

Fiscal Estimate Narratives

DSPS 3/10/2021

LRB Number 21-0656/1	Introduction Number SB-184	Estimate Type Original
Description regulation of physician assistants, creating a Physician Assistant Affiliated Credentialing Board, extending the time limit for emergency rule procedures, providing an exemption from emergency rule procedures, granting rule-making authority, and providing a penalty		

Assumptions Used in Arriving at Fiscal Estimate

One-time costs estimated at \$22,900.40, which likely could be absorbed within the agency's operating budget. Please see the attachment for details on these estimates.

Long-Range Fiscal Implications

Ongoing costs estimated at \$9,153.98, which likely could be absorbed within the agency's operating budget. Please see the attachment for details on these estimates.

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Fiscal Estimate

Legislative Bill or Administrative Rule **SB 184**, related to: regulation of physician assistants, creating a Physician Assistant Affiliated Credentialing Board, extending the time limit for emergency rule procedures, providing an exemption from emergency rule procedures, granting rule-making authority, and providing a penalty

Sum of Total Amount	Column Labels			
Row Labels	No Impact	One-Time	Annual (Ongoing)	Grand Total
Management Services	\$ -			\$ -
Policy Development		\$ 15,843.72	\$ 1,106.71	\$ 16,950.43
Legal Services & Compliance		\$ 2,911.67	\$ 5,499.98	\$ 8,411.65
Professional Credential Processing		\$ 4,050.15		\$ 4,050.15
Industry Services	\$ -			\$ -
Grand Total	\$ -	\$ 22,805.54	\$ 6,606.69	\$ 29,412.23

Brief Description of Staff Efforts or Supplies & Services Needed	Division	One-Time or Annual Cost or No Impact	Amount (Supplies & Services)	Classification	FTE or LFE	Hours (Staff)	Salary	Fringe Rate	Total Amount
Establish PA screening and intake process, and case assignment schedules	Management Services	No Impact					#N/A		\$ -
Update ICE to reflect new PA Board data, test system	Legal Services & Compliance	One-Time		RECORDS MANAGEMENT PROGRAM SUPV	FTE	30.00	\$ 40.15	0.1575	\$ 1,394.21
Train Intake re: PA Board screening and intake process	Legal Services & Compliance	One-Time		PROGRAM AND POLICY ANALYST	FTE	20.00	\$ 30.82	0.1575	\$ 713.48
Transition plan for PA Board case in progress before effective date	Legal Services & Compliance	One-Time		RECORDS MANAGEMENT SUPERVISOR	FTE	2.00	\$ 34.46	0.1575	\$ 79.77
	Legal Services & Compliance	One-Time		ATTORNEY SUPERVISOR	FTE	10.00	\$ 44.69	0.1575	\$ 517.29
Train Attorneys, CPLs, and paralegals on PA Board/ rules/ delegations and standards for unprofessional conduct	Legal Services & Compliance	One-Time		ATTORNEY SUPERVISOR	FTE	4.00	\$ 44.69	0.1575	\$ 206.91
Intake complaints relate to PA Board, and schedule Screening Panel	Legal Services & Compliance	Annual (Ongoing)		RECORDS MANAGEMENT SUPERVISOR	FTE	10.00	\$ 34.46	0.1575	\$ 398.87
Investigate complaints related to PA Board	Legal Services & Compliance	Annual (Ongoing)		CONSUMER PROTECTION INVESTR	FTE	100.00	\$ 32.05	0.1575	\$ 3,709.79
Provide support for complaints related to PA Board	Legal Services & Compliance	Annual (Ongoing)		PARALEGAL	FTE	10.00	\$ 30.82	0.1575	\$ 356.74
Perform legal work related to PA board complaints	Legal Services & Compliance	Annual (Ongoing)		ATTORNEY	FTE	20.00	\$ 44.69	0.1575	\$ 1,034.57
	Industry Services	No Impact					#N/A		\$ -
Renewals: Update online renewal process in ICE, update DRN's & NOI's, work with RFMS to update forms and website, work with PPA on FAQ creation, train staff on new requirements, update SOPs.	Professional Credential Processing	One-Time		RECORDS MANAGEMENT PROGRAM SUPV	FTE	20.00	\$ 40.15	0.1575	\$ 929.47
Health: Work with Board Counsel and Board Chair to define new procedures, implement changes in ICE	Professional Credential Processing	One-Time		RECORDS MANAGEMENT PROGRAM SUPV	FTE	20.00	\$ 40.15	0.1575	\$ 929.47
Create new forms, modify existing forms, communicate with Board Chair for approval of forms.	Professional Credential Processing	One-Time		RECORDS/FORMS MANAGEMENT SPEC	FTE	20.00	\$ 30.82	0.1575	\$ 713.48
Create SOPs, create FAQs for Call Center Staff and LPPAs, create FAQ with PIO for the public, train health LPPAs on new paperwork, assist with website changes.	Professional Credential Processing	One-Time		PROGRAM AND POLICY ANALYST	FTE	30.00	\$ 30.82	0.1575	\$ 1,070.22
Train on changes and new regulations and forms.	Professional Credential Processing	One-Time		LICENSE/PERMIT PROG ASSOCIATE	FTE	11.00	\$ 25.56	0.1575	\$ 325.44
Train on new requirements and anticipated FAQs.	Professional Credential Processing	One-Time		OFFICE OPERATIONS ASSOCIATE	FTE	3.00	\$ 23.63	0.1575	\$ 82.06
Website tracking for addition of new members in website	Policy Development	One-Time		PROGRAM ASSISTANT SUPERVISOR-ADV	FTE	2.00	\$ 34.46	0.1575	\$ 79.77
Maintenance of membership in website per member	Policy Development	Annual (Ongoing)		PROGRAM ASSISTANT SUPERVISOR-ADV	FTE	0.25	\$ 34.46	0.1575	\$ 9.97
Time for rule promulgation	Policy Development	One-Time		ADMINISTRATIVE RULES COORD	FTE	300.00	\$ 40.15	0.1575	\$ 13,942.09
Provide counsel to new PA Board	Policy Development	One-Time		ATTORNEY	FTE	15.00	\$ 44.69	0.1575	\$ 775.93
Estimated number of hours to staff each meeting	Policy Development	One-Time		OPERATIONS PROGRAM ASSOCIATE	FTE	14.00	\$ 25.56	0.1575	\$ 414.20
Maintenance of membership in ICE	Policy Development	Annual (Ongoing)		PROGRAM ASSISTANT SUPERVISOR-ADV	FTE	0.25	\$ 34.46	0.1575	\$ 9.97
Appointment processing of members in ICE and additional members in ICE	Policy Development	One-Time		PROGRAM ASSISTANT SUPERVISOR-ADV	FTE	5.50	\$ 34.46	0.1575	\$ 219.38

Brief Description of Staff Efforts or Supplies & Services Needed	Division	One-Time or Annual Cost or Nonrecurrent	Amount (Supplies & Services)	Classification	FTE or LTE	Hours (Staff)	Salary	Fringe Rate	Total Amount
Board permissions for 9 members (30 minutes/member) and creation/modification of SharePoint pages and libraries (150 minutes total)	Policy Development	One-Time		PROGRAM ASSISTANT SUPERVISOR-ADV	FTE	7.00	\$ 34.46	0.1575	\$ 279.21
Maintenance of membership in SharePoint (15 minutes per member)	Policy Development	Annual (Ongoing)		PROGRAM ASSISTANT SUPERVISOR-ADV	FTE	0.25	\$ 34.46	0.1575	\$ 9.97
Appointment processing of letters, emails, tracking and onboarding (30 minutes per member)	Policy Development	One-Time		OPERATIONS PROGRAM ASSOCIATE	FTE	4.50	\$ 25.56	0.1575	\$ 133.14
Ongoing maintenance - appointment letters, emails, tracking and onboarding (30 minutes per member)	Policy Development	Annual (Ongoing)		OPERATIONS PROGRAM ASSOCIATE	FTE	0.50	\$ 25.56	0.1575	\$ 14.79
Reimbursement for travel (@ additional members and 2 meetings). Supplies/services - per diem (\$25 per meeting per board member with 4 additional members)	Policy Development	Annual (Ongoing)	\$ 612.00				#N/A		\$ 612.00
	Policy Development	Annual (Ongoing)	\$ 450.00				#N/A		\$ 450.00

Division	Notes
Management Services	
Policy Development	
Legal Services and Compliance	
Professional Credential Processing	
Industry Services	