

## PERFORMANCE MEASURE: AGENCY FORM

SHORT TITLE: Plant Extract Amendments - HB105

APPROPRIATION CODE: LAE

APPROPRIATION AMOUNT: \$60,000 FY15

Joint Rule 4-2-404 requires a Performance Review Note anytime the legislature significantly increases funding for:  New agency  New services or benefits  Serving a new or larger population

DUE TO THE FISCAL ANALYSIS Monday, June 30, 2014

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### A. HOW WILL THE PUBLIC BENEFIT?

1 What is the purpose and the duties of the new program, agency, services, or population served? JR4-2-404(4)(c)(i)

HB105 requires DOH to register and issue registration cards to individuals in Utah that might benefit from hemp extract as a course of treatment for epilepsy. The registration process will consist of an application, documentation of residency, identity, and relationship (in the case of a parent for an individual under 18). For application purposes, a neurologist must submit a letter certifying that the individual is under his/her care and that hemp extract is an appropriate course of treatment. The physician's license must be verified with DOPL.

2 What services are provided by the funding increase? JR4-2-404(4)(c)(ii)

Application, registration and issuance of a hemp extract card to qualified individuals

3 What are the expected outcomes of the new or expanded program and how will the public benefit?

Program will issue hemp extract cards to individuals for whom his/her neurologist considers hemp extract as a course of treatment that might result in a reduction of symptoms associated with epilepsy.

4 How will the bill be implemented and what resources are available to achieve the expected outcomes?

OVRs will develop the application forms, processes for verifying applicant identity, residency, and parental relationship (if applicant is under 18) as well as verification of physician license. OVRs will register and digitally maintain all documents related to application. Maintenance of documents will be in an image database for access by authorized OVRs personnel. OVRs will issue a hemp extract registry card.

Bill authorizes OVRs to set a fee and collect those fees from applicants to pay for all costs associated with

5 How will the proposed agency activities cause the expected outcomes and public benefit in 3?

Provide a process by which individuals can apply and may become registered to access hemp extract .

### B. PERFORMANCE MEASURES:

What measures will managers and policymakers use to know if the new or expanded program is providing the expected outcomes and public benefits? Provide one, two, and three year goals or targets, actual results and measures if available to serve as a baseline, and outcomes.

Goal (public benefit): Develop Registry Process and Procedures

Measure Title:

Description:

Develop registry process and procedures. FY2014--Develop application forms and physician verification . Develop registry card with input from law enforcement, medical community and other stakeholders. Set fee based on projected costs for activities. FY2015--Revise forms, verification process and registry cards as needed based on feedback from registrants and other stakeholders. Determine draft rules needed. FY2015 Reassess fee based on actual costs. FY2016 & 2017 evaluate process, forms, fees and rules each year and determine necessary changes.

Fiscal Year:	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Target or Benchmark:	NA	progress	progress	complete	complete
Baseline:	NA				

How will program managers collect this performance information and ensure its reliability?

Provide registrants, physicians, law enforcement and other stakeholders a feedback loop (surveys, stakeholder meetings, etc.) to review proposed forms, registry cards, costs and proposed fees.

Goal (public benefit): Process Registry Applications

Measure Title:

Description:

Process 100% of registry applications

Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Target or Benchmark:	NA	100%	100%	100%	100%
Baseline:	NA	NA	NA	NA	NA

How will program managers collect this performance information and ensure its reliability?

Maintain files of all applications submitted to OVRs. Separate files maintained for incomplete applications, applications pending physician verification, denied applications and applications successfully registered. Review files as needed to maintain a 100% processing rate.

Goal (public benefit): Complete registration within two days

Measure Title:

Description:

Complete the registration process and issue a registry card within 2 business days of receiving and verifying all required documentation.

Fiscal Year:	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Target or Benchmark:	NA	2 days	2 days	2 days	2 days
Baseline:	NA	NA	NA	NA	NA

How will program managers collect this performance information and ensure its reliability?

All applications will have date stamps indicating date of receipt and date information is independently verified by OVRs staff. Registry cards will have a "date issued." A copy of the registry card will be included in the application file. Staff will calculate the difference between dates of receipt, verification and issuance to ensure that the 2 business day time limit is maintained.

C. PERFORMANCE MEASURES - OCTOBER 2014 REPORT:

In this Section describe your actual success in meeting your performance goals and target measures or expected Provide actual results and measures if available.

Goal (public benefit): Develop Registry Process and Procedures

Measure Title:

Description:

Develop registry process and procedures. FY2014--Develop application forms and

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Fiscal Year:	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
October 2014 Report Measure		complete			
Target or Benchmark:	none	progress	progress	complete	complete
Baseline:	none	none			

Describe your measure of success in meeting your performance target or benchmark.

Forms, process and procedures were developed and implemented July 8, 2014. Rules were also written and became effective July 8. A service fee was established July 1 and amended August 8 from \$400 to \$200. The Electronic Registry System was built and the Department of Public Safety possession and registration query through UCJIS was completed by Aug 15, 2014. We did provide registrants, physicians, law enforcement and other stakeholders a feedback loop (surveys, stakeholder meetings, etc.) to review proposed forms, registry cards, costs and proposed fees.

Goal (public benefit): Process Registry Applications

Measure Title:

Description: Process 100% of registry applications

Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
October 2014 Report Measure		100%			
Target or Benchmark:	NA	100%	100%	100%	100%
Baseline:	NA	NA	NA	NA	NA

Describe your measure of success in meeting your performance target or benchmark.

We did maintain files of all applications submitted to OVRs. Separate files maintained for incomplete applications, applications pending physician verification, denied applications and applications successfully registered. Review files as needed to maintain a 100% processing rate.

Goal (public benefit): Complete registration within two days

Measure Title:

Description: Complete the registration process and issue a registry card within 2 business days of receiving and verifying all required documentation.

Fiscal Year:	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
October 2014 Report Measure		2 days			
Target or Benchmark:	NA	2 days	2 days	2 days	2 days
Baseline:	NA	NA	NA	NA	NA

Describe your measure of success in meeting your performance target or benchmark.

Thirty Registry Certificates have been issued since July 8, 2014. All applications did have date stamps indicating date of receipt and date information is independently verified by OVRs staff. Registry cards will have a "date issued." A copy of the registry card will be included in the application file. Staff will calculate the difference between dates of receipt, verification and issuance to ensure that the 2 business day time limit is maintained.