

AGENDA ITEM 8

**AD HOC COMMITTEE REPORT TO THE BOARD AND RECOMMENDATION
ON CRITERIA FOR NON-LICENSEES TO SERVE ON BOARD COMMITTEES.**



NON-LICENSEE APPOINTMENT AD HOC COMMITTEE MEETING HIGHLIGHTS

Thursday, October 12, 2023

Committee Members Present

Beata Morcos, Board Vice President/Chair
Sharon Pavlovich, Board Member
Ada Boone Hoerl
Carlin Daley Reaume

Board Staff Present

Heather Martin, Executive Officer
Rebecca Harris, Manager
Jody Quesada Novey, Manager
Demetre' Montue - Analyst

Committee Members Absent

Hector Cabrera, Board Member

Public Attendees Present

Denise Tugade, SEIU, United Health
Care Workers

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order 12:01 p.m., roll was called, and a quorum was established.

2. Committee Chair's Opening Remarks.

Board Vice President and Committee Chair Beata Morcos welcomed and thanked everyone in attendance and expressed that she looked forward to a discussion that would help guide the Board.

3. Introduction of Committee members.

Committee members introduced themselves.
No members of the public introduced themselves.

4. Executive Officer to provide overview of Bagley Keene Open Meetings Act and meeting requirements.

Executive Officer Heather Martin gave an overview of the Bagley Keene Open Meetings Act requirements, emphasizing Committee members avoiding any discussions that are being discussed by the Committee outside of a scheduled and noticed Committee meeting. She also suggested that Committee Members could always direct inquiries to her.

5. Public Comment for Items Not on the Agenda.

There were no public comments.

6. Ad Hoc Committee discussion and possible recommendation to the Board on criteria for non-licensees to be appointed to serve on a Board committee.

Committee Chair Beata Morcos advised the Committee that the *Board Member Guidelines and Procedure Manual* (Board Manual) currently has no provision for participants to be on committees other than Board Members and licensees (Emphasis added), which is why the Board tasked the ad hoc Committee to evaluate the matter and provide a recommendation to the Board.

The Committee reviewed the Board Manual which specifies criteria for non-Board member licensees to participate on a committee, as:

- Three years of professional experience.
 - An occupational therapist or occupational therapy assistant whose license was placed on retired status within five years of holding an active license.
 - An occupational therapist or occupational therapy assistant holding a current, active, and unrestricted license.
 - No pending, current or prior disciplinary action.
- Sharon Pavlovich moved to recommend to the Board that changes be made to the Board Manual to update the description for all standing committees, including the Education and Outreach Committee, the Legislative and Regulatory Affairs Committee, and the Practice Committee to consist of a minimum of four members, at least one of whom ~~will~~ shall be a Board member and one of whom shall be a licensee that no more than one member of the Committee shall be a student and no more than one member of the Committee shall be a Public Member.”
 - Carlin Daley Reaume seconded the motion.

NOTE: For clarity, the text shown below is the current description for each standing Committee with underlined text showing the additional language in the motion.

The {Education and Outreach Committee, the Legislative and Regulatory Affairs Committee, and the Practice Committee} shall consist of a minimum of four members, at least one of whom ~~will~~ shall be a Board member and one of whom shall be a licensee. No more than one member of the Committee shall be a student and no more than one member of the committee shall be a Public Member.”

The Committee discussed requiring submission of a CV and decided to address it later in the meeting.

Public Comments

Denise Tugade, representing United Health Care Workers, shared appreciation for all the work the committee was doing to allow for public participation.

There were no additional board member remarks.

There were no additional public comments.

Committee Member Votes

Beata Morcos Yes
Sharon Pavlovich Yes

Ada Boone Hoerl Yes
Carlin Daley Reaume Yes
Hector Cabrera **Absent**

The motion carried.

The Committee had a robust discussion about public members serving on committees, including what background was appropriate and what requirements should be met.

- Sharon Pavlovich moved to recommend to the Board the minimum qualifications for a non-licensee to participate as a Public Member on a committee are three years of professional experience related to the purpose of the committee, no pending, current or prior disciplinary action of any license or certificate issued by the State of California or another profession and no pending criminal charges in any state.
- Carlin Daley Reaume seconded the motion.

There were no additional Board member remarks.
There were no additional public comments.

Committee Member Votes

Beata Morcos Yes
Sharon Pavlovich Yes
Ada Boone Hoerl Yes
Carlin Daley Reaume Yes
Hector Cabrera **Absent**

The motion carried.

- Ada Boone Hoerl moved to recommend to the Board the following minimum qualifications for an Occupational Therapist and an Occupational Therapy Assistant student to participate on a committee: have completed one calendar year in a California occupational therapy education program; have a letter of support from the occupational therapy education program director or fieldwork educator; no pending, current or prior disciplinary action against any license or certification issued by the State of California or any another profession; and no pending criminal charges in any state.
- Sharon Pavlovich seconded the motion.

There were no additional Board member remarks.
There were no additional public comments.

Committee Member Votes

Beata Morcos Yes
Sharon Pavlovich Yes

Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes
Hector Cabrera	Absent

The motion carried.

- Ada Boone Hoerl moved to recommend to the Board that an occupational therapist or an occupational therapy assistant whose license was on retired status for more than five years be considered under the Public Member criteria for committee participation.
- Carlin Daley Reaume seconded the motion.

There were no Board member remarks.

There were no public comments.

Committee Member Votes

Beata Morcos	Yes
Sharon Pavlovich	Yes
Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes
Hector Cabrera	Absent

The motion carried.

The Committee revisited the issue of a CV since requiring an application was not being considered at this point.

- Carlin Daley Reaume moved to recommend to the Board that the Board Manual be updated to add a requirement that anyone who wants to be considered for committee appointment must submit a CV.
- Sharon Pavlovich seconded the motion.

There were no Board member comments.

There were no public comments.

Committee Member Votes

Beata Morcos	Yes
Sharon Pavlovich	Yes
Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes
Hector Cabrera	Absent

The motion carried.

7. Discussion on need for a future meeting

No future meetings are necessary.

8. New suggested agenda items for a future meeting.

Nothing was identified as the Committee developed recommendations for the Board to consider and wouldn't be meeting again except at the Board's request.

ADJOURNMENT

The Committee meeting adjourned at 2:08 p.m.

Chapter 7. Committee Meeting Procedures

Minimum Qualifications

Board Policy – February 21, 2008

Revised May 21, 2021

Revised November 2, 2023

The minimum qualifications for a non-Board member licensee to participate on a committee are:

- Three years of professional experience.
- An occupational therapist or occupational therapy assistant whose license was placed on retired status within five years of holding an active license.*
- An occupational therapist or occupational therapy assistant holding a current, active and unrestricted license.
- No pending, current or prior disciplinary action.

* An occupational therapist or occupational therapy assistant whose license was placed on retired status for more than five years, may be considered under the Public Member criteria.

The minimum qualifications for a non-licensee to participate as a Public Member on a committee are:

- Three years of professional experience related to the purpose of the committee.
- No pending, current or prior disciplinary action of any license or certification issued by the State of California or another profession.
- No pending criminal charges in any state.

The minimum qualifications for an occupational therapist or occupational therapy assistant student to participate on a committee are:

- Have completed one calendar year in a California occupational therapy education program.
- Have a letter of support from the occupational therapy education program director or fieldwork educator.
- No pending, current or prior disciplinary action of any license or certification issued by the State of California or another profession.
- No pending criminal charges in any state.

Chapter 6. Committees

Education and Outreach Committee

*Board Policy – February 21, 2008
Revised September 16, 2013*

The Education and Outreach Committee will consist of a minimum of four members, at least one of whom will shall be a Board member and one of whom shall be a licensee. No more than one member of the Committee shall be a student and no more than one member of the committee shall be a Public Member.

The purpose of the Education and Outreach Committee is to develop consumer and licensee outreach projects, including the Board's newsletter, website, e-government initiatives, and outside organization presentations. Committee members may be asked to represent the Board at meetings, conferences, health, career or job fairs, or at the invitation of outside organizations and programs.

Legislative/Regulatory Affairs Committee

*Board Policy – February 21, 2008
Revised September 16, 2013*

The Legislative/Regulatory Affairs Committee will consist of four members, at least one of whom will be a Board member.

The purpose of the Legislative/Regulatory Affairs Committee is to provide information and/or make recommendations to the Board and Committees on matters relating to legislation and regulations.

Practice Committee

*Board Policy – February 21, 2008
Revised September 16, 2013*

The Practice Committee will consist of no less than four members, at least one of whom shall be is a Board member and one of whom shall be a licensee. No more than one member of the committee shall be a student and no more than one member of the committee shall be a Public Member. The members will include a diverse representation for a variety of work settings.

The purpose of the Practice Committee is to review and provide recommended responses to the Board on various practice issues/questions submitted by licensees and consumers; provide guidance to staff on continuing competency audits; review and provide recommendations to the Board on practice-related proposed regulatory amendments; and review and provide recommendations to Board staff on revisions to various applications and forms used by the Board.

AGENDA ITEM 9

**PRACTICE COMMITTEE REPORT TO THE BOARD AND
RECOMMENDATION TO THE BOARD ON PRIORITIZATION COMMITTEE
ASSIGNMENTS AND NEXT STEPS.**



PRACTICE COMMITTEE HIGHLIGHTS

Friday, October 13, 2023

Committee Members Present

Christine Wietlisbach, OT, Board Member/Chair
 Richard Bookwalter, OT, Board Member
 Lynne Andonian, OT
 Carlin Daley Reaume, OT
 Diane Laszlo, OT Retired

Committee Members Absent

Lynna Do, Board Member
 Danielle Meglio, OTA
 Jeannette Nakamura, OT

Board Staff Present

Heather Martin, Executive Officer
 Jody Quesada Novey, Manager
 Rachael Hutchison - Analyst
 Jeanine Orona - Analyst

Public Attendees Present

Floyd Tran, OT
 Chi-Kwan Shea, OT

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order at 2:00 pm, roll was called, and a quorum was established.

2. Chairperson opening remarks.

Chair Christine Wietlisbach thanked all the committee volunteers and members of the public for their attendance of the first Practice Committee meeting in years. Ms. Wietlisbach stated that the list of practice related issues the Committee was tasked with would be prioritized and there would be a discussion about the schedule of upcoming meetings. Lastly, if those present collectively feel the expertise is in attendance the committee would discuss a few issues. Ms. Wietlisbach closed with the announcement that the committee is still recruiting volunteers that may have skillsets not yet represented on the committee.

3. Introductions by all Committee Members.

- Christine Wietlisbach, 30 years of experience in occupational therapy (OT), hand therapist, current California Board of Occupational Therapy (CBOT) Board member.
- Richard Bookwalter, 27 years of OT experience mostly in geriatrics and for the last 15 years in wheelchair seating and mobility at Kaiser San Francisco, and current CBOT Board member.
- Diane Laszlo, 36 years as a certified hand therapist, recently retired and has been working per diem as a certified hand therapist.

- Carlin Daley Reaume, 16 years of experience in OT, private practice that focuses on pelvic health, prior career focus was lifestyle redesign and emerging and non-traditional areas of practice, current Assistant Clinical Professor at the University of the Pacific.
- Lynne Andonian, 35 years of experience in OT mostly focused on mental health and academia and a current professor of OT at San Jose State University.

4. Executive Officer to provide overview of Bagley Keene Open Meetings Act and meeting requirements.

Executive Officer Heather Martin gave an overview of the Bagley Keene Open Meetings Act requirements, emphasizing Committee members avoiding any discussions that are being discussed by the Committee outside of a scheduled and noticed Committee meeting. She also advised Committee Members they could always direct inquiries to her.

There were no additional public comments.

5. Public Comment for Items Not on the Agenda.

There were no public comments for items not on the agenda, but members of the public chose to introduce themselves at will.

- Chi-Kwan Shea, 44 years of experience in OT. Ms. Shea has 27 years as an educator and professor, many prior years in administration, a 23-year volunteer for a community based occupational therapy training program, recently became a Board member for the National Board for Certification in Occupational Therapy (NBCOT).
- Floyd Tran, ten years as an OT, currently holds a supervisory role, worked in inpatient and outpatient settings but presently treats pre-mature infants in the neonatal intensive care unit.

There were no additional public comments.

6. Committee discussion and prioritization of practice issues delegated by the Board to the Committee for evaluation and possible recommendation(s) to the Board.

The Practice Committee prioritized the seven practice issues assigned as follows:

- 1. Consider whether suture removal is within OT scope of practice.*
- 2. Consider whether Advanced Practice approval in Hand Therapy is required to treat carpal tunnel syndrome, repetitive motion injuries, or finger/hand pain, wrist pain or elbow pain that is not due to trauma or surgery. (Receipt of opinion from OT with hands approval; need additional opinion from OT with background ergonomics, orthotics, or geriatrics.)*

Chair Wietlisbach stated that items one and two would be a priority and would be addressed simultaneously at the next meeting. Ms. Wietlisbach and Diane Laszlo would work with Executive Officer Heather Martin on background information.

3. *Review ACOTE Guidelines and consider reducing Advanced Practice education and training requirements for students graduating after a certain date (date TBD).*
4. *Review education and training requirements for licensees demonstrating competence in Advanced Practice areas and consideration of reducing education/training hours needed.*

The consensus of the Committee was that items three and four are related and that the Committee could begin discussion at their December meeting; Ms. Wietlisbach indicated she would work with Board staff on materials needed for this discussion.

5. *Recommendation on records retention requirement(s) for an Occupational Therapy business that closes or is sold or if the practitioner is no longer in private practice.*

The consensus of the committee was that this topic would be addressed when the Committee could obtain the participation of an additional member in private practice to accompany the opinions of Carlin Daley Reaume.

6. *Request for guidelines for OTs educating patients on “the correct weight-bearing status precautions, maintaining movement precautions (such as posterior hip precautions), following surgeon protocols, utilizing approved abbreviations in documentation, and exercising sound clinical judgement while working with and educating patients.”*

The consensus of the committee was that the question was very generic in nature, and they agreed that guidelines cannot be provided for every workplace scenario. Their final recommendation was to remove the item from the purview of the Practice Committee and have staff advise the commenter that they should call upon their knowledge, skills, and abilities along with the protocol of their specific employer.

7. *Pending Board action in November, possible discussion on, among other things, whether dry needling and wound care is within occupational therapy scope of practice and whether statutory or regulatory language is needed.*

This topic would possibly be addressed by the Committee in the future, depending on the outcome of the discussion of the Board at their November meeting.

There were no additional public comments.

8. Discussion on scheduling time(s) for future meetings.

Per the Doodle poll the consensus of the Committee would hold their next meeting December 8th, and a Doodle poll would be sent out to determine availability for a March 1, 2024, meeting.

There were no additional public comments.

9. New suggested agenda items for a future meeting.

The committee will await further items to be assigned by the Board and hope to hold quarterly meetings after addressing the above-mentioned initial items.

There were no additional public comments.

Chair Wietlisbach thanked everyone for their time and attendance

Meeting adjournment.

The meeting adjourned at 2:58 pm.

Issues for the Practice Committee to Consider

1. Consider whether suture removal is within OT scope of practice.
2. Consider whether Advanced Practice approval in Hand Therapy is required to treat carpal tunnel syndrome, repetitive motion injuries, or finger/hand pain, wrist pain or elbow pain that is not due to trauma or surgery. (Receipt of opinion from OT with hands approval; need additional opinion from OT with background ergonomics, orthotics, or geriatrics.)
3. Review ACOTE Guidelines and consider reducing Advanced Practice education and training requirements for students graduating after a certain date (date TBD).
4. Review education and training requirements for licensees demonstrating competence in Advanced Practice areas and consideration of reducing education/training hours needed.
5. Recommendation on records retention requirement(s) for an Occupational Therapy business that closes or is sold or if the practitioner is no longer in private practice.
6. Request for guidelines for OTs educating patients on “the correct weight-bearing status precautions, maintaining movement precautions (such as posterior hip precautions), following surgeon protocols, utilizing approved abbreviations in documentation, and exercising sound clinical judgement while working with and educating patients.”
7. *Pending Board action in November*, possible discussion on, among other things, whether dry needling and wound care is within occupational therapy scope of practice and whether statutory or regulatory language is needed.

AGENDA ITEM 11

EXECUTIVE OFFICERS REPORT.

A) OPERATIONAL REPORT.

B) FISCAL MONTH (FM) 13 REVENUE AND EXPENDITURE REPORTS FOR FY 2022-23.

C) FM 3 REVENUE AND EXPENDITURE REPORTS; UPDATED FUND CONDITION STATEMENT.

D) LICENSING DATA FOR 7/1/2023- 9/30/2023.

E) ENFORCEMENT DATA FOR 7/1/2023-9/30/2023.

F) FUTURE AGENDA ITEMS.

G) DATA FOR INFORMATION REQUESTED AT PRIOR BOARD MEETING.

H) OTHER INFORMATION ITEMS. (NO BOARD ACTION CAN BE TAKEN.)

CBOT Revenue Report

Fiscal Year: 2022-2023

FM 13

	Current Month	YTD
Delinquent Fees	\$2,280	\$40,845
Delinquent Renewal OT	\$1,755	\$32,130
Delinquent Renewal OTA	\$525	\$8,715
Other Regulatory Fees	\$4,729	\$58,964
Cite & Fine	\$2,970	\$44,260
Duplicate License OT	\$1,025	\$7,225
Duplicate License OTA	\$225	\$1,750
Ftb Cite Fine Collection	\$509	\$5,729
Other Regulatory License and Permits	\$35,734	\$460,368
Initial License OT	\$21,182	\$277,887
Initial License OTA	\$4,797	\$70,755
Limited Permit OT	\$600	\$6,100
Limited Permit OTA	\$200	\$1,700
Retired Status OT	\$450	\$3,550
Retired Status OTA	\$75	\$700
Application Fee OT	\$7,300	\$75,050
Application Fee OTA	\$1,700	\$24,500
Refunded Reimbursements	-\$147	-\$637
Over/Short Fees	\$0	\$1
Suspended Revenue	-\$423	\$2,302
Prior Year Revenue Adjustment	\$0	-\$1,540
Other Revenue	\$17,710	\$72,890
Misc Serv To Public General	\$2,485	\$29,820
Investment Income - Surplus Money Investments	\$15,003	\$42,600
Canceled Warrants Revenue	\$222	\$469
Misc Revenue	\$0	\$1
Renewal Fees	\$26,460	\$2,414,879
Renewal OT	\$19,440	\$1,970,165
Renewal OTA	\$5,250	\$372,300
Restore License To Active OT	\$270	\$2,700
Restore License To Active OTA	\$0	\$210
Inactive Renewal OT	\$1,080	\$57,380
Inactive Renewal OTA	\$420	\$12,120
Over/Short Fees Renewals	\$0	\$4
TOTAL Revenue	\$86,913	\$3,047,946
Scheduled Reimbursements	\$3,234	\$34,104
Fingerprint Reports	\$3,234	\$34,104
Unscheduled Reimbursements	\$708	\$20,435
US Cost Recovery	\$708	\$20,435
TOTAL Reimbursements	\$3,942	\$54,539

CBOT Expenditure Report

Fiscal Year: 2022 - 2023

FM: 13

PERSONAL SERVICES					
	Budget	Current Month	YTD	Encumb	YTD + Encumb
5100 PERMANENT POSITIONS	\$1,151,000	\$99,151	\$906,838	\$0	\$906,838
Earnings - Permanent Civil Service Employee	\$1,069,000	\$89,938	\$799,697	\$0	\$799,697
Earnings - Exempt/Statutory Employee	\$82,000	\$9,213	\$107,140	\$0	\$107,140
5100 TEMPORARY POSITIONS	\$4,000	\$19,158	\$72,494	\$0	\$72,494
Temp Help	\$4,000	\$19,158	\$72,494	\$0	\$72,494
5105-5108 PER DIEM, OVERTIME, & LUMP SUM	\$20,000	\$0	\$12,796	\$0	\$12,796
Board Members	\$20,000	\$0	\$5,300	\$0	\$5,300
OT Earnings Other than Temp Help	\$0	\$0	\$7,496	\$0	\$7,496
5150 STAFF BENEFITS	\$753,000	\$49,913	\$522,789	\$0	\$522,789
Dental Insurance	\$2,000	\$399	\$5,624	\$0	\$5,624
Disability Leave - Nonindustrial	\$2,000	\$0	\$0	\$0	\$0
Employee Assistance PGM Fee	\$0	\$45	\$246	\$0	\$246
Health Insurance	\$256,000	\$5,957	\$86,598	\$0	\$86,598
Life Insurance	\$0	\$15	\$143	\$0	\$143
Medicare Taxation	\$6,000	\$1,645	\$13,606	\$0	\$13,606
OASDI	\$81,000	\$5,846	\$53,686	\$0	\$53,686
Retirement - General	\$354,000	\$28,996	\$279,171	\$0	\$279,171
Unemployment Insurance	\$3,000	\$0	\$0	\$0	\$0
Vision Care	\$1,000	\$124	\$1,224	\$0	\$1,224
Workers' Compensation	\$28,000	\$0	\$61	\$0	\$61
SCIF Allocation Cost	\$0	-\$831	\$15,889	\$0	\$15,889
Other Post-Employment Benefits	\$20,000	\$3,076	\$29,317	\$0	\$29,317
Staff Benefits - Other	\$0	\$4,641	\$37,224	\$0	\$37,224
PERSONAL SERVICES	\$1,928,000	\$168,222	\$1,514,916	\$0	\$1,514,916

CBOT Expenditure Report

Fiscal Year: 2022 - 2023

FM: 13

OPERATING EXPENSES & EQUIPMENT					
	Budget	Current Month	YTD	Encumb	YTD + Encumb
5301 GENERAL EXPENSE	\$59,000	\$5,628	\$33,296	(\$107)	\$33,189
Admin OH-Other State Agencies	\$0	\$34	\$34	\$0	\$34
Fingerprint Reports	\$22,000	\$4,557	\$24,108	\$0	\$24,108
Conferences	\$0	\$0	\$53	\$0	\$53
Freight and Drayage	\$0	\$1,037	\$2,607	-\$107	\$2,500
Goods - Other	\$37,000	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$6,431	\$0	\$6,431
Subscriptions	\$0	\$0	\$63	\$0	\$63
5302 PRINTING	\$19,000	\$3,464	\$14,899	\$5,526	\$20,425
Office Copiers - Maintenance	\$0	\$255	\$756	\$454	\$1,210
Pamphlets, Leaflets, Brochures	\$0	\$2,051	\$12,985	\$4,294	\$17,279
Printing - Other	\$19,000	\$1,158	\$1,158	\$778	\$1,936
5304 COMMUNICATIONS	\$14,000	\$614	\$3,309	\$0	\$3,309
Central Communication - ATSS	\$0	\$0	\$294	\$0	\$294
Central Communication - CALNET	\$0	\$0	\$55	\$0	\$55
Telephone Services	\$0	\$614	\$2,959	\$0	\$2,959
Communications - Other	\$14,000	\$0	\$0	\$0	\$0
5306 POSTAGE	\$18,000	\$0	\$5,681	\$0	\$5,681
DCA Postage Allocation	\$0	\$0	\$5,681	\$0	\$5,681
Postage - Other	\$18,000	\$0	\$0	\$0	\$0
5308 INSURANCE	\$0	\$0	\$24	\$0	\$24
Insurance - Other	\$0	\$0	\$24	\$0	\$24

CBOT Expenditure Report

Fiscal Year: 2022 - 2023

FM: 13

	Budget	Current Month	YTD	Encumb	YTD + Encumb
53202-204 IN STATE TRAVEL	\$25,000	\$2,838	\$10,595	\$0	\$10,595
Travel-In State-Per Diem Lodgi	\$0	\$901	\$3,779	\$0	\$3,779
Travel-In State-Per Diem Meals	\$0	\$366	\$1,584	\$0	\$1,584
Travel-In State-Per Diem Other	\$0	\$123	\$270	\$0	\$270
Travel-In St-Trav Agcy Mgt Fee	\$0	\$14	\$91	\$0	\$91
Travel-In State-Commercial Air	\$0	\$1,048	\$2,703	\$0	\$2,703
Uber-Transportation Network Co	\$0	\$0	\$162	\$0	\$162
Travel - In State -Private Car	\$0	\$355	\$1,307	\$0	\$1,307
Travel - In State - Rental Car	\$0	\$31	\$699	\$0	\$699
Travel - In State - Other	\$25,000	\$0	\$0	\$0	\$0

5322 TRAINING	\$9,000	\$175	\$1,455	\$0	\$1,455
Training - Tuition & Registration	\$9,000	\$175	\$1,455	\$0	\$1,455
5324 FACILITIES	\$147,000	\$12,559	\$141,828	\$0	\$141,828
Facilities Operations	\$18,000	\$0	\$0	\$0	\$0
Facilities Ops - Other (Svcs)	\$0	\$0	\$3,143	\$0	\$3,143
Facilities Planning -Gen Svcs	\$0	\$1,227	\$5,116	\$0	\$5,116
Rents and Leases	\$129,000	\$0	\$0	\$0	\$0
Rent -Bldgs&Grounds(Non State)	\$0	\$11,332	\$133,569	\$0	\$133,569
53402-53403 C/P SERVICES (INTERNAL)	\$243,000	\$29,643	\$138,426	\$0	\$138,426
Health and Medical	\$0	\$117	\$117	\$0	\$117
Legal - Attorney General	\$197,000	\$18,003	\$100,871	\$0	\$100,871
Office of Adminis Hearings	\$46,000	\$11,524	\$37,438	\$0	\$37,438
53404-53405 C/P SERVICES (EXTERNAL)	\$58,000	\$7,670	\$50,518	\$13,316	\$63,834
Administrative	\$0	\$0	\$1,688	\$4,000	\$5,688
Subject Matter Experts	\$0	\$0	\$3,031	\$0	\$3,031
Credit Card Service Fee	\$0	\$7,670	\$43,996	\$9,316	\$53,312
Legal - Witness Fees	\$7,000	\$0	\$0	\$0	\$0
Consult & Prof Svcs Extern Oth	\$44,000	\$0	\$365	\$0	\$365
Court Reporter Servs	\$7,000	\$0	\$1,438	\$0	\$1,438

CBOT Expenditure Report

Fiscal Year: 2022 - 2023

FM: 13

	Budget	Current Month	YTD	Encumb	YTD + Encumb
5342 DEPARTMENT PRORATA	\$911,000	(\$122,181)	\$788,819	\$0	\$788,819
Division of Investigation DOI	\$287,000	-\$59,405	\$227,595	\$0	\$227,595
Consumer Client Services Division CCSD	\$624,000	-\$62,776	\$561,224	\$0	\$561,224
5342 DEPARTMENTAL SERVICES	\$0	\$303	\$818	\$0	\$818
Departmental Services - Other	\$0	\$303	\$818	\$0	\$818
5344 CONSOLIDATED DATA CENTERS	\$14,000	\$2,425	\$26,257	\$0	\$26,257
Consolidated Data Centers	\$14,000	\$2,425	\$26,257	\$0	\$26,257
5346 INFORMATION TECHNOLOGY	\$4,000	\$0	\$2,285	\$4,323	\$6,608
IT Services - Hardware Maint	\$0	\$0	\$2,261	\$0	\$2,261
IT Services - Software Maint	\$0	\$0	\$14	\$0	\$14
IT Supplies (Paper, Toner, etc	\$0	\$0	\$0	\$4,323	\$4,323
E-Waste Recycl & Disposal Fees	\$0	\$0	\$10	\$0	\$10
Information Technology - Other	\$4,000	\$0	\$0	\$0	\$0
5362-5368 EQUIPMENT	\$0	\$0	\$4,223	\$2,240	\$6,463
Furniture	\$0	\$0	\$131	\$0	\$131
Computers & Computer Equipment	\$0	\$0	\$2,764	\$2,240	\$5,004
Office Equipment	\$0	\$0	\$0	\$0	\$0
Software	\$0	\$0	\$1,328	\$0	\$1,328
54 SPECIAL ITEMS OF EXPENSE	\$0	\$111	\$321	\$0	\$321
Other Special Items of Expense	\$0	\$111	\$321	\$0	\$321
OPERATING EXPENSES & EQUIPMENT	\$1,521,000	(\$56,751)	\$1,222,753	\$25,298	\$1,248,051
OVERALL TOTALS	\$3,449,000	\$111,471	\$2,737,668	\$25,298	\$2,762,966

CBOT Revenue Report

Fiscal Year: 2023-2024

FM 3

	Current Month	YTD
Delinquent Fees	\$3,435	\$11,655
Delinquent Renewal OT	\$2,700	\$9,450
Delinquent Renewal OTA	\$735	\$2,205
Other Regulatory Fees	\$4,235	\$16,675
Cite & Fine	\$3,235	\$12,650
Duplicate License OT	\$875	\$3,200
Duplicate License OTA	\$125	\$825
Other Regulatory License and Permits	\$39,993	\$122,684
Initial License OT	\$22,200	\$74,407
Initial License OTA	\$6,487	\$17,529
Limited Permit OT	\$1,500	\$2,500
Limited Permit OTA	\$300	\$800
Retired Status OT	\$275	\$950
Retired Status OTA	\$75	\$100
Application Fee OT	\$7,300	\$20,500
Application Fee OTA	\$2,300	\$6,150
Refunded Reimbursements	-\$147	-\$147
Suspended Revenue	\$0	\$909
Prior Year Revenue Adjustment	-\$297	-\$1,014
Other Revenue	\$2,310	\$8,750
Misc Service To Public General	\$2,310	\$8,750
Renewal Fees	\$298,580	\$745,470
Renewal OT	\$246,950	\$612,060
Renewal OTA	\$45,570	\$111,090
Restore License To Active OTA	\$210	\$420
Inactive Renewal OT	\$4,590	\$19,170
Inactive Renewal OTA	\$1,260	\$2,730
TOTAL Revenue	\$348,553	\$905,234
Scheduled Reimbursements	\$2,597	\$7,644
Fingerprint Reports	\$2,597	\$7,644
Unscheduled Reimbursements	\$608	\$2,705
US Cost Recovery	\$608	\$2,705
TOTAL Reimbursements	\$3,205	\$10,349

CBOT Expenditure Report

Fiscal Year: 2023 - 2024

FM: 3

PERSONAL SERVICES	Budget	Current Month	YTD	Encumb	YTD + Encumb
5100 PERMANENT POSITIONS	\$1,150,000	\$74,972	\$238,552	\$0	\$238,552
Earnings - Permanent Civil Service Employee	\$1,068,000	\$66,328	\$212,622	\$0	\$212,622
Earnings - Exempt/Statutory Employee	\$82,000	\$8,643	\$25,930	\$0	\$25,930
5100 TEMPORARY POSITIONS	\$4,000	\$17,331	\$25,301	\$0	\$25,301
Temp Help	\$4,000	\$17,331	\$25,301	\$0	\$25,301
5105-5108 PER DIEM, OVERTIME, & LUMP SUM	\$20,000	\$2,186	\$2,186	\$0	\$2,186
Board Members	\$20,000	\$1,900	\$1,900	\$0	\$1,900
OT Earn Oth than to Temp Help	\$0	\$286	\$286	\$0	\$286
5150 STAFF BENEFITS	\$756,000	\$52,626	\$151,078	\$0	\$151,078
Dental Insurance	\$2,000	\$399	\$1,197	\$0	\$1,197
Disability Leave - Nonindustrial	\$2,000	\$0	\$0	\$0	\$0
Employee Assistance PGM Fee	\$0	\$25	\$49	\$0	\$49
Health Insurance	\$259,000	\$5,958	\$17,874	\$0	\$17,874
Life Insurance	\$0	\$20	\$60	\$0	\$60
Medicare Taxation	\$6,000	\$1,299	\$3,645	\$0	\$3,645
OASDI	\$81,000	\$4,970	\$14,505	\$0	\$14,505
Retirement - General	\$354,000	\$26,478	\$78,808	\$0	\$78,808
Unemployment Insurance	\$3,000	\$0	\$0	\$0	\$0
Vision Care	\$1,000	\$108	\$323	\$0	\$323
Workers' Compensation	\$28,000	\$0	\$0	\$0	\$0
SCIF Allocation Cost	\$0	\$5,437	\$10,874	\$0	\$10,874
Other Post-Employment Benefits	\$20,000	\$2,794	\$8,327	\$0	\$8,327
Staff Benefits - Other	\$0	\$5,139	\$15,417	\$0	\$15,417
PERSONAL SERVICES	\$1,930,000	\$147,115	\$417,117	\$0	\$417,117

CBOT Expenditure Report

Fiscal Year: 2023 - 2024

FM: 3

OPERATING EXPENSES & EQUIPMENT					
	Budget	Current Month	YTD	Encumb	YTD + Encumb
5301 GENERAL EXPENSE	\$59,000	\$3,854	\$3,854	\$2,918	\$6,772
Fingerprint Reports	\$22,000	\$3,675	\$3,675	\$0	\$3,675
Freight and Drayage	\$0	\$154	\$154	\$2,918	\$3,072
Goods - Other	\$37,000	\$0	\$0	\$0	\$0
Subscriptions	\$0	\$25	\$25	\$0	\$25
5302 PRINTING	\$19,000	\$255	\$255	\$1,815	\$2,070
Office Copiers - Maintenance	\$0	\$255	\$255	\$1,815	\$2,070
Printing - Other	\$19,000	\$0	\$0	\$0	\$0
5304 COMMUNICATIONS	\$14,000	\$90	\$90	\$0	\$90
Telephone Services	\$0	\$90	\$90	\$0	\$90
Communications - Other	\$14,000	\$0	\$0	\$0	\$0
5306 POSTAGE	\$18,000	\$0	\$606	\$0	\$606
DCA Postage Allocation	\$0	\$0	\$606	\$0	\$606
Postage - Other	\$18,000	\$0	\$0	\$0	\$0
53202-204 IN STATE TRAVEL	\$25,000	\$1,653	\$1,653	\$0	\$1,653
Travel-In State-Per Diem Meals	\$0	\$928	\$928	\$0	\$928
Travel-In State-Per Diem Other	\$0	\$170	\$170	\$0	\$170
Lyft-Transportation Network Co	\$0	\$93	\$93	\$0	\$93
Uber-Transportation Network Co	\$0	\$110	\$110	\$0	\$110
Travel - In State -Private Car	\$0	\$291	\$291	\$0	\$291
Travel - In State - Rental Car	\$0	\$61	\$61	\$0	\$61
Travel - In State - Other	\$25,000	\$0	\$0	\$0	\$0
5322 TRAINING	\$9,000	\$0	\$0	\$0	\$0
Training - Tuition & Registration	\$9,000	\$0	\$0	\$0	\$0

CBOT Expenditure Report

Fiscal Year: 2023 - 2024

FM: 3

	Budget	Current Month	YTD	Encumb	YTD + Encumb
5324 FACILITIES	\$147,000	\$11,766	\$34,429	\$102,468	\$136,897
Facilities Operations	\$18,000	\$0	\$0	\$0	\$0
Facilities Planning -Gen Svcs	\$0	\$434	\$434	\$0	\$434
Rents and Leases	\$129,000	\$0	\$0	\$0	\$0
Rent -Bldgs&Grounds(Non State)	\$0	\$11,332	\$33,995	\$102,468	\$136,463
53402-53403 C/P SERVICES (INTERNAL)	\$243,000	\$20,116	\$20,116	\$0	\$20,116
Legal - Attorney General	\$197,000	\$20,116	\$20,116	\$0	\$20,116
Office of Adminis Hearings	\$46,000	\$0	\$0	\$0	\$0
53404-53405 C/P SERVICES (EXTERNAL)	\$58,000	\$4,602	\$8,678	\$47,058	\$55,737
Administrative	\$0	\$4,053	\$7,942	\$47,058	\$55,000
Subject Matter Experts	\$0	\$150	\$338	\$0	\$338
Legal - Witness Fees	\$7,000	\$0	\$0	\$0	\$0
Consult & Prof Svcs Extern Oth	\$44,000	\$0	\$0	\$0	\$0
Court Reporter Servs	\$7,000	\$399	\$399	\$0	\$399
5342 DEPARTMENT PRORATA	\$726,000	\$181,500	\$363,000	\$0	\$363,000
Division of Investigation DOI	\$87,000	\$21,750	\$43,500	\$0	\$43,500
Consumer Client Services Division CCSD	\$639,000	\$159,750	\$319,500	\$0	\$319,500
5342 DEPARTMENTAL SERVICES	\$0	\$36	\$36	\$0	\$36
Departmental Services - Other	\$0	\$36	\$36	\$0	\$36
5344 CONSOLIDATED DATA CENTERS	\$14,000	\$1,232	\$2,466	\$0	\$2,466
Consolidated Data Centers	\$14,000	\$1,232	\$2,466	\$0	\$2,466
5346 INFORMATION TECHNOLOGY	\$4,000	\$0	\$0	\$185	\$185
IT Services - Software Maint	\$0	\$0	\$0	\$185	\$185
Information Technology - Other	\$4,000	\$0	\$0	\$0	\$0
5362-5368 EQUIPMENT	\$4,000	\$0	\$0	\$0	\$0
Office Equipment	\$4,000	\$0	\$0	\$0	\$0
OPERATING EXPENSES & EQUIPMENT	\$1,340,000	\$225,105	\$435,184	\$154,444	\$589,628
OVERALL TOTALS	\$3,270,000	\$372,220	\$852,301	\$154,444	\$1,006,745

**3017 - Board of Occupational Therapy Fund Analysis of Fund Condition
(Dollars in Thousands)**

Prepared 10.31.2023

2023 Budget Act W- FM 03 Projections

	ACTUAL 2022-23	CY 2023-24	BY 2024-25	BY +1 2025-26	BY +2 2026-27
BEGINNING BALANCE	\$ 1,438	\$ 1,478	\$ 1,298	\$ 838	\$ 316
Prior Year Adjustment	\$ -18	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,420	\$ 1,478	\$ 1,298	\$ 838	\$ 316
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 41	\$ 45	\$ 45	\$ 45	\$ 45
4127400 - Renewal fees	\$ 2,415	\$ 2,453	\$ 2,453	\$ 2,453	\$ 2,453
4129200 - Other regulatory fees	\$ 59	\$ 61	\$ 52	\$ 52	\$ 52
4129400 - Other regulatory licenses and permits	\$ 460	\$ 460	\$ 460	\$ 460	\$ 460
4143500 - Miscellaneous Services to the Public	\$ 30	\$ 31	\$ 29	\$ 29	\$ 29
4163000 - Income from surplus money investments	\$ 43	\$ 25	\$ 12	\$ 5	\$ -
Totals, Revenues	\$ 3,048	\$ 3,075	\$ 3,051	\$ 3,044	\$ 3,039
Totals, Transfers and Other Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 3,048	\$ 3,075	\$ 3,051	\$ 3,044	\$ 3,039
TOTAL RESOURCES	\$ 4,468	\$ 4,553	\$ 4,349	\$ 3,882	\$ 3,355
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 2,708	\$ 2,973	\$ 3,229	\$ 3,326	\$ 3,426
9892 Supplemental Pension Payments (State Operations)	\$ 42	\$ 42	\$ 42	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 2,990	\$ 3,255	\$ 3,511	\$ 3,566	\$ 3,666
FUND BALANCE					
Reserve for economic uncertainties	\$ 1,478	\$ 1,298	\$ 838	\$ 316	\$ -311
Months in Reserve	5.4	4.4	2.8	1.0	-1.0

NOTES:

Assumes workload and revenue projections are realized in BY and ongoing.
Expenditure growth projected at 3% beginning BY+1.

CA Board of Occupational Therapy
Applications Data: July 1, 2023 – Sept 30, 2023

Transaction Type	July		Aug		Sept		Total Received 1Q	Total Approved 1Q	Average Received per Month	Average Approved per Month
	Received	Approved	Received	Approved	Received	Approved	Received	Approved	Received	Approved
OT License Apps	124	116	127	147	127	91	378	354	126	118
OT License Issued	118	118	139	139	101	99	358	356	119	119
OT LP Apps	5	5	15	7	34	22	54	34	18	11
OT LP Issued	5	5	6	5	16	16	27	26	9	9
OTA License Apps	51	32	43	41	42	35	136	108	45	36
OTA License Issued	32	32	39	39	36	36	107	107	36	36
OTA LP Apps	4	3	5	2	1	4	10	9	3	3
OTA LP Issued	2	2	3	3	3	3	8	8	3	3
A/P – Hand Therapy	7	4	5	11	1	3	13	18	4	6
A/P – PAMs	13	4	10	18	13	3	36	25	12	8
A/P - Swallowing	4	0	4	1	4	4	12	5	4	2
Duplicate Wall License	8	8	12	11	13	9	33	28	11	9
Pocket License Request	48	48	55	53	64	26	167	127	56	42
Name Changes	22	20	31	23	53	51	106	94	35	31
Address Changes	247	247	264	264	212	212	723	723	241	241
Verifications	87	78	110	110	70	46	267	234	89	78
Set to Retired	11	12	18	18	11	11	40	41	13	14
Retired to Active	1	1	0	0	1	1	2	2	1	1
Totals	789	735	886	892	802	672	2,477	2,299	826	766
Transaction Type		July		Aug		Sept		Total Approved 1Q		Average Approved per Month
OT Renewals		691		715		627		2,033		678
OTA Renewals		173		144		181		498		166
Totals		864		859		808		2,531		844

CBOT CASES/COMPLAINTS DATA

July 1, 2023 – September 30, 2023

CATEGORY	QUANTITY
<i>Total Complaints Opened/Received:</i>	134
Conviction/Arrest Investigations:	35
Complaints Opened/Received:	99
Petition for Reinstatement Received	0
Applications Denied per BPC 480:	0
Complaints Closed	157
<i>Total Complaints/Cases Pending:</i>	446
DOI Investigations Initiated:	1
DOI Investigation Reports Received:	2
<i>DOI Investigations Pending:</i>	5
Cases Transmitted to AGO:	8
Statement of Issues Filed:	0
Accusations Filed:	1
BPC 820 Ordered:	1
PC 23 Issued:	0
ISO Issued:	0
Petition to Revoke Probation (PTR) Filed:	0
Accusation and PTR Filed:	0
Case(s) Withdrawn:	0
Case(s) Dismissed	0
<i>Total Cases Pending at Office of the Attorney General</i>	17
Cease Practice Order(s) Issued:	0
Cease Practice Order(s) Lifted:	0
Final Decisions Effective:	3

OT CITATIONS

July 1, 2023 - September 30, 2023

#	VIOLATION						FINE	FINE REDUCED	TOTAL FINE DUE	DATE ISSUED	ABATE	APPEAL RECEIVED				PAYMENT			
	FTC	UPC	ULP	PDU	ADC	OTHER						ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OT)
1			1				\$300	\$0	\$300	07/06/23	0					7/12/2023	1	\$300	\$0
1			1				\$225	\$0	\$225	07/06/23	0					8/20/2023	1	\$225	\$0
1			1				\$150	\$0	\$150	07/06/23	0					8/5/2023	1	\$150	\$0
1	1						\$600	\$0	\$600	07/06/23	1							\$0	\$600
1			1				\$300	\$0	\$300	07/06/23	0					7/13/2023	1	\$300	\$0
1						1	\$600	\$0	\$600	08/04/23	0					8/11/2023	1	\$600	\$0
1	1						\$600	\$0	\$600	08/04/23	1							\$0	\$600
1			1				\$150	\$0	\$150	08/04/23	0					9/26/2023	1	\$150	\$0
1			1				\$225	\$0	\$225	08/08/23	0							\$0	\$225
1						1	\$900	\$300	\$600	08/08/23	0	1				9/20/2023	1	\$600	\$0
1			1				\$700	\$0	\$700	08/08/23	0					8/15/2023	1	\$700	\$0
1						1	\$400	\$0	\$400	08/08/23	0	1						\$0	\$400
1						1	\$400	\$0	\$400	08/08/23	0					9/8/2023	1	\$400	\$0
1			1				\$225	\$0	\$225	08/08/23	0					9/5/2023	1	\$225	\$0
1			1				\$300	\$0	\$300	08/08/23	0					8/22/2023	1	\$300	\$0
1	1						\$600	\$0	\$600	08/08/23	1					9/8/2023	1	\$600	\$0
1			1				\$300	\$0	\$300	08/08/23	0					8/18/2023	1	\$300	\$0
1	1						\$600	\$0	\$600	08/09/23	1							\$0	\$600
1	1						\$600	\$0	\$600	08/09/23	0					8/15/2023	1	\$600	\$0
1	1						\$600	\$0	\$600	08/11/23	1					8/22/2023	1	\$600	\$0
1	1						\$600	\$0	\$600	08/11/23	1					8/16/2023	1	\$600	\$0
1	1						\$600	\$0	\$600	08/23/23	1	1						\$0	\$600

OT CITATIONS
July 1, 2023 - September 30, 2023

#	VIOLATION						FINE	FINE REDUCED	TOTAL FINE DUE	DATE ISSUED	ABATE	APPEAL RECEIVED				PAYMENT			
	FTC	UPC	ULP	PDU	ADC	OTHER						ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OT)
1					1		\$85	\$0	\$85	09/01/23	1						\$0	\$85	
1			1				\$300	\$0	\$300	09/01/23	0				9/21/2023	1	\$300	\$0	
1	1						\$600	\$0	\$600	09/01/23	1						\$0	\$600	
1			1				\$225	\$0	\$225	09/05/23	1				10/4/2023	1	\$225	\$0	
1			1				\$375	\$0	\$375	09/25/23	0						\$0	\$375	
1			1				\$300	\$0	\$300	09/25/23	0						\$0	\$300	
28	9	0	14	0	1	4	\$11,860	\$300	\$11,560		10	3	0	0	0		18	\$7,175	\$4,385

Violation Key:

FTC - Failure to Cooperate
UPC - Unprofessional Conduct
ULP - Unlicensed Practice

PDU - Continuing Education
ADC - Failure to Notify of Address Change
OTHER (Supervision, Negligence, etc.)

OTA CITATIONS
July 1, 2023 - September 30, 2023

#	VIOLATION						FINE	FINE REDUCED	TOTAL FINE DUE	DATE ISSUED	ABATE	APPEAL RECEIVED				PAYMENT			
	FTC	UPC	ULP	PDU	ADC	OTHER						ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OTA)
1		1					\$1,900	\$0	\$1,900	8/8/23	1					08/23/23	1	\$1,900	\$0
1	1						\$600	\$0	\$600	8/8/23	1							\$0	\$600
1			1				\$150	\$0	\$150	8/8/23	0					09/08/23	1	\$150	\$0
1					1		\$85	\$0	\$85	9/1/23	0							\$0	\$85
1			1				\$1,600	\$0	\$1,600	9/1/23	0							\$0	\$1,600
5	1	1	2	0	1	0	\$4,335	\$0	\$4,335		2	0	0	0	0		2	\$2,050	\$2,285

Violation Key:

FTC - Failure to Cooperate
UPC - Unprofessional Conduct
ULP - Unlicensed Practice

PDU - Continuing Education
ADC - Failure to Notify of Address Change
OTHER (Supervision, Negligence, etc.)

CASES PENDING WITH THE OFFICE OF THE ATTORNEY GENERAL

Date Transmitted	Complaint Number	Case Type	Case Status
2/25/2022	2020-426	ACC	Accusation re-served 4/5/23; Notice of Defense received 4/12/23.
11/30/2022	2023-462	ACC	Accusation served 2/28/23; Amended Accusation served 5/25/23; Hearing scheduled 10/12/23.
12/23/2022	2021-976	ACC	Accusation served on 5/11/23; Notice of Defense received 5/19/23; Hearing date pending.
12/30/2022	2023-263	820	Order to undergo Physical or Psychological Exam served 8/30/23. Order withdrawn.
2/24/2023	2022-030	ACC	Accusation received 6/14/23; Stipulated Surrender received 10/2/23 to be reviewed.
3/06/2023	2021-632	ACC	Transmittal accepted on 3/8/23; AGO requested for further investigation 5/16/23.
3/13/2023	2023-428	ACC	Accusation served 5/26/23; Notice of Defense received 8/7/23; Proposed settlement terms 8/30/23.
3/16/2023	2019-539	ACC	Accusation served 4/27/23; Notice of Defense received 5/7/23; Amended Accusation filed 6/27/23; AGO proposed hearing for January 2024.
5/15/2023	2023-024	820	Referred to AGO 5/24/23; case accepted by AGO 9/6/23.
7/26/2023	2022-371	ACC	Accusation received from AGO 9/26/23.
8/8/2023	2024-011	ACC	Accusation received from AGO 9/25/23.
8/14/2023	2023-502	ACC	Accepted by AGO 10/6/23.
8/14/2023	2024-022	ACC	Accusation received from AGO 9/22/23.
9/7/2023	2023-034	PET	Referred to AGO 9/7/2023. Petition for Reinstatement scheduled 11/2/23.

Date Transmitted	Complaint Number	Case Type	Case Status
9/8/2023	2022-330	ACC	Accepted by AGO 9/20/23.
9/11/2023	2024-046	ACC	Accepted by AGO 9/14/23.
9/11/2023	2022-210	ACC	Accepted by AGO 9/21/23.
9/20/2023	2021-150	PTR	Accepted by AGO 9/27/23.

FINAL DECISIONS
July 1, 2023 – September 30, 2023

Effective	Name	Type	Violation
7/19/2023	Oscar Ferrer	Probation (3 years)	Unprofessional Conduct
7/27/2023	Patrick Hancock	Revocation	Unprofessional Conduct
9/28/2023	Torossian, Brittany	Probation (3 years)	Unprofessional Conduct

LICENSEES CURRENTLY ON PROBATION

January 1, 2023 – September 30, 2023

NAME	LICENSE #	LENGTH OF PROBATION	EFFECTIVE DATE	COMPLETION DATE
Bastianelli, Nachele	OT 11457	3 years	04/17/2022	
Dowd, Joshua	OT 18574	3 years	03/27/2018 *	
Edwards, Anna	OTA 2453	3 years	04/26/2019 *	
Ferrer, Oscar	OT 3726	3 years	07/19/2023	
Gonzalez, Susana	OTA 1298	3 years	07/23/2021	
Harding III, Jack	OT 11707	3 years	06/03/2021	
Heng, Sonny	OT 18476	3 years	11/03/2021 *	
Jaghlassian, Linda	OTA 3079	3 years	03/30/2023 *	
Jordan, Laura	OT 5826	3 years	08/29/2021 *	
McCoy-Guzman, Tracy	OTA 2109	3 years	03/17/2022 *	
Morrison, Crystal	OTA 1561	3 years	04/16/2021	
Pompanescu, Duane	OT 3017	3 years	06/03/2021	
Powell, Diana C.	OT 6367	3 years	06/03/2016 *	
Provost, Ericka	OT 16010	3 years	12/26/2021 *	
Ryskalczyk, Roxanne	OT 5654	3 years	08/29/2021 *	
Schmidt, Rebecca	OT 8291	3 years	11/27/2009 *	
Shin, Judy	OT 5682	4 years	12/02/2019	
Suggs, Monica	OTA 1101	2.5 years	03/30/2019 *	
Tolbert, Kristine	OT 4410	4 years	03/29/2019 *	
Torossian, Brittany	OT 16579	3 years	09/28/2023	
Wilson, Candice	OTA1436	3 years	07/16/2020 *	

* Probation "tolled" or extended beyond original expiration date.

Report updated 10/03/2023

Listing of Future Agenda Items Approved at Previous Meetings

Items prioritized for November 2023 meeting:

1. Fed law Public Law 117-333, Portability of Professional Licenses of Servicemembers and their Spouses.
2. Discuss whether Pelvic health is within the occupational therapy scope of practice.
3. HCAI data and BreEZe gender option (addressed in Executive Officer's report, Item 11(g))
4. Discuss whether dry needling is within the occupational therapy scope of practice.
5. Format of Board meetings held in 2024 (e.g., in person, WebEx, hybrid).
6. Administrative Committee recommendation to the Board regarding supervision maximums and proposed regulatory language amending Sections 4180 and 4181.
7. Ad hoc Committee report to the Board and recommendation on criteria for non-licensees to serve on Board committees.
8. Practice Committee report to the Board and recommendation to the Board on prioritization of Committee assignments and next steps.

Standing items:

1. Occupational Therapy Licensure Compact
2. Fee increase needed.
3. Make appointments to other committees as appropriate.

Items to be discussed at a TBD future meeting:

1. Whether wound care is within the occupational therapy scope of practice.
2. Develop FAQs to explain revenue and expenditures to licensees in a narrative format to explain the data that pertains to the public comments.
3. Invite NBCOT to a future meeting.
4. Schedule a townhall/meeting with the California OT and OTA programs to share the Occupational Therapy Assistant Workforce Needs Assessment and seek further feedback.
5. Develop outreach plan to educate licensees (why the fee increase is needed)
6. Discussion on Corporation Name language for future agenda.
7. Whether California should require a Juris Prudence exam.
8. Presentation on the Board's manual and how Member's responsibilities support and protect the California consumers of occupational therapy services.
9. Discuss the potential to cost share with California occupational therapy programs to send a letter to large employers touting the benefits of accepting FW students.

Tabled items:

1. Update Board member Disciplinary Resource Manual (once Disciplinary Guidelines and other enforcement related regulations are updated).

California Board of Occupational Therapy

BreEZe Gender Options and Demographic Data Collected

- **GENDER OPTIONS CURRENTLY AVAILABLE IN BREEZE**

Options for gender identification for individuals submitting an *initial* application for licensure or limited permit, include the following:

F-Female X-Nonbinary
M-Male U-Unknown

The options were updated from Male/Female/Unknown to the above in a BreEZe release in June 2021.

- **DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION (HCAI) DATA REQUESTED**

Business and Professions Code section 502 mandates the collection of data, as specified below at time of license *renewal*.

(a) Notwithstanding any other law, both of the following apply:

(1) The Board of Registered Nursing, the Board of Vocational Nursing and Psychiatric Technicians of the State of California, the Physician Assistant Board, and the Respiratory Care Board of California shall collect workforce data from their respective licensees and registrants as specified in subdivision (b) for future workforce planning at least biennially. The data shall be collected at the time of electronic license or registration renewal for those boards that utilize electronic renewals for licensees or registrants.

(2) All other boards that are not listed in paragraph (1) that regulate healing arts licensees or registrants under this division shall request workforce data from their respective licensees and registrants as specified in subdivision (b) for future workforce planning at least biennially. The data shall be requested at the time of electronic license or registration renewal for those boards that utilize electronic renewals for licensees or registrants.

(b) In conformance with specifications under subdivision (d), the workforce data collected or requested by each board about its licensees and registrants shall include, at a minimum, all of the following information:

- (1) Anticipated year of retirement.
- (2) Area of practice or specialty.
- (3) City, county, and ZIP Code of practice.
- (4) Date of birth.
- (5) Educational background and the highest level attained at time of licensure or registration.
- (6) Gender or gender identity.
- (7) Hours spent in direct patient care, including telehealth hours as a subcategory, training, research, and administration.
- (8) Languages spoken.
- (9) National Provider Identifier.
- (10) Race or ethnicity.

(11) Type of employer or classification of primary practice site among the types of practice sites specified by the board, including, but not limited to, clinic, hospital, managed care organization, or private practice.

(12) Work hours.

(13) Sexual orientation.

(14) Disability status.

(c) Each board shall maintain the confidentiality of the information it receives from licensees and registrants under this section and shall only release information in an aggregate form that cannot be used to identify an individual other than as specified in subdivision (e).

(d) The Department of Consumer Affairs, in consultation with the Department of Health Care Access and Information, shall specify for each board subject to this section the specific information and data that will be collected or requested pursuant to subdivision (b). The Department of Consumer Affairs' identification and specification of this information and data shall be exempt until June 30, 2023, from the requirements of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(e) Each board, or the Department of Consumer Affairs on its behalf, shall, beginning on July 1, 2022, and quarterly thereafter, provide the individual licensee and registrant data it collects pursuant to this section to the Department of Health Care Access and Information in a manner directed by the Department of Health Care Access and Information, including license or registration number and associated license or registration information. The Department of Health Care Access and Information shall maintain the confidentiality of the licensee and registrant information it receives and shall only release information in an aggregate form that cannot be used to identify an individual.

(f) A licensee or registrant shall not be required to provide the information listed in subdivision (b) as a condition for license or registration renewal, and licensees or registrants shall not be subject to discipline for not providing the information listed in subdivision (b).

(g) This section does not alter or affect mandatory reporting requirements for licensees or registrants established pursuant to this division, including, but not limited to, Sections 1715.5, 1902.2, 2425.3, and 2455.2.

(Added by Stats. 2021, Ch. 143, Sec. 4. (AB 133) Effective July 27, 2021.)

Please note: The data is collected at time of on-line renewal, is voluntary, and all questions include an option to Decline to State.

Questions presented at time of license renewal include:

(1) Are you Hispanic, Latino/a, or of Spanish origin?

Options include:

- | | |
|--|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, Central American |
| <input type="checkbox"/> Yes, Cuban | <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano/a |
| <input type="checkbox"/> Yes, Other Hispanic, Latino/a or Spanish origin | <input type="checkbox"/> Yes, Puerto Rican |
| <input type="checkbox"/> Yes, South American | <input type="checkbox"/> Decline to state |

(2) With which race(s) do you identify? Select all that apply.

Options include:

- | | |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> African |
| <input type="checkbox"/> Alaska Native | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black |
| <input type="checkbox"/> European | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other (not listed) |

(3) What type of degree/credential qualified you for your initial license in this profession?

Options include:

- | | |
|-----------------------------------|-------------------|
| Vocational/Practical Certificate | Bachelor's Degree |
| High School Diploma or Equivalent | Master's Degree |
| Associate's Degree | Doctoral Degree |

(4) Where did you complete the degree/credential that qualified you for your initial license?

Options include:

- | | |
|---------------------------------------|------------------------------|
| United States - California | Outside of the United States |
| United States - Other State/Territory | Decline to state |

(5) What is your highest level of education in this profession?

Options include:

- | | |
|-----------------------------------|-------------------|
| Vocational/Practical Certificate | Bachelor's Degree |
| High School Diploma or Equivalent | Master's Degree |
| Associate's Degree | Doctoral Degree |

(6) Which specialty best describes your primary area of practice?

Options include:

Driving & Community Mobility	Mental Health
Environmental Modification	Pediatrics
Feeding, Eating, Swallowing	Physical Rehabilitation
Gerontology	School Systems
Low Vision	Other

(7) What is your current employment status?

Options include:

- Actively working in a position that requires my license
- Actively working in a different field
- Not currently working, seeking work in this field
- Not currently working, not seeking work in this field
- Retired

(8) When do you anticipate retiring?

Options include:

- Less than 2 years
- 3 - 5 years
- 6 - 10 years
- 11 or more years

(9) Do you have an Individual (type 1) National Provider Identifier (NPI) number?

- Yes
- No

(10) Which of the following languages do you speak fluently/well enough to provide direct services to clients? Select all that apply.

Options include:

- | | | | | |
|---|-------------------------------------|--|---|--|
| <input type="checkbox"/> English | <input type="checkbox"/> French | <input type="checkbox"/> Japanese | <input type="checkbox"/> Russian | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> African Languages | <input type="checkbox"/> German | <input type="checkbox"/> Korean | <input type="checkbox"/> Samoan | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> American Sign Language | <input type="checkbox"/> Greek | <input type="checkbox"/> Lao | <input type="checkbox"/> Scandinavian Languages | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Amharic | <input type="checkbox"/> Gujarati | <input type="checkbox"/> Mandarin | <input type="checkbox"/> Serbian | <input type="checkbox"/> Xiang Chinese |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Hebrew | <input type="checkbox"/> Mien | <input type="checkbox"/> Spanish | <input type="checkbox"/> Yiddish |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Hindi | <input type="checkbox"/> Mon-Khmer | <input type="checkbox"/> Swahili | <input type="checkbox"/> Yoruba |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Hmong | <input type="checkbox"/> Navajo | <input type="checkbox"/> Tagalog | <input type="checkbox"/> Other Chinese |
| <input type="checkbox"/> Croatian | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Persian (Farsi) | <input type="checkbox"/> Telugu | <input type="checkbox"/> Other Non-English |
| <input type="checkbox"/> Fijian | <input type="checkbox"/> Ilocano | <input type="checkbox"/> Polish | <input type="checkbox"/> Thai | <input type="checkbox"/> Other Sign Language |
| <input type="checkbox"/> Formosan (Amis) | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Tonga | <input type="checkbox"/> Other (not listed) |
| <input type="checkbox"/> French Creole | <input type="checkbox"/> Italian | <input type="checkbox"/> Punjabi | <input type="checkbox"/> Turkish | <input type="checkbox"/> Decline to state |

(11) What sex were you assigned at birth, on your original birth certificate?

Options include:

Male

Female

Unknown/Undetermined

(12) How do you currently describe yourself?

Options include:

Male

Transgender

Female

Do not identify as male, female, or transgender

(13) Do you currently consider yourself to be...

Options include:

Straight or heterosexual

Bisexual

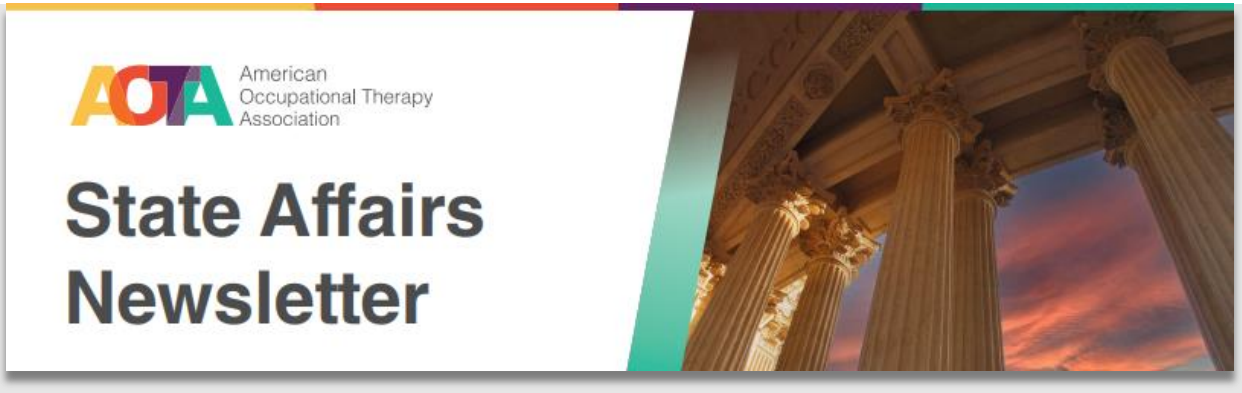
Gay or lesbian

Other

(14) Disability status.

I have a disability

I do not have a disability



Fall 2023

Spreading the Word About the Compact

In August, AOTA joined representatives from the National Board for Certification in Occupational Therapy (NBCOT®) and the Illinois Occupational Therapy Association (ILOTA) to answer questions about the Compact and recruit sponsors for future legislation at the National Conference of State Legislatures 2023 Legislative Summit in Indianapolis, Indiana. We also met with representatives of other professions who are working on standing up their own compacts to answer questions and share best practices. Lots of great conversations were had!



Left to right: Brenda Koverman, PhD, MBA, OTR/L, Director of Advocacy, ILOTA; Barbara Williams, DrOT, MS, OTR, Associate Director, External & Regulatory Affairs, NBCOT; Representative Victoria Garcia Wilburn, DHSc., OTR, CLT, FAOTA, AOTA Board of Directors member and Indiana State Representative; and Kristen Neville, MA, State Affairs Manager, AOTA

Louisiana Joins Occupational Therapy Licensure Compact

Louisiana became the 28th state to join the Occupational Therapy Licensure Compact when Governor Edwards signed legislation on June 12, 2023. We thank our Louisiana Occupational Therapy Association leaders for their tireless advocacy efforts in support of the Compact.

New AOTA Staff

In our previous newsletter, we announced the retirement of AOTA's Executive Director Sherry Keramidas. In July, [Charles H. Jeffers II began his role as Interim Executive Director](#) while the search for a permanent Executive Director continues. Charles H. Jeffers II is a senior executive with more than 25 years of progressive experience in nonprofit environments and brings to AOTA senior leadership experience in technology, operations, membership, strategic planning, destination sales, and marketing.

A month earlier, Daniel Markels joined AOTA State Affairs as our new Manager, State Legislative Affairs. Daniel's most recent position was with the American Physical Therapy Association (APTA) as a State Affairs Manager. His background in state government affairs roles dates to the mid-1990s and includes positions with AT&T, the Port of Oakland (California), the San Diego Regional Airport Authority, and the National Federation of Independent Business.

Welcome to Charles and Daniel!

State Statute and Regulation Charts Updated

AOTA State Affairs staff has updated several compilations of state licensing laws, regulations, and guidance. These resources are a member benefit and are intended for educational and informational purposes. Practitioners should always contact their state licensing agency, insurance payer, Medicaid agency, or other authority with questions or for an official interpretation of the law or regulations.

All state-by-state charts of licensing laws and regulations on various topics of interest to our occupational therapy practitioner members and stakeholders have been updated at least as of August. These topics are:

- State scope of practice
- Continuing competence requirements
- Referral requirements,
- Licensure qualifications for occupational therapists and occupational therapy assistants
- Physical agent modality requirements
- Separate charts of supervision requirements for occupational therapy assistants, students, and aides
- Re-entry requirements
- Inactive status requirements.

Soon to be updated resources include a chart related to state telehealth laws, regulations, and guidance that includes information about Medicaid and commercial payer policies and requirements related to telehealth; and a chart of mental health credentials available to occupational therapy practitioners in each state.

New DEI Continuing Education Course Available

AOTA is leading the profession to be more diverse, equitable, and inclusive through its commitment to developing diversity, equity, and inclusion (DEI) resources and tools to strengthen occupational therapy practitioners' contribution to a healthy and engaged community. To answer the call to support continuing education requirements for topics on DEI and justice, [this course](#) provides learning modules and other AOTA resources on implicit bias, unconscious bias, microaggressions, and having difficult conversations. Learners receive a certificate of completion after finishing the corresponding exam.

New State Affairs Email Address

AOTA State Affairs has a new email address: state@aota.org. Members and non-members alike can use this email address to ask questions about state-level policy that could impact occupational therapy, state licensing policy, Medicaid or state-level commercial payer policies, or just to let us know how we are doing serving occupational therapy practitioners.

AOTA State Affairs Group Contacts

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AGENDA ITEM 17

**DISCUSSION AND POSSIBLE ACTION ON WHETHER PELVIC HEALTH IS
WITHIN THE OCCUPATIONAL THERAPY SCOPE OF PRACTICE.**



LOMA LINDA UNIVERSITY
HEALTH

School of Allied Health Professions

October 31, 2023

Heather Martin, Executive Officer
California Board of Occupational Therapy
1610 Arden Way, Suite 121
Sacramento, CA 95825

Re: Proposed Modifications to CCR Section 4181 and Support of Pelvic Health Occupational Therapy Practice

Dear Ms. Martin and The California Board of Occupational Therapy,

We are writing in response of the CBOT consumer protection initiative noted in California Code of Regulations (CCR), Title 16, Division 39, Section 4181 “Supervision Parameters” specifically OTA items 5 and 6 and OT items 2 and 3. This proposed modification is listed as Agenda Item 7 for the Board meeting scheduled November 2, 2023. And the discussion on pelvic health included in the Occupational Therapy scope of practice scheduled for November 3, 2023.

§ 4181. Supervision Parameters

OTA

- 5) No more than a total of three Level I fieldwork students, Level II fieldwork students, or Limited Permit holders at any one time; and
(6) No more than 20 Level I fieldwork students in a faculty-led fieldwork.

OT

- (2) No more than a total of three Level I fieldwork students, Level II fieldwork students, Limited Permit holders, Occupational Therapy Assistants, or Doctoral

capstone students completing a clinical, direct patient/client care experience, at any one time; and
(3) No more than 20 Level I fieldwork students in a faculty-led fieldwork.

As CBOT is charged with the responsibility of consumer protection, we would like to acknowledge there are two consumers in this discussion the student and patient/client. In the practice area of academia both the occupational therapy (OTS) students and occupational therapy assistant students (OTAS) are consumers of the occupational therapy practice academia of licensed OT and OTA's academicians. The American Council of Occupational Therapy Education (ACOTE) is the overseeing agency to ensure consumer protection in the practice of academia in OT and OTA academic programs. ACOTE oversees Level I fieldwork supervision of students, protection of consumers, and alignment with curriculum. This is an educational accreditation requirement that should be governed by ACOTE rather than CBOT. The 2018 ACOTE Standard C.1.4 notes educational programs must justify ratios and supervision to provide an appropriate learning experience for students and provide protection of consumers. C.1.8 notes Level I fieldwork is not required to be supervised by an occupational therapy practitioner.

C.1.4: Ensure that the ratio of fieldwork educators to students **enables proper supervision, and provides protection of consumers**, opportunities for appropriate role modeling of occupational therapy practice, and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives.

C.1.8: Ensure that personnel who supervise Level I fieldwork are informed of the curriculum and fieldwork program design and affirm their ability to support the fieldwork experience. This must occur prior to the onset of the Level I fieldwork. **Examples include, but are not limited to, currently licensed, or otherwise regulated occupational therapists and occupational therapy assistants, psychologists, physician assistants, teachers, social workers, physicians, speech language pathologists, nurses, and physical therapists.**

We anticipate, the intentionality of the proposed CCR section 4181 modifications in for the distinct consumer protection of patients/clients and not specifically the OTS and OTAS. In this spirit, we are requesting CBOT to consider that ACOTE has established supervision guidelines for supervision of both consumers, the students and patient/client, that extend to faculty led Level I fieldwork experiences by **removing the limit of 20 fieldwork students and extending it to the ACOTE candidacy, pre-accreditation, or accredited approved cohort size.** If limited by CBOT fieldwork programs in the state of California could suffer a reduced number of Level I fieldwork opportunities in an already limited environment.

We would also like to ask CBOT to support occupational therapy's role in pelvic health. The Occupational Therapy Practice Framework 4th ed. notes the occupation of toileting and toilet hygiene as:

Obtaining and using toileting supplies, managing clothing, maintaining toileting position, transferring to and from toileting position, cleaning body, **caring for menstrual and continence**

needs (including catheter, colostomy, and suppository management), **maintain intentional control of bowel movements and urination and, if necessary, using equipment or agents for bladder control.**

The American Occupational Therapy Association supports the role of occupational therapy in pelvic health. There is currently a motion to the Fall AOTA Representative Assembly to create a Pelvic Health Position Statement that explicitly outlines occupational therapy's unique role in this practice area. California is listed on this request. There is a motion to have the position statement presented at the Spring 2025 meeting and a request to establish a Task Force for reproductive and pelvic health to guide OT practice.

Sincerely,

Heather Javaherian

Heather Javaherian, OTD, OTR/L, FAOTA

Penny Stack

Penny Stack, OTD, OTR/L