BCE Strategic Plan Action Items
Completed

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Par
2	Reg./Enf.	2.3.1	Conduct review of new laws and current disciplinary guidelines. Work with Enf. & SOP Committee to identify changes.	Compliance Mgr.
3	Reg./Enf.	2.3.2	Identify areas of improvement and prepare a draft with proposed changes.	Compliance Mgr.
4	Qual/CE	3.2.1	Review CE regulations to determine criteria for CE auditor course.	CE Mgr.
5	Qual/CE	3.2.2	Develop an auditing form/checklist for CE providers.	CE Mgr.
6	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
7	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
8	Qual/CE	3.3.2	Develop a process to conduct random audits of licensees' compliance with CE regulations and course completion.	CE Mgr.
9	Org Effect.	4.1.1	Establish a process to invite new Board members to visit the BCE office to gain understanding of office functions.	Admin. Mgr./EO
10	Org Effect.	4.1.3	Survey Board Members to assess needs and determine the types of materials to include in the Board Member manual.	Admin. Mgr./EO
11	Org Effect.	4.1.4	Based on needs assessment, develop new employee binder for Board Members.	Admin. Mgr./EO
12	Org Effect.	4.1.5	Work with Govt. Affairs and Strategic Planning Committee to update the Board Administration Manual.	Admin. Mgr./EO
13	Org Effect.	4.2.1	Schedule office visits for Board members.	Admin. Mgr./EO
14	Org Effect.	4.2.2	Implement e-mail blasts of Board related events to notify Board Members of BCE, DCA, BMOT and association meetings	Admin. Mgr./EO
15	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
16	PR/Outreach	5.2.1A	Contact DCA Office of Publications about creating educational publications for licensees, consumers and students	EO/Admin. Mgr.
17	PR/Outreach	5.2.2A	Present sample of educational publications to the LIC/CE/PR Committee.	EO/Admin. Mgr.
18	Prof. Adv.	6.1.2	Update the Board member manual to reflect new duties and responsibilities of the Board Liaison.	EO/Liaison
19	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
20	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 1 of 2014

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1	Goal	Action Item #	Action Item Description	Responsible Part
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearings	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
7	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
8	Org. Effect.	4.1.2	Develop a Board Member mentor program.	Admin. Mgr./EO
9	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
10	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
11	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
12	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 2 of 2014

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Reg/Enf.	2.1.1	Consult with Legal Affairs re: ability to test and evaluate expert consultants to ensure consistent reporting.	EO
3	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
4	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
5	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearing	Policy Analyst/EO
6	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
7	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
8	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
9	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.3	Identify top 10 licensee violations and disseminate to CE providers as topics for CE courses.	Compliance Mgr.
12	Qual/CE	3.4.1	Assign a professional Board member to serve as a liaison between professional organizations and BCE.	EO
13	Org. Effect.	4.1.6	Present Board Member onboarding binders for Board approval.	Admin. Mgr./EO
14	Org. Effect.	4.2.3	Survey Board Members to determine the types of materials requested.	Admin. Mgr./EO
15	Org. Effect.	4.3.3	Send Board meeting calendar to California colleges and associations to disseminate.	Admin. Mgr./Liaison
16	Org. Effect.	4.3.4	Ask professional associations to publicize Board meeting dates.	Liaison
17	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
18	PR/Outreach	5.2.3A	LIC/CE/PR Committee will form a task force to develop publication content.	EO/Lic/CE/PR Comm
19	PR/Outreach	5.2.4A	Convene education publication task force to develop a protype for LIC/CE/PR Committee review.	EO/Admin. Mgr.
20	PR/Outreach	5.2.1B	Research areas of interest for quarterly newsletter articles and identify targeted consumers and licensees.	EO/Admin. Mgr.
21	Prof. Adv.	6.1.1	Appoint a professional Board member to serve as a liaison to professional associations to monitor national trends.	EO/Board Chair
22	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
23	Govt. Affairs	7.1.1	Subscribe to other DCA health care boards email to receive blasts of information updates.	EO/Admin. Mgr.
24	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
25	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 3 of 2014

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1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.3.1	Evaluate curriculum of foreign schools to ensure it meets BCE requirements.	Admin Mgr./EO
3	Licensing	1.3.3	Identify needed changes to existing regulations.	Admin Mgr./EO
4	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
5	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
6	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearin	Policy Analyst/EO
7	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
8	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
9	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
10	Reg./Enf.	2.3.3	Prepare prpoposed regulatory language in document and display changes.	Compliance Mgr.
11	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
12	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
13	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
14	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
15	PR/Outreach	5.2.4A	Convene education publication task force to develop a protype for LIC/CE/PR Committee review.	EO/Admin. Mgr.
16	PR/Outreach	5.2.2B	Draft newsletter articles for the LIC/CE/PR Committee's review.	EO/Admin. Mgr.
17	Prof. Adv.	6.1.3	Board Liaison regularly communicates with other health care organizations.	EO/Liaison
18	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
19	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
20	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
21	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
22	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 4 of 2014

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.2	Compare internal processes to similar health profession boards to identify best practice processing times.	Admin. Mgr.
3	Licensing	1.1.3	Review statistics and existing policies/procedures to identify areas for improvement.	Admin. Mgr.
4	Licensing	1.1.4	Adjust workload policies and procedures and/or goals for greater efficiency.	Admin. Mgr.
5	Reg/Enf	2.1.2	Develop qualifications and proficiency standards for Expert Consultants.	Comp. Mgr./ Sup. Inv.
6	Reg/Enf	2.1.4	Conduct needs assessment to identify training needs for Expert Consultants.	Comp. Mgr./ Sup. Inv.
7	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
8	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
9	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
10	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
11	Reg./Enf.	2.3.4	Submit disciplinary guidelines to Board for review and approval.	Policy Analyst
12	Qual/CE	3.1.1	Define proficiency standards for CE providers with LIC/CE/PR Committee	Admin. Mgr./CE Comm
13	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
14	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
15	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
16	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
17	Qual/CE	3.4.2	Update Board member manual to reflect new duties and responsibilities of the Board liaison role.	EO/Liaison
18	Org. Effect.	4.3.1	Establish a process that would enourage licensee attendance at board meetings.	Admin. Mgr./EO
19	Org. Effect.	4.3.2	Invite school representatives as guest speakers at Board meetings.	Admin. Mgr./EO
20	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
21	PR/Outreach	5.2.4A	Convene education publication task force to develop a protype for LIC/CE/PR Committee review.	EO/Admin. Mgr.
22	PR/Outreach	5.2.3B	DCA Office of Publications formats the newsletter	EO/Admin. Mgr.
23	PR/Outreach	5.2.4B	DCA Legal Affairs reviews newsletter and BCE staff submits newsletter for Board approval.	EO/Admin. Mgr.
24	Prof. Adv.	6.1.4	Board Member Liaison reports updates to the Board.	EO/Liaison
25	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
26	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
27	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
28	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
29	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
30	Govt. Affairs	7.2.1	Work with Govt. Affairs and Strategic Planning Comm. to identify target groups for outreach.	Policy Analyst
31	Govt. Affairs	7.2.2	Research and work with DCA Outreach Unit to identify events for outreach.	Policy Analyst
32	Govt. Affairs	7.2.3	Provide recommendations to the Govt. Affairs Committee.	Policy Analyst

BCE Strategic Plan Action Items
Quarter 1 of 2015

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.3.2	Determine standards of the CCE and CCEI to meet minimum standards equivalence.	Admin Mgr./EO
3	Reg/Enf	2.1.3	Review regulations to define standards of care to establish consistency among Expert Consultants.	Comp. Mgr./Sup. Inv.
4	Reg/Enf	2.1.5	Consult with SOLID to create a training course for Expert Consultants	Comp. Mgr./Sup. Inv.
5	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
6	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
7	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at heari	Policy Analyst/EO
8	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
9	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
10	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
11	Qual/CE	3.1.2	Prepare proposed regulatory language for CE provider standards in document and display changes	Admin. Mgr.
12	Qual/CE	3.1.3	Submit proposed CE provider standards to the Board for review and approval.	Policy Analyst
13	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
14	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
15	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
16	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
17	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
18	Org Effect.	4.1.5	Work with Govt. Affairs and Strategic Planning Committee to update the Board Administration Manual.	Admin. Mgr./EO
19	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
20	PR/Outreach	5.1.2	Contact DCA Office of Public Afffairs for information on development of a BCE Communication Plan	EO
21	PR/Outreach	5.1.3	Identify DCA resources and examples for the communication plan.	EO
22	PR/Outreach	5.2.4A	Convene education publication task force to develop a protype for LIC/CE/PR Committee review.	EO/Admin. Mgr.
23	PR/Outreach	5.2.5B	Approved newsletter is prepared for electronic distribution to consumers and licensees.	EO/Admin. Mgr.
24	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
25	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
26	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
27	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
28	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 2 of 2015

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearin	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
9	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
12	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
13	Qual/CE	3.4.4	Board member liaison reports findings to the Board.	Liaison
14	Org. Effect.	4.3.2	Invite school representatives as guest speakers at Board meetings.	Admin. Mgr./EO
15	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
16	PR/Outreach	5.1.4	EO shares information gathered for communication plan with the LIC/CE/PR Committee.	EO
17	PR/Outreach	5.2.4A	Convene education publication task force to develop a protype for LIC/CE/PR Committee review.	EO/Admin. Mgr.
18	Prof. Adv.	6.1.4	Board Member Liaison reports updates to the Board.	EO/Liaison
19	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
20	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
21	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
22	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
23	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 3 of 2015

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearin	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
9	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
12	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
13	Org. Effect.	4.3.5	Work with DCA's Office of Public Affairs to update social media channels to increase awareness of Board meeting dates	Admin. Mgr./EO
14	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO/Lic/CE/PR Comm
15	PR/Outreach	5.1.5	Establish Board communication protocols and best practices for the communication plan.	EO/Lic/CE/PR Comm
16	PR/Outreach	5.2.5A	Present education publication prototype to the Board for approval.	EO/Admin. Mgr.
17	Prof. Adv.	6.1.3	Board Liaison regularly communicates with other health care organizations.	EO/Liaison
18	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
19	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
20	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
21	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
22	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 4 of 2015

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.3.4	Present foreign curriculum findings to the Licensing, Continuing Educatin, & Public Relations committee.	
3	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
4	Licensing	1.1.2	Compare internal processes to similar health profession boards to identify best practice processing times.	Admin. Mgr.
5	Licensing	1.1.3	Review statistics and existing policies/procedures to identify areas for improvement.	Admin. Mgr.
6	Licensing	1.1.4	Adjust workload policies and procedures and/or goals for greater efficiency.	Admin. Mgr.
7	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
8	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff	Policy Analyst/EO
9	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
10	Reg./Enf.	2.3.5	Complete the regulatory process for disciplinary guidelines.	Policy Analyst
11	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
12	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
13	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
14	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
15	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
16	Qual/CE	3.4.4	Board member liaison reports findings to the Board.	Liaison
17	Org. Effect.	4.3.2	Invite school representatives as guest speakers at Board meetings.	Admin. Mgr./EO
18	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
19	PR/Outreach	5.1.6	Develop the BCE Communication Plan.	EO/Lic/CE/PR Comm
20	Prof. Adv.	6.1.4	Board Member Liaison reports updates to the Board.	EO/Liaison
21	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
22	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
23	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
24	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
25	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.

BCE Strategic Plan Action Items
Quarter 1 of 2016

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearin	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
9	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.1	Collect and evaluate complaints and compile statistics to determine effectiveness of new CE requirements	CE Mgr.
12	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
13	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
14	Org Effect.	4.1.5	Work with Govt. Affairs and Strategic Planning Committee to update the Board Administration Manual.	Admin. Mgr./EO
15	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
16	PR/Outreach	5.2.6A	Prepare approved educational materials for electronic distribution to stakeholders and target audiences.	EO/Admin. Mgr.
17	PR/Outreach	5.2.5B	Approved newsletter is prepared for electronic distribution to consumers and licensees.	EO/Admin. Mgr.
18	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
19	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
20	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
21	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
22	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 2 of 2016

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearin	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
9	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
12	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
13	Qual/CE	3.4.4	Board member liaison reports findings to the Board.	Liaison
14	Qual/CE	4.2.4	Based on feedback, develop materials that provide overview of BCE staff functions.	Admin. Mgr./EO
15	Org. Effect	4.3.2	Invite school representatives as guest speakers at Board meetings.	Admin. Mgr./EO
16	PR/Outrea	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
17	Prof. Adv.	6.1.4	Board Member Liaison reports updates to the Board.	EO/Liaison
18	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
19	Govt. Affai	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
20	Govt. Affai	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
21	Govt. Affai	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
22	Govt. Affai	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 3 of 2016

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearing	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.1.4	Complete regulatory process for CE provider standards.	Policy Analyst
9	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
10	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
11	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
12	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
13	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
14	Org. Effect.	4.2.5	Provide Board program overview infomration to Board members.	Admin. Mgr./EO
15	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
16	Prof. Adv.	6.1.3	Board Liaison regularly communicates with other health care organizations.	EO/Liaison
17	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
18	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
19	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
20	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
21	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
22	Govt. Affairs	7.2.4	Provide outreach recommendations to the Board.	Policy Analyst
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BCE Strategic Plan Action Items
Quarter 4 of 2016

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1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Licensing	1.1.2	Compare internal processes to similar health profession boards to identify best practice processing times.	Admin. Mgr.
4	Licensing	1.1.3	Review statistics and existing policies/procedures to identify areas for improvement.	Admin. Mgr.
5	Licensing	1.1.4	Adjust workload policies and procedures and/or goals for greater efficiency.	Admin. Mgr.
6	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
7	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff	Policy Analyst/EO
8	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
9	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
10	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
11	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
12	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
13	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
14	Qual/CE	3.4.4	Board member liaison reports findings to the Board.	Liaison
15	Org. Effect.	4.3.2	Invite school representatives as guest speakers at Board meetings.	Admin. Mgr./EO
16	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
17	Prof. Adv.	6.1.4	Board Member Liaison reports updates to the Board.	EO/Liaison
18	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
19	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
20	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
21	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst
22	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst
23	Govt. Affairs	7.2.5	Implement the Board approved outreach recommendations to increase awareness.	Policy Analyst
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BCE Strategic Plan Action Items
Quarter 1 of 2017

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearings	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
9	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm
12	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
13	Org Effect.	4.1.5	Work with Govt. Affairs and Strategic Planning Committee to update the Board Administration Manual.	Admin. Mgr./EO
14	Org Effect.	4.3.6	Identify and implement methods to increase accessibility to Board meetings.	Admin. Mgr./EO
15	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
16	PR/Outreach	5.2.5B	Approved newsletter is prepared for electronic distribution to consumers and licensees.	EO/Admin. Mgr.
17	PR/Outreach	5.3.1	Conduct a needs assessment of the BCE website with Board members to identify gaps and areas of improvement.	EO/Admin. Mgr.
18	Prof. Adv.	6.2.1	Review chiropractic trends and identify what chiropractors can do within existing regulations.	EO/Board Chair
19	Prof. Adv.	6.2.2	Explore the possibility of amending the Act and CCR section 302 to clarify scope of practice.	EO/Board Chair
20	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
21	Prof. Adv.	6.3.1	Explore the possibility of amending the Act or regulations to recognize chiropractic specialties.	EO/Board Chair
22	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
23	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
24	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
25	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 2 of 2017

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearings	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
9	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm
12	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
13	Qual/CE	3.4.4	Board member liaison reports findings to the Board.	Liaison
14	Org. Effect.	4.3.2	Invite school representatives as guest speakers at Board meetings.	Admin. Mgr./EO
15	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
16	PR/Outreach	5.3.2	Review the needs assessment findings and identify ideas for website enhancements.	EO/Admin. Mgr.
17	Prof. Adv.	6.1.4	Board Member Liaison reports updates to the Board.	EO/Liaison
18	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
19	Prof. Adv.	6.2.4	Report to the Board on chiropractic care trends.	Liaison
20	Prof. Adv.	6.3.2	Develop recommendations on recognizing chiropractic specialties for the Board consideration.	EO/Board Chair
21	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
22	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
23	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
24	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items
Quarter 3 of 2017

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
3	Reg./Enf.	2.2.1	Monitor legislation that impacts the Board and its authority during legislative cycle.	Policy Analyst/EO
4	Reg./Enf.	2.2.2	Communicate with legislative staff throughout leg. process, analyze legislation, send position letters, and testify at hearings.	Policy Analyst/EO
5	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
6	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
7	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
8	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
9	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
10	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
11	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm
12	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
13	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
14	PR/Outreach	5.3.3	Present website recommendations to the Board for approval.	EO/Admin. Mgr.
15	Prof. Adv.	6.1.3	Board Liaison regularly communicates with other health care organizations.	EO/Liaison
16	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
17	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
18	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
19	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
20	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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BCE Strategic Plan Action Items for Completion
Quarter 4 of 2017

	A	B	C	D
1	Goal	Action Item #	Action Item Description	Responsible Party
2	Licensing	1.2.1	Correspond regularly with DCA's BreEZe team until phase 3 rollout is completed	Admin. Mgr./DCA
3	Licensing	1.2.2	Actively work with BreEZe development team to prepare for implementation.	Admin. Mgr./DCA
4	Licensing	1.2.3	Train all BCE staff on BreEZe.	DCA
5	Licensing	1.1.1	Conduct evaluation of workload and processing timeframes and determine discrepancies.	Admin. Mgr.
6	Licensing	1.1.2	Compare internal processes to similar health profession boards to identify best practice processing times.	Admin. Mgr.
7	Licensing	1.1.3	Review statistics and existing policies/procedures to identify areas for improvement.	Admin. Mgr.
8	Licensing	1.1.4	Adjust workload policies and procedures and/or goals for greater efficiency.	Admin. Mgr.
9	Reg./Enf.	2.2.3	Monitor legislative activities of special interest groups and determine impact to the Initiative Act.	Policy Analyst/EO
10	Reg./Enf.	2.2.4	Work with Govt. Affairs and Strategic Planning Comm. to keep lines of communication open with legislature and staff.	Policy Analyst/EO
11	Reg./Enf.	2.2.5	Update Board members on trends and special interest group areas of concern at Board meetings.	Policy Analyst/EO
12	Reg./Enf.	2.4.1	Correspond regularly with DCA's BreEze team until phase 3 rollout is completed.	BreEze/Admin. Mgr
13	Reg./Enf.	2.4.2	Actively work with BreEZe development team to prepare for implementation.	BreEze/Admin. Mgr
14	Reg./Enf.	2.4.3	Train all BCE staff on BreEZe.	BreEze/Admin. Mgr
15	Qual/CE	3.2.3	Provide a quarterly list of new CE providers and dates of courses to the LIC/CE/PR Committee.	CE Mgr.
16	Qual/CE	3.2.4	The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Mgr./CE Comm
17	Qual/CE	3.2.5	Submit audit forms to CE Manager and take action as appropriate	CE Mgr.
18	Qual/CE	3.3.4	Present CE effectiveness findings to the LIC/CE/PR Committee to determine the next action items.	CE Mgr./CE Comm.
19	Qual/CE	3.4.3	Board member liaison regularly communicates with other chiropractic oversign organizations.	Liaison
20	Qual/CE	3.4.4	Board member liaison reports findings to the Board.	Liaison
21	Org. Effect.	4.3.2	Invite school representatives as guest speakers at Board meetings.	Admin. Mgr./EO
22	PR/Outreach	5.1.1	Forward the DCA Board/Bureau/Program meeting schedule email to Board members.	EO
23	PR/Outreach	5.3.4	Consult with the Office of Publications to enhance the BCE website.	EO/Admin. Mgr.
24	Prof. Adv.	6.1.4	Board Member Liaison reports updates to the Board.	EO/Liaison
25	Prof. Adv.	6.2.3	Monitor trends in chiropractic care and communicate with organizations to stay current.	Liaison
26	Prof. Adv.	6.2.4	Report to the Board on chiropractic care trends.	Liaison
27	Govt. Affairs	7.1.2	Review email updates and identify important information to communicate to Board members.	EO/Admin. Mgr.
28	Govt. Affairs	7.1.3	Participate in the EO roundtable meeting and forward information to Board members.	EO/Admin. Mgr.
29	Govt. Affairs	7.1.4	Monitor OAL's regulatory notices and current/pending/disapproved regulations from other DCA health care boards.	Policy Analyst.
30	Govt. Affairs	7.1.5	Report to the Board on regulatory notices impacting the BCE.	Policy Analyst.
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