



OCCUPATIONAL THERAPY PRACTICE BOARD MEETING MINUTES

January 8, 2016

10:00 AM

Department of Health – Town Center Two

111 Israel Rd SE, Room 158

Tumwater, WA 98501

On January 8, 2016 the Occupational Therapy Practice Board met at The Department of Health, Town Center Two, 111 Israel Rd. SE, Room 158, Tumwater, WA. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

MEMBERS PRESENT

BETH ROLLINGER, OT, CHAIR

SHERYL ZYLSTRA, OT

ANN ERICKSON, OT

DI IRONS, PUBLIC MEMBER

MEMBERS PRESENT VIA PHONE

BRENDA LEMPE, COTA

STAFF PRESENT

KATHY WEED, PROGRAM MANAGER

SANDIE PEARSON, PROGRAM SUPPORT

TRINA CASTLE, EXECUTIVE DIRECTOR

TANYA MILLS, CREDENTIALING SUPERVISOR

PEGGY OWEN, DISCIPLINARY CASE MANAGER

JANET STAIGER, STAFF ATTORNEY

BILL KELLINGTON, STAFF ATTORNEY

ALEX LEE, STAFF ATTORNEY

DAN RENFROE, ONLINE APPLICATION PROJECT

MGR

DEBRA DEFREYN, AAG

Friday, January 8, 2016 – 10:00 a.m. – OPEN SESSION

1. CALL TO ORDER

The meeting was called to order by board chair, Beth Rollinger, at 10:02 a.m.

1.1 Introductions

The board, staff, and audience members introduced themselves.

1.2 Approval of Agenda

A motion was made and seconded to approve the agenda as presented. The board voted and approved the agenda as presented.

1.3 Approval of the October 6, 2015 Meeting Minutes

Board members reviewed and discussed the October 6, 2015 Meeting Minutes. A motion was made, seconded and the board voted in favor of approving the October 6, 2015 Meeting Minutes as presented.

1.4 Elect Chair and Vice-Chair

The board designated a chair and vice-chair for 2016. The board designated Beth Rollinger, OT, as chair and Sheryl Zylstra, as vice-chair.

2. **CORRESPONDENCE** – The board reviewed and discussed correspondence received by program staff.

- 2.1 Does the supervision of OT Aides need to be direct line of sight supervision? Board members discussed whether OT Aides need to be direct line of sight supervised. Board members referred to WAC 246-847-135 (3) Standards of Supervision. OT Aides must be professionally supervised and trained by an occupational therapist or occupational therapy assistant. Professional supervision must include documented supervision and training. Board members also referred to WAC 246-847-010 (11) Definitions – which states OT aides do not provide skilled occupational therapy services. Board members directed Ms. Weed to draft a response on the board's behalf.

3. **PRESENTATION OF ONLINE APPLICATION PROCESS** – The board received a presentation by Dan Renfroe, Project Manager, on the department's online licensing and information collection project. Mr. Renfroe explained the goals and benefits of the Online Licensing Project. In the first quarter of 2016, implementation is planned to begin on a phased-in approach for online applications. The completion date is set for the first quarter of 2017.

Mr. Renfroe also shared information about the department's Information Collection Project. The department's goal is to collect healthcare provider demographic information and to improve healthcare workforce information. The Information Collection Project is scheduled to begin in the second quarter of 2016.

4. **PRESENTATION ON EXCEPTION APPLICATIONS** – The board discussed managing exception applications by giving the department the ability to approve minor offenses. Other disciplinary authorities have successfully implemented a background check decision matrix, these include the Dental Quality Assurance Commission (DQAC),

Nursing Care Quality Assurance Commission (NCAQC), DOH Home Care Aide Certification, and Board of Nursing Home Administrators. The matrix helps to streamline the process when board approved by allowing credentialing supervisors to approve exception applications when the criminal record information meets specific board approved criteria. Ms. Irons shared that this may also help the public by licensing applicants with an exception application in a timelier manner. Ms. Defreyn shared that it is important for the board to be consistent, and a decision matrix may be helpful in maintaining consistency. Board members asked to see data for the past three years regarding exception applications. Ms. Weed will research and place on a future agenda.

5. **PRESENTATION ON CITIZENS ADVOCACY CENTER (CAC) CONFERENCE** – Di Irons, Public Member presented the board information from her attendance at the CAC Conference held in Washington D.C. Ms. Irons thanked the board for sending her to the conference as the board representative. She shared that there were a total of 11 people representing WA State at the conference. The conference mainly focused on continued competency; where we are and where we are headed. A two hour presentation was provided to attendees on the Navigator system for occupational therapy professionals. Ms. Irons shared that the 2016 CAC Conference will be held in September in Portland, OR.
6. **RULES WORKSHOP** – The board discussed updating or revising the following rules sections that are open:
- WAC 246-847-065 – Continuing Competency
 - WAC 246-847-100 – Examination Dates
 - WAC 246-847-170 – Code of Ethics
 - WAC 246-847-210 – Sexual Misconduct
 - WAC 246-847-XXX – Telehealth and military equivalence

Board members worked on drafting language for the above rule sections. The board reviewed, discussed and voted to repeal WAC 246-847-100. The board voted unanimously to schedule additional time on the April meeting agenda for a rules workshop to further discuss the remaining rules and continue drafting revisions.

7. **REVEIW OF LISTS AND LABELS REQUEST** – The board reviewed lists and labels requests to determine whether the request should be approved or denied.
- 7.1 Rosewayde, LLC – The board reviewed and discussed a lists and labels request from Rosewayde, LLC. The board requested program staff contact Rosewayde, LLC and ask that they submit more information regarding their request.
- 7.2 Cambia Health Solutions (Regence & Asuris) – The board reviewed, discussed and voted to deny a lists and labels request from Cambia Health Solutions (Regence and Asuris). The requester does not meet the definition and is not considered a “professional association” or an “educational organization”.

- 7.3 The board reviewed, discussed and voted to approve a lists and labels request from Professional Therapy Seminars.
8. **RAPBACK** – The board discussed writing a letter to the Nursing Care Quality Assurance Commission (NCQAC) in support of House Bill 2080 concerning fingerprint-based background checks for health professionals. Ms. Weed shared that RapBack is a service offered by the FBI that allows the subscriber (such as NCQAC) to receive notifications each time an applicant (nurse) or licensee (nurse) has a change in criminal history anywhere in the country. NCQAC presented information at the October 6, 2015 board meeting and asked the board for support on RapBack. Board members discussed and voted in favor of writing a letter of support to the NCQAC in support of RapBack. Ms. Weed will draft a letter of support for Ms. Rollinger’s signature.
9. **EXECUTIVE DIRECTOR REPORT** – The following information was provided to the board by Executive Director, Trina Castle.
- 9.1 Current Budget Report – Ms. Castle provided an updated budget report to the board members. Ms. Castle explained that the 2015-2017 biennium began July 1, 2015. She shared that the current budget looks to be in good shape with revenue exceeding expenditures. Program staff will continue to monitor the budget and provide an updated report at the next meeting.
- 9.2 Citrix – Ms. Castle updated the board on efforts made by the department to secure Citrix access for all board, commission, and committee members. The department had started implementation of granting board members access to the secured server. Ms. Castle reported that the department has since halted the rollout due to unforeseen technical glitches. Board members are encouraged to set up a folder on their computers to be used for board related business. An update will be provided at a future meeting.
- 9.3 Meet-me-calls – The board discussed designating a representative and an alternate to participate in the weekly legislative update meetings during the 2016 legislative session. Ms. Castle explained that the purpose of meet-me-calls is to go over bills that are introduced during the legislative session. The calls are on Tuesday mornings and last approximately 30 minutes. The board voted and designated Beth Rollinger as the representative and Di Irons as the alternate.
10. **PROGRAM MANAGER REPORT** – Information was provided to the board by Program Manager, Kathy Weed.
- 10.1 Licensing Statistics – Ms. Weed provided updated information regarding the number of licensed occupational therapists and assistants, and the number of pending applications for both. Statistics included information from January of

2012 and January of 2016. Licensing statistics for the Occupational Therapy Program are as follows:

	OT Jan. 2012	OT Jan. 2016	OTA Jan. 2012	OTA Jan. 2016
Active Licenses	2088	3283	658	1015
Inactive License	90	96	15	16
Expired License	2242	2848	668	726
Revoked License	2	2	1	1
Suspended License	3	5	3	5
Pending Licensure	70	57	25	25

- 10.2 Presentation at Spokane Falls Community College – Ms. Weed reported that she will be presenting information to the students at Spokane Falls Community College on January 20, 2016. She will update the board about the presentation at the next meeting.
 - 10.3 Business Plan – Ms. Weed presented the Business Plan to the board. The Business Plan is a living document and is reviewed by the board regularly and can be updated per the board’s request. Board members reviewed, discussed and made no changes to the Business Plan at this time.
 - 10.4 Recruitment Update – Ms. Weed reported to the board that she has been recruiting for the occupational therapy assistant position since Ms. Lempe is not eligible for re-appointment. Ms. Weed has received a total of five applications; however two of the applicants are not eligible to be appointed. Board members were asked whether they would like to participate with the applicant interviews. Ms. Rollinger agreed to work with Ms. Weed on interviewing the applicants.
- 11. CONFERENCE ATTENDANCE** – The board discussed sending a member to the NBCOT Conference on May 11-13, 2016 in New Orleans, LA and other conferences of interest. Ms. Weed explained that NBCOT will fund sending one board member as well as a staff person to attend the conference. Ms. Castle will be attending the meeting as the staff member. The board designated Ms. Rollinger to attend as the board representative. Staff will prepare the out-of-state travel authorizations for Ms. Castle and Ms. Rollinger to attend the NBCOT Conference.

Board members also discussed sending a board representative to the AOTA Annual Conference in Chicago, IL in April. Ms. Zylstra shared that she would like to attend if her schedule allows. The board voted in favor of sending Ms. Zylstra to the AOTA Annual Conference if she is available. If she is able to attend the conference staff will prepare the out-of-state travel authorization.

- 12. AGENDA ITEMS FOR FUTURE MEETINGS-** The board discussed agenda items for future meetings:

- Exception application matrix
- Rules update
- Chart of license demographics

13. CONSENT AGENDA-GENERAL INFORMATION

A copy of the current issue of “The Sentinel News for DOH Employees” was provided to board members.

14. OPEN FORUM FOR PUBLIC COMMENT

There was no public comment at this time.

15. ADJOURNMENT

The board adjourned at 2:47 p.m. The next regularly scheduled board meeting is April 28, 2016 and is scheduled to be held in Kent. Updated meeting information will be posted on the Occupational Therapy website.

CLOSED SESSION – 2:50 p.m.

15. APPLICATION REVIEWS

The board reviewed and approved one request for a CE Extension.

Exception Applicant A	Approved
Exception Applicant B	Approved

16. DISCIPLINARY CASE REVIEWS

See Disciplinary Meeting Minutes.

Respectfully submitted:

Approved:

Kathy Weed
Program Manager

Beth Rollinger, Chair
Occupational Therapy Practice Board