



OT Compact: Survey of Member State Data Systems

Please answer the following questions as best you can. The OT Compact hopes to use the results of this survey to ensure the compact data system is most compatible with the data systems member states currently use. If you have any questions, please email ieliassen@csg.org.

- Does your board staff review and approve applications (ex: licensure applications or examination applications) within a digital system or a paper-based system?
- If your board utilizes a digital application process, are any components of the application still completed external to that digital system (that is, are any hard copy or pdf requirements for the application completed outside of the digital system)?
- Does your system exchange data only one way or is it reciprocal (ex: do you only receive imports of exam scores, transcripts, applications, etc., or do you also export data to other systems)?
- What is the mechanism for that exchange? API? Excel spreadsheet?
- How often does that exchange happen? Daily? Weekly? Real Time?
- Who provides your state IT services? Is it in-house? Is it outsourced, and if so, to whom?
- Does the system keep a log of what user makes edits to certain pages?
- How much does your state charge for licensing and for license renewal?
- How is the cost of your state data system assessed? Do you pay a flat fee for the system, or is the cost of the data system determined with a sliding scale based on the number of licensees?
- Does your board currently export reports to the NPDB?
- Please share any information you are able to share about administrative, operational, and technical safeguards and practices that your board has in place regarding your board's handling of information to protect personal information of your applicants and licensees.
- In your state, how long has the software company been around? What type of maintenance do they provide?
- Please share any safeguards and policies that your board requires that contractors adhere to and follow.
- Does your board use industry standard security measures including encryption protocols to preserve and protect Personal Information collected from licensure applicants and licensees?

- Does your board have a Written Information Security Plan (WISP)?
- What requirements, if any, does your board have in place related to notification of breaches of personally identifiable information, including the board's responsibility to notify constituents of a breach and responsibilities of contractors to notify the board of potential breaches of the contractor's system?
- Please share any cybersecurity-related compliance rules or expectations that the Compact Commission will need to be aware of in order to ensure the Compact's data system can interface with your board's data system.
- Please share any technical specifications that you are aware of that Compact Commission will need to comply with in order to ensure the Compact's data system can interface with your board's data system.
- Please confirm if the following data is collected:
 - First Name
 - Last Name
 - SSN or NPI
 - DOB
 - Jurisdiction (State)
 - License #
 - License Expiration Date
 - License Status
 - Disciplinary Action (suspended, revoked, etc.)
 - Employer
- Do you collect ETS candidate ID number?
- Is additional information collected? If so, what?
- What does your state use as a practitioner identifier number? Do you use a SSN, NPI, ETN, ITIN? a combination of those, or something else?
- Does your state prohibit asking for, sharing of, or other transmission of SSNs? If yes, what category of information is prohibited?
- Can your licensing board pull an Excel report daily of LPCs with name, SSN, DOB, License #, license effective date, License expiration date, License status, disciplinary action, employer? If not, please list which fields are not reportable daily.
- What are your available sanctions/disciplinary actions? Are they all reportable to NPDB? What formal actions or disciplinary violations do you report to your licensure database? Do they have time frames?
- Do you list NPDB violation codes on your public license lookup page?
- Is there anything else you would like to share that we did not ask that would be helpful to ensure compact data system is most compatible with your data system?