

Agency Summary And Certification

426 -- Nursing, State Board of

AUG 28 2020

Original Submission ___ or Rev No. ___

FY2022 Request

Page 1 of 20 Pages

In accordance with 67-3502, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director :

Russell S. Bowen

Date:

8-28-2020

| Function/Activity | FY 2020 Total Appropriation | FY 2020 Total Expenditures | FY 2021 Original Appropriation | FY 2021 Estimated Expenditures | FY 2022 Total Request |
|---------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|-----------------------------|
| Nursing Board | 2,263,500 | 1,676,600 | 1,778,600 | 2,356,200 | 0 |
| Total | 2,263,500 | 1,676,600 | 1,778,600 | 2,356,200 | 0 |
| By Fund Source | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| D 0229-00 State Regulatory Fund | 2,263,500 | 1,676,600 | 1,778,600 | 2,356,200 | 0 |
| Total | 2,263,500 | 1,676,600 | 1,778,600 | 2,356,200 | 0 |
| By Object | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| Personnel Costs | 951,900 | 870,400 | 984,900 | 984,900 | 0 |
| Operating Expenditures | 1,277,600 | 778,700 | 781,200 | 1,358,800 | 0 |
| Capital Outlay | 34,000 | 27,500 | 12,500 | 12,500 | 0 |
| Trustee And Benefit Payments | 0 | 0 | 0 | 0 | 0 |
| Lump Sum | 0 | 0 | 0 | 0 | 0 |
| Total | 2,263,500 | 1,676,600 | 1,778,600 | 2,356,200 | 0 |
| FTP Total | 13.00 | 13.00 | 13.00 | 13.00 | 0.00 |

Program Descriptions

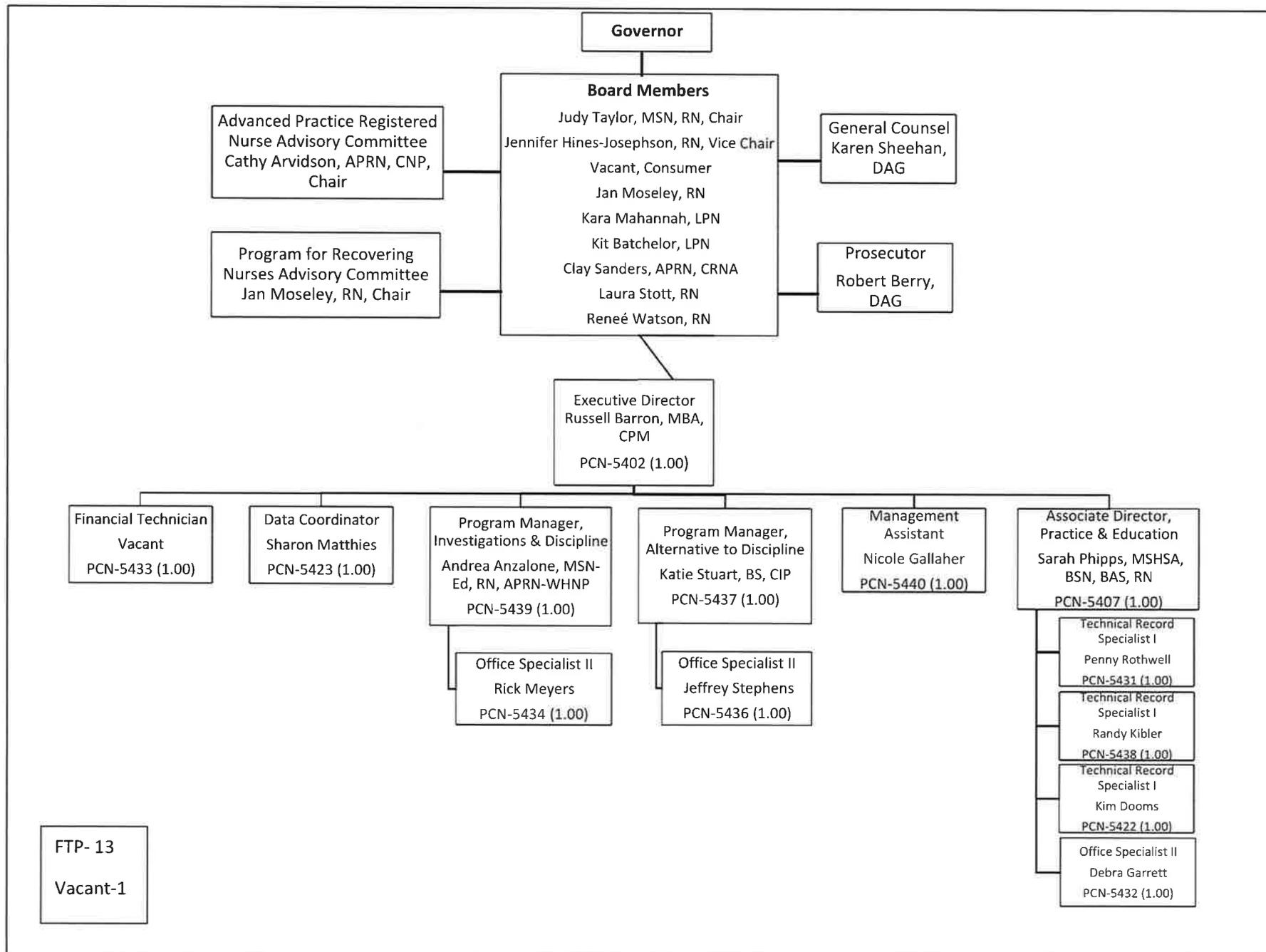
Economic Development

Nursing, State Board of

Nursing Board

The Idaho Board of Nursing regulates nursing practice and education for the purpose of protecting the public. The board approves education programs that prepare individuals to practice as licensed practical, registered, and advanced practice registered nurses. The Board assures licensees meet nationally recognized uniform licensure requirements related to education, clinical competence, and ethical behavior. The Board investigates allegations of incompetence and misconduct and enforces statutory provisions.

Idaho Board of Nursing Organizational Chart - Effective 8/17/2020



FY 2022 Agency Budget - Request

Line Item Report

Agency: 426 Nursing, State Board of

| Decision Unit | Priority | Agency Request | | |
|---------------------------|----------|----------------|----------|--------------------|
| | | FTP | General | Total |
| Nursing Board | | | | |
| 12.81 Revenue Adjustments | 0 | -13.00 | 0 | (1,792,600) |
| | | -13.00 | 0 | (1,792,600) |

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2022

Agency/Department: Idaho Board of Nursing

Agency Number: 426

Original Request Date: September 1, 2019 or Revision Request Date: _____

Page 1 of 20

Sources and Uses: _____

| FUND NAME: | FUND CODE: | FY 2018 Actual | FY 2019 Actual | FY 2020 Actual | FY 2021 Estimate | FY 2022 Estimate |
|---|---------------------------------|------------------|------------------|------------------|------------------|------------------|
| 1. Beginning Free Fund Balance | | 2,649,300 | 295,500 | 3,030,700 | 3,067,100 | 3,123,100 |
| 2. Encumbrances as of July 1 | | 35,000 | 2,800 | 0 | 0 | 0 |
| 2a. Reappropriation (Legislative Carryover) | | 0 | 0 | 0 | (577,600) | 0 |
| 3. Beginning Cash Balance | | 2,684,300 | 2,957,700 | 3,030,700 | 2,489,500 | 3,123,100 |
| 4. Revenues (from Form B-11) | | 1,789,800 | 1,489,300 | 1,823,300 | 1,409,000 | 1,784,200 |
| 5. Non-Revenue Receipts and Other Adjustments | Suspense, borrowing limit | 4,600 | 300 | 30 | 0 | 0 |
| 6. Statutory Transfers in: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 7. Operating Transfers in: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 8. Total Available for Year | | 4,478,700 | 4,447,400 | 4,854,030 | 3,898,500 | 4,907,300 |
| 9. Statutory Transfers Out: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 10. Operating Transfers Out: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 11. Non-Expenditure Disbursements and Other Adjustments | Refunds, Clearing, P-card pymts | 3,600 | 600 | (600) | 0 | 0 |
| 12. Cash Expenditures for Prior Year Encumbrances | | 34,500 | 2,800 | 0 | 0 | 0 |
| 13. Original Appropriation | | 1,544,300 | 1,540,500 | 1,664,100 | 1,778,600 | 1,792,600 |
| 14. Prior Year Reappropriations, Supplementals, Rescissions | | 0 | 20,600 | 599,400 | 577,600 | 0 |
| 15. Non-cogs, Receipts to Appropriation, etc | | 0 | 0 | 0 | 0 | 0 |
| 16. Reversions and Continuous Appropriations | | (58,600) | (147,900) | (9,300) | 0 | 0 |
| 17. Current Year Reappropriation | | 0 | 0 | 577,600 | 0 | 0 |
| 18. Reserve for Current Year Encumbrances | | (2,800) | 0 | 0 | 0 | 0 |
| 19. Current Year Cash Expenditures | | 1,482,900 | 1,413,300 | 1,676,600 | 2,356,200 | 1,792,600 |
| 19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc) | | 1,485,700 | 1,413,300 | 1,676,600 | 2,356,200 | 1,792,600 |
| 20. Ending Cash Balance | | 2,957,700 | 3,030,700 | 3,178,030 | 1,542,300 | 3,114,700 |
| 21. Prior Year Encumbrances as of June 30 | | 0 | 0 | 0 | 0 | 0 |
| 22. Current Year Encumbrances as of June 30 | | 2,800 | 0 | 0 | 0 | 0 |
| 22a. Current Year Reappropriation | | 0 | 0 | (577,600) | 0 | 0 |
| 23. Borrowing Limit | | 0 | 0 | 0 | 0 | 0 |
| 24. Ending Free Fund Balance | | 2,955,000 | 3,030,700 | 2,600,400 | 1,542,300 | 3,114,700 |
| 24a. Investments Direct by Agency (GL 1203) | | 0 | 0 | 0 | 0 | 0 |
| 24b. Ending Free Fund Balance Including Direct Investments | | 2,955,000 | 3,030,700 | 2,600,400 | 1,542,300 | 3,114,700 |
| 26. Outstanding Loans (if this fund is part of a loan program) | | | | | | |

***Note:**

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FY 2022 Agency Budget - Request

DU Summary Report

Agency: 426 Nursing, State Board of

Function: 10 Nursing Board

| | | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/ Benefit | Lump Sum | Total |
|--|-----------|--------------|-------------------|----------------------|-------------------|---------------------|----------|------------------|
| FY 2020 Total Appropriation | | | | | | | | |
| 0229-00 | Dedicated | 13.00 | 951,900 | 1,277,600 | 34,000 | 0 | 0 | 2,263,500 |
| | | 13.00 | 951,900 | 1,277,600 | 34,000 | 0 | 0 | 2,263,500 |
| FY 2020 Actual Expenditures | | | | | | | | |
| 0229-00 | Dedicated | 13.00 | 870,400 | 778,700 | 27,500 | 0 | 0 | 1,676,600 |
| | | 13.00 | 870,400 | 778,700 | 27,500 | 0 | 0 | 1,676,600 |
| FY 2021 Original Appropriation | | | | | | | | |
| 0229-00 | Dedicated | 13.00 | 984,900 | 777,200 | 0 | 0 | 0 | 1,762,100 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 4,000 | 12,500 | 0 | 0 | 16,500 |
| | | 13.00 | 984,900 | 781,200 | 12,500 | 0 | 0 | 1,778,600 |
| Expenditure Adjustments | | | | | | | | |
| OT 0229-00 | Dedicated | 0.00 | 0 | 577,600 | 0 | 0 | 0 | 577,600 |
| | | 0.00 | 0 | 577,600 | 0 | 0 | 0 | 577,600 |
| FY 2021 Total Appropriation | | | | | | | | |
| 0229-00 | Dedicated | 13.00 | 984,900 | 777,200 | 0 | 0 | 0 | 1,762,100 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 581,600 | 12,500 | 0 | 0 | 594,100 |
| | | 13.00 | 984,900 | 1,358,800 | 12,500 | 0 | 0 | 2,356,200 |
| Expenditure Adjustments | | | | | | | | |
| FY 2021 Estimated Expenditures | | | | | | | | |
| 0229-00 | Dedicated | 13.00 | 984,900 | 777,200 | 0 | 0 | 0 | 1,762,100 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 581,600 | 12,500 | 0 | 0 | 594,100 |
| | | 13.00 | 984,900 | 1,358,800 | 12,500 | 0 | 0 | 2,356,200 |
| Base Adjustments | | | | | | | | |
| OT 0229-00 | Dedicated | 0.00 | 0 | (581,600) | (12,500) | 0 | 0 | (594,100) |
| | | 0.00 | 0 | (581,600) | (12,500) | 0 | 0 | (594,100) |
| FY 2022 Base | | | | | | | | |
| 0229-00 | Dedicated | 13.00 | 984,900 | 777,200 | 0 | 0 | 0 | 1,762,100 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 13.00 | 984,900 | 777,200 | 0 | 0 | 0 | 1,762,100 |
| Employee Benefit Costs | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 22,200 | 0 | 0 | 0 | 0 | 22,200 |
| | | 0.00 | 22,200 | 0 | 0 | 0 | 0 | 22,200 |
| Change In Employee Compensation | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 8,300 | 0 | 0 | 0 | 0 | 8,300 |
| | | 0.00 | 8,300 | 0 | 0 | 0 | 0 | 8,300 |
| FY 2022 Total Maintenance | | | | | | | | |
| 0229-00 | Dedicated | 13.00 | 1,015,400 | 777,200 | 0 | 0 | 0 | 1,792,600 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 13.00 | 1,015,400 | 777,200 | 0 | 0 | 0 | 1,792,600 |

FY 2022 Agency Budget - Request

DU Summary Report

Agency: 426 Nursing, State Board of

Function: 10 Nursing Board

| | | <u>FTP</u> | <u>Personnel Cost</u> | <u>Operating Expense</u> | <u>Capital Outlay</u> | <u>Trustee/ Benefit</u> | <u>Lump Sum</u> | <u>Total</u> |
|----------------------|-----------|----------------|-----------------------|--------------------------|-----------------------|-------------------------|-----------------|--------------------|
| Line Items | | | | | | | | |
| 0229-00 | Dedicated | (13.00) | (1,015,400) | (777,200) | 0 | 0 | 0 | (1,792,600) |
| | | <u>(13.00)</u> | <u>(1,015,400)</u> | <u>(777,200)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>(1,792,600)</u> |
| FY 2022 Total | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | <u>0.00</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

FORM B6: WAGE & SALARY RECONCILIATION

| | | | | | | | | | |
|-------|---|----------------|--------------|----------------|----------------|----------------|------------------|--|---|
| 4.11 | Appropriation Adjustments: | | | | | | | | |
| | Reappropriation | | 0.00 | 0 | 0 | 0 | 0 | | 0 |
| 4.31 | Supplemental | | 0.00 | 0 | 0 | 0 | 0 | | 0 |
| 5.00 | FY 2021 TOTAL APPROPRIATION | | 13.00 | 683,100 | 158,800 | 143,000 | 984,900 | | |
| | Expenditure Adjustments: | | | | | | | | |
| 6.31 | FTP or Fund Adjustment | | 0.00 | 0 | 0 | 0 | 0 | | 0 |
| 6.51 | Transfer Between Programs | | 0.00 | 0 | 0 | 0 | 0 | | 0 |
| 7.00 | FY 2021 ESTIMATED EXPENDITURES | | 13.00 | 683,100 | 158,800 | 143,000 | 984,900 | | |
| | Base Adjustments: | | | | | | | | |
| 8.31 | Transfer Between Programs | | 0.00 | 0 | 0 | 0 | 0 | | 0 |
| 8.41 | Removal of One-Time Expenditures | | 0.00 | 0 | 0 | 0 | 0 | | 0 |
| 8.51 | Base Reduction | | 0.00 | 0 | 0 | 0 | 0 | | 0 |
| 9.00 | FY 2022 BASE | | 13.00 | 683,100 | 158,800 | 143,000 | 984,900 | | |
| 10.11 | Change in Health Benefit Costs | | | | 16,600 | | 16,600 | | |
| 10.12 | Change in Variable Benefits Costs | | | | | 5,600 | 5,600 | | |
| | Subtotal CEC Base: | Indicator Code | 13.00 | 683,100 | 175,400 | 148,600 | 1,007,100 | | |
| 10.51 | Annualization | | | 0 | 0 | 0 | 0 | | |
| 10.61 | CEC for Permanent Positions | 1.00% | | 6,800 | | 1,500 | 8,300 | | |
| 10.62 | CEC for Group Positions | 1.00% | | 0 | | 0 | 0 | | |
| 10.63 | CEC for Elected Officials & Commissioners | | | 0 | | 0 | 0 | | |
| 11.00 | FY 2022 PROGRAM MAINTENANCE | | 13.00 | 689,900 | 175,400 | 150,100 | 1,015,400 | | |
| | Line Items: | | | | | | | | |
| 12.01 | | | | | | | 0 | | |
| 12.02 | | | | | | | 0 | | |
| 12.03 | | | | | | | 0 | | |
| 13.00 | FY 2022 TOTAL REQUEST | | 13.00 | 689,900 | 175,400 | 150,100 | 1,015,400 | | |

| Board of Nursing, State Regulatory - SGBG-0229-00 | | | | | | | | | |
|---|----------------|--------------|----------------|-------------------------|----------------------|----------------|---|--------------------------|-----------------------|
| DESCRIPTION | Indicator Code | FTP | FY 2021 SALARY | FY 2021 HEALTH BENEFITS | FY 2021 VAR BENEFITS | FY 2021 TOTAL | FY 2022 CHG HEALTH BENEFITS | FY 2022 CHG VAR BENEFITS | TOTAL BENEFIT CHANGES |
| Totals from Wage and Salary Report (WSR): | | | | | | | | | |
| Permanent Positions | 1 | 11.00 | 571,334 | 128,150 | 119,543 | 819,027 | 14,080 | 4,971 | 19,051 |
| Board & Group Positions | 2 | | 4,725 | 0 | 910 | 5,635 | | | |
| Elected Officials & Full Time Commissioners | 3 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL FROM WSR | | 11.00 | 576,059 | 128,150 | 120,453 | 824,662 | 14,080 | 4,971 | 19,051 |
| FY 2021 ORIGINAL APPROPRIATION | 984,900 | 13.00 | 687,992 | 153,050 | 143,858 | 984,900 | | | |
| Unadjusted Over or (Under) Funded: | Est Difference | 2.00 | 111,932 | 24,900 | 23,405 | 160,238 | Calculated overfunding is 16.3% of Original Appropriation | | |

Totals by Fund

| | FTI | Actual FY 2020 | | Est. FY21 Salary | Estimate FY 2021 | | Proj. FY22 Salary | Projection FY 2022 | |
|---------------------------------|-------|----------------|----------------|---------------------|------------------|-------------------|----------------------|--------------------|-------------------|
| | | Salary | Total Benefits | | Health Benefits | Variable Benefits | | Health Benefits | Variable Benefits |
| Filled Permanent/Elected | | | | | | | | | |
| 0229-00 | 11.00 | 600,803.58 | 263,943.29 | 571,334.40 | 128,150.00 | 119,542.55 | 571,334.40 | 142,230.00 | 124,513.16 |
| Fund-0229 | 11.00 | 600,803.58 | 263,943.29 | 571,334.40 | 128,150.00 | 119,542.55 | 571,334.40 | 142,230.00 | 124,513.16 |
| - | - | - | - | - | - | - | - | - | - |
| Permanent Total | 11.00 | 600,803.58 | 263,943.29 | 571,334.40 | 128,150.00 | 119,542.55 | 571,334.40 | 142,230.00 | 124,513.16 |
| - | - | - | - | - | - | - | - | - | - |
| Group | | | | | | | | | |
| 0229-00 | - | 4,725.00 | 910.28 | 4,725.00 | - | 910.28 | 4,725.00 | - | 910.28 |
| Fund-0229 | - | 4,725.00 | 910.28 | 4,725.00 | - | 910.28 | 4,725.00 | - | 910.28 |
| - | - | - | - | - | - | - | - | - | - |
| Group Total | - | 4,725.00 | 910.28 | 4,725.00 | - | 910.28 | 4,725.00 | - | 910.28 |
| - | - | - | - | - | - | - | - | - | - |
| Agency Fund Total | 11.00 | \$605,528.58 | \$264,853.57 | \$576,059.40 | \$128,150.00 | \$120,452.83 | \$576,059.40 | \$142,230.00 | \$125,423.44 |

| FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B | | | | | | |
|--|---|------------------------|--|--------------|----------------|--------------|
| AGENCY INFORMATION | | | | | | |
| AGENCY NAME: | | Idaho Board of Nursing | | | | |
| Division/Bureau: | | | | | | |
| Prepared By: | Katie Stuart | E-mail Address: | katie.stuart@ibn.idaho.gov | | | |
| Telephone Number: | 208-577-2489 | Fax Number: | 208-334-3262 | | | |
| DFM Analyst: | Misty Lawrence | LSO/BPA Analyst: | Christine Otto | | | |
| Date Prepared: | 8/27/2020 | For Fiscal Year: | 2021 | | | |
| FACILITY INFORMATION (please list each facility separately by city and street address) | | | | | | |
| Facility Name: | Idaho Building | | | | | |
| City: | Boise | County: | Ada | | | |
| Street Address: | 280 N 8th St. Suite 210 Boise, ID 83705 | | | | Zip Code: | 83702 |
| Facility Ownership: (could be private or state-owned, use "X" to mark one): | Private Lease (use "X" to mark): | X | State Owned (use "X" to mark): | | Lease Expires: | 9/30/2020 |
| FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet. | | | | | | |
| COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful. | | | | | | |
| The Idaho Board of Nursing will be moving to the Chinden Campus at the end of September 2020 to a temporary spot, until the office build out for our agency is complete. With the move to the Chinden campus as part of the DOPL reorganization and that permanent square footage has not yet been determined. | | | | | | |
| SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease. | | | | | | |
| FISCAL YR: | ACTUAL 2019 | ESTIMATE 2020 | REQUEST 2021 | REQUEST 2022 | REQUEST 2023 | REQUEST 2024 |
| Use "X" to mark the year facility would be surplused. | | | | | | |
| WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas) | | | | | | |
| FISCAL YR: | ACTUAL 2019 | ESTIMATE 2020 | REQUEST 2021 | REQUEST 2022 | REQUEST 2023 | REQUEST 2024 |
| Total Number of Work Areas: | 12 | 13 | 15 | 15 | 15 | 15 |
| Full-Time Equivalent Positions: | 12 | 13 | 14 | 14 | 14 | 14 |
| Temp. Employees, Contractors, Auditors, etc.: | 0 | 1 | 1 | 1 | 1 | 1 |
| SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned. | | | | | | |
| FISCAL YR: | ACTUAL 2019 | ESTIMATE 2020 | REQUEST 2021 | REQUEST 2022 | REQUEST 2023 | REQUEST 2024 |
| Square Feet: | 4,120 | 4,120 | 4,500 | TBD | TBD | TBD |
| FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure. | | | | | | |
| FISCAL YR: | ACTUAL 2019 | ESTIMATE 2020 | REQUEST 2021 | REQUEST 2022 | REQUEST 2023 | REQUEST 2024 |
| Total Facility Cost/Yr: | \$77,483.76 | \$80,397.00 | \$85,297.00 | TBD | TBD | TBD |
| IMPORTANT NOTES: | | | | | | |
| 1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933. | | | | | | |
| 2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to Melissa.Broome@adm.idaho.gov . | | | | | | |
| 3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal. | | | | | | |
| 4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. | | | | | | |
| AGENCY NOTES: | | | | | | |
| | | | | | | |

Part I – Agency Profile

Agency Overview

The Board of Nursing was established by the Idaho Legislature on March 9, 1911. The Board's mission is to elevate the practice of nursing by regulating, supporting, and empowering nurses to perform at the highest level of their licensure to protect the public's health, safety, and well-being. Board membership is defined in statute (Idaho Code 54-1403) and includes one (1) advanced practice registered nurse; five (5) licensed professional/registered nurses; two (2) licensed practical nurses; and one (1) consumer. Board members are appointed by the Governor to serve 4-year terms and may be reappointed to serve up to three consecutive terms. The nine-member Board meets quarterly to conduct business and annually elects from its membership a chair and vice chair who facilitate Board processes. Judy Taylor, RN, Boise is the current Board Chair; Jennifer Hines-Josephson, RN, Rathdrum, is the Vice-Chair. Other members include Jan Moseley, RN, Coeur d'Alene; Kara Mahannah, LPN, RMA, Buhl; Renée Watson, RN, Boise; Kit Batchelor, LPN, Caldwell; Laura Pisca, RN, Boise; and Clayton Sanders, APRN, CRNA, Boise. The consumer member position on the Board is vacant.

The Board employs Russell S. Barron, MBA, Executive Director, to assist in accomplishment of their Mission and strategic goals, to implement Board actions, and to direct the day-to-day operations of the Board of Nursing. The executive director employs additional personnel necessary to administer provisions of the Nursing Practice Act and administrative rules of the Board, including one associate director for practice and education, two program managers for investigations, discipline, and alternative programs, one data coordinator, one management assistant, three licensing specialists, three support staff, and one financial technician.

Services provided by the Board include:

- Licensure of licensed practical nurses (LPN), registered nurses (RN) and advanced practice registered nurses (APRNs) by examination, interstate endorsement, reinstatement, and biennial renewal.
- Processing of fingerprint-based criminal background checks for initial and reinstatement licensure and certification applicants.
- Investigation of allegations of violation of the Nursing Practice Act and Administrative Rules of the Board.
- Disciplinary actions against the licenses and certificates of those who are found to have violated provisions of the Act and administrative rules.
- Alternatives to discipline, including monitoring and remediation.
- Survey and approval of new and established educational programs preparing nurses and medication assistants for licensure and certification.
- Assessment of the continued competence of nurses and medication assistants credentialed in Idaho.
- Responses to requests for information related to credentialing, practice, education, and governance.
- Management of outside contracts for related services and operations, including: contracts for monitoring nurses enrolled in the Program for Recovering Nurses; for historical and on-going reporting to the federal National Practitioner Data Bank (NPDB); for use of the National Council Licensure Examination for Registered and Practical Nurses (NCLEX-RN/PN), the examination used by all of the United States and territories for initial nurse licensure; for legal counsel through the Idaho Attorney General's office; and for licensure data sharing with the Idaho Departments of Labor and Health & Welfare.
- Administration of the Nurse Licensure Compact (NLC), adopted by the Idaho Legislature in 2001 and as amended 2016. The NLC allows for mutual recognition of RN and LPN licensure among the member states.
- Facilitation of activities of Board advisory committees.
- Financial support of nursing workforce development initiatives.

The Board of Nursing is supported entirely by dedicated fund revenue generated through licensure, certification, and related fees. No funding is received from the state General Fund.

The office of the Board of Nursing is located in downtown Boise at 280 North 8th Street, Suite 210. However, the office is moving to the state's Chinden Campus on September 28, 2020. Updated information about the Board is available on the Board's website at www.ibn.idaho.gov.

Core Functions/Idaho Code

Idaho Code Title 54, Chapter 14 establishes the Idaho Board of Nursing and defines the powers and duties of the Board. Administrative rules, IDAPA 24.34.01, provide clarification of statutory provisions.

The Board is charged:

- 1) To license qualified persons for the practice of nursing in Idaho; to renew licenses; to limit, restrict, amend, deny, suspend, or revoke licenses; and to accept the voluntary surrender of licenses (Idaho Code 54-1404)
- 2) To establish alternatives to formal disciplinary action including a practice remediation program to educate and remediate nurses because of nursing practice deficiencies. (Idaho Code 54-1404)
- 3) To establish standards, criteria, conditions, and requirements for licensure; investigate and determine eligibility and qualifications for licensure; and administer examinations for licensure (Idaho Code 54-1404)
- 4) To review fingerprint-based criminal history reports to determine eligibility for initial and reinstatement licensure and certification (Idaho Code 54-1401 and 54-1406A)
- 5) To establish standards of conduct and practice and regulate the use of titles, abbreviations, and designations for the practice of nursing (Idaho Code 54-1404)
- 6) To establish standards, criteria, and requirements for curricula for nursing education programs and evaluate, survey, review and approve nursing education programs (Idaho Code 54-1404)
- 7) To evaluate the continued competency of licensees and develop standards which will advance the competency of licensees (Idaho Code 54-1404)
- 8) To receive and collect fees for temporary and renewable licensure; administration of examinations; investigation of complaints and evaluation of applicants; duplication and verification of records; survey and evaluation of nursing education programs; and administrative fines for practicing nursing without benefit of licensure (Idaho Code 54-1404)
- 9) To maintain a record of Board proceedings, annually report to the Governor, and maintain a public register of all licensed nurses (Idaho Code 54-1404)
- 10) To enter into interstate compacts, contracts, or agreements to facilitate nursing practice and regulation in Idaho (Idaho Code 54-1404)
- 11) To evaluate and develop or enter into contracts/agreements with others to evaluate and develop, the education, distribution, and availability of the nursing workforce for the purpose of improving the delivery of quality health care. (Idaho Code 54-1404)
- 12) To make, adopt, & publish rules necessary to carry out the provisions of the statute (Idaho Code 54-1404)
- 13) To receive and manage 'Notices of Termination' (Idaho Code 37-117A)

Revenue and Expenditures

| Revenue | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
|--------------------------|--------------------|--------------------|--------------------|--------------------|
| State Regulatory Fund | \$1,330,831 | \$1,789,787 | \$1,489,296 | \$1,823,280 |
| Total | \$1,330,831 | \$1,789,787 | \$1,489,296 | \$1,823,280 |
| Expenditures | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
| Personnel Costs | \$789,244 | \$803,895 | \$709,827 | \$872,182 |
| Operating Expenditures | \$568,838 | \$660,221 | \$697,846 | \$755,100 |
| Capital Outlay | \$5,707 | \$18,769 | \$5600 | \$27,498 |
| Trustee/Benefit Payments | \$0 | \$0 | | |
| Total | \$1,363,789 | \$1,482,885 | \$1,413,272 | \$1,654,780 |

Profile of Cases Managed and/or Key Services Provided

| Cases Managed and/or Key Services Provided | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
|---|---------|---------|---------|---------|
| Number of LPNs, RNs, APRNs and MA-Cs licensed in ID | 28,708 | 28,639 | 30,979 | 30,381 |
| Number of LPN, RN, APRN, MA-C licenses issued by examination, endorsement, reinstatement, renewal | NA* | 17,964 | 16,061 | 19,657 |
| Number of "Notices of Termination" and "Requests for Information" processed/managed per §37-117A Idaho Code | 1,055 | 1,028 | 863 | 908 |
| Number of complaints alleging violations received and investigated | 202 | 182 | 200 | 392 |
| Number of nursing and MA-C education programs approved | 29 | 27 | †22 | 24 |

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| Cases Managed and/or Key Services Provided | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
|---|----------------|----------------|----------------|----------------|
| Board funds committed to nursing workforce development, distribution and analysis initiatives | \$100,00 | \$140,000 | \$140,000 | \$140,000 |

*Transition to new database – figures unavailable

†CWI PN program suspended in 2012 received Board approval to restart program in Jan. 2019.

Red Tape Reduction Act

Each agency shall incorporate into its strategic plan a summary of how it will implement the Red Tape Reduction Act, including any associated goals, objectives, tasks, or performance targets. This information may be included as an addendum.

| | As of July 1, 2019 | As of July 1, 2020 |
|------------------------|---------------------------|---------------------------|
| Number of Chapters | 1 | 1 |
| Number of Words | 25,065 | 20,207 |
| Number of Restrictions | 353 | 191 |

Licensing Freedom Act

Agencies who participate in licensure must report on the number of applicants denied licensure or license renewal and the number of disciplinary actions taken against license holders.

| | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
|--|----------------|----------------|----------------|----------------|
| REGISTERED NURSE | | | | |
| Total Number of Licenses | 22826 | 22714 | 25070 | 23,925 |
| Number of New Applicants Denied Licensure | 1 | 2 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 1 | 7 |
| Number of Complaints Against Licensees | 144 | 133 | 119 | 285 |
| Number of Final Disciplinary Actions Against Licensees | 9 | 6 | 4 | 5 |
| ADVANCED PRACTICE REGISTERED NURSE (APRN) | | | | |
| Total Number of Licenses | 1966 | 2065 | 2489 | 2,750 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 46 | 51 | 22 | 68 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 1 | 1 | 0 |
| LICENSED PRACTICAL NURSE (LPN) | | | | |
| Total Number of Licenses | 3641 | 8342 | 3509 | 3,706 |
| Number of New Applicants Denied Licensure | 0 | 1 | 1 | 1 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 2 | 3 |
| Number of Complaints Against Licensees | 30 | 29 | 32 | 33 |
| Number of Final Disciplinary Actions Against Licensees | 3 | 2 | 4 | 2 |
| LICENSE IN EMERITUS STATUS | | | | |
| Total Number of Licenses | NA* | NA* | 246 | 254 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 1 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 0 | 0 | 0 |

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| | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
|--|---------|---------|---------|---------|
| TEMPORARY LICENSE | | | | |
| Total Number of Licenses | NA** | 16 | 31 | 322 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 0 | 0 | 0 |
| LIMITED LICENSE (AKA Restricted) | | | | |
| Total Number of Licenses | 63 | 76 | 85 | 81 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 6 | 6 | 2 | 5 |
| CERTIFIED MEDICATION ASSISTANT | | | | |
| Total Number of Licenses | 1 | 1 | 1 | 1 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 0 | 0 | 0 |

*FY16-18 Active Counts Report did not account for Emeritus Licenses.

** Temporary Report is point-in-time and retroactive numbers not available.

Part II – Performance Measures

| Performance Measure | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---------|---|---------|---------|---------|
| Goal 1 | | | | | |
| License Qualified Applicants to Practice Nursing in Idaho; Enforce Standards of Nursing Practice and Conduct; Enforce Standards for Nursing Education Programs | | | | | |
| 1. Licensure applications processed online | | | | | |
| | actual | 99.5% | 99.5% | 99.5% | 99.7% |
| | target | 95% of all biennium RN Renewals submitted electronically. | | | |
| 2. Complaints are processed via electronic system | | | | | |
| | actual | 76% | 95% | 94% | 95% |
| | target | 90% complaints are electronically submitted | | | |
| 3. Complaint cases resolved within 8 months of receipt of the complaint | | | | | |
| | actual | 80% | 80% | 80% | 86% |
| | Target | 90% of cases resolved within 8 months of receiving | | | |

GLOSSARY

APRN – Advanced Practice Registered Nurse
CIS – Controls for Internet Security
DHR – Department of Human Resources
eNLC – “new” (enhanced) Nurse Licensure Compact, implemented 1/19/18
FP – Fingerprints
ITS – Information Technology Services
LPN – Licensed Practical Nurse
MA-C – Certified Medication Assistant
MSL – Multi-state license
NCLEX® – National Council Licensure Examination
NIST – National Institute of Standards and Technology
NLC – Nurse Licensure Compact, implemented 7/01/01
NPDB – National Practitioner Data Bank
PRN – Program for Recovering Nurses
PRNAC – Program for Recovering Nurses Advisory Committee
PRP – Practice Remediation Program
PTP – Privilege to Practice
RN – Licensed Registered Nurse
SSL – Single State license

For More Information Contact

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Director Attestation for Performance Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: **Idaho Board of Nursing**



Director's Signature



Date

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