



**LICENSING COMMITTEE
MAY 21, 2015**

SUBJECT: ACTION PLANNING PROCESS UPDATE

6

**ACTION: RECEIVE AND FILE UPDATE REGARDING ACTION PLANNING
PROCESS**

RECOMMENDATION

Receive and file status update regarding the action planning process.

ISSUE

This following is a status report on the progress of the BPM Executive Office action planning process.

DISCUSSION

The discussion below summarizes the actions taken by staff in consultation with SOLID Planning Solutions ("SOLID") professionals over the last several weeks since Board approval of the Board of Podiatric Medicine ("BPM") Strategic Plan 2015-2018 at the March 6, 2015 meeting of the Board.

Since adoption of the plan, the executive office facilitated a meeting for an action planning session with the SOLID team on March 13, 2015, at the Department of Consumer Affairs, HQ2 located at 1747 N. Market Street, Sacramento, California. Through this effort staff was able to identify major tasks, prioritize objectives, establish key timeframes and target due dates in addition to assigning responsibilities for each identified activity.

Of the 5 strategic goal areas and 20 identified objectives adopted in the 2015-2018 Strategic Plan, staff was able to pinpoint a total of 68 total items for action directed at meeting BPM goals and objectives during the next four years. For the Licensing goal area falling under the jurisdiction of the Licensing Committee staff identified 13 action items for completion.

A summary of the Goal Areas and Objectives for Licensing along with their corresponding action items identified as a result of the staff action planning session are listed below for Board reference and review.

GOAL AREA TWO (2): LICENSING

1. Offer online renewal in order to facilitate efficiency and convenience.
 - a. **Collaborate with BreEZe staff to build renewal functions.**
 - b. **Undergo User Acceptance Testing (UAT) for verification of functionality and operability.**
 - c. **Activate and launch online renewal function.**
2. Determine if the Board's schedule of service fees is sustainable and research opportunities to cover operating costs required to implement Board mandates.
 - a. **Determine sustainability of current service fee schedule.**
 - b. **Research additional revenue options.**
 - c. **Compile a report regarding same.**
3. Investigate ways to increase the DPM workforce to meet increasing public demand while maintaining California standards.
 - a. **Explore options for increased marketing regarding California Licensure at Schools of Podiatric Medicine nationally.**
 - b. **Develop distribution strategy for stock of existing BPM informational brochures.**
 - c. **Increase language accessibility by offering BPM informational brochures in multiple languages.**
 - d. **Collaborate with associations where feasible for increasing knowledge of benefits of California DPM Licensure.**
 - e. **Research advertising opportunities.**
4. Evaluate the effectiveness of the current auditing regulation to meet the needs and standards of the profession.
 - a. **Conduct research and analysis on current auditing regulation.**
 - b. **Compile report with findings and recommendations for improvement.**

NEXT STEPS

Staff has undertaken action planning steps to begin completing the identified action items in order to effectively meet BPM goals and objectives contained in the 2015-2018 Strategic Plan. Continued quarterly updates will be provided to the Board to provide progress updates and relevant information on action item completion.

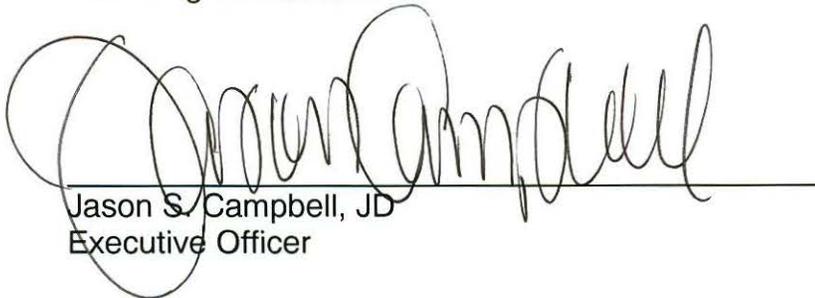
ATTACHMENTS

- A. BPM Strategic Plan 2015-2018 – Licensing Goal Areas
- B. BPM Action Planning Matrix

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Licensing Coordinator



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Licensing Objectives

1. Offer online renewal in order to facilitate efficiency and convenience.
2. Determine if the Board of Podiatric Medicine's (Board's) schedule of service fees is sustainable and research opportunities to cover operating costs required to implement Board mandates.
3. Investigate ways to increase the Doctors of Podiatric Medicine workforce to meet increasing public demand while maintaining California standards.
4. Evaluate the effectiveness of the current auditing regulation to meet the needs and standards of the profession.



Goal Area 2: LICENSING and EXAMINATIONS:

2.1	Offer online renewal in order to facilitate efficiency and convenience.				MEDIUM
Activities		Start Date	Status	Assigned Staff	Completion Date
a.	Collaborate with BreEZe staff to build renewal functions.	Q2 (Oct) 2015 FY 15/16		Licensing Coordinator, E.O and BreEZe	Q3 (Jan) 2016 FY 15/16
b.	Undergo User Acceptance Testing (UAT) for verification of functionality and operability.	Q3 (Jan) 2015 FY 15/16		Licensing Coordinator, E.O. and BreEZe	Q1 (Jul) 2016 FY 16/17
c.	Activate and launch online renewal function.	Q2 (Oct) 2016 FY 16/17		Licensing Coordinator, E.O. and BreEZe	Q2 (Oct) 2016 FY 16/17

Goal Area 2: LICENSING and EXAMINATIONS:

2.2	Determine if the Board's schedule of service fees is sustainable and research opportunities to cover operating costs required for implementing Board mandates.					MEDIUM
Activities		Start Date	Status	Assigned Staff	Completion Date	
a.	Determine sustainability of current service fee schedule.	Q1 (Sep) 2015 FY 15/16		E.O. and Licensing Coordinator	Q3 (Jan) 2016 FY 15/16	
b.	Research additional revenue options.	Q1 (Sep) 2016 FY 16/17		E.O. and Admin Analyst	Q2 (Dec) 2016 FY 16/17	
c.	Compile a report regarding same.	Q2 (Sep) 2016 FY 16/17		E.O. and Admin Analyst	Q2 (Dec) 2016 FY 16/17	

Goal Area 2: LICENSING and EXAMINATIONS:

2.3	Investigate ways to increase the DPM workforce to meet increasing public demand while maintaining California standards.					LOW
Activities		Start Date	Status	Assigned Staff	Completion Date	
a.	Explore options for increased marketing regarding California Licensure at Schools of Podiatric Medicine nationally.	Q1 (Jul) 2017 FY 17/18		Licensing Coordinator	Ongoing	
b.	Develop distribution strategy for stock of existing BPM informational brochures.	Q1 (Jul) 2017 FY 17/18		Licensing Coordinator & Program Support	Ongoing	
c.	Increase language accessibility by offering BPM informational brochures in multiple languages.	Q1 (Jul) 2017 FY 17/18		Licensing Coordinator & Program Support	Ongoing	
d.	Collaborate with associations where feasible for increasing knowledge of benefits of California DPM Licensure.	Q1 (Jul) 2017 FY 17/18		E.O.	Ongoing	
e.	Research advertising opportunities.	Q1 (Jul) 2017 FY 17/18		E.O. and Licensing Coordinator	Ongoing	

Goal Area 2: LICENSING and EXAMINATIONS:

2.4	Evaluate the effectiveness of the current auditing regulation to meet the needs and standards of the profession.				MEDIUM
Activities	Start Date	Status	Assigned Staff	Completion Date	
a.	Conduct research and analysis on current auditing regulation.	Q3 (Jan) 2016 FY 15/16		Licensing Coordinator & E.O.	Q4 (Apr) 2016 FY 15/16
b.	Compile report with findings and recommendations for improvement.	Q1 (Jul) 2016 FY 16/17		Licensing Coordinator & E.O.	Q2 (Oct) 2016 FY 16/17