

BEFORE THE IOWA BOARD OF SOCIAL WORK

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IN THE MATTER OF:	)	CASE NUMBER: 07-022
	)	
ANDRIA M. HIGHLY	)	
n/k/a	)	
ANDRIA M. FISHER,	)	<b>SETTLEMENT AGREEMENT</b>
	)	<b>AND FINAL ORDER</b>
Respondent.	)	

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COME NOW the Iowa Board of Social Work ("Board") and Andria M. Highly n/k/a Andria M. Fisher ("Respondent"), and pursuant to Iowa Code sections 17A.10 and 272C.3(4), enter into the following Settlement Agreement and Final Order of the contested case currently on file.

1. Respondent is licensed to practice as a master social worker in the state of Iowa. Respondent was issued license number 304 06396 to practice as a social worker in the state of Iowa on July 12, 2004.
2. Respondent's current address is to the Board is 4500 Lantern Court, Marion, Iowa 52302.
3. The Board has jurisdiction over the parties and subject matter of the Notice of Hearing and Statement of Charges.
4. A Notice of Hearing and Statement of Charges was filed against the Respondent on May 28, 2009. A contested case hearing in this matter is scheduled for January 25, 2010.
5. Execution of this Settlement Agreement and Final Order constitutes the resolution of this contested case. Respondent has a right to a hearing on the charges, but waives Respondent's right to hearing and all attendant rights, including the right to

appeal, by freely and voluntarily agreeing to this Settlement Agreement and Final Order. Once entered, this Order shall have the force and effect of a disciplinary order entered following contested case hearing.

6. Respondent is freely and voluntarily entering into this Settlement Agreement and Final Order. Respondent agrees that the State's counsel may present this agreement to the Board and may have ex parte communication with the Board while presenting this agreement.

7. This agreement is subject to approval of the Board. If the Board approves this agreement, it becomes the final disposition of this matter. If the Board fails to approve this agreement, it shall be of no force or effect to either party.

8. This agreement shall be part of the Respondent's permanent record and shall be considered by the Board in determining the nature and severity of any disciplinary action to be imposed in the event of any future violations.

9. In the event Respondent violates or fails to comply with any of the terms of this Settlement Agreement and Final Order, the Board may initiate appropriate action to revoke or suspend Respondent's license or to impose other licensee discipline in accordance with Iowa Code section 272C.3(2)(a).

10. This Settlement Agreement and Final Order is a public record available for inspection and copying in accordance with the requirements of Iowa Code chapters 22 and 272C. The Notice of Hearing and Statement of Charges is also a public record available for inspection and copying in accordance with the requirements of Iowa Code chapters 17A, 22 and 272C.

11. The Board's approval of this Settlement Agreement and Final Order shall constitute a FINAL ORDER of the Board.

**IT IS THEREFORE ORDERED:**

12. Respondent's license shall be placed on probation for a period of one (1) year from the date this agreement is executed, subject to the following terms and conditions:

a. Respondent shall remit to the Board a civil penalty in the amount of five hundred dollars (\$ 500.00) made payable to the Iowa Board of Social Work, within ninety (90) days of the date of this agreement.

b. Respondent shall bill only for services which have been provided. Respondent shall maintain sufficient and timely records which accurately reflect the client's contact with Respondent and the services provided. Respondent shall maintain, store, and retain all client records in accordance with state and federal statutes, rules, and regulations, and within the guidelines of Respondent's employer. Respondent shall utilize the "SOAP" charting method in preparing client records. All client case notes shall include: (1) subjective information; (2) objective data; (3) Respondent's assessment; (4) and Respondent's treatment plan. All case notes shall be legibly written or typed.

c. Respondent shall, within thirty (30) days of the date of this agreement, submit the name and curriculum vitae of a proposed practice mentor to the Board for its approval. The practice mentor shall be a licensed independent social worker. The approved practice mentor will be provided a copy of the Statement of Charges, the investigative file, and this agreement. The Respondent shall meet in a face-to-face

setting with the mentor on a quarterly basis during the period of probation to review and discuss the following issues: (1) record keeping, (2) professional competence, and (3) any other relevant ethical and practice issues which arise in Respondent's practice.

The practice mentor shall provide quarterly written reports to the Board which include the following:

- i. The time period covered by the report;
- ii. The dates of meetings held with Respondent and a brief summary of the discussion held at each of these meetings;
- iii. Any other information the practice mentor deems relevant for the Board's review.

All costs associated with the practice mentor shall be the responsibility of Respondent.

d. Respondent shall attend nine (9) hours of continuing education in the area of record keeping and nine (9) hours of continuing education in the area of ethics within the period of probation. Such hours shall be in addition to the standard continuing education renewal requirements. The continuing education programs shall be programs that have been approved by the ASWB Approved Continuing Education (ACE) Program or the National Association of Social Workers (NASW) Continuing Education Unit (CEU) Approval Program. Prior to attending the continuing education program, the Respondent shall submit the name of the course(s) and the course content to the Board for its approval.

e. Respondent shall make a personal appearance before the Board upon request. The Respondent shall be given reasonable notice of the date, time, and place for appearance.

f. Respondent shall obey all federal, state, and local statutes and regulations governing the practice of social work.

g. Respondent shall notify the Board of any change in address within one week of said change.

h. Periods of time during which Respondent is not engaged in the practice of social work shall not be used to satisfy the term of probation. Upon full compliance with the terms and conditions for probation set forth in this Settlement Agreement and Final Order, the Respondent's probation shall be terminated.

**This settlement agreement and final order is approved by the board on January 25, 2010.**