The Applied Behavior Analysis Advisory Committee met (GoToMeeting) on June 8, 2018. In accordance with the Open Public Meetings Act, the meeting agenda was sent to members of the Applied Behavior Analysis Advisory Committee, GovDelivery, and posted to the program’s website.
1. Call to Order Chair

1.1 Introductions
Committee members, staff members, and public members introduced themselves and their area of practice.

1.2 Approval of June 8, 218 Agenda
The meeting agenda was approved and accepted as written.

1.3 Approval of March 9, 2018 Meeting Minutes
The March 9, 2018 meeting minutes were approved and accepted as written.

2. Credentialing Report
Credentialing staff presented license statistics. Ms. Miller provided a statistical report as ran as of May 22, 2018.

2.1 Overall statistics
Ms. Miller also provided information on the timeframe for processing applications, overall application processing time for all three professions:

<table>
<thead>
<tr>
<th>Application issued:</th>
<th>Pending Days:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 104</td>
<td>November 68</td>
</tr>
<tr>
<td>December 99</td>
<td>December 51</td>
</tr>
<tr>
<td>January 74</td>
<td>January 42</td>
</tr>
<tr>
<td>February 161</td>
<td>February 30</td>
</tr>
<tr>
<td>March 81</td>
<td>March 46</td>
</tr>
<tr>
<td>April 71</td>
<td>April 58</td>
</tr>
</tbody>
</table>

The overall processing time issuing for all three professions is 98% within 14 days.

Krystle L Alligood from the public concerned about the turnaround time for renewals process.
Ms. Miller the normal turnaround time for renewal is 7 days and it depends on how you do your renewal, we do have online renewal which is a little bit quicker, if you choose to mail it to us then the mailing time would be the delay time. She also shared there is a fast track way to get the money to us called Capital Carrier services that the Call Center uses, individuals can call the customer services at 360-236-4700.

Christopher Jones raised a concern that 14 days is inconsistent with what providers are telling WABA, we are consistently being told 2 months.
Ms. Miller said that 14 days processing time is starts from the time that application is complete, the processing time is depending on many factors such as; the type of application, and whether it requires approval, and a lot of that is coming from supporting
documents. Also, there is an application status page that is listed on DOH Website so you can check your application status at any time, it is under; Licenses Permits and Certificates > Professions – New, Renew or Update > Application Status.

Christopher Jones asked that DOH is saying that clean applications are being processed and approved in 14 days. Does this 14 days include the time to get into the system? Ms. Miller shared that DOH has a standard of 14 days to process applications, but currently, it will be a delay to process any application within 14 days this is across the board for all license types, and is due to limited staff levels and new hire training process.

2.1.1 County Count
Mr. Lorentson shared a report about count of credential numbers by county and as is follows:
- Certified Behavior Technician in state total credentials 1749
- Certified Behavior Technician out of state total credentials 35
- Certified Behavior Technician total 1784
- Licensed Assistant Behavior Analyst in state total credentials 55
- Licensed Assistant Behavior Analyst out of state total credentials 6
- Licensed Assistant Behavior Analyst total 61
- Licensed Behavior Analyst in state total credentials 497
- Licensed Behavior Analyst out of state total credentials 66
- Licensed Behavior Analyst total 56

**Grand Total** 2408

2.1.2 Pending License Count

<table>
<thead>
<tr>
<th>Profession</th>
<th>Active Status Counts</th>
<th>Pending Status Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Behavior Technician (CBT)</td>
<td>1609</td>
<td>174</td>
</tr>
<tr>
<td>Licensed Behavior Analyst (LBA)</td>
<td>539</td>
<td>24</td>
</tr>
<tr>
<td>Licensed Assistants Behavior Analyst</td>
<td>52</td>
<td>9</td>
</tr>
<tr>
<td><strong>Grand total for licensed ABA professionals</strong></td>
<td><strong>2200</strong></td>
<td><strong>207</strong></td>
</tr>
</tbody>
</table>

2.1.3 CBT Processing Time
Mr. Lorentson shared information on the processing time for Certified Behavior Technician (CBT), the processing time is different for each application and it depends on how quickly the requirements are met.

3. Program Update

3.1 Financial
Mr. Lorentson provided information on the operating budget report. The current budget has a positive balance of $122,021.
3.1.1 Revenue/Expenses
The revenue/expenses has a positive balance of $140,922

3.1.2 Disciplinary Expenses
Mr. Lorentson shared information on disciplinary expenses for 2019 biennium from July 1, 2017 through April 30, 2018 as of $18,470 for the following service units:

<table>
<thead>
<tr>
<th>Service Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjudicative clerk office</td>
<td>$1,967</td>
</tr>
<tr>
<td>Adjudicative service unit</td>
<td>$547</td>
</tr>
<tr>
<td>HP investigations</td>
<td>$4,925</td>
</tr>
<tr>
<td>Legal services</td>
<td>$1,486</td>
</tr>
<tr>
<td>Investigations case management</td>
<td>$3,912</td>
</tr>
<tr>
<td>Complaint intake</td>
<td>$5,350</td>
</tr>
<tr>
<td>Legal compliance</td>
<td>$283</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,470</strong></td>
</tr>
</tbody>
</table>

Christopher Jones asked if the department is permitted to discuss number of complaints that have been filed, and number of those complaints that resulted in a disciplinary response vs. were dismissed?
Mr. Lorentson will provide a report on the upcoming meeting for the complaints history and what were the results.

Ms. Whedon asked, does an investigation get reported to the National organization?
Ms. Rosenberg shared that reporting to the National organization is a part of our ethical responsibility, when we renew our certifications with BCBA. We are required to report anything like that, for example if you had had a disciplinary action at the state level then you are obligated to report it to BCBA yourself.

4. Rules Update
Mr. Lorentson shared update on rule of continuing education, it has been filled on April 23, 2018. The Department of Health is adopting new rules to set enforceable standards for continuing education and competency for LBAs, LABAs and CBTs. Continuing education must be completed during the first full CE reporting period after July 1, 2018.

Courtney Nolan asked the following question:
Has the committee thought about having a competency assessment or additional way for a BCBA to sign off on basic competency vs. going through an entire 40 hour training program? There is some flexibility with training program supervisor to evaluate what type of 40 hours training they took, but is got to be some type of assessments to determine that. If there is someone familiar with training course and the component and there are proper documentation for those topics then some of those 40 hours it would be up to the supervisor to determine, and BCBA course is recommended.
5. **Rules Workshop**

Temporary licensing

On March 9, 2018 the ABA Advisory Committee continued discussions about temporary licensing for ABA providers. This license would be different than other types of temporary permits and corresponding requirements, as defined in WAC 246-12-050 which relates to permits being issued because of national background check delays.

RCW 18.380.080 allows the secretary to grant a temporary license to person’s outside WA State.

Mr. Lorentson shared information to assist decision making, the department would not be able to offer this temporary license at a reduced rate because the costs to process it would be the same, including the cost of fingerprint-based federal background check. The applicant seeking a temporary license would pay the same fees as those for full licensure:

- LBA $250
- LABA $160
- CBT $95

He also shared that Licensees have an opportunity to switch an active license to inactive status which reduces renewal fees.

6. **Public Comment**

The public has been commenting freely throughout the meeting.

7. **Future Business**

- Provide information on revenue/expense in budget sheet
- Provide information on disciplinary expenses
- Provide stakeholder/advisory committee feedback
- CBT average time for processing license

8. **Adjournment** 11:00 p.m.

Submitted by:  

Approved by:

<table>
<thead>
<tr>
<th>Signature on File</th>
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</thead>
<tbody>
<tr>
<td>Brett Lorentson, Program Manager</td>
<td>Nancy Rosenberg, PhD, LBA, BCBA-D Chair</td>
</tr>
<tr>
<td>Applied Behavior Analysis Advisory Committee</td>
<td>Applied Behavior Analysis Advisory Committee</td>
</tr>
</tbody>
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