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mn.gov/boards/marriage-and-family/

AT A GLANCE

- Serves over 2430 licensees: 2080 licensed marriage and family therapists (LMFT); 355 licensed associate marriage and family therapists (LAMFT)
- Issues an average of 170 new licensees annually
- Processes over 400 applications annually
- Annually receives and investigates 60-70 complaints
- 100% fee-supported; no general fund dollars

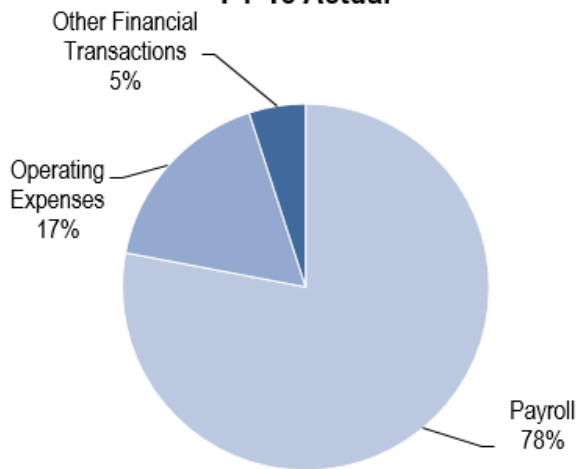
PURPOSE

The Board of Marriage and Family Therapy's mission is to protect the public and ensure a standard of competent and ethical care through effective licensure and enforcement of the statutes and rules governing the practice of marriage and family therapy. Minnesotans are well-served by our efficient licensing process, timely and complete investigation of complaints, monitoring of licensee continuing education, action to curb unlicensed practice, and publication of disciplinary and corrective actions.

The Board's work contributes to the statewide outcome that Minnesotans are safe and does so while providing efficient and accountable government services.

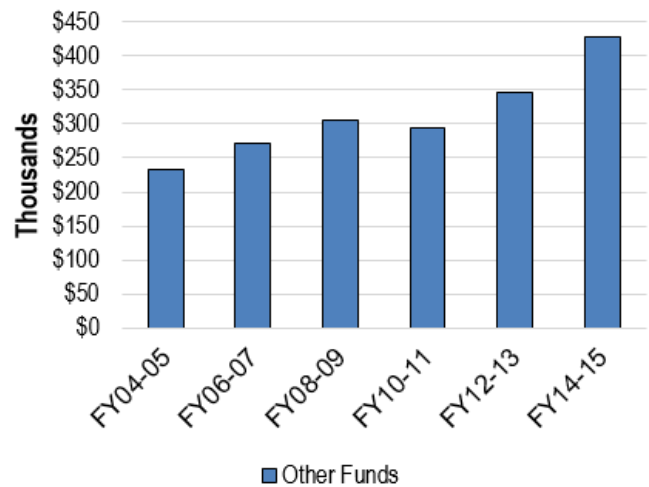
BUDGET

**Spending by Category
FY 15 Actual**



Source: BPAS

Historical Spending



Source: Consolidated Fund Statement

The Board is solely funded by fees collected from applicants, licensees and continuing education program sponsors. Minnesota Statutes section 214.06, subdivision 1(a) compels the Board to collect fees in the amount sufficient to cover direct and indirect expenditures. Funds are deposited as non-dedicated revenue into the state government special revenue fund. From this fund, the Board receives a direct appropriation to pay for agency expenses such as salaries, rent, costs associated with disciplinary/contested cases and operating expenditures. It also pays statewide indirect costs through an open appropriation. The Board receives no general fund dollars.

In addition to Board operations, licensure fees fund activities that support multiple boards and/or other agencies. Some of these are: the Administrative Services Unit (inter-board), Health Professionals Services Program (inter-board), Office of the Attorney General for legal services, and the Criminal Background Check Program (inter-board).

Initial license and license renewal fees are nearly 80% of collected revenue; 14% of revenue comes from application filings; 5% is from continuing education program applications paid by continuing education program sponsors.

STRATEGIES

To accomplish the Board's mission, we:

- Set standards for initial licensure and review an applicant's education and training to ensure compliance with all requirements;
- Conduct an in-person examination of each applicant's knowledge of the laws and rules governing the practice of marriage and family therapy in Minnesota prior to issuing marriage and family therapy license;
- Annually review qualifications and renew licenses of current, qualified licensees;
- Hold licensees accountable for their professional conduct based on legal, ethical and professional standards;
- Investigate complaints made against licensees and applicants, and allegations of unlicensed practice of marriage and family therapy;
- Take disciplinary or corrective action against a licensee or applicant when warranted by conduct and necessary to protect the public;
- Review and approve all continuing education programs used by licensees to meet continuing education requirements for license renewal;
- Monitor and audit a subset of licensees to ensure that continuing education requirements are met;
- Maintain mandated and educational information on a public website;
- Work collaboratively with academic institutions and national and state marriage and family therapy professional associations to identify, discuss and address issues involving the education, licensure and practice of marriage and family therapists;
- Provide information about licensure and standards of practice to citizens and other business entities;
- Provide primary source license verification to individuals, other licensing entities, health care providers and payers;
- Regularly collaborate with other government entities including Minnesota Department of Human Services, Minnesota Department of Health, Health Professional Services Program and Minnesota Department of Revenue.

RESULTS

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of licensees (LAMFT & LMFT)	1,868	2,435	FY13 (year-end); FY15 (year-end)
Quantity	Applications processed (national exam, state licensure, reciprocity)	367	430	FY13; FY15
Quantity	LMFT licensure oral examinations administered	159	182	Calendar year 2013; Calendar year 2015
Quality	Percent of LMFT licenses renewed online	83%	97%	2013 renewal period (December 2013-January 2014); 2015 renewal period (December 2015-January 2016)
Quality	Percent of LAMFT licenses renewed online	90%	97%	2013 renewal periods (January & June 2013); 2015 renewal periods (January & June 2015)
Quantity	Complaints received	69	74	FY13; FY15

Source: ALIMS and SBLM board database systems.

The Board of Marriage and Family Therapy is authorized by M.S. 148B.01-.39 (<https://www.revisor.mn.gov/statutes/?id=148B>) and operates pursuant to Administrative Rule 5300 (<https://www.revisor.mn.gov/rules/?id=5300>). The Board is also governed by provisions found in various Minnesota Statutes, including chapters 13, 13D, 14, 15 and 214.

Expenditures By Fund

	Actual	Actual	Actual	Estimate	Forecasted Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
1201 - Health Related Boards	194	234	254	325	297	297	370	367
2000 - Restrict Misc Special Revenue	0	0	0	0	12	12	12	12
Total	194	234	254	325	309	309	382	379
<i>Biennial Change</i>				152		39		182
<i>Biennial % Change</i>				35		7		31
<i>Governor's Change from Base</i>								143
<i>Governor's % Change from Base</i>								23

Expenditures by Program

Program: Marriage & Family Therapy Bd	194	234	254	325	309	309	382	379
Total	194	234	254	325	309	309	382	379

Expenditures by Category

Compensation	151	181	198	223	228	231	263	270
Operating Expenses	42	45	56	102	81	78	119	109
Other Financial Transactions		7						
Total	194	234	254	325	309	309	382	379
Full-Time Equivalents	2.0	2.3	2.3	2.5	2.5	2.5	3.0	3.0

1201 - Health Related Boards

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Balance Forward In	0	60	0	37	0	0	0	0
Direct Appropriation	254	244	274	287	287	287	360	357
Open Appropriation	0	0	12	0	10	10	10	10
Net Transfers	0	(10)	6	0	0	0	0	0
Cancellations	0	61	0	0	0	0	0	0
Expenditures	194	234	254	325	297	297	370	367
Balance Forward Out	60	0	37	0	0	0	0	0
<i>Biennial Change in Expenditures</i>				152		15		158
<i>Biennial % Change in Expenditures</i>				35		3		27
<i>Gov's Exp Change from Base</i>								143
<i>Gov's Exp % Change from Base</i>								24
Full-Time Equivalents	2.0	2.3	2.3	2.5	2.5	2.5	3.0	3.0

2000 - Restrict Misc Special Revenue

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Receipts	0	0	0	0	12	12	12	12
Expenditures	0	0	0	0	12	12	12	12
<i>Biennial Change in Expenditures</i>				0		24		24
<i>Biennial % Change in Expenditures</i>				0				
<i>Gov's Exp Change from Base</i>								0
<i>Gov's Exp % Change from Base</i>								0

Marriage and Family Therapy, Board of

FY18-19 Biennial Budget Change Item

Change Item Title: Small Agency Operating Increase

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	9	12	13	13
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	9	12	13	13
FTEs	0	0	0	0

Recommendation:

The Governor recommends \$21,000 in FY 2018-19 and \$26,000 in FY 2020-21 from the state government special revenue fund for increased operational costs in order to maintain current operations and service levels. These costs include (1) salary and benefit costs of current staff; (2) Board Member-related expenses (primarily per diems); and (3) Costs relating to complaint review and disciplinary actions.

The Board's operating budget is \$287,000 annually. This change item recommendation will increase that annual budget by \$9,000 in fiscal year 2018 and \$12,000 in fiscal year 2019, a 3.7% increase in the board's biennial budget.

Rationale/Background:

- Over 90% of the Board's annual spending authority is required to fund salary and benefit costs, rent, required supplies, fixed State operational costs, and IT costs, leaving little remaining funds to absorb increases in any spending category.
- The Board's current spending authority appropriation fails to fully fund current staffing levels.
- Increased Board member workloads (e.g. committee meetings, licensure exams, etc.) require increased funding for Board member per diem and travel expense.
- Increased complaint investigations and enforcement actions by the Board result in increased administrative hearing and related legal costs with the Board's current appropriation cannot support.
- LMFTs and LAMFTs licensed and regulated by the Board increased 107% from FY 2006 (1145 licensees) to FY 2016 (2370 licensees). Related licensure work conducted by Board members and staff increased concurrently.

The Board is entirely fee supported and receives no General Fund dollars to provide all services. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF). The Board is granted authority to use these fees by the Minnesota Legislature to pay for all expenses incurred by the Board. The board collects sufficient revenue to cover all expense and this change item increase.

Proposal:

- The Governor recommends increased appropriations in the amount of \$9,000 in FY 2018 and \$12,000 in FY 2019.

Small Agency Operational Increase:	FY2018	FY2019	FY2020	FY2021
Increased salary & benefit costs of Board staff (2.5 FTEs)	\$4,000	\$7,000	\$7,000	\$7,000
Increased Board member costs (per diem and travel)	\$2,000	\$2,000	\$3,000	\$3,000
Complaint-related investigatory and legal costs	\$3,000	\$3,000	\$3,000	\$3,000
Total	\$9,000	\$12,000	\$13,000	\$13,000

Results:

- This change item is to support only existing program programs/operational costs.
- With increased spending authority, the Board will continue to provide efficient and cost-effective licensure of LMFTs and LAMFTs in Minnesota, while efficiently investigating disciplinary matters and seeking appropriate legal remedies when required, to serve and protect the citizens of Minnesota.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of licenses regulated	2,107	2,370	Biennium ending 6/30/14 – Biennium ending 6/30/2016
Quality	State Licensure (oral) exams administered	175	190	CY2012-CY2015
Quantity	Complaints received	67	95	CY2014-CY2015

Statutory Change(s):

No statutory change is required.

Marriage and Family Therapy, Board of

FY18-19 Biennial Budget Change Item

Change Item Title: Information Technology Services and Database Maintenance

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	9	9	10	10
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	9	9	10	10
FTEs	0	0	0	0

Recommendation:

The Governor recommends \$18,000 in FY 2018-19 and \$20,000 in FY 2020-21 from the state government special revenue fund Board for annual MN.IT (information technology) operations expense. Not included in previous base budgets, the new expenses for fiscal years 2018 and 2019 include:

- Annual Maintenance Contract for ALIMIS – database and online services: \$5,000.00
- New annual MN.IT service cost for switches: \$500.00
- Increased annual expense for IT fixed costs (voice/email/web hosting): \$500.00
- Anticipated increases in annual Service Level Agreements expense: \$3,000.00.

The amount recommended in FY 2018-19 represents a 3.1% increase over the board’s base funding.

Rationale/Background:

- The Board of Marriage and Family Therapy has not previously funded a comprehensive IT operations budget. It must identify expenses and request spending authority to meet MN.IT’s delivery model.
- Under this new delivery model, Board IT costs continue to increase annually.
- Operation of a more-complex, more comprehensive database system requires an annual maintenance cost. This cost has been provided to the Board by MN.IT.
- Maintenance of current online services is critical for efficient Board operations, particularly in light of small board staff size.
- This trend is being driven by increased Board reliance on technology and the public’s increased expectation of comprehensive electronic government services.

The Board is entirely fee supported and receives no General Fund dollars to provide all services. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF). The Board is granted authority to use these fees by the Minnesota Legislature to pay for all expenses incurred by the Board. The board collects sufficient revenue to cover all expense and this change item increase.

Proposal:

- This proposal is a change to an existing program.
- The program will fund maintenance and support of the current database and online services as well as allow the Board to pay annual IT “fixed” costs.
- Database maintenance and support, network and security costs, as well as all necessary IT services (phone, email, web hosting, etc.) are provided by MN.IT. Required costs are paid to MN.IT by the Board.

MN.IT Operational Costs:	FY2018	FY2019	FY2020	FY2021
• Annual Maintenance Contract for ALIMIS (database) and online service	\$5,000	\$5,000	\$6,000	\$6,000

• New annual MN.IT service cost for switches	\$500	\$500	\$500	\$500
• Increased annual IT fixed costs (voice, email, web hosting)	\$500	\$500	\$600	\$600
• Service Level Agreement Rates	\$3,000	\$3,000	\$3,000	\$3,000
Total	\$9,000	\$9,000	\$10,000	\$10,000

Results:

- Board utilization of online license renewals has resulted in consistently increasing numbers of licenses renewed online annually. Board seeks to obtain essentially full utilization of online license renewal (100%) in the next five years.
- Implementation of additional online services – applications, continuing education proposals, miscellaneous fee pay - must be implemented in the next five years in order for the Board to remain efficient, effective and to fulfill the needs of our service customers.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Percent of LMFT licenses renewed online	83%	97%	2013 renewal period (December 2013-January 2015) to 2015 renewal period (December 2015-January 2016)
Quality	Percent of LAMFT licenses renewed online	90%	97%	2013 renewal periods (January & June 2013) to 2015 renewal periods (January & June 2015)

Statutory Change(s):

No statutory change is required.

Marriage and Family Therapy, Board of

FY18-19 Biennial Budget Change Item

Change Item Title: Administrative Staffing Increase

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	31	32	33	34
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	31	32	33	34
FTEs	0.5	0.5	0.5	0.5

Recommendation:

The Governor recommends \$63,000 in FY 2018-19 and \$67,000 in FY 2020-21 to change a current 0.5 FTE office and administrative specialist position to a 1.0 FTE office and administrative specialist intermediate position. The Board's operating budget is \$287,000 annually. This change item request will increase that annual budget by \$31,000 in fiscal year 2018 and \$32,000 in fiscal year 2019, an 11% increase in the Board's biennial budget.

Rationale/Background:

- The Board's spending appropriation currently supports 2.5 staff: one (1) executive administrator, one (1) office and administrative specialist – principal, and a 0.5 office and administrative specialist. The Board's current spending authority appropriation does not allow for hiring of additional staff.
- LMFTs and LAMFTs licensed and regulated by the Board increased 107% from FY 2006 (1145 licensees) to FY 2016 (2370 licensees). Board staffing increased by only 1 FTE during that same period (from 1.5 FTE to 2.5 FTE).
- Applications received and processed continue to remain at consistently high levels with Board staff processing over 40 applications (national examination, LAMFT licensure, LMFT licensure) per month over the past two-year period.
- Complaint filings and disciplinary enforcement actions continue to increase. Current Board staffing levels cannot support continued efficient handling of this complaint-related workload. Implementation of mandatory criminal background checks in 2017 will likely add to this increased number of filings.

The Board is entirely fee supported and receives no General Fund dollars to provide all services. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF). The Board is granted authority to use these fees by the Minnesota Legislature to pay for all expenses incurred by the Board. The board collects sufficient revenue to cover all expense and this change item increase.

Proposal:

- The Governor recommends an increase in the board's annual appropriation of \$31,000 in FY 2018 and \$32,000 in FY 2019.
- This increase will be used to fund a 1.0 FTE office and administrative specialist intermediate position to handle application processing, renewal processing, customer service inquiries, and administrative duties relating to increased complaint-related work.

New Staff Increase:	FY2018	FY2019	FY2020	FY2021
Salary , Fringe and Benefits .50 FTE	\$31,000	\$32,000	\$33,000	\$34,000
Total	\$31,000	\$32,000	\$33,000	\$34,000

Results:

- This proposal reflects a change to current Board staffing levels.
- Granting this requested change item will allow the Board to move from its current 2.5 FTE staffing level to 3.0 FTE. This 0.5 staffing increase will allow the Board to continue to provide efficient and cost-effective licensure of LAMFTs and LMFTs in Minnesota. It will curtail any diminishment in processing and response times. Further, it will allow the Board to fully and efficiently investigate reported complaints and seek appropriate remedy in a timely manner. The end result will be a Board that better serves its licensees and the citizens of Minnesota.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of licenses regulated	2,107	2,370	Biennium ending 6/30/14 – Biennium ending 6/30/2016
Quality	State Licensure (oral) exams administered	175	190	CY2012-CY2015
Quantity	Complaints received	67	95	CY2014-CY2015

Statutory Change(s):

No statutory change is required.

Marriage and Family Therapy, Board of

FY18-19 Biennial Budget Change Item

Change Item Title: Employee Development and Training Program

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	24	17	17	17
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	24	17	17	17
FTEs	0	0	0	0

Recommendation:

The Governor recommends \$41,000 in FY 2018-19 and \$34,000 in FY 2020-21 from the state government special revenue fund to (1) provide training and development opportunities for Board members and Board staff; (2) support education and training programs to be provided, in whole or in part, by the Board for licensees; and (3) purchase tablet devices for Board members and provide future support and replacement of such devices. The Board's operating budget is \$287,000 annually. This change item request will increase that annual budget by \$24,000 in fiscal year 2018 and \$17,000 in fiscal year 2019, an 8.36% increase in FY 18 and 5.92% increase in FY 19 in the Board's biennial budget.

Rationale/Background:

- The Board's current spending authority is insufficient to cover reasonable costs related to fulfillment of the Board's mission. There are insufficient funds to develop a sustainable employee development/training program or provide necessary and beneficial training to Board members.
- The Board cannot support or provide training opportunities for licensees due to lack of funding. Requests for such Board-provided or Board-supported educational programs from licensees are received regularly.
- The Board lacks funding to purchase and maintain tablet devices for use by Board members. Currently, all Board work is conducted utilizing paper files, copies.

The Board is entirely fee supported and receives no General Fund dollars to provide all services. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF). The Board is granted authority to use these fees by the Minnesota Legislature to pay for all expenses incurred by the Board. The board collects sufficient revenue to cover all expense and this change item increase.

Proposal:

- The Board seeks an increase of its annual spending authority appropriation of \$24,000 in FY 2018 and \$17,000 in FY 2019.
- These funds will:
 - (1) Provide funding to implement an ongoing training and development program for Board members and Board staff;
 - (2) Provide funding to implement an ongoing education program, to be Board-supported or Board-provided, for licensees of the Board; and
 - (3) Purchase tablet devices for the Board's seven (7) appointed members. Utilization of such devices will increase Board efficiency as time spent by staff in the preparation and copying of Board documents will be reduced, security in transmission of information to Board members will be enhanced, and consistent access to Board information will be provided.

Small Agency New Program Increase:	FY2018	FY2019	FY2020	FY2021
Education and Training – Board members and Board staff	\$10,000	\$10,000	\$10,000	\$10,000
Board-provided or supported training for licensees	\$4,000	\$4,000	\$4,000	\$4,000
Board member tablet purchase and support	\$10,000	\$3,000	\$3,000	\$3,000
Total	\$24,000	\$17,000	\$17,000	\$17,000

Results:

- This proposal reflects a change to current Board programs and funding.
- Granting this requested change item will allow the Board to provide regular and beneficial education and training to Board members and Board staff. It will further allow the Board to provide much-requested educational and training opportunities to licensees throughout the state. Finally, it allows the Board to provide tablet devices to Board members to improve efficiency and security as Board members regularly conduct Board business. The end result will be a Board that better serves its licensees and the citizens of Minnesota.

Statutory Change(s):

No statutory change is required.