EXECUTIVE OFFICER'S REPORT

The following is attached for review:

a. Operational Report.
b. Communications Update.
c. BreEZe Update.
d. Future Agenda Items.
e. Other Informational Items – No Board discussion or action.

Date: October 12, 2017

To: CBOT Members

From: Heather Martin, Executive Officer

Subject: Executive Officer Report – Board Meeting October 18-19, 2017

a. Operational Report.

Two part-time positions were recently filled; one in Licensing and one in Cashiering. Jody Quesada has transitioned from Enforcement unit to Licensing & Administration Unit. Among other administrative duties, she will help us actively track and monitor strategic plan deliverables better, post information on the Board's Facebook and Twitter accounts, assist with other Board outreach, review/update the FAQs on the Board's website, and coordinate preparation of Board/Committee meeting materials to ensure earlier delivery. Joby Starr, an Enforcement Analyst, has become the Board's 'SPOC' (single point of contact) for the BreEZe project. Her complaint caseload has been reduced to allow her to spend more uninterrupted time on the BreEZe project and its numerous related activities.

Previously, revenue/expenditure information was made available from CALSTRS reports. However, we transitioned to the new Financial Information System for California (known as FI$Cal). FI$Cal is a consolidated budgeting, accounting, procurement, and cash management system that we moved to effective July 1st. FI$Cal has new reporting requirements, including requiring DCA to balance their books each month. The revenue/expenditure information for the Q1 (7/1-9/30) isn't yet available; reports will be made available at the next meeting. A Fund Condition analysis is attached for review; it was developed using workload/revenue estimates submitted to DCA for the Board's annual budget preparation.

Board office looking for new office space. (no attachment)

b. Communications Update.

Verbal update. Since June 2017, the number of followers has increased:

Facebook	Likes increased from 1,819 to 1,837 Followers increased from 1,806 to 1,827
Twitter	Followers increased from 314 to 352

Board staff will continue to use both platforms to share information; looking into establishing Board Linked In account.

c. BreEZe Update

Board staff continues to submit 'tickets' to make improvements and/or modifications to BreEZe on an as-needed basis.

Breeze Release Dates

9/13	3rd party vendor to stop printing licenses; Board staff began printing pocket licenses for renewals, initial licenses, and duplicate license processed after this date.
10/18	Update cite/fine payments allocation, fix to three 'demand' letters for non-payment of fines, other miscellaneous updates
1/10	Update verbiage on application re: application fee payment
3/7	TBD
5/9	TBD
7/11	TBD

d. 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).

e. Other Informational Items

Information on the Board's committees are provided: organizational chart and explanation of the committees follows this report.

A copy of the letter sent to St. Catherine University in response to their letter to the Board is attached for review

Per the Board's request, staff drafted flowcharts depicting the complaint process overview, advanced practice application overview and the license application process overview.

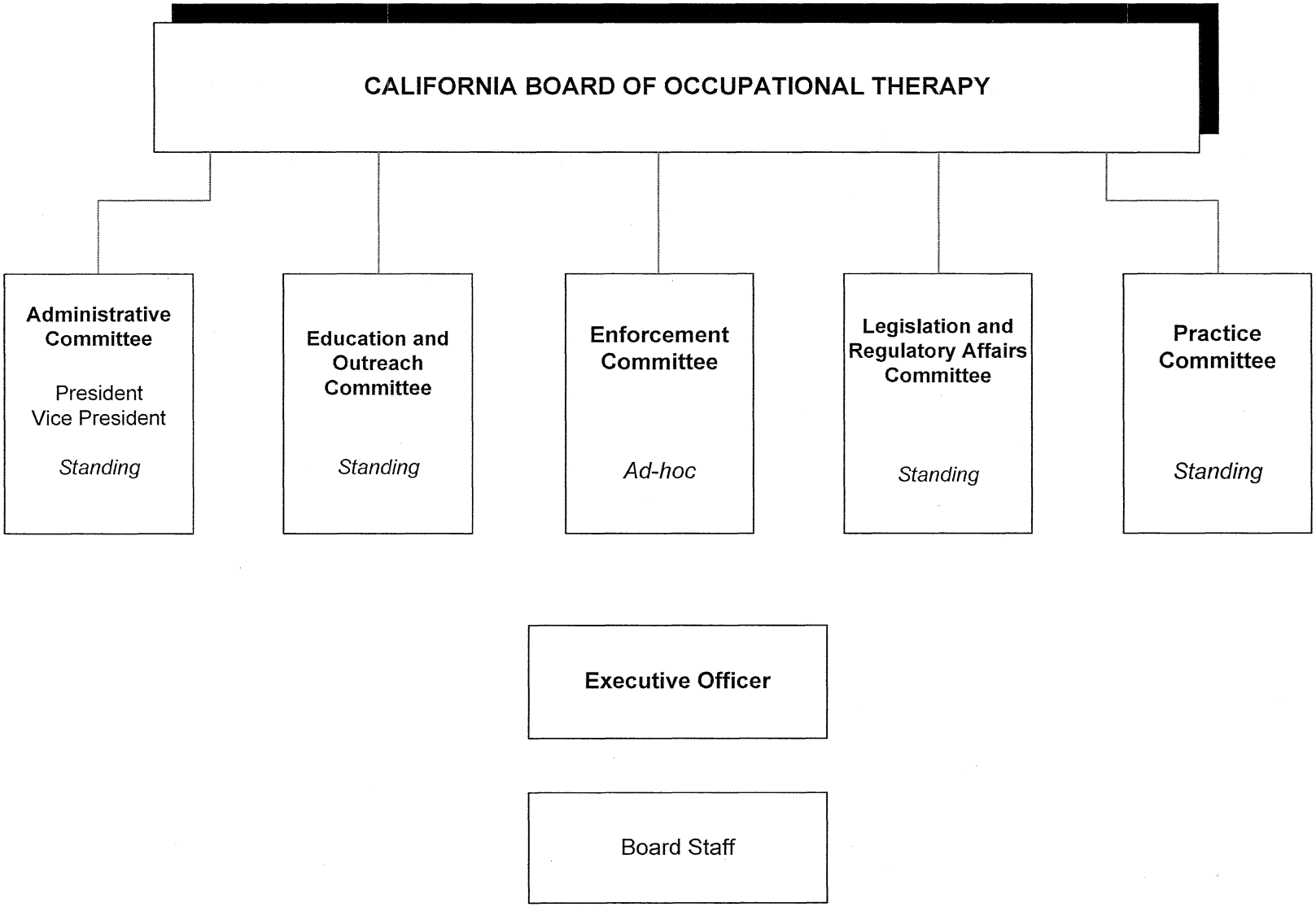
To meet Strategic Plan objective 1.1 (*Create and implement "Application Submittal Checklist" guidelines to clarify application requirements and encourage application completeness.*) an Application for Initial License Checklist was also developed (objective 1.1.1.)

3017 - Board of Occupational Therapy
Analysis of Fund Condition

Prepared 10/6/2017

	ACTUAL 2016-17	CY 2017-18	Pre-GB BY 2018-19	BY+1 2019-20	BY+2 2020-21
BEGINNING BALANCE	$ 3,002	$ 2,588	$ 2,319	$ 2,106	$ 1,912
Prior Year Adjustment	$ 27	$ -	$ -	$ -	$ -
Adjusted Beginning Balance	$ 3,029	$ 2,588	$ 2,319	$ 2,106	$ 1,912
REVENUES AND TRANSFERS					
Revenues:					
125600 Other regulatory fees	$ 31	$ 34	$ 31	$ 32	$ 32
125700 Other regulatory licenses and permits	$ 279	$ 282	$ 296	$ 305	$ 305
125800 Renewal fees	$ 1,035	$ 1,638	$ 1,720	$ 1,772	$ 1,772
125900 Delinquent fees	$ 21	$ 31	$ 33	$ 34	$ 34
142500 Miscellaneous services to the public	$ 27	$ 29	$ 30	$ 31	$ 31
150300 Income from surplus money investments	$ 22	$ 8	$ 9	$ 9	$ 9
161000 Escheat of unclaimed checks and warrants	$ 1	$ 1	$ 1	$ 1	$ 1
164300 Penalty Assessments	$ -	$ 17	$ 18	$ 19	$ 19
Totals, Revenues	$ 1,416	$ 2,040	$ 2,138	$ 2,202	$ 2,202
Transfers from Other Funds					
Transfers to Other Funds					
Totals, Revenues and Transfers	$ 1,416	$ 2,040	$ 2,138	$ 2,202	$ 2,202
Totals, Resources	$ 4,445	$ 4,628	$ 4,457	$ 4,308	$ 4,114
EXPENDITURES					
Disbursements:					
8880 Financial Information System for California (State Operations)	$ 1	$ 4	$ 2	$ 2	$ 2
9900 Statewide General Administrative Expenditures (Pro Rata)	$ 60	$ 81	$ 81	$ 81	$ 81
1110 Program Expenditures (State Operations)	$ 1,796	$ 2,224	$ 2,268	$ 2,313	$ 2,359
	$ 1,857	$ 2,309	$ 2,351	$ 2,396	$ 2,442
FUND BALANCE					
Reserve for economic uncertainties	$ 2,588	$ 2,319	$ 2,106	$ 1,912	$ 1,672
Months in Reserve	13.4	11.8	10.5	9.4	8.2

Notes: FY 2020-21 does not reflect (second-stage) fee increase effective January 1, 2021.


CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
Administrative Committee
President
Vice President
Standing
Education and Outreach Committee
Standing
Enforcement Committee
Ad-hoc
Legislation and Regulatory Affairs Committee
Standing
Practice Committee
Standing
Executive Officer
Board Staff

BOARD OF OCCUPATIONAL THERAPY

Standing Committees

The Board has four standing committees:

- Administrative Committee
- Education and Outreach Committee
- Legislative and Regulatory Affairs Committee
- Practice Committee

Internal organization of each committee is at its discretion, except as specified in this manual, and must be approved by the Board. The Committee chairperson, the assigned Board member, will oversee the meetings and work with the Executive Officer to develop agenda packet materials. Meetings must be consistent with the Bagley-Keene Open Meeting Act. The Board member will be responsible for providing the Committee report at the Board meeting.

Member terms will be two years, and members will serve a maximum of two full, consecutive terms. Meetings will be held two or three times per year or as needed to conduct business, and be consistent with the Bagley-Keene Open Meeting Act. Non-Board Member committee members shall be entitled to reimbursement of travel expenses but shall not receive any compensation.

Administrative Committee

The purpose of the Administrative Committee is to annually update the Strategic Plan, respond to items identified in an internal audit and provide guidance to staff in fulfillment of the audit staff's recommendations, provide guidance to staff for the budgeting and organizational components of the Board (i.e., sunset review, sunrise projects, budget change proposals, out-of-state trip requests, contracts, meeting agendas and preparations) and other duties as required.

Education and Outreach Committee

The Committee chairperson, the assigned Board member, will oversee the meetings and work with the Executive Officer in developing agenda packet materials. Meetings must be consistent with the Bagley-Keene Open Meeting Act. The Board member will be responsible for providing the Committee report at the Board meeting.

The Education and Outreach Committee is assigned 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

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

The Committee is assigned to provide information and/or make recommendations to the Board and Committees on matters relating to legislation and regulations affecting the regulation of occupational therapists, occupational therapy assistants, and other items in the public interest or affecting Board operations.

The Committee's goals and objectives are to:

- Monitor current legislation on behalf of the Board and make position recommendations to the Board at each Board meeting.
- Serve as a resource to other Board committees on legislative and regulatory matters.
- Serve as a resource for the Board to implement proposed revisions to the Act and Board regulations.

Practice Committee

The Practice Committee will consist of no less than four members, one of whom is a Board 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.

Ad Hoc Committee

The Board may establish ad hoc committees as needed for the Board and its standing Committees.

The Board has one Ad-Hoc committee: Enforcement Ad-Hoc Committee

Enforcement Ad-Hoc Committee

The Enforcement Committee will consist of four members, at least one of whom will be a Board member.

The purpose of the Enforcement Oversight Committee is to continually seek ways to improve the Board's enforcement activities, develop and review enforcement policies, review enforcement and discipline-related regulatory proposals, review enforcement and discipline-related forms, review and make recommendations regarding the Board's disciplinary guidelines and to assist in identifying situations where enforcement procedures might be improved. Members will not review individual enforcement cases.

Members will not review individual enforcement cases.

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

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October 9, 2017

Diane Anderson, PhD, MPH, OTR/L
OTA Program Director
St. Catherine University
601 25th Ave S.
Minneapolis, MN 55454

Dear Ms. Anderson,

Thank you for your recent letter providing a description and information relative to St. Catherine's online occupational therapy assistant education program. The Board had the opportunity to review and discuss the content of your letter at its August 18, 2017, meeting.

The Board asked that I respond on their behalf and express their appreciation in you providing clarification on your partnership with Genesis Healthcare; your mindfulness and reluctance to add to student tuition costs is also appreciated.

The Board's paramount mission is to protect the health, safety, and welfare of California consumers. It accomplishes this mission by ensuring applicants for licensure meet the requirements set forth in law and by investigating and enforcing the provisions of the Occupational Therapy Practice Act. Public participation at the Board's meetings, subject to the Opens Meeting Act, is always encouraged.

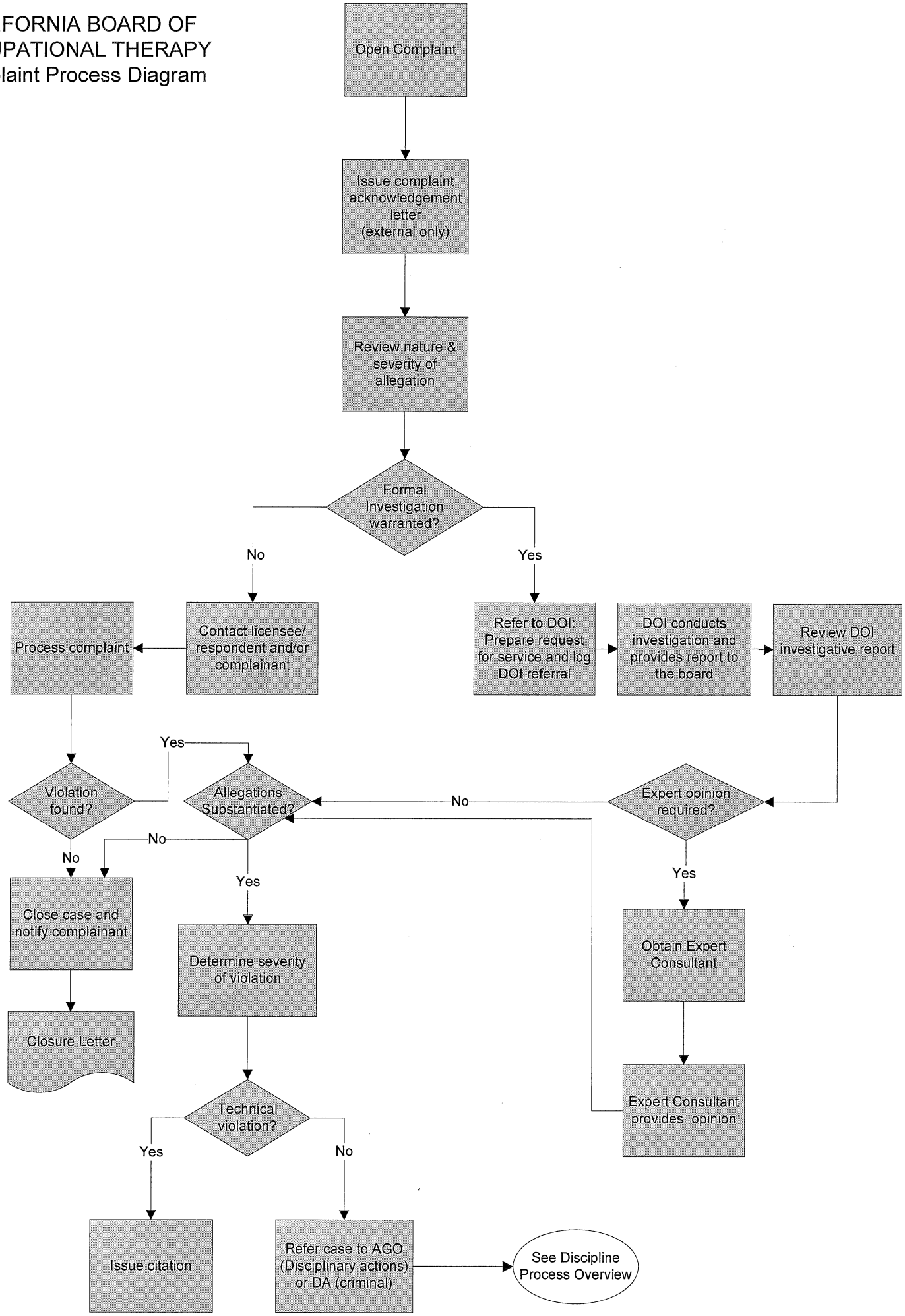
It appears that points or concerns in your letter appear to comingle and integrate comments made by the public, academics and fieldwork educators, and association representatives as those of the Board. In reading your letter it is clear that both of our organizations share a common goal or vision to promote or contribute to meeting future workforce needs, ensuring access to education, increasing diversity in the profession, and attracting students that traditionally have not been able to enroll in occupational therapy degree programs. All California consumers of occupational therapy services benefit from these goals.

Again, thank you for taking the time to write to the Board regarding this matter.

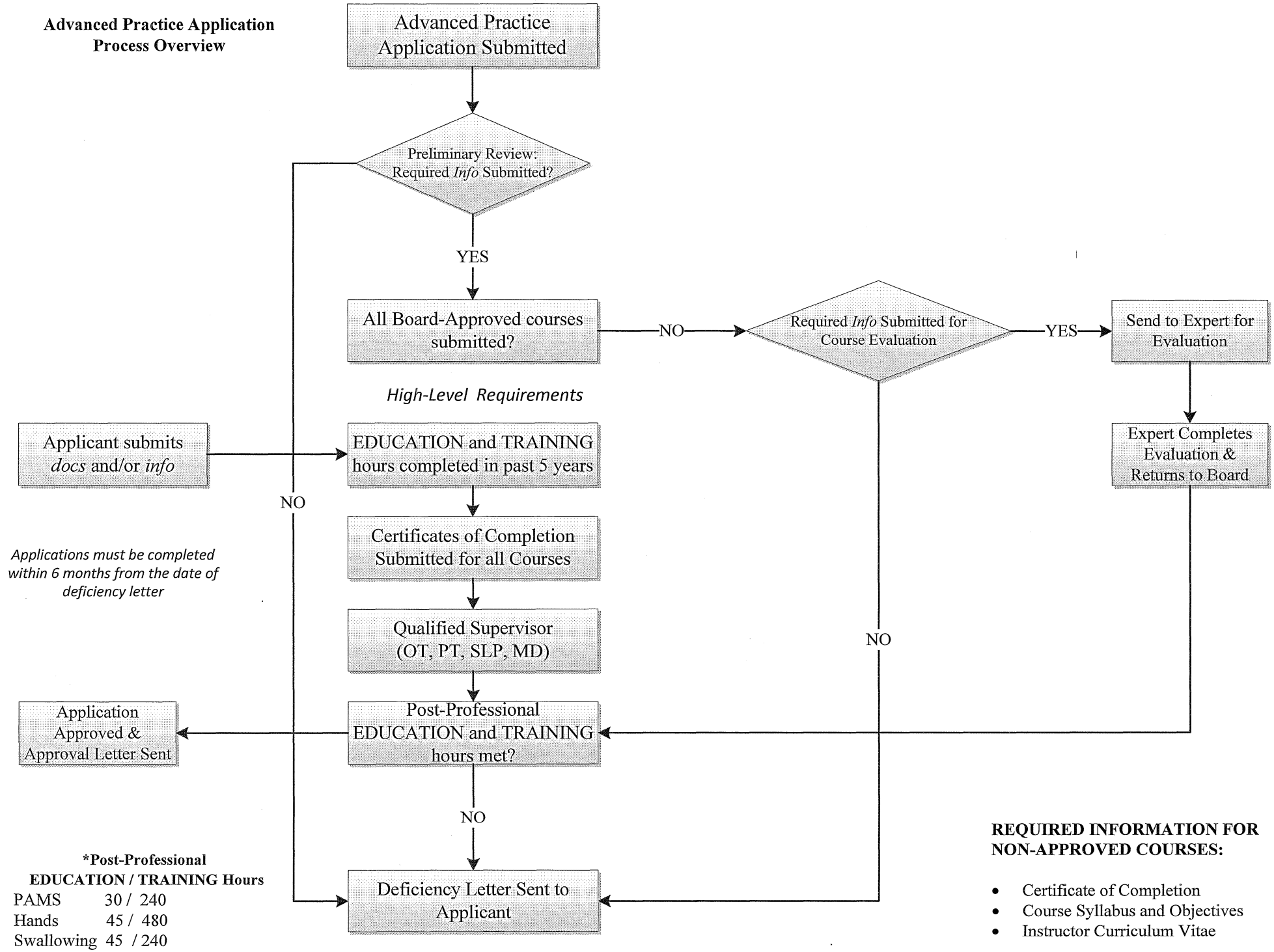
Sincerely,

Heather Martin
Executive Officer

CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
Complaint Process Diagram



Advanced Practice Application Process Overview



***Post-Professional EDUCATION / TRAINING Hours**

PAMS	30 / 240
Hands	45 / 480
Swallowing	45 / 240

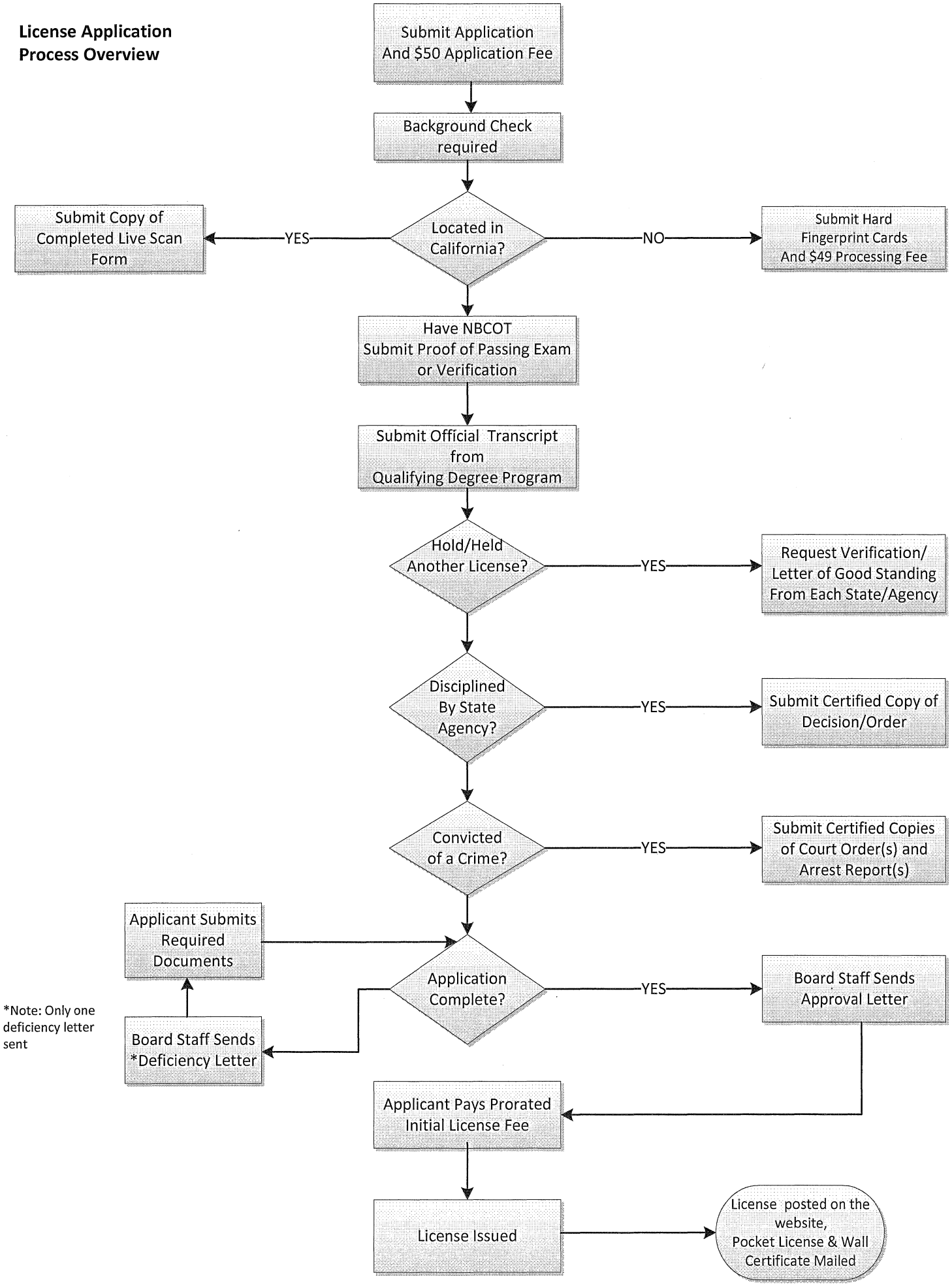
REQUIRED INFORMATION FOR NON-APPROVED COURSES:

- Certificate of Completion
- Course Syllabus and Objectives
- Instructor Curriculum Vitae

APPLICATION FOR INITIAL LICENSE CHECKLIST

- ☐ 1. Submit application for an initial license and pay $50 application fee.
- ☐ 2. Live Scan your fingerprints for a background check (out-of-state applicants must submit fingerprint cards).
- ☐ 3. Submit verification of passing the national examination. *
- ☐ 4. Request Official Transcript be sent to CBOT
- ☐ 5. Obtain Verification of Licensure or Letter of Good Standing (if applicable)
- ☐ 6. ONLY FOR APPLICANTS WITH DISCIPLINE AGAINST LICENSE ISSUED BY ANOTHER STATE AGENCY: Provide certified copy of decision/order and explanation of the events and circumstances of the events leading to discipline.
- ☐ 7. ONLY FOR APPLICANTS WITH A CRIMINAL HISTORY Provide supporting documents (e.g. certified court documents, certified arrest reports, and explanation of the events and circumstances of the conviction(s)).

Note: The first three steps do not need to be completed in the order identified.

* *CBOT recommends submitting the application to NBCOT to take the national certification examination at the <u>same</u> time the application for an initial license is submitted to CBOT. CBOT and NBCOT have varying processing times and applications are processed in date-order received. Submitting applications to CBOT and NBCOT at the same time avoids unnecessary delays in issuance of the license once the examination is passed.*

License Application Process Overview