



Agenda Item 5.0

Report of the Administrative Committee

BRN Board Meeting | February 26-27, 2025

**Report of the Administrative Committee
February 26-27, 2025
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Agenda Item 5.1

Executive Officer Report

BRN Board Meeting | February 26-27, 2025

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.1
DATE: February 26-27, 2025

ACTION REQUESTED: Executive Officer Report

REQUESTED BY: Board

BACKGROUND: Loretta Melby, Executive Officer (EO), will provide information related to education and outreach events including, but not limited to, conferences attended, stakeholder meetings, and social media updates. All other EO updates are provided as follows:

Report of the Administrative Committee:

- Strategic Plan: update on goals – Day 1 Agenda item 5.2
- Budget update and personnel – Day 1 Agenda item 5.3
- Regulations update – Day 1 Agenda item 6.1

Report of the NPC

- Appointment of NMAC Committee Member – Day 1 Agenda Item 7.2
- Appointment of NEWAC Committee Member – Day 1 Agenda Item 7.3

Report of the ELC:

- Licensing information including current population, Applications received, Licenses issued, Processing times, Examination information including pass/fail rates – Day 1 Agenda item 8.0

Report of the Legislative Committee:

- Legislative update – Day 2 Agenda item 4.0

Report of the EIIC:

- Enforcement and Investigations information including numbers of complaints received and pending, case aging, case disposition, and probation – Day 2 Agenda item 5.0

NEXT STEP:

PERSON TO CONTACT: Loretta Melby
Executive Officer
California Board of Registered Nursing
Loretta.Melby@dca.ca.gov



Agenda Item 5.2

Information Only: 2022-2025 Strategic Plan and Goal Progression

BRN Board Meeting | February 26-27, 2025

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.2
DATE: February 26-27, 2025

ACTION REQUESTED: Update on the 2022-2025 Strategic Plan and goal progression

REQUESTED BY: Dolores Trujillo, President

BACKGROUND: The Board will receive updates on the progress towards the goals identified in the Strategic Plan for 2022 to 2025.

NEXT STEP:

PERSON TO CONTACT: Loretta Melby
Executive Officer
California Board of Registered Nursing
Loretta.Melby@dca.ca.gov



GOAL PROGRESSION 2022 – 2025 STRATEGIC PLAN

(Current as of February 12, 2025)

GOAL 1: LICENSING

<u><i>Goal 1: Licensing</i></u>		
The Board promotes licensing standards to protect consumers and support access to the profession for qualified individuals.		
1.1	Reduce license processing times to improve access and customer satisfaction.	
Success Measure(s)		Status
A.	California License by Examination: The license by exam process is reduced to within 2 weeks of graduation in California.	MET
1. Completed Activities		Month Year
a.	Implemented automatic application closure when no fee is included with the BreEZe application within a set period of time. (Enlighten Licensing Project (ELP))	Jun 2021
b.	Streamlined application requirements by removing photo requirement. (ELP)	Jul 2021
c.	Licensing staff email deficiency notices to applicants.	Jul 2021
d.	Eliminated paper application from the BRN website which promotes a more efficient and expeditious application process via BreEZe. (ELP)	Jul 2021
e.	Deployed the California Graduate Nursing Program Director Portal (Portal) to allow Program Directors to electronically submit graduate education data which is then imported to the applicants BreEZe application. (ELP)	Oct 2021
f.	Updated BreEZe to allow the Enforcement Division to place and remove holds. (ELP)	Mar 2022
g.	Email notification sent to Program Directors every two (2) weeks to inform them of any pending approval request(s).	Nov 2022
h.	Streamlined the reasonable accommodation request process by removing the requirement that the nursing program submits specific documentation.	Jan 2023
i.	Added graduation date milestone, for California graduates, to BreEZe which is when the Board can start processing the application; thereby, improving transparency of Board application processing times.	Apr 2023
j.	Implemented an automatic initial review and if deficiencies exist an email notification is sent; thereby, allowing staff to conduct their initial review once all documentation is received.	Oct 2023
k.	Implemented an automated email notification with deficiency(ies) that is sent to applicants at 30 days after application submission if the Program Director has not entered education data in the portal.	Feb 2024

2. Ongoing Activities		
a.	Automated email notification with status update details sent to applicants. (ELP)	
b.	Continuing the reasonable accommodation request process improvement efforts by adding the applicant's request form to BreEZe and updating the BRN's website.	
c.	Continuing with the reasonable accommodation request process improvement efforts, had initial discussions with National Council of State Nursing Boards (NCSBN) and the testing vendor, Pearson Vue, regarding the electronic submission of accommodation requests.	
d.	Continue identifying and implementing efficiencies to accurately reflect processing times.	
B.	Verifications: Process has been automated and reduced to 24 hours for license records in BreEZe/1-2 weeks for license records outside of BreEZe.	MET
1. Completed Activities		Month Year
a.	BRN's website was updated to include a statement regarding "Primary Source" data which explains that DCA's License Search reflects the BRN's primary source information.	May 2021
b.	Identified streamlined processes allowing documents received via the mail or microfilm to be searchable by staff and attached to the BreEZe record more expeditiously.	Nov 2021
c.	Requests and payment of fees for APRN certification verification and international license verification requests available online.	Feb 2022
d.	Effective March 10, 2022, License Verifications are completed through NURSYS®.	Mar 2022
e.	BreEZe interface was updated to include, but not limited to, delinquent and 8-year renewal license types allowing these records to be included in the NURSYS® daily interface.	Oct 2022
f.	Implemented adding APRN licensing data to NURSYS® for license verification purposes.	Apr 2024
2. Ongoing Activities		
a.	Working with NCSBN to develop and implement data cleanup process to assist with verifying information prior to BreEZe is accessible through NURSYS®.	
C.	Advanced Practice: Completion of initial review of APRN application within 30 days and review of deficient applications is completed within 30 days of receipt of documents.	MET
1. Completed Activities		Month Year
a.	Licensing staff email deficiency notices to applicants.	Jul 2021
b.	Identified streamlined processes allowing documents received via the mail or microfilm to be searchable by staff and attached to the BreEZe record more expeditiously.	Nov 2021
c.	The Board's sunset bill, AB 2684 (Berman, Chapter 413, Statutes of 2022), provided authority to combine the initial Certified Nurse Midwife (CNM) and Nurse Practitioner (NP) license applications with the CNM and NP furnishing number applications.	Jan 2022

d.	Executed a contract with National Clearinghouse to improve the transmission and receipt of transcripts.	Feb 2022
e.	Expanded the California Graduate Nursing Program Director Portal (Portal) to allow Program Directors of Nurse Practitioner (NP) and Certified Nurse Midwife (CNM) programs to electronically submit NP, NP Furnishing, CNM and CNM Furnishing education data which is then imported to the applicants BreEZe application. (ELP)	Mar 2022
f.	Updated BreEZe to allow the Enforcement Division to place and remove holds. (ELP)	Mar 2022
g.	Implemented automatic application closure when no fee is included with the BreEZe application within a set period of time. (ELP)	Mar 2022
h.	Eliminated paper application from the BRN website which promotes a more efficient and expeditious application process via BreEZe. (ELP)	Jun 2022
i.	Executed contract with Parchment to improve the transmission and receipt of transcripts.	Oct 2022
j.	Combined CNM and NP license applications with the CNM and NP furnishing number applications.	Jan 2023
k.	Streamlined the APRN application processes to ensure all processes/procedures adhere to the NPA which promotes a more efficient and expeditious application review process.	May 2023
l.	The Board voted during the May 2023 Board meeting to remove Method Three pathway for licensure for qualifying APRN applicants.	May 2023
m.	The Board voted during the May 2023 Board meeting to only accept electronic submission of transcripts (excluding international applicants).	May 2023
n.	Implemented initial phase of an auto issuance of Public Health Nurse (PHN) certification for California graduates.	Oct 2023
o.	Expanded the Portal to allow Program Directors of PHN programs to electronically submit education data which is then imported to the applicants BreEZe application.	Oct 2023
p.	Streamlined the process for the approval of Schedule II when advanced pharmacology content is verified during the furnishing application review.	Oct 2023
q.	DCA executed contract with Horne, LLP (Horne) for licensing application processing services and BRN onboarded contracted staff.	Oct 2023
r.	BRN trained Horne contracted staff on NP/NPF application processing.	May 2024

2. Ongoing Activities

a.	Continuous expansion of the Portal to allow Program Directors of Clinical Nurse Specialist (CNS) programs to electronically submit education data which is then imported to the applicants BreEZe application.
b.	Continue process for automated email notification with status update details sent to applicants. (ELP)
c.	Improving the combined CNM/CNMF and NP/NPF license application process.
d.	Ongoing continuous quality improvements efforts and website enhancements to increase efficiency with the APRN additional document submission process.
e.	Streamlining the out-of-state PHN certification process.

g.	Initiated process to start utilizing the national certification for CRNA and NMW added to Nursys® by NCSBN to increase efficiency with the APRN application requirements.	
h.	Initiated the development of the regulation package for CRNA and CNS to streamline and codify the application process	
D.	Out-of-State License by Examination: Reduce processing time down to 4-8 weeks.	MET
1. Completed Activities		Month Year
a.	Streamlined application requirements by removing photo requirement. (ELP)	Jul 2021
b.	Licensing staff email deficiency notices to applicants.	Jul 2021
c.	Eliminated paper application from the BRN website which promotes a more efficient and expeditious application process via BreEZe. (ELP)	Jul 2021
d.	Identified streamlined processes allowing documents received via the mail to be searchable by staff and attached to the BreEZe record more expeditiously.	Nov 2021
e.	Identified streamlined processes allowing documents received via the mail or microfilm to be searchable by staff and attached to the BreEZe record more expeditiously.	Nov 2021
f.	Executed a contract with National Clearinghouse to improve the transmission and receipt of transcripts.	Feb 2022
g.	Updated BreEZe to allow the Enforcement Division to place and remove holds. (ELP)	Mar 2022
h.	Implemented automatic application closure when no fee is included with the BreEZe application within a set period of time. (ELP)	Mar 2022
i.	Executed contract with Parchment to improve the transmission and receipt of transcripts.	Oct 2022
j.	The Board voted during the May 2023 Board meeting to remove Method Three pathway for licensure for qualifying APRN applicants.	May 2023
k.	Approval of California Code of Regulations (CCR), title 16, section 1410.5 on August 18, 2023.	Aug 2023
l.	DCA executed contract with Horne, LLP (Horne) for licensing application processing services and BRN onboarded contracted staff.	Oct 2023
m.	DCA released the Federal Professional License Portability and State Registration online portal implementing new professional license portability provisions within the Federal Servicemembers Civil Relief Act (SCRA).	Nov 2023
n.	BRN trained Horne contracted staff on out-of-state license by examination application processing.	Apr 2024
o.	Horne completed internal review process to evaluate out-of-state license by examination process	Dec 2024
2. Ongoing Activities		
a.	Automated email notification with status update details sent to applicants. (ELP)	
b.	Horne is drafting a report to summarize findings and recommendations.	
c.	Initiated meetings with DCA OIS to improve and streamline the RN out of state temporary license process and create a management monitoring tool.	

Goal 1: Licensing

The Board promotes licensing standards to protect consumers and support access to the profession for qualified individuals.

1.2	Enhance stakeholder accessibility to and communication with the BRN to improve customer satisfaction.	
Success Measure(s)		Status
A.	Significant reduction of repeat callers (volume cut by 25%).	
1. Completed Activities		Month Year
a.	Initiated a protocol for nursing registries, hospitals, and traveling nursing companies to obtain weekly application status(es).	Jan 2021
b.	The “Contact Us” page on the BRN website was enhanced to improve ease of completion.	Nov 2021
c.	Cross trained Public Information Unit staff to perform some licensing activities, including but not limited to endorsement applications, to address the callers at the initial point of contact.	Jan 2022
d.	During the November 2022 meeting, Nurse Midwifery Advisory Committee (NMAC) created the following subcommittees: 1) Public Engagement and Website, 2) Nurse Midwifery Scope of Practice 3) Regulations and 4) Nurse Midwifery Education. The Public Engagement and Website subcommittee will focus website improvement that will assist with accessibility, information sharing, and decreasing call volume.	Nov 2022
e.	The “Fingerprint Request” page on the BRN website was updated to allow applicants to request, via the website, a fingerprint Livescan form which results in an email transmittal immediately. This is a process improvement from the 2-3 business days timeframe for mailing prior to this update.	Oct 2023
f.	The “Fingerprint Request” page on the BRN website was updated to allow individuals to request, via the website, a fingerprint FD-258 Hard Card which results in a confirmation email as well as instructions on how to fill out the FD-258.	Oct 2023
g.	During the January 2024 meeting, CNSAC created the following subcommittees: 1) Public Engagement and Website and 2) Regulations. The Public Engagement and Website subcommittee will focus website improvement that will assist with accessibility, information sharing, and decreasing call volume.	Jan 2024
h.	During the January 2024 meeting, CRNAAC created the following subcommittees: 1) Public Engagement and Website, 2) Regulations and 3) Regulation Definitions. The Public Engagement and Website subcommittee will focus website improvement that will assist with accessibility, information sharing, and decreasing call volume.	Jan 2024
i.	Met with subcommittees on various advisory committees on public engagement and/or website enhancements.	Aug 2024

2. Ongoing Activities

a.	Licensing management and staff responding to general licensing emails received from external stakeholders and initiated a target date of one (1) to four (4) business days for responses.
b.	Continue quality improvement efforts to inform applicants and licensees if compliant with the fingerprint submission requirement.
c.	Ongoing continuous quality improvements efforts and website enhancements to provide transparent communication and to improve accessibility and efficiency with the application requirements for all licensing types and decrease the need for initial and repeat callers through the incorporation of including, but not limited to, feedback from internal and external stakeholders.
d.	Collaborating with DCA to contract with a Livescan vendor for fingerprint services for out-of-state applicants

Goal 1: Licensing

The Board promotes licensing standards to protect consumers and support access to the profession for qualified individuals.

1.3 Analyze and ensure fees are reasonable and align with other states/boards to ensure BRN fiscal solvency while ensuring affordability to applicants and licensees.

Success Measure(s)		Status
A.	Identification and implementation of appropriate fees.	
1. Completed Activities		Month Year
a.	The Board's sunset bill, AB 2684 (Berman, Chapter 413, Statutes of 2022), removed the minimum fee range for all licensing fees.	Jan 2022
b.	Fees charged for Continuing Approval Visits for prelicensure nursing education programs were removed by the Board's sunset bill thereby reducing the cost to prelicensure nursing programs by \$15,000 every five (5) years.	Jan 2022
c.	Effective March 10, 2022, License Verifications are completed through NURSYS®. The \$30 fee is paid to NURSYS® which eliminated the \$100 fee previously paid to the BRN.	Mar 2022
d.	NP/NPF combined application does not require a fee for the furnishing license thereby reducing the initial application cost by \$400.	Jan 2023
e.	CNM/CNMF combined application does not require a fee for the furnishing license thereby reducing the initial application cost by \$400.	Jan 2023
f.	BRN removed fees for all curriculum changes to a prelicensure nursing education program except for substantive changes defined in 16 CCR 1432 thereby reducing the cost to all programs by \$2,500 for each curriculum change request.	Jan 2023
g.	In partnership with DCA, implemented the PHN fee waiver for certification and recertification temporarily (SB 72 Budget Act of 2023).	Jan 2024
h.	Submitted legislative proposal in the second year of the 2023-2024 legislative session resulting in the introduction of AB 2471, authored by Assembly Member Patterson, to permanently remove the recertification renewal fee for all PHN certificate holders.	Jan 2024
i.	AB 2471 was enacted into law (Statutes 2024, Chapter 717) and becomes effective January 1, 2025, this will permanently remove the \$125 biannual recertification renewal fee for all PHN certificate holders.	Sep 2024
2. Ongoing Activities		
a.	Continue partnership with DCA's Budget Office to monitor and assess BRN's fund condition.	
b.	Presenting of information and training on fund condition to the Board by DCA's Budget Office during quarterly Board meetings.	
c.	Implementing BreZE updates to remove NPF and NMF renewal fees. This activity is pending regulation update(s).	
d.	Continue evaluating process improvements and enhancements to ensure the current fee is aligned with the workload for the specified activity.	
e.	Continue its efforts to update fees in CCR 1417 to align with statute and to ensure the current fee is aligned with the workload for the specified activity.	

Goal 1: Licensing

The Board promotes licensing standards to protect consumers and support access to the profession for qualified individuals.

1.4 Improve the process for licensing by endorsement to make it more timely and cost effective while maintaining low application fees.

Success Measure(s)		Status
A.	Processing times within 4-8 weeks of receipt of all documents.	MET
1. Completed Activities		Month Year
a.	Streamlined application requirements by removing photo requirement. (ELP)	Jul 2021
b.	Licensing staff email deficiency notices to applicants.	Jul 2021
c.	Eliminated paper application from the BRN website which promotes a more efficient and expeditious application process via BreEZe. (ELP)	Jul 2021
d.	Identified streamlined processes allowing documents received via the mail or microfilm to be searchable by staff and attached to the BreEZe record more expeditiously.	Nov 2021
e.	Cross trained Public Information Unit staff to perform some licensing activities, including but not limited to endorsement applications, to address the callers at the initial point of contact.	Jan 2022
f.	Executed a contract with National Clearinghouse to improve the transmission and receipt of transcripts.	Feb 2022
g.	Updated BreEZe to allow the Enforcement Division to place and remove holds. (ELP)	Mar 2022
h.	Implemented automatic application closure when no fee is included with the BreEZe application within a set period of time. (ELP)	Mar 2022
i.	Executed contract with Parchment to improve the transmission and receipt of transcripts.	Oct 2022
j.	Enhanced BreEZe to allow for applicants and licensees to pay miscellaneous fees (e.g. fingerprint fees)	Jan 2023
k.	The Board voted during the May 2023 Board meeting to remove Method Three pathway for licensure for qualifying APRN applicants.	May 2023
l.	Approval of CCR, title 16, section 1410.5 on August 18, 2023	Aug 2023
m.	Implemented an automatic initial review and if deficiencies exist an email notification is sent; thereby, allowing staff to conduct their initial review once all documentation is received.	Oct 2023
n.	DCA executed contract with Horne, LLP (Horne) for licensing application processing services and BRN onboarded contracted staff.	Oct 2023
o.	BRN trained Horne contracted staff on licensure by endorsement application processing.	Nov 2023
p.	Horne completed the review of the BRN's overall licensing process	Dec 2024
q.	Licensing initiated the concierge service to assist applicants to complete the application process	Dec 2024

2. Ongoing Activities

a.	Continue monitoring and assessment of processing times of licensure by endorsement applications.
b.	Automated email notification with status update details sent to applicants. (ELP)
c.	Continue monitoring and assessment of Horne work product associated to licensure by endorsement applications.

GOAL 2: ENFORCEMENT

<i>Goal 2: Enforcement</i>		
The Board protects the health and safety of consumers through the enforcement of the laws and regulations governing the practice of nursing.		
2.1	Align the enforcement processing times with the Board's efforts to ensure safe nurses continue to practice.	
Success Measure(s)		Status
A.	Reduction of processing times with sixty percent (60%) of cases meeting or exceeding the CPEI 540-day goal currently not being met.	
1. Completed Activities		Month Year
a.	Eliminated paper case processing in several areas, including but not limited to, electronic complaint processing, electronic investigative cases, transmittals to the Attorney General's Office, Expert Consultants and created the Central Enforcement File.	Dec 2021
b.	Executed a Memorandum of Understanding (MOU) between the Superior Court of California, County of Los Angeles and BRN to improve the receipt of court documents.	Jun 2022
c.	Developed and implemented new marketing materials to inform a greater number of RNs of the Intervention Program.	Nov 2022
d.	Division of Investigation (DOI) referral and triage pilot concluded.	Mar 2024
e.	Implemented the DOI Complaint Prioritization and Referral Guidelines (CPRG) for Healing Arts Boards which was initiated on March 1, 2024. With this implementation, the BRN triage pilot ended; however, the BRN continues to perform enhanced triage on appropriate cases which was one of the pilot terms (not an initial term).	Mar 2024
2. Ongoing Activities		
a.	Partnering with the Organizational Improvement Office (OIO) to map out the process of the Enforcement Division and the Investigation Section to identify areas in which efficiencies can be achieved.	
b.	Continue quality improvement efforts to identify and address processing delays related to the intake, triage and investigation of complaints.	
c.	Continue quality improvement efforts to eliminate paper case processing.	
d.	Partnering with DCA's Office of Information Services (OIS) within the DCA Portfolio Governance team to develop the BreZEze Time Tracking Functionality and the accompanying Quality Business Interactive Reporting Tool (QBIRT) reports.	
e.	Continue to identify and procure investigative tools to efficiently triage and investigate complaints.	
f.	Recruiting Special Investigators, permanent and limited term, to improve case processing times in the Investigations Section.	
g.	Partnering with the Office of the Attorney General (OAG) to provide training to Enforcement and Investigation staff, including but not limited to annual training series.	
h.	Ongoing development of a procedure manual for investigation of precicensure nursing school complaints and applicable training for staff.	

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| i. | Partnering with DCA's Legal Division and the Office of the Attorney General on subpoena enforcement efforts |
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Goal 2: Enforcement

The Board protects the health and safety of consumers through the enforcement of the laws and regulations governing the practice of nursing.

2.2 Review the Board's approach to discipline to make sure it is evidence-based and effective to protect the public.

Success Measure(s)		Status
A.	Uniform in our approach, with regards to other healing arts boards.	
1. Completed Activities		Month Year
a.	Hired the two vacant Enforcement Deputy Chief positions which allows BRN to begin the process of reviewing the Board's approach to discipline.	Apr 2022
b.	Established a pilot process where Executive Management attends all IECs to provide guidance and identify efficiencies.	Apr 2022
c.	Initiated using BreZE for assigning and tracking cases for job placement and course assignments for probationers.	Sep 2022
d.	Coordinated with DCA for a third-party citation fine and cost recovery.	Oct 2023
e.	Hired the vacant Investigations Division Deputy Chief position.	May 2023
f.	Developed an Intervention Evaluation Committee Member guide which included retraining of existing and training of new Intervention Evaluation Committee (IEC) members.	Dec 2022
g.	Conducted an in-person Investigations All Staff meeting and training on February 7, 2023.	Feb 2023
h.	Realigned of the probation employment approval and modification of employment processes.	Jun 2023
i.	Realigned of the probation course approvals and modification of course approval processes.	Jun 2023
j.	Hired the vacant Enforcement Nursing Education Consultant (NEC) which allows BRN to continue to review the realignment of the employment approvals and modifications process and the course assignments and approvals process.	Jul 2023
2. Ongoing Activities		
a.	Continue partnership with DCA on the implementation for a third-party citation fine and cost recovery.	
b.	Partnering with other healing arts boards in the Med Spa/IV Hydration Taskforce and investigate cases alleging negligent intravenous hydration and/or therapy.	
c.	Participation in the NCSBN Substance Use Disorder Monitoring Programs (5-year pilot study 2022-2027).	
d.	Review of the Intervention Program, including but not limited to the Intervention Evaluation Committees (IEC) and delivery of services.	
e.	DCA has contracted with a new vendor for the alternative to discipline programs for all 8 healing arts boards that began on January 2025.	

GOAL 3: CONTINUING EDUCATION

<u>Goal 3: Continuing Education</u>		
The Board establishes continuing education standards to ensure ongoing nursing competency and promote public safety.		
3.1	Increase audits of RNs and education providers to ensure compliance with continuing education requirements.	
Success Measure(s)		Status
A.	Complete RN audits per Comprehensive Plan for Approving and Disapproving Continuing Education Opportunities.	
1. Completed Activities		Month Year
a.	Hired a Retired Annuitant (RA) NEC to begin streamlining the RN audit process to ensure alignment with the Comprehensive Plan for Approving and Disapproving Continuing Education Opportunities. RA NEC resigned, and a new RA NEC was hired.	Aug 2022 Jun 2023
b.	Redirected a staff member who was returned from the contract tracing assignment to work with the RA NEC to streamline the RN audit process and ensure alignment with the Comprehensive Plan for Approving and Disapproving Continuing Education Opportunities.	Aug 2022
2. Ongoing Activities		
a.	Executive Leadership Team continues to look at the organizational structure to ensure optimal effectiveness and efficiency.	
b.	Partnering with DCA's Office of Information Services (OIS) to research the development of an IT tool to maintain CE provider and course data.	
c.	Review and updating the website to for transparency of the CE requirements.	
B.	Complete CEP audits per Comprehensive Plan for Approving and Disapproving Continuing Education Opportunities.	
1. Completed Activities		
a.	Hired a RA NEC to begin streamlining the RN audit process to ensure alignment with the Comprehensive Plan for Approving and Disapproving Continuing Education Opportunities. RA NEC resigned, and a new RA NEC was hired.	Aug 2022 Jun 2023
b.	Approval of CCR, title 16, sections 1450 and 1456 by OAL on August 12, 2022.	Aug 2022
2. Ongoing Activities		
a.	Executive Leadership Team continues to look at the organizational structure to ensure optimal effectiveness and efficiency.	
b.	Continue partnership with OIO to map out the process of the Continuing Education Provider (CEP) audit process.	
c.	Continue design and implementation of the CEP audit process.	

Goal 3: Continuing Education

The Board establishes continuing education standards to ensure ongoing nursing competency and promote public safety.

3.2 Analyze, and update if needed, ways to improve the continuing education reporting process to streamline and improve customer service.

Success Measure(s)		Status
A.	CE reporting consistent with Comprehensive Plan for Approving and Disapproving Continuing Education Opportunities.	
1. Completed Activities		Month Year
a.	Hired a RA NEC to begin developing the CEP audit process and ensure alignment with the Comprehensive Plan for Approving and Disapproving Continuing Education Opportunities. RA NEC resigned, and a new RA NEC was hired.	Aug 2022 Jun 2023
2. Ongoing Activities		
a.	Updating the Continuing Education request and approval process to include, but not limited to, integrating the form submitted by the continuing education provider for course approval into BreEZe.	
b.	Partnering with OIS to research the development of an IT tool to maintain CE provider and course data.	
c.	Executive Leadership Team continues to look at the organizational structure to ensure optimal effectiveness and efficiency.	
d.	Continued partnership with OIO to map out the process of the CEP audit process.	

GOAL 4: EDUCATIONAL OVERSIGHT

<u>Goal 4: Educational Oversight</u>		
The Board establishes nursing education standards to ensure the quality of education and consumer protection.		
4.1	Align educational oversight activities with national accreditation programs to identify and reduce any redundancies.	
Success Measure(s)		Status
A.	Visits conducted in collaboration with accreditors.	MET
1. Completed Activities		Month Year
a.	Conducted the first joint Continuing Approval Visit (CAV) with accreditors to increase efficiencies.	Sep 2021
b.	Implemented new policies and procedures to align with accreditation processes, where appropriate (i.e., allowing nursing programs to submit the accreditors report and supplement any missing information with an addendum thereby minimizing the workload of the Dean or Director).	Jan 2022
c.	Faculty approvals available on the DCA License Search page.	Mar 2022
d.	Data migration of existing faculty approvals completed in August 2022.	Aug 2022
e.	Submitted legislative proposal in the second year of the 2023-2024 legislative session resulting in the introduction of AB 2015, authored by Assembly Member Schiavo, establishing a process and the criteria for a RN to obtain approval from the Board to serve as a faculty member, assistant director, or director at any Board-approved prelicensure nursing program.	Jan 2024
g.	Presented at COADN and CACN conferences on topic including but not limited to the clarification of the updated Faculty approval process outlined in the Board's sunset bill, AB 2684 (Berman, Chapter 413, Statutes of 2022).	Mar/Apr 2024
h.	Provided notification to legislative staffer and NECs on the clarified Faculty approval process in alignment with BPC 2786.2(b)(1).	Mar 2024
2. Ongoing Activities		
a.	Staff is reviewing the faculty approval process to streamline, data collection to track growth and recession by region, and creating a faculty resource for academia.	
b.	Continue the development of the uniform methods required per the Board's sunset bill, which includes, but is not limited to, meeting with three nursing accrediting agencies.	
c.	Ongoing continuous quality improvements efforts, form(s) revisions, and website enhancements to provide transparent communication and to improve efficiency with the CAV.	
d.	Continue partnership with the California Community Colleges Chancellors Office (CCCCO) leadership regarding community college nursing program oversight.	
e.	Continue partnership with the Bureau of Private and Postsecondary Education (BPPE) leadership regarding private college and university oversight.	

Goal 4: Educational Oversight

The Board establishes nursing education standards to ensure the quality of education and consumer protection.

4.2 Support regional consortiums to promote equitable clinical placements and reduce clinical impaction.

Success Measure(s)		Status
A.	Regional data accessible on website for public and Board use.	
1. Completed Activities		Month Year
a.	The Board's sunset bill, AB 2684 (Berman, Chapter 413, Statutes of 2022) prohibits the Board from considering nursing workforce issues, including those identified under BPC section 2717 as factors for purposes of enrollment increase considerations. This conflicts with CSA Audit 2019-120 Recommendation 2 issued to the Board.	Jan 2022
b.	The Board's sunset bill, AB 2684 (Berman, Chapter 413, Statutes of 2022) amended BPC Section 2786(c) to read: (3)(A) The board shall annually collect, analyze, and report information related to the number of clinical placement slots that are available and the location of those clinical placement slots within the state, including, but not limited to, information concerning the total number of placement slots a clinical facility can accommodate and how many slots the programs that use the facility will need. (B) The board shall utilize data from available regional or individual institution databases. (C) The board shall place the annual report on its internet website.	Jan 2022
c.	Updated CCR, title 16, sections 1432 to require the EDP-I-01 for any new campus location(s).	Oct 2022
d.	Developed and implemented a regional data tool that reflects Board actions of enrollment increase requests to inform the Board when making evidence-based decisions and increase transparency to the public.	Nov 2022
e.	BRN's website was updated to include statewide prelicensure nursing program enrollment data that displays the Board's actions on requests for enrollment increases.	Sep 2024
2. Ongoing Activities		
a.	Continue implementation activities for amended BPC Section 2786(c)(3)(A-C) and CSA Report 2019-120 recommendations 6, 7 and 9.	
b.	Continued collaboration with DCA's OIS to develop a prelicensure nursing program enrollment IT tool that displays the Board's actions on requests for enrollment increases on its website.	
c.	Continue partnering with various parties to support the efforts on data collection and reporting on clinical placements.	

4.3	Continue to assess and report on workforce needs and the availability of clinical placement sites to ensure the Board’s decisions are evidence-based.	
Success Measure(s)		Status
A.	Regional data accessible on website for public and Board use.	
1. Completed Activities		Month Year
a.	The contract for the University of California, San Francisco (UCSF) was extended and updated to include regional analysis as a contract deliverable.	Aug 2021
b.	Nursing Education and Workforce Advisory Committee (NEWAC) restructure approved during the November 2021 Board meeting with the Charter approved during the May 2022 Board meeting.	May 2022
c.	Approval of CCR, title 16, section 1427 by OAL on October 14, 2022.	Oct 2022
d.	Developed and implemented a regional data tool that reflects Board actions of enrollment increase requests to inform the Board when making evidence-based decisions and increase transparency to the public.	Nov 2022
e.	Discussed during the February 2023 Board meeting the requirements of BPC 2717 in which the Board shall develop a plan to address regional areas of shortage identified by its nursing workforce forecast.	Feb 2023
f.	During the December 2022 and March 2023 meetings, NEWAC created the following subcommittees: 1) Simulation Standards, 2) Workforce Survey, 3) Clinical Placement and Impaction, 4) Cultural Competency, Diversity, Pathway to Nursing, 5) Theory Practice Gap and New Grad Orientation, 6) Workforce Retention, 7) Curriculum Standards and Guidelines, and 8) Faculty. These subcommittees will assist NEWAC in the assessment and reporting of workforce needs and the availability of clinical placement sites to the Board.	Mar 2023
g.	Posted the “California Board of Registered Nursing 2020 Survey of Registered Nurses” report, dated May 1, 2023, to the BRN website and a presentation by University of California, San Francisco on the analysis of nursing workforce was given during the May 2023, Board meeting.	May 2023
h.	The contract for the University of California, San Francisco (UCSF) was extended.	Sep 2023
i.	During the March 2024 meeting, NEWAC voted to sunset the Workforce Survey subcommittee.	Mar 2024

2. Ongoing Activities	
a.	In partnership with DCA's OIS a clinical placement technological tool was developed and is in the testing phase. This tool that will compile and aggregate facility and school specific information and compare data with HCAI's (formerly OSHPD), list of health care facilities.
b.	Continue to work towards compliance with the requirements of BPC 2717 in which the Board shall develop a plan to address regional areas of shortage identified by its nursing workforce forecast.
c.	Continue collaboration with DCA's OIS to implement an interactive map displaying information, including but not limited to, student enrollment numbers, faculty resources, and nursing workforce.
d.	Continuous quality improvement efforts to enhance the BRN's website to make nursing workforce data easily accessible.
e.	Continue partnering with various parties to support the efforts on data collection and reporting on clinical placements.

Goal 4: Educational Oversight

The Board establishes nursing education standards to ensure the quality of education and consumer protection.

4.4 Evaluate educational requirements and initiate evidence-based revisions as appropriate.

Success Measure(s)		Status
A.	16 CCR 1426 is current and is evidence based to ensure preparation of the applicant and meet the mission of the Board.	
1. Completed Activities		Month Year
a.	The Board's request to add language to AB 2684 (Berman, Chapter 413, Statutes of 2022) regarding 500-hour direct patient care requirement was successful. BPC 2756(a)(2) was added to state: An approved school of nursing or nursing program shall meet a minimum of 500 direct patient care clinical hours in a board-approved clinical setting with a minimum of 30 hours of supervised direct patient care clinical hours dedicated to each nursing area specified by the board.	Jan 2022
b.	Implemented second look process on any faculty approval request submitted by the Board approved Program Directors to ensure all information has been reviewed prior to denying a request for faculty approval	Aug 2022
c.	Enhanced the BRN's website to include nursing program's tuition and enrollment numbers.	Apr 2023
d.	All Board-approved prelicensure nursing programs are in compliance with the updated 500-hour direct patient care requirement delineated in BPC 2786(a)(2).	Aug 2023
e.	All Board-approved prelicensure nursing programs are in compliance with the updated implicit bias graduation requirement delineated in BPC 2786(f)(1).	Aug 2023
f.	Approval of regular rulemaking package to update CCR, title 16, section 1410.5 to provide a coursework exemption for out of state applicants on August 18, 2023.	Aug 2023
g.	Approval of regular rulemaking package to update CCR, title 16, section 1426 to remove the requirement for 75 percent of clinical hours to be completed in direct patient care in a specified nursing content area on May 1, 2024.	May 2024
h.	Board Action Letter (BAL) updated process implemented with data available on the Board's website.	Nov 2024
2. Ongoing Activities		
a.	Continue collaboration with Board of Vocational Nurses and Psychiatric Technicians (BVNPT) and BPPE to discuss education oversight, identify and minimize possible duplication of efforts, and enhance partnership.	

GOAL 5: LAWS AND REGULATIONS

<u>Goal 5: Laws and Regulations</u>		
The Board enforces the laws within its purview, establishes regulations and advocates for legislation to effectively carry out its mission.		
5.1	Ensure all stakeholder voices are heard and given equal consideration for better informed policies.	
Success Measure(s)		Status
A.	Increased stakeholder engagements.	
1. Completed Activities		Month Year
a.	Held public Interested Parties Meetings to solicit comments on regulatory language that the NPAC was recommending to the Board.	Jul 2021 Oct 2021
b.	Reviewed and restructured the membership composition of non-legislative advisory committees to include a public member.	May 2022
c.	The Board's Executive Officer (EO) and staff attended California Organization of Associate Degree Nursing (COADN) and California Association of Colleges of Nursing (CACN) joint conference in Monterey in October 2022.	Oct 2022
d.	Board voted during the November 2022 meeting to create a Certified Registered Nurse Anesthetist Advisory Committee (CRNAAC).	Nov 2022
e.	Board voted during the November 2022 meeting to create a Clinical Nurse Specialist Advisory Committee (CNSAC).	Nov 2022
f.	Conducted an in-depth training in January 2023, including but not limited to, the Recommended Guidelines for Disciplinary Orders and Conditions of Probation (Disciplinary Guidelines) through a joint NPAC and NMAC public meeting.	Jan 2023
g.	EO attended NCSBN Executive Officer Orientation meeting in Chicago in January 2023.	Jan 2023
h.	EO and staff attended COADN spring conference in Palm Springs in March 2023.	Mar 2023
i.	EO and Board President attended 2023 NCSBN Midyear Meeting Executive Leadership and President Forum in Seattle in March 2023.	Mar 2023
j.	EO and staff attended CACN spring conference in Long Beach in April 2023.	Apr 2023
k.	EO appointed CRNA members to the CRNAAC and CNS members to the CNSAC.	May 2023
l.	Implemented a process to email a reminder to the Deans and Directors via the ListServ on Board and Committee meeting days.	Jun 2023
m.	Held a public NEWAC interested parties meeting to solicit comments on issues pertinent to registered nursing education and/or workforce on June 15, 2023.	Jun 2023
o.	Chief of Legislative Affairs attended Congressional Nursing Workforce Summit in Fresno.	Jun 2023
n.	EO and Board President attended 2023 NCSBN Annual Meeting in Chicago in August 2023.	Aug 2023

p.	Initiated an email notification process to notify appropriate external stakeholders when a webcast of a meeting is available on the BRN website.	Sep 2023
q.	EO and staff attended the COADN and CACN joint conference in Monterey in October 2023.	Oct 2023
r.	Conducted two sessions of training in December 2023, including but not limited to, roles and responsibilities, meeting structure and polices, Public Records Act, MaxCMS, and CalATERS.	Dec 2023
s.	EO appointed the public member to the CRNAAC, filling its final vacancy.	Dec 2023
t.	Conducted the first CNSAC and CRNAAC public meeting which included an onboarding training, including but not limited to, roles and responsibilities, the Bagley-Keene Open Meeting Act, and the regulatory process.	Jan 2024
u.	EO and staff attended COADN spring conference in Palm Springs in March 2024.	Mar 2024
v.	EO and Board President attended 2024 NCSBN Midyear Meeting Executive Leadership and President Forum in Atlanta in March 2024.	Mar 2024
w.	EO and staff attended CACN spring conference in Rancho Mirage in April 2024.	Apr 2024
x.	EO attended NCSBN Executive Officer Summit in Utah in June 2024.	Jun 2024
y.	EO presentation on the California Community Colleges new initiative (Apprenticeship Pathway Demonstration Project).	Aug 2024
z.	EO and staff attended the COADN and CACN joint conference in Universal City in October 2024.	Oct 2024
2. Ongoing Activities		
a.	Continue the WebEx platform for all public meetings to allow for greater public participation.	
b.	DCA and BRN staff, including but not limited to, DCA Regulations Attorney, Board Legal Counsel, Executive Officer, Chief of Legislative Affairs, attend Board meetings, stakeholder meetings and taskforce meetings to provide information.	
c.	Continue outreach and/or onboarding activities for advisory committee members, as appropriate.	
d.	Creating a ListServ email for Deans and Directors of APRN programs to enhance communication.	

Goal 5: Laws and Regulations

The Board enforces the laws within its purview, establishes regulations and advocates for legislation to effectively carry out its mission.

5.2 Review statutes and advocate for updates or new statutes as appropriate to ensure they are current and based on evidence and best practices.

Success Measure(s)		Status
A.	Established policies and procedures with a monitoring and reevaluation component.	In Progress 50%
1. Completed Activities		Month Year
a.	Hired and initiated the on-boarding of the new Chief of Legislative Affairs to lead this endeavor and the change agent for the organization.	May 2022
b.	Communicated Board positions, testified, provided technical assistance and drafted proposed language for bills that impacted the BRN or its licensees during the 2021-2022 legislative session.	Jan-Sep 2022
c.	Submitted legislative proposal for code clean up to the Senate Business and Professions Committee.	Jan 2023
d.	Communicated Board positions, testified, provided technical assistance and drafted proposed language for bills that impacted the BRN or its licensees during the first years of the 2023-2024 legislative session.	Jan-Sep 2023
e.	DCA released the Federal Professional License Portability and State Registration online portal implementing new professional license portability provisions within the Federal Servicemembers Civil Relief Act (SCRA).	Nov 2023
f.	In partnership with DCA, implemented the PHN fee waiver for certification and recertification temporarily (SB 72 Budget Act of 2023).	Jan 2024
g.	Identified legislative vehicles for three legislative proposals in the second year of the 2023-2024 legislative session: 1) proposal to improve faculty approval process; 2) proposal to remove the renewal process for PHNs; and 3) code clean up proposal.	Jan 2024
h.	Communicated Board positions, met with stakeholders, testified at committee hearings, provided technical assistance, and drafted proposed language for bills impacting the BRN during the second year of the 2023-2024 legislative session.	Oct 2024
i.	Developed and executed implementation plans for bills that were signed into law during the second year of the 2023-2024 legislative session and took effect January 1, 2025.	Jan 2025

2. Ongoing Activities

a.	Continue enhanced partnership with DCA to include regular meetings on bill impact and implementation plans; identification of outdated statutes requiring repeal; and advocate for updates to existing or new statutes.
b.	Continue developing policies and procedures to ensure statutes and regulations are current and based on evidence and best practices.
c.	Continue partnership with DCA, via the EO and DCA's Executive Leadership and Legal Division, to implement the provisions of BPC 870 requiring expedited licensure for applicants who provide abortions and can demonstrate their intent to do so as delineated in statute.

Goal 5: Laws and Regulations

The Board enforces the laws within its purview, establishes regulations and advocates for legislation to effectively carry out its mission.

5.3 Review regulations and revise as necessary to ensure currency and alignment with best practices and evidence.

Success Measure(s)		Status
A.	Enhanced regulation process to clear backlogs and prevent future backlogs.	In Progress 50%
1. Completed Activities		Month Year
a.	Approval of Change without Regulatory Effect (Section 100) to update CCR, title 16, section 1480 on December 23, 2021.	Dec 2021
b.	Approval of regular rulemaking package to update CCR, title 16, section 1484 on February 8, 2022.	Feb 2022
c.	Hired and initiated the on-boarding of the new Chief of Legislative Affairs to lead this endeavor and the change agent for the organization.	May 2022
d.	Approval of regular rulemaking package to update CCR, title 16, section 1486 on August 8, 2022.	Aug 2022
e.	Approval of regular rulemaking package to update CCR, title 16, sections 1450 and 1456 on August 12, 2022.	Aug 2022
f.	Approval of regular rulemaking package to update CCR, title 16, section 1427 on October 14, 2022.	Oct 2022
g.	Approval of regular rulemaking package to update CCR, title 16, sections 1423 and 1432 on October 18, 2022.	Oct 2022
h.	Established a ListServ for regulations packages.	Dec 2022
i.	Approval of Change without Regulatory Effect (Section 100) to update CCR, title 16 section 1452 on December 14, 2022.	Dec 2022
j.	Approval of Change without Regulatory Effect (Section 100) to update CCR, title 16 section 1426 on December 19, 2022.	Dec 2022
k.	Approval of regular rulemaking package to update CCR, title 16, sections 1480, 1481, 1482.3, 1482.4, and 1487 to establish two new categories of nurse practitioners on December 23, 2022.	Dec 2022
l.	Conducted an in-depth training in January 2023, including but not limited to, the Disciplinary Guidelines through a joint NPAC and NMAC public meeting.	Jan 2023
m.	Provided technical assistance and proposed regulatory language for inclusion in a legislative bill creating a retired license (AB 633 (Patterson)).	April 2023
n.	Approval of regular rulemaking package to update CCR, title 16, section 1410.5 to provide a coursework exemption for out of state applicants on August 18, 2023.	Aug 2023
o.	Approval of Change without Regulatory Effect (Section 100) to update CCR, title 16, section 1463 on October 18, 2023.	Oct 2023
p.	Approval of Change without Regulatory Effect (Section 100) to update CCR, title 16, section 1421 on November 7, 2023.	Nov 2023

q.	Approval of regular rulemaking package to update CCR, title 16, section 1452 regarding continuing education requirement exemptions on March 14, 2024.	Mar 2024
r.	Approval of regular rulemaking package to update CCR, title 16, section 1426 regarding direct patient care hours on May 1, 2024.	May 2024
s.	Approval of Change without Regulatory Effect (Section 100) to update CCR, title 16, section 1484 on August 2, 2024.	Aug 2024
2. Ongoing Activities		
a.	The Board is continuing its efforts to address the backlog of regulations along with the current regulation packages.	
b.	Enhanced partnership with DCA to include regular meetings on bill impact and implementation plans; identification of outdated statutes requiring repeal; and advocate for updates to existing or new statutes.	
c.	Developing, repairing, and fostering relationships with Legislators, legislative staff, and external stakeholders for purposes of increasing the clarity and quality of regulation development.	
d.	Initial rulemaking package to update CCR, title 16, 1444.5 regarding disciplinary guidelines for independent practitioners is under development.	
e.	Initial rulemaking package to update CCR, title 16, 1484 regarding out of state nurse practitioner programs is with Agency for approval.	
f.	Draft proposed text to implement SB 1451 (Ashby, Chapter 481, Statutes of 2024) and other related changes on February Board Meeting agenda.	
g.	Draft Change without Regulatory Effect (Section 100) to update CCR, title 16, section 1417 due to passage of AB 2471 (Patterson, Chapter 717, Statutes of 2024) with BRN leadership for approval.	

GOAL 6: ORGANIZATIONAL DEVELOPMENT

<i>Goal 6: Organizational Development</i>		
The Board strives to build an excellent organization through effective and responsible Board governance, leadership, management.		
6.1	Assess dialogue with stakeholders to increase transparency.	
Success Measure(s)		Status
A.	Numbers and ratings for customer service survey improved.	
1. Completed Activities		Month Year
a.	Conducted BRN All Staff meeting in June 2022.	Jun 2022
b.	Established an internal SharePoint site to improve efficiency of the review and record keeping process for media inquiries.	Sep 2022
c.	Conducted BRN All Staff meeting in November 2022.	Nov 2022
d.	Conducted BRN All Staff meeting in May 2023.	May 2023
e.	Released the Fall 2023 BRN report in September 2023.	Sep 2023
f.	Conducted BRN All Staff meeting in November 2023.	Nov 2023
g.	During the January 2024 meeting, CNSAC created the following subcommittees: 1) Public Engagement and Website and 2) Regulations.	Jan 2024
h.	During the January 2024 meeting, CRNAAC created the following subcommittees: 1) Public Engagement and Website, 2) Regulations and 3) Regulation Definitions.	Jan 2024
i.	BRN 2024 satisfaction survey released.	Mar 2024
j.	Conducted BRN All Staff meeting in May 2024.	May 2024
k.	BAL updated process implemented with data available on the Board's website.	Nov 2024
l.	Conducted BRN All Staff meeting in December 2024.	Dec 2024
m.	Participated in DCA's career fair for the general public.	Jan 2025
2. Ongoing Activities		
a.	Continue media campaign to increase engagement through social media utilizing Facebook, Instagram, and LinkedIn.	
b.	Increase transparency by encouraging individuals to sign up for the BRN ListServ.	
c.	Engage with various stakeholders regarding the Enforcement processes.	
d.	Pro-actively communicate with media to share Board updates (e.g. AB 890)	
e.	Developing outreach to encourage individuals to use Livescan technology when submitting their fingerprints for an endorsement application. The use of Livescan technology can reduce the processing time for endorsement applications.	
f.	Continuous quality improvement efforts to enhance and increase the accessibility of the BRN's website.	
g.	Designing, implementing, and revising, as appropriate, an internal and external communication plan to release and receive information.	
h.	Winter 2025 BRN Report publication pending release first quarter of 2025.	

Goal 6: Organizational Development

The Board strives to build an excellent organization through effective and responsible Board governance, leadership, management.

6.2 Identify and implement opportunities to improve practices and communication with Board Members to ensure the highest level of meeting preparation and transparency.

Success Measure(s)		Status
A.	Numbers and ratings for customer service survey improved.	
1. Completed Activities		Month Year
a.	Restructured the Committee and Board meeting formats so that the Board meetings focus on decision making and education while the Committee meetings concentrate on the matters being presented to the Committees.	Jan 2022
b.	Established a procedure to include a standing agenda item to report information to the Board on advisory committee activities and Board activities to the advisory committees.	Nov 2022
2. Ongoing Activities		
a.	Continue posting materials in advance of meetings and in formats more accessible to the public.	
b.	Meetings with BRN liaisons and committee chairs are scheduled as appropriate.	
c.	Provide educational presentations and tools to Board members as appropriate.	
d.	Reviewing and enhancing BRN Board member onboarding and continued training processes to support DCA's Board Member Orientation Training (BMOT).	

Goal 6: Organizational Development

The Board strives to build an excellent organization through effective and responsible Board governance, leadership, management.

6.3 Provide ongoing continuing education for Board Members to increase their effectiveness in serving as a Board Member.

Success Measure(s)		Status
A.	Provide informational sessions at Board meetings.	
1. Completed Activities		Month Year
a.	Provided training during the January 13, 2022, Board meeting on how to research a legislative bill using LegInfo.com.	Jan 2022
b.	Presentation on the role and scope of the RN in aesthetic medicine during the May 18-19, 2022, Board meeting.	May 2022
c.	Implemented and trained Board Members on new discipline voting platform processes.	Jun 2022
d.	Presentation by HCAI on scholarship and loan repayment programs for nursing students during the February 15-16, 2023, Board meeting.	Feb 2023
e.	Presentation by EO on United States Pharmacopeia (USP chapters 795 and 797) regarding compounding standards during the February 15-16, 2023, Board meeting	Feb 2023
f.	Presentation by BRN's Chief of Legislative Affairs on the legislative process during the March 16, 2023, Board meeting.	Mar 2023
g.	Presentation by the BRN's Chief of the Enforcement Division on the Disciplinary Guidelines during the March 16, 2023, Board meeting.	Mar 2023
h.	Presentation by University of California, San Francisco on analysis of nursing workforce conducted pursuant to BPC section 2717 during the May 17, 2023, Board meeting.	May 2023
i.	Presentation by Surani Kwan with Sutter Health on employment for Nurse Practitioners with the 103-distinction during the June 29, 2023, Nursing Practice Committee meeting.	June 2023
j.	Presentation by NCSBN on the new nursing shortage report during the August 24-25, 2023, Board Meeting.	Aug 2023
k.	Presentation by the CDA Internal Audit Office on the State Leadership Accountability Act (SLAA) during the August 24-25, 2023, Board Meeting.	Aug 2023
l.	Presentation by EO on IV Hydration during the August 24-25, 2023, Board Meeting.	Aug 2023
m.	Presentation by NCSBN on E-notify during the November 15-16, 2023, Board Meeting.	Nov 2023
n.	Presentation by NCSBN on the Impact of COVID-19 Pandemic on Nursing Education: A National Study of Prelicensure RN Programs during the November 15-16, 2023, Board Meeting.	Nov 2023
o.	Presentation by the Department of Rehabilitation (DOR) (Hellan Dowden and Dawn Anderson) on School Nurse Apprenticeship Pathway to Success with DOR during the February 28-29, 2024, Board Meeting.	Feb 2024

p.	Presentation by EO on the overview of scope of practice of CNS during the February 28-29, 2024, Board Meeting.	Feb 2024
q.	Presentation by Enforcement Division Chief on the Intervention Program, including but not limited to statistics, program updates, the intervention evaluation committee's roles and responsibilities.	Feb 2024
r.	Presentation by EO of roles and responsibilities of Board, Board members, state agency organizational structure and Board staff.	May 2024
s.	Presentation by EO on the overview of scope of practice of CRNA during the May 23-24, 2024, Board Meeting.	May 2024
t.	Presentation by Enforcement Division Chief on the Intervention Program, including but not limited to contracted program vendor, general requirements, legislation, regulations, and Uniform Standards governing the IP; recovering agreements, IEC member appointment, terms, responsibilities, and training; differences between IP and probation; etc.	May 2024
u.	Presentation by Enforcement Division Chief on the Intervention Program, including but not limited to needing full clinical diagnostic evaluation(s) and reassessment(s) with a focus on the participants' ability to safely return to work in a capacity as a registered nurse during the Intervention Program.	Jun 2024
v.	Presentation by Enforcement Division Chief on the Intervention Program, including but not limited to working a registered nursing in a position requiring patient care, with or without narcotic access, prior to successful completion of Intervention Program.	Jun 2024
w.	Presentation by The American Red Cross on Nurses as a Vital Resource in Disaster.	Aug 2024
x.	Presentation by NCSBN on Approval of nursing programs and the evidence-based Regulatory Guidelines for Boards of Nursing when approval programs and the Annual Report Program.	Aug 2024
y.	Presentation by NCSBN on Substance use disorder (SUD) alternative to discipline outcomes and components of monitoring programs 2020 research study.	Aug 2024
z.	Presentation by EO on Regarding requirements for participation and completion of the Intervention Program, including requirements of working in positions involving direct or indirect patient care and/or furnishing or administering narcotics to patients; update from Executive Officer on review of individual program participant requirements.	Aug 2024
aa.	Presentation by Nanette Solvason with the Bay Area Community College Consortium (BACCC) on Nursing Education in California; California Community Colleges.	Nov 2024

2. Ongoing Activities	
a.	Information and training on fund condition presented to Board by DCA's Budget Office during quarterly Board meetings.
b.	Information and training on the nursing profession presented to Board during quarterly Board meetings as appropriate.
c.	Updating the on-boarding materials and general information for Board Members.
d.	Continuous quality improvement efforts to provide BRN process training and tools at Board meetings.
e.	Continue to respond to Board members requests for information on Board activities and provide training, when appropriate.

GOAL 7: OUTREACH

<u>Goal 7: Outreach</u>		
The Board informs and educates consumers, licensees, and stakeholders about the practice and regulation of the profession.		
7.1	Create, implement, and evaluate a comprehensive outreach plan to build and maintain relationships and support licensees and consumers while carrying out the Board's mission.	
Success Measure(s)		Status
A.	Numbers and ratings for customer service survey improved.	In Progress 25%
1. Completed Activities		Month Year
a.	Developed and implemented new marketing materials to inform a greater number of RNs of the Intervention Program.	Nov 2022
b.	Developed and implemented new outreach materials to inform a greater number of individuals and grow the visibility of the expert practice consultant opportunity.	Mar 2023
c.	Purchased Hootsuite software to create more engaging social media content and increase visibility.	Oct 2023
d.	Promoted social media materials regarding the Los Angeles County wildfires.	Jan 2025
2. Ongoing Activities		
a.	Developing policies and procedures to implement and evaluate a comprehensive outreach plan.	
b.	Continuous quality improvement efforts on outreach and marketing efforts in collaboration with DCA, including but not limited to, grow participation in the Intervention Program, grow the visibility of the expert practice consultant opportunity and recruit, retain, and train Intervention Evaluation Committee (IEC) members and nurse support group facilitators.	
c.	Continue media campaign to increase engagement through social media utilizing Facebook, Instagram, and LinkedIn.	
d.	Increase transparency by encouraging individuals to sign up for the BRN ListServ.	
e.	Collaborate with CDPH to provide outreach and facilitate relationship with CDPH licensees and facilities.	
f.	Collaborate with NCSBN and Executive Officers of Boards of Nursing in all jurisdictions.	
g.	DCA and BRN staff, including but not limited to, Executive Officer, Board Legal Counsel, Assistant Executive Officer, Chief of Legislative Affairs, Chief of Enforcement, Chief of Licensing, NECs, attend Board meetings, stakeholder meetings and taskforce meetings to provide information.	



Agenda Item 5.3

**Information Only:
Presentation by the DCA Budget Office**

BRN Board Meeting | February 26-27, 2025

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.3.1
DATE: February 26-27, 2025

ACTION REQUESTED: Fund condition report by DCA Budget Office

REQUESTED BY: Board

BACKGROUND: Presentation on the condition of the Board of Registered Nursing Fund

NEXT STEP:

PERSON TO CONTACT: Matthew Yeates
Deputy Chief, Consumer Services and Board Operations Division
California Board of Registered Nursing
Matthew.Yeates@dca.ca.gov

MEMORANDUM

DATE	February 26, 2025
TO	Board of Registered Nursing
FROM	Luke Fitzgerald, Budget Analyst Suzanne Balkis, Budget Manager
SUBJECT	Budget Update

FY 2023-24 (Prior-Year) Expenditure Summary:

The following chart provides a 2023-24 year-end summary of Board expenditures. The Board was appropriated \$66.5 million and spent an estimated \$61.5 million (92.51%), which resulted in savings of \$5.0 million.

FY 2023-24 Expenditures			
Fund	Appropriation	Expenditures	Savings
Board of Registered Nursing	\$66,463,000	\$61,487,538	\$4,975,462

FY 2024-25 (FM 6) Expenditure Projection Detail:

The Board’s budget for fiscal year 2024-25 is \$65.9 million. The Board projected FM6 expenditure of approximately \$64.4 million, of which \$25.8 million was expended on personal services costs and \$38.6 million on operating expenses & equipment (OE&E).

- Personal Services \$25,812,114 (39.18%)
- Operating Expenses & Equip \$27,486,066 (41.72%)
- Enforcement (AG, OAH) \$11,112,442 (16.87%)
- Reversion \$1,468,377 (2.23%)

FY 2024-25 Expenditures			
Fund	Appropriation	Expenditures*	Savings
Board of Registered Nursing	\$65,879,000	\$64,410,623	\$1,468,377

* Based on FM6 Projections

Department of Consumer Affairs

Expenditure Projection Report

Board of Registered Nursing

Reporting Structure(s): 11113000 Support, 11113010 BRN–Public Health Nurse Waiver

Fiscal Month: 6

Fiscal Year: 2024 - 2025

PERSONAL SERVICES

Fiscal Code	PY Budget	PY FM13	Percent Budget Spent	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance	Percent Budget Spent
5100 PERMANENT POSITIONS	\$17,051,000	\$15,178,719	22.84%	\$17,575,000	\$1,288,302	\$7,722,385	\$0	\$7,722,385	\$15,795,087	\$1,779,913	23.98%
5100 TEMPORARY POSITIONS	\$135,000	\$862,009	1.30%	\$135,000	\$61,446	\$310,090	\$0	\$310,090	\$568,955	-\$433,955	0.86%
5105-5108 PER DIEM, OVERTIME, & LUMP SUM	\$82,000	\$101,988	0.15%	\$82,000	\$8,925	\$43,762	\$0	\$43,762	\$104,552	-\$22,552	0.16%
5150 STAFF BENEFITS	\$10,358,000	\$9,442,691	14.21%	\$9,879,000	\$790,815	\$4,495,281	\$0	\$4,495,281	\$9,343,520	\$535,480	14.18%
PERSONAL SERVICES	\$27,626,000	\$25,585,406	38.50%	\$27,671,000	\$2,149,487	\$12,571,518	\$0	\$12,571,518	\$25,812,114	\$1,858,886	39.18%

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	PY Budget	PY FM13	Percent Budget Spent	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance	Percent Budget Spent
5301 GENERAL EXPENSE	\$952,000	\$938,124	1.41%	\$1,186,000	\$52,999	\$288,930	\$81,358	\$370,288	\$792,870	\$393,130	1.20%
5302 PRINTING	\$183,000	\$472,392	0.71%	\$183,000	\$10,126	\$15,433	\$481,779	\$497,212	\$501,236	-\$318,236	0.76%
5304 COMMUNICATIONS	\$151,000	\$88,114	0.13%	\$151,000	\$2,604	\$16,634	\$0	\$16,634	\$50,971	\$100,029	0.08%
5306 POSTAGE	\$81,000	\$75,818	0.11%	\$81,000	\$13,155	\$32,342	\$0	\$32,342	\$88,382	-\$7,382	0.13%
5308 INSURANCE	\$0	\$15,729	0.02%	\$0	\$0	\$13,890	\$0	\$13,890	\$13,890	-\$13,890	0.02%
53202-204 IN STATE TRAVEL	\$163,000	\$69,118	0.10%	\$168,000	\$18,070	\$48,508	\$0	\$48,508	\$100,000	\$68,000	0.15%
5322 TRAINING	\$82,000	\$9,695	0.01%	\$82,000	\$1,000	\$1,000	\$0	\$1,000	\$9,195	\$72,805	0.01%
5324 FACILITIES	\$1,519,000	\$1,661,982	2.50%	\$1,519,000	\$797	\$702,424	\$901,028	\$1,603,452	\$1,687,530	-\$168,530	2.56%
53402-53403 C/P SERVICES (INTERNAL)	\$12,087,000	\$11,264,911	16.95%	\$12,087,000	\$994,920	\$4,687,487	\$0	\$4,687,487	\$11,264,085	\$822,915	17.10%
Legal - Attorney General	\$9,810,000	\$8,726,201	13.13%	\$9,810,000	\$679,958	\$3,760,311	\$0	\$3,760,311	\$8,785,843	\$1,024,157	13.34%
Office of Adminis Hearings	\$1,977,000	\$2,191,314	3.30%	\$1,977,000	\$163,319	\$775,533	\$0	\$775,533	\$2,326,599	-\$349,599	3.53%
53404-53405 C/P SERVICES (EXTERNAL)	\$2,930,000	\$3,983,058	5.99%	\$2,969,000	\$228,452	\$1,302,919	\$1,475,120	\$2,778,040	\$4,112,913	-\$1,143,913	6.24%
5342 DEPARTMENT PRORATA	\$20,087,000	\$16,764,309	25.22%	\$19,453,000	\$5,046,250	\$15,138,750	\$0	\$15,138,750	\$19,453,000	\$0	29.53%
5342 DEPARTMENTAL SERVICES	\$2,000	\$85,065	0.13%	\$2,000	\$137	\$22,991	\$0	\$22,991	\$124,728	-\$122,728	0.19%
5344 CONSOLIDATED DATA CENTERS	\$125,000	\$131,894	0.20%	\$125,000	\$0	\$0	\$0	\$0	\$128,210	-\$3,210	0.19%
5346 INFORMATION TECHNOLOGY	\$61,000	\$85,335	0.13%	\$61,000	\$7,406	\$34,096	\$36,687	\$70,783	\$101,900	-\$40,900	0.15%
5362-5368 EQUIPMENT	\$50,000	\$221,628	0.33%	\$50,000	\$0	\$5,995	\$61,786	\$67,781	\$145,381	-\$95,381	0.22%
5390 OTHER ITEMS OF EXPENSE	\$364,000	\$20,364	0.03%	\$91,000	\$1,698	\$5,132	\$0	\$5,132	\$12,739	\$78,261	0.02%
54 SPECIAL ITEMS OF EXPENSE	\$0	\$14,597	0.02%	\$0	\$0	\$2,120	\$0	\$2,120	\$11,480	-\$11,480	0.02%
OPERATING EXPENSES & EQUIPMENT	\$38,837,000	\$35,902,132	54.02%	\$38,208,000	\$6,377,614	\$22,318,652	\$3,037,758	\$25,356,410	\$38,598,509	-\$390,509	58.59%
OVERALL TOTALS	\$66,463,000	\$61,487,538	92.51%	\$65,879,000	\$8,527,101	\$34,890,171	\$3,037,758	\$37,927,928	\$64,410,623	\$1,468,377	97.77%
REIMBURSMENTS	-\$1,014,000	-\$3,022,000		-\$1,014,000					-\$1,014,000		
OVERALL NET TOTALS	\$65,449,000	\$58,465,538	89.33%	\$64,865,000	\$8,527,101	\$34,890,171	\$3,037,758	\$37,927,928	\$63,396,623	\$1,468,377	97.74%

2.26%

Department of Consumer Affairs

Revenue Projection Report

Board of Registered Nursing

Reporting Structure(s): 11113000 Support, 11113010 BRN–Public Health Nurse Waiver

Fiscal Month: 6

Fiscal Year: 2024 - 2025

Revenue

Fiscal Code	Budget	July	August	September	October	November	December	Year to Date	Projection To Year End	Revenue Percentage
Delinquent Fees	\$811,000	\$66,198	\$54,745	\$65,228	\$65,930	\$57,068	\$62,345	\$371,513	\$717,370	0.93%
Other Regulatory Fees	\$476,000	\$43,296	\$44,835	\$37,500	\$44,845	\$43,615	\$24,855	\$238,946	\$489,982	0.63%
Other Regulatory License and Permits	\$23,086,000	\$1,778,690	\$1,899,297	\$1,630,038	\$1,755,793	\$1,456,679	\$2,157,450	\$10,677,945	\$21,682,416	27.97%
Other Revenue	\$669,000	\$3,147	\$829,818	\$4,960	\$634,172	\$2,866	\$2,982	\$1,477,945	\$2,452,580	3.16%
Renewal Fees	\$51,726,000	\$6,476,156	\$7,304,974	\$7,954,815	\$4,450,459	\$4,261,117	\$3,822,273	\$34,269,793	\$52,166,373	67.30%
Revenue	\$76,768,000	\$8,367,486	\$10,133,669	\$9,692,540	\$6,951,199	\$5,821,344	\$6,069,905	\$47,036,142	\$77,508,721	100.00%

Reimbursements

Fiscal Code	Budget	July	August	September	October	November	December	Year to Date	Projection To Year End	Revenue Percentage
Scheduled Reimbursements	\$1,014,000	\$80,735	\$69,661	\$70,413	\$75,411	\$71,295	\$63,749	\$431,264	\$847,880	31.81%
Unscheduled Reimbursements	\$0	\$146,640	\$171,962	\$172,404	\$200,732	\$79,600	\$149,127	\$920,465	\$1,817,928	68.19%
Reimbursements	\$1,014,000	\$227,375	\$241,623	\$242,817	\$276,143	\$150,895	\$212,876	\$1,351,729	\$2,665,808	100.00%

0761 - Board of Registered Nursing Fund Analysis of Fund Condition
(Dollars in Thousands)

Prepared 2.6.2025

2025-26 Governor's Budget With FM 6 Projections

	Actuals 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
BEGINNING BALANCE	\$ 77,062	\$ 27,074	\$ 78,735	\$ 89,884	\$ 100,437
Prior Year Adjustment	\$ 422	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 77,484	\$ 27,074	\$ 78,735	\$ 89,884	\$ 100,437
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 737	\$ 717	\$ 827	\$ 827	\$ 827
4127400 - Renewal fees	\$ 51,382	\$ 52,166	\$ 52,722	\$ 52,722	\$ 52,722
4129200 - Other regulatory fees	\$ 497	\$ 490	\$ 471	\$ 471	\$ 471
4129400 - Other regulatory licenses and permits	\$ 22,581	\$ 21,682	\$ 24,078	\$ 24,078	\$ 24,078
4143500 - Miscellaneous Services to the Public	\$ 8	\$ 9	\$ -	\$ -	\$ -
4150500 - Interest Income from Interfund Loans	\$ -	\$ 827	\$ -	\$ -	\$ -
4163000 - Income from surplus money investments	\$ 1,884	\$ 1,582	\$ 669	\$ 1,484	\$ 1,613
4170400 - Capital Asset Sales Proceeds	\$ 5	\$ -	\$ -	\$ -	\$ -
4171100 - Other Revenue Cost Recoveries	\$ 1	\$ 2	\$ -	\$ -	\$ -
4171400 - Escheat of unclaimed checks and warrants	\$ 22	\$ 27	\$ -	\$ -	\$ -
4171500 - Escheat Unclaimed Property	\$ 2	\$ 1	\$ -	\$ -	\$ -
4172500 - Miscellaneous revenues	\$ 6	\$ 6	\$ -	\$ -	\$ -
Totals, Revenues	\$ 77,125	\$ 77,509	\$ 78,767	\$ 79,582	\$ 79,711
Loan Repayment from the General Fund (0001) to the Board of Registered Nursing Fund (0761) per Item 1111-011-0761, Budget Act of 2020	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Loan from the Board of Registered Nursing Fund (0761) to the General Fund (0001) per Control Section 13.40, Budget Act of 2023	\$ -65,000	\$ -	\$ -	\$ -	\$ -
Totals, Transfers and Other Adjustments	\$ -65,000	\$ 30,000	\$ -	\$ -	\$ -
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 12,125	\$ 107,509	\$ 78,767	\$ 79,582	\$ 79,711
TOTAL RESOURCES	\$ 89,609	\$ 134,583	\$ 157,502	\$ 169,466	\$ 180,148
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 58,466	\$ 61,745	\$ 63,337	\$ 65,237	\$ 67,194
9892 Supplemental Pension Payments (State Operations)	\$ 654	\$ 489	\$ 489	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 3,415	\$ 3,613	\$ 3,792	\$ 3,792	\$ 3,792
Less funding provided by General Fund (State Operations)	\$ -	\$ -9,999	\$ -	\$ -	\$ -
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 62,535	\$ 55,848	\$ 67,618	\$ 69,029	\$ 70,986
FUND BALANCE					
Reserve for economic uncertainties	\$ 27,074	\$ 78,735	\$ 89,884	\$ 100,437	\$ 109,162
Months in Reserve	5.8	14.0	15.6	17.0	17.9

NOTES:

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
2. Expenditure growth projected at 3% beginning BY+1.

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.3.2
DATE: February 26-27, 2025

ACTION REQUESTED: Presentation by DCA Budget Office on Budget Letter (BL) 24-20; BL 24-24; and BL 25-01

REQUESTED BY: Loretta Melby, Executive Officer

BACKGROUND: Budget and accounting policies and instructions are issued periodically, as needed, by the Department of Finance (DOF) as Budget Letters (BL), to supplement and revise the [Budgeting Chapter \(6000\)](#) and accounting chapters of the [State Administrative Manual \(SAM\)](#).

[BL 24-20](#), Vacancy Savings And Position Elimination, [BL 24-24](#) Government Efficiencies Reductions and [BL 25-01](#) 2025-26 Budget Change Letters (Spring Finance Letters) Update all directly and/or indirectly impact the Board's budget.

NEXT STEP:

PERSON TO CONTACT: Matthew Yeates
Deputy Chief, Consumer Services and Board Operations Division
California Board of Registered Nursing
Matthew.Yeates@dca.ca.gov



Agenda Item 5.4

**Information Only:
Presentation on Travel Requirements for Licensees on
Probation or in the Intervention Program**

BRN Board Meeting | February 26-27, 2025

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.4
DATE: February 26-27, 2025

ACTION REQUESTED: Information only: Presentation on travel requirements for licensees on probation or in the Intervention Program

REQUESTED BY: Patricia Wynne, Esq., Chairperson

BACKGROUND:

Public comments during recent Committee and Board meetings included concern on the ability to travel while on probation or in the Intervention Program.

Probation and the Intervention Program do not have any specific language that require the Board to either approve or deny vacation or travel by a probationer or Intervention participant. The Probationer is required to notify their Board of Registered Nursing Probation Monitor of their vacation or travel details; the Intervention Program participant is required to notify their Clinical Case Manager (CCM) with Premier Health. Submission of proof of travel may be required. The probationer or Intervention Program participant is expected to always comply with all aspects of their probation/recovery program, including drug and alcohol testing. Assistance in locating testing locations in or around their travel location may be available. Finally, alternative testing option(s) may be required upon their return.

RESOURCES:

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: Shannon Johnson
Enforcement Division Chief
California Board of Registered Nursing
Shannon.Johnson@dca.ca.gov



Agenda Item 5.5

**Information Only:
Overview on Adjudication Under the Administrative
Procedure Act, Including Discussion of Proposed
Decisions, Stipulations, and Reinstatements**

BRN Board Meeting | February 26-27, 2025

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.5
DATE: February 26-27, 2025

ACTION REQUESTED: Overview on adjudication under the Administrative Procedure Act, including discussion of proposed decisions, stipulations, and reinstatements.

REQUESTED BY: Patricia Wynne, Esq., Chairperson

BACKGROUND:

During the Enforcement, Investigations and Intervention Committee meeting on January 22, 2025, there were questions regarding the adjudication process, which the Board requested be added to the agenda at a future Board meeting.

Adjudication refers to the legal process of resolving a dispute or deciding a case and consists of the following high-level steps:

1. The Enforcement Division (Enforcement) receives a complaint and obtains necessary records or, if warranted, requests an investigation by the Department of Consumer Affairs' Division of Investigations or the Investigations Division of the Board of Registered Nursing (Board).
2. Once the documents are obtained or the investigation is completed, if a violation of the [Nursing Practice Act](#) is identified, Enforcement will initiate [disciplinary proceedings](#).
3. Enforcement requests the California [Office of the Attorney General](#) to file a pleading or other necessary documents on behalf of the Board.
4. There are several possible outcomes:
 - a. The Board may enter into a stipulated settlement which is an agreement between the two parties as to the outcome of the matter. Stipulated settlements, once agreed to by the complainant and respondent, must be approved by a majority vote of the Board.
 - b. The RN may request a hearing and, in compliance with the Administrative Procedure Act, an Administrative Law Judge (ALJ) with the [Office of Administrative Hearings](#) hears the matter and renders a proposed decision.
5. The Proposed Decisions of ALJs are sent to the Board for vote (except in the case of default decisions for revocation and license surrenders, which are submitted to the Executive Officer or designee for execution).
 - a. If two (2) or more Board members request information or discussion on a case, the Board meets in closed session to consider the case and decide on the outcome in accordance with Government Code section 11517.

RESOURCES:

- Nursing Practice Act: <https://rn.ca.gov/practice/npa.shtml>
- Disciplinary Proceedings: https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=2.&title=&part=&chapter=6.&article=3.
- Office of the Attorney General: <https://oag.ca.gov/>
- Office of Administrative Hearings: <https://www.dgs.ca.gov/OAH>

- Administrative Procedure Act, Administrative Adjudication: Formal Hearing (Government Code §§ 11500 - 11529):
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=1.&chapter=5.&article=

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: Shannon Johnson
Enforcement Division Chief
California Board of Registered Nursing
Shannon.Johnson@dca.ca.gov



Agenda Item 5.6

**Information Only:
Presentation on the Outcome of the Board's
Enforcement Pilot Project with the Division of
Investigation, the Consumer Protection Enforcement
Initiative (CPEI), and the Complaint Prioritization and
Referral Guidelines (CPRG) (Bus. & Prof. Code, § 328)**

BRN Board Meeting | February 26-27, 2025

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.6

DATE: February 26-27, 2025

ACTION REQUESTED: Information only: Presentation on the outcome of the Board's Enforcement Pilot Project with the Division of Investigation, the Consumer Protection Enforcement Initiative (CPEI), and the Complaint Prioritization and Referral Guidelines (CPRG) (Bus. & Prof. Code, § 328)

REQUESTED BY: Patricia Wynne, Esq., Chairperson

BACKGROUND:

The Department of Consumer Affairs (Department) is the umbrella agency that oversees the healing arts boards that protect and serve California consumers. The healing arts boards regulate a variety of professions from doctors and nurses to physical therapists and optometrists. The Department released the Consumer Protection Enforcement Initiative (CPEI) to overhaul the enforcement process for these healing arts boards.

The CPEI targeted three critical areas to reform the enforcement process and reduce the average timeline from 36 months to between 12 to 18 months. These areas are listed below:

- Administrative improvements, such as focusing on cases one year or older, employing better methods for complaint intake, and developing enhanced training for enforcement staff;
- Increased enforcement resources that include authorizing boards to hire non-sworn investigators for more effective workload distribution;
- Pursuit of legislation to help boards better protect consumers in areas where their enforcement authorities had not kept up with legal trends.

Through this initiative, the Department's Division of Investigations (DOI) enhanced the boards' control over investigations through the Complaint Prioritization and Referral Guidelines (CPRG), allowing for more efficient workload distribution and enabling sworn and non-sworn investigators to develop subject matter expertise.

To further support the Board of Registered Nursing (BRN), in 2019 BRN participated in the Complaint Resolution Pilot Program (Pilot). The Pilot allowed DOI to focus its resources on the complaints involving criminal offenses while maximizing the resources at BRN through an enhanced case triage process. During the course of the Pilot the terms were revised as appropriate for both DOI and BRN. On February 7, 2023, a portion of the Pilot was temporarily paused due to the BRN Investigations Division experiencing high caseloads nearing or at the limit of 30 cases per investigator. On March 1, 2024, the Pilot was discontinued with the release of the new CPRGs for Healing Arts Boards. The new CPRGs included the lessons learned and best practices identified during the course of the Pilot.

The BRN continues to partner and collaborate with DOI to meet the Board's consumer protection mission.

RESOURCES:

[Consumer Protection Enforcement Initiative](#)
[Consumer Protection Enforcement Initiative Q&A](#)

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: Nichole Bowles
Investigations Chief
California Board of Registered Nursing
Nichole.Bowles@dca.ca.gov



Agenda Item 5.7

**Information Only:
Presentation on the Structure, Authority, Roles and Responsibilities, etc. of the Appointed Nine-Member Board of Registered Nursing, and the Civil Service Staff within the Department of Consumer Affairs; RN Positions on the Board, within Civil Service Staff and Consultant(s)**

BRN Board Meeting | February 26-27, 2025

BOARD OF REGISTERED NURSING
Agenda Item Summary

AGENDA ITEM: 5.7
DATE: February 26-27, 2025

ACTION REQUESTED: Information only: Presentation on the structure, authority, roles and responsibilities, etc. of the appointed nine-member Board of Registered Nursing, and the civil service staff within the Department of Consumer Affairs; RN positions on the Board, within civil service staff and consultant(s)

REQUESTED BY: Patricia Wynne, Esq., Chairperson

BACKGROUND: The Board of Registered Nursing (Board) received public comment(s) regarding RNs as Board members and civil service staff of the Board. This topic was requested by a Board member based on public comment(s) to allow for further discussion.

The expertise of a licensed practitioner in the role of the BRN Executive Officer is extremely beneficial to understanding the intricacies of the issues inherent in regulating the nursing profession. The BRN's Assistant Executive Officer position does not have a requirement to be a licensed RN. This allows for an executive-level position without the requirement of an RN license to provide input on the objective regulation of the nursing profession. Additionally, based on information on the websites of other boards of nursing (BONs) and the National Council of State Boards of Nursing (NCSBN) Board Profiles, 41 out of the 55 United States BONs, have an RN in an executive decision-making role.

Pursuant to Business and Professions Code (BPC) [section 2701](#), the Board is composed of nine members. When all positions are filled, the Board composition includes four public members, two Registered Nurses (RN) in direct patient care practice, an Advanced Practice Registered Nurse (APRN), a RN educator, and a RN administrator. Seven of the members are appointed by the Governor, one by the Senate Rules Committee, and one by the Speaker of the Assembly. The Board meets at a minimum four times throughout the year to transact the business of the Board. A profile of the current Board Members can be found on the [Board's website](#).

The Board's mission is consumer protection with its authority, roles and responsibilities outlined in the Nursing Practice Act and other California laws.

The staff of the Board are referred to as civil servants or public employees. As of February 12, 2025, the Board has 228.1 authorized positions and eleven (11) temporary help positions. On or about July 1, 2025, the Board is scheduled to lose position authority and funding for nineteen (19) positions due to [Budget Letter 24-20](#). These positions are all vacant.

Of the authorized positions, only three classifications require the civil service employee to be a licensed RN. These classifications are the Nursing Education Consultants (NECs), Supervising Nursing Education Consultants (SNECs) and the Executive Officer (EO). The NECs, SNECs and EO all required to hold a current and valid RN license to obtain and maintain the position. Currently the Board has twelve (12) NECs, two (2) SNECs and one (1) EO, all holding an active and valid RN license.

RESOURCES:

BPC section 2701:

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC§ionNum=2701.

BPC section 2702:

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC§ionNum=2702.

Budget Letter 24-20: <https://dof.ca.gov/wp-content/uploads/sites/352/2024/07/BL-24-20-Vacancy-Savings-and-Position-Elimination.pdf>

California State Personnel Board Class Specification for NECs: <https://www.calhr.ca.gov/state-hr-professionals/pages/8250.aspx>

California State Personnel Board Class Specification for SNECs: <https://www.calhr.ca.gov/state-hr-professionals/pages/8245.aspx>

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: Loretta Melby
Executive Officer
California Board of Registered Nursing
Loretta.Melby@dca.ca.gov