

Agenda Item 23.B



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

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
Phone 916-263-7800 Fax 916-263-7855 www.bvnpt.ca.gov



DATE February 8, 2018
TO Board Members
FROM Jen Johnson, SSMI
Licensing Program Manager
SUBJECT Evaluation Division Report

STAFFING UPDATE:
New Staff/Vacancies

Since the last Board Meeting, the Evaluation Unit has the following updates:

- Filled two Program Technician II (PT II) vacancy positions and currently has one Program Technician II vacancy.
 - Kristen Poole, PT II internal promotion from Support Services Unit.
 - Lauryn Gardner, PT II started on January 31, 2018.
- PT II Interviews held on February 6, 2018 for last vacancy. Top two candidates forward to DCA's Office of Human Resources (OHR) for verification that they meet the minimum qualifications.

CE AUDIT PROGRAM UPDATE:

Staff from licensing and education units have formed a working group and met on January 4, 2018 and February 8, 2018 regarding restarting the CE Audit Program. Prior to restarting the program, staff will address the following items:

- Reviewing regulations for improvement to the process as well as updating forms as necessary.
- Staff previously working on CE audits was redirected to other duties in late 2017.
- Changes to BreEZe are being made to improve the utilization of BreEZe in regard to completing CE audits.

The working group plans to meet biweekly to continue identify areas for improvement and Board staff will work to complete the following action items for the next board meeting in May:

- Develop Business Process Maps for CE Audits
- Revise Regulations and Update Forms
- Identify Staff Resources to Handle CE Audit Duties

APPLICATION EVALUATION

An increase in processing times for some application types for VNs and PTs occurred during this quarter due to three PT II vacancies. The Evaluations Unit has updated all evaluators duty statements to reflect appropriate workload since the last quarter. We will decrease our processing times in application processing, specifically with the Equivalency Applications in the next quarter as the Evaluations Unit will be fully staffed and the Staff Services Analyst (SSA) will be assigned only the Equivalency Application, as these are the most complex and time-consuming applications.

APPLICATION EVALUATIONS:

Vocational Nurses

Application Processing Times

Type of Application	October 2017	November 2017	December 2017	Quarter Average
Schools (Online) Method 1 – CA School Graduate	3.4 weeks	2.8 weeks	5.5 weeks	3.9 weeks
Schools (In-House) Method 1 – CA School Graduate	2.8 weeks	3 weeks	2 weeks	2.6 weeks
Equivalency (Online & In-House) Methods 2 – 5 – Education, Work Exp, Other	22 weeks	25 weeks	28 weeks	25 weeks
Verification (Online) For CA licensees applying for licensure in other states	8.5 weeks	12 weeks	13 weeks	11 weeks
Verification (In-House) For CA licensees applying for licensure in other states	7 weeks	9 weeks	12 weeks	9.3 weeks
Endorsement (Online) For licensed VNs in other states applying in California	1.3 weeks	2 weeks	1 weeks	1.4 weeks
Endorsement (In-House) For licensed VNs in other states applying in California	1 weeks	2 weeks	2 weeks	1.7 weeks

Psychiatric Technicians

Type of Application	October 2017	November 2017	December 2017	Quarter Average
Schools (Online) Method 1 – CA School Graduate	10 weeks	7 weeks	3 weeks	6.6 weeks
Schools (In-House) Method 1 – CA School Graduate	7.8 weeks	4.5 weeks	2.7 weeks	5.1 weeks
Equivalency (Online & In-House) Methods 2 – 5 – Education, Work Exp, Other	15.6 weeks	18.1 weeks	22.1 weeks	18.6 weeks
Re-Examination To obtain re-eligibility for examination	5.1 weeks	3.3 weeks	1.8 weeks	3.4 weeks
Initial Licensure To obtain initial licensure	1.4 weeks	2.5 weeks	2.4 weeks	2.1 weeks

Results Desk

Results Desk Processing Times

Pass and Fail	October 2017	November 2017	December 2017
Vocational Nurse	2.8 weeks	3.2 weeks	2.7 weeks
Psychiatric Technician	1.3 weeks	1.3 weeks	1 weeks

Amount of Results Processed

Pass and Fail	October 2017	November 2017	December 2017
Vocational Nurse	889	803	758
Psychiatric Technician	47	66	57

Number of Applications Received

Vocational Nurse			
Application Type	October	November	December
Initial Exam	640	490	766
Issue Interim Permit	7	11	15
Exam Re-take	402	376	334
Initial License	582	487	489
Endorsement	83	37	39
Verification Letter	180	117	107
Psychiatric Technician			
Application Type	October	November	December
Initial Exam	7	7	116
Issue Interim Permit	0	1	0
Exam Re-take	34	1	23
Initial License	34	22	27
Endorsement	0	2	0
Verification Letter	1	0	0

Total Number of Licensee Population

Total # Licensee	
Vocational Nursing	122,476
Psychiatric Technicians	11,642

Evaluation Unit Processing Time

Type of Application	Oct-17	Nov-17	Dec-17	Quarter Average
School (Online)	3.4	2.8	5.5	3.9
School (In House)	2.8	3	2	2.6
Equivalency (Online & In-House)	22	25	28	25.0
Endorsement (Online)	1.3	2	1	1.4
Endorsement (In-House)	1	2	2	1.7

Note:

	Processing time Between 1-4 weeks
	Processing time Between 5-8 weeks
	Processing time over 8 weeks

Attachment A:
Processing Times On Website