

DEPARTMENT OF REGULATION AND LICENSING

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY05 Adjusted Base	FY06 Recommended	% Change Over FY05	FY07 Recommended	% Change Over FY06
PR-O	11,725,800	11,097,900	-5.4	11,178,800	0.7
TOTAL	11,725,800	11,097,900	-5.4	11,178,800	0.7

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY05 Adjusted Base	FY06 Recommended	FTE Change From FY05	FY07 Recommended	FTE Change From FY06
PR-O	126.00	86.15	-39.85	83.32	-2.83
TOTAL	126.00	86.15	-39.85	83.32	-2.83

AGENCY DESCRIPTION

The department is headed by a secretary who is appointed by the Governor with the advice and consent of the Senate. The department provides policy coordination and centralized administrative services for 24 boards, and oversees the regulation of 115 professions, 9 councils, 20 advisory committees and approximately 320,000 credential holders.

The department is comprised of four divisions. Professional Credentialing is responsible for all application processing including determination of credential eligibility, credential renewal and the receipting of all revenue. Board Services is responsible for providing support to regulatory boards including administrative support, consultation about continuing education and examination requirements for regulated professions. Management Services provides basic services such as budget, accounting, information technology and human resources. Enforcement provides complaint investigations and prosecution services. Legal services and administrative hearings are directed through the Office of Legal Services.

Most boards attached to the department have independent responsibility to regulate specific professions.

Department and board operations are funded through credential application, renewal and examination fees. A fee schedule for the application and renewal of all credentials is set by statute, and examination fees are set by statute and administrative rule.

MISSION

The mission of the department is to protect the citizens of Wisconsin by ensuring the safe and competent practice of licensed professionals.

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Note: Goals, objectives and activities have been modified to better reflect the department's mission.

Program 1: Professional Regulation

Goal: Credentialing authorities will set appropriate eligibility, education, examination and experience requirements and make this information readily available to users of services.

Objective/Activity: Provide ongoing assessment, consultation and assistance to the boards to assure there is transparency, consistency and effectiveness in the eligibility process and continuing education process where applicable.

Objective/Activity: Market the department's Web page and on-line renewal in order to reallocate the department's staff resources to higher priority needs and more direct consumer protection.

Objective/Activity: Provide on-line access to licensing applications and code books.

Objective/Activity: Represent Wisconsin's interests to national regulatory service agencies by participating in meetings and responding to issue surveys.

Objective/Activity: Create valid and reliable examinations for new professions and update existing examinations at least every five years.

Objective/Activity: Develop a survey to evaluate examination services from outside vendors and conduct on-site performance audits once every three years.

Goal: The credentialing authority will set and maintain minimal essential practice standards to provide safe and effective services for consumers while weighing the effectiveness and need for changes in the profession brought about by new technology.

Objective/Activity: Review and refine a procedure designating steps in the rule-making process within the department that identifies responsibilities of the various participants.

Objective/Activity: Plan and produce information and effective regulatory digests.

Objective/Activity: Ensure that regulatory digests are accessible through the department's Web site.

Objective/Activity: Keep board members informed of current developments, data, trends, legal opinions and issues related to board responsibilities.

Objective/Activity: Continue publication of *Open Session*, the in-house newsletter for staff and board members.

Goal: The department and regulatory authorities will appropriately resolve complaints and discipline credential holders who violate professional standards.

Objective/Activity: Conduct quarterly reviews to monitor the screening, investigation, legal action and hearing stages of complaints to ensure compliance with the department's policies.

Objective/Activity: Perform inspections of business establishments and entities to ensure compliance with applicable laws and rules.

Objective/Activity: Prepare annual reports showing the number and nature of disciplinary actions. Make such information accessible on the department's Web site.

Goal: The department will deliver all information technology projects on time and within budget.

Objective/Activity: Conduct quarterly reviews of all planned information technology projects and reallocate resources as necessary to complete the projects in the time stated.

PERFORMANCE MEASURES

HISTORICAL DATA

Prog. No.	Performance Measure	Actual 2000	Actual 2001	Actual 2002
1.	On-line renewal of credential holders via the Web site.	N/A ¹	1% pilot participation	N/A ¹
1.	Number of pending cases in the complaint-handling process. ^{2, 3}	1,023	996	1,319
1.	Conversion of licensing examinations to computer-based testing.	3	No increase	No increase
1.	Inspections of business establishments and entities to ensure compliance with the statutes and administrative rules. ²	135	135	230

Note: Based on fiscal year.

¹On-line renewal was not available.

²Based on calendar year.

³Numbers have been updated to reflect program focus.

2003 AND 2004 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2003	Actual 2003	Goal 2004	Actual 2004
1.	On-line renewal of credential holders via the Web site.	20%	6%	10%	12%
1.	Number of pending cases in the complaint-handling process. ¹	1,025	1,504	1,400 ²	N/A ³
1.	Conversion of licensing examinations to computer-based testing.	2	0	3	3
1.	Audits and inspections of business establishments and entities to ensure compliance with the statutes and administrative rules. ^{1,4}	150	331	350 ²	N/A ³

Note: Based on fiscal year.

¹Based on calendar year.

²The goal was modified to reflect updated data.

³Data for 2004 are not available.

⁴This measure was modified to include audits, so the actuals are higher than the goals that were set in the 2003-05 budget.

2005, 2006 AND 2007 GOALS

Prog. No.	Performance Measure	Goal 2005	Goal 2006	Goal 2007
1.	On-line renewal of credential holders via the Web site.	20%	25%	30%
1.	Increase the number of credential types for which on-line renewal is available. ²	99 (all that regularly renew)	99	99
1.	Number of complaints/cases resolved. ^{1,2}	2,275	2,350	2,425
1.	Number of pending cases in the complaint-handling process. ¹	1,350	1,300	1,250
1.	Conversion of licensing examinations to computer-based testing.	5	5	5
1.	Audits and inspections of business establishments and entities to ensure compliance with the statutes and administrative rules. ¹	360	370	380
1.	Increase E-business capacity. ²	Increased electronic data reporting and collection of out-of-state discipline On-line credential holder business processes (e.g., initial application)	On-line financial reporting for charitable organizations	On-line complaint filing

Note: Based on fiscal year.

¹Based on calendar year.

²This is a new performance measure.

DEPARTMENT OF REGULATION AND LICENSING

GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

1. Budget Efficiency Measures
2. Streamlining Administrative Services
3. Attorney Consolidation
4. Program and Segregated Revenue Transfers
5. Systems Integration
6. Transfer of Regulatory Duties
7. Standard Budget Adjustments

ITEMS NOT APPROVED

8. Division Administrator

Table 1
Department Budget Summary by Funding Source (in thousands of dollars)

	ACTUAL FY04	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY06	FY07	FY06	FY07
PROGRAM REVENUE (2)	\$11,080.0	\$11,725.8	\$12,198.3	\$12,358.3	\$11,097.9	\$11,178.8
State Operations	11,080.0	11,725.8	12,198.3	12,358.3	11,097.9	11,178.8
TOTALS-ANNUAL	11,080.0	11,725.8	12,198.3	12,358.3	11,097.9	11,178.8
State Operations	11,080.0	11,725.8	12,198.3	12,358.3	11,097.9	11,178.8

(2) Includes Program Revenue-Service and Program Revenue-Other

Table 2
Department Position Summary by Funding Source (in FTE positions) (4)

	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY06	FY07	FY06	FY07
PROGRAM REVENUE (2)	126.00	127.00	127.00	86.15	83.32
TOTALS-ANNUAL	126.00	127.00	127.00	86.15	83.32

(2) Includes Program Revenue-Service and Program Revenue-Other

(4) All positions are State Operations unless otherwise specified

Table 3
Department Budget Summary by Program (in thousands of dollars)

	ACTUAL FY04	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY06	FY07	FY06	FY07
1. Professional regulation	\$11,080.0	\$11,725.8	\$12,198.3	\$12,358.3	\$11,097.9	\$11,178.8
TOTALS	11,080.0	11,725.8	12,198.3	12,358.3	11,097.9	11,178.8

Table 4
Department Position Summary by Program (in FTE positions)

	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY06	FY07	FY06	FY07
1. Professional regulation	126.00	127.00	127.00	86.15	83.32
TOTALS	126.00	127.00	127.00	86.15	83.32

1. Budget Efficiency Measures

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	-797,000	-11.85	-871,700	-11.85
TOTAL	0	0.00	0	0.00	-797,000	-11.85	-871,700	-11.85

The Governor recommends reducing expenditure and position authority in the department's state operations appropriations in the amounts shown to create additional operational efficiencies and balance the budget by: (a) reducing supplies and services expenditures; (b) reducing vacant position authority; (c) reducing examinations expenditures and position authority; and (d) reducing print and postage expenditures.

2. Streamlining Administrative Services

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	0	0.00	0	-2.83
TOTAL	0	0.00	0	0.00	0	0.00	0	-2.83

The Governor recommends consolidating server and network support, certain procurement and purchasing functions, and human resources and payroll benefit services in the Department of Administration beginning in FY07 to create administrative efficiencies. To achieve this, the Governor recommends reducing the department's position authority by: (a) 0.83 FTE position related to server and network consolidation; and (b) 2.0 FTE positions related to human resources and payroll benefit services consolidation. The Governor further recommends retaining the funding associated with these positions in the department to cover chargebacks for these services from the Department of Administration. See Department of Administration, Item #1.

3. Attorney Consolidation

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	0	-28.00	0	-28.00
TOTAL	0	0.00	0	0.00	0	-28.00	0	-28.00

The Governor recommends improving the provision of state legal services by consolidating attorneys and legal support staff under the secretary of the Department of Administration on January 1, 2006. The Department of Administration secretary will determine the assignment of attorneys to individual agencies. To achieve this, the Governor recommends transferring 29.0 FTE positions to the Department of Administration. The Governor further recommends retaining the funding associated with these positions in the department to purchase legal services from the Department of Administration. In addition, 1.0 FTE unclassified position is created to provide general counsel services. See Department of Administration, Item #3.

4. Program and Segregated Revenue Transfers

The Governor recommends transferring balances to the general fund from the following appropriation:
(a) \$797,000 PR in FY06 and \$871,700 PR in FY07 from s. 20.165(1)(g).

5. Systems Integration

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	430,000	0.00	590,000	0.00	194,200	0.00	354,200	0.00
TOTAL	430,000	0.00	590,000	0.00	194,200	0.00	354,200	0.00

The Governor recommends increasing expenditure authority to design and implement an integrated database system which will allow the department to improve its information technology environment.

6. Transfer of Regulatory Duties

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	11,400	0.00	7,000	0.00
TOTAL	0	0.00	0	0.00	11,400	0.00	7,000	0.00

The Governor recommends transferring sanitarian registration and associated funding from the Department of Health and Family Services to the department where the function will be more efficiently performed (see Department of Health and Family Services, Item #71). The Governor also recommends transferring regulatory duties for massage therapy and bodywork from the Educational Approval Board to the department (see Wisconsin Technical College System, Item #5).

7. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	-36,500	0.00	-36,500	0.00	-36,500	0.00	-36,500	0.00
TOTAL	-36,500	0.00	-36,500	0.00	-36,500	0.00	-36,500	0.00

The Governor recommends adjusting the department's base budget for: (a) turnover reduction (-\$166,800 in each year); and (b) full funding of continuing position salaries and fringe benefits (\$130,300 in each year).

ITEMS NOT APPROVED

The following request is not included in the Governor's budget recommendations for the Department of Regulation and Licensing.

Decision Item	Source of Funds	FY06		FY07	
		Dollars	Positions	Dollars	Positions
8. Division Administrator	PR-O	79,000	1.00	79,000	1.00
TOTAL OF ITEMS NOT APPROVED	PR-O	79,000	1.00	79,000	1.00