16	\$22	\$40	\$21	0.1%
VN Prog Continued Approval	\$5,000	\$5,000	\$0	\$0	\$80	\$135	0.3%
PT Prog Continued Approval	\$5,000	\$5,000	\$0	\$0	\$20	\$10	0.0%
Reimbursements-Private Sectors		n/a	\$1	\$0	\$0	\$0	0.0%
Fingerprint Reports		n/a	\$37	\$51	\$59	\$52	0.3%
Reimbursements - Other		n/a	\$0	\$0	\$0	\$0	0.0%
FTB Cost Recovery		n/a	\$6	\$0	\$29	\$38	0.1%
BVNPT Cost Recovery		n/a	\$223	\$266	\$285	\$274	1.4%
Total Revenue (in thousands)			\$16,968	\$18,038	\$18,289	\$23,686	\$76,981

13. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

Table 5. Budget Change Proposals (BCPs)

BCP ID #	Fiscal Year	Description of Purpose of BCP	Personnel Services				OE&E	
			# Staff Requested	# Staff Approved	\$ Requested	\$ Approved	\$ Requested	\$ Approved
1111-038-BCP-2020-GB	2020-21	Licensing staff Augmentation	1.5 NEC .5 PT II	1.5 NEC .5 PT II	\$225,000	\$225,000	\$50,000	\$50,000
1111-121-BCP-2022-GB	2022-23	Chapter 632 Statutes of 2021 (AB 1536)	2.0 NEC 1.0 AGPA	2.0 NEC 1.0 AGPA	\$450,000	\$450,000	\$75,000	\$75,000

Staffing Issues

14. Describe any board staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

Since the BVNPT's last Sunset Review, staff turnover in Licensing has increased. This may be attributed to several issues. First, the Program Technicians are considered entry level positions, and are among the lowest paid. Given that, it is common to see Program Technicians promoting in one year or less. Second, Program Technicians are generally assigned duties at BVNPT that cannot be performed remotely, which also contributes to lack of interest or quick turnaround.

Finally, the changes in minimum qualifications for classifications like Staff Service Analysts have led many individuals to seek eligibility and apply for those higher paid positions, rather than Program Technicians. The recent state employee contract agreements created special salary adjustments, which may alleviate this problem.

The BVNPT's historic recruitment and retention challenges for Nursing Education Consultants (NEC) have improved since the last Sunset Review. NEC positions are notoriously difficult to fill as the experience and skills needed are unusual combinations. In many cases, the individuals most prepared for this work are directors and senior leaders at the schools BVNPT regulates, and which pay sometimes nearly twice as much as the State pays. As above, though, the new contracts created a special salary adjustment for the NECs.

The 2021 Sunset legislation authorized the BVNPT to add two NECs and one AGPA as limited term employees, and while the recruitment and hiring processes were lengthy, the Education Division is now at full strength: eight NECs, two AGPAs and one Program Technician, reporting to a Supervising Nursing Education Consultant. Much of the credit for the successful rebuilding of the Education Division goes to the vision, leadership and tireless work of the new Supervising Nursing Education Consultant, Beth DeYoung. Ms. DeYoung had served as an NEC for more than five years, and in 2019, stepped into a team leadership role under SNEC Marie Cordeiro, who retired from the BVNPT in the summer of 2022.

Enforcement Division Chief Antoinette Wood, who joined the BVNPT staff in 2020, painstakingly reviewed and analyzed the workload and the workforce of the Enforcement units and employees. Over the past three years, Ms. Wood developed a nimbler staffing structure, which not only ensures that the appropriate classifications were assigned the appropriate duties, it created potential annual savings. This effort was coupled with an analysis of the changing trends in caseloads, which allowed the Division to move some positions to other units to accommodate changing caseloads. Additionally, regular and routine audits and more management oversight has helped ensure that the BVNPT's case aging and backlogs did not see any undue increases. Last, the reassignment of cases from

the Division of Investigation (DOI) to the in-house special investigators has also improved the Division's efficiency. At this writing, the total savings to the board resulting from these changes has been approximately \$600,000. The Enforcement Division also created a [Knowledge Transfer plan](#), and the [Enforcement Division Overview](#) to handle concerns about succession planning and retention concerns.

In the summer of 2022, former Assistant Executive Officer (AEO) Vicki Lyman retired from state service. With the assistance of the DCA Office of Human Resources, the BVNPT hired an extremely qualified AEO, Mr. Mark Ito, who had been serving as the Executive Director at the Board of Osteopathic Medicine, and whose career had begun at the BVNPT many years earlier. Mr. Ito was able to join BVNPT in September of 2022.

Like many state entities, the BVNPT is experiencing salary compaction issues which have required changes in reporting relationships and created redundancies and possible communication gaps. For example, the Supervising Special Investigator (SSI) earns a higher pay rate than the Staff Service Manager II, who is the BVNPT's Enforcement Chief and hence, cannot report directly to the Chief. Until the Board can develop and implement a permanent structural solution, the SSI reports to the Assistant Executive Officer, which adds a significant amount of work for the AEO.

Finally, the BVNPT has not yet discussed a Succession Planning manual for the Executive Officer. The current Executive Officer has no immediate plans to retire or change employment and serves at the pleasure of the Board, and in the event of an unplanned vacancy, the AEO, Enforcement Chief, and SNEC would all be able to lead the Board in an interim capacity. The National Council for State Boards of Nursing (NCSBN) has published an EO succession planning manual, but it is quite outdated, and does not address the specifics of California and the BVNPT. The Board should develop an EO Succession Planning Manual as soon as is practicable.

15. Describe the board's staff development efforts and total spent annually on staff development.

The Board does not have an annual budget for staff development; however, it has a modest annual budget of \$12,000 for training. The Board prioritized staff development in both internal and external trainings. For example, the Board has spent over \$1,800 on the Office of Administrative Law 3-day Rulemaking Course; over \$3,800 with the Counsel on Licensure, Enforcement, and Regulation's National Certified Investigator and Inspector Training Programs; over \$300 has been spent on staff CPR and AED certification trainings; and over \$4000 has been spent with CalHR's California Leadership Academy for Supervisor Development. The NCSBN convenes two trainings each year for specialized nursing board investigators, and BVNPT has sent at least two team members to these training each year.

In addition to the external trainings, Board management encourages staff to utilize the DCA LMS opportunities whenever feasible. To advance camaraderie, activities such as an

annual Holiday Lunch, occasional “socials” and Staff Appreciation Day(s) are hosted by management and partially offset by fundraising.

**Section 3 –
Licensing Division**

16. What are the board’s performance targets/expectations for its licensing¹ program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

The performance targets and expectations for licensing programs is four to six weeks. Since the BVNPT processes both online and in-house applications, the online applications are processed quickly and usually have fewer deficiencies. Currently, we are exceeding expectations and processing both in-house and online applications in two weeks or less except for equivalency applications, discussed in the next section.

Vocational Nurse Applications (in days)			
Fiscal Year	VN School Apps	VN Equivalency Apps	VN Endorsement Apps
2019-20	10	232	75
2020-21	10	209	87
2021-22	9	87	83
2022-23	9	79	95

Psychiatric Technician Applications (in days)			
Fiscal Year	PT School Apps	PT Equivalency Apps	PT Endorsement Apps
2019-20	27	25	N/A
2020-21	16	493	N/A
2021-22	8	342	N/A
2022-23	10	187	N/A

Initial Licensure (in days)		
Fiscal Year	VN Initial Licensure	PT Initial Licensure
2019-20	3	6
2020-21	3	2
2021-22	3	3
2022-23	2	2

¹ The term “license” in this document includes a license certificate or registration.

17. Describe any increase or decrease in the board's average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the board to address them? What are the performance barriers and what improvement plans are in place? What has the board done and what is the board going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

VN Equivalency applications continue to be the BVNPT's chief licensing obstacle. Equivalency applications are submitted by individuals who are attempting to qualify for the licensure examination using education and experience, or a combination of education and experience, equivalent to that acquired in an approved school of vocational nursing. Equivalency applications can be complex, lending itself to long processing times due, in part, to the required documentation and the amount of time required to analyze the documentation. There can be a great deal of back-and-forth between the analyst and applicant and/or related third parties communicating application deficiencies and requirements. For example, foreign nursing school transcripts must be evaluated by a nationally accredited credentialing agency, such as the Commission of Graduates of Foreign Nursing Schools (CGFNS), to determine program equivalency and employment experience documentation is painstakingly analyzed to assess the content and depth of the applicant's experience and training compared to the training and education acquired in an approved school of vocational nursing.

The lengthiest processing times typically involve applicants who are attempting to use equivalent experience to qualify for the licensure examination. The laws and regulations are quite clear for these applicants, but it often takes more than a year, if at all, for applicants to provide adequate documentation to determine if they have sufficient nursing experience that encompasses the breadth and depth of experience equivalent to that performed by the licensed vocational nurse. It is paramount that nursing experience documentation is submitted accurately and completely and is thoroughly evaluated for BVNPT to maintain their mission to protect the public by licensing qualified and competent vocational nurses and psychiatric technicians.

The equivalency application method, while time consuming, provides a crucial career path to individuals who did not take a traditional route to obtaining a license. The BVNPT supports maintaining this access for licensure, but by necessity, must ensure the veracity and accuracy of all documents submitted by or on behalf of and applicant before an application may be approved. Recent rises in allegations of fraud and misleading advertisements underscore that necessity.

18. How many licenses or registrations has the board denied over the past four years based on criminal history that is determined to be substantially related to the qualifications, functions, or duties of the profession, pursuant to BPC § 480? Please provide a breakdown of each instance of denial and the acts the board determined were substantially related.

Table 6. Licensee Population					
		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Vocational Nurse	Active	106,444	107,989	106,500	108,905
	Inactive	2,443	2,438	2,525	2,424
	Delinquent	23,830	23,974	23,413	24,300
	Out of State	15,058	15,737	7,634	8,098
	Out of Country	79	64	48	40
Psychiatric Technician	Active	9,194	8,970	8,819	8,671
	Inactive	311	304	307	306
	Delinquent	1,948	1,875	1,808	1,843
	Out of State	760	678	227	237
	Out of Country	5	5	4	4

*Note: 'Out of State' and 'Out of Country' are two mutually exclusive categories. A licensee should not be counted in both. **Not Tracked during this period*

Table 7a. Licensing Data Vocational Nurses									
Type		Received	Approved	Abandoned	Pending Applications			Cycle Times	
					Total (Close of FY)	Outside Board control*	Within Board control*	Complete Apps (Days)	Incomplete Apps (Days)
FY 2020-21	Exam	8,324	7,913	923	2,909	**	**	10	104
	Endorsement	1,021	663	54	**	**	**	10	104
	License	8,071	7,704	54	709	**	**	2	102
	Renewal	49,494	49,591	91	30,293	**	**	2	N/A
FY 2021-22	Exam	8,864	7,684	1,654	2,517	**	**	9	90
	Endorsement	1,396	1,083	79	**	**	**	11	103
	License	9,088	8,299	277	947	**	**	2	103
	Renewal	55,394	49,065	5,306	30,663	**	**	1	N/A
FY 2022-23	Exam	8,944	8,497	815	2,045	535	1,510	8	78
	Endorsement	905	764	211	1192	226	966	10	120

Table 7a. Licensing Data Vocational Nurses

	License	8,389	8,403	0	96	2	94	1	15
	Renewal	50,081	50,038	71	31,907	**	**	1	N/A

* Outside Board Control are deficient applications that have been worked by staff. Within Board control are applications that have not been processed.

**Not Tracked during this period

***Inaccuracies in marking applications deficient inflates the completed applications processing times

Table 7a. Licensing Data Psychiatric Technicians

Type	Received	Approved	Abandoned	Pending Applications			Cycle Times		
				Total (Close of FY)	Outside Board control*	Within Board control*	Complete Apps (Days)	Incomplete Apps (Days)	
FY 2020-21	Exam	387	366	21	82	**	**	14	84
	License	322	321	0	5	**	**	1	N/A
	Renewal	4,413	4,421	8	2,597	**	**	1	N/A
FY 2021-22	Exam	357	304	61	78	**	**	6	65
	License	249	241	9	5	**	**	1	18
	Renewal	4,833	4,329	507	2,494	**	**	1	N/A
FY 2022-23	Exam	357	348	26	89	11	78	9	57
	License	291	293	0	1	0	1	1	14
	Renewal	4,288	4,288	2	2,539	**	**	1	N/A

* Outside Board Control are deficient applications that have been worked by staff. Within Board control are applications that have not been processed.

**Not Tracked during this period

***Inaccuracies in marking applications deficient inflates the completed applications processing times.

Table 7b. License Denial

	FY 2020-21	FY 2021-22	FY 2022-23
License Applications Denied (no hearing requested)	22	17	24
SOIs Filed	13	22	9
Average Days to File SOI (from request for hearing to SOI)	4	13	5

filed)			
SOIs Declined	2	0	0
SOIs Withdrawn	3	1	1
SOIs Dismissed (license granted)	1	1	0
License Issued with Probation / Probationary License Issued	5	8	4
Average Days to Complete (from SOI filing to outcome)	281	141	179

19. How does the board verify information provided by the applicant?

The BVNPT relies on a combination of documents supplied by applicants and primary source documents submitted by third parties. The third-party documents include receipt of signed/sealed official transcripts or records of nursing programs, secured server online verification of examination results from national test vendors, and secured server fingerprint results transmitted from the Department of Justice.

Staff verifies that documents submitted in hardcopy are true, accurate and legal by:

- Ensuring the envelopes for transcripts sent by the institution are received directly from the institution, sealed, and marked official.
- Reviewing the package for foreign credential evaluations to ensure the document was received directly from the foreign credentialing evaluation service, appropriately sealed, and contains all supporting documentation.
- Reviewing work experience verification forms to ensure that the signature and work experience verification information included on the forms are original (not a photocopy) and contacting the employer and supervisor to verify the accuracy of the information provided on the form and confirming that the form was completed and signed by the supervisor and not the applicant.

a. What process does the board use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant? Has the board denied any licenses over the last four years based on the applicant’s failure to disclose information on the application, including failure to self-disclose criminal history? If so, how many times and for what types of crimes (please be specific)?

The BVNPT requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check. All applicants are required to complete a live-scan or a manual fingerprint card. A license is not issued until the Board receives the background information from DOJ.

Over the last four years, the BVNPT has not denied an application based solely on the applicant’s failure to disclose information on the application for licensure. Due to AB 2138, the BVNPT no longer requires the disclosure of criminal information in the application but does still require the disclosure of other board discipline.

When the BVNPT receives an application where the applicant has failed to disclose other Board discipline, the Board requests the submission of a written explanation detailing the events of the underlying incident. At this time, the applicant is encouraged to submit any evidence of mitigation or rehabilitation, to ensure all facts are reviewed prior to a decision being made.

Upon review of all these documents, including the certified discipline records, at least two of the Board Enforcement Division management team reviews the application and determines if the application may be approved without restriction. Should the initial two managers not agree, there will be a review conducted by the Enforcement Division Chief (if they were not one of the two initial managers conducting the review) and possibly the Attorney General's Office.

It should be noted that the failure to disclose may be used as an aggravating factor, if warranted, in support of a denial if the decision is appealed and goes to the Attorney General's Office, but it will only be used in instances where the underlying conduct itself warrants the denial of licensure.

The Board's current data system does not contain the data necessary to give a count of applications where failure to disclose was used as an aggravating factor in the denial of the application.

b. Does the board fingerprint all applicants?

The BVNPT requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check. All applicants are required to complete a live-scan or a manual fingerprint card. A license is not issued until the Board receives the background information from DOJ.

c. Have all current licensees been fingerprinted? If not, explain.

The Board began requiring fingerprints from all applicants for licensure effective January 1, 1998. For licensees that were not previously fingerprinted, the Board's regulations were amended to require licensees whose licenses expired on or after April 1, 2009, to submit a complete set of fingerprints for processing as a condition of license renewal.

d. Is there a national databank relating to disciplinary actions? Does the board check the national databank prior to issuing a license? Renewing a license?

The Board uses NURSIS for applicants who are applying for a license by endorsement of an out-of-state application. NURSIS is a comprehensive electronic information system that includes the collection and storage of a nurse's personal information, licensing information, disciplinary information, and license verifications. NURSIS is the only national database for verification of nurse licensure, discipline, and practice

privileges for VNs, and is available to member boards of the National Council of State Boards of Nursing (NCSBN).

The BVNPT does not check NURSYS for non-endorsement applicants or license renewals. The application and renewal forms include questions inquiring whether they have had any license disciplined by a government agency. If they answer yes, the application or renewal is sent to the Enforcement Division for investigation.

e. Does the board require primary source documentation?

The Board requires primary source documentation. All diplomas and transcripts must be original documents submitted from the issuing institution. Primary source documentation also assists the BVNPT in determining if the applicant has been truthful in the application process, since the documentation submitted is compared to the information the applicant provided on the application. To avoid the potential submission of fraudulent documents, the BVNPT does not accept school transcripts from the applicant.

Transcripts received in a language other than English will also require a certified English-Language translation completed either by the school or by an independent professional translator who is not related to the applicant. The BVNPT may require that foreign transcripts be sent to either the Commission of Graduates of Foreign Nursing Schools (CGFNS) for a credential evaluation services professional report or to other National Association of Credential Evaluation Services (NACES) members for evaluation reports. These reports verify the school's accreditation and determine if the degree is equivalent to a nursing program in the United States.

20. Describe the board's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

To be eligible for licensure in California, persons possessing either the education or the experience, or any combination of both the education and the experience, equivalent to that acquired in an approved school of vocational nursing may be licensed as a vocational nurse, provided that he or she successfully demonstrates to the BVNPT that he or she possesses the necessary qualifications and successfully passes the examinations or tests as may, from time to time, be required (BPC section 2873).

The legal requirement to qualify applicants who have completed a course in a US vocational or practical nursing program outside California is that the program and school must be accredited by the Board of Nursing in the US State or Territory in which it is located.

A VN applicant who is already licensed by a similar board in another US State or Territory shall be eligible for licensure without examination, provided that the applicant meets the requirements for licensure:

- Presents satisfactory proof of a current and valid license as a VN or Licensed Practical Nurse, or in an equivalent capacity, by another United States State or Territory; **and**
- Took the NLN State Board Test Pool Examination for Practical Nurses or the NCLEX-PN and passed said examination with a score equal to or above the minimum passing score required by the Board for said exam.

A VN applicant, who is already licensed by a similar board in another country, completed a course of study in another country, or completed a partial course of study and work experience is required to meet the same criteria as any other United States equivalency applicant. As the NCLEX-PN is not currently administered for licensure by any other country, these applicants are required to have their education and work experience requirements evaluated for equivalency to the California VN requirements and then to successfully complete the examination to be eligible for licensure.

A PT applicant who is already licensed by a similar board in another state shall be eligible for licensure without examination provided that the applicant meets all the requirements for licensure:

- Presents satisfactory proof of a current and valid license as a PT in that state; and
- Took the California PT Licensure Examination and passed said examination with a score equal to or above the minimum passing score required by the Board for said examination. (Note: Arkansas administered the California constructed licensure examination to its PT applicants.)

Only three other states license PTs like California; Colorado, Arkansas, and Kansas. There is no national examination.

A PT applicant who is already licensed by a similar board in another country or US State and has not passed the California PT Licensure Examination is required to meet the same criteria as any other California equivalency applicant. As the California PT Licensure Examination is not currently administered in any foreign country, these applicants are required to successfully complete the examination to be eligible for licensure.

A PT applicant who is not licensed and who has completed a course of study in another country or US State or completed a partial course of study and work experience is required to meet the same criteria as any other California PT equivalency applicant. These applicants are required to have their education and work experience requirements evaluated for equivalency to the California PT requirements and then to successfully complete the examination to be eligible for licensure.

21. Describe the board's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

BPC section 2873.5 established authority for the BVNPT to consider United States military education, training, and experience for licensing or credentialing requirements, including college credit equivalency. For consideration of military equivalency, the applicant must have served on active duty in the medical corps of any of the armed forces. For the VN, the applicant must have no less than 12 months rendering bedside patient care. In addition, the applicant must have completed the basic course of instruction in nursing required by the applicant's branch of the armed forces under honorable conditions.

For the PT, the applicant must have no less than 12 months rendering bedside patient care. At least six months of the 12 months must be in a military clinical facility while active duty rendering care to clients with neuropsychiatric or mental disorders. The other six months must be in either a military or civilian clinical facility rendering bedside care to clients with developmental disabilities.

In addition, the PT applicant must have completed two basic courses of instruction. The first requirement is successful completion of the basic course of instruction involving neuropsychiatric or mental disorders nursing in the applicant's branch of the Armed Forces.

The second requirement is successful completion of a course of instruction taken either in the Armed Forces or an accredited school concerning the care of the developmentally disabled client. Consistent with BPC section 4511, evaluating qualifications the BVNPT defines inpatient bedside work experience as "performance of direct patient care functions provided throughout the patient's stay that encompass the breadth and depth of experience equivalent to that performed by the psychiatric technician."

Military applicants must submit the Record of Military Service Form, copies of military or civilian service evaluations to verify the inpatient bedside work experience, transcripts or certificates showing completion of an armed forces course involving neuropsychiatric nursing and an armed forces or civilian course from an approved school in the care of the developmentally disabled, documentation of an honorable discharge (DD214), and all required application forms and documents.

a. Does the board identify or track applicants who are veterans? If not, when does the board expect to be compliant with BPC § 114.5?

Yes. The VN and PT applications have a check box for veterans. The BreEZe system has a component built into online application and requests this information.

b. How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the board?

The BVNPT received the following military education, training, or experience for licensing requirements:

Military Applications				
Fiscal Year	VN Applications	PT Applications	VN Approved	PT Approved
2019-20	95	1	65	0
2020-21	143	2	90	1
2021-22	160	0	104	0
2022-23	124	1	88	0

c. What regulatory changes has the board made to bring it into conformance with BPC § 35?

The BVNPT is compliant with BPC section 35.

d. How many licensees has the board waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on board revenues?

The BVNPT waived fees for seven VN licensees and zero PT licensees in fiscal year 2018-19 for a total of \$1,540. This did not significantly impact revenue.

e. How many applications has the board expedited pursuant to BPC § 115.5?

Since the effective date of BPC §115.5 the BVNPT expedited the following:

- Military spouses - 25

22. Does the board send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

Yes, the BVNPT sends No Longer Interested (NLI) notifications to DOJ when a license is cancelled, surrendered, or revoked, and when an application is abandoned. The NLI notifications are either faxed or mailed to DOJ, depending on the number of NLIs submitted. The BVNPT does not have a backlog of NLI notifications.

Examinations

Table 8. Examination Data ²				
California Examination (include multiple language if any):				
License Type		PSYCHIATRIC TECHNICIAN		
Exam Title		CALIFORNIA PSYCHIATRIC TECHNICIAN LICENSING EXAMINATION (CAPTLE)		
FY 2019/20	Number of Candidates			523

	Overall Pass %			68%
	Overall Fail %			42%
FY 2020/21	Number of Candidates			506
	Overall Pass %			63%
FY 2021/22	Overall Fail %			45%
	Number of Candidates			402
FY 2022/23	Overall Pass %			60%
	Overall Fail %			50%
FY 2022/23	Number of Candidates			438
	Overall Pass %			64%
	Overall Fail %			47%
	Date of Last OA			2019
	Name of OA Developer			DCA OPES
	Target OA Date			2024
National Examination (include multiple language if any):				
	License Type	VOCATIONAL NURSE		
	Exam Title	NATIONAL COUNCIL LICENSURE EXAMINATION-PRACTICAL NURSES (NCLEX-PN)		
FY 2019/20	Number of Candidates			7,676
	Overall Pass %			74%
	Overall Fail %			36%
FY 2020/21	Number of Candidates			8,702
	Overall Pass %			70%
	Overall Fail %			45%
FY 2021/22	Number of Candidates			8,326
	Overall Pass %			69%
	Overall Fail %			45%
FY 2022/23	Number of Candidates			9,261
	Overall Pass %			76%
	Overall Fail %			42%
	Date of Last OA			N/A
	Name of OA Developer			NCSBN
	Target OA Date			N/A
¹ This table includes all exams for all license types as well as the pass/fail rate. Include as many examination types as necessary to ll license types.				
*Percentages do not total 100% due to duplicate examination attempts.				

23. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required? Are examinations offered in a language other than English?

The National Council of State Boards of Nursing, Inc. (NCSBN) develops and administers the VN licensure examination; the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Board uses this national examination to test entry-level nursing competence of candidates for licensure as Practical/Vocational Nurses. The NCLEX examinations are computerized adaptive tests and offered only in the English language. The examination for PTs is hosted by a national examination vendor, PSI, Incorporated. This is a California-specific examination and offered only in the English language.

The NCLEX-PN Next Generation (NGN) launched on April 1, 2023 to better measure nursing candidates' clinical judgment and decision-making abilities through the use of innovative item types. The need to measure this stemmed from information gathered during the 2013-2014 NCSBN Strategic Practice Analysis, which showed newly licensed nurses are increasingly expected to make complex decisions while caring for patients. The BVNPT worked with Program Directors for approximately a year beforehand to prepare them for the transition. So far, there has not been a large change in exam passage.

24. What are pass rates for first time vs. retakes in the past 4 fiscal years? Are pass rates collected for examinations offered in a language other than English?

See Table 8. Neither licensing examination is available in a language other than English.

25. Is the board using computer-based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

Yes, the BVNPT, via its third-party vendors, uses computer-based examinations for both the VN and PT examinations.

For the NCLEX-PN® examination, Pearson Vue (the contracted administrator) uses adaptive testing. Every time an applicant answers an item, the computer re-estimates the applicant's ability based on all the previous answers and the difficulty of those items. The computer then selects the next item that the applicant should have a 50 percent chance of answering correctly.

With each item answered, the computer's estimate of the applicant's ability becomes more precise. This way, the next item should not be too easy or too hard. The computer's goal is to get as much information as possible about the applicant's true ability level. The applicant should find each item challenging as each item is targeted to the applicant's ability.

The computer decides whether an applicant passes or fails the NCLEX-PN® using one of three rules:

- Ninety-five percent Confidence Interval Rule

- This rule is the most common for NCLEX-PN® candidates. The computer will stop giving items when it is 95 percent certain that the applicant's is clearly above or clearly below the passing standard.
- [Maximum-Length Exam Rule](#)
 - When the candidate's ability is very close to the passing standard, the computer continues to give items until the maximum number of items is reached. At this point, the computer disregards the 95 percent confidence rule and decides whether the applicant passes or fails by their final ability estimate.
 - If the applicant's ability estimate is above the passing standard, the applicant passes.
 - If the applicant's final ability is at or below the passing standard, the applicant fails.
- [Run-out-of-time \(R.O.O.T.\) Rule](#)
 - When the applicant runs out of time before reaching the maximum number of items, the computer has not been able to decide whether the applicant passed or failed with 95 percent certainty and must use an alternate rule.
 - If the applicant has not answered the minimum number of items, the applicant fails.
 - If the applicant has at least answered the minimum number of items, the computer reviews the applicant's last 60 ability estimates:
 - If the applicant's last 60 ability estimates were above the passing standard, the applicant passes.
 - If the applicant's ability dropped below the passing standard, even once, during your last 60 items, the applicant fails. This does not mean the applicant must answer the last 60 items correctly. Each ability estimate is based on all the previous items the applicant has answered.

The California Psychiatric Technician Licensing Examination (CAPTLE) is not adaptive testing. All applicants answer a standard number of questions.

Pearson Vue offers the NCLEX-PN® examination nationwide and in some international locations Monday through Friday. PSI offers the PT examination in 20+ sites in California, Monday through Friday with evening appointments available.

26. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe.

No.

27. When did the Board last conduct an occupational analysis that validated the requirement for a California-specific examination? When does the Board plan to revisit this issue? Has the Board identified any reason to update, revise, or eliminate its current California-specific examination?

The DCA Office of Professional Examination Services (OPES) produced an Occupational Analysis in late 2019, and because the Board's bandwidth was severely constricted during the pandemic, the Board never had an official review and discussion. The BVNPT contracted with OPES for a new one, hopefully in 2024. In addition, OPES assists the Board with regular reviews and item writing sessions for the California Psychiatric Technician Licensing Examination (CAPTLE), utilizing the BVNPT's subject matter experts.

School Approvals

28. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the board work with BPPE in the school approval process?

Vocational Nursing (VN) and Psychiatric Technician (PT) schools or programs are initially approved by the Board of Vocational Nursing and Psychiatric Technicians (Board), based on reports prepared by the BVNPT's Nursing Education Consultants (NECs) after the NECs have worked with the applicants to develop and verify all the required documents, secure all necessary resources, and inspected the schools either through paper surveys, site visits or both. This process has been in effect since June 27, 2022, and was implemented pursuant to emergency regulations adopted under the authority set forth in BPC sections 2881.2 and 4531.1, which were enacted through the Board's prior Sunset legislation (SB 1536 – Stats. 2021, Ch. 632). The Board has re-adopted the emergency regulations effective June 22, 2023 with an expiration date of June 22, 2024 at California Code of Regulations (CCR), title 16, sections 2525, 2526, 2537.2, 2580, 2581, and 2590.2.

The Board's current emergency regulations set the following minimum requirements:

- The content of the Letter of Intent document (the document that begins the approval process for a new school) and the required format for submission;
- The method and process for notifying a school or program of the next steps in the Board's approval process;
- The form and method of submitting a completed application, including required forms and fee;
- The method and process for notifying a school or program when its initial application is complete and the "good cause" criteria for requesting an extension to complete the application;
- Grounds for denying an application (initial or continuing), including for noncompliance with the Board's regulations and on grounds specified in section 480 of the Business and Professions Code (substantially-related criminal convictions, disciplinary action by another state board, knowingly false statements on the application);
- The procedures for notifying an institution of the action taken on the initial application;

- The process for submitting the final approval fee and an invoice for the reasonable costs incurred by the Board in the approval process for the institution;
- The standards for notifying the Board of any material change in circumstances affecting any information contained in any application or submitted in support of any application;
- The method for determining when an approval will expire and the steps the school or program would need to take to apply for continuing approval;
- The form and method for submitting a continuing approval application, including required forms and fee;
- The method and process for notifying a school or program when its continuing approval application is complete, and,
- Alternate student criteria if the school or program elects to admit alternate students to its program.

These regulations also adopted a new fee schedule for applicants and approved schools of vocational nursing or for the preparation of psychiatric technicians, as follows:

- Initial application fee of \$5,000;
- Final approval fee of \$15,000 unless the institution is entitled to a decrease in fees due to actual costs being less proportionate to the actual costs associated with that school or program, or due to affiliation with another Board-approved school or program;
- Final approval fee of \$5,000 for any applicant providing documentation of its affiliation with another approved school or program. Such documentation would include proof of a formal collaborative agreement between the applicant institution and an approved school or program that is in good standing as specified;
- The method for calculating the initial determination by the Board for the reasonable costs for providing oversight and review of an institution;
- The method and documentation requirements for calculating a reduction in fees to \$2,500 for schools or programs experiencing a reduction in state funding resulting in reduced enrollment; and,
- The process the Board uses to provide a school or program a fee payment statement that shows the Board's initial determination of the reasonable costs for providing oversight and review for the school or program's continuing approval application.

Subsequently, the Board has worked to make the emergency regulations permanent through the certificate of compliance process in the Administrative Procedure Act at Government Code section 11346.1. Since adoption of the original emergency regulations

in June 2022, the Board has provided numerous webinars to inform prospective applicants of the application and regulatory process.

For Vocational Nursing Schools

The laws for approving schools of vocational nursing are contained in Article 4 (commencing with BPC section 2880) of the Vocational Nursing Practice Act. BPC section 2880 requires the Board to prepare and maintain a list of approved schools of vocational nursing in this state whose graduates, if they have the necessary qualifications, shall be eligible to apply for a license to practice vocational nursing in this state. An approved school of vocational nursing is one which gives a course of instruction in vocational nursing of not less than 1,530 hours or 50 semester units approved by the Board pursuant to BPC section 2882, whether the same be established by the State Board of Education, other educational institutions, or other public or private agencies or institutions and is affiliated or conducted in connection with one or more hospitals.

Per 16 CCR Section 2526

Each school or program shall apply to the Board for approval via a Letter of Intent form as specified and submit a completed initial application that includes required forms and a fee. The letter of intent and initial applications must contain written documentation prepared by the program director and shall include; philosophy of the program, conceptual framework, terminal objectives, feasibility narrative, title and general description of each course, clinical facility placement list, student services list, geographic narrative, curriculum objectives, course outlines, course objectives, instructional plan, remediation criteria, daily lesson plans, faculty qualifications, evaluation methodology for clinical facilities, evaluation methodology for curriculum, evaluation methodology for student progress and faculty meetings, admission criteria, screening and selection criteria, number of students requested, list of resources for provision of counseling and tutoring services for students, student policies (credit granting, attendance, grievance), organizational chart, proposed starting date, and evidence of program resources.

An institution may commence a new vocational nursing program upon Board approval. A Board representative shall complete an inspection or review prior to graduation of the initial class. A program shall not commence another class without prior Board approval. Approval will be granted by the Board when a vocational nursing program demonstrates that it meets all regulatory requirements. The approval period shall be for a term of four years and shall expire at 12 midnight four years from the date of issuance by the Board unless the Board grants continuing approval, or the approval period is extended. Continuing approval may be granted when the program demonstrates to the satisfaction of the Board that it is in full compliance with all requirements.

For Psychiatric Technician Schools

The laws for approving schools for the preparation of psychiatric technicians are contained in Article 4 (commencing with BPC section 4530) of the Psychiatric Technicians Law. BPC section 4530 requires the Board to prepare and maintain a list of approved schools which

offer an approved program for psychiatric technicians. Per BPC section 4531, the “course of instruction of an approved school shall consist of not less than the number of hours or semester units of instruction required for the other programs administered by the Board. The subjects of instruction shall include the principles of the care of the mentally and developmentally disabled. Clinical inpatient experience shall include the principles of the care of the mentally and the developmentally disabled. Clinical inpatient experience shall be an integral part of that prescribed or equivalent course of study and training. The experience shall be obtained in a state hospital, except where the Board finds that the requirement is not feasible due either to the distance of a state hospital from the school or the unavailability, as determined by the State Department of Developmental Services or the State Department of State Hospitals, or state hospital clinical training placements.”

Per BPC section 4532, “The board shall provide for the periodic inspection or review of all psychiatric technician schools in this state. Written reports of the inspection or review shall be made to the board, which shall then approve the psychiatric technician schools that meet the standards prescribe by it. If the board determines from a report that any approved school is not maintaining its prescribed standards, it shall immediately give the school a notice in writing specifying the defect. If the defect is not corrected the board shall, after written notice, remove the school from the approved list.”

Per 16 CCR section 2581

Each school or program shall apply to the Board for approval via a Letter of Intent form as specified and submit a completed initial application that includes required forms and a fee. The letter of intent and initial application forms must contain written documentation prepared by the program director and shall include; philosophy of the program, conceptual framework, terminal objectives, feasibility narrative, title and general description of each course, clinical facility placement list, student services list, geographic narrative, curriculum objectives, course outlines, course objectives, instructional plan, remediation criteria, daily lesson plans, faculty qualifications, evaluation methodology for clinical facilities, evaluation methodology for curriculum, evaluation methodology for student progress and faculty meetings, admission criteria, screening and selection criteria, number of students requested, resources for provision of counseling and tutoring services for students, student policies (credit granting, attendance, grievance), organizational chart, proposed starting date, and evidence of program resources.

An institution may commence a new psychiatric technician program upon Board approval. A Board representative shall complete an inspection or review prior to graduation of the initial class. A program shall not commence another class without prior Board approval. Approval will be granted by the Board when a psychiatric technician program demonstrates that it meets all regulatory requirements. The approval period shall be for a term of four years and shall expire at 12 midnight four years from the date of issuance by the Board unless the Board grants continuing approval, or the approval period is extended. Continuing approval may be granted when the program demonstrates to the satisfaction of the Board that it is in full compliance with all requirements.

The Role of the Bureau for Private Postsecondary Education (BPPE)

Before privately-owned schools can be approved by the Board to start a VN or PT program, they must be approved to operate in California by the Bureau for Private Postsecondary Education (BPPE). The Board's initial applications for vocational nursing schools and schools for the preparation of psychiatric technicians contain an application question that requires private postsecondary educational institutions ("schools") to submit a copy of the official document indicating current approval by the California Bureau for Private Postsecondary Education to operate the school. Schools may be approved to start a program without BPPE approval, but they will not be approved to start a class without the BPPE approval. This is necessary to confirm compliance with the institutional approval requirements contained in the California Private Postsecondary Education Act of 2009 (Education Code sections 94800 and following) and to allow the Board to investigate whether any disciplinary action has been taken by that agency as any such action may be grounds for denial of the application in accordance with BPC section 480.

The BVNPT informs program directors for privately-owned schools that each proposed VN or PT program must be approved by both the Board and BPPE. Conversely, BPPE informs schools applying for their approval for the purpose of beginning VN or PT programs that they must be approved by the Board prior to beginning a VN or PT program. If problems arise during either the Board approval process or the BPPE approval process, the appropriate representatives from the Board and BPPE consult and determine if formal investigation or other action by either or both entities should be taken.

The Board has a Memorandum of Understanding with the BPPE to share information regarding reports and violations at schools.

29. How many schools are approved by the board? How often are approved schools reviewed? Can the board remove its approval of a school?

California has 168 approved programs, 157 vocational nursing programs and 11 psychiatric technician programs. Each school or program is reviewed for continued program approval every four years. Of these programs, 102 are private, 44 are Community Colleges, and 22 are other public programs.

The BVNPT's program approval process improved dramatically since the 2021 Sunset Review. There is no longer a waiting list of proposed programs, and generally, new programs who apply through the new processes are fully approved in approximately one year.

Since holding Public Stakeholder Meeting and three online training sessions from October through November 2022 to present the new vocational nursing (VN) and psychiatric technician (PT) emergency regulations (see discussion above in response to Question No. 28) for the program application process for a new school or program, 24 proposed programs have submitted a Letter of Intent for Initial Approval of New School or Program. All 24 proposed programs are vocational nursing programs, 20 are private programs and

four are community colleges. Five of the 24 proposed programs have been approved to start a vocational nursing program. Nine of the 24 proposed programs who submitted a complete Letter of Intent without deficiencies have been assigned to an NEC and working toward program approval. One assigned program was removed from the proposed program list after a 90-day inactive period. The remaining nine proposed programs have not submitted all required documentation with the Letter of Intent.

Authority to Remove Board Approval for VN Schools:

BPC section 2883 provides:

“It shall be the duty of the board, through an official representative, to inspect or review all schools of vocational nursing in this state at such times as the board shall deem necessary. Written reports of the inspection or review shall be made to the board, which shall thereupon approve the schools of vocational nursing that meet the requirements provided by the board.

Upon receiving the report of the representative, if the board determines that any approved school of vocational nursing is not maintaining the standard required by the board, notice thereof in writing specifying the defect or defects shall be immediately given to the school. If the defects are not corrected within a reasonable time, the school of nursing may be removed from the approved list and notice thereof in writing given to it.:

Authority to Remove Board Approval for PT Schools:

BPC section 4532 provides:

“The board shall provide for the periodic inspection or review of all psychiatric technician schools in this state. Written reports of the inspection or review shall be made to the board, which shall then approve the psychiatric technician schools that meet the standards prescribed by it.

If the board determines from a report that any approved school is not maintaining its prescribed standards, it shall immediately give the school a notice in writing specifying the defect. If the defect is not corrected the board shall, after written notice, remove the school from the approved list.”

30. What are the board’s legal requirements regarding approval of international schools?

The Board has no legal authority to approve international schools.

Continuing Education/Competency Requirements

31. Describe the board’s continuing education/competency requirements, if any. Describe any changes made by the board since the last review.

a. How does the board verify CE or other competency requirements? Has the Board worked with the Department to receive primary source verification of CE completion through the Department's cloud?

Licensees must complete 30 contact hours of CE every two years to renew their license with an active status. The 30-hour CE requirement does not apply to the first license renewal following the initial issuance of a license. However, if the license has been delinquent for more than one complete renewal cycle (i.e., more than 24 months) then CE is required.

The competency requirements for courses must be related to the scientific knowledge and/or technical, manual skills required for VN and/or PT practice; related to direct and/or indirect client care; and provide learning experiences expected to enhance the knowledge of the VN or PT at a level above that required for initial licensure.

There have been no changes in the CE competency requirements since the last Sunset Report.

b. Does the board conduct CE audits of licensees? Describe the board's policy on CE audits.

The BVNPT is authorized, but not required, to conduct CE audits of licensees. In 2019, 2.5 percent of the monthly renewing population were selected for audit. The Board mailed a letter requesting all documents related to the licensee's CE for that renewal period. The licensee had 30 days to comply. If they did not comply, a second letter via certified mail was sent, requesting the CE documents be submitted within 15 days of the second notice. If the licensee did not comply with the second notice, the file was turned over to the Enforcement Division. The Enforcement Division notified the licensee via certified mail that they were receiving a citation and fine for non-compliance. This process was also followed for licensees who did not change their address and the letter was returned. It should be noted that neither statute nor regulation specifically require the BVNPT to initiate or maintain any type of CE audit.

c. What are consequences for failing a CE audit?

The consequences for failing a CE audit include the licensee not having updated knowledge on their profession and incurring a monetary fine. Using the process described above, the Enforcement Division mails the licensee a certified letter explaining the citation and fine process for non-compliance.

d. How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?

After BVNPT's CE Audit debacle of 2016, the Board embarked upon a carefully planned program, with a modest launch. After studying and planning a starting place, the Board

began audits on June 3, 2019, auditing 2.5 percent of the renewal population for that renewal cycle, or 116 VN and 10 PT audit letters per month.

The Enforcement Division issued the following citation and fines:

- Psychiatric Technicians (PTs): 5 (\$1,850 total)
- Vocational Nurses (VNs): 47 (\$18,700 total)

In 2020, CE audits were suspended per the Governor's Executive Order N-39-20 which included a temporary waiver of the continuing education requirement for individuals whose active licenses expired between March 31, 2020, and June 30, 2020.

The Board plans to recommence CE Audits in 2024.

e. What is the board's CE course approval policy?

As specified in California Code of Regulations, title 16, sections 2540.3 (VN) and 2592.3 (PT), the BVNPT is authorized to approve providers and their continuing education courses for VNs and PTs who meet minimum application requirements and standards for course content, learning experiences and objectives, instructor qualifications, advertising, issuance of certificates and records retention. Approval of a continuing education course provider may be withdrawn if the Board later discovers misrepresentation in an advertisement or in any information required by the Board in its regulations.

f. Who approves CE providers? Who approves CE courses? If the board approves them, what is the board application review process?

The NECs approve CE providers and their courses. Individuals seeking approval as course providers are required to complete an application that identifies the initial course to be offered. That course must:

- Be related to the scientific knowledge and/or technical, manual skills required for VN and/or PT practice;
- Be related to direct and/or indirect patient/client care; and
- Provide learning experiences expected to enhance the knowledge of the VN or PT at a level above that required for initial licensure.

Additionally, the NECs analyze and evaluate these elements of proposed courses:

- Course Description:
Pursuant to regulatory requirements, each course must be related to the practice of VNs and/or PTs.
- Learning Objectives:

Providers are required to identify objectives for the proposed course that are clearly stated in measurable terms. Such objectives specify the learning standards students are expected to meet upon course completion.

- **Course Hours:**

The Provider must specify the number of theory and clinical hours to be awarded upon successful completion of the proposed course.

- **Evaluation Methodology:**

Providers are required to include the methodology by which the course and students are evaluated.

Textbooks or Required References:

Providers are required to include the name of textbook or references material used for instruction of the course.

g. How many applications for CE providers and CE courses were received? How many were approved?

CE PROVIDERS			
Year	New	Renewals	Total
2020	42	35	77
2021	16	40	56
2022	25	44	69
2023*	43	31	74

CE COURSES			
Year	New	Renewals	Total
2020	12	12	24
2021	18	25	43
2022	17	20	37
2023*	5	18	23

IV/BW/IV-BW PROVIDERS			
Year	New	Renewals	Total
2020	102	83	185
2021	32	85	117
2022	38	90	128
2023*	83	182	265

- h. Does the board audit CE providers? If so, describe the board’s policy and process.**

The BVNPT does not audit CE providers.

- i. Describe the board’s effort, if any, to review its CE policy for purpose of moving toward performance-based assessments of the licensee’s continuing competence.**

The BVNPT has not reviewed the CE policy to move towards performance-based assessment of the licensee’s continuing competence. Prior to 2021, the absence of a full complement of NECs hindered any attempt to focus on changes to the CE policy. The priority of staff time and resources since the Sunset Review in 2021 has been focused upon the new program application and approval processes. This issue may be addressed in the future now that the BVNPT has a dedicated SNEC and a full complement of NECs, and the approval process has been well established in the community.

The Education Division clarified and modernized the IV/BW and CE information on our website by giving clear instructions of how to go through the process smoothly including the process to become a provider. We are also modernizing the forms to comply with ADA standards and to comply with statutory changes related to fees.

Table 8a. Continuing Education			
Type	Frequency of Renewal	Number of CE Hours Required Each Cycle	Percentage of Licensees Audited
Licensed Vocational Nurses	2 years	30	2.5 in FY 2019-20
Psychiatric Technicians	2 years	30	2.5 in FY 2019-20

Section 4 – Enforcement Program

- 32. What are the board’s performance targets/expectations for its enforcement program? Is the board meeting those expectations? If not, what is the board doing to improve performance?**

In May 2015, the BVNPT Enforcement Division implemented the use of performance measures as defined by the DCA’s [Consumer Protection Enforcement Initiative \(CPEI\)](#). The performance measures focus on effective and timely investigation of complaints and adjudication of disciplinary actions. DCA developed the performance measures as a

transparent system of performance measurement to facilitate stakeholder review of the Board’s progress toward meeting its enforcement goals and targets.

Since the 2019 Sunset Report, the BVNPT’s Enforcement Division has consistently met or exceeded the CPEI Performance Measurement targets in all established performance measures except for PM 4, average number of days to close cases transmitted to the Attorney General for formal disciplinary action. The staff has consistently worked with the Office of the Attorney General (OAG) to reduce the average cycle time for completion of these cases.

To support the continued improvement of case processing timeframes, the Enforcement Division implemented and expanded the Fast Track program with the OAG. Additionally, the Enforcement Division has been transmitting all formal discipline case referrals to the OAG using Cloud technology, which has a significant impact on several elements of the formal discipline process timeline, such as greater security of confidential case materials, improved case referral timelines, and decreased costs associated with transmission of formal discipline case referrals.

ENFORCEMENT DIVISION – PERFORMANCE MEASURES (IN DAYS)						
PERFORMANCE MEASURE	DESCRIPTION	TARGET AVERAGE	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
PM 2 Intake – Cycle Time	Average number of days from complaint receipt, to the date the complaint was closed or assigned to an investigator.	30	6	4	2	3
PM 3 Investigation – Cycle Time	Average number of days to complete the entire enforcement process for cases not transmitted to the Attorney General. (Includes intake and investigation).	360	237	231	207	169
PM 4 Formal Discipline – Cycle Time	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.).	540	785	847	787	754

PM 7 Probation Intake – Cycle Time	Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.	15	5	6	2	3
PM 8 Probation Violation Response – Cycle Time	Average number of days from the date of the violation of probation is reported, to the date the assigned monitor initiates appropriate action.	30	3	5	1	1

33. Explain trends in enforcement data and the board’s efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the board done and what is the board going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

The volume of enforcement investigations first assigned, closed, and pending at the close of the fiscal years remained consistent over the past three fiscal years. The Enforcement Division assigned an average of 2,045 cases to investigation and closed an average of 1874 cases by the close of each fiscal year. In addition, the number of investigations pending at the close of each fiscal year also remained consistent at an average of 1,002 cases, which is a drastic drop from the prior sunset reports average of 1,414.

More than 50 percent of the Enforcement Division investigation caseload is the reporting of arrests and/or convictions of applicants for licensure or licensees. A significant challenge in managing the processing timelines for these cases is the length of time between the arrest of the individual and the resolution of the matter in the criminal court system.

Strategic Plan

The Enforcement Division has been working on completing its portion of the BVNPT 2020-2025 Strategic Plan by working on several documents with the Enforcement Committee, as follows:

Outreach Plan

The BVNPT Enforcement Division created an [outreach plan](#) to ensure that licensees and applicants are educated prior to their inclusion in the enforcement process. The Enforcement Committee, who led this effort, is hopeful that this ensures consumer safety by having nurses and psychiatric technicians who understand what inappropriate behaviors are not acceptable and how to avoid them.

This outreach plan has successfully launched two Public Service Announcements (PSA). The first PSA, entitled [Mental Health in the Profession: Seeking Help and Knowing You're Not Alone](#), was created due to a noted increase in licensee mental health concerns during

the pandemic. The second PSA, entitled [Substance Abuse in the Profession](#), was created to address the noted increase in licensees diverting medication, and substance abuse related criminal cases.

Both PSAs are sent out on a routine basis, to all licensees and consumers whose email addresses are on file. The PSAs are also distributed around specific times of year, where they might best address the concerns. An example of this is sending out the Mental Health PSA out during the holidays, when more mental health stress may occur.

In addition to the two PSAs, the Enforcement Division created an email reminder to all licensees about the dangers of intoxicated driving. This was inspired by a noted increase in intoxicated driving arrests on and around major holidays and appears to have resulted in fewer criminal cases.

Both the PSAs and the intoxicated driving reminder have been shared with the Education Division's approved school programs so that the programs can better educate their students about these issues prior to entering the profession as licensees. The Enforcement Division Chief attends all the Education Division's Director Forums, to provide Program Directors and their staff with suggestions and examples with which they can educate their students on the enforcement process, and hopefully, how to avoid it.

Knowledge Transfer

The Enforcement Division management has worked to ensure that the Division staff has onboarding and ongoing training and education to create efficiencies and streamline processes. Enforcement Managers routinely work cases to determine if there are any barriers to case completion, find potential efficiencies, and to ensure that managers have a clear understanding of the work that they oversee to better train and direct their teams.

The Board approved the [Enforcement Division Knowledge Transfer Plan](#), which articulates the work to ensure that all staff are properly and fully trained. This plan also ensures that as new staff are hired, or staff who have significant programmatic knowledge leave, that there is not a knowledge loss.

Due to the high level of knowledge that is needed to be a successful Enforcement Division staff member, the [Enforcement Division Overview](#) discusses the work from a higher level, to create a general overview understanding.. This will assist staff in seeing the "bigger picture" and help them understand how important their portion of the work is to consumer safety.

Routine Audits of Staff Performance and Workflow of Case Closure

The Enforcement Division conducts a weekly review of open cases, their license status, and the last time the case was worked. For cases controlled by the Enforcement Division, there are specific timeline expectations for each of the units.

For the Intake and Enhanced Screening Unit, which handles lower-level complaints, staff are expected to "work" a case at least every thirty days, and have cases completed within

120 days of receipt of the case. Any cases not meeting this timeline are discussed with the specific staff member(s), their manager, and the Enforcement Division Chief.

For the Licensee Applicant Case Review Unit (LACRU), which handles criminal cases, it is expected that staff will “work” their cases every 30 days, which will include checking the court website or working with District Attorneys to determine if charges will be filed. Cases are routinely reviewed by the Enforcement Division Chief to determine if there are other means that the Division can use to expedite the cases.

Enforcement Committee

Equity Training

Recently, the Committee requested that the Division staff participate in an equity training to protect against unconscious bias that can directly affect underprivileged communities, and in healthcare, their health. The Committee wanted to ensure that the Enforcement Division “are making the right decisions about licensees and applicants, for the right reasons.”

The entire Enforcement Division took the unconscious bias training together, and there was excellent feedback about it from managers and staff. The training allowed everyone to discuss their unconscious biases and look at things from a new perspective.

Committee Support of Initiatives

The Enforcement Committee Chair, Ken Maxey has been incredibly supportive and helpful in creating initiatives that support consumer safety. Mr. Maxey’s role in the success of the Enforcement Division cannot be understated, and neither can his commitment to Diversity, Equity and Inclusion for our consumers, licensees and applicants.

Website Updates

The Enforcement Division has made changes to our website to ensure that we are properly supporting our licensees and protecting the consumers, which has decreased our call volume in the Enforcement Division, allowing staff to focus more of their time on case closures.

For Applicants

While the Enforcement Division is unable to tell someone in advance if their application will be approved, they have collected all of the applicable legal provisions and placed these resources on the [Applicant with a Criminal History](#) webpage.

For Licensees

The Enforcement Division has a robust website that explains the discipline process, and how an arrest can affect their license. There are also quick links for licensees to find the [Laws and Regulations](#) they are required to follow.

For Licensees on Probation

The Enforcement Division created a Frequently Asked Questions page, to help licensees on probation better understand their commitments. During a review of recent Petitions to

Revoke Probation, it was noted that licensees on probation can struggle with meeting the requirement to practice for at least six months, while on probation. To help address this issue, links to resources such as the Employment Development Department’s (EDD) website, locations of resource rooms with computers, and referrals to supportive services including childcare, housing and transportation assistance have been posted. Another online resource, [CalJOBS](#), that allows licensed professionals to search for jobs using their license by zip code, was also included. The BVNPT is confident that these resources are assisting licensees on probation in meeting their obligation to work in their licensed capacity.

Disciplinary Guidelines

The Enforcement Division has also been working on updating the Disciplinary Guidelines, to make it easier for the licensee on probation to understand the requirements, and to keep consumers safe. These Guidelines have not been updated in many years. The Board approved changes to the Guidelines effective August 25, 2023, and the package is currently pending review with the DCA prior to submission to the Office of Administrative Law.

For Consumers

To support complainants, we have clearly articulated the complaint investigation process on our website, including graphics. The website defines the types of findings a complaint can have, and examples of what an investigation with those types of findings might look like. This appears to have lowered our call volume and assisted consumers in better understanding the process. The Enforcement Division also added a list of [accusations filed by month](#), for interested consumers to review.

Table 9a. Enforcement Statistics			
	FY 2020-21	FY 2021-22	FY 2022-23
COMPLAINTS			
Intake			
Received	1,015	984	1,369
Closed without Referral for Investigation	378	207	191
Referred to INV	658	783	1,168
Pending (close of FY)	0	0	9
Conviction / Arrest			
CONV Received	1,135	863	1,039
CONV Closed Without Referral for Investigation	23	22	82
CONV Referred to INV	1,085	840	930
CONV Pending (close of FY)	0	0	9
Source of Complaint ³			
Public	646	478	648
Licensee/Professional Groups	577	347	542
Governmental Agencies	651	752	825

³ Source of complaint refers to complaints and convictions received. The summation of intake and convictions should match the total of source of complaint.

Internal	75	71	90
Other	1	4	32
Anonymous	200	195	271
Average Time to Refer for Investigation (from receipt of complaint / conviction to referral for investigation)	2	2	2
Average Time to Closure (from receipt of complaint / conviction to closure at intake)	11	4	6
Average Time at Intake (from receipt of complaint / conviction to closure or referral for investigation)	7	3	4
INVESTIGATION			
Desk Investigations			
Opened	1,541	1,447	1,871
Closed	1,533	1,548	1,744
Average days to close (from assignment to investigation closure)	192	202	164
Pending (close of FY)	809	697	820
Non-Sworn Investigation			
Opened	141	165	341
Closed	208	119	326
Average days to close (from assignment to investigation closure)	399	225	129
Pending (close of FY)	69	85	101
Sworn Investigation			
Opened	150	91	162
Closed	177	119	123
Average days to close (from assignment to investigation closure)	442	343	329
Pending (close of FY)	126	100	137
All investigations ⁴			
Opened	1,832	1,703	2,374
Closed	1,909	1,796	1,928
Average days for all investigation outcomes (from start investigation to investigation closure or referral for prosecution)	270	228	185
Average days for investigation closures (from start investigation to investigation closure)	258	226	182
Average days for investigation when referring for prosecution (from start investigation to referral for prosecution)	535	440	403
Average days from receipt of complaint to investigation closure	260	227	182
Pending (close of FY)	1,046	892	1,070
CITATION AND FINE			
Citations Issued	148	93	134
Average Days to Complete (from complaint receipt / inspection conducted to citation issued)	408	353	323
Amount of Fines Assessed	\$103,033	\$63,383.00	\$77,312.00

⁴ The summation of desk, non-sworn, and sworn investigations should match the total of all investigations.

Amount of Fines Reduced, Withdrawn, Dismissed	\$3,503	\$4,625.00	\$950.00
Amount Collected	\$86,373	\$39,652.00	\$46,707.00
CRIMINAL ACTION			
Referred for Criminal Prosecution	115	95	116
ACCUSATION			
Accusations Filed	174	192	183
Accusations Declined	7	6	4
Accusations Withdrawn	5	2	0
Accusations Dismissed	2	4	5
Average Days from Referral to Accusations Filed (from AG referral to Accusation filed)	91	80	73
INTERIM ACTION			
ISO & TRO Issued	0	0	0
PC 23 Orders Issued	1	1	1
Other Suspension/Restriction Orders Issued	0	0	0
Referred for Diversion	0	0	0
Petition to Compel Examination Ordered	0	0	0
DISCIPLINE			
AG Cases Initiated (cases referred to the AG in that year)	221	206	223
AG Cases Pending Pre-Accusation (close of FY)	0	0	37
AG Cases Pending Post-Accusation (close of FY)	164	155	105
DISCIPLINARY OUTCOMES			
Revocation	97	79	89
Surrender	44	20	37
Suspension only	0	0	1
Probation with Suspension	0	0	0
Probation only	70	72	61
Public Reprimand / Public Reproval / Public Letter of Reprimand	7	8	8
Other	4	2	4
DISCIPLINARY ACTIONS			
Proposed Decision	69	44	42
Default Decision	94	79	89
Stipulations	37	59	46
Average Days to Complete After Accusation (from Accusation filed to imposing formal discipline)	225	184	184
Average Days from Closure of Investigation to Imposing Formal Discipline	326	255	260
Average Days to Impose Discipline (from complaint receipt to imposing formal discipline)	842	765	720
PROBATION			
Probations Completed	55	60	76
Probationers Pending (close of FY)	299	307	272
Probationers Tolled	25	26	25
Petitions to Revoke Probation / Accusation and Petition to Revoke Probation Filed	56	32	26

SUBSEQUENT DISCIPLINE⁵			
Probations Revoked	24	17	9
Probationers License Surrendered	28	26	19
Additional Probation Only	14	13	8
Suspension Only Added	0	0	0
Other Conditions Added Only	0	0	0
Other Probation Outcome	2	2	3
SUBSTANCE ABUSING LICENSEES			
Probationers Subject to Drug Testing	174	148	163
Drug Tests Ordered	4659	3787	3892
Positive Drug Tests	481	240	308
PETITIONS			
Petition for Termination or Modification Granted	4	8	13
Petition for Termination or Modification Denied	3	1	5
Petition for Reinstatement Granted	42	43	47
Petition for Reinstatement Denied	17	20	9
DIVERSION			
New Participants	The BVNPT does not have a Diversion Program		
Successful Completions			
Participants (close of FY)			
Terminations			
Terminations for Public Threat			
Drug Tests Ordered			
Positive Drug Tests			

⁵ Do not include these numbers in the Disciplinary Outcomes section above.

Table 10. Enforcement Aging						
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Cases Closed	Average %
Investigations (Average %)						
Closed Within:						
90 Days	867	614	694	915	3,092	36%
91 - 180 Days	352	338	353	402	1,442	18%
181 - 1 Year	473	450	356	339	1,618	20%
1 - 2 Years	440	375	510	214	1,537	19%
2 - 3 Years	141	112	78	36	367	5%
Over 3 Years	21	20	18	24	81	1%
Total Investigation Cases Closed	2,294	1,909	1,796	1,928	7,927	
Attorney General Cases (Average %)						
Closed Within:						
0 - 1 Year	56	26	35	39	156	17%
1 - 2 Years	102	75	65	67	308	34%
2 - 3 Years	66	59	45	67	237	26%
3 - 4 Years	58	47	43	19	16	19%
Over 4 Years	0	15	6	9	30	3%
Total Attorney General Cases Closed	281	222	194	201	898	

34. What do overall statistics show as to increases or decreases in disciplinary action since last review?

The following is a comparison of Attorney General case aging between FYs 2016-17, 2017-18, 2018-19 as reported in the BVNPT 2020 Sunset Review Report and FYs 2019-20, 2020-21, 2021-22 and 2022-23:

CASE AGING		
	FYs 2016-17, 2017-18, 2018-19	FYs 2019-20, 2020-21, 2021-22 and 2022-23
Attorney General Cases	Average	Average
Closed Within:		
0 - 1 Year	13%	17%
1 - 2 Years	37%	35%
2 - 3 Years	28%	26%
Over 3 Years	22%	22%

Since the last Sunset Review, the percentage of Attorney General cases closed within the target average of 560 days (1 ½ years) increased. The BVNPT anticipates that the processing timelines for Attorney General cases will continue to improve as the aging backlog continues to decrease.

35. How are cases prioritized? What is the board's complaint prioritization policy? Is it different from DCA's Complaint Prioritization Guidelines for Health Care Agencies (August 31, 2009)? If so, explain why.

The BVNPT's policy is consistent with DCA's [Complaint Prioritization Guidelines \(Guidelines\)](#). In May 2015, the Enforcement Division implemented the use of the CPEI case referral acceptance matrix in accordance with the Guidelines. In December 2017, the Guidelines were revised. The Enforcement Division continues to follow the Guidelines in prioritization of complaints. Specifically, the Enforcement Division prioritizes complaints as follows: Routine, High, or Urgent. Complaints prioritized as High or Urgent are referred to the DOI. Over the past three fiscal years, the Enforcement Division referred an average of 200 per year to the DOI for investigation.

36. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the board actions taken against a licensee. Are there problems with the board receiving the required reports? If so, what could be done to correct the problems?

Pursuant to [BPC section 801](#), insurers providing professional liability insurance to BVNPT licensees shall report any settlement or arbitration award over three thousand dollars (\$3,000) of a claim or action for damages for death or personal injury caused by that person's negligence, errors or omission in practice or by his or her rendering of unauthorized professional services.

[BPC section 802](#) requires uninsured licensees to report any settlement, judgment, or arbitration award over three thousand dollars (\$3,000) of a claim or action for damages for death or personal injury caused negligence, errors or omission in practice, or by his or her rendering of unauthorized professional services.

[BPC section 2878.1](#) mandates reporting by a VN of known violations of the Vocational Nursing Practice Act. [BPC 4521.2](#) mandates reporting by a PT of known violations of the Psychiatric Technician Law.

All licensees are required to disclose, at the time of license renewal all convictions since their last license renewal.

The OAG Bay Area Licensing team is currently working to increase communication with the county District Attorneys. This has assisted with Penal Code 23 cases, which are cases in which someone who has been issued a professional license has an order to suspend their practice until the completion of their criminal case. This increase in communication has been beneficial to the Enforcement Division and consumer safety.

a. **What is the dollar threshold for settlement reports received by the board?**

[BPC section 802](#) requires uninsured licensees to report any settlement, judgment, or arbitration award over three thousand dollars (\$3,000) of a claim or action for damages for death or personal injury caused negligence, error or omission in practice, or by his or her rendering of unauthorized professional services.

b. **What is the average dollar amount of settlements reported to the board?**

The Board receives settlement information from the [National Practitioner Data Bank](#), managed by the [National Council of State Boards of Nursing](#). The data could not be converted to this report.

37. Describe settlements the board, and Office of the Attorney General on behalf of the board, entered into with licensees.

a. **What is the number of cases, pre-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?**

The Enforcement Division does not enter into stipulated settlements prior to the filing of an Accusation, Statement of Issues (administrative appeal of the denial of an application for licensure), and/or Petition to Revoke Probation.

b. **What is the number of cases, post-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?**

Over the past four years, the BVNPT settled 565 cases, post-accusation, and 239 cases resulted in a hearing.

c. **What is the overall percentage of cases for the past four years that have been settled rather than resulted in a hearing?**

Over the past four years, the BVNPT settled forty-seven percent of all disciplinary cases (Accusations and Statement of Issues) and twenty percent resulted in a hearing. Thirty-three percent of all disciplinary cases resulted in the issuance of a default decision.

38. Does the board operate with a statute of limitations? If so, please describe and provide citation. If so, how many cases have been lost due to statute of limitations? If not, what is the board's policy on statute of limitations?

No, the BVNPT does not operate with a statute of limitations.

39. Describe the board's efforts to address unlicensed activity and the underground economy.

Complaints alleging unlicensed activity are categorized as “High” according to the Guidelines, and these complaints are referred to the DOI for investigation. If investigation substantiates the allegation of unlicensed activity and it rises to the level of a criminal violation, the DOI may submit the case to the local District Attorney (DA) for criminal prosecution.

In cases where the DA declines to prosecute the criminal violations or the violations are less egregious such that criminal prosecution is not warranted, [BPC sections 125.9](#) and [148](#) provide statutory authority to issue a citation for unlicensed practice.

In conjunction with BPC sections 125.9 and 148, [CCR section 2523.3](#) provides the BVNPT with authority to issue a citation for unlicensed practice of vocational nursing and [CCR §2579.5](#) provides the BVNPT with authority to issue a citation for performing services for which licensure is required under the Psychiatric Technician Law. Unfortunately, since a citation is not considered formal discipline, the Enforcement Division is unable to deny an application based solely on a citation. It would increase consumer safety if there was a specific allowance for the Board to deny an application based on a citation issued for unlicensed activity.

Both [CCR sections 2523.3](#) (VN) and [2579.5](#) (PT) provide that each citation shall contain an order of abatement and specify that authorized sanctions shall be separate from, and in addition to any other civil or criminal remedies.

The Board’s first [precedential decision](#) in which a Licensed Vocational Nurse performed treatments at a skin care salon and medical spa concluded that the Licensed Vocational Nurse could not administer Botox, Juvederm, and Kybella injections, perform platelet rich plasma therapy, vitamin drips or skin growth removal procedures, or inject glutathione since all of these procedures are beyond their scope of practice.

Using this decision, the Enforcement Division reached out to the [Governor’s Office of Business and Economic Development](#) (GO-Biz) as owners of medical spas or other related businesses may reach out to them for COVID relief funds. Furthermore, GO-Biz has a much larger social media presence. The Enforcement Division reached also out to business associations in Southern California, Sacramento, and the Bay Area as medical spas are predominantly in these areas. Additionally, Medical Spa Associations were contacted and informed of the decision.

The Enforcement Division also emailed every person on our subscription list, which at the time was 3,565 licensed vocational nurses, psychiatric technicians, educators, and other interested parties. While BVNPT cannot directly connect this outreach to the result, staff has noted an increase of complaints relating to LVN’s offering these services, which are beyond their scope of practice.

In 2023, the Board met with the [Board of Barbering and Cosmetology](#) to discuss the potential overlaps in licensing populations that may be violating both Boards’ scope of

practice. This partnership has helped to accelerate the process and remove bad actors from the public. The Board also met with [Board of Barbering and Cosmetology](#) and the [Medical Board of California](#) to discuss best practices, potential investigative avenues, and public education opportunities.

Cite and Fine

40. Discuss the extent to which the board has used cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the board increased its maximum fines to the \$5,000 statutory limit?

The Citation (Cite) and Fine Program is an efficient and cost-effective mechanism to educate and obtain compliance from licensees who violate the Vocational Nursing Practice Act or the Psychiatric Technicians Law. The Cite and Fine Program provides an alternative to formal discipline for those cases where a violation is substantiated and warrants more than a Notice of Warning but does not rise to the level of formal disciplinary action. A citation and fine is not a disciplinary action; however, it is subject to public disclosure in accordance with the California Public Records Act.

There have been no changes to the regulations related to citation and fine since the BVNPT 2019 Biennial Sunset Review Report.

CCR sections 2523.2 (VN) and 2579.4 (PT) set forth the classes of violations as Class A, Class B, or Class C and the authorized fine range for each class as well as the factors to determine the class violation. CCR sections 2532.3 (f) and 2579.4 (f) each state “Notwithstanding the administrative fine amounts specified in subsections (d) and (e), a Class B or Class C citation may include a fine of no more than \$5,000...” if one or more of listed circumstances apply.

Further, CCR sections 2523.2 (VN) and 2579.4 (PT) each state “The fine for each Class ‘A’ violation shall not exceed \$10,000 per violation.” A Class ‘A’ violation is defined as the failure of an employer to report to the Board the rejection from assignment, suspension, termination, or resignation for cause of a licensed vocational nurse or psychiatric technician.

41. How is cite and fine used? What types of violations are the basis for citation and fine?

The BVNPT uses cite and fine as an efficient, cost-effective mechanism to address less egregious violations of the Vocational Nursing Practice Act and Psychiatric Technicians Law. In addition, the issuance of cites and fines is effective in educating and obtaining compliance from licensees.

Citations are issued for less serious violations involving matters including, but not limited to failure to report a change of address, some criminal convictions, documentation errors, and other issues that do not rise to the level of an administrative action.

The BVNPT recently issued its first citation to a provider agency for failing to report the serious injury to a child by a licensed vocational nurse. It appears that this has prompted the agency to report concerns in a timely manner, and to report all concerns.

42. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

The BVNPT does not have a Disciplinary Review Committee. Appeals are handled at the informal level by the Discipline Unit manager, and at a formal level by referral to an Administrative Law Judge (ALJ) for hearing and proposed decision and then sent to the Board for action on the proposed decision.

Fiscal Year	Number of Informal Office Conferences	Number of Administrative Appeals
2019-2020	9	17
2020-2021	8	9
2021-2022	3	4
2022-2023	3	3

43. What are the five most common violations for which citations are issued?

Type of Citation	Average Issued Over Last 3 Years
Arrest - Alcohol	127
Other	28
Unlicensed Practice	20
Arrest - Other	20
Falsify Medical Records	15

44. What is average fine pre- and post- appeal?

Average citation fines pre- and post- appeal				
	FY 2019-20	FY 2020-2021	FY 2021-22	FY 2022-23
# Citations issued	111	148	93	134
Total fine amount issued (pre-appeal)	\$67,170	\$103,033	\$63,383	\$77,312
Average fine amount issued (pre-appeal)	\$605	\$696	\$682	\$577
Total appeal reductions	\$4,599	\$3,503	\$4,625	\$950
Total fines after reductions (post-appeal)	\$62,571	\$99,530	\$58,758	\$76,362
Average fine amount (post appeal)	\$564	\$672	\$632	\$570

45. Describe the board’s use of Franchise Tax Board intercepts to collect outstanding fines.

The BVNPT uses the [Franchise Tax Board \(FTB\) Interagency Intercept Program](#) to collect outstanding fines associated with citations issued to both licensed and unlicensed individuals. In accordance with the Intercept Program, three Demand for Payment notices are issued and, if compliance is not obtained, the matter is referred to the Intercept Program for collection via the individual’s tax refund. As this process requires a social security number, in instances where the Enforcement Division does not have an individual’s social security number, the outstanding fine may be deemed uncollectable.

Cost Recovery and Restitution

46. Describe the board’s efforts to obtain cost recovery. Discuss any changes from the last review.

BPC section 125.3 authorizes the BVNPT to request reimbursement for reasonable costs incurred as the result of investigation and prosecution of an administrative disciplinary matter. All costs recovered are deposited into the Enforcement Division Reserve Fund.

The BVNPT seeks cost recovery in all cases where it is authorized. Cost recovery is a standard term of probation in the Disciplinary Guidelines and is sought whether the matter is resolved through stipulated settlement or issuance of a Proposed Decision by an Administrative Law Judge after an administrative hearing.

The Enforcement Division may negotiate to reduce costs as incentive to reach a stipulated settlement. This strategy is beneficial for all parties involved as it reduces adjudication costs and processing timelines. Settlement also provides for greater public protection as the matter is resolved more expeditiously.

As with any other disciplinary decision, the Board members must consider and vote to adopt all stipulated settlements before they become effective.

In matters that result in revocation or voluntary surrender of a license, the individual may petition for reinstatement of the license after a statutorily established waiting period.

The Board recently approved its third [precedential decision](#), related to cost recovery. The decision states, in part, that a cost reimbursement award should not ordinarily be made payable only upon reinstatement particularly where, as here, the award has already been reduced due to the present inability to pay the full amount of the reasonable investigation and enforcement costs in the case.

47. How many and how much is ordered by the board for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.

See Table 11. The Enforcement Division believes that much of the cost recovery ordered will be uncollectable in matters that result in revocation of licensure. It should be noted that the Enforcement Division does use the FTB Intercept program.

48. Are there cases for which the board does not seek cost recovery? Why?

The Administrative Procedures Act (APA) does not provide for cost recovery in cases where an applicant appeals the denial of an application for licensure. Therefore, the BVNPT does not seek costs recovery in cases where a Statement of Issues is filed.

49. Describe the board's use of Franchise Tax Board intercepts to collect cost recovery.

Where a license has been revoked or voluntarily surrendered, in accordance with FTB Intercept Program requirements, the Enforcement Division issues three Demand for Payment notifications and if compliance is not obtained, the matter is referred to the Intercept Program for collection via the individual’s tax refund.

50. Describe the board’s efforts to obtain restitution for individual consumers, any formal or informal board restitution policy, and the types of restitution that the board attempts to collect, i.e., monetary, services, etc. Describe the situation in which the board may seek restitution from the licensee to a harmed consumer.

The BVNPT does not engage in efforts to obtain restitution for individual consumers. However, in cases where the subject of a board disciplinary action has made restitution, the restitution is considered as a mitigating factor in considering any potential stipulated settlement.

Table 11. Cost Recovery⁶				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Total Enforcement Expenditures	\$6,775,000	\$7,577,000	\$7,967,000	\$7,313,000
Potential Cases for Recovery *	284	222	194	201
Cases Recovery Ordered	284	222	194	201
Amount of Cost Recovery Ordered	\$897,022.44	\$982,499.39	\$1,009,780.03	\$752,199.58
Amount Collected	\$241,067.50	\$30,191.12	\$48,226	\$26,346.86
* “Potential Cases for Recovery” are those cases in which disciplinary action has been taken based on violation of the license practice act.				

Section 5 – Public Information Policies

51. How does the board use the internet to keep the public informed of board activities? Does the board post board-meeting materials online? When are they posted? How long do they remain on the board’s website? When are draft-meeting minutes posted online? When does the board post final meeting minutes? How long do meeting minutes remain available online?

⁶ Cost recovery may include information from prior fiscal years.

The BVNPT posts its agendas online ten days in advance of meetings, per the Bagley-Keene Open Meeting Act. The draft (unapproved) minutes are included in the meeting packet for action at the next Board meeting, and when finalized, archived with the applicable meeting agenda. In other words, the draft minutes of a February Board meeting are in the May Board agenda packet and following the minutes' approval at the May meeting, the finalized minutes are appended to the archived February agenda. These archived materials are available online for five years and upon request. The BVNPT reserves the right to charge a small fee for providing copies.

The BVNPT posts other important information on its website, including announcements, information for licensees and stakeholders, nursing education program information, and enforcement information.

It is important to note that like all state entities, the BVNPT must ensure that its online content is compliant with the Americans with Disabilities Act (ADA) and some archived materials may no longer be available at this writing. New materials, especially those with complex images and tables, may not be posted immediately.

52. Does the board webcast its meetings? What is the board's plan to webcast future board and committee meetings? How long do webcast meetings remain available online?

The Board webcasts most of its regular meetings and posts the recorded meetings on YouTube, but occasionally has scheduling conflicts with other DCA webcast schedules. Meeting locations that can accommodate the large Board meetings in webcast and hybrid formats are limited. The intent is to webcast all public meetings. Like the minutes, the webcasts are posted with the applicable agenda and available a week after the meetings.

53. Does the board establish an annual meeting calendar, and post it on the board's web site?

The Board approves a biennial meeting calendar and posts it online at www.bvnpt.ca.gov

54. Is the board's complaint disclosure policy consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure? Does the board post accusations and disciplinary actions consistent with DCA's Web Site Posting of Accusations and Disciplinary Actions (May 21, 2010)?

The BVNPT's complaint disclosure policy is consistent with the DCA's Recommended Minimum Standards for Consumer Complaint Disclosure. California Code of Regulations sections 2524.5 (VN) and 2579.20 (PT), operative June 3, 2012, outlines the disclosure of complaint and disciplinary action information under the Public Records Act, Government Code section 6250 et seq. Further, the BVNPT posts all accusations and disciplinary

actions to the respective licensee record through the BreEZe online license verification system.

55. What information does the board provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

Consumers can access VN and PT licensing records online via DCA's BreEZe portal. BVNPT's website has a link to BreEZe and instructions on checking licenses and filing complaints. The licensee information includes issuance date, expiration date, name, license type, primary status, secondary status (i.e., probation) qualification (IV/BW), disciplinary actions, and public record actions that includes case number, document type and when the document was posted.

56. What methods are used by the board to provide consumer outreach and education?

The BVNPT relies on several methods for consumer outreach and education. First, if education-related information needs to be disseminated, the NECs send an email blast to the education program directors. If the BVNPT needs information, the NEC's survey the education program directors. This two-way communication is effective yet only reaches a small audience.

The BVNPT established social media accounts in March 2019 on Facebook and Twitter. So far, we depend upon the main website and word of mouth.

Both the Enforcement and Education Divisions worked with DCA's media office and produced YouTube videos. The Enforcement posted Public Service announcements for our licensees, discussing suicide prevention and substance abuse awareness. The Education Division is currently working on a video to present information on how to select the nursing education program that best fits an individual's needs. In addition, the Education Division has posted the recorded webinars about the new program application process. The Director Forum recordings are not posted, as they are invitation-only meetings.

Section 6 – Online Practice Issues

57. Discuss the prevalence of online practice and whether there are issues with unlicensed activity. How does the board regulate online practice? Does the board have any plans to regulate internet business practices or believe there is a need to do so?

This issue does not affect the BVNPT as our licensees do not practice independently.

Section 7 – Workforce Development and Job Creation

58. What actions has the board taken in terms of workforce development?

The BVNPT supported DCA's Earn and Learn project in 2018 and 2019. This project, responding to AB 2105 (Rodriguez, 2016), directed DCA to engage in a stakeholder process to update policies and remove barriers to licensure, including the facilitation of Earn and Learn training programs. BVNPT participated in discussions aimed at identifying and reducing the shortages in the nursing and mental health workforce. The final report is posted on DCA's website.

The Education Division invites current and prospective program leaders to webinars and forums to provide training, updated information on policies and procedures, and networking opportunities.

More recently, staff has met with education community and employee organization representatives to discuss issues that have been affecting the supply and demand for seats at the schools, and the future job market.

59. Describe any assessment the board has conducted on the impact of licensing delays.

The BVNPT has not conducted a specific assessment or analysis on the impact of licensing delays in the past three years. BVNPT has continued to show strong performance in processing times and customer service. We attribute this progress to the strong internal management and ongoing training. While the Licensing Division staff has been chronically understaffed since the last Sunset Review, there has not been a significant deterioration in the processing and customer services.

60. Describe the board's efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.

The BVNPT conducts semiannual forums for the Directors and staff of VN and PT programs. These forums present new information on processes and requirements and provide tutorials and other information to help the programs. One powerful example of the efficacy of this forum is the usage of the cloud storage technology for schools. In February 2018, only six schools utilized this technology to upload their school and graduation information to the BVNPT Evaluators. By mid-2019, nearly all schools use it. This contributed to the sharp reduction in processing time. Information is received by the BVNPT in one transmission, immediately and completely.

61. Describe any barriers to licensure and/or employment the board believes exist.

The BVNPT considers cost of and access to the education programs to be one of the most critical barriers to licensure.

Currently, more than 60 percent of the VN programs in California are private for-profit institutions and charge upwards of \$35,000 for a program that generally takes slightly over a year to complete. Most of these programs are well-run and produce skilled healing arts professionals. Unfortunately, there are no guidelines or criteria driving what a school may charge a student, and the value may be inconsistent from school to school.

The remaining programs are run through public education systems, most notably the California Community Colleges. These excellent programs charge much less than their private counterparts, but their enrollment is much smaller, and qualified students must either wait or apply to another costlier program.

62. Provide any workforce development data collected by the board.

N/A

63. What efforts or initiatives has the board undertaken that would help reduce or eliminate inequities experienced by licensees or applicants from vulnerable communities, including low- and moderate-income communities, communities of color, and other marginalized communities, or that would seek to protect those communities from harm by licensees?

Since 2021, the BVNPT's focus has been placed upon the mission of increasing the number of prelicensure training programs throughout the state and has encouraged potential applicants to consider new programs in underserved areas of the state.

As stated earlier, the cost of the programs can be a significant barrier to individuals from these communities. The BVNPT supports the earn and learn concept, although these opportunities are somewhat scarce. The BVNPT also supports increasing the number or capacity of less costly public programs, and incentive programs like loan forgiveness for public service.

**Section 8 –
Current Issues**

64. What is the status of the board's implementation of the Uniform Standards for Substance Abusing Licensees?

The BVNPT is in full compliance with the Uniform Standards for Substance Abusing Licensees. The EO participated in the 2018 Substance Abuse Coordinating Council, convened by DCA in compliance with SB 796 (Hill, Chapter 600, Statutes of 2017). The Council was charged with reviewing Uniform Standard #4 related to drug testing and determining whether the standard should be updated.

Currently, the Board is updating its Disciplinary Guidelines and will move the new Guidelines through the rulemaking process in 2024.

65. What is the status of the board's implementation of the Consumer Protection Enforcement Initiative (CPEI) regulations?

The BVNPT implemented the use of the CPEI case referral acceptance matrix in May 2015. Implementation required an analysis of the case intake process and resulted in significant changes to the process.

66. Describe how the board is participating in development of BreEZe and any other secondary IT issues affecting the board.

The BVNPT participates in the BreEZe Licensing, Enforcement, Cashiering and Reports user group sessions. The user groups are a collaboration of staff of boards and bureaus to discuss issues and potential solutions to the BreEZe system. We were invited and participated in a select group of boards and bureaus to evaluate potential product updates to the BreEZe system.

**Section 9 –
Board Actions and Responses to COVID-19.**

67. In response to COVID-19, did the board take any steps or implement any policies regarding licensees or consumers? Has the board implemented any statutory revisions, updates or changes that were necessary to address the COVID-19 Pandemic? Any additional changes needed to address a future State of Emergency Declaration.

The BVNPT worked cooperatively with the schools and programs to ensure that they could continue to educate future nurses and psychiatric technicians, but within the cautions from the Centers for Disease Control and state and county Public Health authorities. Generally, this included teaching classes online, and providing some flexibility in the administration of clinical assignments. These policies did not require statutory or regulatory authority.

Section 10 – Board Action and Response to Prior Sunset Issues

RESPIRATORY CARE FUNCTIONS. The BVNPT was working with the Respiratory Care Board on a scope of practice issue, but progress has stalled at the regulatory level. Should VNs be authorized to care for ventilated patients and adjust ventilators? Should PTs also be allowed?

2021 Staff Recommendation: The BVNPT should continue to work with the Committees, the Respiratory Care Board, and stakeholders to determine the necessary clarifications surrounding the care of ventilated patients, including distinctions between home care and other settings.

Status 2023: At their October 24, 2023 meeting, the Respiratory Care Board (RCB) authorized their staff to seek an author for legislation. The Board briefly discussed the concepts driving this language last year, which would seek to implement the Legislature’s directions from SB 1436 (Chapter 624, Statutes of 2022).

SB 1436 allowed the Respiratory Care Board (RCB) to identify the basic respiratory tasks and services that could be safely delivered by licensed vocational nurses (LVNs). Although the bill carved out specific home health care services, other licensed “home and community based” facilities and patients would not have been covered, placing individuals at risk of being re-institutionalized and/or losing access to daily living services. This new proposed legislation seeks to expand upon this.

While their current proposal makes good progress in BVNPT’s perspective, there are still concerns that we hope to be able to resolve before staff will present an analysis and recommendation for a position.

Issue #1: The LVN scope of practice has always been the same in any setting. All licensees currently have the same opportunity for training and Continuing Education courses acknowledged by the BVNPT. We absolutely support the need for consistent training in this very important patient care area, but we are against specifying particular healthcare settings they can practice in after training.

Issue #2: BVNPT does not agree with the RCB definition of basic respiratory care services. For example, basic respiratory assessment, tracheal suctioning, removal, cleaning, and replacement of inner cannula, and chest auscultation are all learned in the VN program. To remove these areas within the LVN curriculum is to reduce the California LVN scope of practice. This could result in fewer professionals to perform these tasks at the facilities that are not in the proposed language. The RCB had proposed rulemaking last year to set this definition, with which the BVNPT expressed concerns. We hoped to present these concerns at a public hearing, but this has not yet been scheduled. RCB must still promulgate regulations, and this will most likely happen next year.

Issue #3: We appear to have differences in the definition of basic assessment. An LVN's basic assessment is gathering and reporting data, not developing a plan of care based on the collected data and certainly not initiating action.

Staff hopes to work with RCB as they proceed with this bill and looks forward to working with RCB and stakeholders to develop training policies and resources going forward. It is possible that staff will need to address this with the Board before the regularly-scheduled meeting in February. BVNPT hopes that this progress will continue to the topic of mechanical ventilators.

Discussions have been limited to the roles and training of LVNs. BVNPT also hopes to address the roles and training of the PTs regarding respiratory care functions and mechanical ventilators with the RCB in the near future. The BVNPT does not, at this time, suggest any statutory changes in this area, although some clarifications of the language in the regulations pertaining to the scope of practice to ensure consistency is under discussion.

INDEPENDENT CONTRACTORS. Does the new test for determining employment status, as prescribed in the court decision *Dynamex Operations West Inc. v. Superior Court*, have any unresolved implications for BVNPT licensees working as independent contractors?

Status 2023: Prior to this Sunset report, the Board did not have official discussions on Dynamex, as our licensees practice under the supervision and direction of a physician or registered nurse at medical facilities, for home health providers or in other healthcare settings where they are considered employees, not independent contractors, including work for licensed naturopathic doctors.

This issue has recently emerged as a concern to the BVNPT, as the Board has received reports of temporary job posting services recruiting LVNs and assigning them to shifts without verifying that there is correct supervision onsite and have compensated them as 1099 independent contractors. The Board has started some investigations and had some internal discussions and communications with the Department of Industrial Relations.

PROGRAM APPROVAL FEE. The BVNPT currently expends significant resources on the approval of VN and PT educational programs but does not charge a fee. Should the BVNPT be authorized to charge fees for program approval, and if so, what amounts?

Status 2023: The BVNPT's 2021 Sunset Renewal Bill, AB 1536, authorized a fee structure for new and continuing program approvals, commencing January 1, 2022. This new fee structure, coupled with the revised program approval processes, helped establish an understanding of the work that the NECs provide to programs. However, the new structure does not include a fee for programs placed on provisional approval, which is a time-intensive process. The overall fees are much lower than those assessed by the Board of Registered Nursing, and do not defray the entire cost that the BVNPT incurs. In the meantime, the BVNPT increased licensee and CE provider fees to the statutory limits to ensure the Board's solvency. The BVNPT

recommends an in-depth revenue study to determine an appropriate and sustainable revenue structure as soon as there is adequate data regarding the impact of all the recent fee changes.

MEDICAL SPAS. The BVNPT reports an increase in the improper provision of dermatological procedures by VNs in medical spas. Are there changes needed to ensure patient safety and the proper delegation of procedures?

2021 Staff Recommendation: The BVNPT should discuss any ambiguities in the training and scope of VNs relating to cosmetic and dermatological procedures, its partnership with the Medical Board of California in investigating physician supervision issues, and whether there are changes needed to prevent consumer harm.

Status 2023: The Board adopted a Precedential Decision regarding improper dermatological procedures by VNs in medical spas, which allows us to act upon similar complaints going forward. This decision was narrowly tailored and would not be applicable to new cases unless they are circumstantially similar. Chapter 713 of the Statutes of 2022 (SB 994, Jones), which authorized licensed Naturopathic Doctors to direct and supervise LVNs, codified the meat of the precedential decision but has not yet been placed in regulations.

SB 994 has the potential to increase the risk of LVNs exceeding their scope, as naturopathy is such a new field and not included in the basic prelicensure training program curriculum. Many naturopathic clinics operate in conjunction with medical spas. The BVNPT will continue to work with the Naturopathic Medicine Board and will be developing regulations in 2024.

In 2023, the BVNPT started working in partnership with the Barbering and Cosmetology Board to address practitioner complaints that overlap the two Boards' jurisdictions. This grew to include other healing arts boards in discussions of how to ensure that the care and services performed in medical spas and similar facilities are legitimate procedures, performed in safe facilities, by appropriate personnel.

**Section 11
New Issues**

NOTE: Suggested statutory changes below are all in the Vocational Nursing Practice Act. Once language is finalized, it will be applied in the Psychiatric Technician Law.

TECHNICAL CHANGES

The following suggested amendments are aimed at clarifying current statute and increasing Board efficiency. The first would strengthen the Board's stability and leadership. The second ensures that the Board has an accurate accounting of these funds each year and prevents the time-intensive tasks for the Board, the Department and the State Controller's Office to reopen prior fiscal years.

AMENDMENT 1: Biennial Board Elections

CURRENT LANGUAGE

2846.

The board at its first meeting after appointment, and annually thereafter at its first meeting in each year, shall elect from its members a president, vice president, and such other officers as it may deem necessary. The officers of the board shall hold their respective positions during its pleasure.

SUGGESTED AMENDMENT

2846.

The board at its first meeting after appointment, and **biennially** ~~annually~~ thereafter at its first meeting in **every second** ~~each~~ year, shall elect from its members a president, vice president, and such other officers as it may deem necessary. The officers of the board shall hold their respective positions during its pleasure.

AMENDMENT 2: Timely Processing of Per Diem and Reimbursement Requests

CURRENT

LANGUAGE

2855.

Each member of the board shall receive a per diem and expenses as provided in Section 103.

SUGGESTED AMENDMENT

2855.

Each member of the board shall receive a per diem and expenses as provided in Section 103.

2855.1

The Board must process all requests for per diem and reimbursement of expenses no later than the close of the fiscal year in which the expenses were incurred.

TIME LIMIT FOR LICENSING EXAMINATION

Currently, an applicant may apply to take the NCLEX or CAPTLE examination indefinitely, as long as they are current on the application fees. California is one of the few states that does not place a reasonable limit on either the number of allowed retakes or the length of time after graduation that an individual may apply to take the NCLEX. An applicant's skills and knowledge decrease sharply after they complete the training programs, and their possible success taking the NCLEX decreases similarly. Schools and programs are held accountable for the rate of NCLEX passage for their graduates. Many provide assistance but are not always able to contact individuals who graduated more than a few years ago, especially if the program has changed ownership and/or management. Establishing a reasonable time limit for an individual to test before being required to enroll in remedial courses would save the Board staff time and resources.

The Board of Registered Nursing may wish to be included in this legislation.

AMENDMENT 3: Time limit for NCLEX retakes

CURRENT

LANGUAGE

2871.

Any applicant who fails to pass the first examination may take a second examination upon payment of the fee required by this chapter.

SUGGESTED AMENDMENT

2871.

Any applicant who fails to pass the first examination may take a second examination upon payment of the fee required by this chapter.

2871.1

An applicant may not renew their application for authorization to take the examination after five years from the date of their first authorization without proof of successful completion of a remedial course from a board-approved program or board-approved CE provider.

ALTERNATE PATHWAYS TO LICENSURE

Currently, individuals who do not graduate from California-approved prelicensure training programs or have military training may apply to take the NCLEX via Method 3 (education and experience) or Method 5 (experience only, plus a pharmacology course) These applications take a great deal more time to process, as the documentation required from the applicants is substantial and detailed. Applicants are also often confused about the alternate methods to successfully apply to take the NCLEX.

Of late, there have been businesses purporting that they can help a Certified Nursing Assistant become an LVN in one year; something that cannot be guaranteed. This suggested clarification would help to ensure that applicants apply under the correct methodology and are protected from paying for non-approved programs and services. The Board is also evaluating better forms of documentation verification and may consider regulatory language.

AMENDMENT #4: Alternate Pathways to Licensure

CURRENT LANGUAGE

2873.

Any person possessing either the education or the experience, or any combination of both the education and the experience, equivalent to that acquired in an approved school of vocational nursing may be licensed as a vocational nurse under the provisions of this chapter, provided that the person successfully demonstrates to the board that the person possesses the necessary qualifications, and successfully passes the examinations or tests as may from time to time be required by the board.

SUGGESTED LANGUAGE

2873.

(a) Any person possessing either the education or the experience, or any combination of both the education and the experience, equivalent to that acquired in an approved school of vocational nursing may be licensed as a vocational nurse under the provisions of this chapter, provided that the person successfully demonstrates to the board that the person possesses the necessary qualifications, and successfully passes the examinations or tests as may from time to time be required by the board.

(b) All applicants must successfully complete a 54-hour pharmacology course from an approved Continuing Education Provider or Approved Program.

(c) Education, for the purpose of consideration for licensure, is defined as coursework exclusive of pharmacology, that is successfully completed at an approved school of vocational or registered nursing,

(d) Falsification of any documents submitted as part of an application may result in permanent disqualification.

PROGRAM FEES

The Board appreciated the Legislature's authorization in 2021 for the current fee structure. These suggested changes would amend the existing structure to accommodate a Provisional fee, increase the levels of the existing approval fees, and create a sliding scale fee for

continued program approval. These changes would bring the Program Fee Schedule closer to the actual Board expenses in regulating and approving programs.

AMENDMENT 5: Adjust School Program Fee Schedule

CURRENT LANGUAGE

2881.2

b) A school or program of vocational nursing seeking approval by the board shall remit to the board for deposit in the Vocational Nursing and Psychiatric Technicians Fund fees in accordance with the following schedule:

(1) The nonrefundable initial application fee shall be in an amount equal to the reasonable costs incurred by the board in reviewing and processing the application up to five thousand dollars (\$5,000).

(2) (A) Except as provided in subparagraph (B), the final approval fee shall be in an amount equal to the reasonable costs incurred by the board in the application approval process up to fifteen thousand dollars (\$15,000).

(B) The final approval fee for an applicant program that meets all of the following criteria shall be an amount equal to the reasonable costs incurred by the board in the application approval process up to five thousand dollars (\$5,000):

(i) The program is affiliated with an approved school or program that is in good standing.

(ii) The program utilizes the curriculum and policies approved by the board for the approved school or program.

(3) The continuing approval fee shall in be an amount equal to the reasonable costs incurred by the board in providing oversight and review of a school or program up to five thousand dollars (\$5,000) once every four years.

SUGGESTED AMENDMENT

2881.2

b) A school or program of vocational nursing seeking approval by the board shall remit to the board for deposit in the Vocational Nursing and Psychiatric Technicians Fund fees in accordance with the following schedule:

(1) The nonrefundable initial application fee shall be in an amount equal to the reasonable costs incurred by the board in reviewing and processing the application up to ~~five~~ **fifteen** thousand dollars (**\$15,000**).

(2) (A) Except as provided in subparagraph (B), the final approval fee shall be in an amount equal to the reasonable costs incurred by the board in the application approval process up to ~~twenty-five~~ ~~fifteen~~ thousand dollars **(\$25,000)**.

(B) The final approval fee for an applicant program that meets all of the following criteria shall be an amount equal to the reasonable costs incurred by the board in the application approval process up to ~~fifteen~~ ~~five~~ thousand dollars **(\$15,000)**:

(i) The program is affiliated with an approved school or program that is in good standing.

(ii) The program utilizes the curriculum and policies approved by the board for the approved school or program.

(3) **(A)** The continuing approval fee shall be an amount equal to the reasonable costs incurred by the board in providing oversight and review of a school or program up to ~~fifty~~ ~~five~~ thousand dollars **(\$50,000)** once every four years, assessed on a sliding scale.

(B) The continuing approval fee schedule shall be based upon the school's annual enrollment, as follows:

(i) For programs with an annual enrollment between 1-35: ten thousand dollars (\$10,000)

(ii) For programs with an annual enrollment between 36-100: twenty-five thousand dollars (\$25,000)

(iii) For programs with an annual enrollment between 101-200: thirty five thousand dollars (\$35,000)

(iv) For programs with an annual enrollment in excess of 201: fifty thousand dollars (\$50,000)

(C) Should a program increase its total annual enrollment in an amount that places it in the next level, the program shall be assessed a prorated sum based upon the new enrollment for the number of years remaining in the program's approval cycle.

(4) The nonrefundable fee for schools placed on Provisional Approval shall be in an amount equal to the reasonable costs incurred by the board in providing oversight and review of a school or program up to ten thousand dollars (\$10,000) for every twelve month period that the program remains on Provisional Approval, in addition to the regularly-scheduled continuing approval fee assessed once every four years.

HOURS OF INSTRUCTION

California's regulatory requirements for the hours of instruction are significantly higher than other states. It has been suggested that this can create a barrier to licensure for some. This suggested change will allow the Board to adjust or refocus the required hours to reflect new developments and needs in the field, as well as examining the equity of the Board's requirements.

AMENDMENT 6: Required Hours of Instruction

CURRENT LANGUAGE

2881.

An approved school of vocational nursing is one which has been approved by the Board of Vocational Nursing and Psychiatric Technicians of the State of California, gives a course of instruction in vocational nursing of not less than 1,530 hours or 50 semester units approved by the board pursuant to Section 2882 whether the same be established by the State Board of Education, other educational institutions, or other public or private agencies or institutions and is affiliated or conducted in connection with one or more hospitals.

One hour of instruction for purposes of computing the total hours of instruction or for calculating semester units as specified in this section shall consist of not less than 50 minutes of actual class time.

SUGGESTED AMENDMENT

2881.

An approved school of vocational nursing is one which has been approved by the Board of Vocational Nursing and Psychiatric Technicians of the State of California, gives a course of instruction in vocational nursing of not less than **the required number of hours of instruction determined by the Board** ~~1,530 hours or 50 semester units approved by the board~~ pursuant to Section 2882 whether the same be established by the State Board of Education, other educational institutions, or other public or private agencies or institutions and is affiliated or conducted in connection with one or more hospitals.

One hour of instruction for purposes of computing the total hours of instruction or for calculating semester units as specified in this section shall consist of not less than 50 minutes of actual class time.

PROGRAM APPROVAL PROCESS

These suggested changes would clarify the language enacted by AB 1536, aiding in better efficiency for the process.

AMENDMENT 7: Program Approval Process

CURRENT LANGUAGE

2881.2.

(a) The approval process for a school or program shall be consistent with the following timelines:

(1) (A) Upon receipt of a letter of intent to submit an application for approval as a school or program of licensed vocational nursing, the board shall notify the proposed school or program of the steps in the approval process and provide an estimated wait time until active assignment to a nursing education consultant.

(B) Upon active assignment of a nursing education consultant, the school or program shall submit an initial application for approval within 60 days.

(2) (A) Within 30 days of the date the board receives an initial application for approval, the board shall notify the school or program whether the application is complete.

(B) A notice that an initial application is not complete shall specify what additional documents or payment of fees the school or program is required to submit to the board to make the application complete.

(3) Within 60 days from the date the board notifies the school or program that the initial application is not complete, the school or program shall provide the missing information. If a school or program fails to submit the required information, the board shall take the application out of consideration consistent with subdivision (c) of Section 2881.3. The board may provide a school or program with an additional 30 days to complete its application.

(4) Within six months of the date the board receives an initial application for approval as a school or program, the board shall approve the school or program, deny approval, or notify the school or program that corrective action is required.

SUGGESTED AMENDMENT

2881.2.

(a) The approval process for a school or program shall be consistent with the following timelines:

(1) (A) Upon receipt of a **complete** letter of intent to submit an application for approval as a school or program of licensed vocational nursing, the board shall notify the proposed school or program of the steps in the approval process and provide an estimated wait time until active assignment to a nursing education consultant.

(B) A vocational nursing school or program, who fails to submit a complete letter of intent within 30 days from the date the Board notifies the school or

program of deficiencies, shall be taken out of consideration for a new program and may only reapply after six months.

~~(B)~~ (C) Upon active assignment of a nursing education consultant, the school or program shall submit an initial application for approval within 60 days.

(2) (A) Within 30 days of the date the board receives an initial application for approval, the board shall notify the school or program whether the application is complete.

(B) A notice that an initial application is not complete shall specify what additional documents or payment of fees the school or program is required to submit to the board to make the application complete.

(3) Within 60 days from the date the board notifies the school or program that the initial application is not complete, the school or program shall provide the missing information. If a school or program fails to submit the required information, the board shall take the application out of consideration consistent with subdivision (c) of Section 2881.3. ~~The board may provide a school or program with an additional 30 days to complete its application.~~

AMENDMENT 8: List of Inactive Programs

CURRENT LANGUAGE

2881.3. (a) The board shall maintain a list of inactive vocational nursing schools and programs seeking board approval.

(b) A vocational nursing school or program seeking board approval shall respond to the board within two weeks of each inquiry or request during all phases. A school or program that does not respond within two weeks, or fails to pay the required fees, shall be designated as inactive.

(c) A vocational nursing school or program seeking board approval that remains on the inactive list for 90 days shall be taken out of consideration for a new program and may only reapply after six months.

SUGGESTED AMENDMENT

2881.3.

(a) The board shall maintain a list of inactive vocational nursing schools and programs seeking board approval.

(b) A vocational nursing school or program seeking board approval shall respond to the board within two weeks of each inquiry or request during all phases **of the application process.** A school or program who submits an initial application for approval that does not respond within two weeks or fails **to submit the required documentation within the allotted time** or fails to pay the required fees, shall be designated as inactive.

(c) A vocational nursing school or program seeking board approval that remains on the inactive list for 90 days, **who fails to submit the required documentation within the allotted time or fails to pay the required fees,** shall be taken out of consideration for a new program and may only reapply after six months.

PROGRAM REGULATION AND OVERSIGHT

This suggested change will ensure that programs address their statutory and/or regulatory violations in a timely manner.

AMENDMENT 9: School Cite and Fine Authority

CURRENT LANGUAGE

2883.

It shall be the duty of the board, through an official representative, to inspect or review all schools of vocational nursing in this state at such times as the board shall deem necessary. Written reports of the inspection or review shall be made to the board, which shall thereupon approve the schools of vocational nursing that meet the requirements provided by the board.

Upon receiving the report of the representative, if the board determines that any approved school of vocational nursing is not maintaining the standard required by the board, notice thereof in writing specifying the defect or defects shall be immediately given to the school. If the defects are not corrected within a reasonable time, the school of nursing may be removed from the approved list and notice thereof in writing given to it.

SUGGESTED AMENDMENT

2883.

(a) It shall be the duty of the board, through an official representative, to inspect or review all schools of vocational nursing in this state at such times as the board shall deem necessary. Written reports of the inspection or review shall be made to the board, which shall thereupon approve the schools of vocational nursing that meet the requirements provided by the board.

(b) Upon receiving the report of the representative, if the board determines that any approved school of vocational nursing is not maintaining the standard required by the board, notice thereof in writing specifying the defect or defects shall be immediately given to the school. If the defects are not corrected within a reasonable time, the school of nursing may be **issued a citation and assessed a fine.** ~~removed from the approved list and notice thereof in writing given to it.~~

(c) In the event that the school does not remit the assessed fine within thirty (30) days, the Board may consider placing the program on Provisional Approval for up to six months, or removing it from the approved program list and notice thereof in writing given to it.

(d) Programs removed from the approved list may apply for approval after twelve months from the date of their removal.

RETIREMENT OF LICENSES

This suggested change would conform BVNPT to language recently enacted by Chapter 449 of the Statutes of 2023 (AB 633, Patterson). Currently, VNs can only allow their licenses to lapse (become delinquent, expire, or cancel), or be placed in an inactive status, which all require payment of a fee. BPC section 464 (AB 2859 (Low, Ch. 473, Statutes of 2016) authorized Boards to establish by regulation, a retired category of licensure for its licensees who are not actively engaged in the practice of their profession. This amendment will codify a means to obtain a retired status and establish a license class and specific fee structure, with no negative impacts upon the licensee. The Board believes that some retired nurses request inactive status rather than having a “delinquent” or “cancelled” status because of a possible negative connotation associated with those license statuses. By providing a means to obtain a retired status, nurses who are no longer practicing can avoid the possible stigma in their professional community from having a license placed in a “delinquent” or “cancelled status” and would also be relieved from the expense of renewal fees and continuing education for a license they are no longer using. Finally, allowing nurses to officially retire their licenses would reduce the possibility of fraudulent use of a license by unqualified individuals.

AMENDMENT 10: Retirement of Licenses

CURRENT LANGUAGE

2892.7.

The board shall collect an initial approval and a biennial renewal fee in the amount of one hundred fifty dollars (\$150) unless a higher fee, not to exceed two hundred fifty dollars (\$250), is established by the board, from any provider of a course in intravenous therapy, blood withdrawal, or intravenous therapy with blood withdrawal, who requests approval by the board of such a course for purposes of intravenous therapy, blood withdrawal, or intravenous therapy with blood withdrawal requirements under this chapter. That fee, however, shall not exceed the regulatory cost required for the board to administer the approval of intravenous therapy, blood withdrawal, or intravenous therapy with blood withdrawal courses by intravenous therapy, blood withdrawal, or intravenous therapy with blood withdrawal providers.

SUGGESTED AMENDMENT

2892.8.

(a) The board shall collect a fee in the amount of fifty dollars (\$50.00) unless a higher fee, not to exceed one hundred dollars (\$100) is established by the board, from any licensee who requests that their license be placed in a “retired” status at any time, providing that the license has not been cancelled.

(b) The Board shall conduct an Enforcement review prior to the retirement of any license and may choose to deny the retirement request for consumer safety reasons.

(c) In order to restore the retired license issued pursuant to this section, the holder of the license shall meet the following:

(i) Pay an application fee consistent with applying for a new license.

(ii) Certify on a form provided by the Board, that they have not committed any act or crime constituting grounds for denial of licensure.

(iii) Comply with the fingerprint submission requirements of a new application for licensure

(iv) Complete the amount of continuing education required for the renewal of an active license

(v) If the license has been retired for more than four years, prior to the license being moved from retired status to active status, they must take and pass the NCLEX test.

Section 12 Attachments

The following documents are attached.

1. Board's administrative manual.
2. Board's Committee Structure (cf., Section 1, Question 1).
3. Year-end organization charts for last four fiscal years. (cf., Section 2, Question 15).
4. Quarterly and annual performance measure report for the board as published on the DCA website.

ATTACHMENT A

BOARD'S ADMINISTRATIVE MANUAL



Attachment 1

BOARD MEMBER ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

BVNPT Sunset Report
For Period July 1, 2019-June 30, 2023



Board Members Administrative Procedures Manual

APPROVED BY BOARD: August 16, 2019

MEMBERS OF THE BOARD

CAREL MOUNTAIN, NURSING EDUCATION MEMBER, BOARD PRESIDENT

Appointed: December 2018

JOHN DIERKING, PUBLIC MEMBER, BOARD VICE PRESIDENT

Appointed: February 2016

TAISHA BROWN, PUBLIC MEMBER

Appointed: February 2021

ALETA CARPENTER, PUBLIC MEMBER

Appointed: July 2017

ABRAHAM HILL, PSYCHIATRIC TECHNICIAN MEMBER

Appointed: October 2020

KEN MAXEY, PUBLIC MEMBER

Appointed: March 2017

NELLY NIEBLAS, PUBLIC MEMBER

Appointed: November 2021

LESSIE MOORE, PSYCHIATRIC TECHNICIAN MEMBER

Appointed: October 2022

RASHIMA SONSON, PUBLIC MEMBER

Appointed: January 2023

GLORIA GUZMAN, LICENSED VOCATIONAL NURSE MEMBER

Appointed: March 2023

VACANT, LICENSED VOCATIONAL NURSE MEMBER

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APPENDIX A: Sample Travel Forms

CHAPTER 1: INTRODUCTION

1.1: Mission

The Department of Consumer Affairs (DCA), Board of Vocational Nursing and Psychiatric Technicians (Board), serves and protects the public by licensing qualified and competent vocational nurses and psychiatric technicians through ongoing educational oversight, regulation, and enforcement.

1.2: Vision

Access to the highest quality patient care for all.

1.3: Values

- Accountability
- Excellence
- Inclusiveness
- Integrity
- Professionalism
- Transparency
- Trust

1.4: Overview

The Board of Vocational Nursing was established in 1951, and in 1959, merged with the Psychiatric Technician program to become the California Board of Vocational Nursing and Psychiatric Technicians. The jurisdiction of the Board is mandated by the Vocational Nursing Practice Act, Business and Professions (B&P) Code, Division 2, Chapter 6.5, Sections 2840-2895.5, and Psychiatric Technicians Law, B&P Code, Division 2, Chapter 10, Sections 4500-4548, which are implemented and enforced by the Board.

To achieve this mandate, the Board:

- Establishes the minimum requirements for examination and licensure.
- Establishes educational standards for the approval of Vocational Nursing (VN) and Psychiatric Technicians (PT) schools in California.
- Adopts regulations to clarify the performance, practice and disciplinary standards for its licensees.
- Enforces regulations governing the continued approval of VN & PT schools in California.
- Enforces regulations governing LVNs and PTs by taking appropriate disciplinary action against licensees efficiently and effectively.

1.5: Composition

Business and Professions Code sections 103, 2841, 2842, and 2843

The Board is composed of up to eleven members with a public member majority (i.e., six public members and five licensed members). Nine members are appointed by the Governor, one by the Speaker of the Assembly, and one by the Senate Rules Committee.

No member shall serve more than two consecutive full terms. One term is four years. Board Members serve in non-salaried positions but are paid \$100.00 per diem for each day actually spent in the discharge of official duties and shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties.

This procedure manual is updated as necessary and provided to Board Members as a ready reference of important laws, regulations, and Department and Board policies. It is designed to help guide the actions of the Board Members and inform the public.

CHAPTER 2: BOARD MEETING PROCEDURES

2.1: Frequency of Meetings

Business and Professions Code sections 2848, 2849, and 2850

The Board typically meets four times annually to make policy decisions, make decisions on disciplinary matters, and review committee recommendations. Special meetings may be held at any time as the Board may elect, or as called by the President of the Board, or at the request of at least five members of the Board. Meetings may be held at any time and place by the written consent of all members of the Board.

The Board endeavors to hold meetings in different geographic locations throughout the state when possible as a convenience to the attending public and licensees.

2.2: Board Member Attendance

Board Members are expected to attend Board and assigned Committee Meetings in their entirety. The entirety of a meeting shall mean from the date and time of the beginning of the meeting as set forth by the official agenda, until the adjournment. A Board Member shall contact the Board President and the Executive Officer as soon as possible when she or he is unable to attend a scheduled Board or Committee Meeting and ask to be excused for a specific reason. Failure to provide notice of an absence, at least 24 hours in advance, shall constitute an unexcused absence, unless the member can furnish proof of an emergency.

2.3: Board Member Participation

Each Board Member is expected to be prepared and to participate in all discussions and deliberations of every Committee to which he/she has been appointed and the full Board, including disciplinary hearings.

Any two unexcused absences in a calendar year will result in the Executive Committee's evaluation and possible recommendation to the Governor or appointing authority for removal from the Board.

2.4: Public Notice/Information at Board Meetings

Government Code section 11120 et seq.

Meetings are subject to all provisions of the Bagley-Keene Open Meeting Act. This act governs meetings of state bodies. It specifies meeting notice and agenda requirements and prohibits discussing or acting upon matters not included in the agenda. Any general discussion of examinations or disciplinary procedures shall be held in public.

The Board may meet in closed session to discuss examinations, deliberate on enforcement cases, discuss pending litigation, and review personnel issues where a public discussion would compromise the integrity of these subjects. If the agenda contains matters that, on advice of legal counsel, are appropriate for closed session,

the agenda shall cite the specific statutory section and subdivision authorizing the closed session.

Board Members are expected to read and abide by the guidance provided by the DCA Legal Counsel. Board members are required to adhere to open meeting requirements as specified in the Bagley-Keene Open Meeting Act, which is available at the DCA Board Member website (www.dcamembers.ca.gov) in the publications section.

2.5: Quorum

Business & Professions Code section 2851

Six members of the Board constitute a quorum for transaction of business at any meeting of the Board. At a meeting duly held at which a quorum of six members or more are present, concurrence of a majority of the members of the Board present shall be necessary to constitute an act or decision of the Board.

2.6: Notice of Meetings

Government Code section 11125

As mandated by the Bagley-Keene Open Meeting Act, meeting notices (including agendas for Board meetings) must occur no later than 10 calendar days in advance of the meeting. Though not expressly mandated in this specific code section, this is widely interpreted to include posting on the Board's website. The notice must include a staff person's name, work address, and work telephone number to provide further information prior to the meeting. Meetings of Board Committees with more than two Board Members are subject to these requirements.

The website may include copies of all documents for review at the proposed meetings. In addition, any materials provided to Board Members in open session during the scheduled meeting may be added to the Board's website within 10 days following the meeting. All materials uploaded to the website must be ADA-compliant. Materials that require substantial reconfiguring may not be posted immediately and a hard copy may be requested.

2.7: Agenda Items

Board Policy

Future agenda items are generally discussed and agreed upon at a full Board meeting. Agenda items for a Board meeting from any source, including Board members, must be submitted to the Executive Officer at least 30 days prior to the scheduled meeting. The Executive Officer must confer with the Board Executive Committee prior to adding items to the meeting agenda.

2.8: Record of Board Meetings

Board Policy

The minutes are a summary, not a transcript of each Board and/or Committee Meeting. They shall be prepared by Board staff and submitted for review and approval by Board Members as soon as possible following the actual meeting. Once approved, the minutes shall serve as the official record of the meeting and may be posted on the Board's website.

2.9: Audio and Video Recording

Government Code section 11124.1 et seq. and Board Policy

The meeting may be, but is not required to be, audio/video recorded, and/or broadcast live via the Internet. Recordings may be disposed of upon Board approval of the minutes; but broadcasts may be kept available in perpetuity.

2.10: Meeting Rules

Board Policy

The Board will use Robert's Rules of Order as a guide when conducting the meetings to the extent that it does not conflict with state law (e.g., Bagley-Keene Open Meeting Act).

2.11: Opportunity for Public Comment

Government Code sections 11125 and 11125.7

Every Board meeting agenda contains an agenda item that allows for public comment on matters not on the agenda. Board Members may not act or discuss matters presented by the public under these agenda items. The matter may be suggested for a future agenda item or for follow-up by Board staff.

2.12: Teleconference Meetings

Government Code section 11123

Meetings of the full Board that are held via teleconference are subject to the same notice requirements of the Open Meeting Act. The meeting notice must be published at least ten days in advance and must include the physical location of each Board Member attending the meeting remotely. A Board Member must be at each publicly noticed location. The public is permitted to attend the meeting at any of the locations listed on the meeting notice during an open session of the meeting. The public is not permitted to attend any part of the meeting that is designated as closed session.

CHAPTER 3: Travel and Salary Per Diem

3.1: Travel Arrangements

Board Policy

When travel is approved, Board Members should attempt to make their own travel arrangements, including air, rental car and lodging. All travel must be booked using the Department of General Services' Statewide Travel Program, CalTravel Store at www.caltravelstore.com. Each Board Member will work with a specified member of the administrative team to establish a travel booking profile.

3.2: Travel Approval

Board Policy

Board members must have prior approval from the Board President for all reimbursed travel except for regularly scheduled Board and committee meetings to which the Board member is assigned. Whenever feasible, it is recommended that Board members avail themselves of communication technology, e.g., telephone, video or web conferencing. This saves time and resources for the Board and Board members. For example, when two-person committees hold a regular meeting, the meeting should be conducted via the available communication technology.

The Board President and the Executive Officer must use the Board's annual budget and Department's Travel Guidelines when considering travel requests.

3.3: Out of State Travel

State Administrative Manual section 700, et seq.

All requests for out-of-state travel for persons representing the Board must be prepared by the Executive Officer and approved by the Board President. Out of state travel is ultimately controlled and approved by the Governor's Office. Once approved, Board members will be reimbursed for actual lodging expenses, supported by receipts, and will be reimbursed for meal and supplemental expenses according to current reimbursement rates. Should a Board Member elect to travel prior to approval by the Governor, their ability to represent the Board is decreased, and is at the individual Board member's own risk. Reimbursement may be denied.

Government Code Section 11139.8, subdivision (a)(5) prohibits a state agency, department, board, or commission from requiring any state employees, officers, or members to travel to a state that, after June 26, 2015, has enacted a law that (1) has the effect of voiding or repealing existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression; (2) authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression; or (3) creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.

For the most up-to-date list of states under travel restriction, and for more information, please see the State Attorney General's website: <https://oag.ca.gov/ab1887>

3.4: Travel Claims

State Administrative Manual section 700 et seq.

All expenses are claimed using the CalATERS (California Automated Travel Expense Reimbursement System) Global." Each Board Member will work with a designated member of the administrative team to set up a CalATERS Global account and designate a specified member of the administrative team as an authorized "preparer/submitter."

The Board Member shall provide travel-related receipts and other necessary documentation to the designated preparer/submitter within 30 days of travel and/or work. After the expense claim has been prepared by the designated preparer/submitter, the claim will be reviewed and approved by the designated approver and submitted to the travel unit for processing. Expenses for travel claims submitted after the end of the fiscal year deadline may not be reimbursed that fiscal year.

NOTE: Board Members must obtain and submit relevant travel receipts, even if the Board has paid the expense in advance.

The Department's travel unit uses CalATERS Global to calculate standard mileage reimbursement. If travel includes side trips other than traveling direct from one point to another and returning, each stop must be itemized, an address included, and a written statement detailing the business need.

The Deputy Director of Board and Bureau Services approves the Executive Officer's travel expense claims. The Executive Committee shall review all Board travel claims before final approval.

3.5: Salary Per Diem

Business and Professions Code sections 103 and 2855

Compensation, salary per diem and reimbursement of travel and other related expenses for Board Members is regulated by Business and Professions Code section 103. In relevant part, this section provides for the payment of salary per diem for Board Members "for each **day actually spent** in the discharge of official duties" and provides that the Board Member "shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties." Also relevant is the provision that states: "no public officer or employee shall receive per diem salary compensation for serving on those boards, commissions, committees, or the Consumer Advisory Council on any day when the officer or employee also received compensation for his or her regular public employment."

3.6: Travel Reimbursement and Payment of Salary Per Diem

Board Policy

- A. Each Board Member shall receive a per diem of one hundred dollars (\$100.00) for attending board meetings, in-person committee meetings/mandatory trainings, and for every eight hours accumulated performing official duties. Official duties shall include review and completion of electronic ballots, meeting preparation, online mandatory training, and Board-related communications.
- B. To be reimbursed for time spent on Board business, the member must complete and submit the Board-approved Per Diem Expense Reporting Form.

- C. Board Members must account for the number of hours spent fulfilling the designated responsibilities, in increments of hours (e.g., two hours spent in Committee meeting).
- D. Reimbursements will be calculated in eight-hour increments. Hours not totaling eight can be carried over to the next month.
- E. Meetings or sessions, such as a Board meeting with a closed session following the open session, that exceed eight hours in a single calendar day will be counted as one day.
- F. A Board Member may not claim per diem for Board responsibilities on any day when that Board Member also received compensation from the State of California for his or her regular employment.
- G. Per Diem Expense Reports are processed differently than Travel Reimbursement Requests. While a Board Member may submit both types of requests under the same cover, the different forms must be completed, and the payments will be processed separately.

Definitions

A. For purposes of determining eligibility for per diem under Business and Professions Code section 103, the term **“Day actually spent”** shall mean any of the following:

- Physical attendance in the meeting room for the commencement of the Board Meeting until its conclusion. The same shall apply to gatherings, events, and other meetings that are approved by the President.
 - Should a Board Member miss part of the meeting, she/he must have that absence excused by the President, or in the President’s absence, the Vice President, to claim per diem.
- A cumulative total of eight hours where the member performed any one or more of the following functions, in a reasonable amount of time:
 - Board work that is authorized and assigned by the Board President to be performed at the Board Member’s residence or business.
 - The review of materials and disciplinary matters (e.g. electronic ballots) as issued by Board staff to be performed at the Board Member’s residence or business.
 - The review of agenda materials prior to a meeting day.
 - Completion of online mandatory trainings.
- **“Day actually spent”** does not include compensation for time spent in route to/from the site of Board business.

B. “Reasonable Amount of Time” shall mean the amount of time it reasonably takes a person to perform a task. The President may use other members’ hours or her/his own time to perform the same or similarly related task to determine “reasonable amount of time.”

C. Per Diem Claim

- Board Members may only claim per diem using the Board-approved form provided. This form will be available in a PDF-fillable format, or a downloadable form. A copy is included in Appendix B of this manual.

- A separate form must be completed, signed and approved by the Board President for every month in which a Board Member submits a claim. For example, a Board Member must submit separate claim forms for the months of April, May, and June of a given year, and they may submit more than one month's claims at a time, provided that claims in a fiscal year are submitted by July 15th to be paid in the fiscal year of those claims.
- These claims may be subject to verification and audit. By signing a claim, a Board Member attests that all of the information submitted is complete and accurate.

D. Per Diem Reimbursement Approval

The Board President will approve all claim forms and the cumulative hours in accordance with this policy. Staff may not reimburse claims submitted using any other form or document for per diem, nor may they pay a claim that has not been approved by the President or, in the absence of the President, the Vice President.

Authority

A. Business and Professions Code, section 3715 provides:

“Each member of the board shall receive a per diem and expenses as provided in Section 103.”

B. Business and Professions Code, section 103 provides (emphasis added):

*“Each member of a board, ...shall receive the moneys specified in this section when authorized by the respective provisions. Each such member shall receive a per diem of one hundred dollars (\$100) for each **day actually spent** in the discharge of official duties and shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties. The payments in each instance shall be made only from the fund from which the expenses of the agency are paid and shall be subject to the availability of money. Notwithstanding any other provision of law, no public officer or employee shall receive per diem salary compensation for serving on those boards, commissions, committees, or the Consumer Advisory Council on any day when the officer or employee also received compensation for his or her regular public employment.”*

CHAPTER 4: Board Member Accountability

4.1: Improper/Unprofessional Board Member Conduct

Board Policy

A member may be censured by the Board if the Board determines that he/she has acted in an inappropriate manner while conducting Board business.

4.2: Removal of Board Members

Business & Professions Code sections, 106, 106.5, 2845

The Governor or other appointing authority may remove a member of the Board for misconduct, incompetence, or neglect of duty. Notwithstanding any other provision of law, the appointing authority may remove from office a member of a board or other licensing entity in the department if it is shown that such member has knowledge of the specific questions to be asked on the licensing entity's next examination and directly or indirectly discloses any such question or questions in advance of or during the examination to any applicant for that examination.

4.3: Resignation of Board Members

Government Code section 1750

In the event that it becomes necessary for a Board Member to resign, a letter shall be sent to the appropriate appointing authority (Governor, Senate Rules Committee, or Speaker of the Assembly) with the effective date of the resignation. Written notification is required by state law. A copy of this letter shall also be sent to the Director of the Department, the Board President and the Executive Officer.

4.4: Communication with Board Members

The Board's Executive Officer is the main point of contact between the staff and Board Members, and may utilize telephone, email, fax, and traditional mail services to keep the Board Members informed. All official Board emails will be sent to the Board Members assigned email address from the DCA unless the Board Member signs a notice and acknowledgement regarding use of other email. This is for the Board Members' protection, in that all official communications are potentially subject to subpoena and Public Records Act requests.

4.5: Access to Board Files and Records

Board Policy

No Board Member may access a school, licensee, applicant, or complaint file without the Executive Officer's knowledge and approval of the conditions of access. Records or copies of records must not be removed from the Board's office.

4.6: Communications with Other Organizations and Individuals

Board Policy

The Executive Officer, his/her designee or the Board President serves as spokesperson to the media or to any individual or organization on board actions, policies or any

communication that is deemed sensitive or controversial. Any Board Member who is contacted by any of the above should terminate the contact and inform the Executive Officer or the Board President. All correspondence shall be issued on the Board's standard letterhead and will be created and disseminated by the Executive Officer.

4.7: Contact with Licensees

Board Policy

Board Members must not intervene on behalf of a licensee or school for any reason; they must forward all contacts or inquiries to the Executive Officer.

4.8: Definition of Board Staff

Board Policy

Employees of the Board, with the exception of the Executive Officer, are civil service employees. Their employment, pay, benefits, discipline, termination and conditions of employment are governed by a myriad of civil service laws and regulations and often by collective bargaining. Because of this complexity, all authority and responsibility for management of the civil service staff is delegated to the Executive Officer. Board Members shall not intervene or become involved in specific day-to-day Board office operations or personnel matters. However, the Board must hold the Executive Officer accountable for supervising all day- to-day operations.

4.9: Definition of Board Administration

Board Policy

Board Members should be concerned primarily with formulating decisions on Board policies rather than decisions concerning the means for carrying out a specific course of action. It is inappropriate for Board Members to become involved in the details of program delivery. Strategies for the day-to-day management of programs and staff shall be the responsibility of the Executive Officer under the direction of the Board President.

4.10: Rules for Contacting Staff

Board Procedure

In order to maintain a clear line of communication, Board Members should contact the Executive Officer directly on all matters, with the following exceptions:

- Board Support Analyst - regarding meeting logistics, travel and per diem.
- Discipline Unit Manager - regarding disciplinary mail votes.
- DCA Legal Counsel - regarding disciplinary procedural questions or ethical questions.

Board members are requested to copy the Executive Officer when contacting any of the above listed staff. Board Members must discuss any deviation from this policy with the Executive Officer to maintain the integrity of this policy.

4.11: Role of Board's Legal Counsel

The Board's legal counsel provides legal guidance and expertise to the Board. Counsel works with the Board in preparing regulations, assists in addressing questions which require interpretation of statutes, and participates in all Board meetings to ensure that business is conducted in accordance with State law.

4.12: Examination Preparation

Board Policy

Board Members shall not perform any function of examination development for the Board or the Department during their term as Board Members.

4.13: External Correspondence

Board Policy

Originals of any correspondence sent or received by Board Members regarding official Board business must be maintained in the Board's office files. Correspondence must be given to the Executive Officer.

4.14: Conflict of Interest

Government Code section 87100 and Board Policy

No Board Member may make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest. Any Board Member who has a financial interest shall disqualify himself/herself from making or attempting to use his/her official position to influence the decision. Any Board Member who feels he/she is entering into a situation where there is a potential for conflict of interest or the public perception of such, should immediately consult the Executive Officer and the Board President.

It is a conflict of interest for a Board Member to seek office in a professional association or to actively sponsor or support others seeking office in such associations, to use his or her position as a Board Member to further one's own personal interest or concerns, discuss confidential Board business with anyone except other Board members and Board staff, or to publicly espouse opinions on behalf of the Board without specific Board approval to do so.

4.15: Statement of Economic Interests (Form 700)

Government Code section 81000 et seq.

Must be filed upon assuming and leaving office, and annually.

The Political Reform Act requires appointed Board Members to publicly disclose their personal assets and income. The Fair Political Practices Commission (FPPC) is the agency responsible for maintaining the Statement of Economic Interests Form 700. Board Members must complete a Statement of Economic Interest when appointed, annually and when their appointment ends. The Form 700 must be filed annually on or before April 1st. Noncompliance will put the Board and Board Member at risk of sanctions by the FPPC, and possible further actions by the appointing authority.

4.16: Gifts from Applicants, Registrants or Licensees **Board Policy**

Gifts of any kind to Board Members from schools, applicants, registrants or licensees of the Board are not permitted.

4.17: Honoraria **Government Code Section 89503 and FPPC Regulations, Title 2, Division 6**

As a general rule, members of the Board should decline honoraria for speaking at, or otherwise participating in, professional association conferences and meetings. A member of a state Board is precluded from accepting an honorarium from any source, if the member would be required to report the receipt of income or gifts from that source on his or her statement of economic interest.

Board Members are required to report income from, among other entities, professional associations and continuing education providers. Therefore, a Board Member should decline all offers for honoraria for speaking or appearing before such entities.

There are limited exceptions to the honoraria prohibition. The acceptance of an honorarium is not prohibited under the following circumstances:

- When an honorarium is returned to the donor (unused) within 30 days.
- When an honorarium is delivered to the State Controller within thirty days for donation to the General Fund (for which a tax deduction is not claimed).
- When an honorarium is not delivered to the Board Member, but is donated directly to a bona fide charitable, educational, civic, religious, or similar tax exempt, non-profit organization.

In light of this prohibition, members should report all offers of honoraria to the Board President so that he or she, in consultation with the Executive Officer and staff counsel, may determine whether the potential for conflict of interest exists.

4.18: Ex Parte Communications **Government Code Section 11430.10 et seq.**

An “*ex parte*” communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

“While the proceeding is pending, there shall be no communication, direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an interested person outside the agency, without notice and an opportunity for all parties to participate in the communication.”

Board Members are prohibited from an ex parte communication with Board enforcement staff while a proceeding is pending.

Occasionally, an applicant who is being formally denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact Board Members. If the communication is written, the person should read only far enough to determine the nature of the communication. Once he or she realizes it is from a person against whom an action is pending, they should reseal the documents and send them to the Executive Officer.

If a Board Member receives a telephone call from an applicant under any circumstances or licensee against whom an action is pending, he or she should immediately tell the person they cannot speak to them about the matter and inform the Executive Officer and the Board's legal counsel.

If the person insists on discussing the case, he or she should be told that the Board Member will be required to recuse him or herself from any participation in the matter. Therefore, continued discussion is of no benefit to the applicant or licensee.

4.19: Service of Legal Documents

If a Board Member is personally served as a party in any legal proceeding related to his or her capacity as Board Member, he or she must contact the Executive Officer immediately.

4.20: Serving as an Expert Witness ***Executive Order 66.2***

Pursuant to Executive Order 66-2, no employment, activity, or enterprise shall be engaged in by any gubernatorial appointee which might result in, or create the appearance of resulting in any of the following:

- Using the prestige or influence of a State office for the appointee's private gain or advantage.
- Using state time, facilities, equipment, or supplies for the appointee's private gain or advantage, or the private gain or advantage of another.
- Using confidential information acquired by virtue of State involvement for the appointee's private gain or advantage, or the private gain or advantage of another.
- Receiving or accepting money or any other consideration from anyone other than the State for the performance of an act which the appointee would be required or expected to render in the regular course of hours of his or her State employment or as a part of the appointee's duties as a State officer.

CHAPTER 5: Board Member Training

5.1: Board Member Orientation Training (BMOT)

Business and Professions Code section 45

Must be completed within one year of assuming office

Every newly appointed Board Member shall, within one year of assuming office, complete the training and orientation program offered by the Department regarding, among other things, his/her functions, responsibilities, and obligations as a Board Member.

The objectives of this training are to clarify:

- Separate roles of the Executive Officer, the Board, Board Members, and Board staff.
- Conflicts of interest.
- Importance of completing and filing the annual Statement of Economic Interest Form 700 and taking mandatory training.
- Bagley-Keene Open Meeting Act.
- Board Member roles in the policy making process.
- Discipline process and Board members' role as "judge".

5.2: Ethics Training

Government Code section 11146 et seq.

Must be completed within six months of appointment and every odd year thereafter

California law requires all appointees to take an ethics orientation within the first six months of their appointment and to repeat this ethics orientation every two years throughout their term. The training includes important information on activities or actions that are inappropriate or illegal. For example, generally public officials cannot take part in decisions that directly affect their own economic interests. They are prohibited from misusing public funds, accepting free travel and accepting honoraria. There are limits on gifts.

An online, interactive version of the training is available on the Attorney General's Web site at: <http://ag.ca.gov/ethics/>. An accessible, text-only version of the materials is also available at the Attorney General's web site. Once you've completed the training, please send a copy of your certificate of completion to the Executive Officer.

5.3: Sexual Harassment Prevention Training

Department Policy EEO 12-01

Must be completed every odd year

The Department of Fair Employment and Housing has determined that the California laws requiring sexual harassment prevention training and education for supervisory employees are also applicable to members of State of California boards and commissions. These laws were established by Assembly Bill 1825 (Reyes, Chapter 933, Statutes of 2004).

In this instance, the State of California is an employer and board/commission members are "supervisory" employees. A supervisor, under the law, is any individual having the authority to hire, transfer, suspend, lay off, recall, promote,

discharge, assign, reward, or discipline employees, or effectively recommend that action. Since board and commission members make those kinds of decisions, it has been interpreted that board/commission members are “supervisory employees” and that the law is applicable to such board and commission members.

5.4: Defensive Driving Training (DDT)
State Administrative Manual (SAM) 0752
Must be completed every four years

In accordance with the California Labor Code, employers must ensure that employees receive general safe and healthy work practices training and specific instructions with respect to workplace hazards associated with their job assignments. Driving a vehicle has its inherent risks; therefore, affected employees must meet the State's Defensive Driver Training (DDT) requirements.

All state employees and Board Members who frequently drive on state business should successfully complete an approved DDT course at least once every four years, in accordance with the State Administrative Manual (SAM) Section 0751 & 0752. This online DDT fulfills the SAM sections.

5.5: BVNPT Onboarding
Board Policy
Must be completed within one year of assuming office and biennially thereafter

Board Members must attend onboarding training specific to the BVNPT. This training is held in the Board's office in Sacramento and coordinated by the Executive Officer. It is designed to acquaint the Board Members with the staff, structure and programmatic operations, as well as the policies and procedures in this manual.

CHAPTER 6: Election and Responsibilities of Board Officers

6.1: Election of Board Officers

Business and Professions Code section 2846; Government Code section 1750

The Board, annually at its first scheduled meeting, shall elect a President and Vice President from among its members. The newly elected President and Vice President shall assume duties upon close of the meeting at which they were elected.

6.2: Responsibilities of the Board President

It is the role of the President to:

- Preside at open/closed session Board meetings and official regulation hearings.
- Assure that agenda timeframes are followed.
- Appoint committee chairpersons, define the responsibilities of the chairpersons, and make committee appointments.
- Assure that all Board Members adhere to all Board policies.
- Assure that all Board Members are compliant with all mandatory training and accountability measures.
- Serve as delegate or alternate delegate to state and national associations or appoint another Board Member to serve in such capacity.
- Represent the Board in communications relating to Board action or policy or designate another Board Member to represent him/her if necessary.
- Review and approve or disapprove Board Members' travel; such approval shall not be unreasonably withheld.
- Review and approve or disapprove Board Members' travel reimbursement requests, including regularly scheduled Board meetings; such approval shall not be unreasonably withheld.
- Review and approve or disapprove Board Members' Per Diem Salary claim; such approval shall not be unreasonably withheld.
- Assume responsibilities usually vested in or customarily incident to the office of President and otherwise prescribed by law.
- Make decisions respecting emergency or urgent matters between Board meetings.
- Sign Board decisions, rulings and minutes after approval by the Board.
- Serve as liaison between the Board and Department's Deputy Director of Board Support and Services.
- Serve as immediate supervisor of the Executive Officer.

6.3: Responsibilities of the Board Vice President

It is the role of the Vice President to:

- Serve on the Executive Committee.
- In the absence of the President, assume all duties of the President, and when so acting, have all the powers of, and be subject to all the restrictions upon, the President.
- Other projects as assigned by the President.

6.4: Filling Officer Vacancies ***Board Policy***

If the office of the President becomes vacant, the Vice President assumes the office of the President on an interim basis and until the election of officers at the next scheduled Board meeting.

6.5: Committee Chairs

Committee Chairs are appointed each year by the Executive Committee and upon a vacancy. Board Members may communicate with the Executive Committee and request to be assigned a chair position.

Role of the Committee Chair:

- Preside over the Committee's meeting.
- Work with the Executive Officer and other assigned staff to develop agendas, discuss goals, and provide analysis, feedback and direction.
- Present Committee Reports to the full Board at the next public meeting.
 - This includes, but is not limited to: presenting recommended actions, providing background information, and requesting further action.

CHAPTER 7: Executive Officer

7.1: Appointment

The Board generally appoints an Executive Officer who is exempt from civil service and serves at the pleasure of the Board. However, per the Board's 2017 Sunset Review legislation, AB 1229, for the period from January 1, 2018-December 31, 2019, this appointment shall be made by the Governor's Office.

7.2: Role

The Executive Officer is the Board's Chief Executive Officer. He or she implements the policies developed by the Board.

7.3: Recruitment

The Board must institute an open recruitment plan to obtain a pool of qualified Executive Officer candidates. It must also utilize proven equal employment opportunity and personnel recruitment procedures.

7.4: Evaluation and Selection

A qualified candidate for Executive Officer must demonstrate the ability to supervise employees and handle conflict resolution and complaint mediation. The Executive Officer must also demonstrate effective written and verbal communication skills and have knowledge and expertise in the areas of legislation, regulations, administration, examination, licensing, enforcement, legislation and budgets.

The selection of a new Executive Officer is an item of business, which must be included in a written agenda and transacted at a public meeting.

7.5: Performance Appraisal

Memo OHR 2/14/2013; Government Code section 11126(a) and Board Policy

The Board evaluates its Executive Officer on an annual basis. Approximately two months before the meeting, the Board President will direct that all Board Members receive a copy of the evaluation form with instructions to complete their evaluations individually and forward them directly to the Board President. The Board President will review all evaluations and collate the ratings and comments for all Board Members to review.

Each year, the evaluation of the Executive Officer will be placed on the agenda. The Board Members will meet first in closed session to determine what action, if any, needs to be taken. The Board Members will then meet with the Executive Officer to discuss the appraisal. Further actions will be taken in accordance with the Open Meeting Act.

CHAPTER 8: Board Committees

8.1: Standing Committees

Committees serve as an essential component of the full Board to address specific issues referred by the public or recommended by staff. The present committee structure does not require a quorum because any decision of the committee must be voted on by the full Board to become policy. The committees are typically composed of two Board Members who are charged with gathering public input, exploring alternative approaches to issues, analyzing the data collected, and making a recommendation to the full Board.

Upon approval by the full Board, the full listing and description of the Board's current Committees will be included in this Manual's Appendix.

8.2: Committee Appointments

The Executive Committee determines committee composition, whether standing or ad hoc; however, committee members may make recommendations for new members. Committee member terms expire at the discretion of the Executive Committee.

Ad hoc committees may be established by the Board as needed. Members and chairpersons will be appointed by the Executive Committee. Ad hoc committees may include the appointment of non-Board Members.

8.3: Committee Reports

Each committee chair provides a report of its meeting to the full Board at its next regularly scheduled public meeting. The Board can approve the committee report with any and all recommendations contained in the report, or approve a portion of the report, and discuss certain items and vote on them separately.

CHAPTER 9: Enforcement and Discipline

The Board has established a robust enforcement program to ensure that timely and appropriate disciplinary action is taken against unprofessional, incompetent, or grossly negligent practitioners. A more comprehensive Enforcement Manual will be developed and distributed to the Board for review and approval.

9.1: Investigation

The Board receives complaints from the public, government, law enforcement, licensed professional groups, internal, other states or anonymously. Additionally, the Board receives reports of allegations and criminal convictions.

The Board investigates complaints to determine if there has been a violation of the Vocational Nursing Practice Act or the Psychiatric Technicians law utilizing Board analysts, Special Investigators, and the DCA, Division of Investigation (DOI).

If an investigation substantiates violations of the Vocational Nursing Practice Act or the Psychiatric Technicians law, the Board may issue a Notice of Warning, a Citation and Fine, or if the violations are egregious, the matter may be referred to the Office of the Attorney General for formal disciplinary action.

9.2: Disciplinary Action

The Board has authority to revoke, suspend, or place on probation any license if the licensee has violated a provision of the law governing the profession (Business and Professions Code, Division 2, Chapter 6.5, Article 3). Further, the Board has authority to deny licensure to anyone convicted of a crime substantially related to the profession or who has done any act which, if done by a licensee, would be grounds for revocation or suspension of the license.

All proceedings are conducted in accordance with the California Administrative Procedures Act (APA), the Attorney General's (AG) Office, and the Office of Administrative Hearings (OAH) to ensure that disciplinary actions are handled in a fair and judicious manner.

Cases may be resolved in one of three ways: stipulated settlement, proposed decision, or default decision.

Stipulated Settlement: A negotiated agreement between the Board and Respondent. Board Members may adopt, reject (and set for hearing), or make a counter offer that, if accepted, will dispose of the matter.

Proposed Decision: Issued by an Administrative Law Judge (ALJ) after having heard the matter at a hearing. Board Members may adopt the proposed decision, reject (non-adopt) the proposed decision, and after review of the transcripts and the record, develop its own decision, remand (return) the decision to the ALJ for additional evidence, make technical or minor changes to the proposed decision, and/or mitigate (lessen, reduce) the proposed penalty.

Board Members deliberation of stipulated settlements, proposed decisions, and default decisions happens via electronic mail balloting and/or during closed session at a Board

meeting. Whether the matter is submitted to the Board Members electronically or as part of closed session depends largely upon timing. Board staff processes all matters in the manner most efficient. If sufficient time exists between receipt of the matter by Board staff and the next regularly scheduled Board meeting, the matter will be sent to the Board Members electronically for deliberation and voting. If there is not sufficient time between the receipt of the matter and the next regularly scheduled Board meeting, the matter will be submitted to the Board Members during closed session.

Stipulated settlements, proposed decisions, and default decisions submitted to the Board Members electronically are assigned a deadline for submission of the vote. If a Board Member wishes to discuss a particular aspect of the matter, the Member must complete the electronic mail ballot "hold for discussion" and note the reason for requesting the hold. If two votes are cast to hold a case for discussion, the matter will be scheduled for discussion during closed session at the Board's next regularly scheduled Board meeting.

Stipulated settlements, proposed decisions, and default decisions submitted to the Board Members for deliberation during closed session, whether directly or as the result of a vote to "hold for discussion", will be presided over by DCA staff counsel and in accordance with the APA and the Bagley-Keene Open Meeting Act.

The possible outcomes of a formal discipline matter include: revocation, suspension, probation, public reproof/reprimand, or dismissal.

9.3: Contact with Complainant/Respondent

Board Members must not directly participate in complaint handling, resolution or investigations. To do so would subject the Board Member to disqualification in any future disciplinary action against the licensee. If a Board Member is contacted by a complainant/respondent or his/her attorney, the Board Member should refer the individual to the Executive Officer.

Board decisions are public. Board deliberations are not.

Appendix A

Sample Travel Forms

SAMPLE

BVNPT BOARD MEMBER EXPENSE REPORT

Month: _____ Year: _____

BOARD MEMBER: _____

BOARD MEETING DATES (if applicable): _____

Committee Meetings	Date	# of Hours*	Total Hours
Executive			
Education/Practice			
Enforcement			
Legislation/Regulations			
Licensing/Evaluation			
Total			

*Actual time spent in Committee meeting(s).

Ballot/Reconsideration Review Date of Packet	Date(s) of Work	Number of Cases Reviewed	# of Hours**
Total			

**Actual time spent on Mail Ballot Review/Voting.

Other Duties:

Activity	Date	# of Hours***
Total		

***Actual time spent on activity.

Total # of hours: _____

I certify that on the above dates, I was engaged in performing the above duties and that no part of the claim has been paid and that services herein rendered were in accordance with the laws, rules, and regulations of the agency of the State for which compensation is claimed.

Signature: _____ Date Submitted: _____

Board President Signature: _____ Date Approved: _____

BVNPT BOARD MEMBER TRAVEL EXPENSE REPORT

Board Member: _____ Month/Year: _____ Car License Plate #: _____

Home Address: _____ City: _____ Zip: _____

Purpose of The Trip: _____ Destination: _____

Departure			Return		
Date:			Date:		
Time:	AM	PM	Time:	AM	PM

Transportation Costs: * Receipt required

Airfare*	Rental Car*	Personal Car		Shuttle/Taxi/Uber/Lyft*	Parking*	Tolls*
		Mileage to event	Mileage from event			

Meal Costs:

Meal	Travel Day 1	Travel Day 2	Travel Day 3	Travel Day 4	Total
Breakfast - up to \$7					
Lunch - up to \$11					
Dinner - up to \$23					
Incidentals - up to \$5 for every full 24 hours of travel.					

Note: Incidentals include fees and tips for services such as porter and baggage handlers, postage charges, emergency purchases, business calls, etc. No receipt required.

You must retain meal receipts and other records of expenses. You no longer need to submit copies of meal receipts to the Board. Reimbursement is allowed for the actual cost up to the maximum allowed for each meal or incidental. Please specify the amount you wish to claim for each meal and/or incidentals.

Important Note: Only the amounts posted in the above table will be reimbursed.

Lodging Costs: * Receipt required

Hotel room total*:	Excess Lodging Approved:	Yes	No
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Other Expenses not listed above: * Receipt required

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I certify that on the above dates, I was engaged in performing the above duties and that no part of the claim has been paid and that services herein rendered were in accordance with the laws, rules, and regulations of the agency of the State for which compensation is claimed.

Signature: _____

Date: _____

Board President Signature: _____

Date: _____

BVNPT BOARD MEMBER EXPENSE REPORT INFORMATION

Submitting the expense report:

Please complete and email your expense report to the Board's Executive Officer no later than the 10th day of each month to ensure review and approval by the Board President. Board members must use the BVNPT Board Member Expense Report and BVNPT Board Member Travel Expense Report for reimbursement. Previous expense forms are not accepted and use of previous forms delays reimbursement. NOTE: While you may file more than one month at a time, please use separate forms for each month. Be aware that if you send in requests for more than two or three months at a time, processing your request may be delayed.

Preparing the expense report:

Board members are compensated for **actual time spent** performing work authorized by the Board President (Section 103 of the Business and Professions Code).

- A full day's time is compensated when eight hours is accrued. For example, you cannot claim a full day of reimbursement for a two-hour committee meeting. **Exception: an authorized meeting lasting over eight hours is considered one full day.**
- Report time in one-hour increments. If your reported hours exceed a multiple of eight, the excess number will carry over to the next month's report.
- Car License Plate # is required if personal vehicle is used.

Travel Expenses:

Airline Expense(s):

Ticket stubs/receipt or the itinerary must be submitted with this expense report. The Department of Consumers Affairs will not process Travel Expense Claims without at least one of these items. Reimbursement will be delayed until you provide copies of this information.

Meal Expense(s):

Maximum reimbursement amounts are listed. Receipts are not required.

Lodging Expense(s):

An original receipt is required for reimbursement. If a receipt is lost and a duplicate cannot be obtained, the maximum reimbursement amount, without prior approval, is \$90 per night, plus tax. **If excess lodging is not approved in advance, reimbursement amount is \$90 per night, plus tax.**

Private Car Mileage:

State business conducted using your personal vehicle is reimbursed at \$.545 per mile. Please note that mileage will not be given when a rental car is obtained for travel.

Parking Expense(s):

Receipts are required for parking expenses exceeding \$10.00. If the parking receipt is lost and the total exceeds \$10.00, only \$10.00 is reimbursed.

Rental Car, Taxi, Shuttle, Uber, LYFT

All receipts are required for reimbursement.

ATTACHMENT B

BOARD'S COMMITTEE STRUCTURE (CF., SECTION 1, QUESTION 1)





2023 Committee Structure

Introduction

Protection of the public is the highest priority of the Board of Vocational Nursing and Psychiatric Technicians (Board). The Board accomplishes this mandate through various means. Public Board meetings and committee meetings are a critical element in the Board's structure.

The Board's committees conduct public meetings, study and discuss critical issues impacting licensed vocational nurses (LVNs) and psychiatric technicians (PTs), review and accept reports on educational programs and make recommendations to the full Board for action.

Areas of study by the Committees include, and are not limited to:

- ❖ Educational preparation of safe and competent licensees:
- ❖ Scope of practice issues for VNs and PTs;
- ❖ Project workforce needs;
- ❖ Current utilization of VNs and PTs in the delivery of healthcare to consumers;
- ❖ Overall delivery of healthcare;
- ❖ Research, analyze and provide analysis of current and proposed legislation and regulations that impact the Board's mission and the healthcare of California Consumers; and
- ❖ Other issues relative to consumer healthcare needs.

Each committee is comprised of two or more Board members and meet quarterly or as needed. The committees are:

- ❖ Executive Committee;
- ❖ Education/Practice Committee;
- ❖ Enforcement Committee;
- ❖ Legislative and Regulations Committee; and the
- ❖ Licensing Committee.

Executive Committee

The Executive Committee's Purpose:

- ❖ Provide oversight and recommendations regarding administration of the Board;
- ❖ Provide a safe avenue for staff engagement;
- ❖ Direct and supervise the Executive Officer;
- ❖ Provide guidance to Board members; and
- ❖ Monitor all Board committees.

The Executive Committee considers and advises the Board on matters relative to Board organization and administration. The Executive Committee's role is crucial in achieving the Board's mandate to ensure consumer protection. The Board President, Board Vice-President and Executive Officer sit on the Executive Committee.

This Committee also discusses and develops policies and makes recommendations to the full Board relative to the attendance and standards of conduct for Board Members. Executive Committee Members may represent the Board at departmental or legislative hearings.

The functions of the Executive Committee include:

- ❖ Supervision and annual evaluation of Executive Officer;
- ❖ Review Board-wide policies and issues and make recommendations for action to the full Board;
- ❖ Oversee Strategic Planning process and implementation;
- ❖ Oversee Sunset Review and report process and implementation;
- ❖ Oversee fiscal planning, audit and budget processes;
- ❖ Establish and communicate availability for direct staff engagement with Board;
- ❖ Assign agenda items to policy committees and monitor progress;
- ❖ Develop and propose Board calendar and call special meetings;
- ❖ Appoint standing and ad hoc committees;
- ❖ Approve Board Member requests for travel, reimbursement and payment of salary per diem;
- ❖ Make interim decisions on emerging issues and report for ratification at Board meeting immediately following.

The Executive Committee meets monthly or as needed. Two Board Members are appointed to this committee.

Education/Practice Committee

The Education/Practice Committee's purpose is evaluating educational programs and policies which serves the Board stakeholders.

The Education/Practice Committee gathers public input and makes recommendations to the full Board relative to the education and safe practice for competent VNs and PTs. The Committee considers the health care needs of the consumer and ensures that the scope of practice for VNs and PTs is preserved in the face of competing priorities.

The functions of the Education/Practice Committee include:

- ❖ Program Assessment;
- ❖ Review proposals and recommend action to the full Board regarding schools, programs, policies and regulations;
- ❖ Evaluate operations of the Education Division;
- ❖ Address Scope of Practice issues;
- ❖ Inform stakeholders and the public about nursing education programs, consumer safety, and Board priorities;
- ❖ Recognize program successes; and
- ❖ Implement Strategic Plan goals.

The Committee also considers:

- ❖ Entry level competencies necessary for safe and effective practice, curricular content and the number of hours critical to achieving the highest level of education for VNs and PTs;
- ❖ Established professional standards relative to education, health care, and the nursing profession; and
- ❖ Compliance of prelicensing educational programs based on statutory and regulatory requirements and established professional standards. When noncompliance is substantiated, the Committee makes recommendations for action to the full Board up to and including modifications of the program's approval status.

The Education/Practice Committee meets quarterly or as needed in open session. At least three Board Members may be appointed to this Committee.

Enforcement Committee

The Enforcement Committee's purpose is ensuring licensee, program, and applicant compliance with laws and regulations. This Committee also provides oversight of the functions and performance of the Board's Enforcement Division. The Committee oversees, develops and recommends policies that advance the mission-related goals directly guided by the Board's Strategic Plan.

The function of the Enforcement Committee include:

- ❖ Evaluate operations and case management processes of the Enforcement Division;
- ❖ Provide guidance on compliance with Consumer Protection Enforcement Initiative (CPEI), emerging policy issues and best practices;
- ❖ Analyze statistics and trends and make recommendations for action to the full Board;
- ❖ Inform stakeholders and public about Enforcement programs, consumer safety, and Board priorities;
- ❖ Recognize program successes;
- ❖ Implement Strategic Plan goals; and
- ❖ Promote and support partnerships with Division of Investigations (DOI) and the Office of the Attorney General (OAG), as well as other healing arts Boards and government agencies.

The Enforcement Committee meets quarterly or as needed. Two Board members are appointed to this Committee.

Legislative and Regulations Committee

The Legislative and Regulations Committee's purpose:

- ❖ Monitor, review, and recommend actions on current legislation and rulemaking proposals;
- ❖ Develop and advance new legislation and regulations to protect and benefit the Board and its stakeholders; and
- ❖ Review and recommend updates and amendments to the Board's Practice Acts and regulations.

After relevant research and analysis, the Committee is authorized to recommend to the Board a position of support, opposition, or watch. The Committee is also authorized by the Board to act on legislation and regulations between scheduled Board meetings. Such action(s) must be reported to and ratified by the full Board at the next scheduled Board meeting.

The Legislative and Regulation Committee functions include:

- ❖ Review new and updated lists of relevant legislation, and recommend action to the full Board;
- ❖ Communicate with legislators and stakeholders about Board legislative priorities;
- ❖ Inform stakeholders and public about Board's legislative priorities;
- ❖ Implement Strategic Plan goals;
- ❖ Review and suggest updates to practice acts and regulations;
- ❖ Review Sunset Report and legislation; and
- ❖ Draft, promulgate and implement regulation packages.

If the proposed legislation or regulation is progressing expeditiously through the committees of the Legislature or regulatory process, the Executive Officer or designee shall consult with Committee Members to obtain direction and implement a position.

That direction may include, but is not limited to, the following:

- ❖ Formulation and submission of letters of support or opposition.
- ❖ Provide testimony at hearings.
- ❖ Discussions with Legislators and/or their staff.

This allows a timely response to newly introduced or amended legislative proposals. Such action will then be ratified by the full Board at its next scheduled meeting.

The Legislative and Regulations Committee meets quarterly or as needed based on Legislative and Regulatory Calendars. Two Board members are appointed to this Committee.

Licensing Committee

The Licensing/Evaluations Committee's purpose:

- ❖ Provide oversight to application and licensing functions; and
- ❖ Review and oversee complaint trends.

The functions of the Licensing Committee include:

- ❖ Review license and applicant processes at a policy level to ensure customer satisfaction;
- ❖ Inform stakeholders and public about Licensing and Evaluations processes, consumer safety, and Board priorities;
- ❖ Review the Continuing Education Audit program;
- ❖ Review and analyze Board complaint trends and management, and recommend action to full Board as needed;
- ❖ Recognize program successes; and
- ❖ Implement Strategic Plan goals.

The Committee also advises the Board on matters related to approving candidates seeking qualification for examination to obtain California licensure as vocational nurses (VNs) and psychiatric technicians (PTs) via nontraditional pathways based on:

- ❖ Completion of education and work experience that is equivalent to the minimum requirements for an approved school of vocational nursing in this state;
- ❖ Current valid licensure as a vocational/practical nurse in another state; or
- ❖ Completion of equivalent military education and training, no less than an aggregate of 12 months of practice, and honorable discharge from any branch of the U.S. military.

The Committee also reviews quarterly processing times/telephone wait times and proposes strategies to proactively improve customer satisfaction.

The Licensing/Evaluations Committee meets quarterly or as needed. Two Board members are appointed to this Committee.

Committee	Lead Staff	Committee Purpose	Committee Functions	Performance Measurements	Meeting Frequency
Executive	Executive Officer	<p>The Executive Committee:</p> <ul style="list-style-type: none"> • Provides oversight and recommendations regarding administration of the Board; • Provides a safe avenue for staff engagement; • Directs and supervises the Executive Officer; • Provides guidance to Board members, and • Monitors all Board committees. 	<p>The functions of the Executive Committee include:</p> <ul style="list-style-type: none"> • Supervision and annual evaluation of the Executive Officer; • Review Board-wide policies, issues and make recommendations for action to the full Board; • Oversee Strategic Planning process and implementation; • Oversee Sunset Review and report process and implementation; • Oversee fiscal planning, audit and budget processes; • Establish and communicate availability for direct staff engagement with Board; • Assign agenda items to policy committees and monitor progress; • Develop and propose Board calendar and call special meetings; • Appoint standing and ad hoc committees; • Approve Board Member requests for travel, reimbursement and payment of salary per diem; • Make interim decisions on emerging issues and report for ratification at Board meeting immediately following. 		Monthly or as needed.
Education/Practice	Supervising Nursing Education Consultant	<p>The Education Committee:</p> <ul style="list-style-type: none"> • Evaluates educational programs and policies that serve Board stakeholders. 	<p>The functions of the Education Committee include:</p> <ul style="list-style-type: none"> • Program Assessment; • Review proposals and recommend action to full Board regarding schools, programs, policies and regulations; • Evaluate operations of Education Division; • Address Scope of Practice issues; • Inform stakeholders and public about nursing education programs, consumer safety, and Board priorities; • Recognize program successes; and • Implement Strategic Plan goals. 		Quarterly, and as needed.

Enforcement	Enforcement Chief	<p>The Enforcement Committee;</p> <ul style="list-style-type: none"> Ensures licensee, program, and applicant compliance with laws and regulations. 	<p>The functions of the Enforcement committee include:</p> <ul style="list-style-type: none"> Evaluate operations and case management processes of the Enforcement Division; Provide guidance on compliance with Consumer Protection Enforcement Initiative (CPEI), emerging policy issues and best practices; Analyze statistics and trends and make recommendations for action to the full Board; Inform stakeholders and public about Enforcement programs, consumer safety, and Board priorities; Recognize program successes; Implement Strategic Plan goals; and Promote and support partnerships with Division of Investigations (DOI) and the Office of the Attorney General (OAG), as well as other healing arts Boards and government agencies. 		Quarterly, or as needed.
Legislative and Regulation	Executive Officer	<p>The Legislative and Regulation Committee:</p> <ul style="list-style-type: none"> Monitors, reviews, and recommends actions on current legislation and rulemaking proposals; Develops and advances new legislation and regulations to protect and benefit the Board and its stakeholders; and Reviews and recommends updates and amendments to the Board's Practice Acts and regulations. 	<p>The functions of the Legislative and Regulation Committee include:</p> <ul style="list-style-type: none"> Review new and updated lists of relevant legislation, and recommend action to the full Board; Communicate with legislators and stakeholders about Board legislative priorities; Inform stakeholders and public about Board's legislative priorities; Implement Strategic Plan goals; Review and suggest updates to practice acts and regulations; Review Sunset Report and legislation; and Draft, promulgate and implement regulation packages. 		Quarterly and as needed, based on Legislative and Regulatory Calendars.
Licensing	Licensing Manager	<p>The Licensing Committee:</p> <ul style="list-style-type: none"> Provides oversight to application and licensing functions; and 	<p>The functions of the Licensing Committee include:</p> <ul style="list-style-type: none"> Review licensing and applicant processes at a policy level to ensure customer satisfaction; 		Quarterly, or as needed.

		<ul style="list-style-type: none"> • Reviews and oversees complaint trends. 	<ul style="list-style-type: none"> • Inform stakeholders and public about Licensing and Evaluations processes, consumer safety, and Board priorities; • Review Continuing Education Audit program; • Review and analyze Board complaint trends and management, and recommend action to full Board as needed; • Recognize program successes; and • Implement Strategic Plan goals. 		
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COMMITTEE ASSIGNMENTS

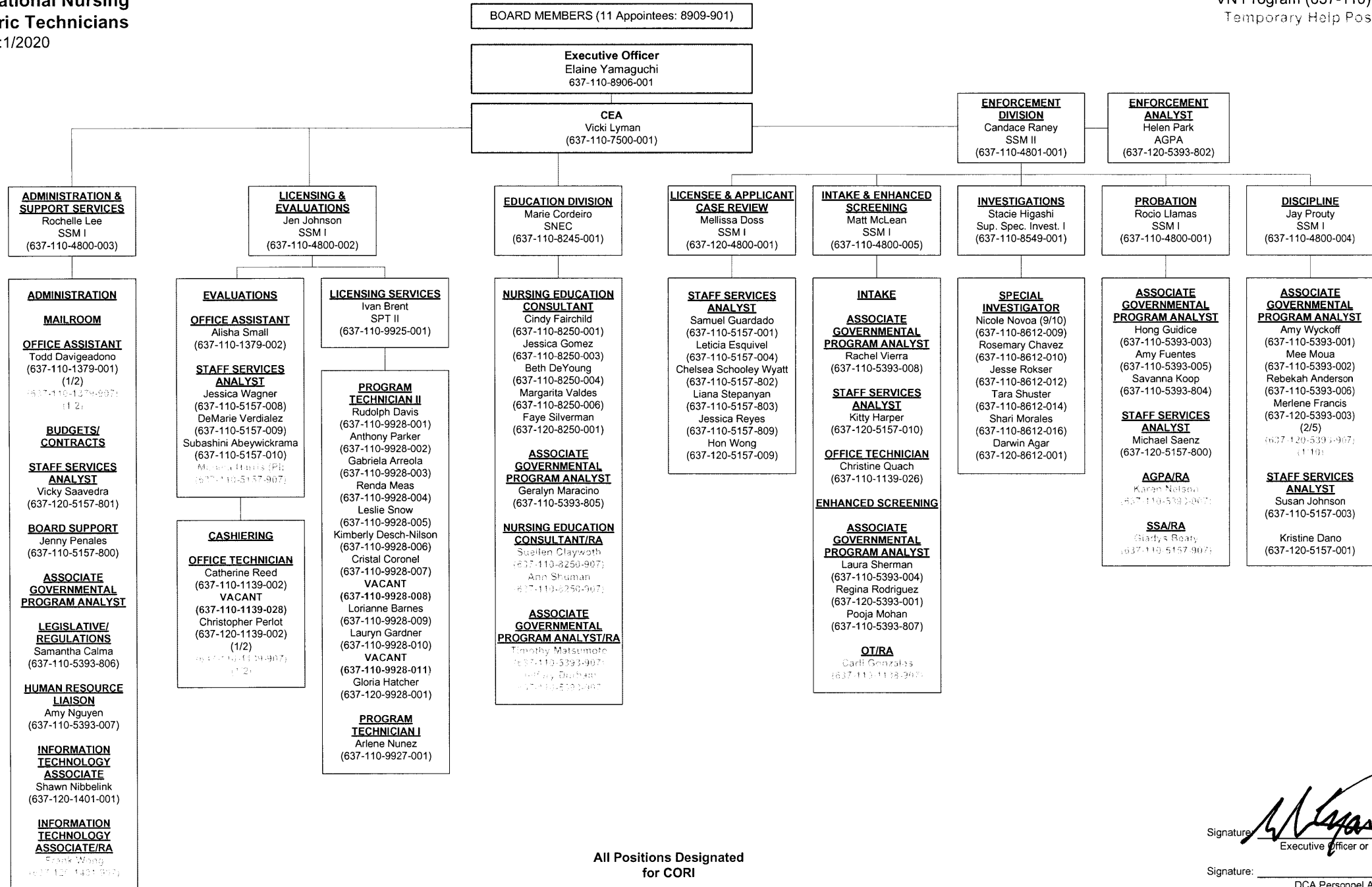
Committee	Board Members	Staff Members
Executive	Carel Mountain – President, Chair John Dierking – Vice President	EO/AEO Administrative Support Services Manager Supervising Nursing Education Consultant Enforcement Chief Legal Counsel
Education/Practice	Carel Mountain – President, Chair Gloria Gregoria Guzman Abraham Hill Nelly Nieblas	EO/AEO Supervising Nursing Education Consultant Nursing Education Consultants Education Analyst Legal Counsel
Enforcement	Ken Maxey, Chair Lessie Moore	EO/AEO Enforcement Chief Enforcement Managers (optional) Legal Counsel
Legislation and Regulations	Aleta Carpenter, Chair Rashima Sonson	EO/AEO Administrative Support Services Manager Leg/Reg Analyst

		Legal Counsel
Licensing	Taisha Brown, Chair	EO/AEO Licensing Division Manager Licensing Division Supervisor Licensing Staff Services Analysts (optional) Legal Counsel


ATTACHMENT C

YEAR-END ORGANIZATION CHARTS FOR LAST FOUR FISCAL YEARS (CF., SECTION 2, QUESTION 15)





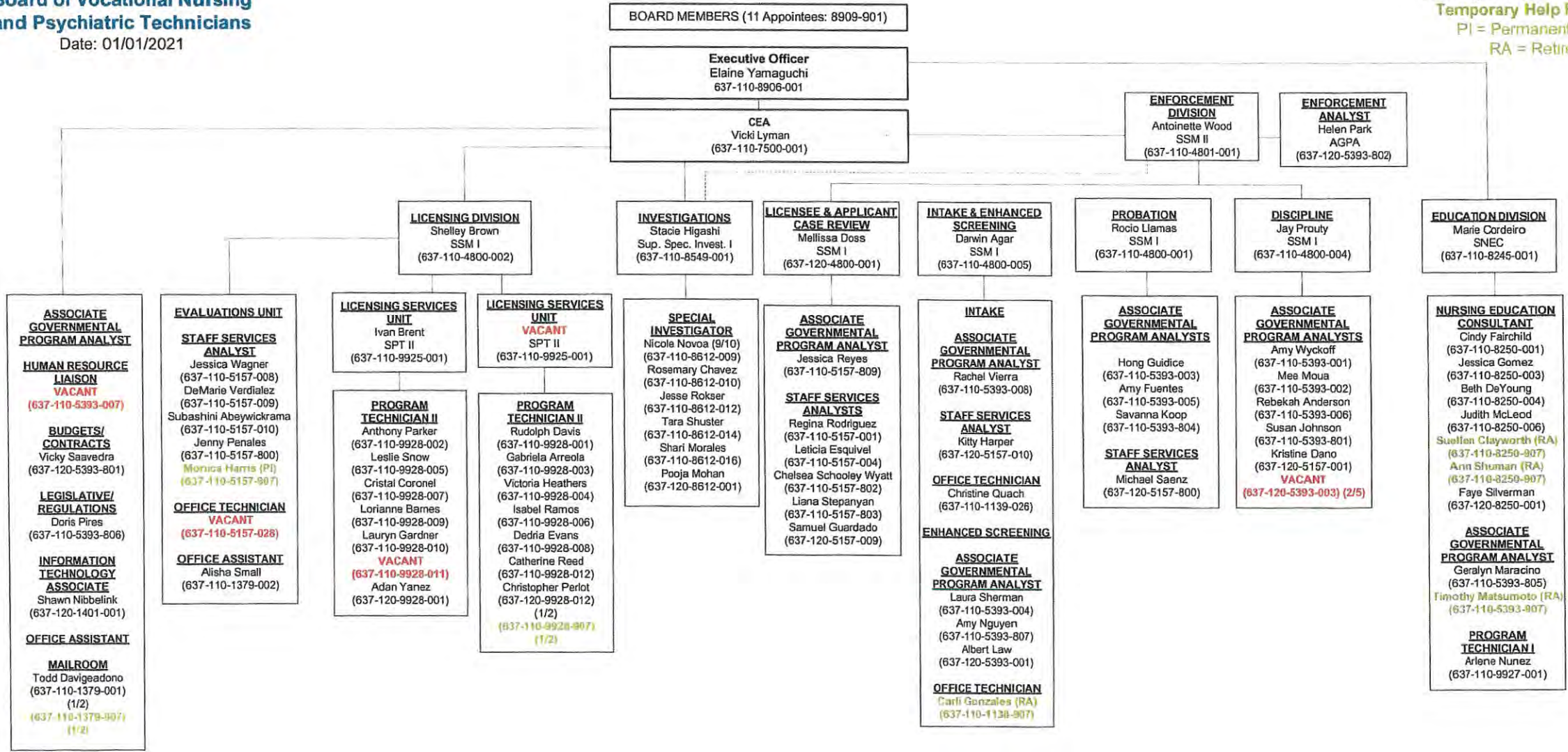
All Positions Designated
 for CORI

Signature: 
 Executive Officer or Designee


Signature: _____
 DCA Personnel Analyst

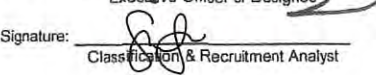
DEPARTMENT OF CONSUMER AFFAIRS
**Board of Vocational Nursing
 and Psychiatric Technicians**
 Date: 01/01/2021

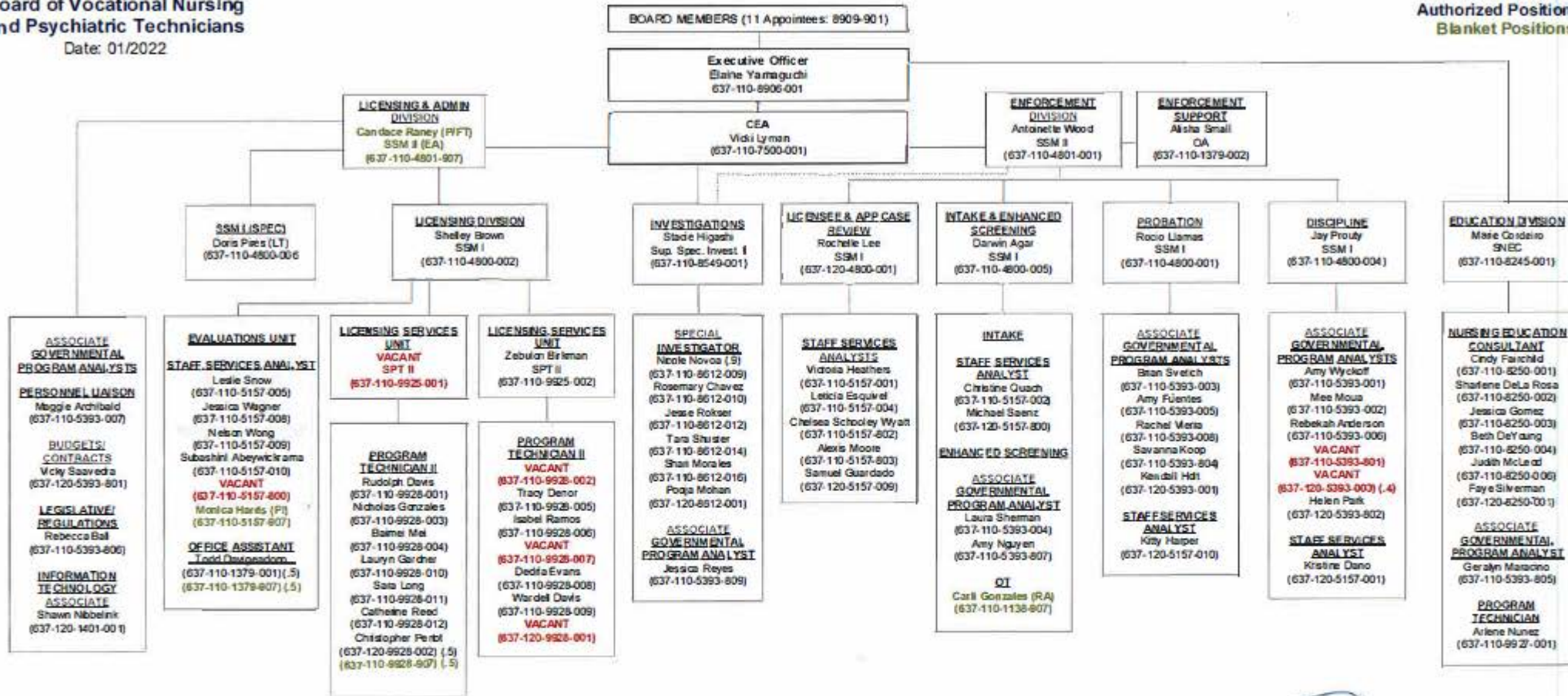
CURRENT
FY 20/21 Authorized Positions
 VN Program (637-110): 71.4 PY
Temporary Help Positions: 6
 PI = Permanent Intermittent
 RA = Retired Annuitant



All Positions Designated for
 Criminal Offender Records Information
 (CORI)

Signature: 
 Executive Officer or Designee

Signature: 
 Classification & Recruitment Analyst



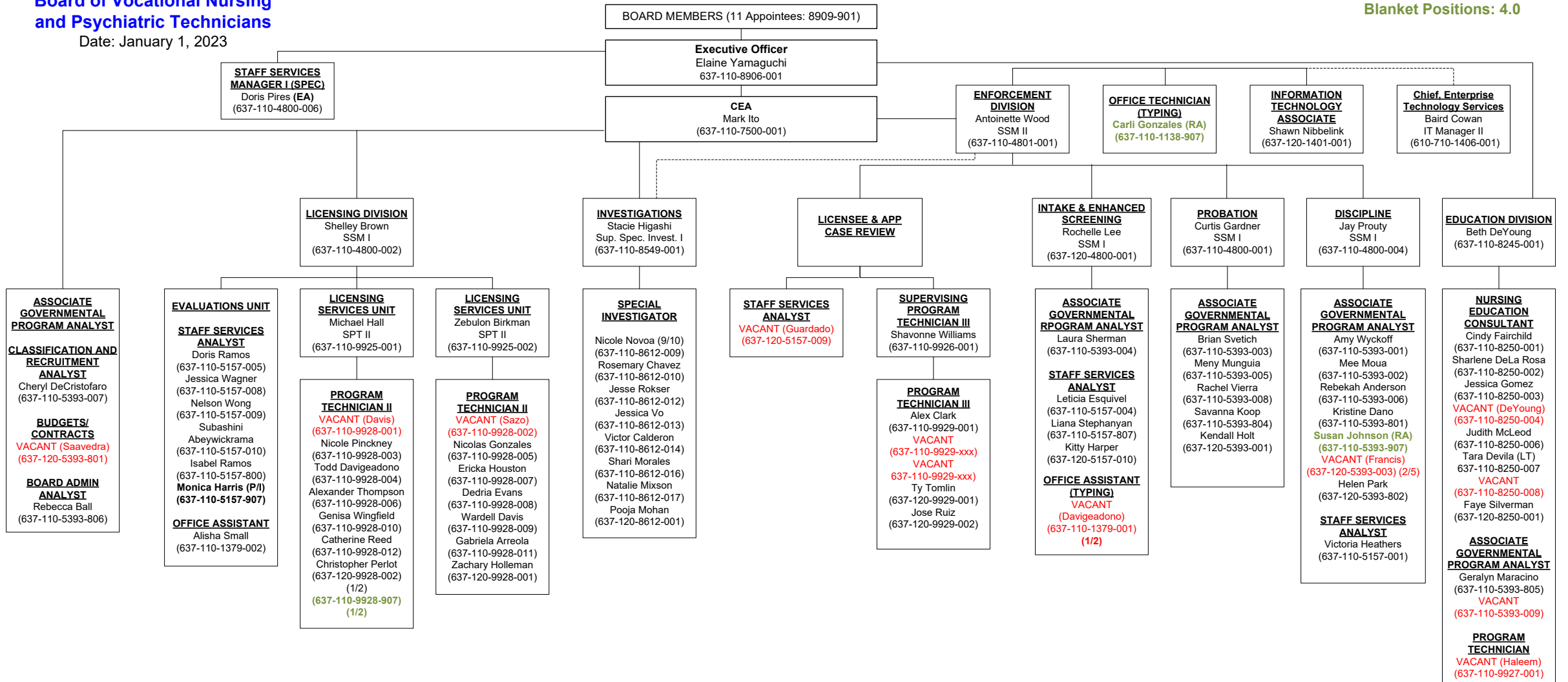
All Positions Designated for Criminal Offender Record Information (COR)

EA = Exceptional Allocations
 LT = Limited Term
 RA = Retired Annuitant
 PFT = Permanent, Full Time

Signature: 
 Executive Officer of Designee
 Signature: 
 Personnel Analyst

DEPARTMENT OF CONSUMER AFFAIRS
**Board of Vocational Nursing
 and Psychiatric Technicians**
 Date: January 1, 2023

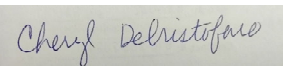
Current FY 22/23
 Authorized Positions: 76.4 PY
 Blanket Positions: 4.0



LEGEND

EA = Exceptional Allocation
 LT = Limited Term
 RA = Retired Annuitant
 P/I = Permanent Intermittent
 LOA = Leave of Absence

All Positions Designated
 for CORI

Signature: 
 Executive Officer or Designee

Signature: _____
 DCA Classification & Recruitment Analyst

ATTACHMENT D

QUARTERLY AND ANNUAL PERFORMANCE MEASURE REPORT FOR THE BOARD AS PUBLISHED ON THE DCA WEBSITE



Case Type

Complaints Volume

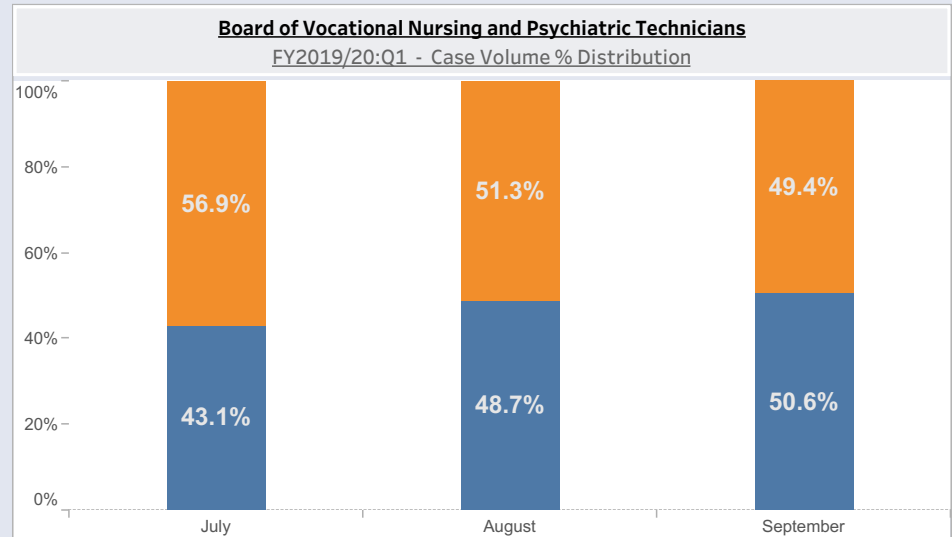
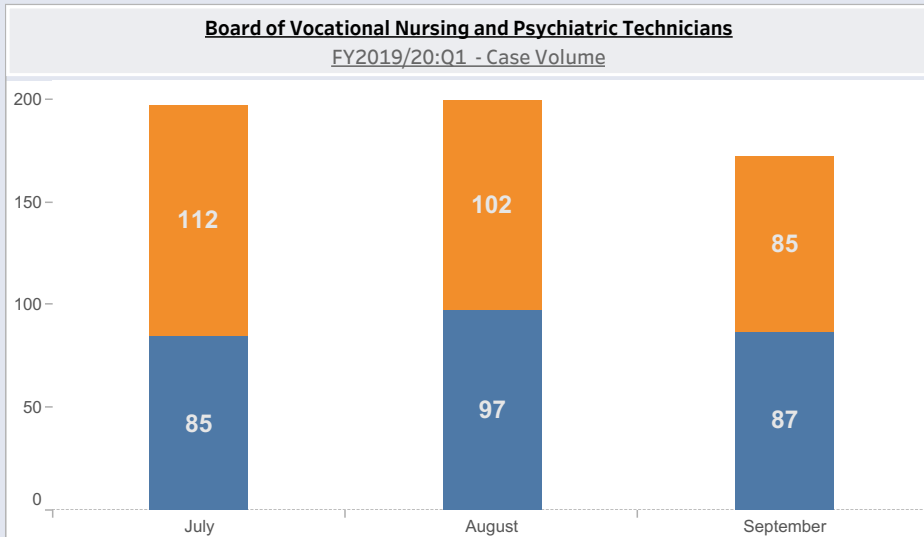
Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
269	299	568



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Te..

Select a Fiscal Year

FY2019/20

Select a Quarter

Q1

Cycle Time

Actual

Target

Case Volume by Month

July

August

September

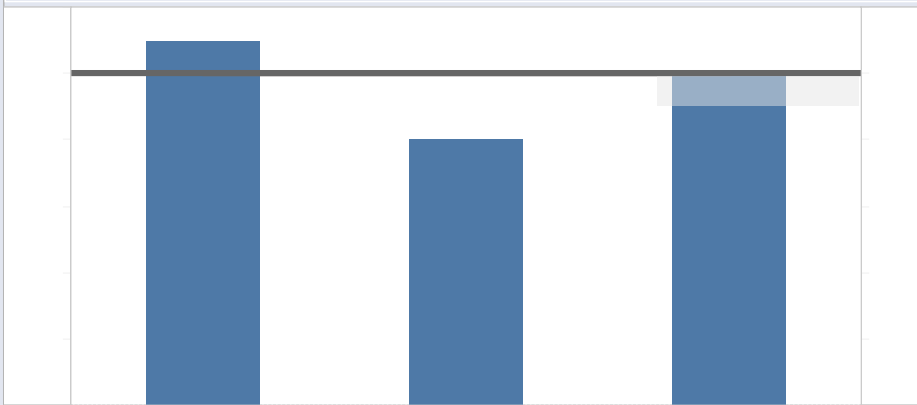
Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

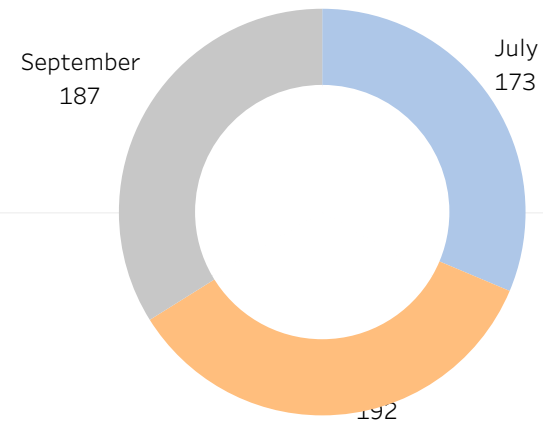
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q1 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q1 | PM2 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

July August September

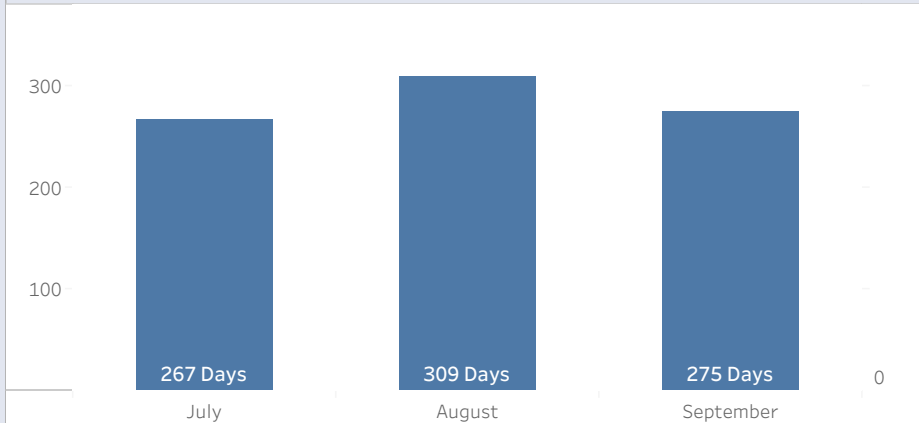
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

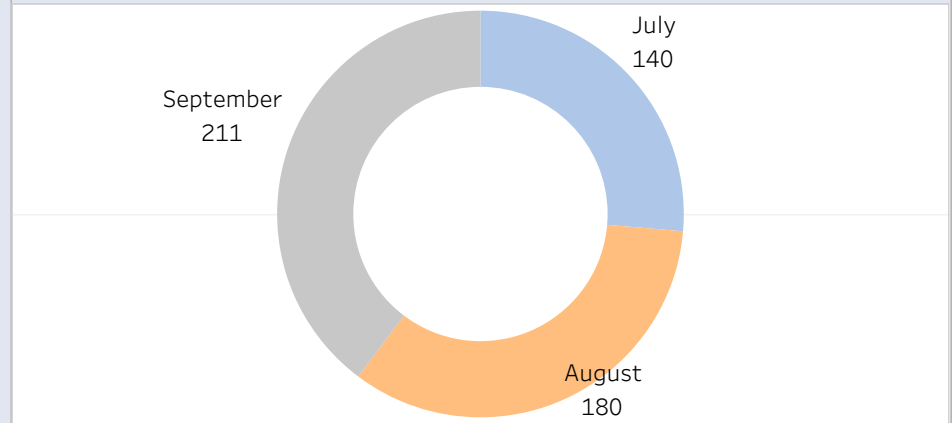
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
531	360 Days	284 Day(s)	▼ -76 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q1 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q1 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2019/20

Select a Quarter

Q1

Cycle Time

Actual

Target

Case Volume by Month

July

August

September

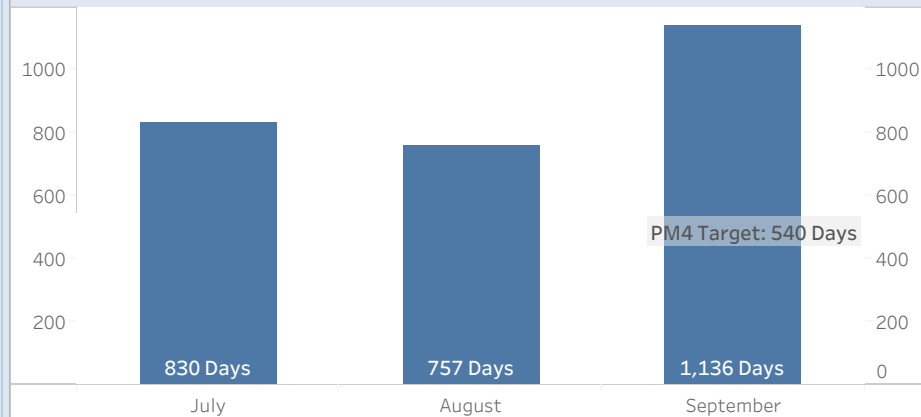
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

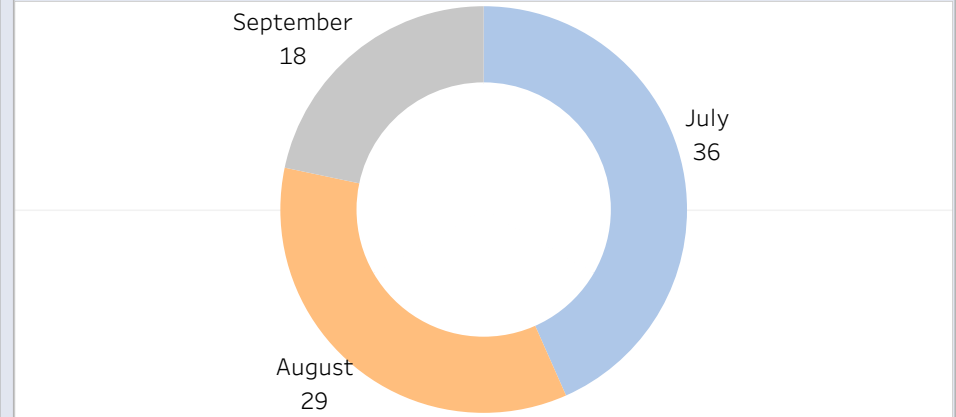
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
83	540 Days	871 Day(s)	▲ 331 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q1 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q1 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM7

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

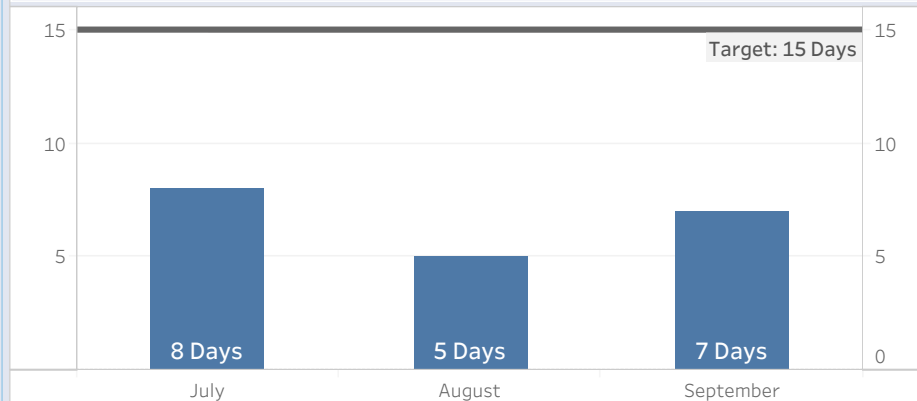
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
31	15 Days	7 Day(s)	▼ -8 Day(s)

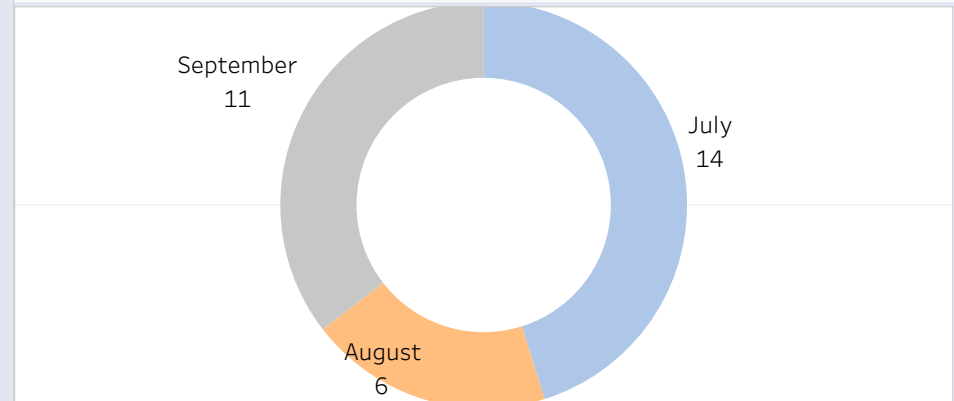
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q1 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q1 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM8

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

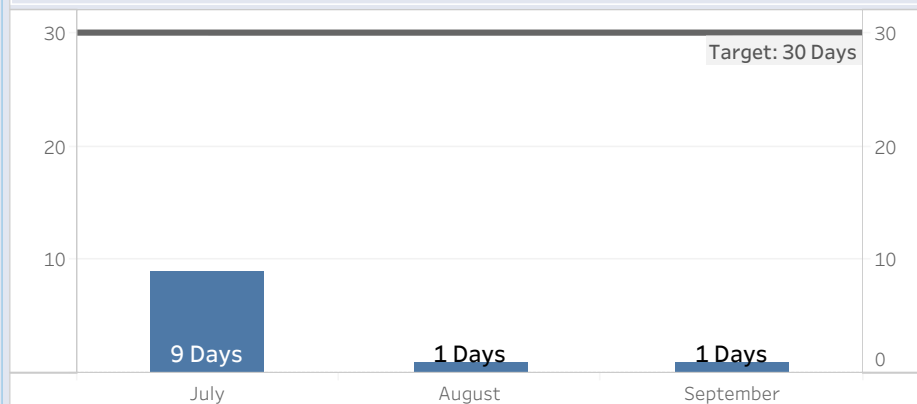
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
32	30 Days	3 Day(s)	▼ -27 Day(s)

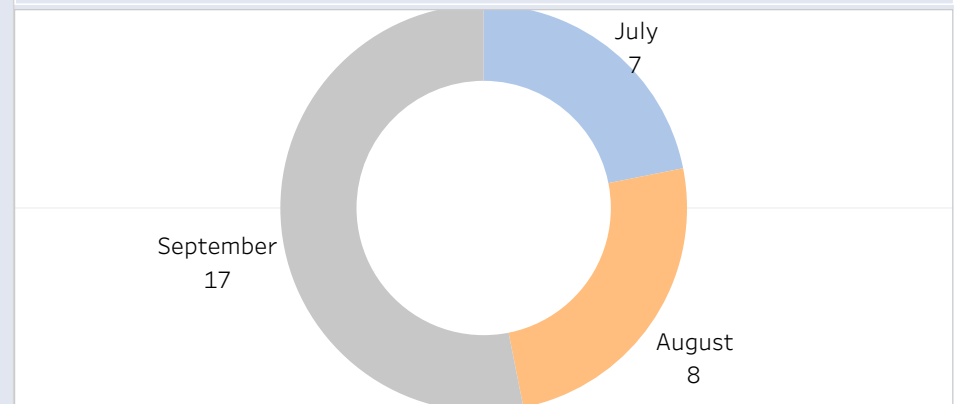
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q1 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q1 - PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

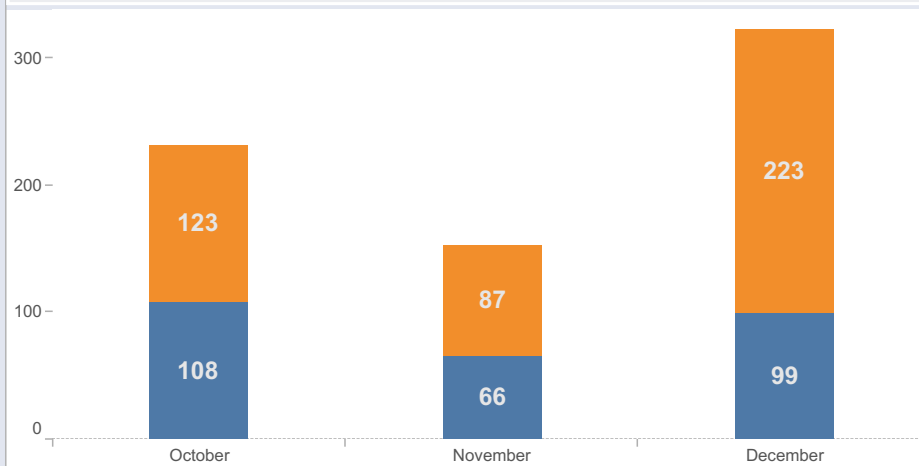
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
273	433	706

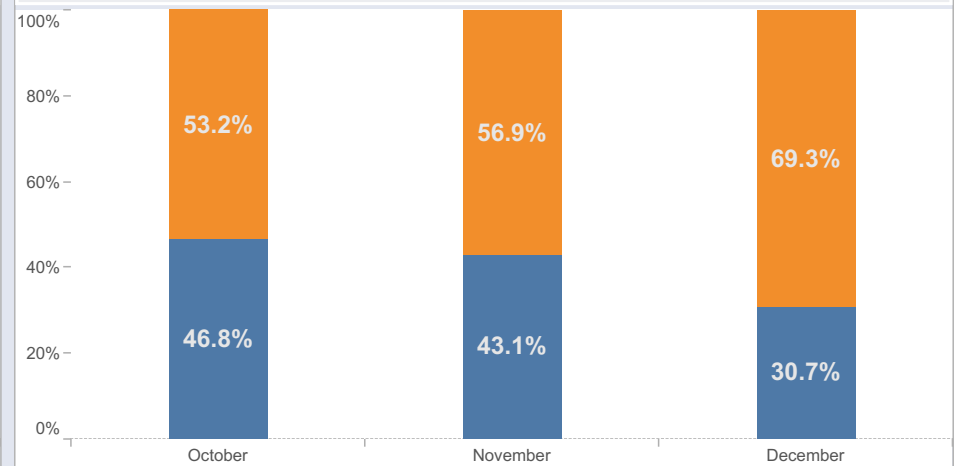
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20:Q2 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20:Q2 - Case Volume % Distribution



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

October November December

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

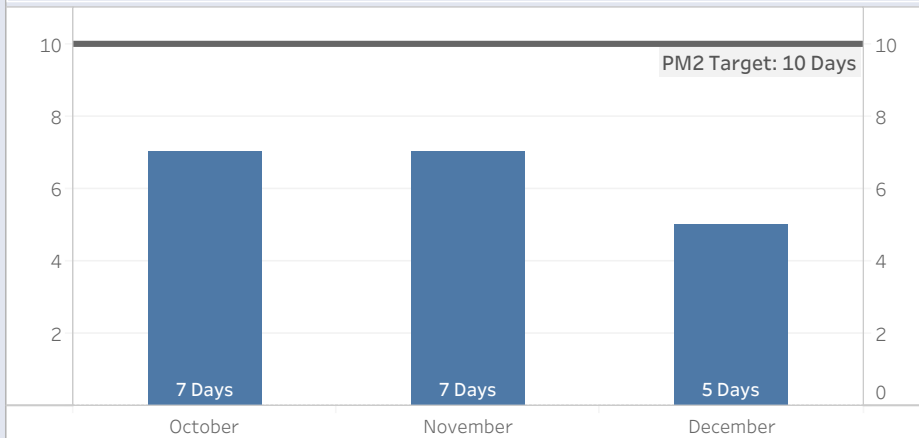
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
756	10 Days	6 Day(s)	▼ -4 Day(s)

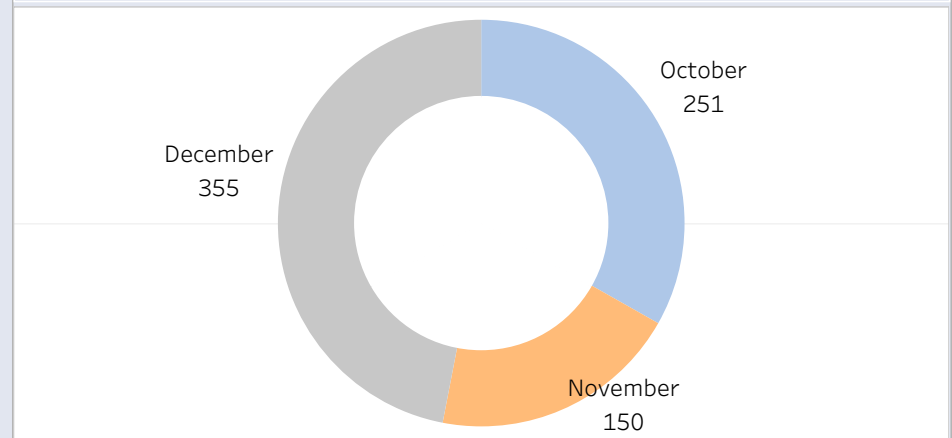
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q2 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q2 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

October November December

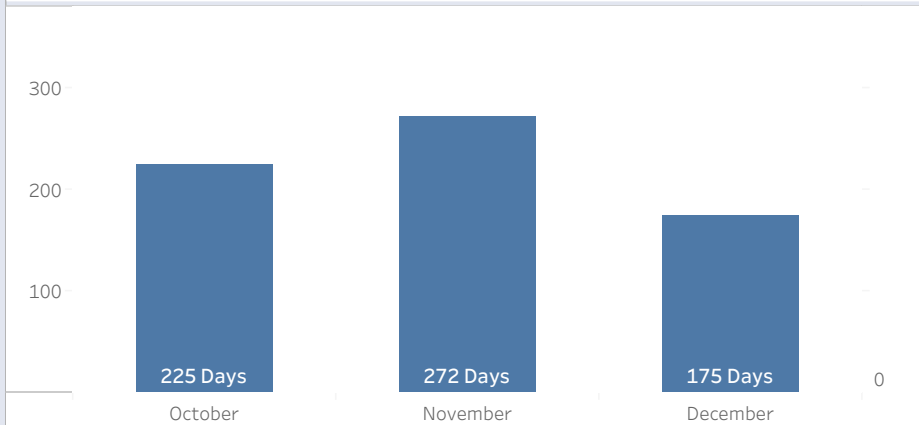
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

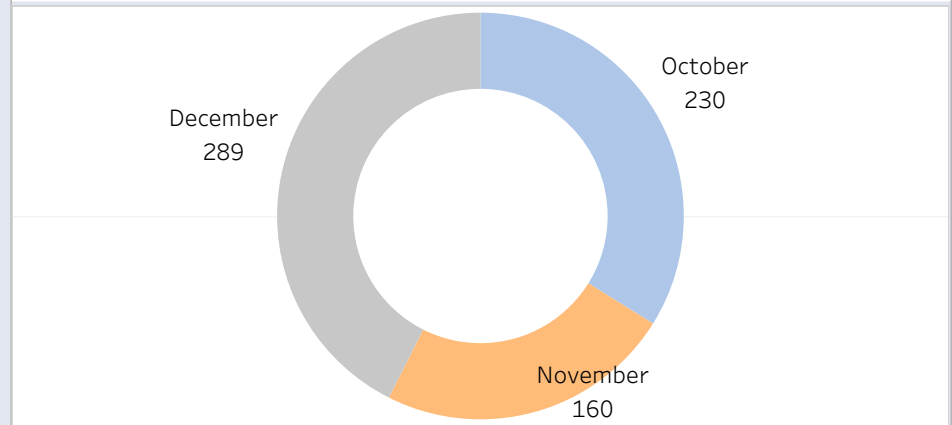
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
679	360 Days	215 Day(s)	▼ -145 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q2 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q2 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2019/20

Select a Quarter

Q2

Cycle Time

Actual

Target

Case Volume by Month

October

November

December

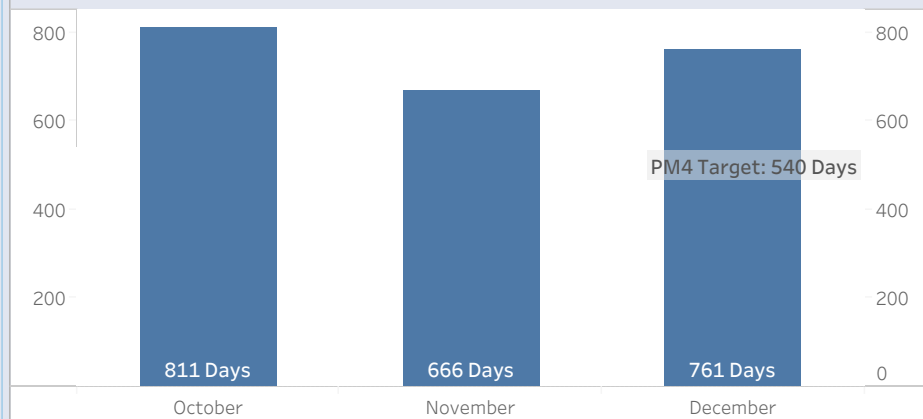
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

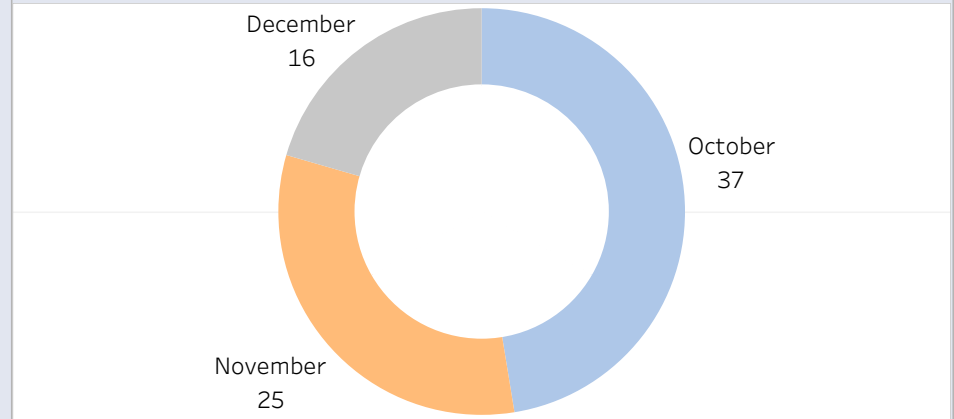
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
78	540 Days	754 Day(s)	▲ 214 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q2 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q2 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM7

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

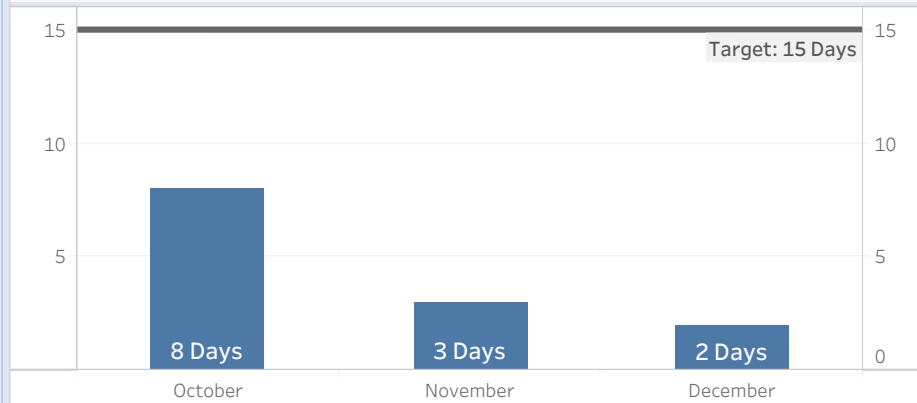
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
29	15 Days	5 Day(s)	▼ -10 Day(s)

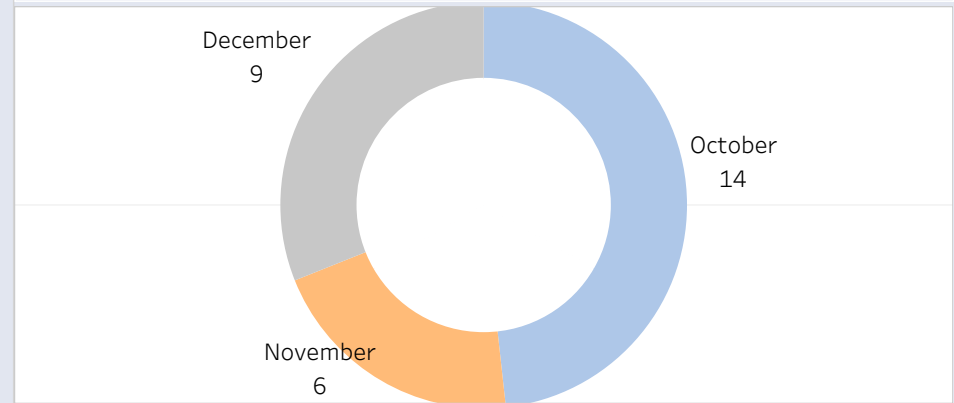
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q2 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q2 -PM7: Probation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM8

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

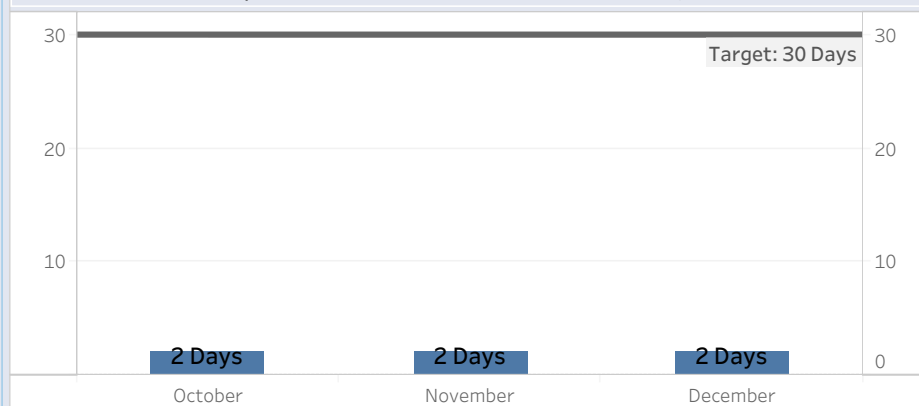
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
35	30 Days	2 Day(s)	▼ -28 Day(s)

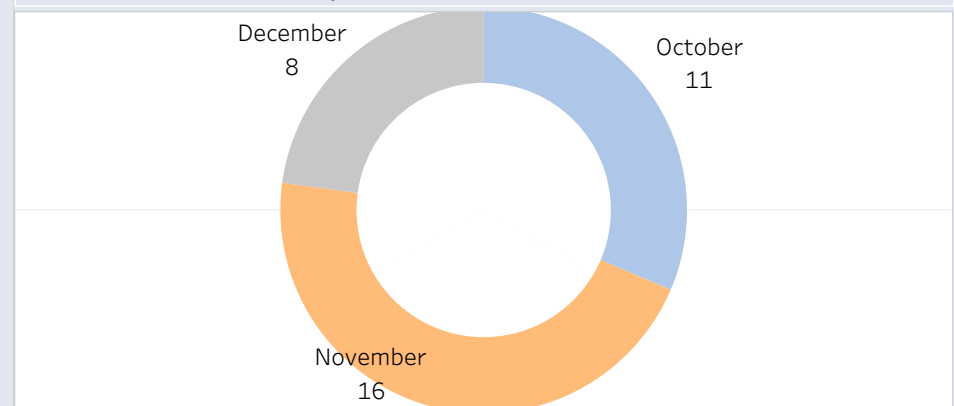
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q2 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q2 - PM8: Probation Violation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

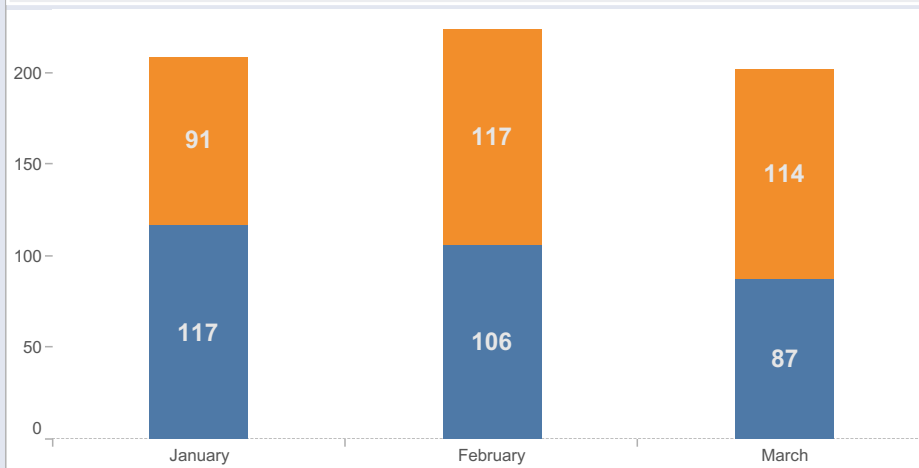
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
310	322	632

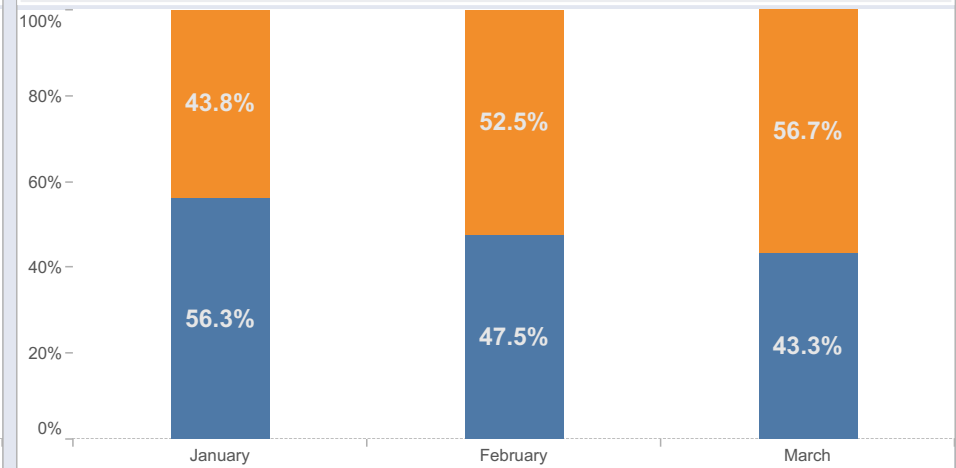
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20:Q3 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20:Q3 - Case Volume % Distribution



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

January February March

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

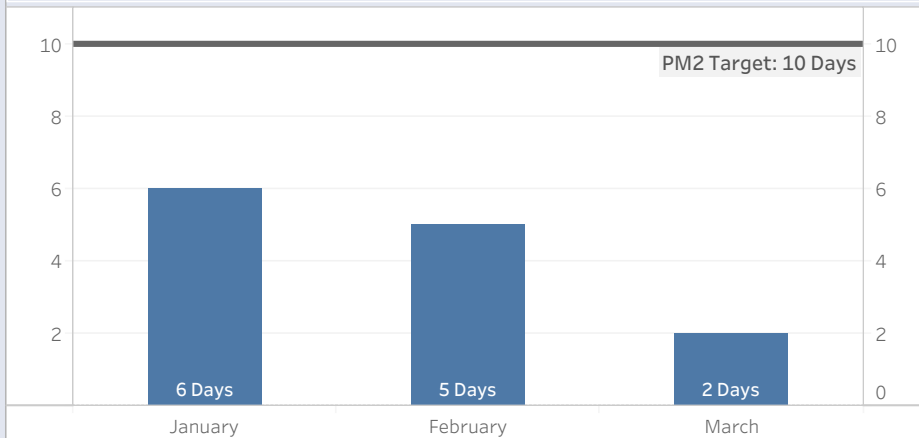
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
630	10 Days	4 Day(s)	▼ -6 Day(s)

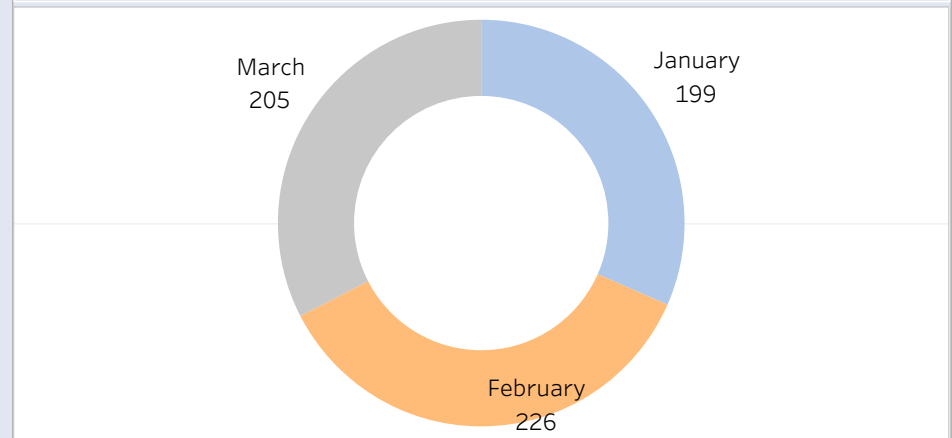
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q3 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q3 | PM2 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual

Target

Case Volume by Month

January

February

March

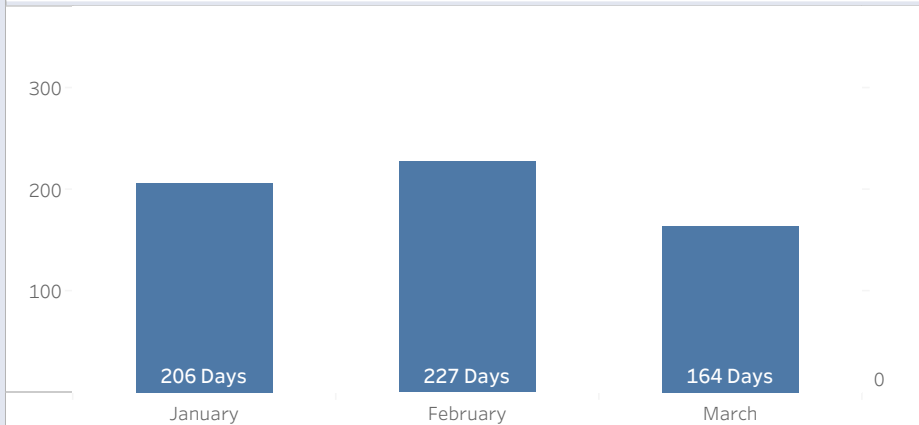
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

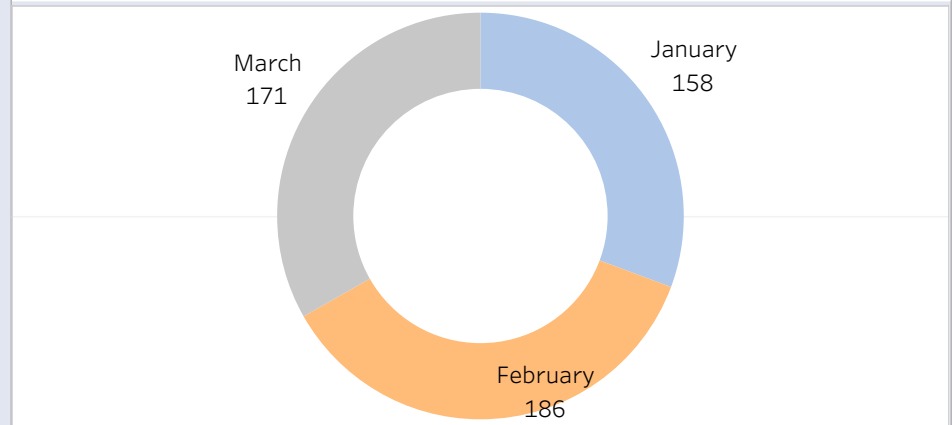
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
515	360 Days	200 Day(s)	▼ -160 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q3 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q3 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2019/20

Select a Quarter

Q3

Cycle Time

Actual

Target

Case Volume by Month

January

February

March

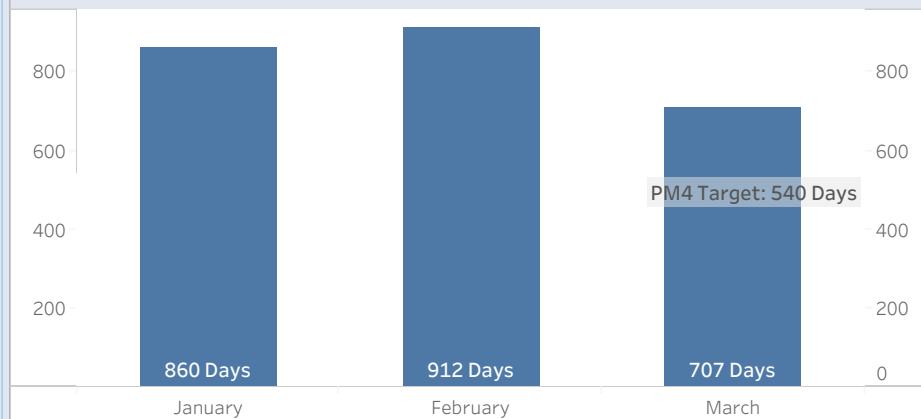
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

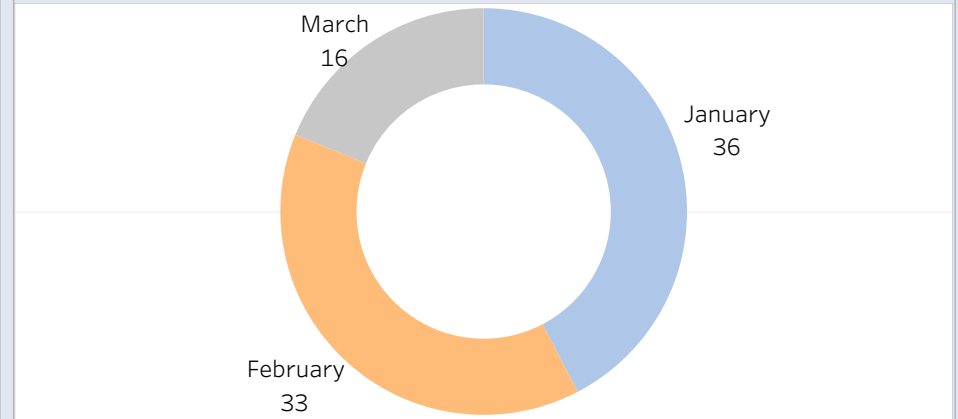
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
85	540 Days	851 Day(s)	▲ 311 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q3 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q3 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM7

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

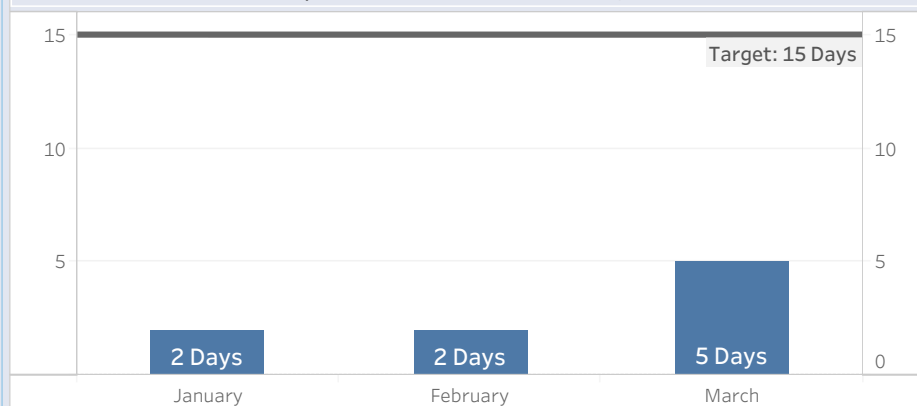
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
34	15 Days	3 Day(s)	▼ -12 Day(s)

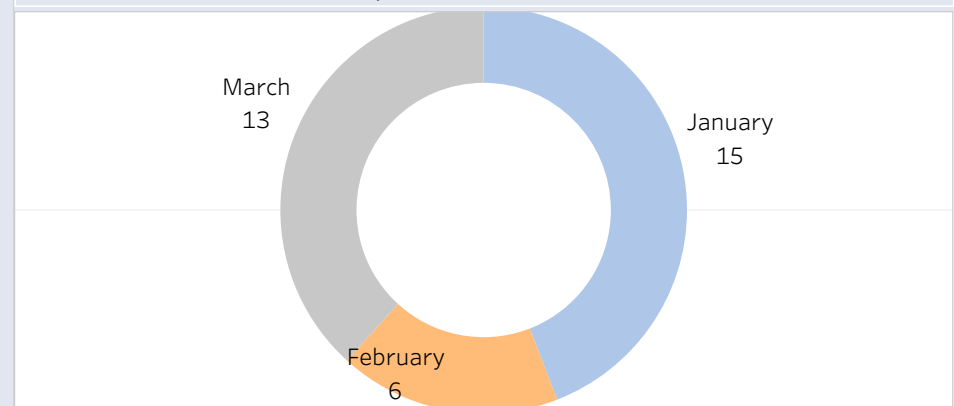
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q3 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q3 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM8

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

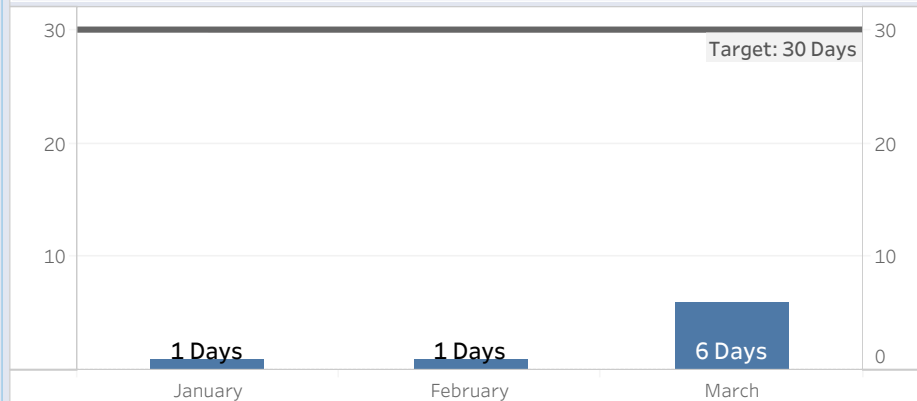
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
32	30 Days	3 Day(s)	▼ -27 Day(s)

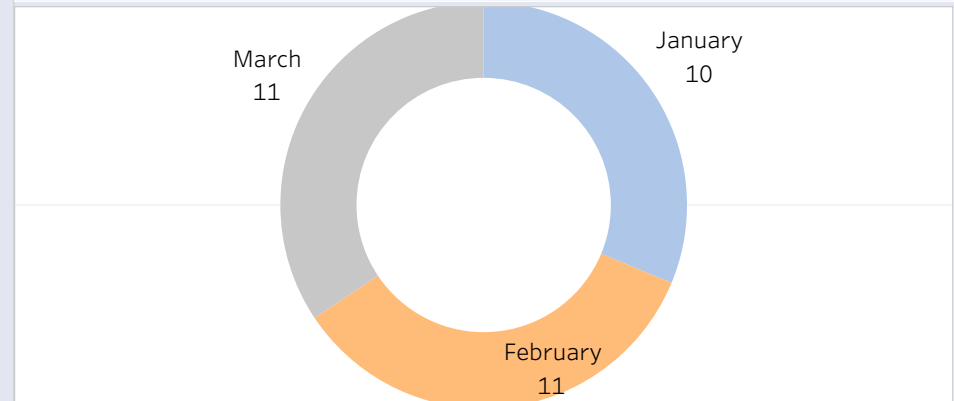
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q3 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q3 -PM8: Probation Violation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

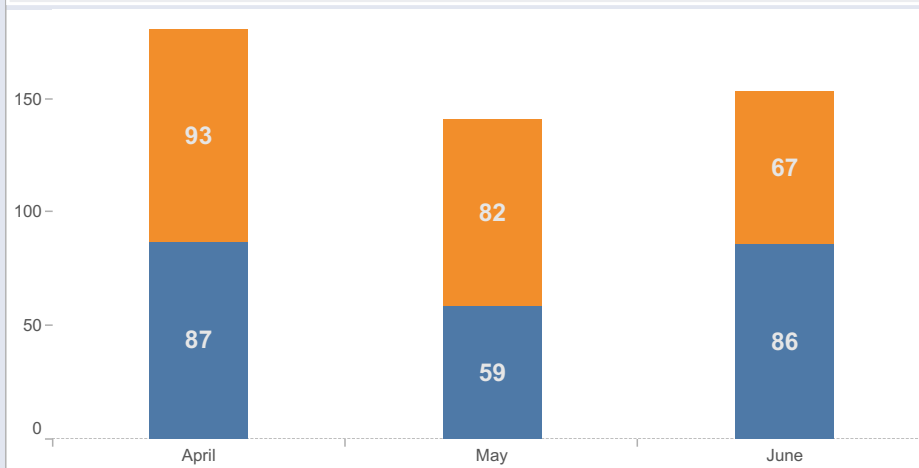
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
232	242	474

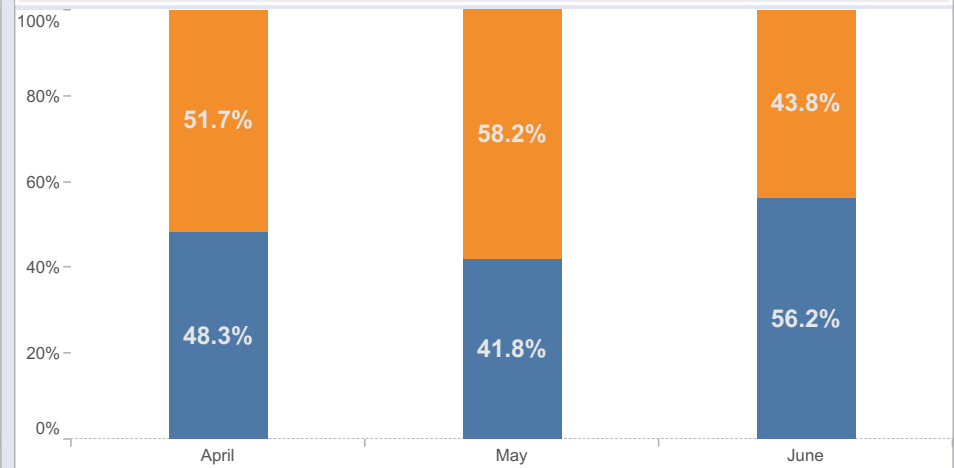
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20:Q4 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20:Q4 - Case Volume % Distribution



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

April May June

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

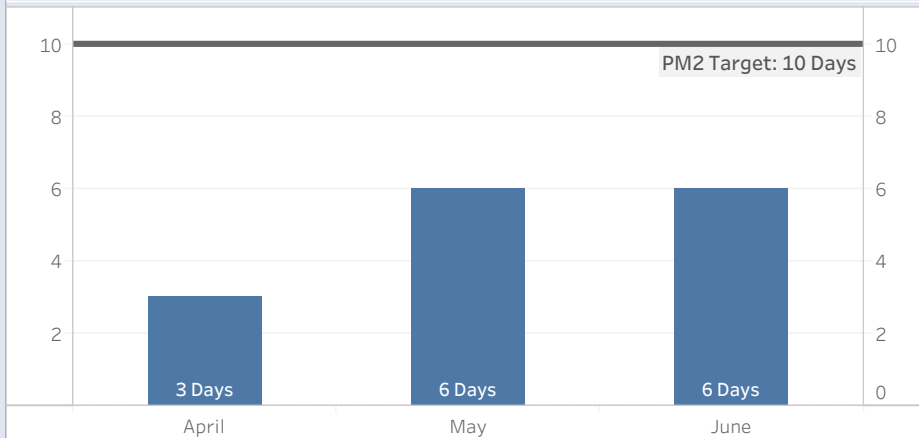
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
447	10 Days	5 Day(s)	▼ -5 Day(s)

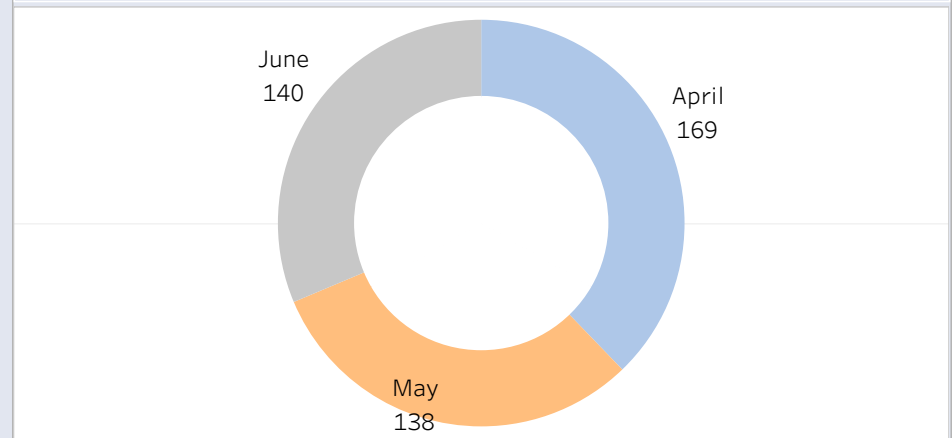
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 | PM2 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

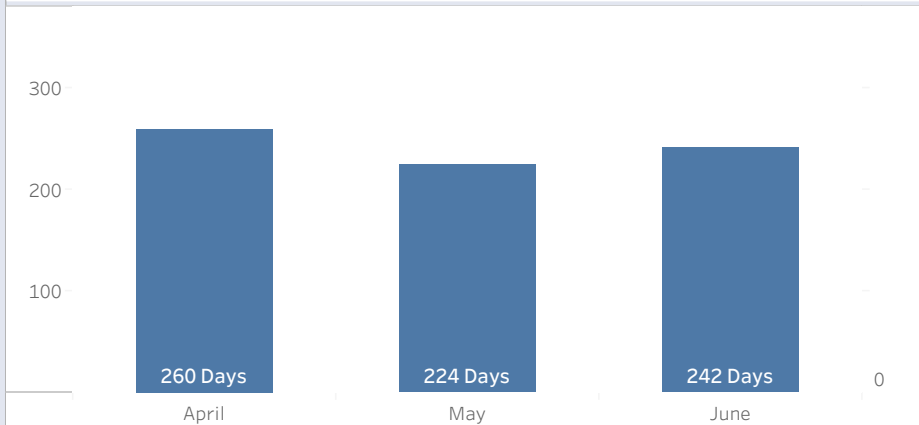
Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
564	360 Days	243 Day(s)	▼ -117 Day(s)

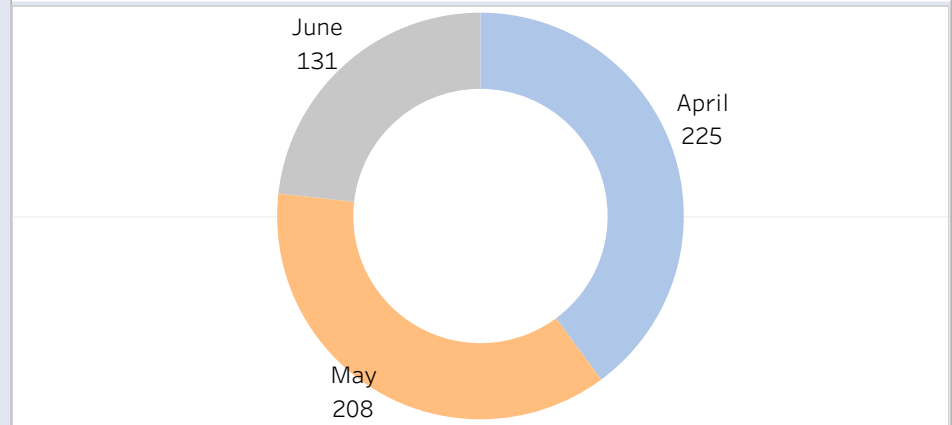
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2019/20

Select a Quarter

Q4

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

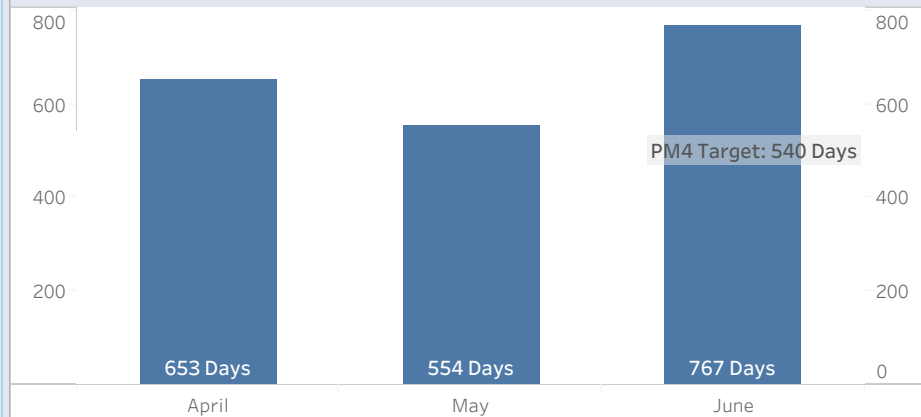
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

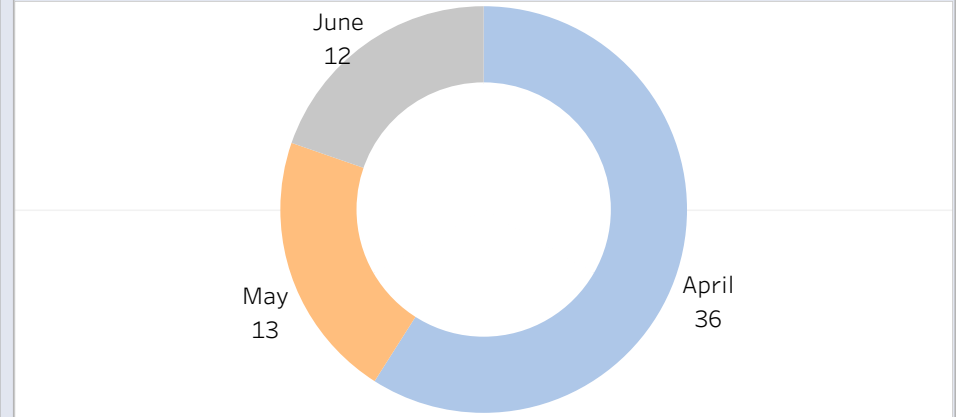
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
61	540 Days	654 Day(s)	▲ 114 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q4 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2019/20: Q4 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM7

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

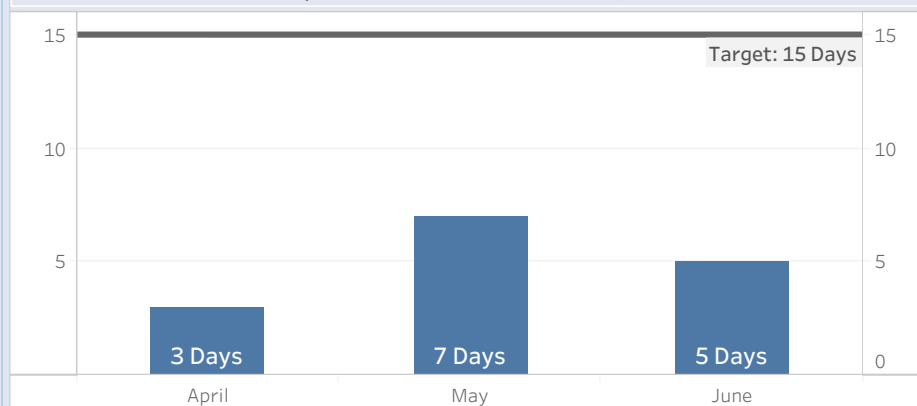
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
16	15 Days	4 Day(s)	▼ -11 Day(s)

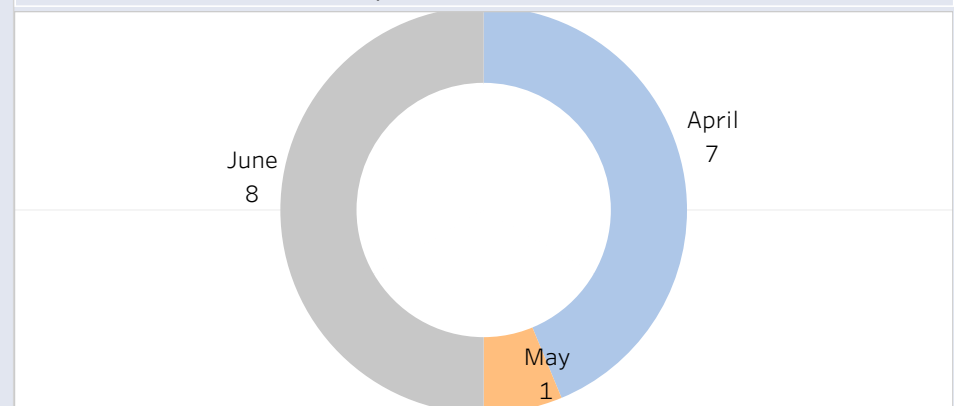
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2019/20

Performance Measure

PM8

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

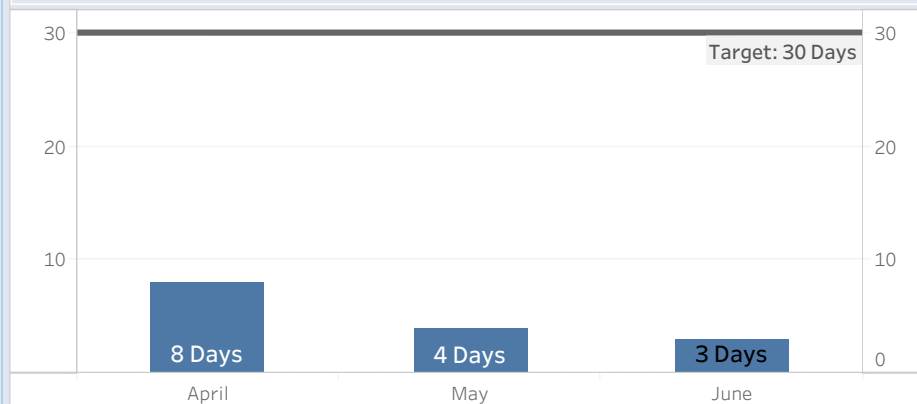
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
27	30 Days	4 Day(s)	▼ -26 Day(s)

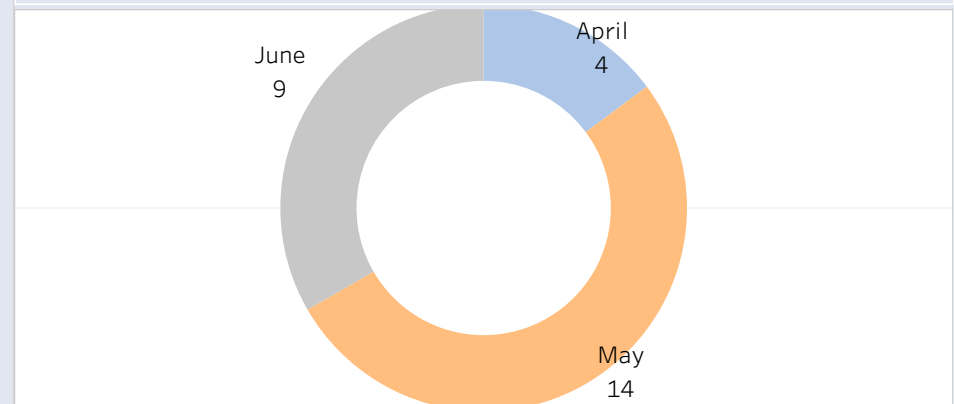
Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2019/20: Q4 - PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

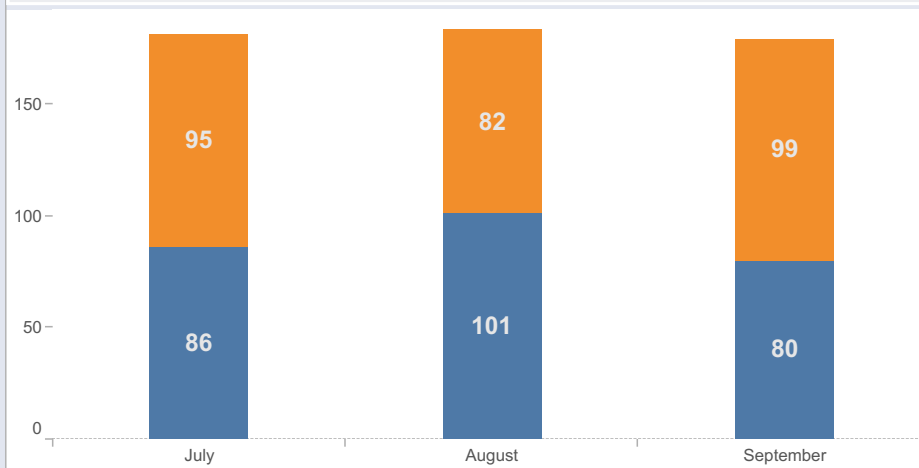
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
267	276	543

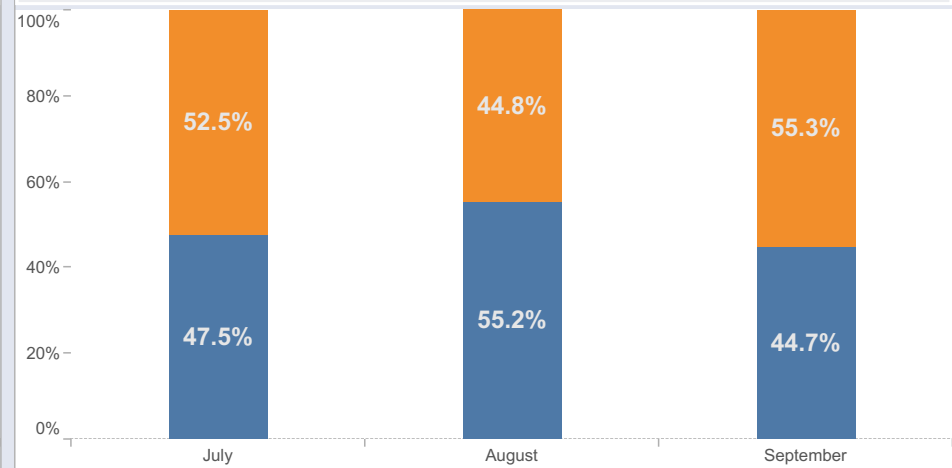
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21:Q1 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21:Q1 - Case Volume % Distribution



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

July August September

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

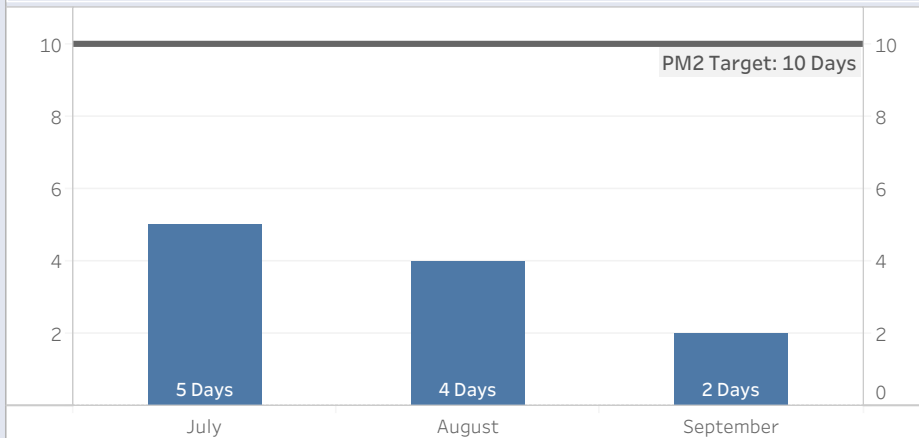
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
595	10 Days	4 Day(s)	▼ -6 Day(s)

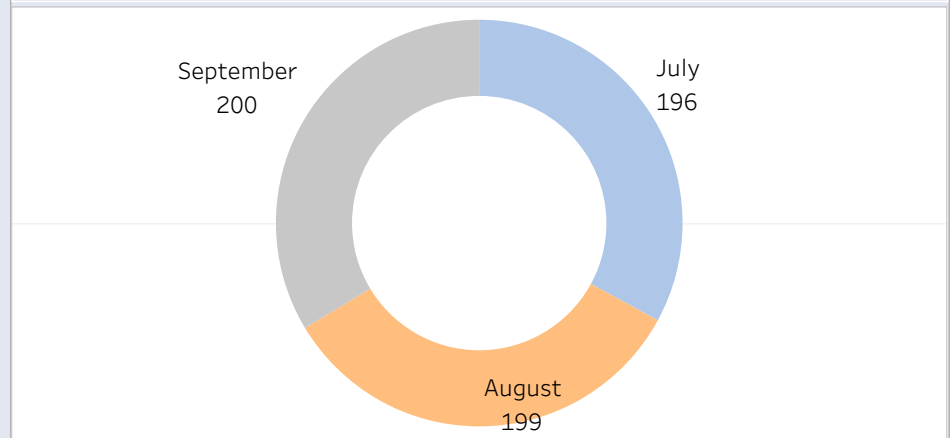
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q1 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q1 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

July August September

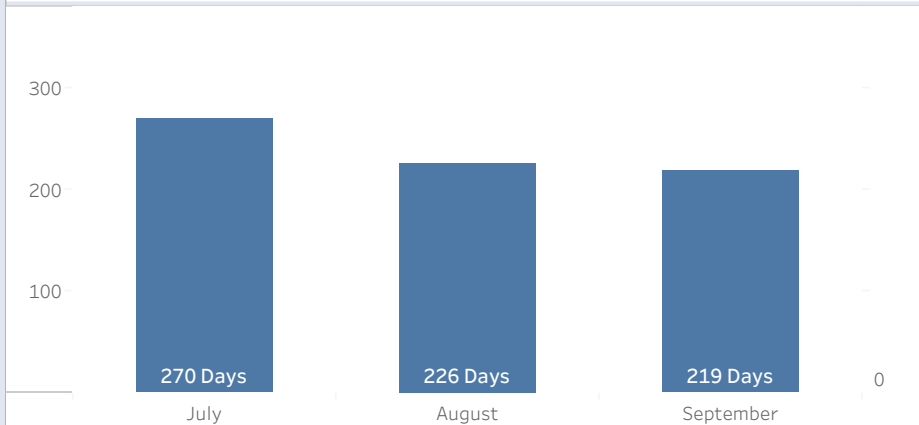
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

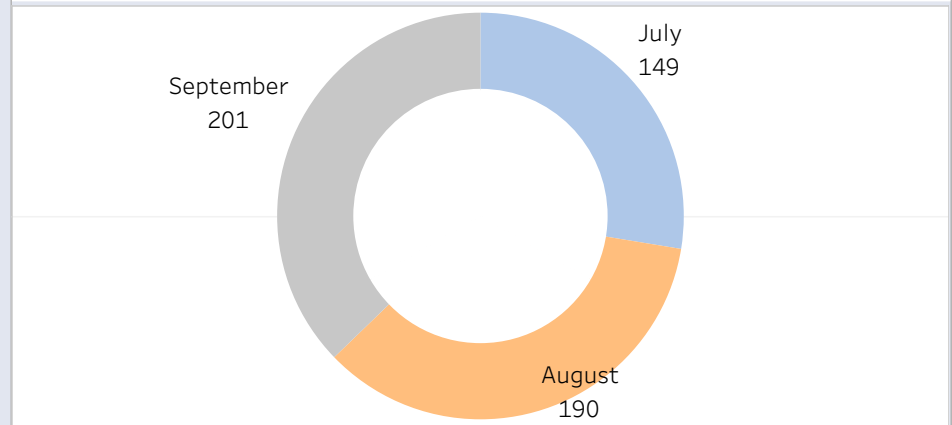
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
540	360 Days	236 Day(s)	▼ -124 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q1 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q1 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2020/21

Select a Quarter

Q1

Cycle Time

Actual

Target

Case Volume by Month

July

August

September

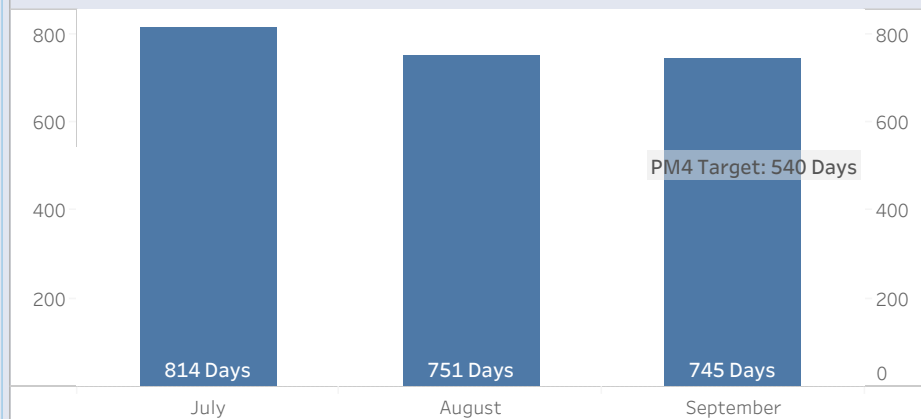
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

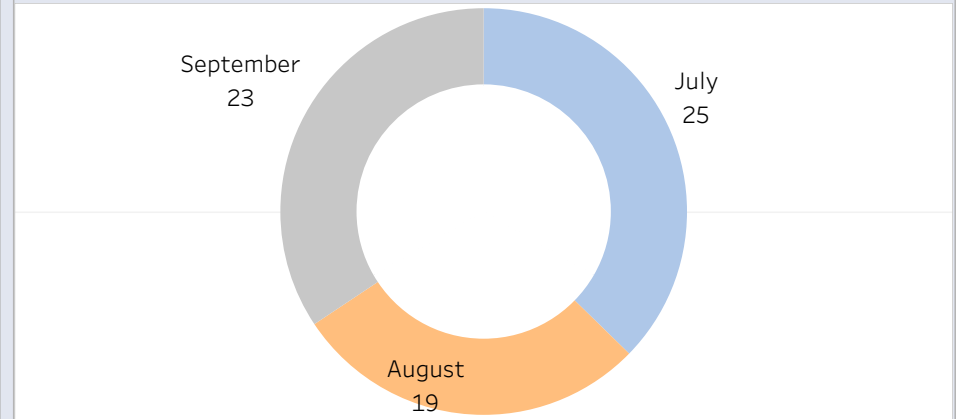
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
67	540 Days	772 Day(s)	▲ 232 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q1 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q1 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM7

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

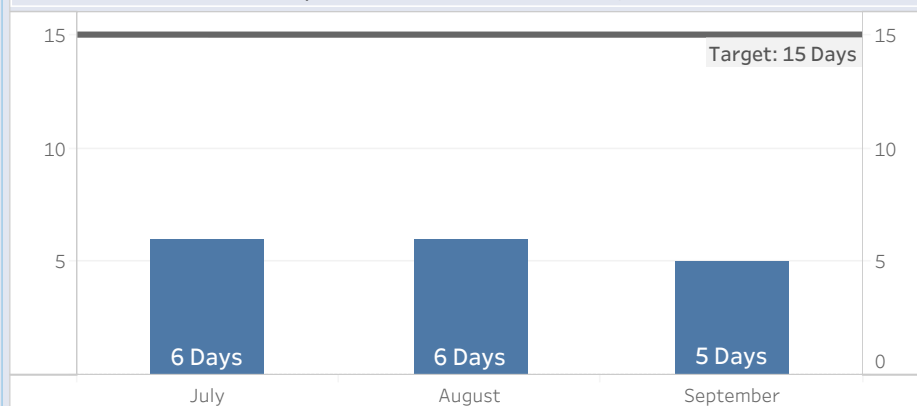
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
21	15 Days	6 Day(s)	▼ -9 Day(s)

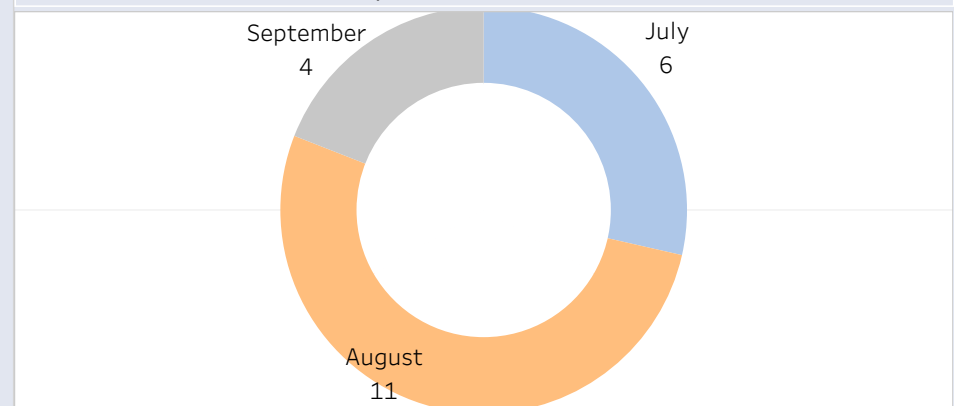
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q1 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q1 - PM7: Probation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM8

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

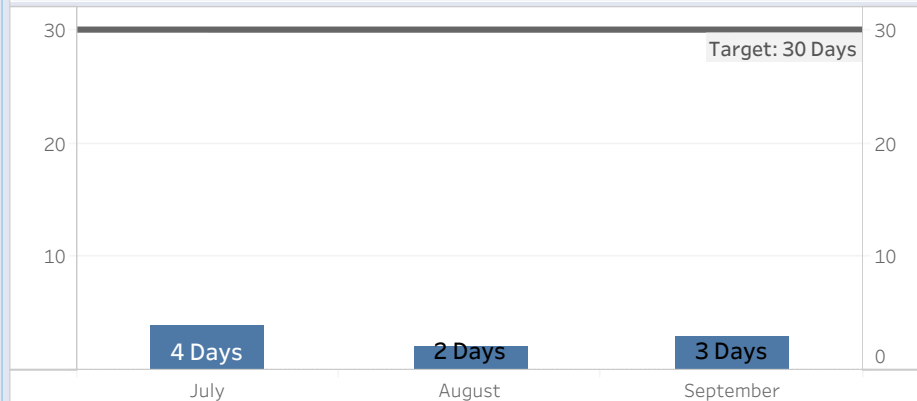
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
25	30 Days	3 Day(s)	▼ -27 Day(s)

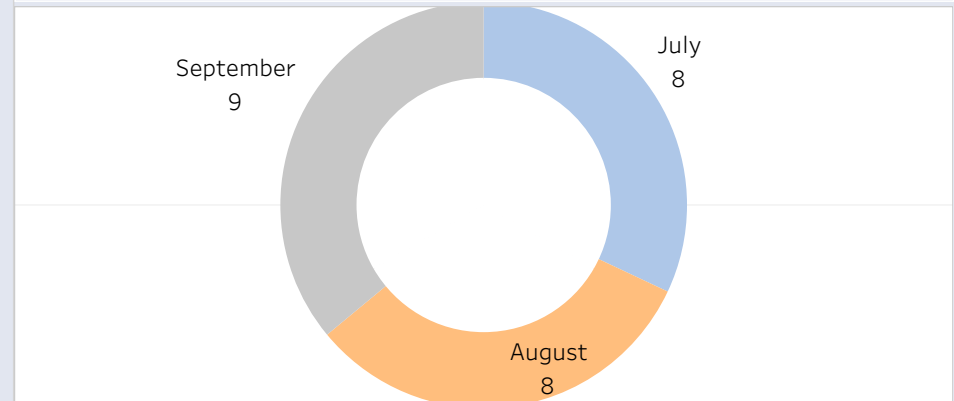
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q1 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q1 - PM8: Probation Violation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

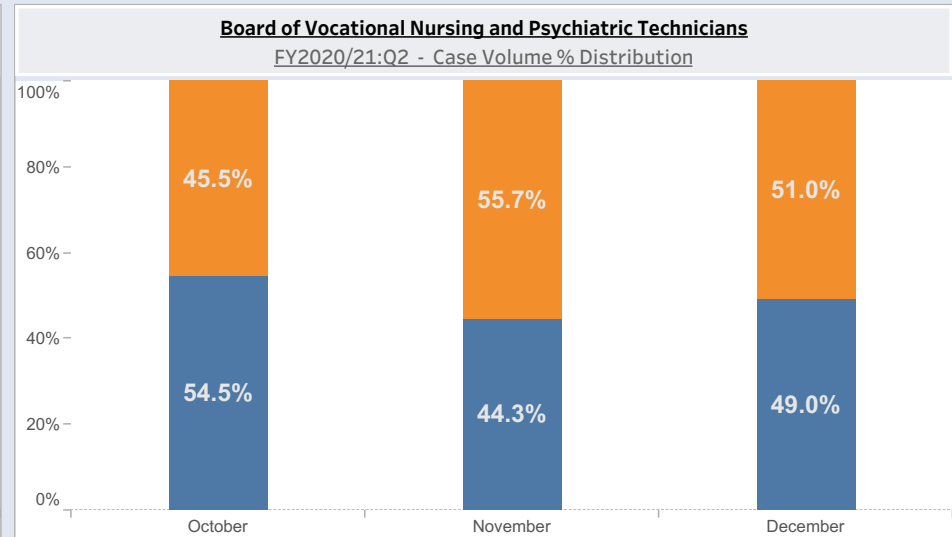
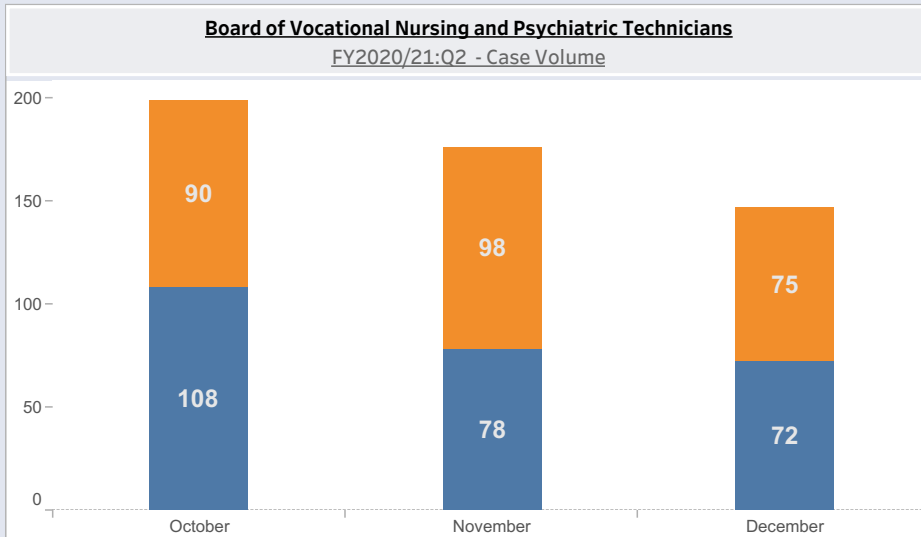
Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
258	263	521



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

October November December

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

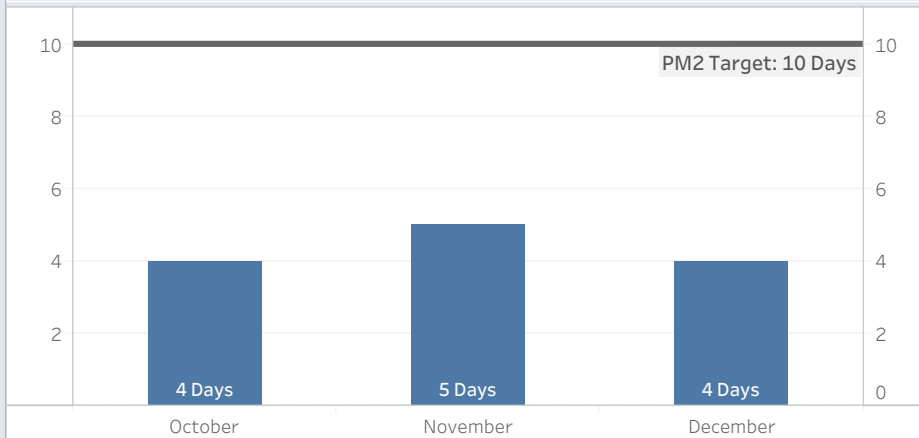
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
528	10 Days	4 Day(s)	▼ -6 Day(s)

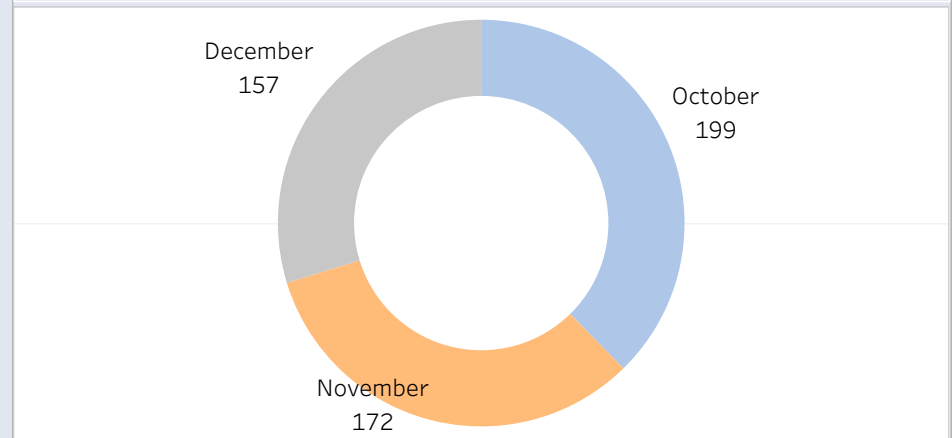
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q2 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q2 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

October November December

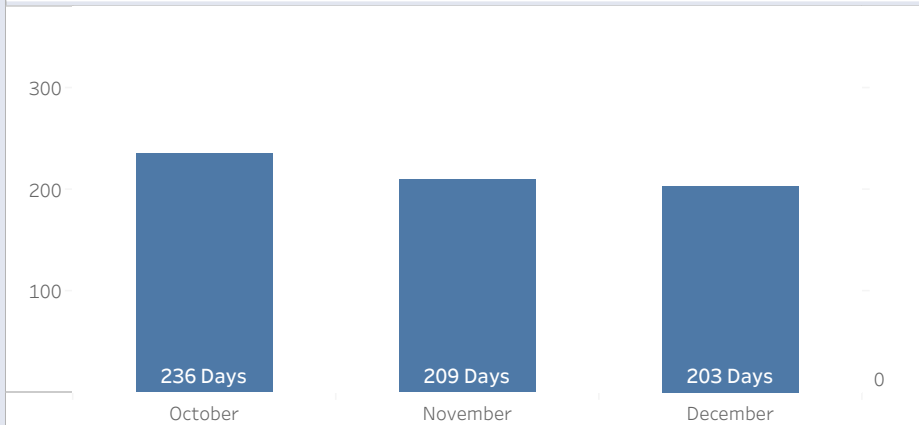
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

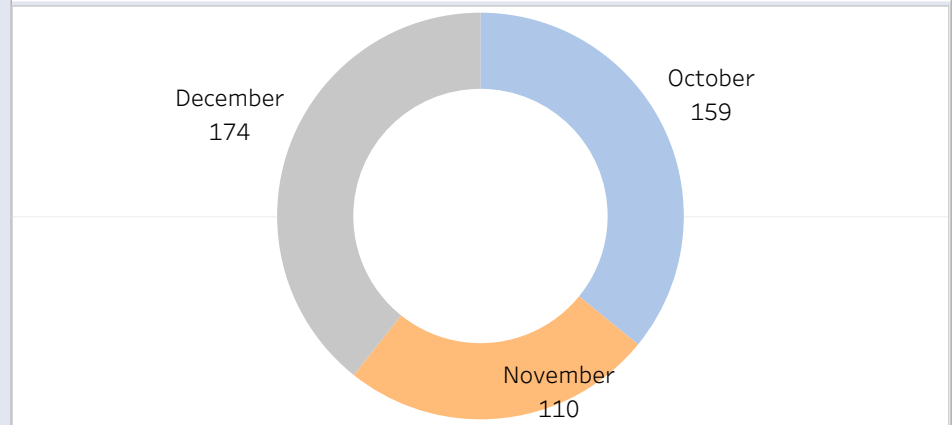
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
443	360 Days	216 Day(s)	▼ -144 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q2 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q2 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2020/21

Select a Quarter

Q2

Cycle Time

Actual

Target

Case Volume by Month

October

November

December

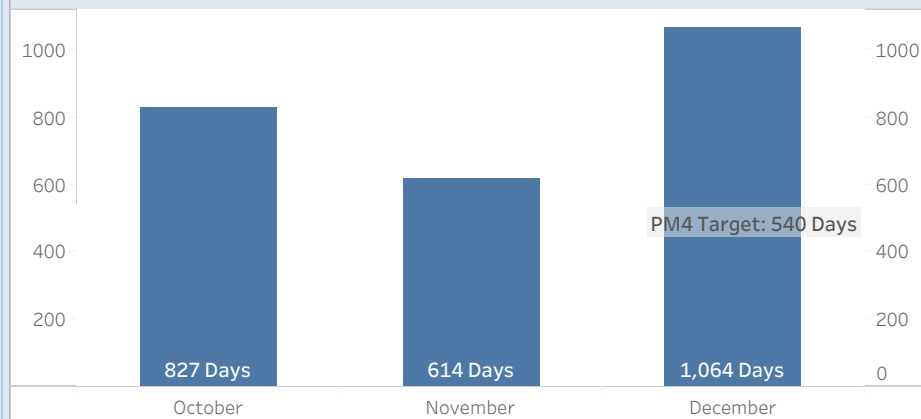
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

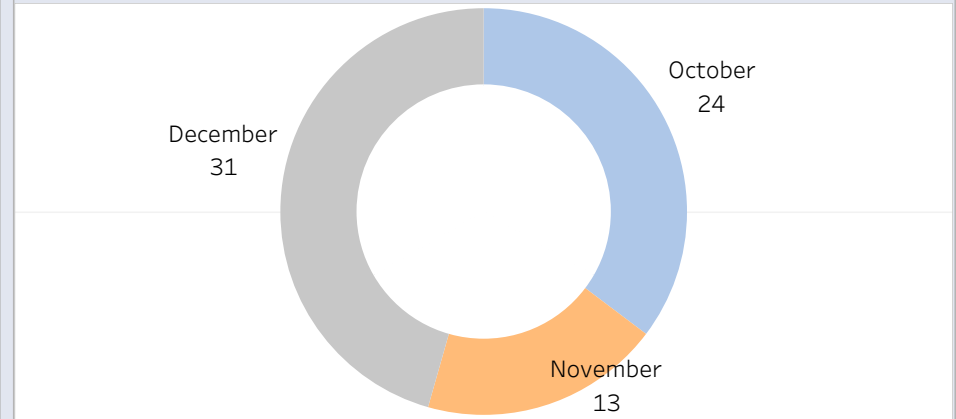
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
68	540 Days	894 Day(s)	▲ 354 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q2 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q2 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM7

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

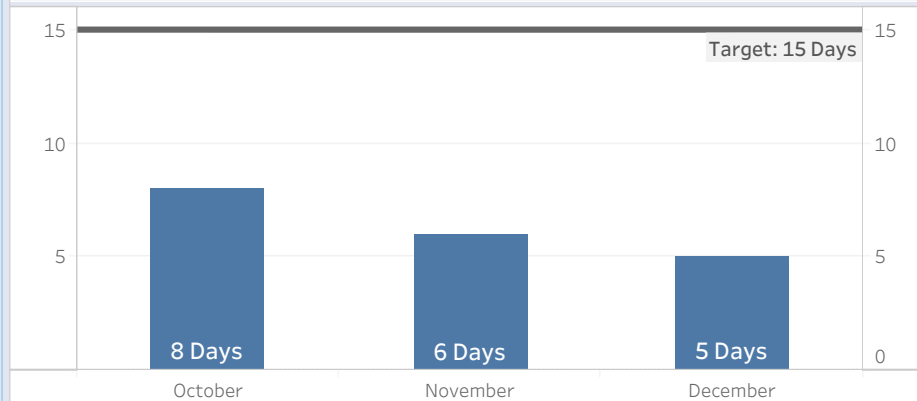
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
22	15 Days	7 Day(s)	▼ -9 Day(s)

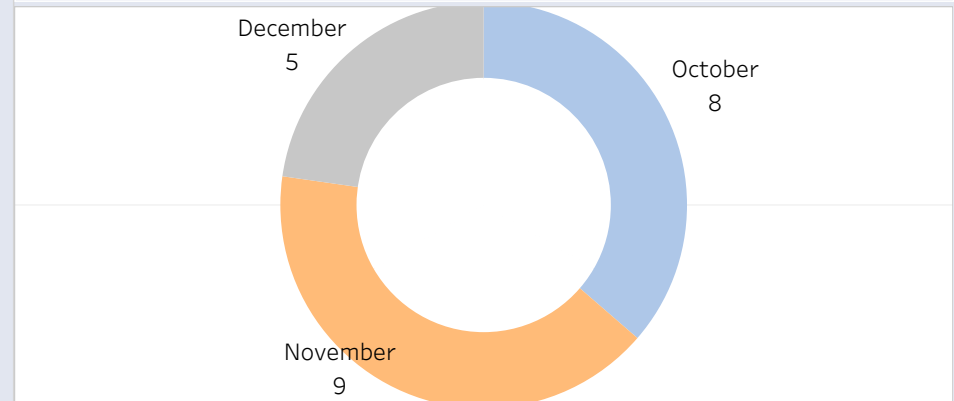
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q2 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q2 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM8

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

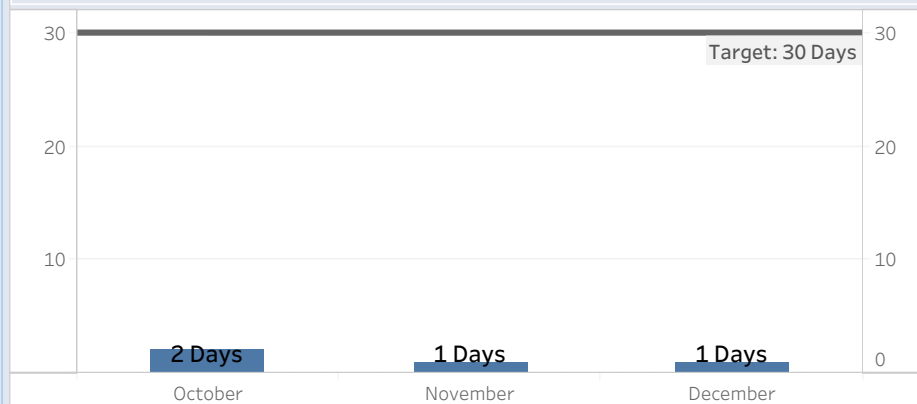
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
27	30 Days	1 Day(s)	▼ -29 Day(s)

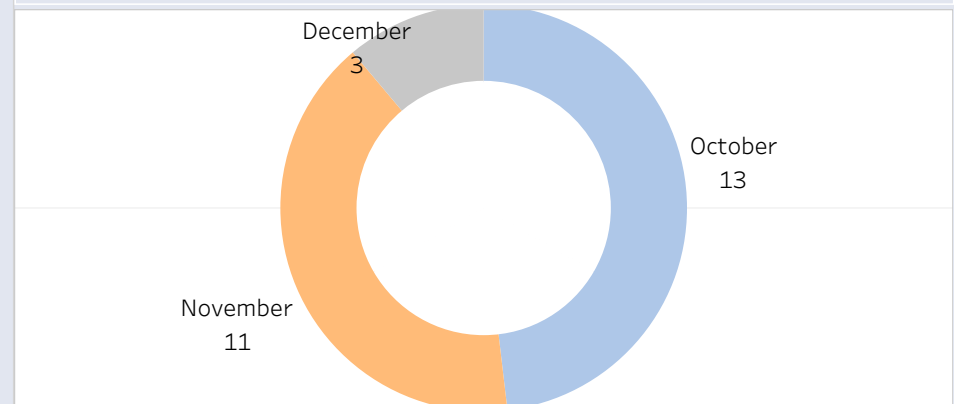
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q2 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q2 -PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

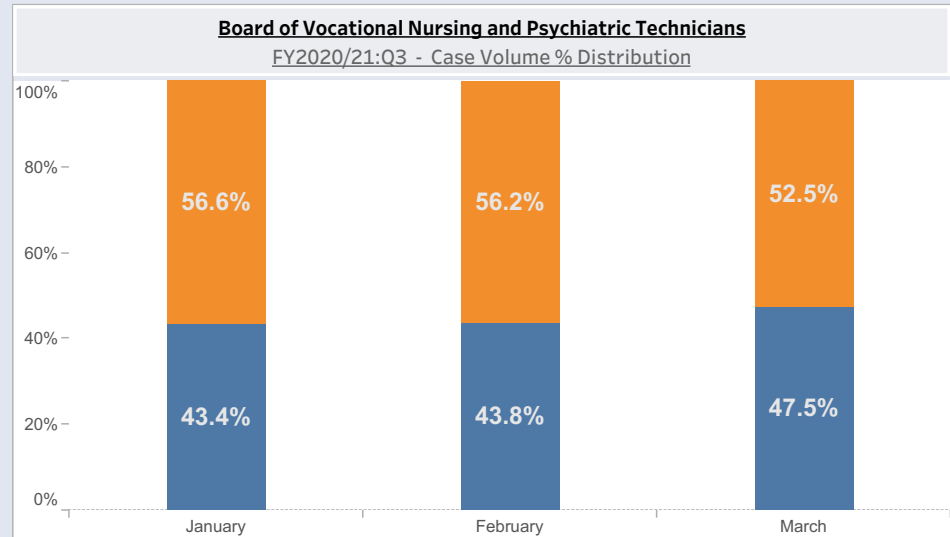
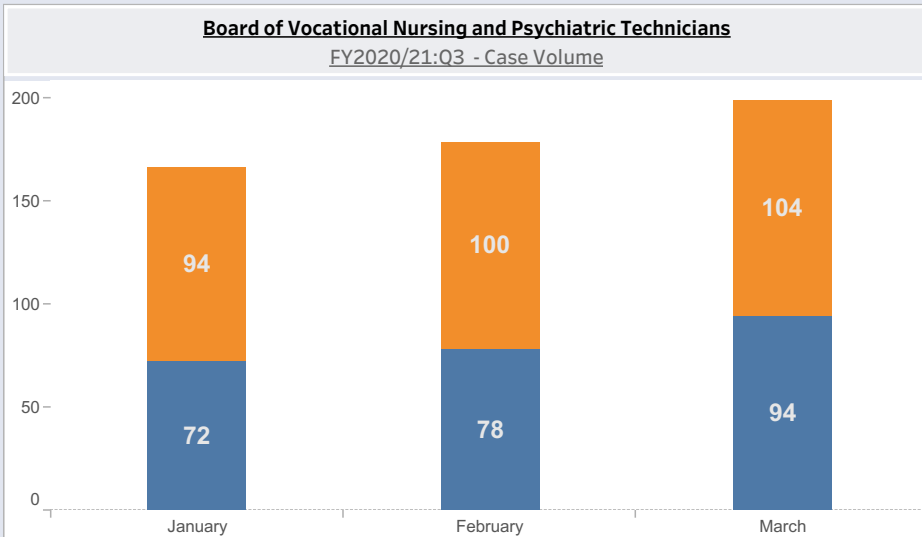
Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
244	298	542



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

January February March

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

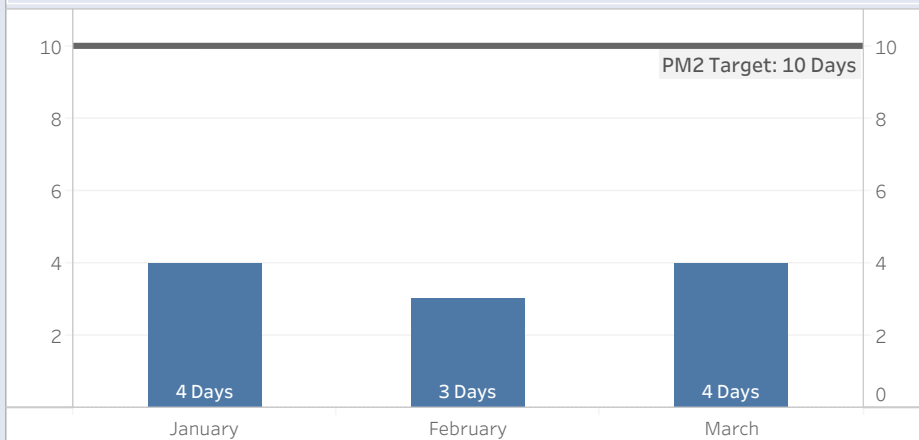
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
520	10 Days	4 Day(s)	▼ -6 Day(s)

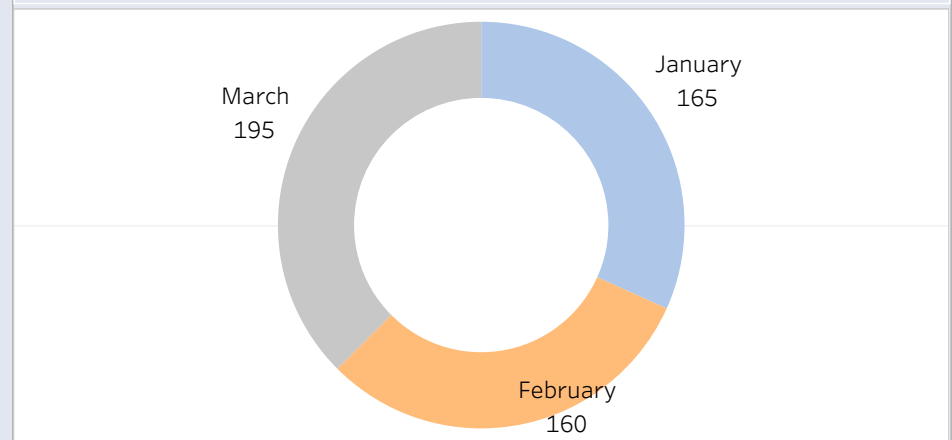
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q3 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q3 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

January February March

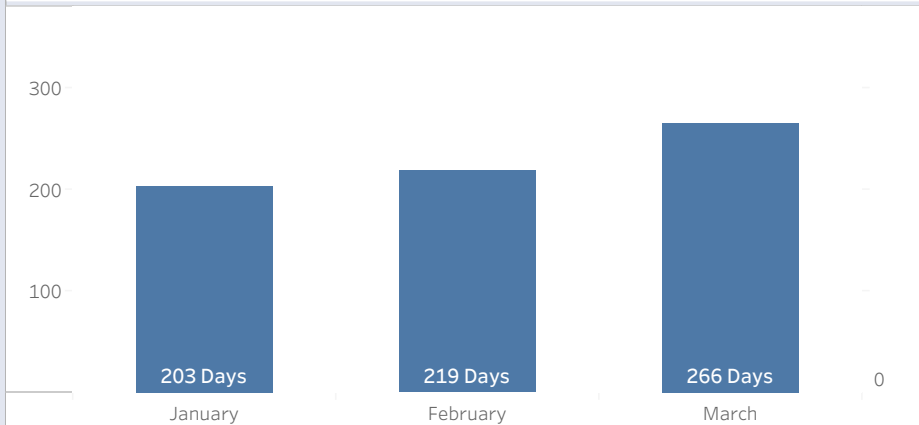
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

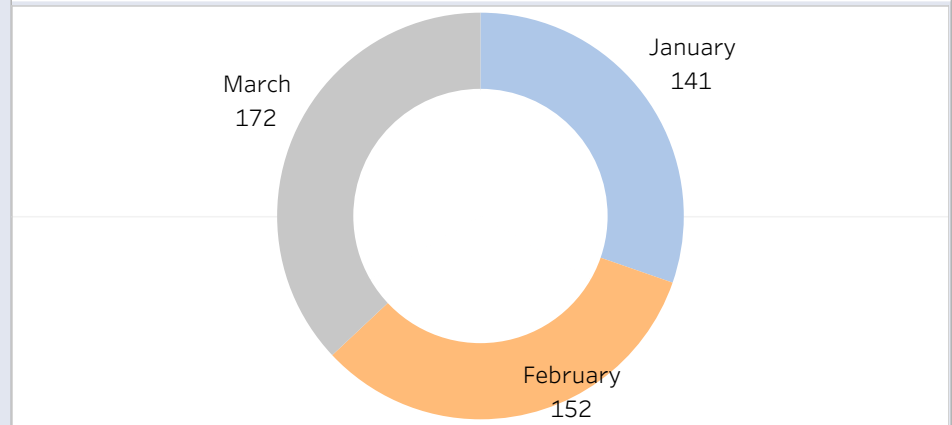
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
465	360 Days	232 Day(s)	▼ -128 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q3 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q3 | PM3 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2020/21

Select a Quarter

Q3

Cycle Time

Actual

Target

Case Volume by Month

January

February

March

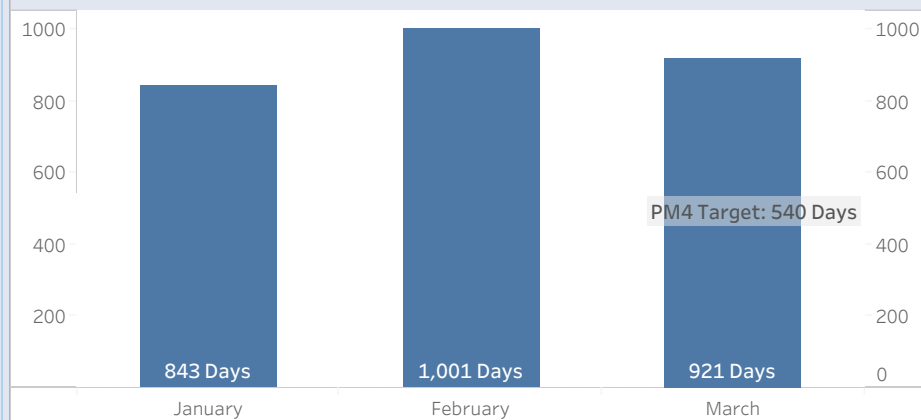
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

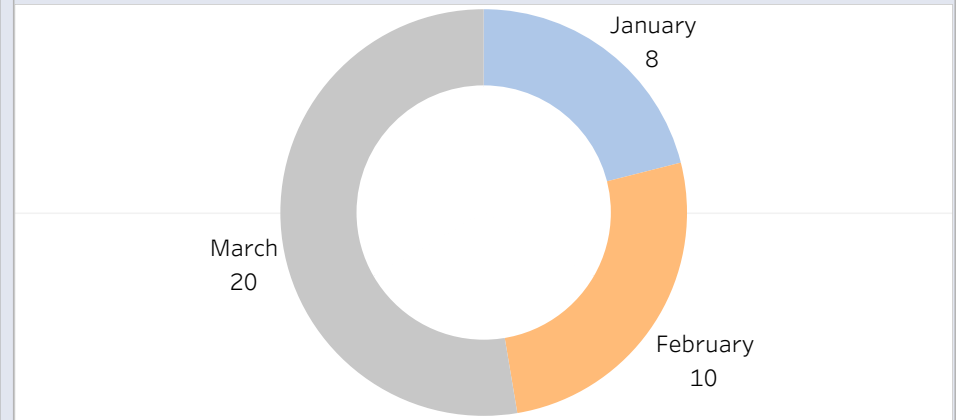
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
38	540 Days	926 Day(s)	▲ 386 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q3 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q3 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM7

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

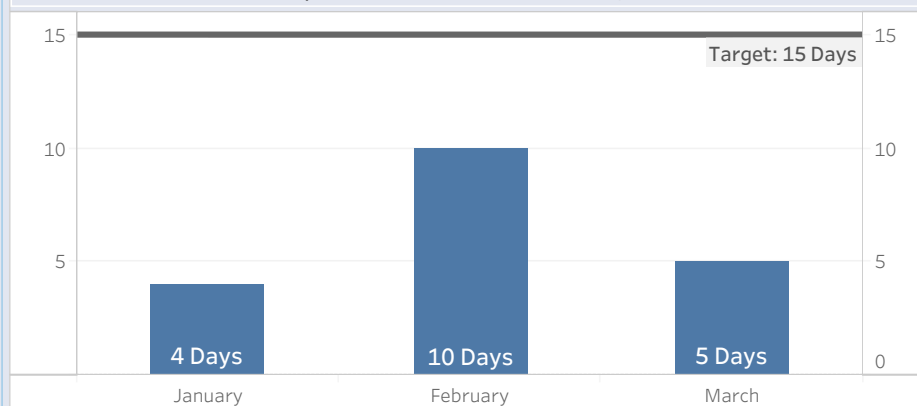
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
18	15 Days	5 Day(s)	▼ -10 Day(s)

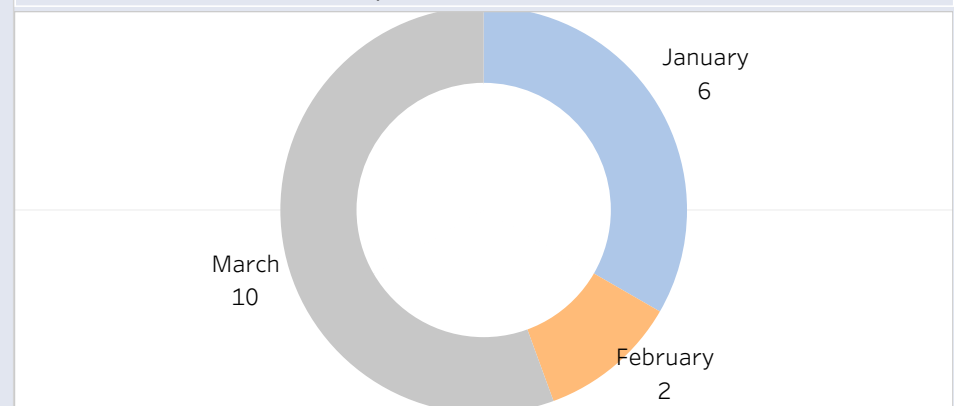
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q3 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q3 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM8

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

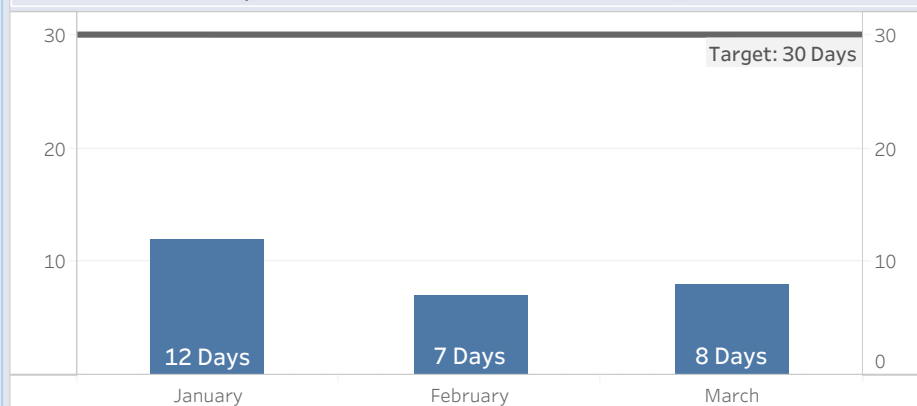
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
11	30 Days	9 Day(s)	▼ -21 Day(s)

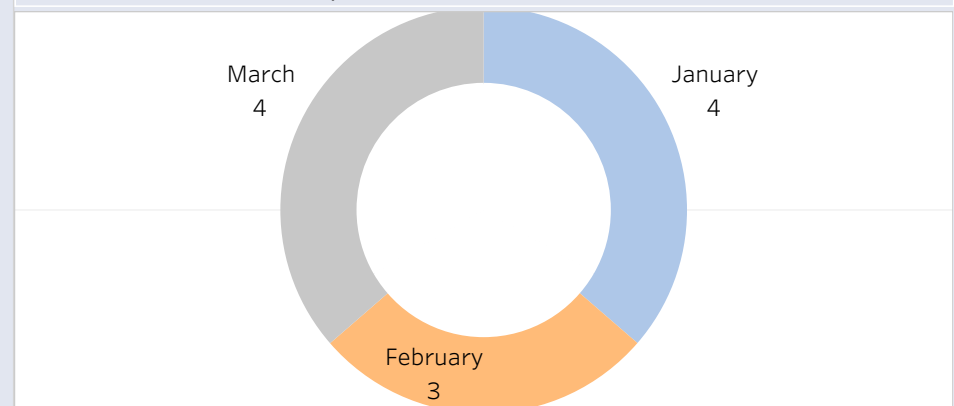
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q3 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q3 -PM8: Probation Violation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

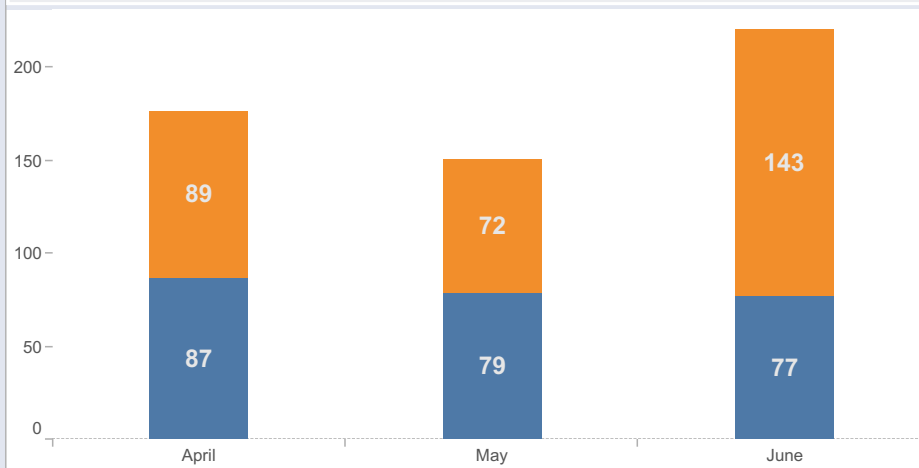
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
243	304	547

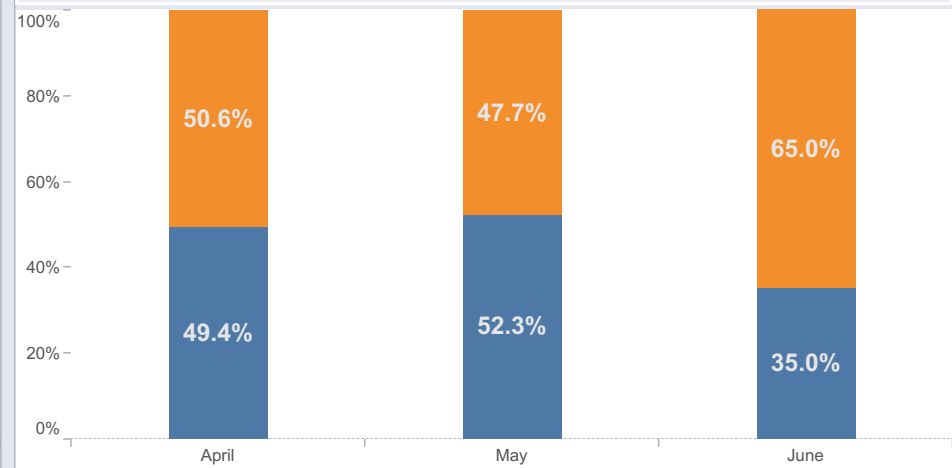
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21:Q4 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21:Q4 - Case Volume % Distribution



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

April May June

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

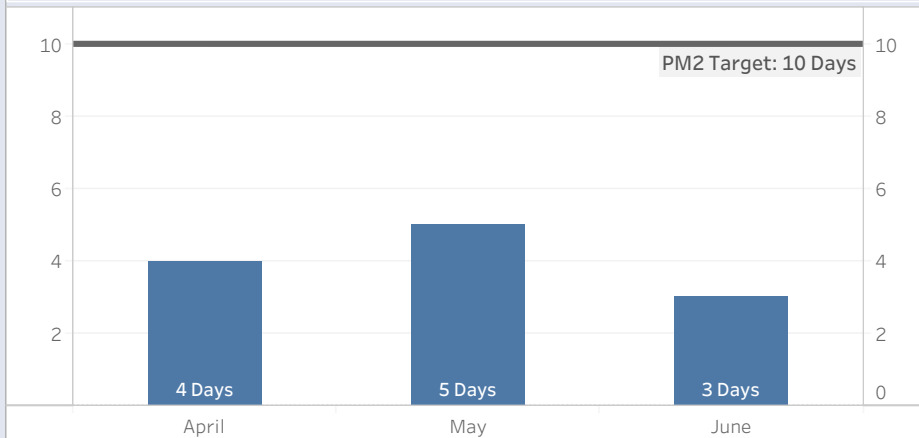
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
647	10 Days	4 Day(s)	▼ -6 Day(s)

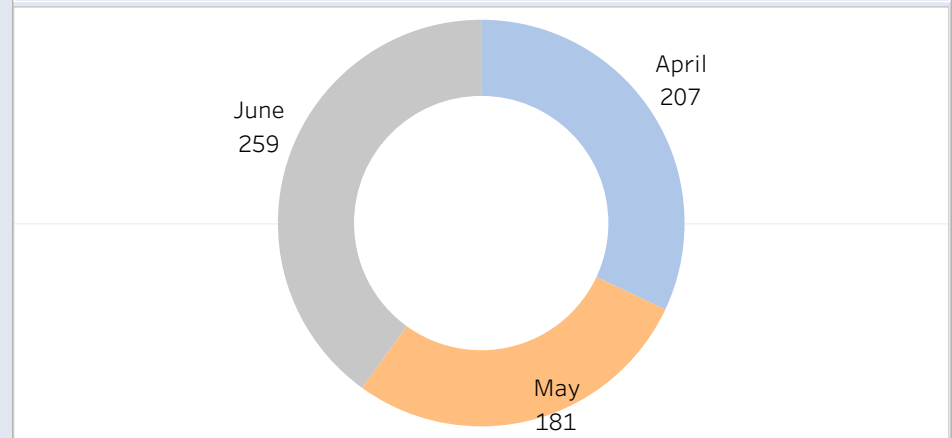
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

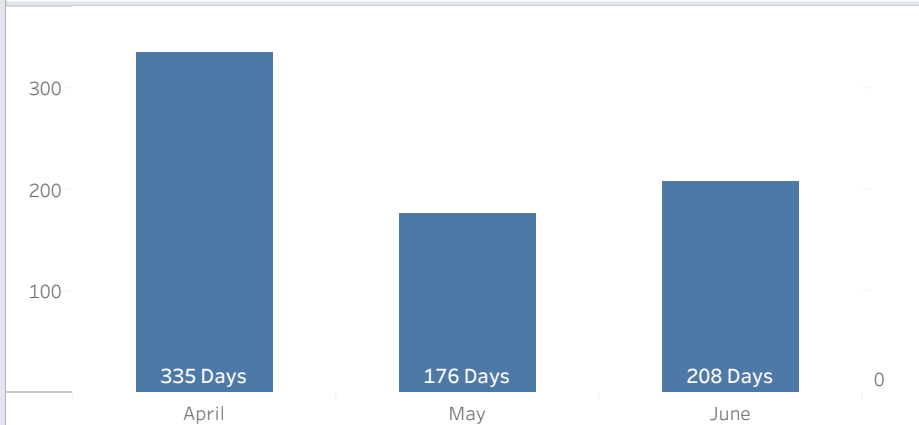
Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
461	360 Days	232 Day(s)	▼ -128 Day(s)

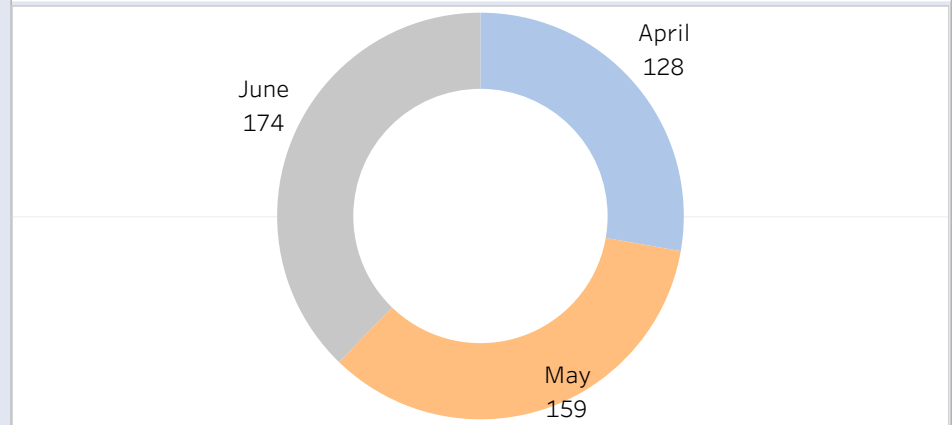
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2020/21

Select a Quarter

Q4

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

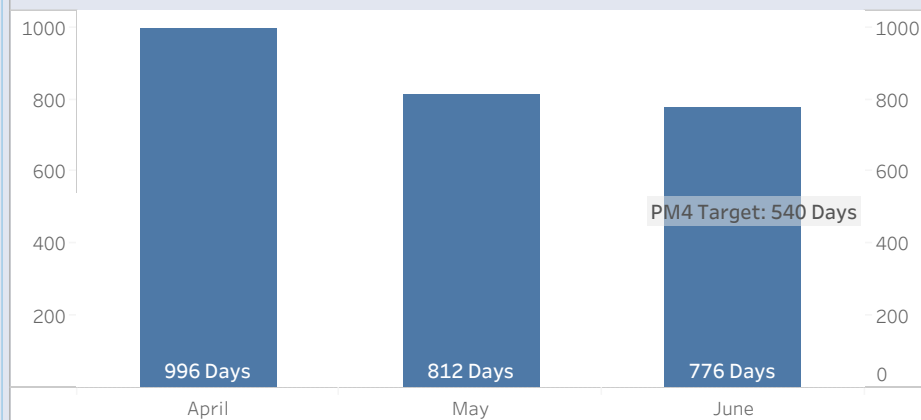
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

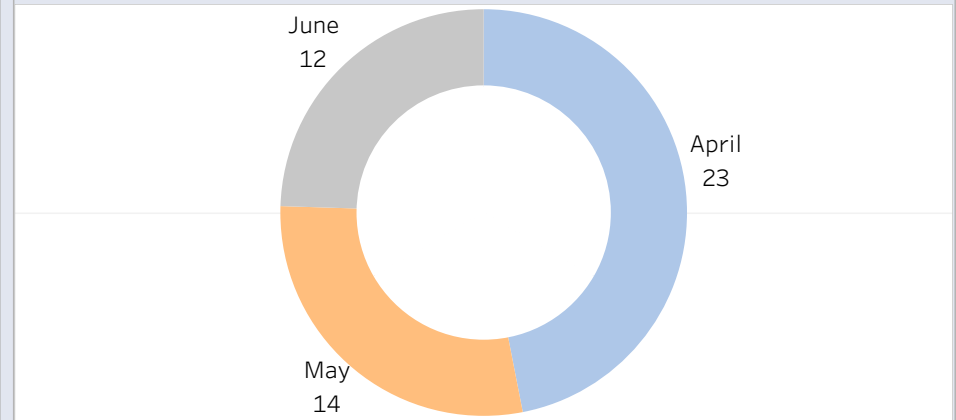
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
49	540 Days	890 Day(s)	▲ 350 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q4 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2020/21: Q4 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM7

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

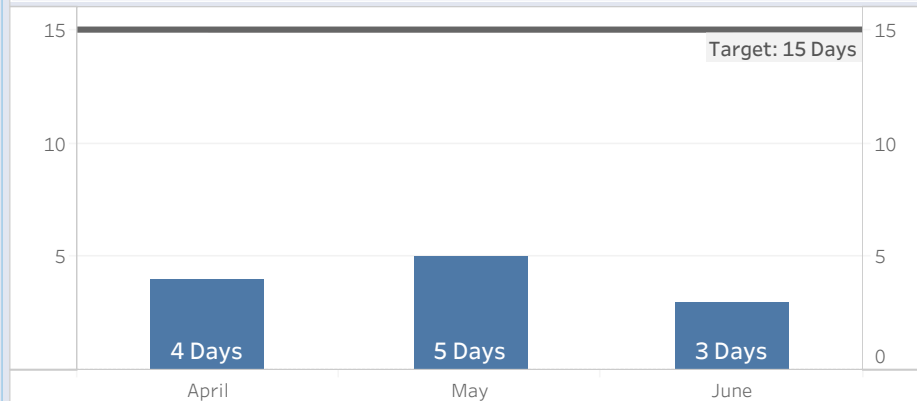
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
42	15 Days	4 Day(s)	▼ -11 Day(s)

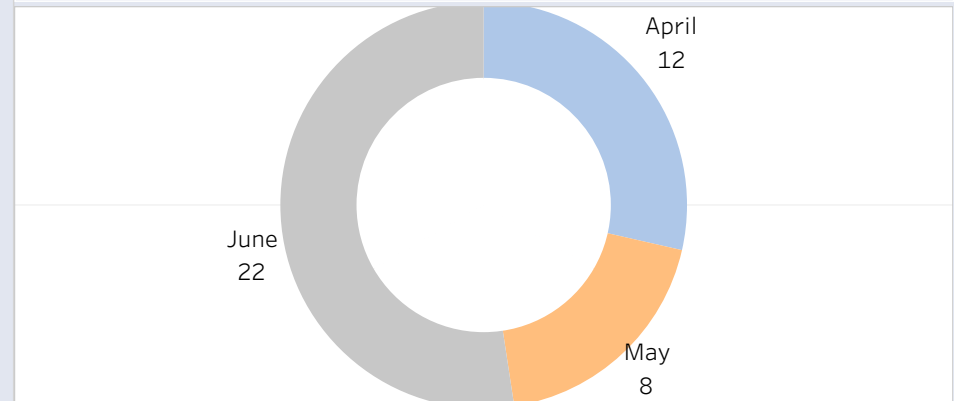
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2020/21

Performance Measure

PM8

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

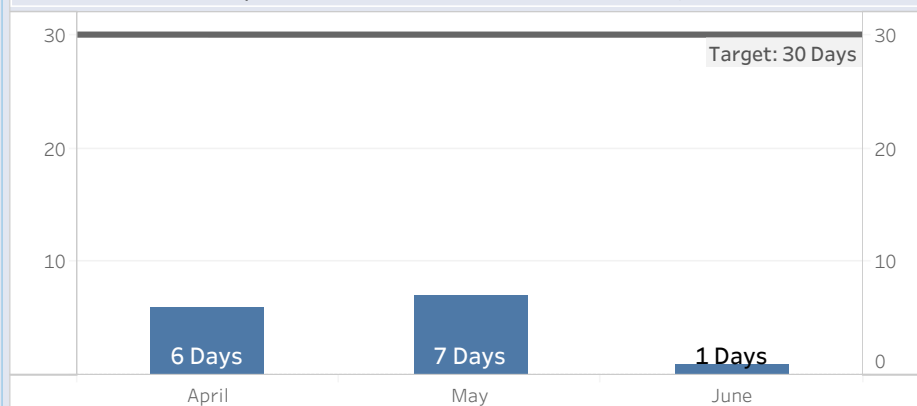
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
27	30 Days	5 Day(s)	▼ -25 Day(s)

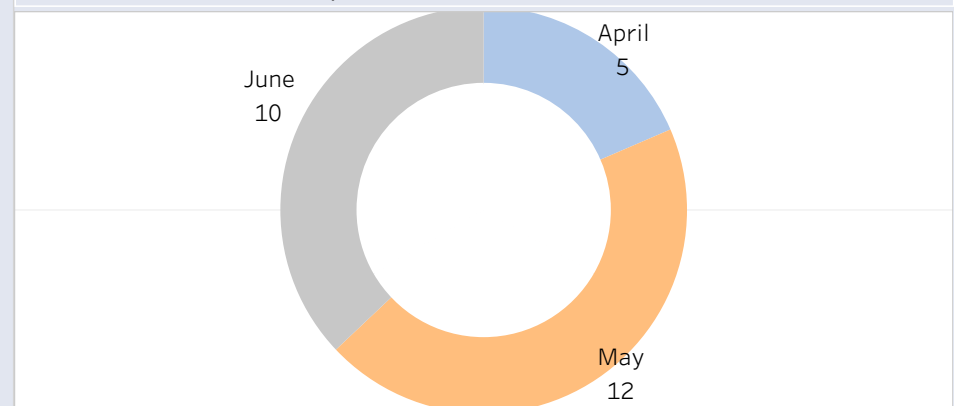
Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2020/21: Q4 - PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

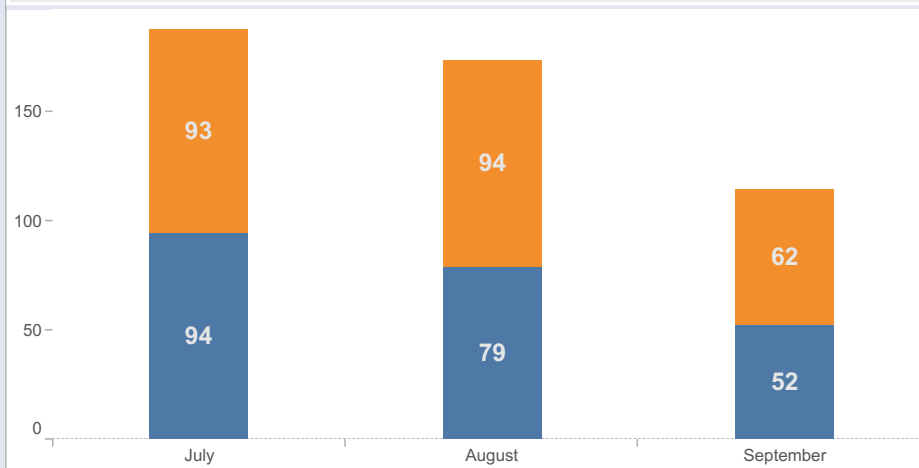
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
225	249	474

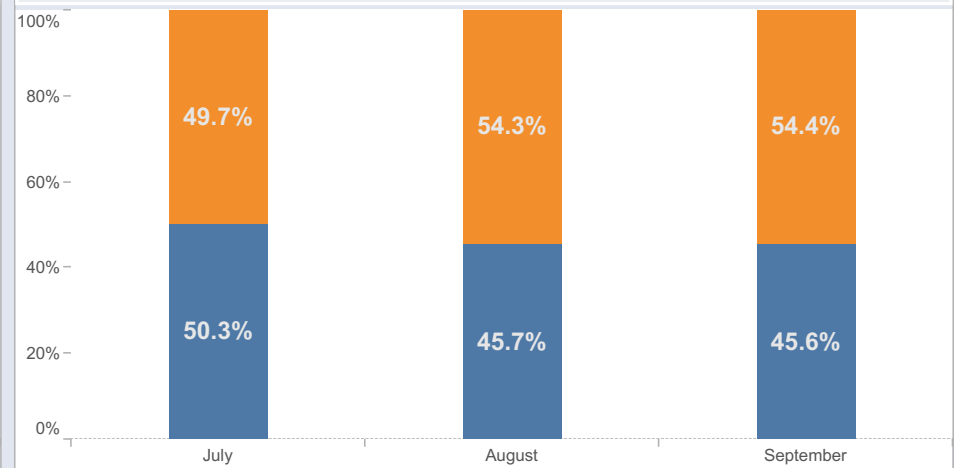
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q1 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q1 - Case Volume % Distribution



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

July August September

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

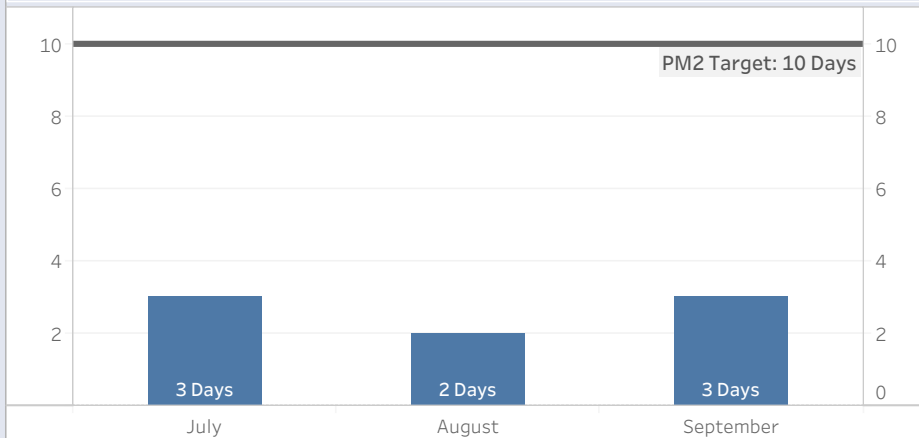
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
466	10 Days	3 Day(s)	▼ -7 Day(s)

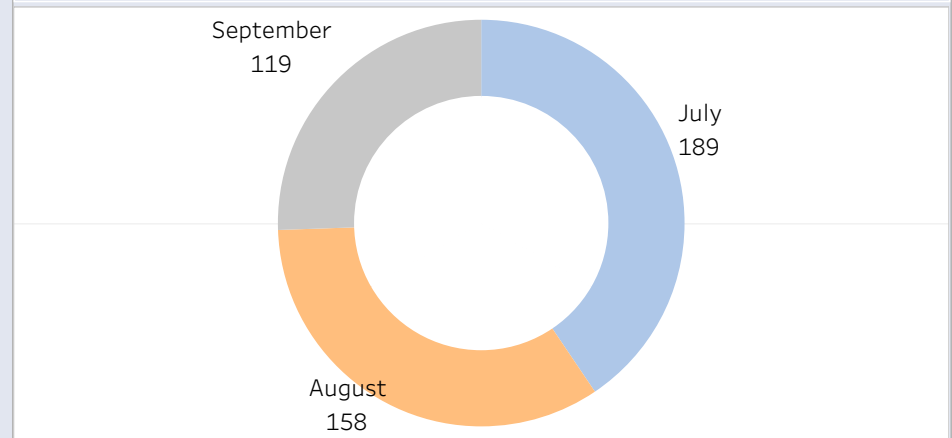
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q1 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q1 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

July August September

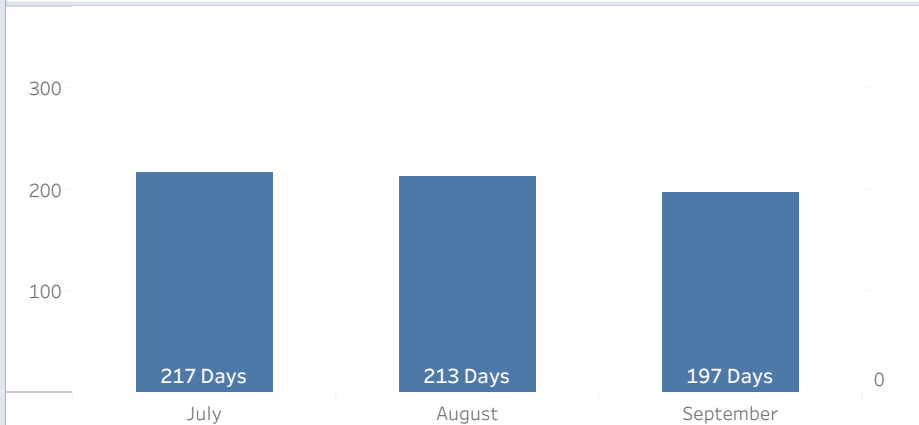
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

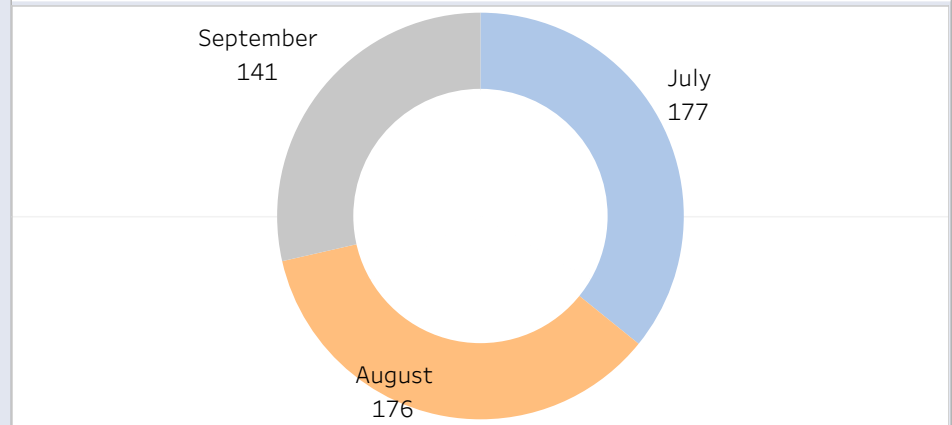
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
494	360 Days	210 Day(s)	▼ -150 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q1 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q1 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2021/22

Select a Quarter

Q1

Cycle Time

Actual

Target

Case Volume by Month

July

August

September

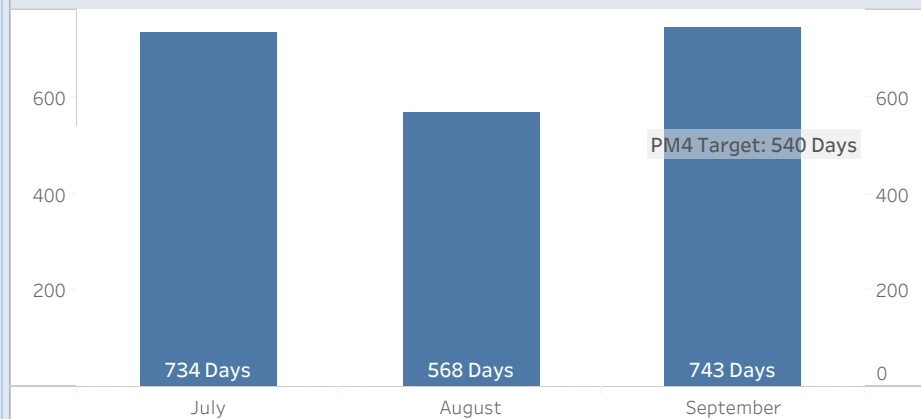
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

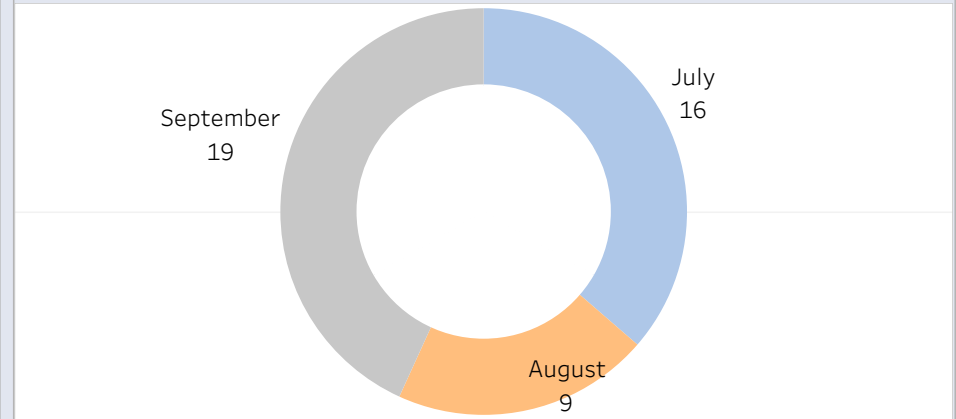
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
44	540 Days	704 Day(s)	▲ 164 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q1 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q1 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM7

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

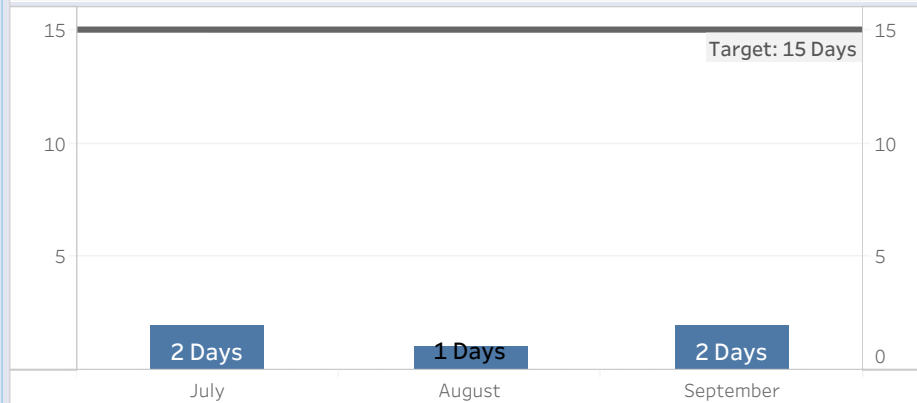
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
27	15 Days	2 Day(s)	▼ -13 Day(s)

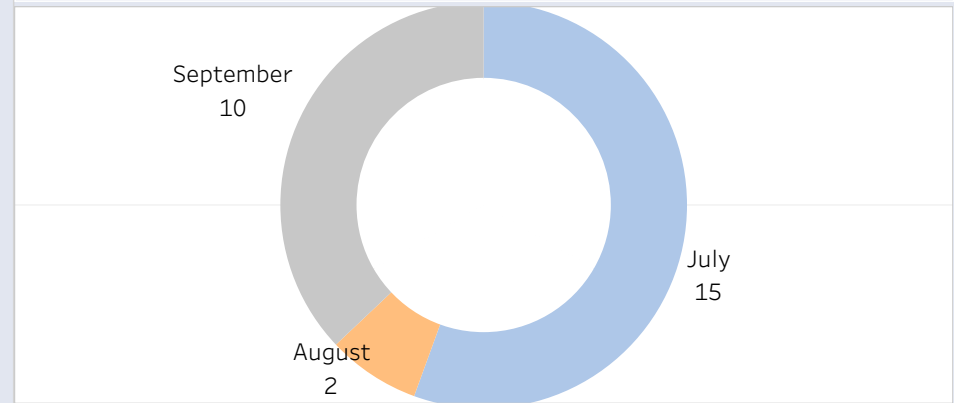
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q1 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q1 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM8

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

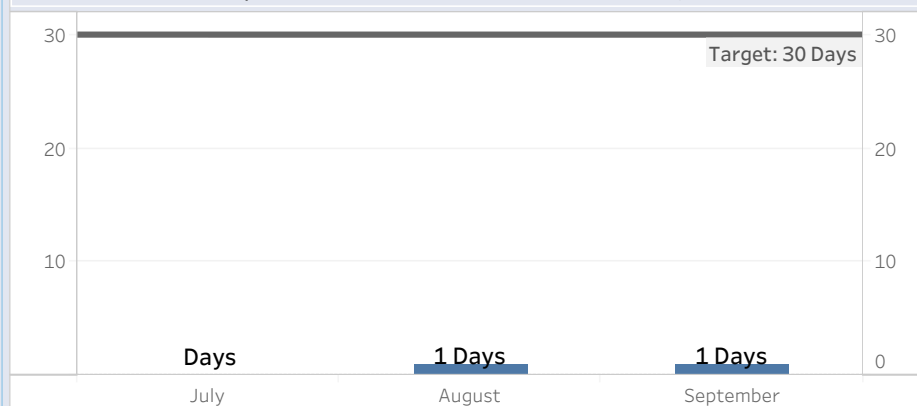
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
12	30 Days	1 Day(s)	▼ -29 Day(s)

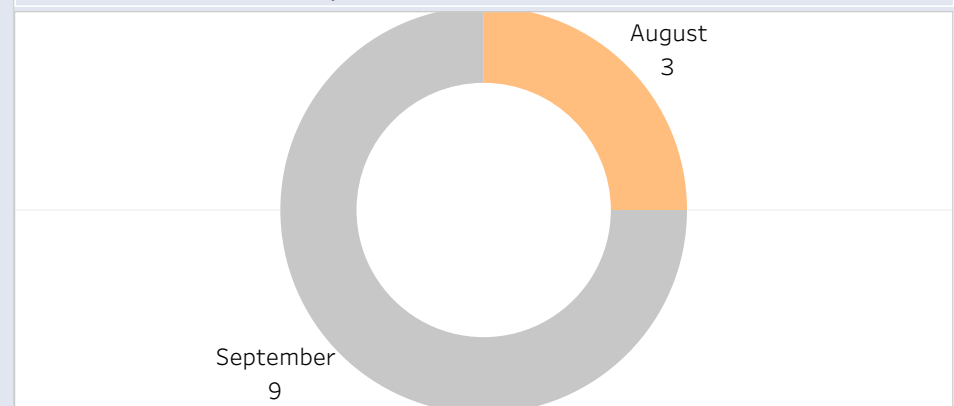
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q1 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q1 - PM8: Probation Violation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

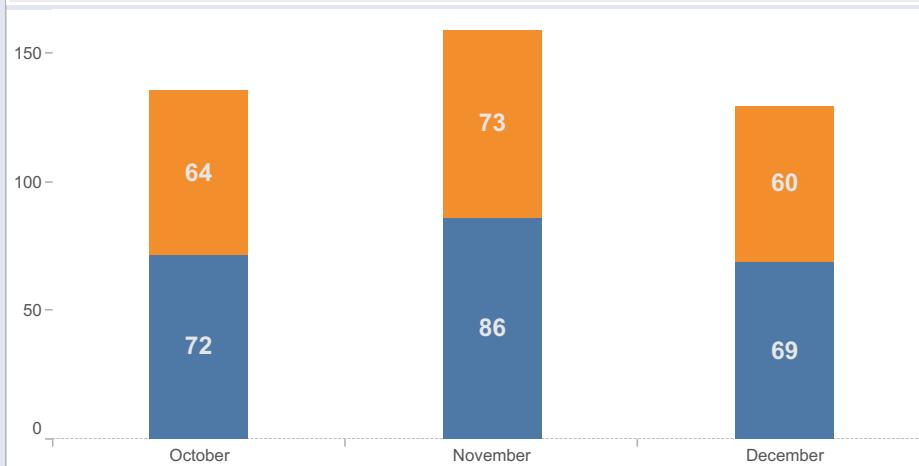
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
227	197	424

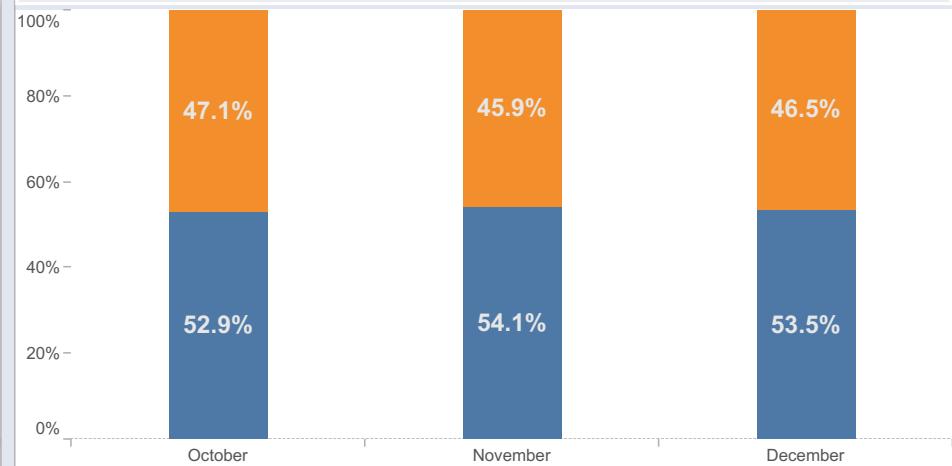
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q2 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q2 - Case Volume % Distribution



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

October November December

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

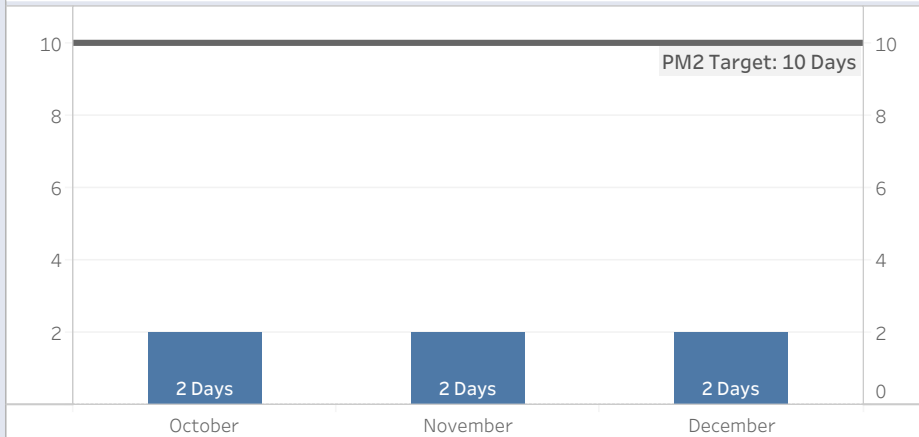
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
424	10 Days	2 Day(s)	▼ -8 Day(s)

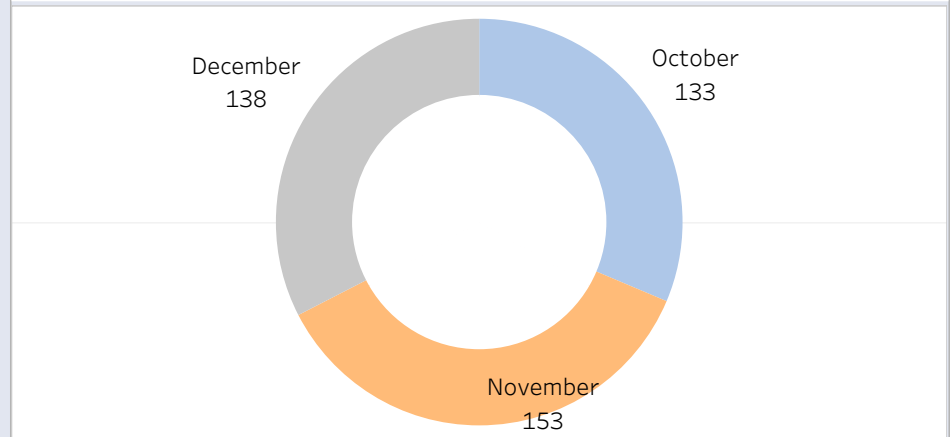
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

October November December

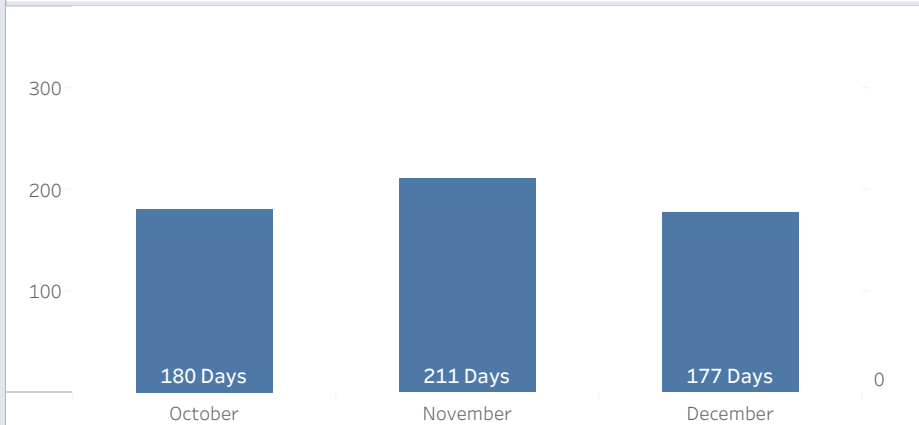
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

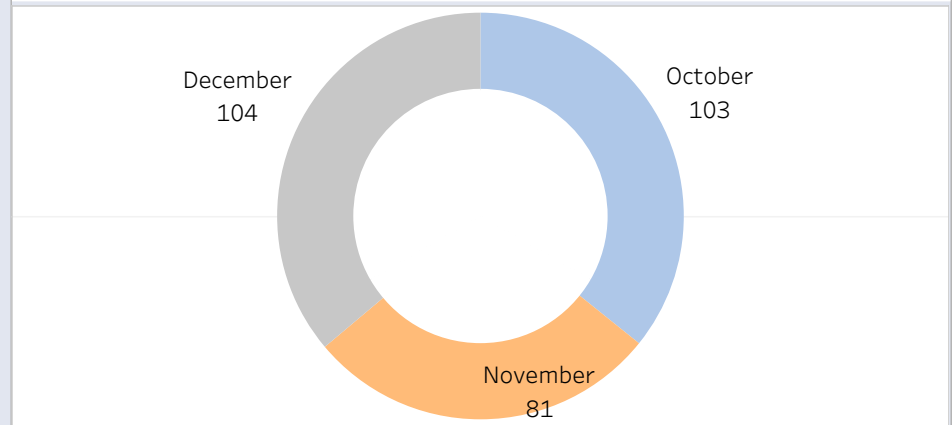
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
288	360 Days	188 Day(s)	▼ -172 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q2 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q2 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2021/22

Select a Quarter

Q2

Cycle Time

Actual

Target

Case Volume by Month

October

November

December

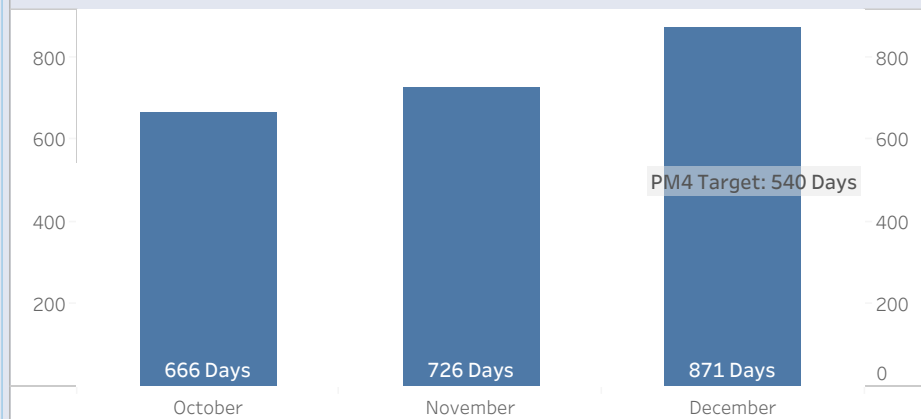
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

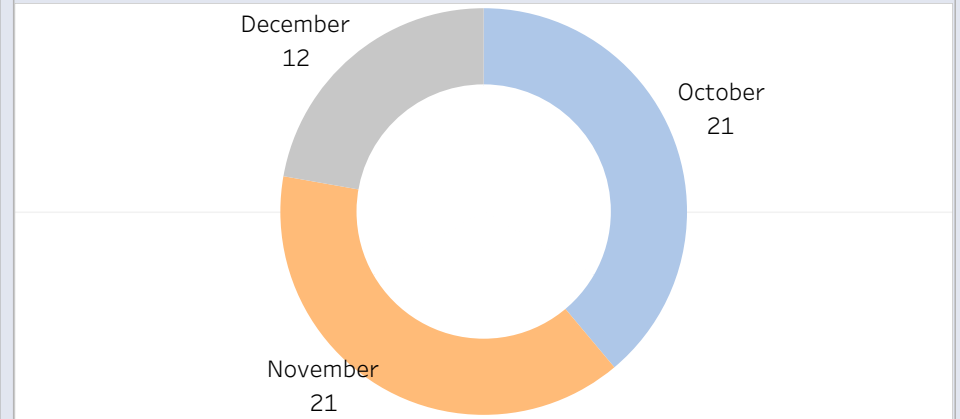
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
54	540 Days	735 Day(s)	▲ 195 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q2 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q2 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM7

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

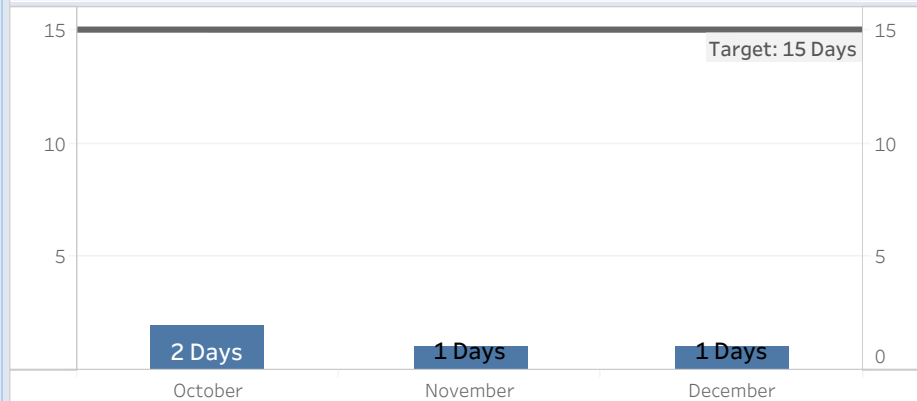
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
25	15 Days	1 Day(s)	▼ -14 Day(s)

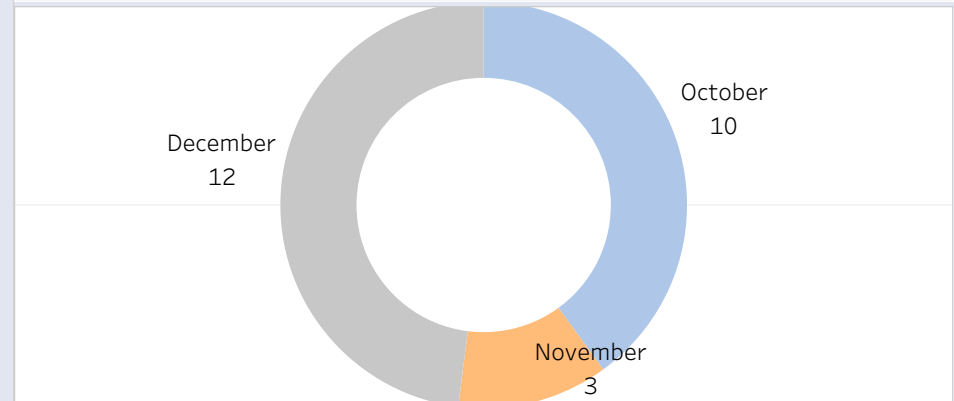
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM8

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

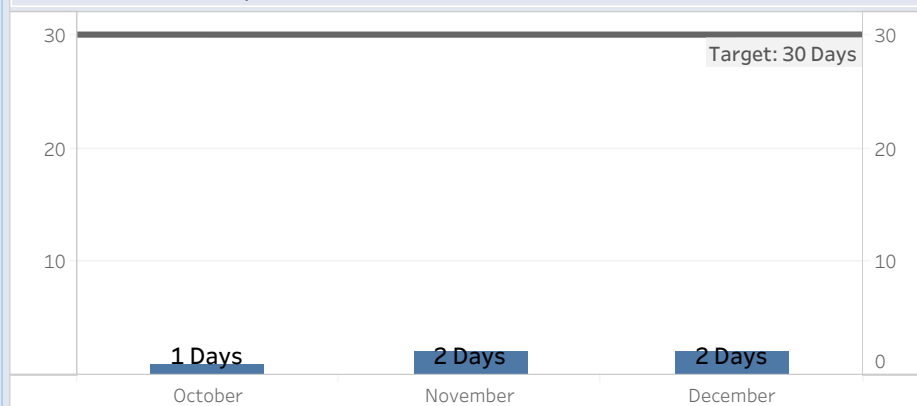
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
38	30 Days	2 Day(s)	▼ -28 Day(s)

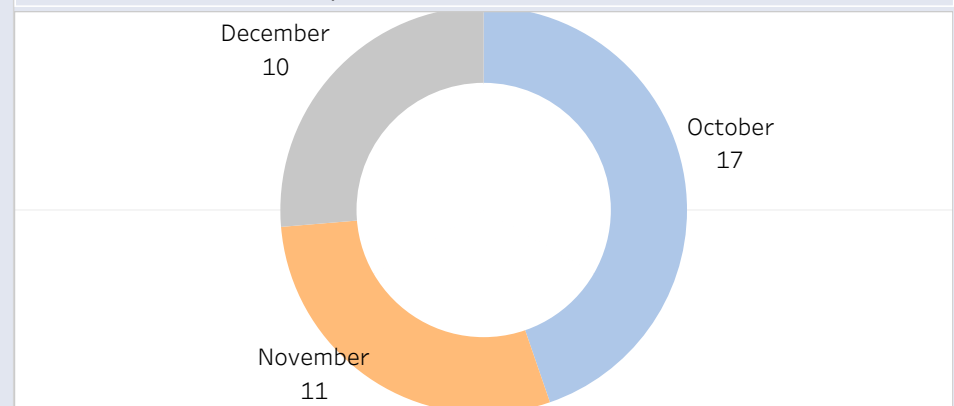
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 - PM8: Probation Violation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

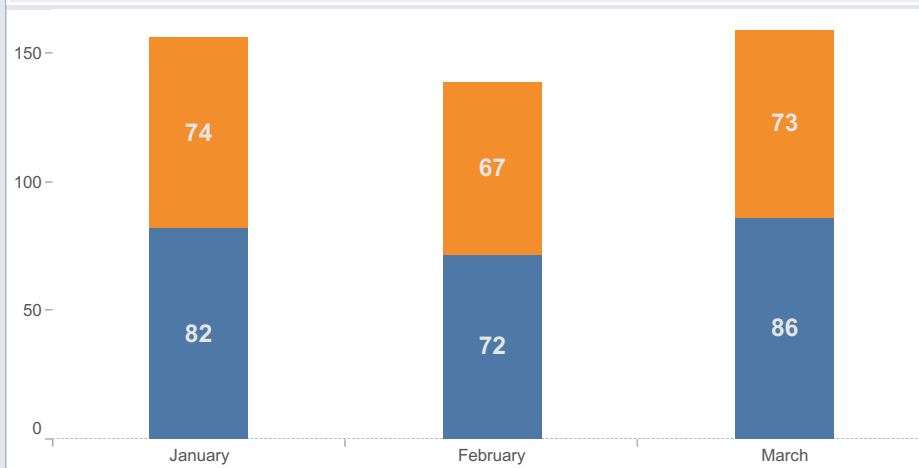
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
240	214	454

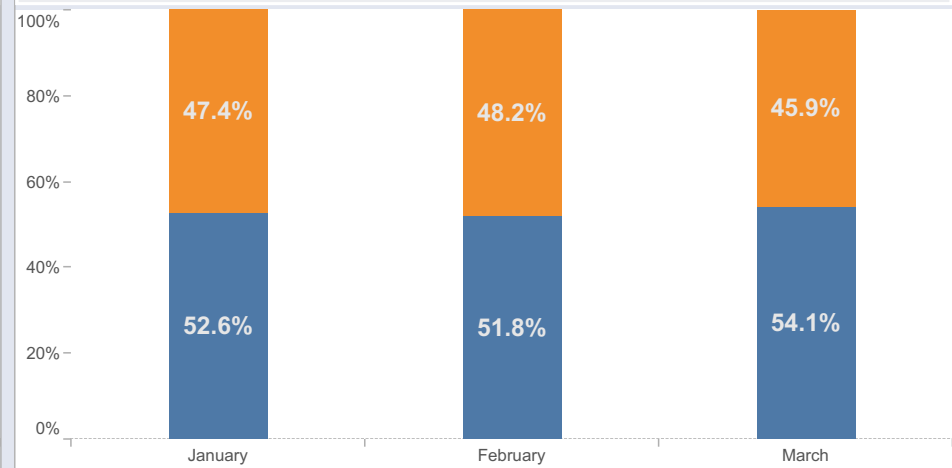
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q3 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q3 - Case Volume % Distribution



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

January February March

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

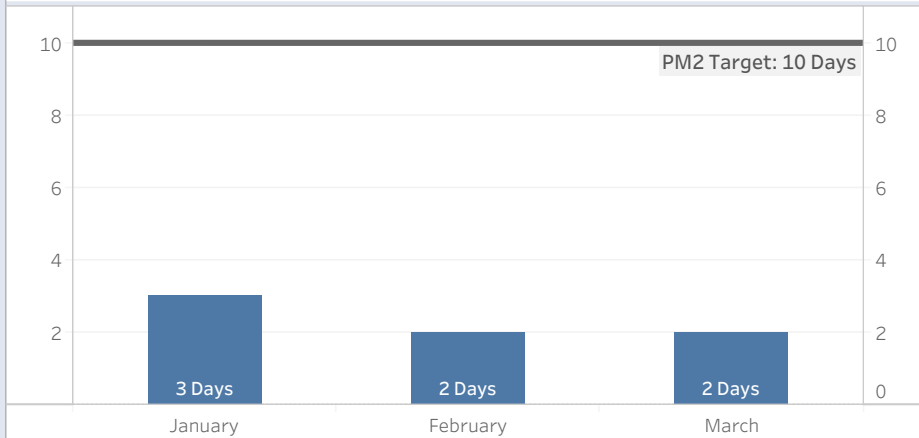
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
449	10 Days	2 Day(s)	▼ -8 Day(s)

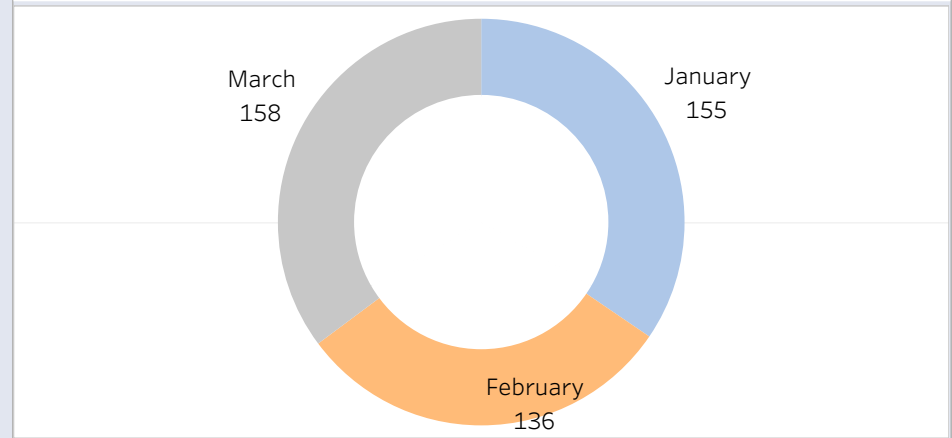
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q3 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q3 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

October November December

Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

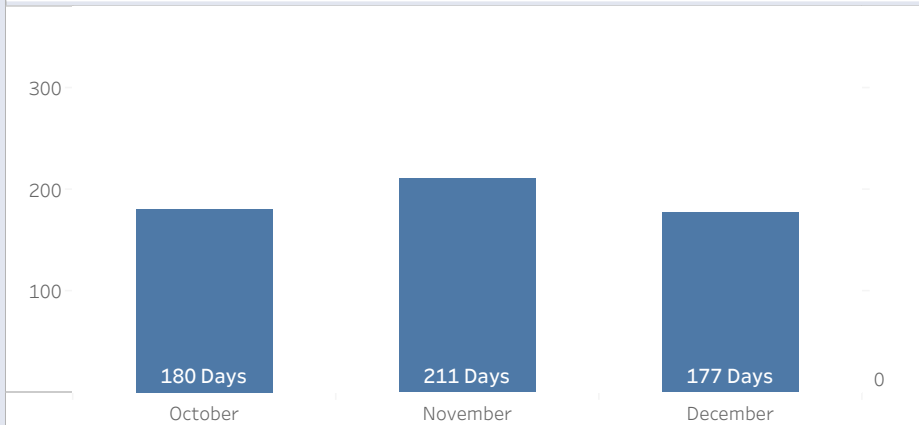
Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
288	360 Days	188 Day(s)	▼ -172 Day(s)

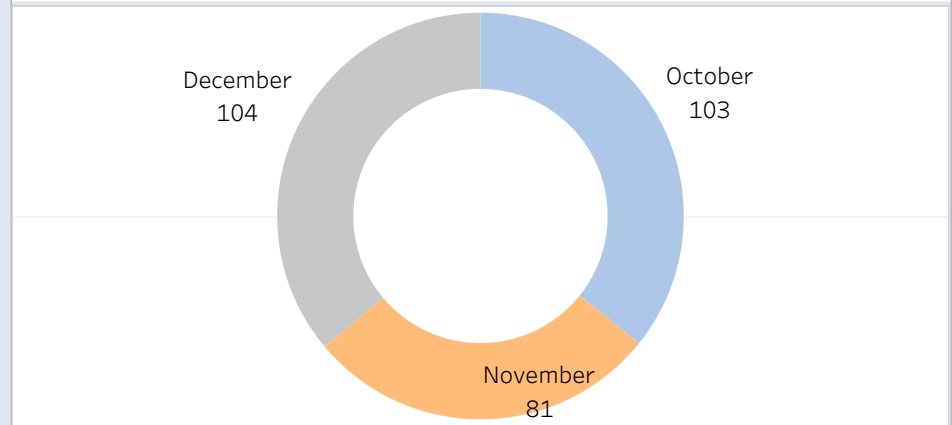
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q2 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2021/22

Select a Quarter

Q3

Cycle Time

Actual

Target

Case Volume by Month

January

February

March

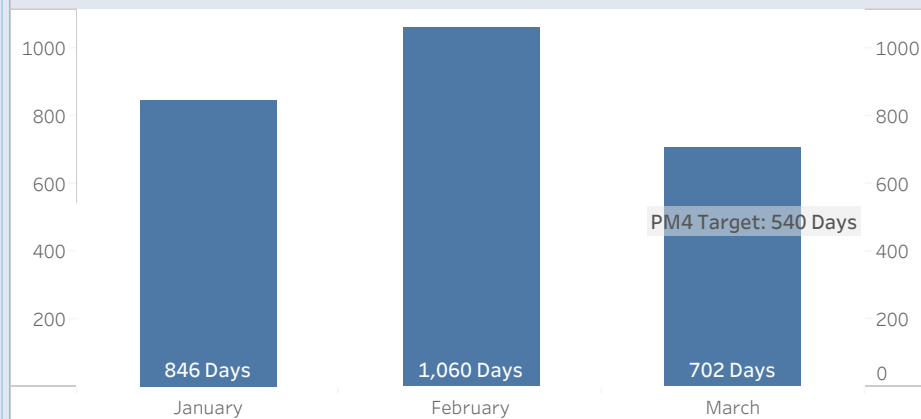
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

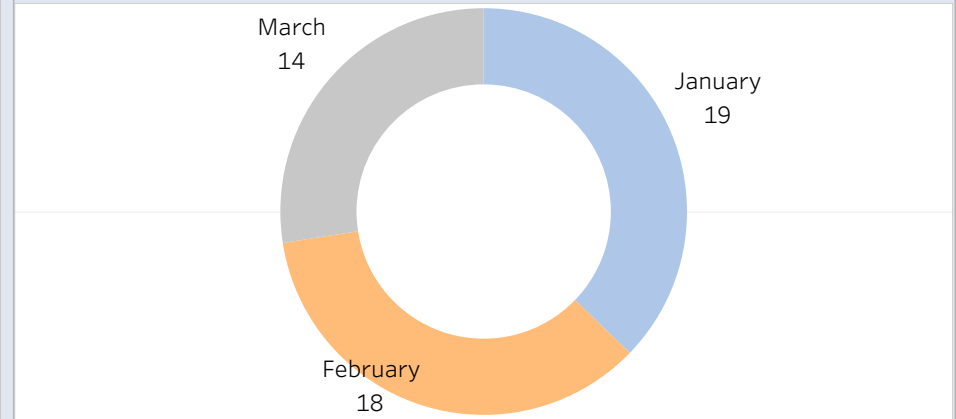
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
51	540 Days	882 Day(s)	▲ 342 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q3 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q3 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM7

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

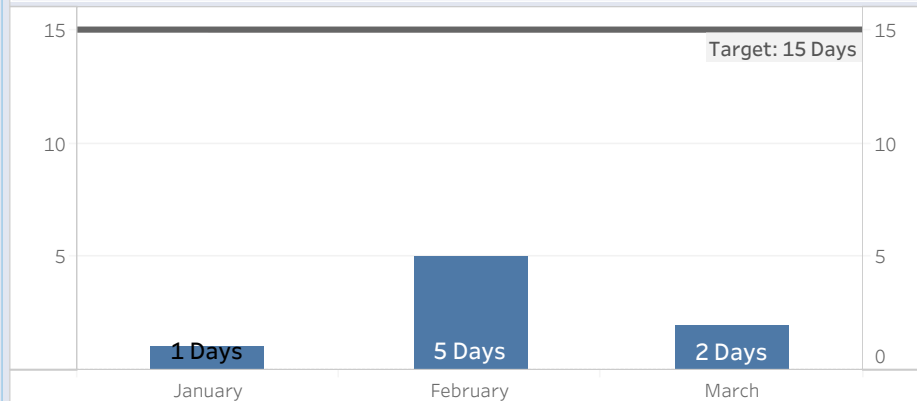
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
36	15 Days	2 Day(s)	▼ -13 Day(s)

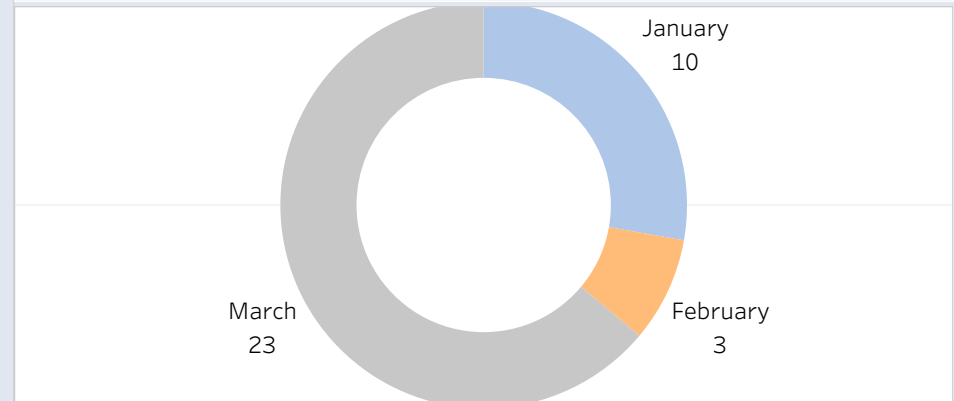
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q3 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q3 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM8

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

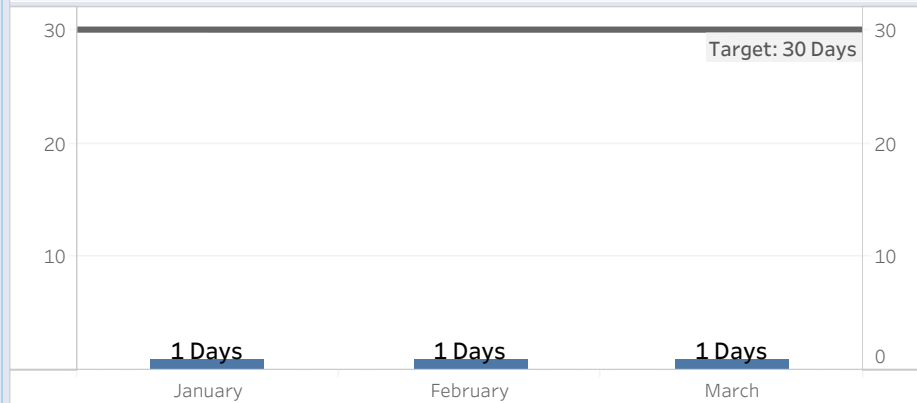
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
15	30 Days	1 Day(s)	▼ -29 Day(s)

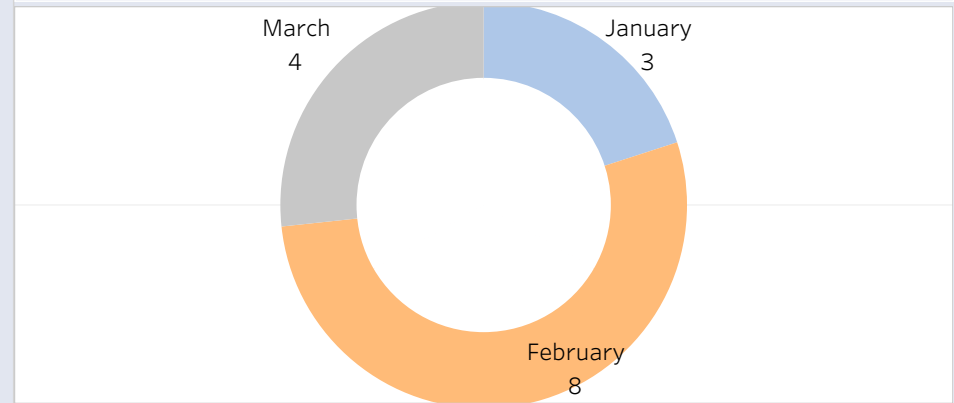
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q3 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q3 - PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

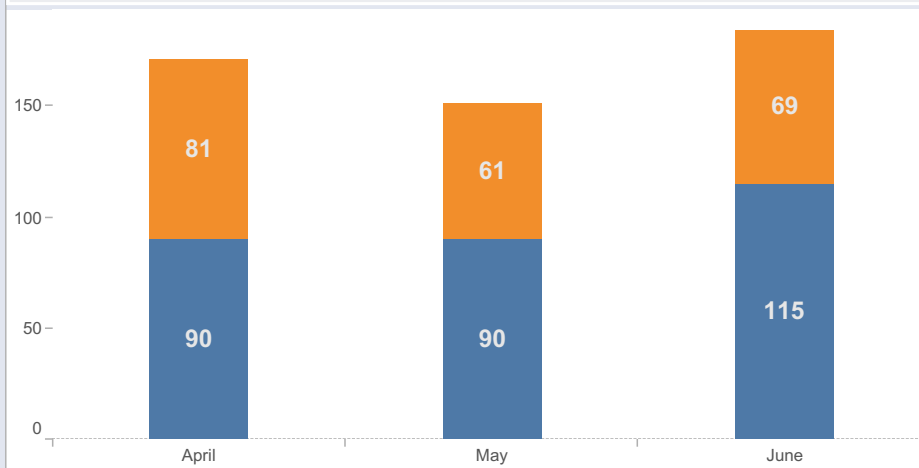
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
295	211	506

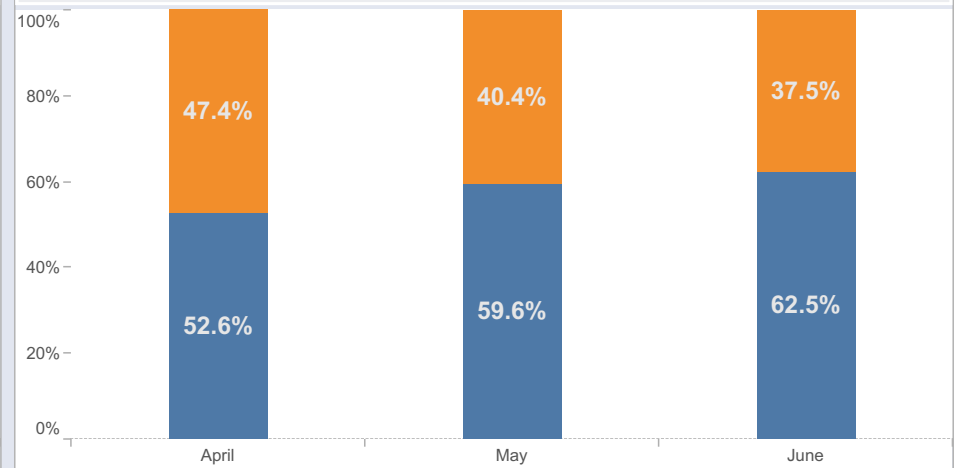
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q4 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22:Q4 - Case Volume % Distribution



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

April May June

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

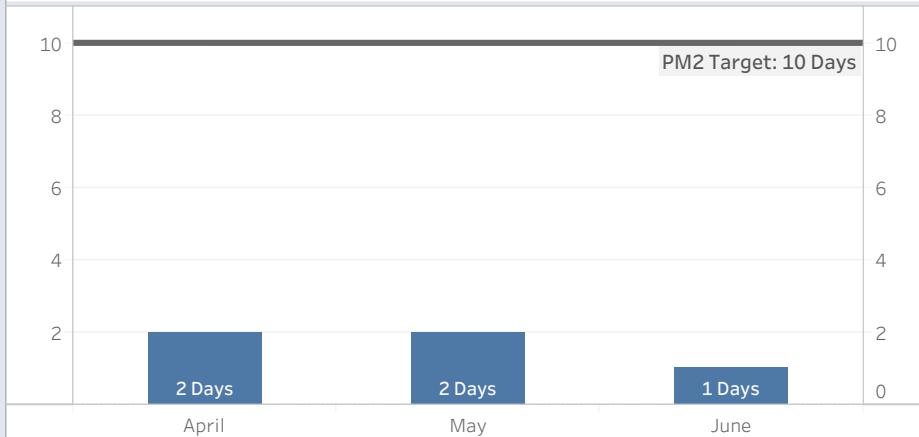
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
512	10 Days	2 Day(s)	▼ -8 Day(s)

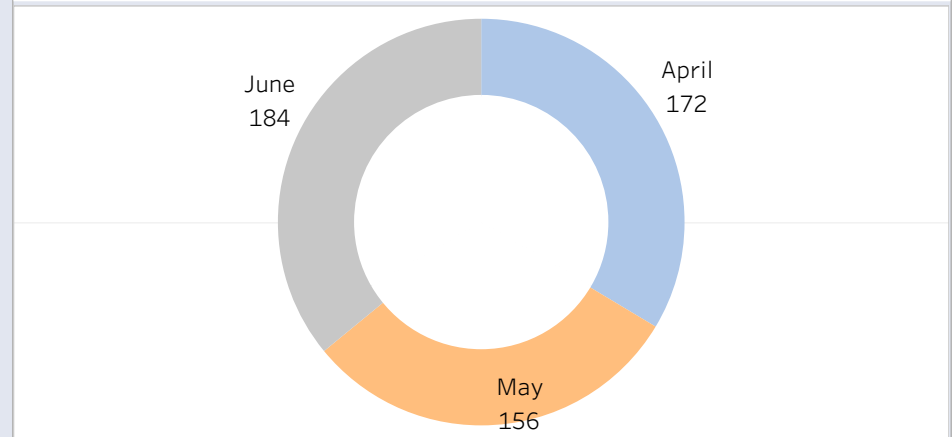
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

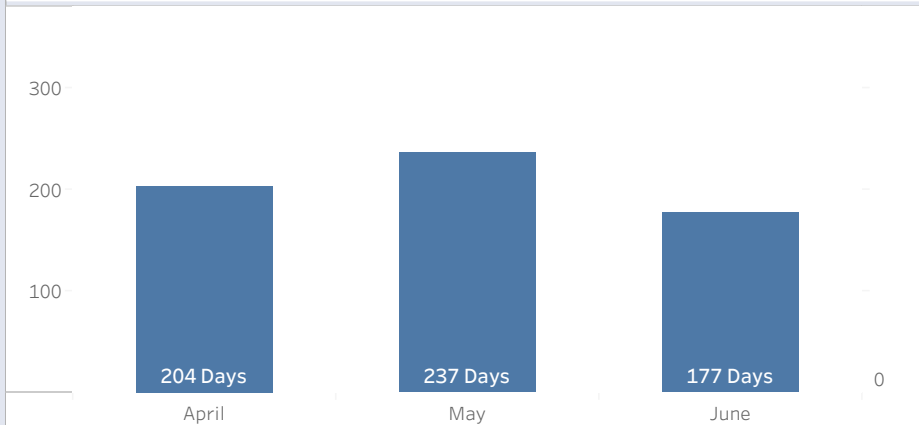
Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
408	360 Days	209 Day(s)	▼ -151 Day(s)

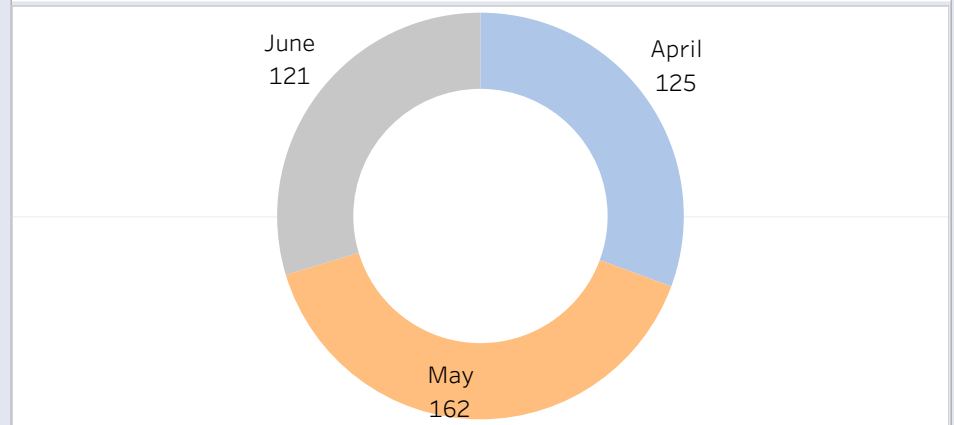
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2021/22

Select a Quarter

Q4

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

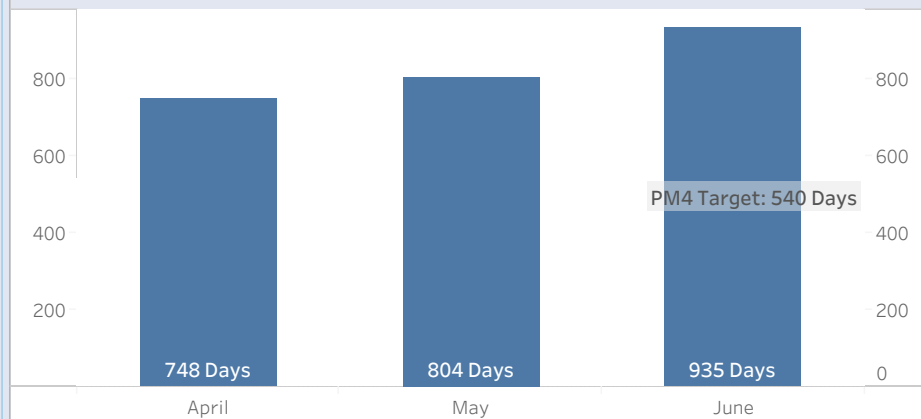
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

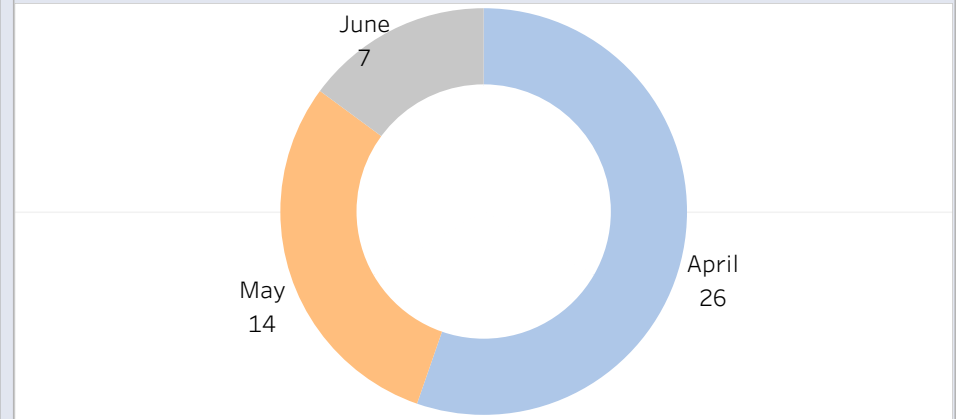
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
47	540 Days	793 Day(s)	▲ 253 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q4 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2021/22: Q4 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM7

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

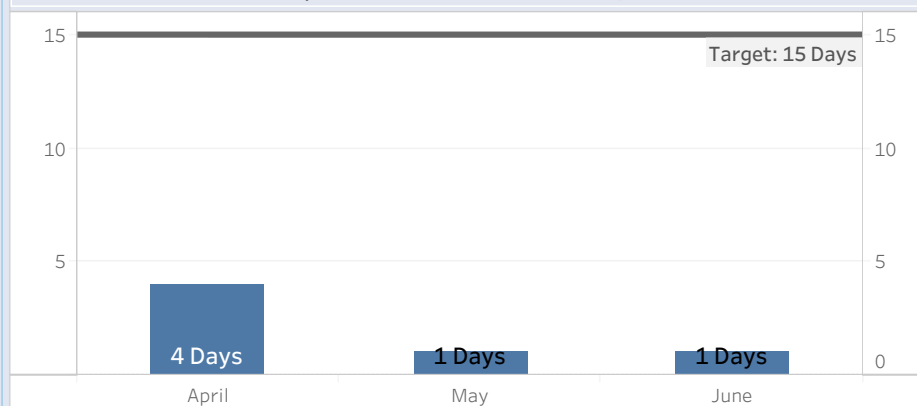
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
35	15 Days	2 Day(s)	▼ -13 Day(s)

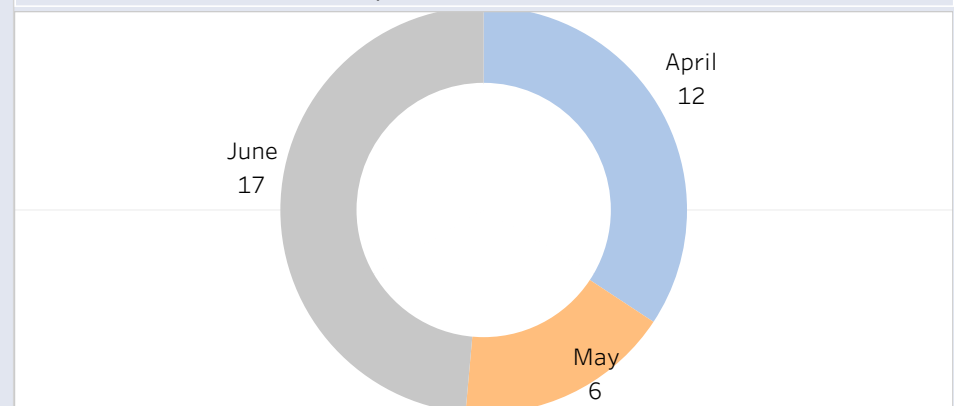
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2021/22

Performance Measure

PM8

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

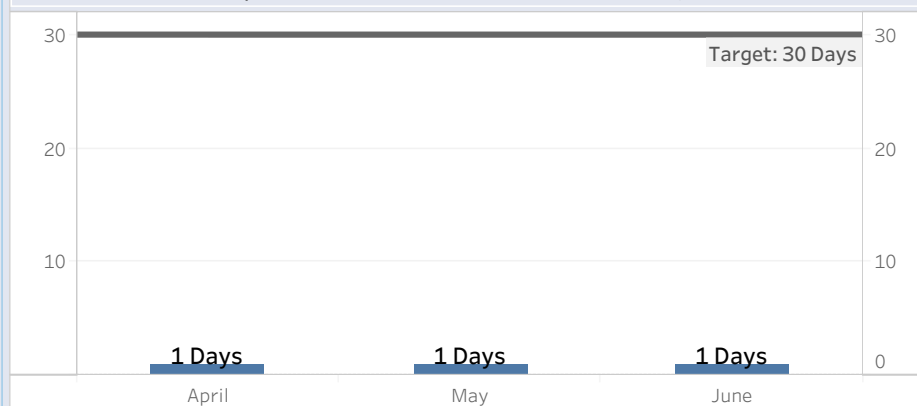
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
7	30 Days	1 Day(s)	▼ -29 Day(s)

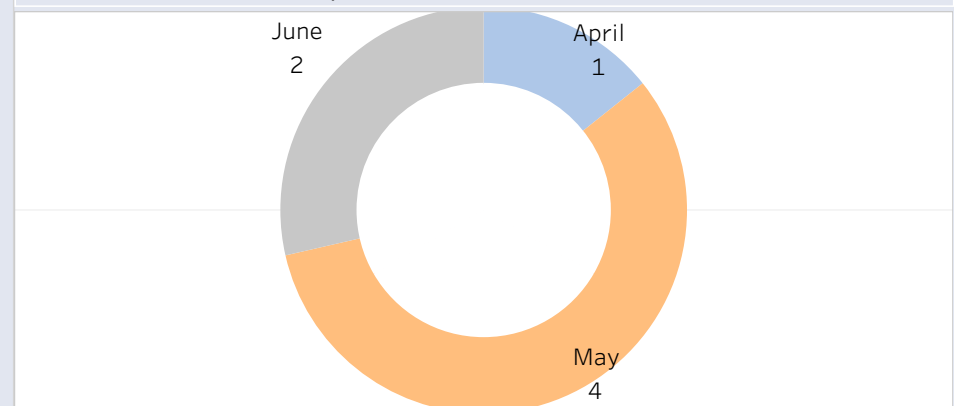
Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2021/22: Q4 - PM8: Probation Violation Cases



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

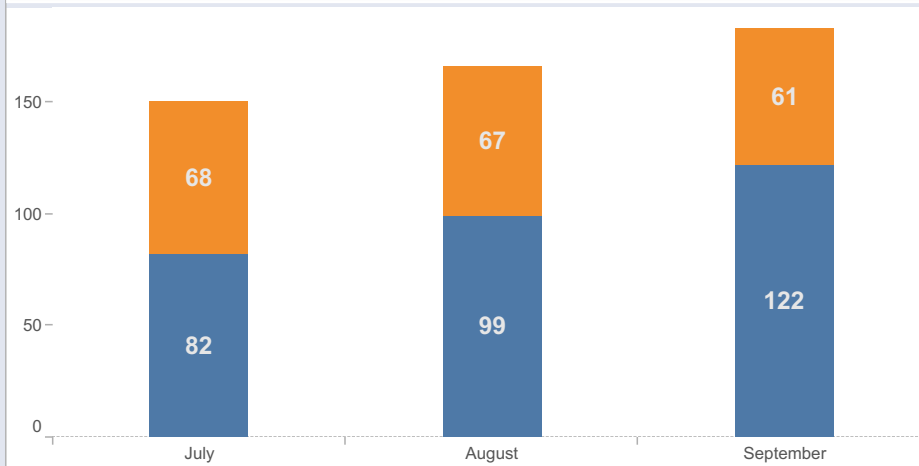
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
303	196	499

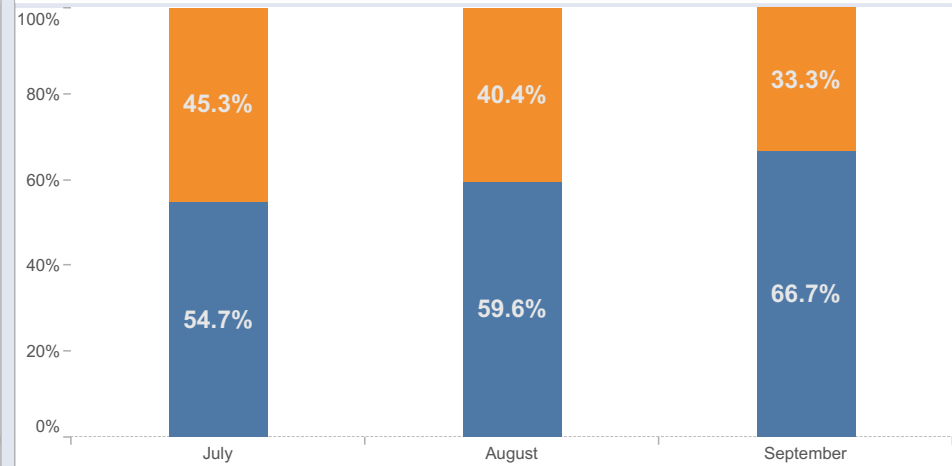
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q1 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q1 - Case Volume % Distribution



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

July August September

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

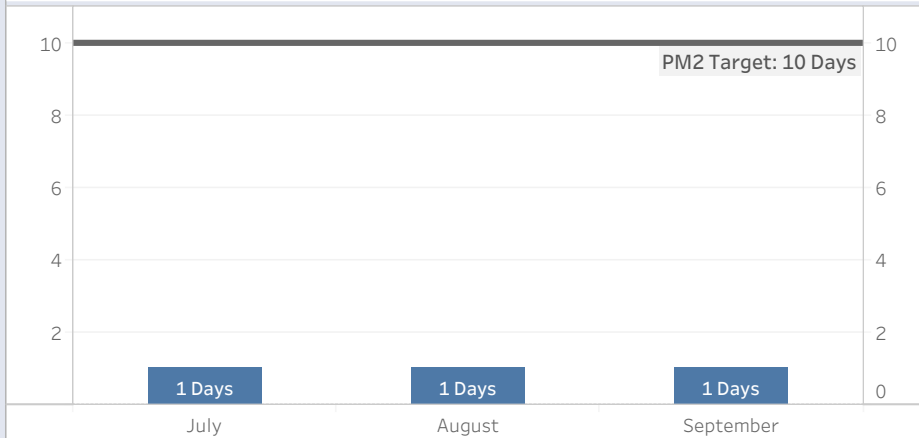
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
497	10 Days	1 Day(s)	▼ -9 Day(s)

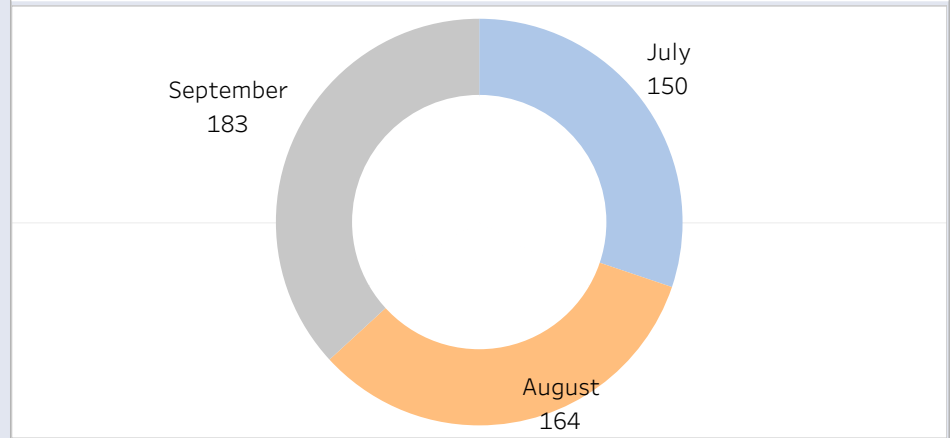
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q1 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q1 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

July August September

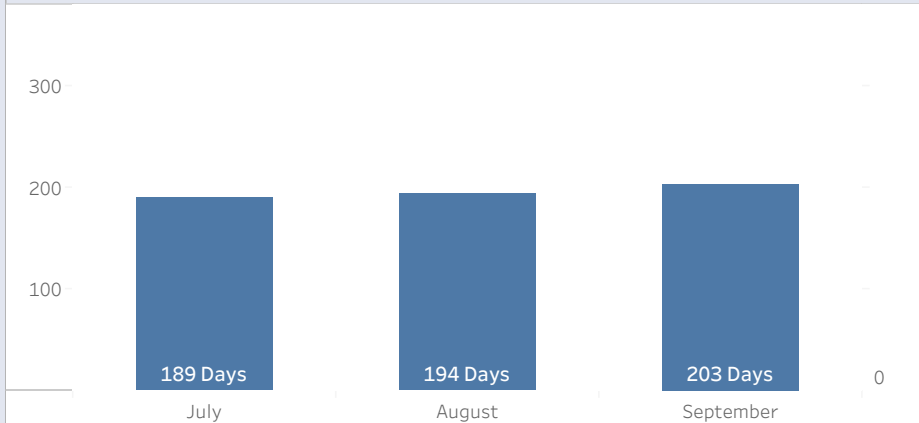
Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

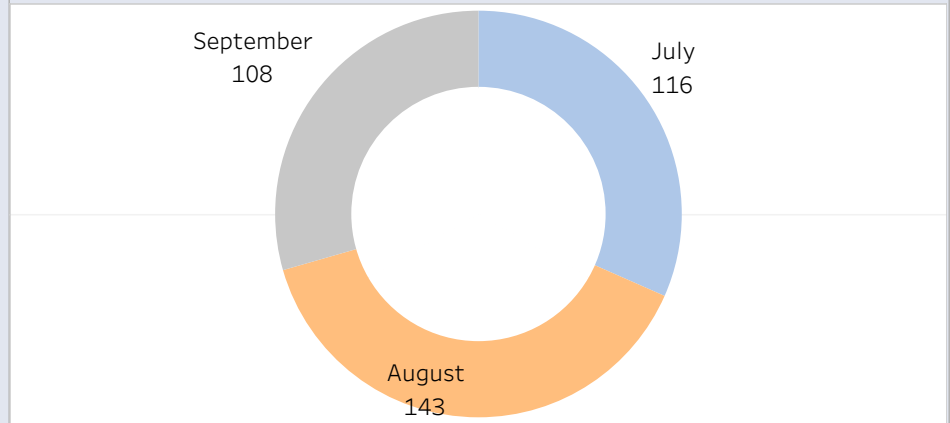
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
367	360 Days	195 Day(s)	▼ -165 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q1 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q1 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2022/23

Select a Quarter

Q1

Cycle Time

Actual

Target

Case Volume by Month

July

August

September

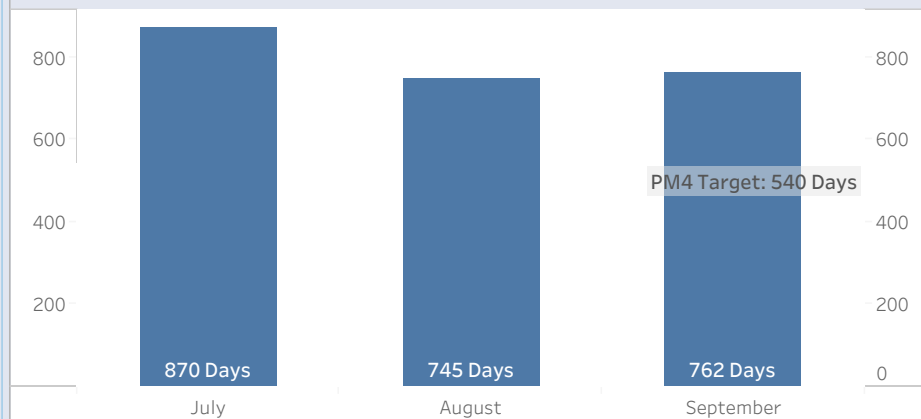
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

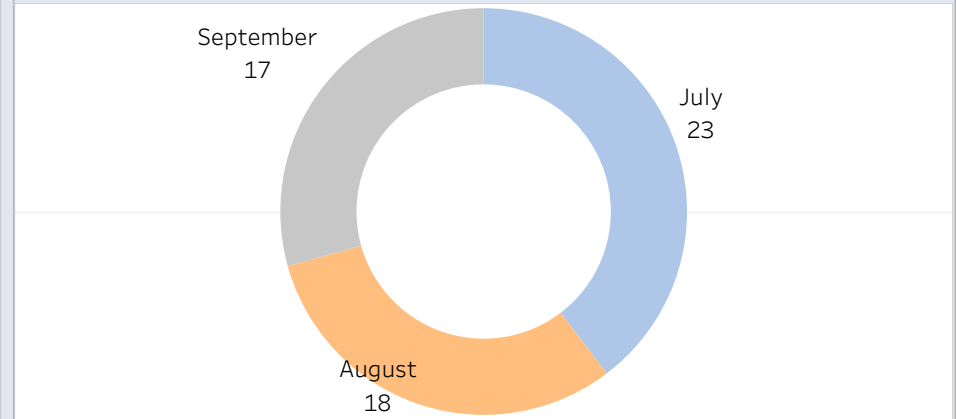
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
58	540 Days	800 Day(s)	▲ 260 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q1 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q1 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM7

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

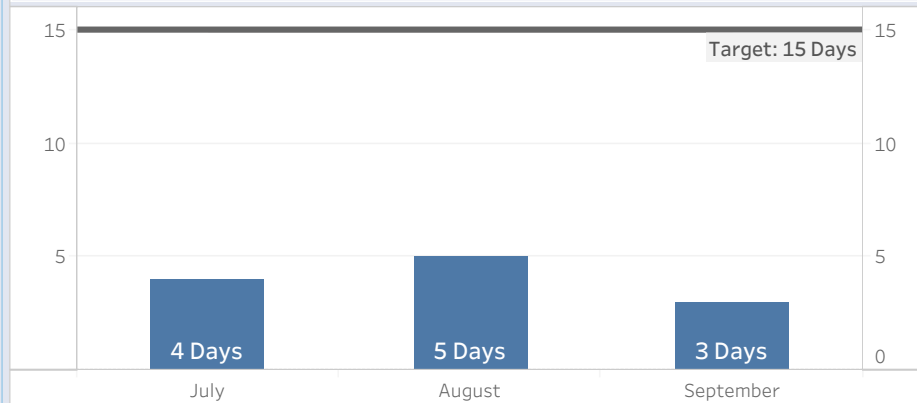
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
33	15 Days	4 Day(s)	▼ -11 Day(s)

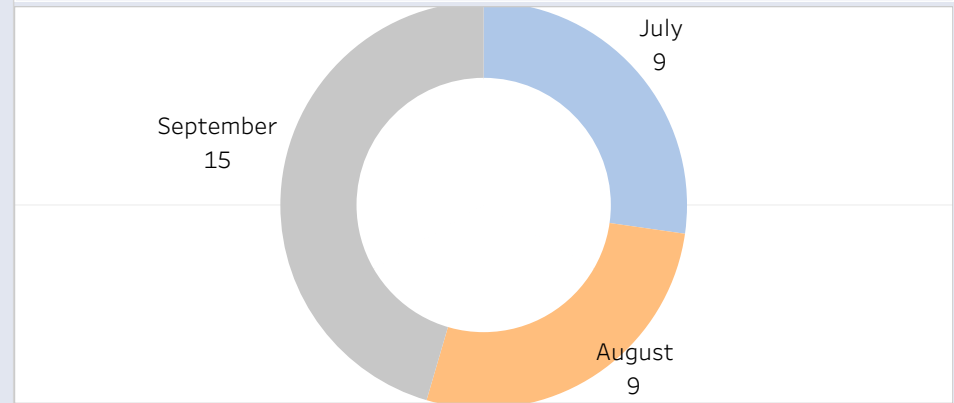
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q1 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q1 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM8

Select a Quarter

Q1

Cycle Time

Cycle Time

Target

Case Volume by Month

July

August

September

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

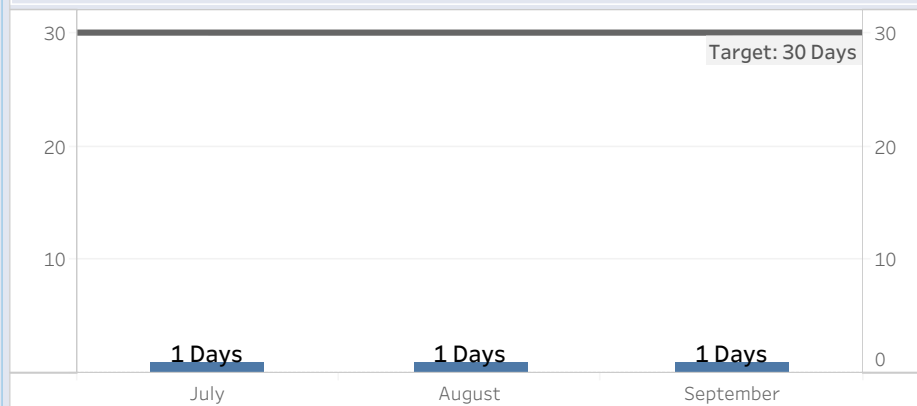
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
13	30 Days	1 Day(s)	▼ -29 Day(s)

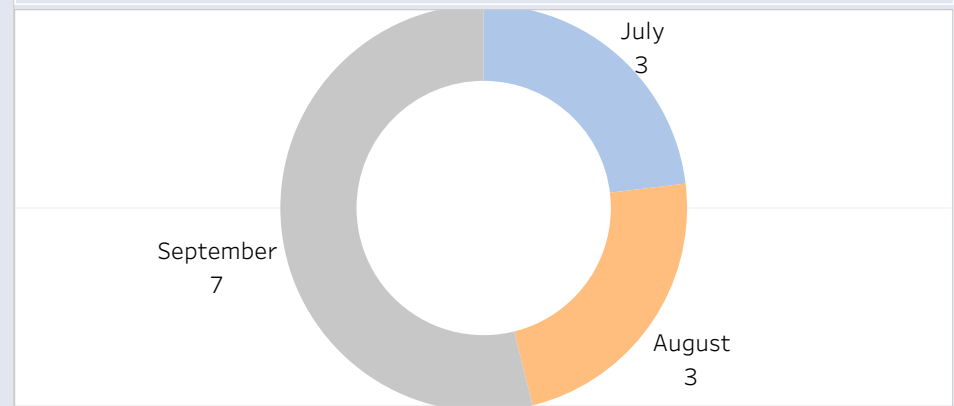
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q1 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q1 - PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

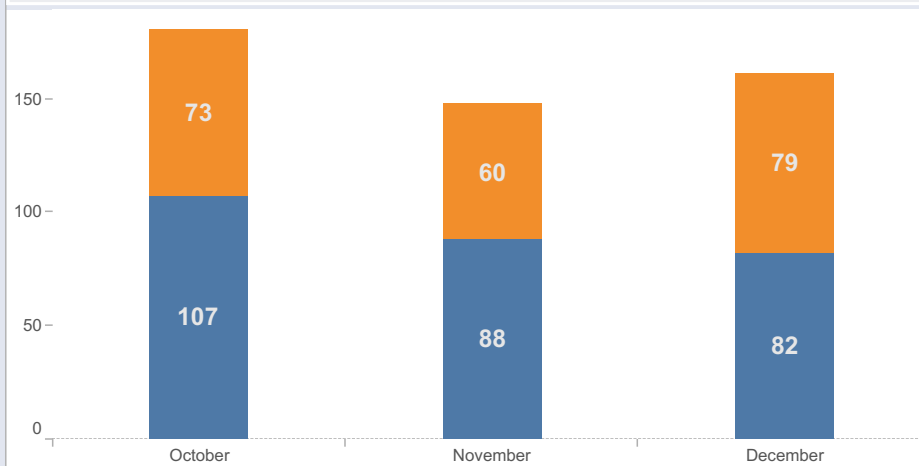
Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume	Conviction/Arrest Volume	Total Volume
277	212	489

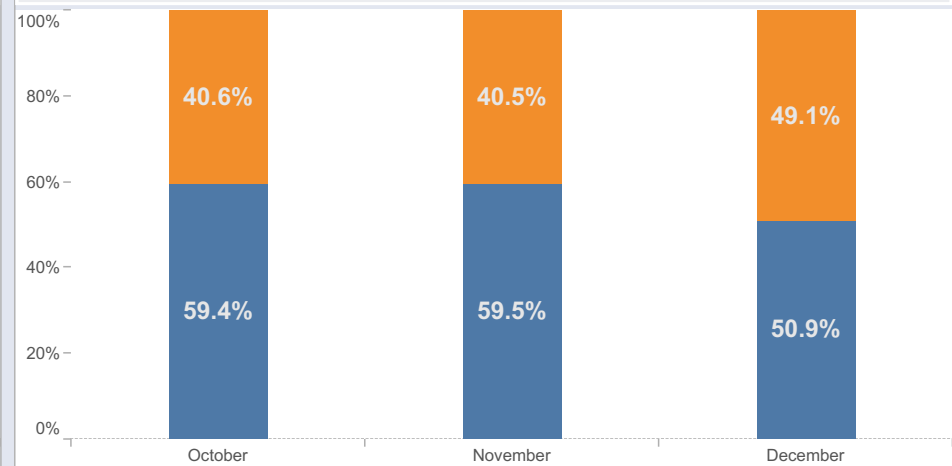
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q2 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q2 - Case Volume % Distribution



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

October November December

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

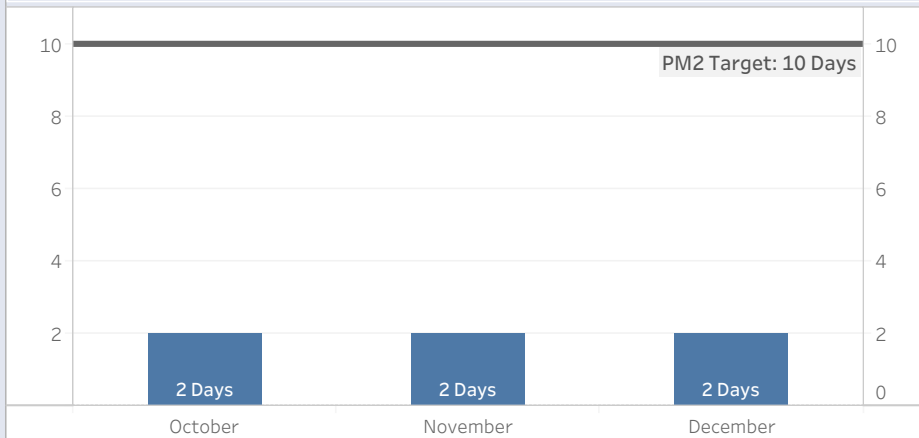
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
486	10 Days	2 Day(s)	▼ -8 Day(s)

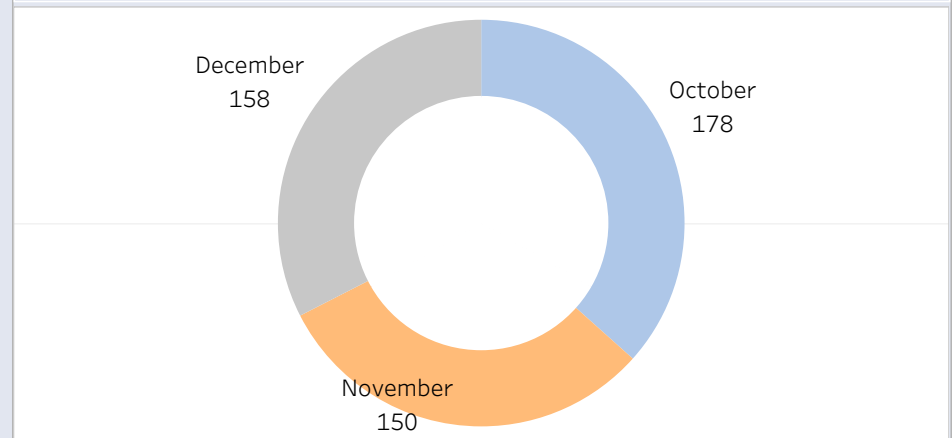
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 | PM2 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

October November December

Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

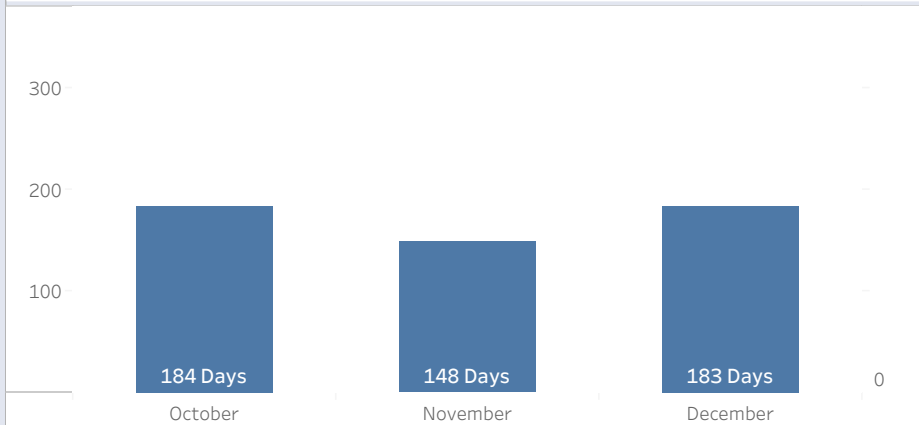
Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
452	360 Days	170 Day(s)	▼ -190 Day(s)

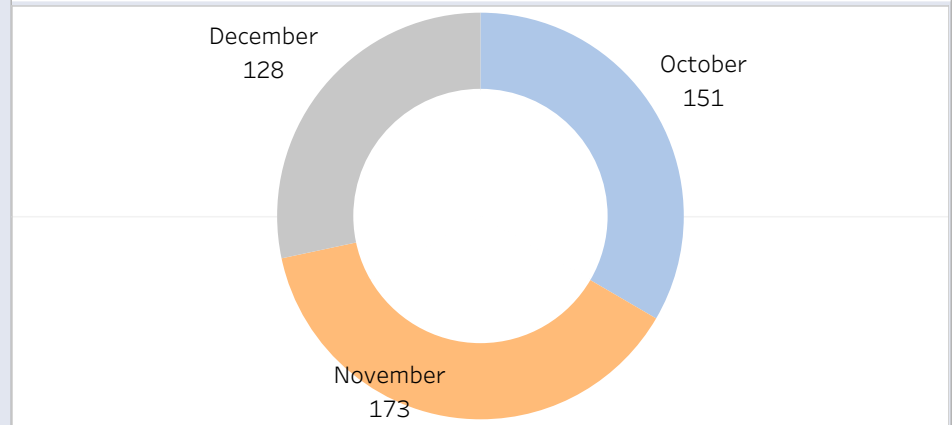
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2022/23

Select a Quarter

Q2

Cycle Time

Actual

Target

Case Volume by Month

October

November

December

Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

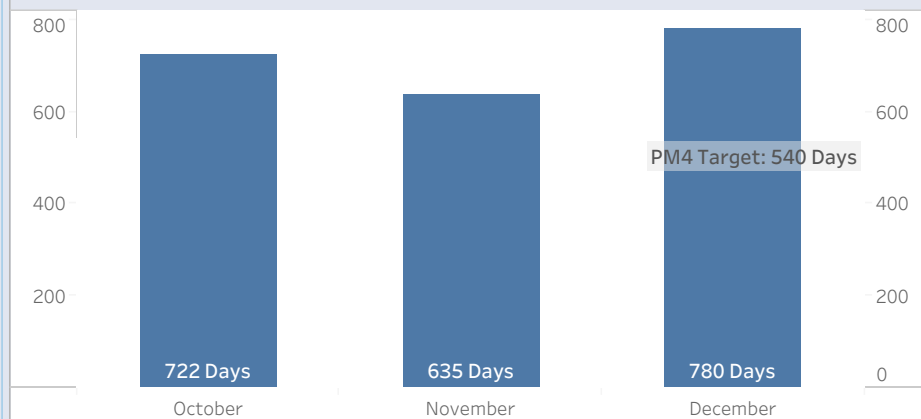
Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
61	540 Days	696 Day(s)	▲ 156 Day(s)

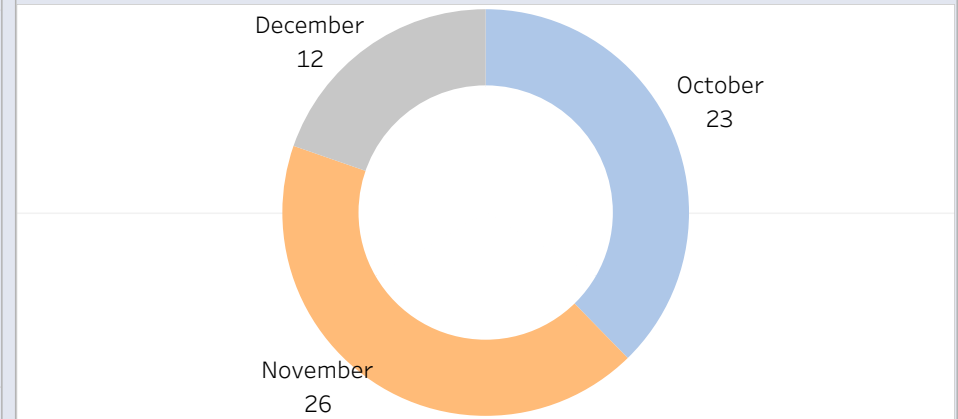
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM7

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

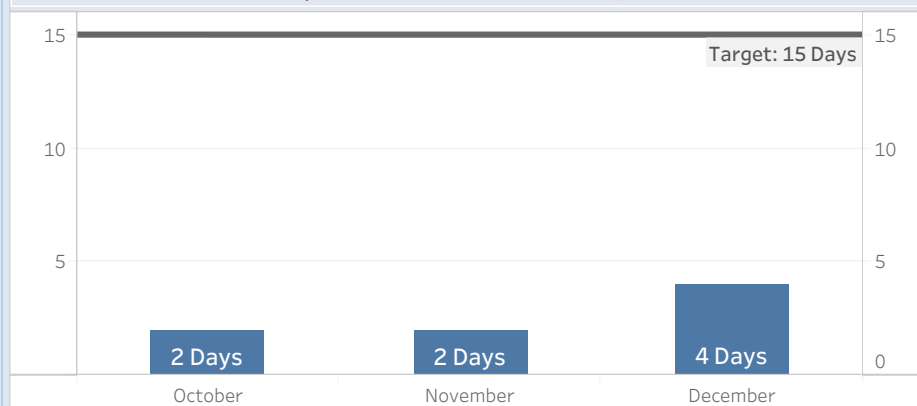
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
14	15 Days	3 Day(s)	▼ -12 Day(s)

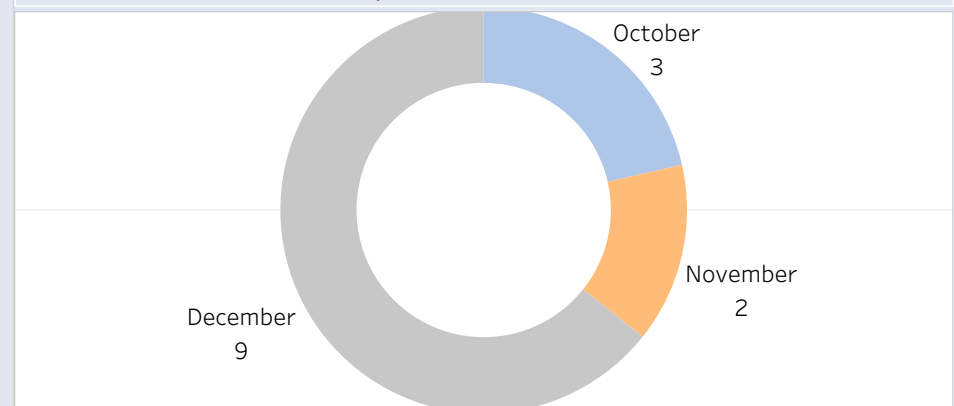
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM8

Select a Quarter

Q2

Cycle Time

Cycle Time

Target

Case Volume by Month

October

November

December

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

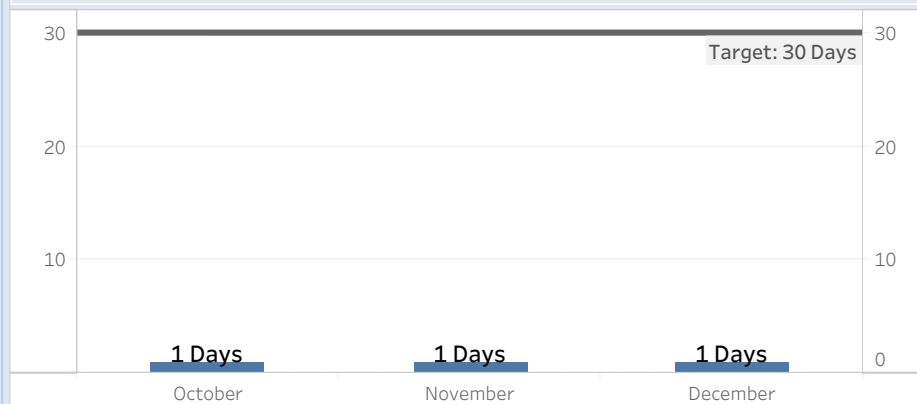
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
18	30 Days	1 Day(s)	▼ -29 Day(s)

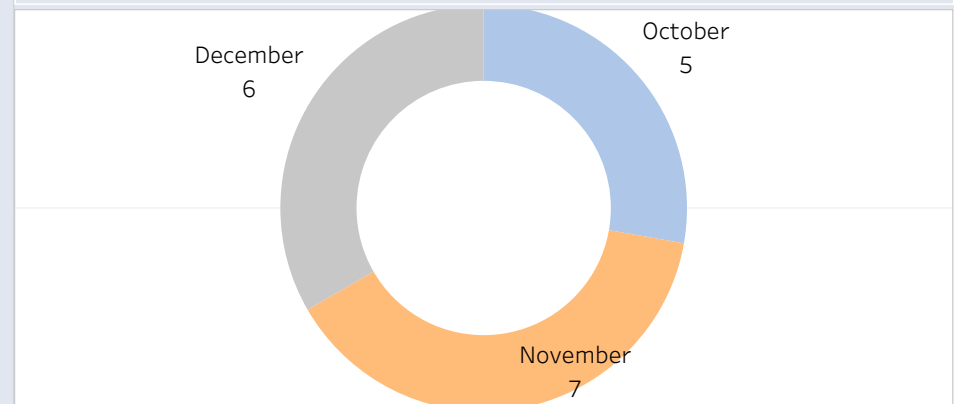
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q2 - PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume

Conviction/Arrest Volume

Total Volume

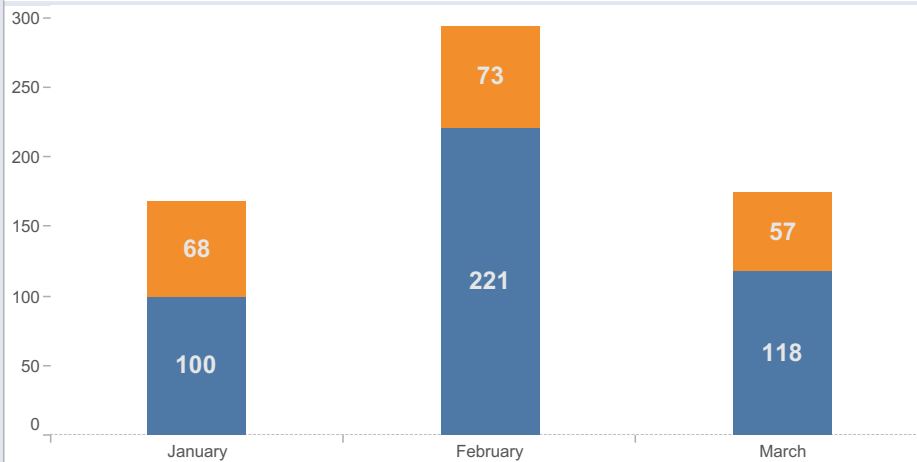
439

198

637

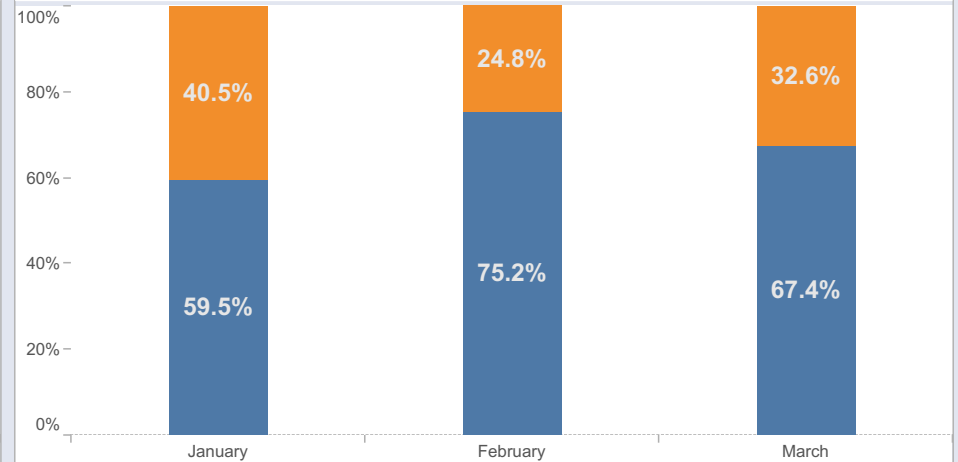
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q3 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q3 - Case Volume % Distribution



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

January February March

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

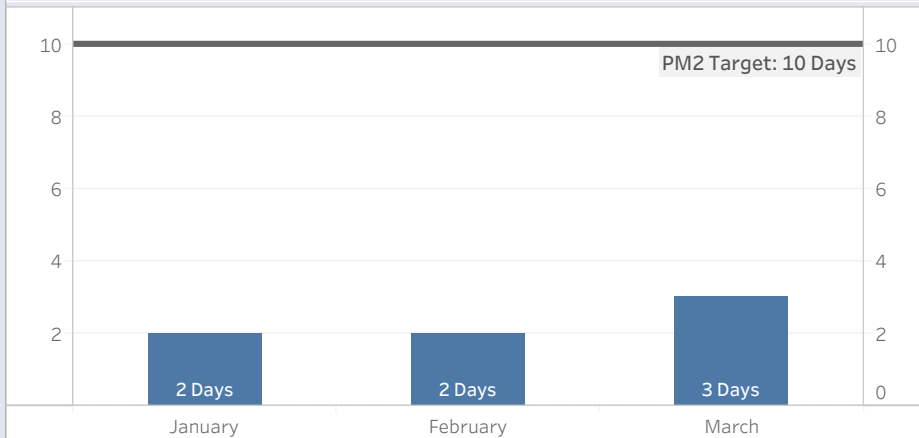
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
628	10 Days	2 Day(s)	▼ -8 Day(s)

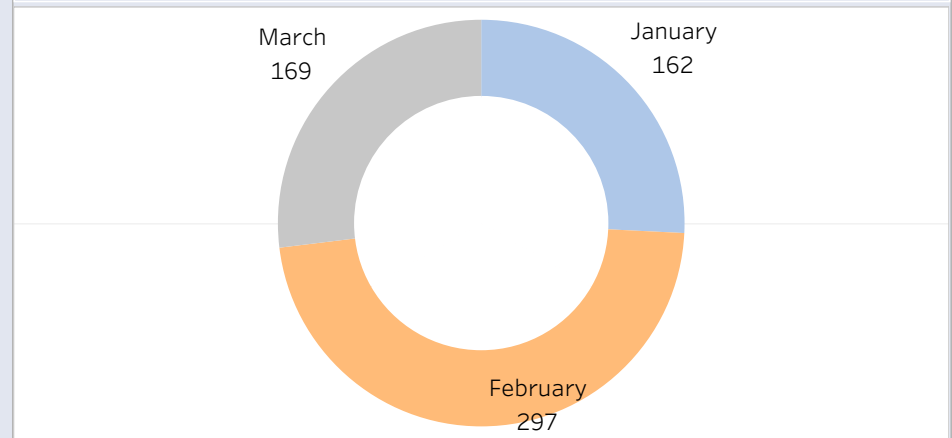
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual Target

Case Volume by Month

January February March

Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

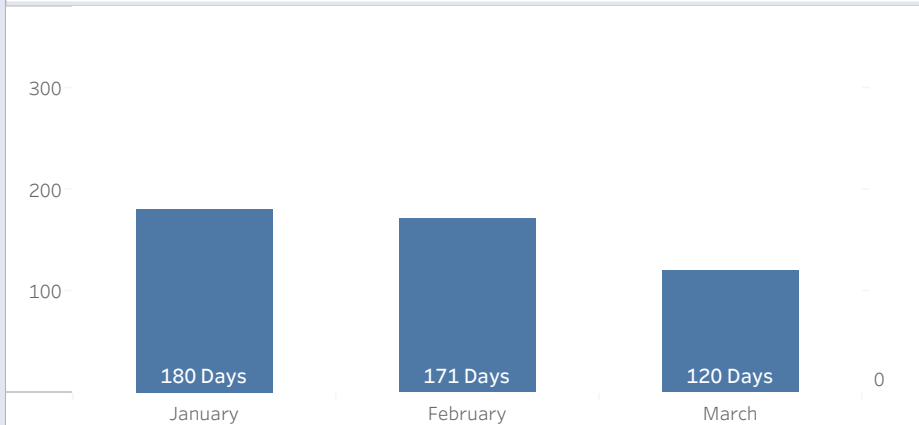
Board of Vocational Nursing and Psychiatric Technicians PM3 Performance Summary

Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
437	360 Days	150 Day(s)	▼ -210 Day(s)

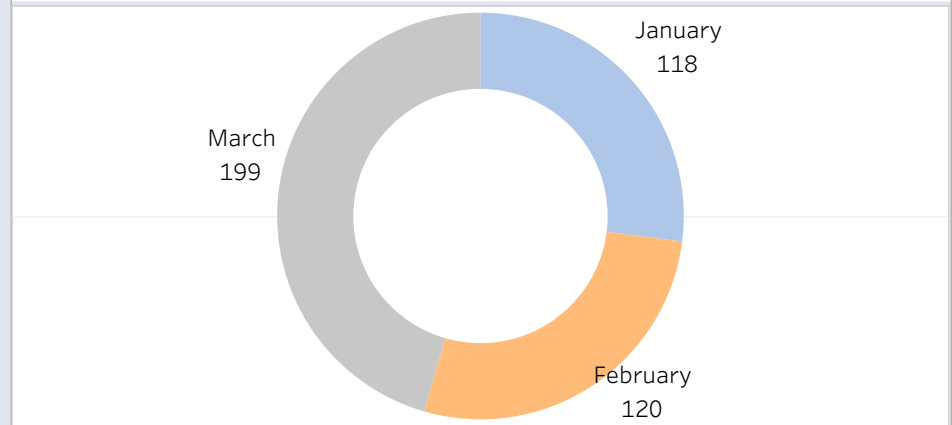
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 | PM3 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2022/23

Select a Quarter

Q3

Cycle Time

Actual

Target

Case Volume by Month

January

February

March

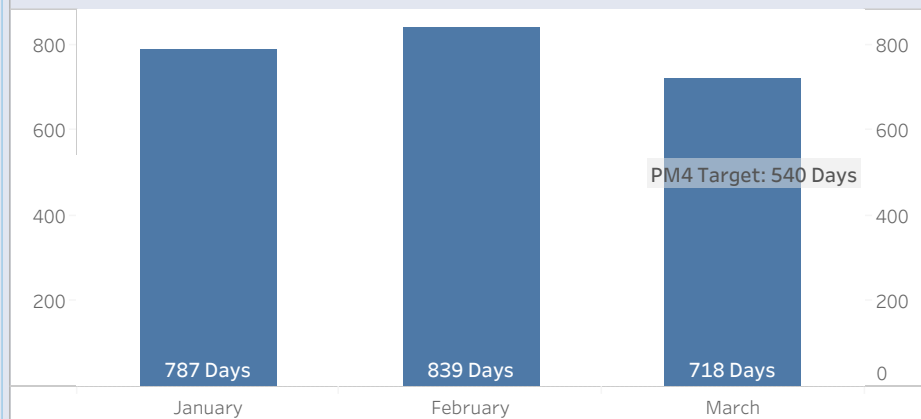
Performance Measure 4 (Formal Discipline) – Total number of cases closed within the specified period that were referred to the Attorney General for disciplinary action. This includes formal discipline, and closures without formal discipline (e.g. withdrawals, dismissals, etc.).

Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

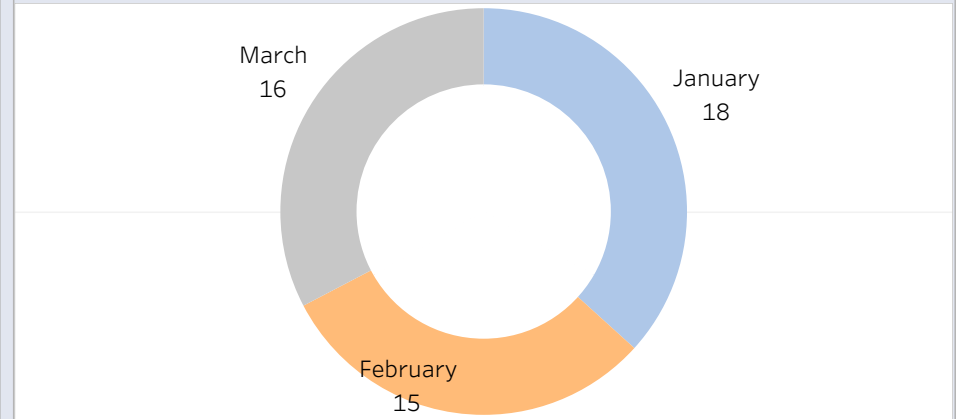
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
49	540 Days	780 Day(s)	▲ 240 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q3 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q3 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM7

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

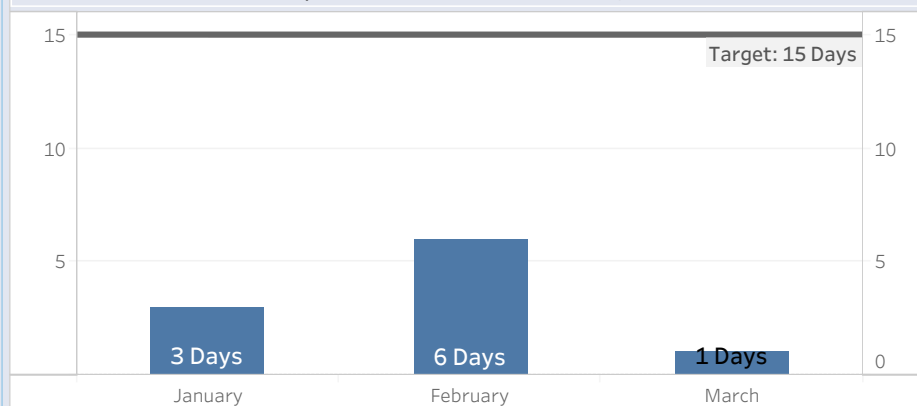
Board of Vocational Nursing and Psychiatric Technicians PM7 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
26	15 Days	3 Day(s)	▼ -12 Day(s)

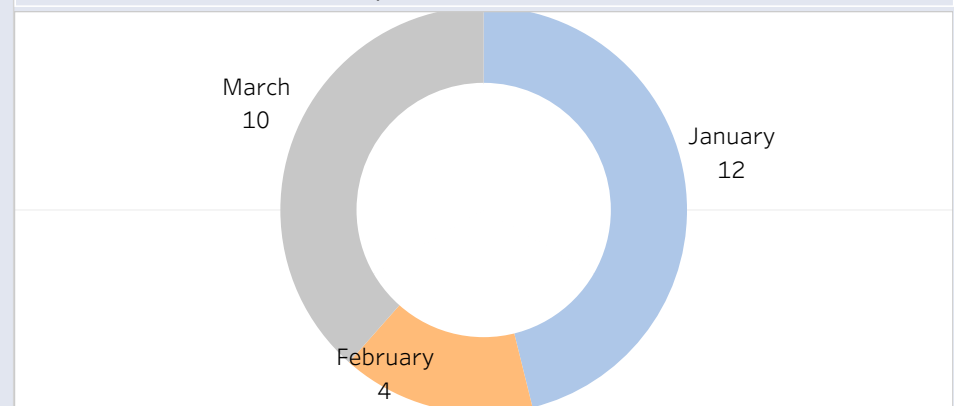
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 -PM7: Probation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM8

Select a Quarter

Q3

Cycle Time

Cycle Time

Target

Case Volume by Month

January

February

March

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

Performance Measure 8 (Probation Violation Response) – Total number of probation violation cases and the average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

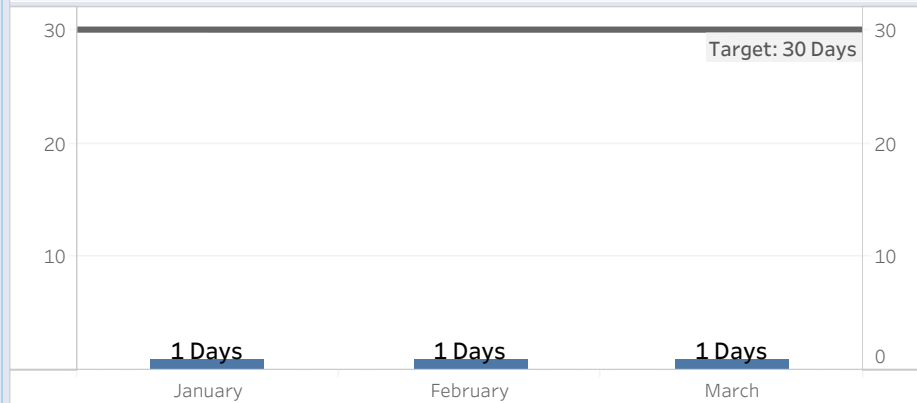
Board of Vocational Nursing and Psychiatric Technicians PM8 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
18	30 Days	1 Day(s)	▼ -29 Day(s)

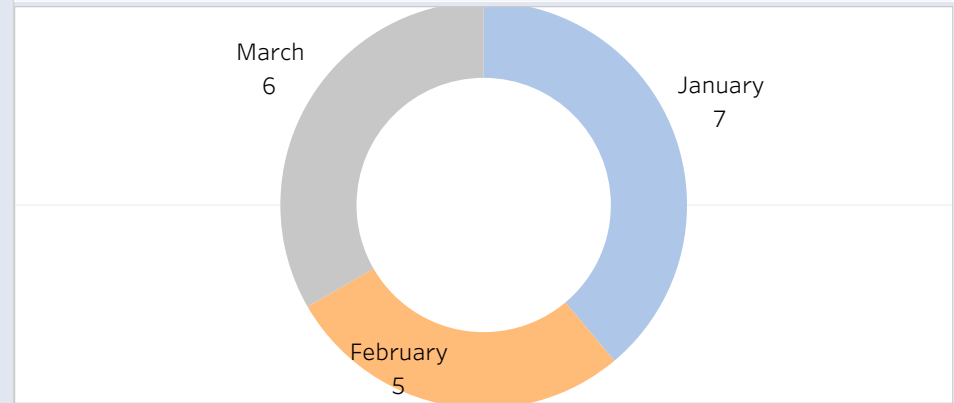
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q3 - PM8: Probation Violation Cases



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Case Type

Complaints Volume

Conviction/Arrest Volume

Performance Measure 1 (Case Volume) – Total number of complaints and conviction/arrest notices received within the specified period.

Board of Vocational Nursing and Psychiatric Technicians New Cases Summary

Data last refreshed on 09/13/2023

Complaints Volume

Conviction/Arrest Volume

Total Volume

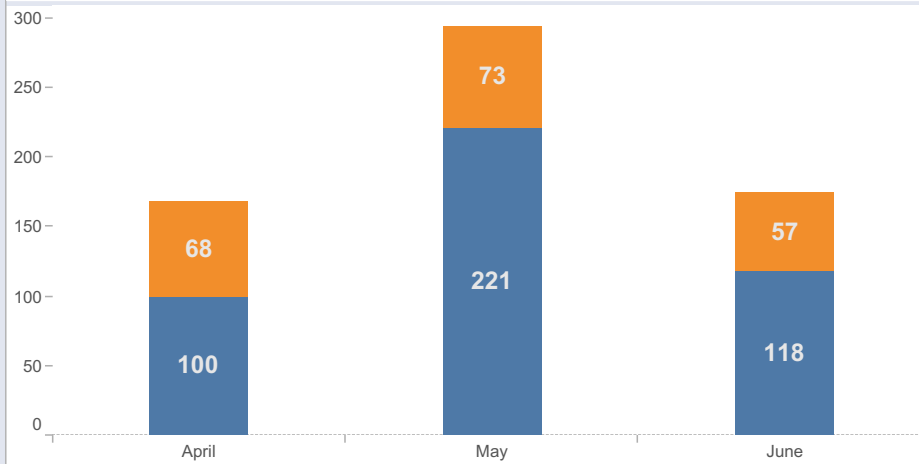
439

198

637

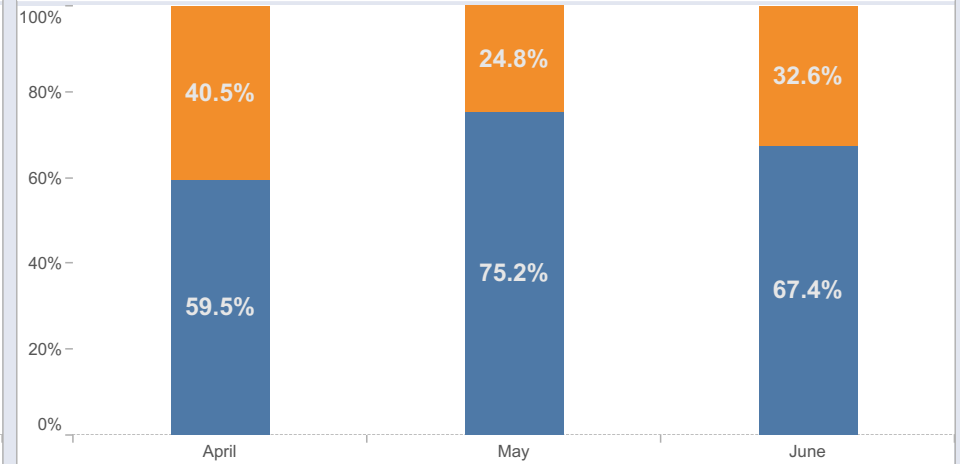
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q4 - Case Volume



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23:Q4 - Case Volume % Distribution



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instanc..

Cycle Time

Actual Target

Case Volume by Month

April May June

Performance Measure 2 represents the total number of complaint cases received and assigned for investigation and the average number of days (cycle time) from receipt of a complaint to the date the complaint was assigned for investigation or closed.

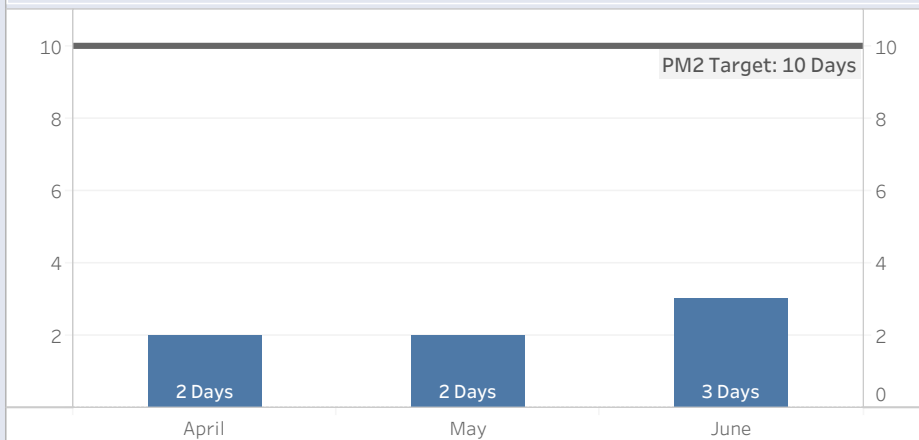
Board of Vocational Nursing and Psychiatric Technicians PM2 Performance Summary

Data last refreshed on 9/13/2023

Case Volume	Target	Actual	Variance
628	10 Days	2 Day(s)	▼ -8 Day(s)

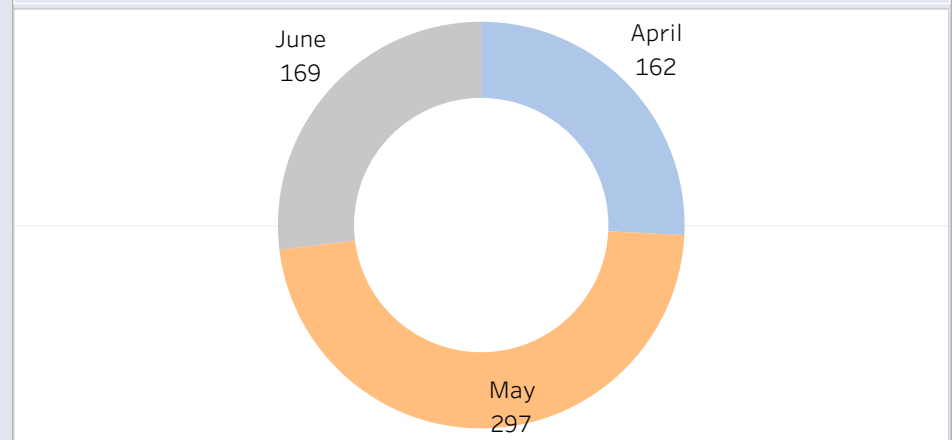
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 | PM2 - Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 | PM2 - Volume



Data Source: [California Department of Consumer Affairs, OIS/Data Governance Unit](#). The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instances historical enforcement performance data may differ slightly from the data reported in this tool due to errors and omissions in the previously released reports.

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

Performance Measure 3 (Investigation) – Total number of cases closed within the specified period that were not referred to the Attorney General for disciplinary action.

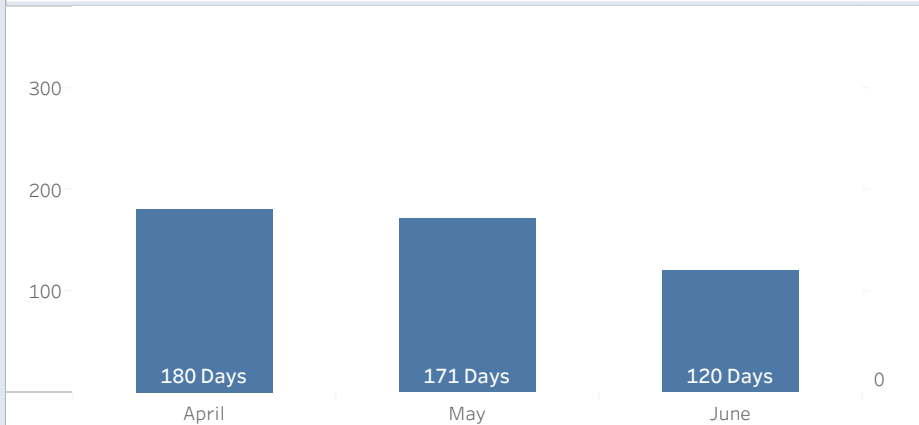
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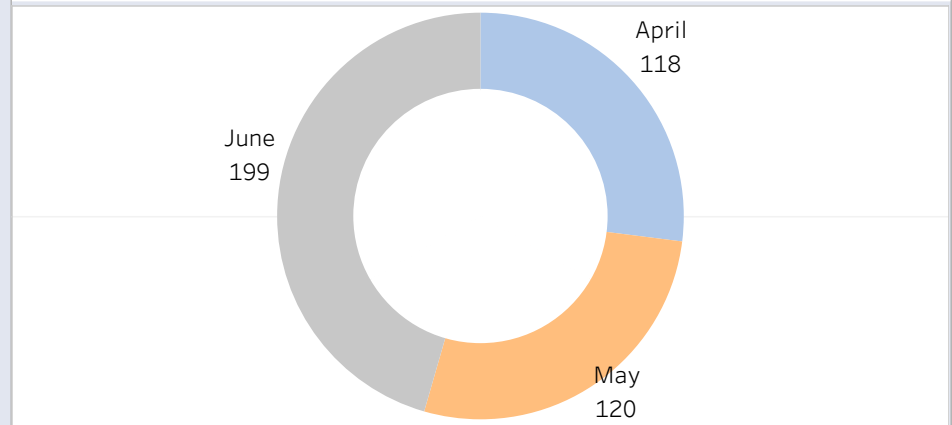
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 | PM3 - Investigations Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 | PM3 - Volume



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Select a DCA Entity

Board of Vocational Nursing and Psychiatric Tech..

Select a Fiscal Year

FY2022/23

Select a Quarter

Q4

Cycle Time

Actual

Target

Case Volume by Month

April

May

June

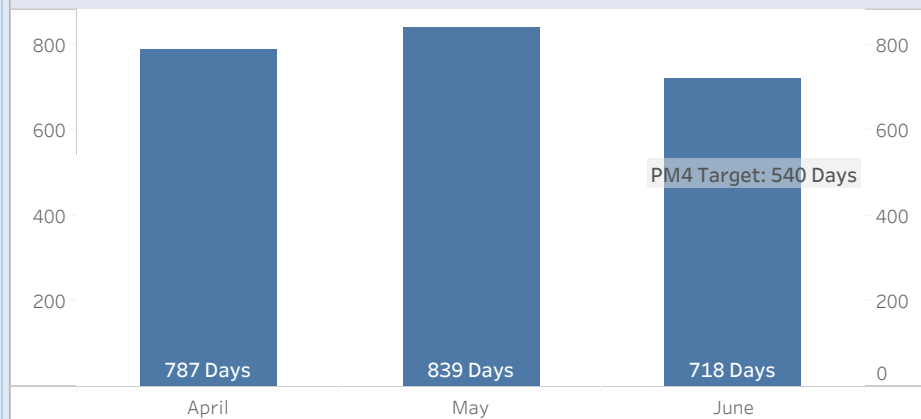
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Board of Vocational Nursing and Psychiatric Technicians PM4 Performance Summary

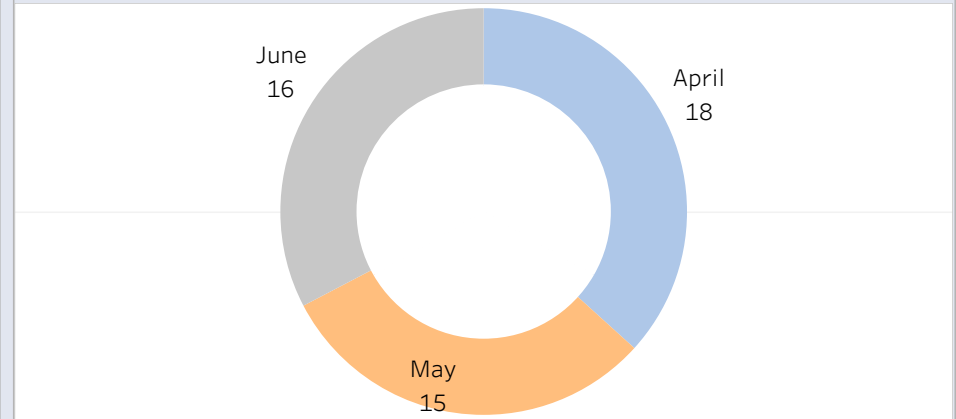
Data last refreshed on 09/13/2023

Case Volume	Target	Actual	Variance
49	540 Days	780 Day(s)	▲ 240 Day(s)

Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q4 | PM4 - Formal Discipline Cycle Time



Board of Vocational Nursing and Psychiatric Technicians
FY2022/23: Q4 | PM4 - Volume



Data Source: California Department of Consumer Affairs, OIS/Data Governance Unit. The data included in this interactive tool is compiled from monthly enforcement statistical reporting from DCA Boards and Bureaus. In some instance..

Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM7

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

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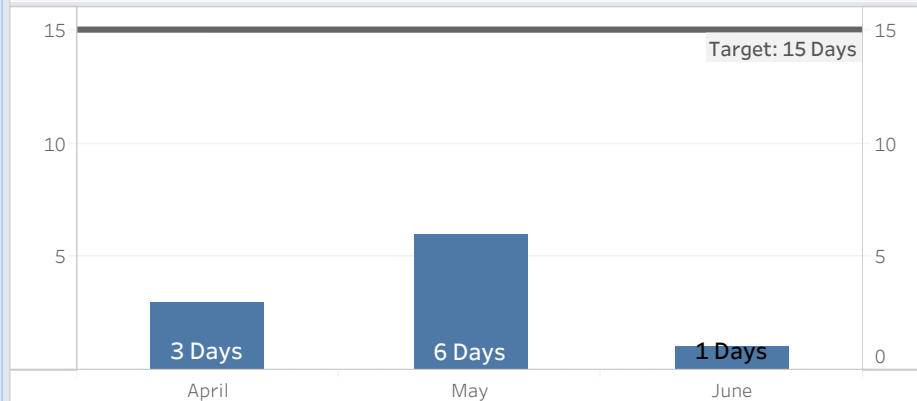
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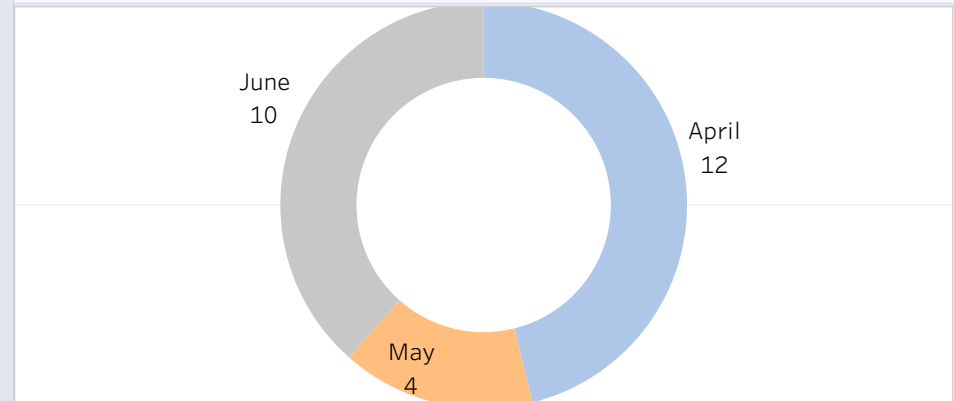
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 - PM7: Probation Intake Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 -PM7: Probation Cases



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Select a DCA Entity

Board of Vocational Nursin..

Select a Fiscal Year

FY2022/23

Performance Measure

PM8

Select a Quarter

Q4

Cycle Time

Cycle Time

Target

Case Volume by Month

April

May

June

Performance Measure 7 (Probation Case Intake) – Total number of new probation cases and the average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

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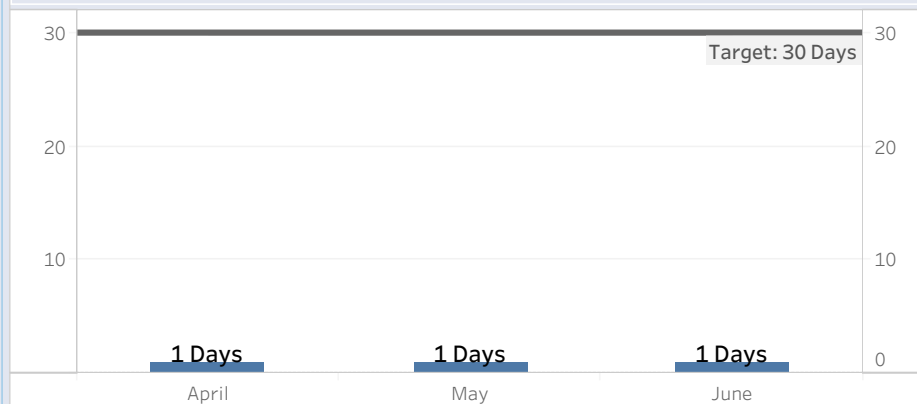
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Case Volume	Target	Actual	Variance
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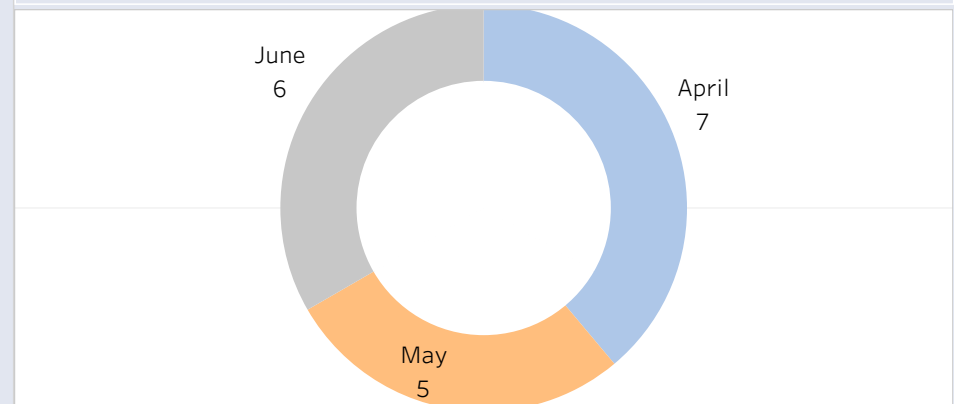
Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 - PM8: Probation Violation Response Cycle Time



Board of Vocational Nursing and Psychiatric Technicians

FY2022/23: Q4 - PM8: Probation Violation Cases



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**BOARD OF VOCATIONAL NURSING
AND PSYCHIATRIC TECHNICIANS**

**BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS
SUNSET REVIEW REPORT 2023**

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