Bureau of Substance Addiction Services

Treatment Program Workforce Data Update FY 2015-2022

Methods Overview

Reporting Periods

Programs submit applications for licensure renewal every two years. For this analysis, application data in the eLicensing system was grouped into four different time periods based on approval date.

- Fiscal Year 2015 & 2016
- Fiscal Year 2017 & 2018
- Fiscal Year 2019 & 2020
- Fiscal Year 2021 & 2022

Fiscal Years 2013, 2014 and 2023 were not included in the direct analysis but were used to inform any reporting period adjustments.

When a program submits a late application, resulting in an approval date greater than two years after their previous approval date, this can create a reporting gap for that program when data are presented by Reporting Period - even though the program was in continuous operation. To present analysis without such artificial gaps, data from a late application may be adjusted into the prior Reporting Period. For this analysis, individual fiscal years immediately following Reporting Periods are considered "threshold" periods where applications may be shifted into the previous reporting period a) if there is no other application for the associated program present, and b) there is application data for the associated program in the prior Reporting Period.

When a program submits a late application, this creates a reporting gap even though the program was in continuous operation. To capture the program's continuous operation, data from a late application may be adjusted into the prior Reporting Period.

For this analysis, individual fiscal years immediately following Reporting Periods are considered "threshold" periods where applications may be shifted into the previous reporting period if a) there is no other application for the program in the Reporting Period, and b) there *is* application data for the program in the Reporting Period prior to the one in question. For example, a program renewed in FY 2014, but did not renew again until FY 2017. The FY 2017 application is therefore adjusted into the FY 2015/16 reporting period.

Program & Staffing Counts

Program Count: Program count is a count of the unique Program License Numbers that are assigned by eLicensing.

Program Openings and Closures: A program opening is defined by the earliest Reporting Period in which it is present. Program closure is defined as the first Reporting Period in which the program is no longer present.

Unique ID: Each program enters its own staff information. There is no system-wide unique identifier for individuals reported in eLicensing. This analysis creates a field to meet that gap. When two or more names entered are similar, other available information in rows with those names is compared based on as many fields as possible in, such as role type, year of birth, education, certification/licensure. Where a match is determined, all the rows are assigned the same Unique ID, and the various ways an individual's names have been entered are noted. Different individuals who share the same name are distinguished.

Staff Count: Staff Count is calculated by counting Unique ID.

Position Count: Unique positions for each program are identified through a concatenation of Unique ID, Staff Role Type, and Program License Number.

Program Mapping: Programs are assigned geospatial coding through the Tableau Desktop software based on the physical address reported in eLicensing.

Retention

A "Retention Period" is calculated for each individual by identifying the first and last reporting period in which they appear. A Retention Period includes the first and last reporting period as well as all reporting periods in between (even if the person did not appear in each intervening Reporting Periods).

Retention Periods are calculated at multiple levels for each individual:

- **System level** reflects *all programs and time periods*, in which a Unique ID appears.
- **Program level** reflects each *program* in which an individual is reported, using a combined identifier of Unique ID and Program License Number. This is also referred to as "within-program retention."
- **Staff Role level** reflects each Staff Role Type reported for an individual across all programs within a given time period, using a combined identifier of Unique ID and Staff Role Type. Analysis delineates whether an individual is retained into the same Staff Role Type, a different Staff Role Type, or leaves the system entirely.

Retention is calculated as this proportion:

$$\frac{\text{\# of employees in a specified reporting period who are reported again in a later reporting period}}{\text{the total number of employees in the specified reporting period.}}$$

Race Categories

Race Categories are comprised of two items:

- Item 1: "Race" is a multiple-selection question where individuals can be reported by their employers with one or more categories, or no category at all.
- Item 2: "Does the employee identify as Hispanic/Latino?" This question can be responded with "Yes," "No," or "Decline to Answer."

Note: BSAS treats "Race" as a socially constructed category, and recognizes that racism impacts everyone. Options for reporting demographics are set by BSAS in the eLicensing reporting system. This analysis compares results across and within racial categories.

In this analysis, "Hispanic/Latino" (renamed as "Hispanic/Latino/a/e" to more inclusively encompass "Hispanic/Latino, Latina, Latine") was added as a race category along with the other categories listed on the original item titled "Race." Those who were recorded with a "Yes" response for the Hispanic/Latino item were included in the "Hispanic/Latino/a/e" race category. Individuals are included in each race category they are reported in, resulting in a potential distribution totaling over 100%.

Salary Ranges

Salary ranges are categorized into $25,000 increment, non-exclusive blocks.

Average salaries are calculated by taking the midpoint of each salary range reported for all individuals, and calculating an average across individuals.