



Board of Behavioral Sciences



1625 North Market Blvd., Suite S-200
Sacramento, CA 95834
(916) 574-7830
www.bbs.ca.gov

Gavin Newsom, Governor
State of California

Business, Consumer Services and Housing Agency
Department of Consumer Affairs

QUARTERLY REPORT FORM INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION:

Pursuant to the Disciplinary Guidelines adopted pursuant to California Code of Regulations, Title 16, Division 18, Article 9, section 1888, you are required to submit quarterly reports to the Board of Behavioral Sciences (Board) regarding your compliance with the terms and conditions of your probation. Attached is the Board's Quarterly Report Form which you are to use in submitting these required reports. No other documentation or communication can be substituted for a completed Quarterly Report Form (e.g., other Board forms, letters, emails, telephone calls, etc.).

QUARTERLY REPORT SCHEDULE:

For the entire duration of your probation, all Quarterly Report Forms must be submitted by email, mail, or faxed to the Board as specified in the "INSTRUCTIONS FOR SUBMISSION" section on the next page and according to the following schedule:

REPORTING PERIOD	DATE DUE AT BOARD
January 1 – March 31	April 10
April 1 – June 30	July 10
July 1 – September 30	October 10
October 1 – December 31	January 10

Completed Quarterly Report Forms and any required attachments must be emailed, postmarked (if mailed), or faxed to the Board no **earlier** than the end of the reporting periods and no **later** than the due dates listed above.

If others are required to submit quarterly reports to the Board pursuant to your probation terms and conditions (i.e., psychotherapy, supervised practice, rehabilitation program, billing monitor, etc.), their quarterly reports must also be submitted to the Board according to the schedule listed above via email, mail or fax to the email address, mailing address or fax number listed in #5 of the "Instructions for Submission" section.

The Board encourages you to develop your own reminder system to ensure that you submit your Quarterly Report Forms as required.

FIRST AND FINAL QUARTERLY REPORTS

Your first and final Quarterly Report Forms, including all required attachments, must be submitted by the due dates, even if the Quarterly Report Form only covers a portion of the time period of the total quarter (e.g., probation started in the middle of a quarter).

TOLLING OF PROBATION REQUIREMENTS

Pursuant to the Disciplinary Guidelines adopted pursuant to California Code of Regulations, Title 16, Division 18, Article 9, section 1888, under certain circumstances, if a licensee or associate who is on probation with the Board stops practicing or residing in California, their probation may be subject to tolling. If probation is tolled, Quarterly Report Forms and any required attachments must still be submitted to the Board according to the schedule listed in the "Quarterly Report Schedule" section.

INSTRUCTIONS FOR SUBMISSION:

Complete your Quarterly Report Form in the following manner:

1. Make a photocopy of the attached Quarterly Report Form
-OR-
Download the Quarterly Report Form from the Board's website (www.bbs.ca.gov)
2. Complete all sections that apply to your probation terms and conditions.
3. Attach additional sheets if more space is needed or if further explanation is required.
4. If a section or question on the form does not apply to your probation terms and conditions, indicate "Not Applicable."
5. If your probation has any term(s), condition(s), or deadline(s) that are not specified on the Quarterly Report Form, attach a separate sheet outlining them and describing what you have done during the quarter to maintain compliance.
6. Sign and date the form.
7. Attach all required documentation as specified on the Quarterly Report Form as described below:
 - A. **PROOF OF PAYMENTS MADE**
Proof of payments you made shall consist of BreEZe online system receipts, electronic fund transfer receipts (such as for credit card, debit card, and bank account payments), or payment records such as cancelled checks, bank statements or credit card statements.

B. PROOF OF COURSE COMPLETION

Proof of course completion shall consist of a record provided by the course provider (e.g., letter verifying attendance, certificate, grade slip, transcript) that contains the following: your name, the title of the course, the number of hours earned, the date(s) of attendance and the name and address of the course provider. Transcripts from colleges or universities must be official and submitted in an envelope sealed by the college or university.

C. PROOF OF ATTENDANCE – RECOVERY SUPPORT PROGRAM

Proof of attendance shall consist of attendance sheets from the recovery support program provider, or other document on which the recovery support group program representative verifies your attendance. Proof of attendance shall include all of the following for **each meeting** attended:

In-Person Meetings: Provide the meeting name, date, time, location and designated recovery support program representative signature.

Live Videoconferencing Meetings: Provide the meeting name, date, time and meeting/conference ID or number.

8. Send your Quarterly Report Form with attachments to the Board in **one** of the following ways:

- Email to your assigned Probation Analyst.
- Mail to the attention of your assigned Board Probation Analyst at:

Board of Behavioral Sciences
Attn: [INSERT NAME OF ASSIGNED PROBATION ANALYST]
1625 N. Market Blvd., Ste. S200
Sacramento, CA 95834

- Fax to the attention of your assigned Board Probation Analyst at (916) 574-8625.

Failure to submit your Quarterly Report Forms and attachments as required is considered non-compliance with the terms and conditions of your probation and may result in further disciplinary action.

QUESTIONS:

If you have any questions, contact your assigned Board Probation Analyst. If you have an URGENT matter and are unable to reach your assigned Board Probation Analyst, you may contact the Board's Probation Unit at BBS.Probation@dca.ca.gov.

Notice on Collection of Personal Information

The information requested on this form is mandatory and will be used to determine compliance with the requirements of your Board probation. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information unless the records are exempted from disclosure pursuant to Civil Code section 1798.40. Individuals may obtain information regarding the location of their records by contacting the Board's Executive Officer at 1625 North Market Blvd., Sacramento, CA 95834 or at (916) 574-7830.