

AGENDA ITEM 8

EXECUTIVE OFFICER'S REPORT

The following is attached for review:

- a. Operational and budget report.
- b. Report on fee increases and related activities.
- c. Future agenda items.
- d. Other Informational Items – No Board discussion or action.

Date: August 10, 2017

To: CBOT Members



From: Heather Martin, Executive Officer

Subject: Executive Officer Report – Board Meeting June 1-2, 2017

a. Operational Report.

Employment offers were extended to fill two part-time positions; start dates were negotiated for later this month and mid-September.

Following this report are the CALSTRS reports, showing revenue/expenditure information through June 30th (Month 13 final figures not yet available). Estimated revenue \$1.45m and expenditures estimated at \$1.8m of \$2.3m budget. (Reverted funds not finalized until Month 13 report becomes available; significant amount of reversion a result of salary savings.)

Board staff continues to submit 'tickets' to make improvements and/or modifications to BreEZe on an as-needed basis. This includes corrections, ethics attestation, increased automation of various letters, on-line text improvements, corrections, etc.

More information on 'ethics' attestation for renewal to be provided verbally.

Per Board direction from June meeting, report on the number of Facebook and Twitter followers.

b. Report on fee increases and related activities.

Verbal update.

c. Future agenda items.

The items shown below will be addressed at a future meeting:

1. Board staff to research what other states are doing and report to Board on and differentiation/limitation on earning of PDUs in-person vs online/technological means.
2. Make appointments to Education and Outreach Committee.
3. Make appointments to Practice Committee.
4. Practice Committee's recommendation on records retention requirement for an occupational therapy business that closes or is sold or if the practitioner is no longer in private practice.

5. Review/update of Board Member Administrative Manual.
6. Review/update of Board Member Disciplinary Resource Manual.
7. Make appointments to Ad Hoc Enforcement Committee; direct Committee to review and make recommended edits to the Board's Disciplinary Guidelines (requires regulatory amendments).

d. Other Informational Items – No Board discussion or action

Verbal update on Assembly Bill (AB) 387, (Thurmond), Minimum wage: health professionals: interns.

Verbal update on AOTA ad hoc committee recommendations on proposed fieldwork changes and establishment of an "Initial Experiential Learning Requirement"

CSTARQ24 1111 (DEST: A1 CAL2) PM,C,6,5,2,0, 6212,
 FISCAL MONTH: 12 JUNE 6 (INDEX) 5 (PCA) 2 (AGYSRC) 0 (NOFUND) FUND (ALL) GL (6212)
 DEPT OF CONSUMER AFFAIRS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 06/30/17

***** RUN:07/10/17 TIME:18.22

***** PAGE 14

ENY: 16 FFY: 16
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-SUB-UNIT: 00
 INDEX: 1475 OCCUPATIONAL THERAPY

 PROGRAM
 PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL RECEIPTS CURRENT MONTH	ACTUAL RECEIPTS YEAR-TO-DATE	BALANCE
67 00	000 000	73017	REIMB - OCCUPATIONAL THERAPY FUND 3017				
001	991937	01	FINGERPRINT REPORTS	22,000.00	3,969.00	32,405.00	10,405.00-
001	991937	02	SCHEDULED REIMBURSEMENT/EXTERNAL	0.00	470.00	3,055.00	3,055.00-
*TOTAL SOURCE 991937				22,000.00	4,439.00	35,460.00	13,460.00-
001	995988	01	UNSCH-INVESTIGATIVE COST RECOVERY	0.00	1,370.00	7,439.28	7,439.28-
*TOTAL SOURCE 995988				0.00	1,370.00	7,439.28	7,439.28-
*TOTAL PROG 67				22,000.00	5,809.00	42,899.28	20,899.28-
*TOTAL REFERENCE 001				22,000.00	5,809.00	42,899.28	20,899.28-
67 00	000 000	83017	REVENUE - OCCUPATIONAL THERAPY FD 3017				
980	125600	CU	OTA DUP LIC FEE-\$15.00	0.00	285.00	3,240.00	3,240.00-
980	125600	CV	OTA DUP CERT FEES-\$15.00	0.00	60.00	780.00	780.00-
980	125600	FT	CITATION/FINE FTB COLLECTION	0.00	0.00	2,402.00	2,402.00-
980	125600	00	OTHER REGULATORY FEES	34,000.00	0.00	0.00	34,000.00
980	125600	18	CITATION & FINE FEE COLLECTED-VAR	0.00	1,450.00	24,260.00	24,260.00-
980	125600	90	OVER/SHORT FEES	0.00	0.00	5.00	5.00-
*TOTAL SOURCE 125600				34,000.00	1,795.00	30,687.00	3,313.00
980	125700	OC	OT INITIAL LIC FEE-\$VAR	0.00	9,395.00	135,660.00	135,660.00-
980	125700	OD	OTA INITIAL CERT FEE-\$VAR	0.00	3,272.00	46,643.00	46,643.00-
980	125700	OE	OT LIMITED PERMIT-\$75.00	0.00	150.00	3,400.00	3,400.00-
980	125700	OJ	OTA LIMITED PERMIT \$75.00	0.00	150.00	825.00	825.00-
980	125700	UE	OT RETIRED STATUS FEE-\$25	0.00	175.00	1,000.00	1,000.00-
980	125700	UG	OTA RETIRED STATUS FEE-\$25	0.00	25.00	200.00	200.00-
980	125700	UM	OT APPLICATION FEE-\$50	0.00	5,601.00	60,506.00	60,506.00-
980	125700	UN	OTA APPLICATION FEE-\$50	0.00	2,650.00	22,712.00	22,712.00-
980	125700	00	OTHER REGULATORY LICENSES AND PER	258,000.00	0.00	0.00	258,000.00
980	125700	90	OVER/SHORT FEES	0.00	0.00	1.00	1.00-

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 SUB-SECTION: 00
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REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL RECEIPTS		BALANCE
					CURRENT MONTH	YEAR-TO-DATE	
980	125700	91	SUSPENDED REVENUE	0.00	532.00	9,383.10	9,383.10-
980	125700	92	PRIOR YEAR REVENUE ADJUSTMENT	0.00	0.00	1,282.00-	1,282.00
*TOTAL SOURCE 125700				258,000.00	21,950.00	279,048.10	21,048.10-
980	125800	BP	OT INACTIVE RENEWAL LIC FEE-\$25.0	0.00	175.00	10,850.00	10,850.00-
980	125800	BQ	OTA INACTIVE RENEWAL CERT FEE-\$25	0.00	0.00	2,025.00	2,025.00-
980	125800	00	RENEWAL FEES	1,015,000.00	0.00	0.00	1,015,000.00
980	125800	2W	BIENNIAL RENEWAL-OT \$150	0.00	11,850.00	842,150.00	842,150.00-
980	125800	2X	BIENNIAL RENEWAL-OTA \$150	0.00	4,275.00	179,050.00	179,050.00-
980	125800	7A	OT RESTORE LIC TO ACTIVE-\$150	0.00	0.00	150.00	150.00-
980	125800	90	OVER/SHORT FEES	0.00	0.00	450.00	450.00-
*TOTAL SOURCE 125800				1,015,000.00	16,300.00	1,034,675.00	19,675.00-
980	125900	TM	DELINQ BIENNIAL-OT-\$75	0.00	1,425.00	17,400.00	17,400.00-
980	125900	TN	DELINQ BIENNIAL-OTA \$75	0.00	300.00	3,600.00	3,600.00-
980	125900	00	DELINQUENT FEES	17,000.00	0.00	0.00	17,000.00
*TOTAL SOURCE 125900				17,000.00	1,725.00	21,000.00	4,000.00-
980	142500	00	MISCELLANEOUS SERVICES TO THE PUB	23,000.00	0.00	0.00	23,000.00
980	142500	90	MISC. SER TO PUBLIC - GENERAL	0.00	3,115.00	27,138.00	27,138.00-
980	142500	91	MISC. SER TO PUBLIC - TRANSCRIPTS	0.00	0.00	35.00	35.00-
*TOTAL SOURCE 142500				23,000.00	3,115.00	27,173.00	4,173.00-
980	150300	00	INCOME FROM SURPLUS MONEY INVESTM	8,000.00	0.00	16,150.49	8,150.49-
*TOTAL SOURCE 150300				8,000.00	0.00	16,150.49	8,150.49-
980	161000	00	ESCHEAT OF UNCLAIMED CHECKS,WARRA	1,000.00	0.00	0.00	1,000.00

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REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL RECEIPTS		BALANCE
					CURRENT MONTH	YEAR-TO-DATE	
980	161000	02	REVENUE CANCELLED WARRANTS	0.00	0.00	567.00	567.00-
*TOTAL SOURCE 161000				1,000.00	0.00	567.00	433.00
980	161400	91	DISHONORED CHECK FEE-VAR	0.00	25.00	125.00	125.00-
*TOTAL SOURCE 161400				0.00	25.00	125.00	125.00-
980	164300	00	PENALTY ASSESSMENTS	15,000.00	0.00	0.00	15,000.00
*TOTAL SOURCE 164300				15,000.00	0.00	0.00	15,000.00
*TOTAL PROG 67				1,371,000.00	44,910.00	1,409,425.59	38,425.59-
*TOTAL REFERENCE 980				1,371,000.00	44,910.00	1,409,425.59	38,425.59-
*TOTAL INDEX 1475				1,393,000.00	50,719.00	1,452,324.87	59,324.87-
*TOTAL SEC 11				1,393,000.00	50,719.00	1,452,324.87	59,324.87-

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 7/10/2017

BUDGET REPORT

Page 64 of 559

11 CA BD OF OCCUPATIONAL THERAPY

AS OF 6/30/2017

00

FM 12

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1475 OCCUPATIONAL THERAPY

		BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
PERSONAL SERVICES							
SALARIES AND WAGES							
003 00	CIVIL SERVICE-PERM	766,000	45,141	463,513	0	463,513	302,487
033 04	TEMP HELP (907)	4,000	1,104	31,654	0	31,654	-27,654
063 00	STATUTORY-EXEMPT	82,000	7,554	89,988	0	89,988	-7,988
063 01	BD/COMMSN (901,920)	20,000	0	7,700	0	7,700	12,300
083 00	OVERTIME	0	0	7,188	0	7,188	-7,188
SALARIES AND WAGES		872,000	53,799	600,043	0	600,043	271,957
STAFF BENEFITS							
103 00	OASDI	65,000	3,179	33,870	0	33,870	31,130
104 00	DENTAL INSURANCE	2,000	344	3,192	0	3,192	-1,192
105 00	HEALTH/WELFARE INS	187,000	5,755	62,402	0	62,402	124,598
106 01	RETIREMENT	208,000	14,084	140,445	0	140,445	67,555
125 00	WORKERS' COMPENSAT	25,000	0	0	0	0	25,000
125 15	SCIF ALLOCATION CO	0	665	6,482	0	6,482	-6,482
132 00	NONINDUST DISABLTY	2,000	0	0	0	0	2,000
133 00	UNEMPLOYMENT INSUR	3,000	0	0	0	0	3,000
134 00	OTHER-STAFF BENEFI	0	2,708	25,279	0	25,279	-25,279
134 01	TRANSIT DISCOUNT	0	0	385	0	385	-385
134 02	TRANSIT INVOICES	0	0	-76	0	-76	76
135 00	LIFE INSURANCE	0	11	86	0	86	-86
136 00	VISION CARE	1,000	95	985	0	985	15
137 00	MEDICARE TAXATION	5,000	759	8,492	0	8,492	-3,492
STAFF BENEFITS		498,000	27,600	281,542	0	281,542	216,458
PERSONAL SERVICES		1,370,000	81,399	881,585	0	881,585	488,415

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 7/10/2017

BUDGET REPORT

Page 65 of 559

AS OF 6/30/2017

FM 12

11 CA BD OF OCCUPATIONAL THERAPY

00

00

00

1475 OCCUPATIONAL THERAPY

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
OPERATING EXPENSES & EQUIPMENT						
FINGERPRINTS						
213 04 FINGERPRINT REPORT	22,000	1,960	23,432	0	23,432	-1,432
FINGERPRINTS	22,000	1,960	23,432	0	23,432	-1,432
GENERAL EXPENSE						
201 00 GENERAL EXPENSE	33,000	0	0	0	0	33,000
206 00 MISC OFFICE SUPPLI	0	2,105	8,547	1,272	9,819	-9,819
207 00 FREIGHT & DRAYAGE	0	0	2,277	75	2,352	-2,352
213 02 ADMIN OVERHEAD-OTH	0	157	2,679	0	2,679	-2,679
217 00 MTG/CONF/EXHIBIT/S	0	0	1,129	0	1,129	-1,129
223 00 LIBRARY PURCH/SUBS	0	0	5	0	5	-5
GENERAL EXPENSE	33,000	2,263	14,638	1,347	15,984	17,016
PRINTING						
241 00 PRINTING	10,000	0	0	0	0	10,000
242 00 PAMPHLT/LEAFLT/BRO	0	0	151	0	151	-151
242 02 REPRODUCTION SVS	0	57	57	0	57	-57
242 03 COPY COSTS ALLO	0	654	3,855	0	3,855	-3,855
242 05 METRO PRINT/MAIL	0	0	10,040	0	10,040	-10,040
244 00 OFFICE COPIER EXP	0	0	880	625	1,505	-1,505
PRINTING	10,000	711	14,982	625	15,607	-5,607
COMMUNICATIONS						
251 00 COMMUNICATIONS	16,000	0	0	0	0	16,000
257 01 TELEPHONE EXCHANGE	0	45	2,007	0	2,007	-2,007
COMMUNICATIONS	16,000	45	2,007	0	2,007	13,993
POSTAGE						
261 00 POSTAGE	15,000	0	0	0	0	15,000
262 00 STAMPS, STAMP ENVE	0	1,448	1,962	0	1,962	-1,962

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 7/10/2017

BUDGET REPORT

Page 66 of 559

AS OF 6/30/2017

FM 12

11 CA BD OF OCCUPATIONAL THERAPY

00

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1475 OCCUPATIONAL THERAPY

			BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
263	05	DCA POSTAGE ALLO	0	6,913	13,400	0	13,400	-13,400
268	00	NOC-POSTAGE	0	0	15	0	15	-15
POSTAGE			15,000	8,361	15,377	0	15,377	-377
INSURANCE								
288	00	NOC-INSURANCE	0	0	15	0	15	-15
INSURANCE			0	0	15	0	15	-15
TRAVEL: IN-STATE								
291	00	TRAVEL: IN-STATE	17,000	0	0	0	0	17,000
292	00	PER DIEM-I/S	0	590	13,441	0	13,441	-13,441
294	00	COMMERCIAL AIR-I/S	0	1,436	9,082	0	9,082	-9,082
296	00	PRIVATE CAR-I/S	0	348	3,130	0	3,130	-3,130
297	00	RENTAL CAR-I/S	0	42	2,328	0	2,328	-2,328
301	01	LYFT-TRANSPORTATIO	0	0	6	0	6	-6
301	02	UBER-TRANSPORTATIO	0	0	96	0	96	-96
305	00	MGMT/TRANS FEE-I/S	0	0	256	0	256	-256
TRAVEL: IN-STATE			17,000	2,416	28,338	0	28,338	-11,338
TRAINING								
331	00	TRAINING	6,000	0	0	0	0	6,000
332	00	TUITN/REGISTRATN F	0	0	1,241	0	1,241	-1,241
TRAINING			6,000	0	1,241	0	1,241	4,759
FACILITIES OPERATIONS								
341	00	FACILITIES OPERATI	45,000	0	0	0	0	45,000
343	00	RENT-BLDG/GRND(NON	0	6,616	79,318	0	79,318	-79,318
347	00	FACILITY PLNG-DGS	0	143	1,570	0	1,570	-1,570
353	00	ALTERATIONS	0	90,000	90,000	0	90,000	-90,000
FACILITIES OPERATIONS			45,000	96,759	170,888	0	170,888	-125,888

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 7/10/2017

BUDGET REPORT

Page 67 of 559

AS OF 6/30/2017

FM 12

11 CA BD OF OCCUPATIONAL THERAPY

00

00

00

1475 OCCUPATIONAL THERAPY

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
CONSULTANT & PROFESSIONAL SERVICES EXT						
402 00 CONSULT/PROF SERV-	51,000	0	0	0	0	51,000
404 05 C&P EXT ADMIN CR C	0	86	11,782	42,218	54,000	-54,000
CONSULTANT & PROFESSIONAL SERVICES EXTER	51,000	86	11,782	42,218	54,000	-3,000
DEPARTMENTAL SERVICES						
424 03 OIS PRO RATA	245,000	22,250	245,000	0	245,000	0
427 00 INDIRECT DISTRB CO	190,000	23,163	190,000	0	190,000	0
427 30 DOI - ISU PRO RATA	5,000	413	5,000	0	5,000	0
427 34 COMMUNICATIONS PRO	22,000	1,837	22,000	0	22,000	0
427 35 PPRD PRO RATA	2,000	163	2,000	0	2,000	0
DEPARTMENTAL SERVICES	464,000	47,826	464,000	0	464,000	0
CONSOLIDATED DATA CENTER						
428 00 CONSOLIDATED DATA	4,000	0	9	0	9	3,991
CONSOLIDATED DATA CENTER	4,000	0	9	0	9	3,991
DATA PROCESSING						
431 00 INFORMATION TECHNO	4,000	0	0	0	0	4,000
435 00 NOC-SERV-IT (SECUR	0	0	0	1,338	1,338	-1,338
436 00 SUPPLIES-IT (PAPER	0	0	1,229	11,519	12,747	-12,747
446 00 HARDWARE-IT PURCH,	0	0	0	2,446	2,446	-2,446
449 00 ELECT WASTE RECYCL	0	0	21	21	42	-42
DATA PROCESSING	4,000	0	1,250	15,324	16,574	-12,574
EXAMS						
404 03 C/P SVS - EXT SUB	0	0	3,863	1,666	5,529	-5,529
EXAMS	0	0	3,863	1,666	5,529	-5,529
MAJOR EQUIPMENT						
452 00 REPLACEMENT-EQPT	5,000	0	0	0	0	5,000
472 00 ADDITIONAL EQUIPME	48,000	0	0	0	0	48,000

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 7/10/2017

BUDGET REPORT

Page 68 of 559

AS OF 6/30/2017

FM 12

11 CA BD OF OCCUPATIONAL THERAPY

00

00

00

1475 OCCUPATIONAL THERAPY

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
MAJOR EQUIPMENT	53,000	0	0	0	0	53,000
ENFORCEMENT						
396 00 ATTORNEY GENL-INTE	137,000	6,018	61,135	0	61,135	75,865
397 00 OFC ADMIN HEARNG-I	1,000	0	15,342	0	15,342	-14,342
414 31 EVIDENCE/WITNESS F	0	0	1,828	1,250	3,078	-3,078
418 97 COURT REPORTER SER	0	0	604	0	604	-604
427 31 DOI - INVESTIGATIO	68,000	5,663	68,000	0	68,000	0
ENFORCEMENT	206,000	11,681	146,909	1,250	148,159	57,841
MINOR EQUIPMENT						
226 00 MINOR EQUIPMENT	21,000	0	0	0	0	21,000
226 10 MIN EQPMT-GEN-ADD'	0	0	1,335	10,003	11,338	-11,338
226 15 MIN EQPMT-GEN-REPL	0	0	369	0	369	-369
226 40 MIN EQPMT-DP-ADD'L	0	0	3,845	4,825	8,670	-8,670
226 45 MIN EQPMT-DP-REPL	0	0	3,375	0	3,375	-3,375
226 50 MIN EQPMT-PHONE-AD	0	0	0	1,411	1,411	-1,411
MINOR EQUIPMENT	21,000	0	8,924	16,239	25,164	-4,164
OPERATING EXPENSES & EQUIPMENT	967,000	172,108	907,655	78,669	986,324	-19,324
TOTAL EXPENDITURE	2,337,000	253,507	1,789,240	78,669	1,867,909	469,091
OCCUPATIONAL THERAPY	2,337,000	253,507	1,789,240	78,669	1,867,909	469,091

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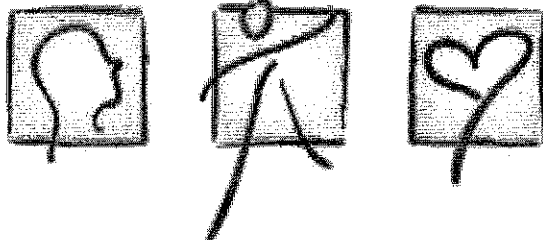
AGENDA ITEM 9

STRATEGIC PLAN ACTION PLAN.

The action plan to implement the strategic plan is attached for review.

California Board of Occupational Therapy 2016-2019

California
BOARD OF OCCUPATIONAL THERAPY



Adopted: September 17, 2015

Table of Contents

California Board of Occupational Therapy Members	3
Message from the Board President	4
About the Board.....	4
Mission	6
Vision.....	6
Values.....	6
Strategic Goals	7
Goal 1: Applicant Qualifications.....	8
Goal 2: Enforcement	9
Goal 3: Outreach and Communication	10
Goal 4: Laws and Regulations	11
Goal 5: Organizational Effectiveness	12

California Board of Occupational Therapy Members

Richard Bookwalter, OT Member, *Vice President*

Jeffrey Ferro, Public Member

Laura Hayth, OT Member

Nancy Michel, Public Member

Denise Miller, OT Member, *President*

Beata Morcos, Public Member

Sharon Pavlovich, OTA Member, *Secretary*

Edmund G. Brown, Jr., Governor

Alexis Podesta, Acting Secretary, Business, Consumer Services and Housing Agency

Awet Kidane, Director, Department of Consumer Affairs

Heather Martin, Executive Officer, California Board of Occupational Therapy

Message from the Board President

On behalf of the California Board of Occupational Therapy (CBOT) I want to thank everyone involved in the strategic planning development process for their vision, focus and commitment to the Board's mission – to protect California consumers of occupational therapy services through effective regulation, licensing and enforcement.

The 2016-2019 Strategic Plan outlines the Board's commitment to uphold our mission, vision and values with all stakeholders and has been a collaborative effort between Board Members, Board staff, and the public. In this document, we have identified key goals that guide our actions and keep us accountable to those we serve.



This strategic plan is the foundation of the Board's intent and focus in the coming years. It builds upon previous strategic plans and recognizes our commitment to uphold our duties within the Department of Consumer Affairs and to the people of the state of California that receive occupational therapy services.

As President of the Board of Occupational Therapy, I invite all interested stakeholders to engage with us in the next three years to achieve the goals identified in this strategic plan. The Board publishes advance notices of all its meetings (including Board, committee and ad hoc) and encourages your participation and contribution.

Denise M. Miller, MBA OT/L

President, Board of Occupational Therapy

About the Board

Occupational Therapists (OTs) and Occupational Therapy Assistants (OTAs) provide important health, rehabilitation and habilitation services to people of all ages, who, because of illness, injury, or developmental or psychological impairment, need specialized interventions to regain, develop, or build the skills necessary for independent functioning.

Established in 1917, the occupational therapy profession is one of the oldest allied health professions in the United States. SB 1046 created the California Board of Occupational Therapy, effective January 1, 2001, and required license effective January 1, 2003. The Board is responsible for the licensure and regulation of OTs and OTAs in California.

California passed a title control/trademark law for occupational therapy in 1977 Business and Professions Code (BPC), Section 2570, Ch. 836), prohibiting individuals from using the professional titles recognized for Occupational Therapist (OT, OTR) and Occupational Therapy Assistants (OTA, COTA) without appropriate training and education. The law was updated in 1993 (BPC, Ch. 361) to further clarify the minimum education and examination requirements for practicing occupational therapists and occupational therapy assistants. The law had no registration process with the state or enforcement structure, nor did it prevent unqualified individuals from practicing occupational therapy as long as they did not refer to themselves as an occupational therapist or occupational therapy assistant.

OTs and OTAs focus on an individual's ability to effectively engage in performance areas that are purposeful and meaningful, such as activities of daily living (ADLs), and instrumental ADLs, including, among other things, work, education, play, leisure, wellness, spirituality, social participation and other productive activities.

Mission

To protect California consumers of occupational therapy services through effective regulation, licensing and enforcement.

Vision

The California Board of Occupational Therapy, as a model consumer protection agency, aspires to be recognized for our valued commitment to all of our stakeholders.

Values

CONSUMER PROTECTION	We make effective and informed decisions in the best interest, and for the safety of Californians.
EFFICIENCY	We diligently identify the best ways to deliver high-quality services with the most efficient use of our resources.
FAIRNESS	We treat people equally and make decisions without favoritism or prejudice.
INTEGRITY	We are committed to honesty, ethical conduct and responsibility.
COMMITMENT	We take responsibility and are accountable to the public.
TRANSPARENCY	We hold ourselves accountable to the people of California. We operate openly so that stakeholders can trust that we are fair and honest.

Strategic Goals

1	APPLICANT QUALIFICATIONS
	The Board ensures those seeking licensure meet minimum standards of conduct, education, fieldwork and examination.
2	ENFORCEMENT
	The Board enforces the laws and regulations governing occupational therapy practitioners by effectively investigating complaints, non-compliance and irregularities, and concludes with an appropriate response.
3	OUTREACH AND COMMUNICATION
	The Board strives to increase communication, education and outreach efforts to consumers, applicants, licensees, and other stakeholders regarding laws, regulations and the practice of occupational therapy.
4	LAWS AND REGULATIONS
	The Board modifies, implements and enforces statutes and regulations that strengthen and support the Board's mandate and mission.
5	ORGANIZATIONAL EFFECTIVENESS
	The Board strives to build an excellent organization through proper Board governance, effective leadership, and responsible management by securing necessary funding and ensuring responsive staff processes.

Goal 1: Applicant Qualifications

The Board ensures those seeking licensure meet minimum standards of conduct, education, fieldwork and examination.

1.1	Create and implement "Application Submittal Checklist" guidelines to clarify application requirements and encourage application completeness.
1.2	Pursue regulatory amendment that would require Occupational Therapists seeking advanced practice approval to complete only Board approved courses, in order to streamline the review process for advanced practice applications.
1.3	Create and implement a cross-reference table that clarifies the relationship between Professional Development Units, Continuing Education Units, and Continuing Education hours in order to better assist licensees in determining whether or not their continuing education courses meet state requirements.
1.4	Develop an outreach strategy to educate potential applicants on the Board's licensure process including pre and post-licensure requirements.

Goal 2: Enforcement

The Board enforces the laws and regulations governing occupational therapy practitioners by effectively investigating complaints, non-compliance and irregularities, and concludes with an appropriate response.

2.1	Pursue an increase in budgetary authority to secure necessary staffing to improve enforcement processing times.
2.2	Promulgate regulations that require applicants and licensees to attest to reading the governing laws and regulations in order to increase familiarity and instill accountability and individual integrity.
2.3	Expand capacity to manage the increase in both the number of enforcement actions and number of license applications to maintain or increase timely response to consumer complaints and increase consumer protection.

Goal 3: Outreach and Communication

The Board strives to increase communication, education and outreach efforts to consumers, applicants, licensees, and other stakeholders regarding laws, regulations and the practice of occupational therapy.

3.1	Communicate the enforcement process and timeline with complainants and respondents by updating the current enforcement process flowcharts to with the disciplinary process timeline and include flowchart in all complaint responses.
3.2	Develop multimedia (videos, webinars and printed materials), and house them on the Board Web site, that would increase student understanding of the application process and general Board information.
3.3	Develop multimedia (videos, webinars and printed materials), and house them on the Board Web site, that would educate and inform licensees and consumers about general Board processes, regulatory requirements and practice issues.
3.4	Implement email address reporting requirement on new applications and license renewals in order to increase access to the licensee population and better communicate Board information.
3.5	Utilize current social media outlets and technology to increase Board communication to stakeholders by 50%.
3.6	Secure budgetary authority to increase necessary staffing and resources to establish a Board Outreach Coordinator position.

Goal 4: Laws and Regulations

The Board modifies, implements and enforces statutes and regulations that strengthen and support the Board's mandate and mission.

4.1	Promulgate regulations requiring applicants and renewal licensees provide an email address so the Board can increase communication.
4.2	Research regulatory issues affecting the full range of Occupational Therapy practice settings to address diverse Occupational Therapy service delivery models.
4.3	Develop an internal and external "Frequently Asked Questions" for staff and for consumers and licensees, respectively, and post to Web site to clarify laws and regulations.
4.4	Explore the feasibility of a statute amendment that alters the definition of Occupational Therapy to clarify the scope of the Board's oversight over the varying Occupational Therapy capacities.

Goal 5: Organizational Effectiveness

The Board strives to build an excellent organization through proper Board governance, effective leadership, and responsible management by securing necessary funding and ensuring responsive staff processes.

5.1	Conduct a workload analysis and compile data to support appropriate Board staffing levels.
5.2	Devise a plan for knowledge transfer and mentorship opportunities to help facilitate growth and development among Board staff.
5.3	Create a succession plan that includes all Board positions to increase business continuity, efficiency, and staff acquisition, retention, and development.



**PREPARED BY:
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This strategic plan is based on stakeholder information and discussions facilitated by SOLID for the California Board of Occupational Therapy in June 2015. Subsequent amendments may have been made after Board adoption of this plan.

2016 - 2019 Strategic Plan Action Plan			Q1 2017			Q2 2017			Q3 2017			Q4 2017			Q1 2018			Q2 2018		
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1.1	Create and implement "Application Submittal Checklist" guidelines to clarify application requirements and encourage application completeness.	Responsibility																		
1.1.1	Draft a checklist.	Admin SSA																		
1.1.2	Create a process overview and description (e.g., when fees are paid) that will go with paper applications.	Admin SSA																		
1.1.3	Board members to review	Board																		
1.1.4	Field test checklist and overview with students.	EO																		
1.1.5	Obtain Executive Officer and Legal approval on the checklist and application overview documents.	EO & Legal Office																		
1.1.6	Attach the checklist to the paper application instructions.	Webmaster																		
1.1.6	Post the application overview description on the Board Web site.	Webmaster																		
1.2	Pursue regulatory amendment that would require Occupational Therapists seeking advanced practice approval to complete only Board approved courses, in order to streamline the review process for advanced practice applications.	Responsibility																		
1.2.1	Identify the approved courses.	Admin SSA																		
1.2.2	Create a list of approved courses and post to Web site.	Admin SSA and Webmaster																		
1.2.3	Amend existing regulatory language to require applicants to complete only Board approved courses.	AEO and Admin SSA																		
1.2.4	Obtain Board approval on the proposed amended regulatory language.	AEO and Admin SSA																		
1.2.5	Create regulations packet including initial statement of reason, strikeout text and notice.	AEO and Admin SSA																		
1.2.6	Obtain Executive Officer approval of regulations packet.	EO																		
1.2.7	Obtain DCA Legal Office and Agency approval of regulations packet.	EO and DCA Legal Office																		
1.2.8	Submit regulation packet to the Office of Administrative Law for noticing.	AEO and Admin SSA																		
1.2.9	Capture public comments provided during public comment period.	AEO and Admin SSA																		
1.2.10	Take the proposed regulatory amendment to the Board for adoption.	EO																		

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1.2.11a	Create a System Investigation Request (SIR) to make necessary changes to the instructions in BreEZe for the online application and obtain Legal approval.	BreEZe SME																		
1.2.11b	Test and pass/fail the changes in BreEZe for accuracy prior to their implementation.	BreEZe SME																		
1.2.11c	Changes executed in future release.	DCA BreEZe																		
1.2.12	Finalize the file for review and submit to DCA.	AEO and Admin SSA																		
1.2.13	Obtain approval by DCA and other control agencies.	DCA																		
1.2.14	Prepare and submit the rule making file to the Office of Administrative Law.	AEO and Admin SSA																		
1.2.15	Post the effective date of the amended regulation on the Board Web site.	Webmaster																		
1.2.16	Make necessary changes to the instructions for the paper application, obtain Legal approval, and post it to the Web site.	Admin SSA																		
1.2.17	Train staff on new requirements.	AEO																		
1.2.18	Educate licensees on new requirements.	AEO and EO																		
1.3	Create and implement a cross-reference table that clarifies the relationship between Professional Development Units (PDU), Continuing Education Units, and Continuing Education hours in order to better assist licensees in determining whether or not their continuing education courses meet state requirements.	Responsibility																		
1.3.1	Review NBCOT and AOTA activity tables/ course information for PDU requirements.	AEO																		
1.3.2	Review Board PDU requirements.	AEO																		
1.3.3	Compare and contrast differences to educate practitioners about what activities are applicable to state requirements.	AEO																		
1.3.4	Develop a table that clarifies the activities that are applicable to state requirements and highlights those activities that are not acceptable.	AEO																		
1.3.5	Present the PDU information to the Board.	EO																		
1.3.6	Obtain Legal approval on the new PDU information.	EO/DCA Legal																		
1.3.7	Educate stakeholders about acceptable and unacceptable activities (PDU information).	AEO/EO																		
1.3.8	Post the new tables and information on the Board Web site.	Webmaster																		

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Develop an outreach strategy to educate potential applicants on the Board's licensure process including pre and post-licensure requirements.			Responsibility																	
1.4																				
1.4.1	Identify existing and needed materials.	Admin SSA																		
1.4.2	Develop post-licensure information for students.	Admin SSA																		
1.4.3	Work with DCA to design outreach materials.	Admin SSA																		
1.4.4	Determine and obtain information that needs DCA Legal approval.	EO/DCA Legal																		
1.4.5	Post new information to the Board Web site.	Webmaster																		
1.4.6	Provide all the materials to California schools and offer to provide outreach in person.	EO																		
1.4.7	Attend the annual Occupational Therapy Association of California OTAC conference each October to educate students and licensees.	AEO/EO																		
2.1	Pursue an increase budgetary authority to secure necessary staffing to improve enforcement processing times.	Responsibility	COMPLETED																	
Enhance consumer protection by expanding capacity to meet the increase in investigations of licensees and applicants in order to improve complaint response times.			Responsibility																	
2.2																				
2.2.1	Obtain additional enforcement positions.	COMPLETED																		
2.2.2	Recruitment process: Develop new duty statements and obtain DCA OHR approval.	COMPLETED																		
2.2.3	Recruitment process: Advertise, review applications in ECOS, interview, background check and hire six new staff.	COMPLETED																		
2.2.4	Onboard and train six new staff.	COMPLETED																		
2.2.5	Develop and obtain DCA approval for performance expectations and attendance guidelines.	EO/DCA OHR and Labor Relations																		
2.2.6	Redistribute existing case load among new hires.	COMPLETED																		
2.2.7	Re-establish in-person visits by probation monitors.	AEO																		
2.2.8	Conduct probation reports on new hires.	AEO																		
2.2.9	Increase expert consultants under contract by 50%.	AEO																		
2.3	Promulgate regulations that require applicants and licensees to attest to reading the governing laws and regulations in order to increase familiarity and instill accountability and individual integrity.	Responsibility	COMPLETED																	

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3.1	Communicate the enforcement process and timeline with complainants and respondents by updating the current enforcement process flowcharts with the disciplinary process timeline and include flowchart in all complaint responses.	Responsibility																		
3.1.1	Prepare and/or update existing enforcement process flowchart and add timeline.	Enforcement SSA																		
3.1.2	Develop narrative explaining the process and glossary of enforcement process.	Enforcement SSA																		
3.1.3	Obtain DCA Legal approval on the flow chart, timeline, narrative and glossary.	AEO																		
3.1.4	Staff training regarding revised acknowledgement and inquiry correspondence and update procedure manual.	AEO																		
3.1.5	Post to Web site and add to Board Member Disciplinary Resource Manual.	Webmaster																		
3.2	Develop multimedia (videos, webinars and printed materials), and house them on the Board Web site, that would increase applicant understanding of the application process and general Board information.	Responsibility																		
3.2.1	Incorporate materials developed in Objectives 1.1 and 1.4.	Admin SSA	Not Necessary																	
3.2.2	Identify general Board information that needs to be disseminated to applicants.	Admin SSA																		
3.2.3	Work with DCA to develop a video or webinar explaining the application process and general Board information.	Admin SSA/OPA/SOLID																		
3.2.4	Obtain Legal approval for newly developed content.	EO/Legal																		
3.2.5	Email links to materials and coordinate webinar with all California school program directors.	EO/SOLID																		
3.2.6	Develop, schedule and conduct application webinar to coincide with OT/OTA graduations.	EO/SOLID																		
3.2.7	Post multimedia materials utilizing current social media outlets and technology.	OPA	On-Going																	
3.3	Develop multimedia (videos, webinars and printed materials), and house them on the Board Web site, that would educate and inform licensees and consumers about general Board processes, regulatory requirements and practice issues.	Responsibility																		
3.3.1	Appoint members to the Board's Education and Outreach Committee.	Board																		
3.3.2	Coordinate appointment packages for all members.	HR Liaison																		
3.3.3	Coordinate meeting(s) schedules and prepare and post meeting materials.	EO																		

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3.3.4	Board's Education and Outreach Committee to identify specific content regarding general Board processes, regulatory requirements and practice issues.	Education and Outreach Committee																		
3.3.5	Board staff to work with DCA to develop a video, webinar, public service announcement to verify license, and/or printed materials explaining Board information.	Admin SSA/OPA/SOLID																		
3.3.6	Obtain Legal approval for newly developed content.	EO/Legal																		
3.3.7	Email links to interested parties/stakeholders.	EO/SOLID																		
3.3.8	Post multimedia materials utilizing current social media outlets and technology.	OPA																		
3.4	Implement email address reporting requirement on new applications and license renewals in order to increase access to the licensee population and better - communicate Board information.	Responsibility																		
3.4.1	Establish new regulatory language to require email address reporting in new applications and license renewals.	COMPLETED																		
3.4.2	Obtain Board approval on the proposed regulatory	COMPLETED																		
3.4.3	Create regulations packet including initial statement of reason, amended text, and notice.	AEO and Admin SSA																		
3.4.4	Obtain Executive Officer approval of regulations packet.	EO																		
3.4.5	Obtain DCA Legal Office and Agency approval of regulations packet.	EO and Legal Office																		
3.4.6	Submit regulation packet to the Office of Administrative Law for noticing.	AEO and Admin SSA																		
3.4.7	Capture public comments provided during public comment period.	AEO and Admin SSA																		
3.4.8	Board to adopt language.	EO																		
3.4.9a	Create a SIR to make necessary changes to the instructions in BreEZe for the online application and obtain Legal approval.	BreEZe SME																		
3.4.9b	Test and pass/fail the changes in BreEZe for accuracy prior to their implementation.	BreEZe SME																		
3.4.9c	Changes executed in future release.	DCA BreEZe																		
3.4.10	Finalize the file for review and submit to DCA.	AEO and Admin SSA																		
3.4.11	Obtain approval by DCA and other control agencies.	DCA																		
3.4.12	Prepare and submit the rule making file to the Office of Administrative Law.	AEO and Admin SSA																		
3.4.13	Post the effective date of the amended regulation on the Board Web site.	Webmaster																		

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3.4.14	Make necessary changes to the instructions for the paper application and renewal notices, obtain Legal approval, and post it to the Web site.	Admin SSA																		
3.4.15	Receive training for how to export the email addresses from BreEZe into an email ListServ.	BreEZe team																		
3.4.16	Perform a monthly export of the email addresses from BreEZe into the Board's email ListServ.	AEO/DCA OIS																		
3.4.17	Educate licensees on new requirements use email addresses to distribute Board information.	AEO/EO																		
3.5	Utilize current social media outlets and technology to increase Board communication to stakeholders by 50%.	Responsibility																		
3.5.1	Identify the current number of social media followers to establish a baseline.	COMPLETED																		
3.5.2	Measure the number of people (e.g., followers and likes) who join the Board's social media and report to the Board semiannually.	OPA/ Board staff																		
3.5.3	Increase the methods and frequency of communicating with stakeholders.	(Refer to object 3.2 and 3.3)																		
3.5.4	Use email addresses from Objective 3.4 to promote the Board's social media outlets by providing stakeholders with direct links to the Board's social media sites.	TBD/OIS																		
3.6	Secure budgetary authority to increase necessary staffing and resources to establish a Board Outreach Coordinator position.	Responsibility																		
3.6.1	Conduct workload analysis and compile justification data to support Budget Change Proposal (BCP).	Admin SSA																		
3.6.2	Draft BCP concept paper.	Admin SSA																		
3.6.3	Submit BCP concept paper to DCA Budget office.	Admin SSA																		
3.6.4	Draft BCP and submit to DCA Budget Office.	Admin SSA																		
3.6.5	Obtain control agencies' approval of BCP.	DCA Budget Staff																		