BEFORE THE IOWA BOARD OF SOCIAL WORK

IN THE MATTER OF:)	CASE NUMBER: 09-005
GLORIA M. BILLINGS,)	SETTLEMENT AGREEMENT AND FINAL ORDER
Respondent.)	

COME NOW the Iowa Board of Social Work ("Board") and Gloria M. Billings ("Respondent"), and pursuant to Iowa Code sections 17A.10 and 272C.3(4) (2009), enter into the following Settlement Agreement and Final Order of the contested case currently on file against the Respondent:

- 1. Respondent is licensed to practice as an independent social worker in the state of Iowa. Respondent was issued license number 304 00614 to practice as a social worker in the state of Iowa on November 21, 1989.
- 2. The Board filed a Notice of Hearing and Statement of Charges against the Respondent on May 10, 2010. A contested case hearing in this matter was scheduled for August 9, 2010, and was continued upon request from both parties.
- 3. Respondent's current address as reported to the Board is 802 6th Street, Apt. 103, Ames, Iowa, 50010.
 - 4. The Board has jurisdiction of the parties and the subject matter.
- 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 her right to hearing and all attendant rights, including the right to appeal, by freely and voluntarily agreeing to this Settlement Agreement and Final Order. The

parties agree that it is appropriate to enter into this Settlement Agreement and Final Order to resolve the pending charges in this matter. Once entered, this Order shall have the force and effect of a disciplinary order entered following contested case hearing.

- 6. 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 it.
- 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. If this agreement is not approved, settlement discussions and related materials shall not be admissible as evidence in this or any subsequent matters.
- 8. If approved, this agreement shall be part of the permanent record of Respondent 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. If approved, 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.
- 10. The Board's approval of this Settlement Agreement and Final Order shall constitute a FINAL ORDER of the Board.

IT IS THEREFORE ORDERED:

11. <u>Probation</u>. Respondent=s license shall be placed on **probation** for a

period of one (1) year subject to the following terms and conditions:

- a. <u>Continuing Education</u>. Respondent shall attend nine (9) hours of continuing education in the area of record keeping and documentation, including obtaining client authorization prior to disclosing or releasing client information, within the period of probation. Respondent shall attend 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. Prior to attending the continuing education, the Respondent shall submit the name of the course(s), the course instructors, and the course content to the Board for its approval.
- b. Record Keeping/Disclosure of Information. Respondent shall maintain sufficient, timely and accurate documentation in client records which conforms with the Board's record keeping requirements at 645 IAC 282.2(5). All case notes shall be legibly written or typed. Respondent shall obtain written informed consent prior to releasing client information in conformance with the Board's rules at 645 IAC 282.2(4) and federal law.
- c. <u>Practice mentor</u>. Respondent shall, within thirty (30) days of the date of this agreement, submit to the Board for its approval the name and curriculum vitae of a proposed practice mentor. The proposed practice mentor shall be a licensed independent social worker. The approved practice mentor will be provided a copy of the Notice of Hearing and Statement of Charges, the investigative file, and this agreement. The practice mentor shall review a random selection of Respondent's client case records to ensure that Respondent is complying with paragraph 11(b) of this agreement. The practice mentor shall also meet with Respondent in a face-to-face

setting on a quarterly basis during the probationary period to review and discuss the Board's administrative rules and issues related to record keeping, disclosure of information, professional confidences, conflicts of interest, boundaries, dual relationships, appropriate interactions with clients, and any other relevant ethical or practice issues which arise in Respondent's practice. All costs associated with the practice mentor shall be the responsibility of Respondent. The practice mentor shall submit quarterly 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. The practice mentor's assessment as to whether Respondent has complied with the terms of this agreement.
 - iv. Any other information the practice mentor deems relevant for the Board=s review.
- d. 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.
- e. Respondent shall obey all federal, state, and local statutes and regulations governing the practice of social work.
- f. Respondent shall notify the Board of any change in address within one week of said change.
- g. 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.

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

The Board approved this settlement agreement and final order on September 13, 2010.