

Oregon Board of Physical Therapy
2022 Report to the Governor and Legislative Assembly
Preface

Pursuant to ORS 182.472; the following is a copy of the Oregon Board of Physical Therapy 2020 Biennial Report to the Governor and Legislative Assembly.

The report is due to the Governors office on April 1st of even numbered years. This report covers the biennium timeframe of July 01, 2019 through June 30, 2021.

Copies of this report have been sent to the Governor, the President of the Senate, the Speaker of the House of Representatives and the Legislative Fiscal Office. The Legislative Fiscal Office shall review the report and shall prepare and submit a statement of findings and conclusion to the Joint Legislative Audit Committee and the Joint Committee on Ways and Means.

ORS 182.472

2022 Report to the Governor & Legislative Assembly

Oregon Board of Physical Therapy



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2022 REPORT TO THE GOVERNOR
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Section 1

Copy of External Financial Review

The OBPT worked with a new firm this biennium to perform the external review of Agreed Upon Procedures pursuant to ORS 182.464. The firm was selected via an RFP process developed in collaboration with several of the other SIBA agencies, and in consultation with the Secretary of State Audits Division. The Review did not result in any findings. A copy of the report is included herein.

Report of Independent Accountants

Oregon Board of Physical Therapy
Oregon Secretary of State Audits Division

We have performed the procedures enumerated below, on the accounting records noted below for the Biennium ended June 30, 2021. The Oregon Board of Physical Therapy is responsible for the accounting records noted below. The Oregon Board of Physical Therapy has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Oregon Board of Physical Therapy in complying with Oregon Revised Statute (ORS) 182.464. Additionally, the Oregon Secretary of State Audit Division has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures we performed and our findings are as follows:

Receiving, Recording, and Reporting Transactions

1. We obtained the following list of internal controls for receiving, recording, and reporting transactions. We agreed the list of internal controls to the Board's policies and procedures without exception.
 - a. Each day, the Licensing Coordinator will open the mail, attach incoming documents to application records, and review completed applications.
 - b. Deposit is created in Quickbooks after the Deposit Revenue Code Summary is matched to the US Bank report.
 - c. Evidence of preparer initials at top of Deposit Summary to indicate posted to Quickbooks.
 - d. Refunds include Executive Director approval and stamps as paid, dates and initials, and staples check stub to supporting documentation for refund.
 - e. Executive Director verifies check amount to invoice and billing/remittance information and signs checks. Stamps original invoices as paid, dates and initials, and staples check stub to bottom of the original invoice.

2. We obtained a schedule from management of all accounting transactions from Quickbooks that occurred during the Biennium ended June 30, 2021 and haphazardly selected 10 transactions. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Transactions Selected	Control A	Control B	Control C	Control D	Control E
1	N/A	✓	✓	N/A	N/A
2	N/A	✓	✓	N/A	N/A
3	N/A	✓	✓	N/A	N/A
4	N/A	N/A	N/A	✓	N/A
5	N/A	✓	✓	N/A	N/A
6	N/A	✓	✓	N/A	N/A
7	N/A	✓	✓	N/A	N/A
8	N/A	✓	✓	N/A	N/A
9	N/A	✓	✓	N/A	N/A
10	N/A	✓	✓	N/A	N/A
✓	= Procedure performed without exception				
N/A	= Control not applicable for this selection				
Control B: Deposit is created in Quickbooks after the Deposit Revenue Code Summary is matched to the US Bank report.					
Control C: Evidence of preparer initials at top of Deposit Summary to indicate posted to Quickbooks.					
Control D: Refunds include Executive Director approval and stamps as paid, dates and initials, and staples check stub to supporting documentation.					

Cash Handling

The Oregon Board of Physical Therapy does not receive cash or disburse cash, thus no procedures were performed over Cash Handling.

Licensing Individuals

3. We obtained the following list of internal controls for licensing individuals. We agreed the list of internal controls to the Board's policies and procedure without exception.
 - a. Individual applications are submitted online. In order to make the application fee payment, the applicant inputs their name and basic information. Credit card information is not entered into the Board's system, but is handled by a payment processor and proof of payment is transferred to the Board's system along with a transaction number. Applications are reviewed for completeness by the Licensing Coordinator.
 - b. When the required documents are all received and the Licensing Coordinator reviews to make sure all documents are valid, uploads copies to the application file and marks documents as having been received. Once all required documents are received and approved, the Licensing Coordinator changes the status of the application to reviewed and adds the review date. The application is then reviewed and approved by the Executive Director or other staff member.
 - c. Once all the information required for licensing is submitted and the application is reviewed and approved, the system generates a license number and the licensing information is included with an indication of review and approval.
 - d. The Licensing Coordinator updates applications to status denied, withdrawn, or expired based on direction from the Board and forwards to Executive Director for review with supporting information.

4. We obtained a schedule from management of all licenses issued, denied, or withdrawn during the Biennium ended June 30, 2021 and haphazardly selected 7 licenses issued and 3 licenses denied or withdrawn. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Licensees Selected	Control A	Control B	Control C	Control D
1	✓	✓	✓	N/A
2	✓	✓	✓	N/A
3	✓	✓	✓	N/A
4	✓	✓	✓	N/A
5	✓	✓	✓	N/A
6	✓	✓	✓	N/A
7	✓	✓	✓	N/A
8	N/A	N/A	N/A	✓
9	N/A	N/A	N/A	✓
10	N/A	N/A	N/A	✓
✓	= Procedure performed without exception			
N/A	= Control not applicable for this selection			
Control A: We reviewed application with indication of date received, completeness, and review of application by Licensing Coordinator.				
Control B: Reviewed accounting screen of application entered into licensing system and noted indication of approval.				
Control C: Reviewed approval letter and license with indication of review and approval.				
Control D: Reviewed support for denied/withdrawn application.				

Bank Reconciliations

5. We confirmed bank balances with financial institutions that the Board uses as of June 30, 2021. We agreed the confirmations to the June 30, 2021 bank reconciliations without exception.
6. We obtained the following list of internal controls over bank reconciliations. We agreed the list of internal controls to the Board’s policies and procedures without exception.
 - a. Each month, the bank statement arrives or is downloaded. The Licensing Coordinator will do a preliminary review and match the bank statement to the transaction report from the Board licensing system and provide all documentation to the Executive Director.
 - b. The Executive Director prepares the bank reconciliation and signs the completed reconciliation report, along with other financial reports for the month.
 - c. The Board Chair reviews the Monthly Financial Oversight Report, which includes the bank reconciliation and review of other prepared reports as applicable.
7. We obtained a list from management of all bank reconciliations for the Biennium ended June 30, 2021 and haphazardly selected 3 reconciliations. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Reconciliations Selected	Control A	Control B	Control C
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
✓	= Procedure performed without exception		
N/A	= Control not applicable for this selection		
Control A: We noted the bank statement included support for reconciliation, including bank statements received.			
Control B: We noted the bank reconciliation was prepared by the Executive Director			
Control C: We noted the Board Chair’s review via signature on the Monthly Financial Oversight Report			

8. We haphazardly selected up to 3 reconciling items from each of the bank reconciliations selected in Procedure 7 and agreed those reconciling items to supporting documentation without exception.

Revenues Other Than Licensing

9. We obtained the following list of internal controls over revenues other than licensing (see items 3 & 4 above for internal controls over licensing). We agreed the list of internal controls to the Board’s policies and procedures without exception.
 - a. Support to record non-licensure revenue includes Daily Breakdown of Cash Sheet, Remittance Advice, and Batch List.
 - b. The Licensing Coordinator enters the non-licensure revenue item in Quickbooks.
 - c. Deposit summary reports are reviewed in detail at month-end by the Executive Director and the Board Chair.
 - d. The summary financial reports are provided to the full Board for all closed periods since the prior Board meeting.

10. We obtained a schedule from management of non-licensure revenues during the Biennium ended June 30, 2021 and haphazardly selected 10 non-licensure revenue items. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Revenues Selected	Control A	Control B	Control C	Control D
1	✓	✓	✓	✓
2	✓	✓	✓	✓
3	✓	✓	✓	✓
4	✓	✓	✓	✓
5	✓	✓	✓	✓
6	✓	✓	✓	✓
7	✓	✓	✓	✓
8	✓	✓	✓	✓
9	✓	✓	✓	✓
10	✓	✓	✓	✓
✓	= Procedure performed without exception			
N/A	= Control not applicable for this selection			
Control A: We noted the packet included the Daily Breakdown of Cash Sheet, Remittance Advice, and Batch List to support Quickbooks entry.				
Control B: We noted the non licensure revenue item was entered into Quickbooks with indication of review and approval.				
Control C: We noted the deposit summary report was reviewed by the Executive Director and Board Chair.				
Control D: We noted the monthly financial reports are provided to the board for the applicable month the deposit took place.				

Expenses

11. We obtained the following list of internal controls over expenses. We agree the list of internal controls to the Board's policies and procedures without exception.
- a. Invoices or bills received by US Mail are date stamped and recorded in Quickbooks and reviewed and approved by the Licensing Coordinator.
 - b. Executive Director signs as evidence for approval for payment. The Board Chair signs as evidence of approval for any expenses incurred by the Executive Director.
 - c. Executive Director or other authorized staff verifies check amount to invoice and billing/remittance information and signs checks. Stamps original invoices as paid, dates and initials, and staples check stub to bottom of the original invoice.
 - d. The Board Chair reviews all journal entries for expenses as part of the monthly financial review report.
 - e. The summary financial reports are provided to the full Board for all closed periods since the prior Board meeting.

12. We obtained a schedule from management of expenses during the Biennium ended June 30, 2021 and haphazardly selected 10 expense items. We performed procedures over the items selected to determine if the internal controls identified above were followed. The results of our procedures are included in the table below:

Expenses Selected	Control A	Control B	Control C	Control D	Control E
1	N/A	✓	✓	✓	✓
2	✓	✓	✓	✓	✓
3	N/A	✓	✓	✓	✓
4	N/A	✓	✓	✓	✓
5	✓	✓	✓	✓	✓
6	N/A	✓	✓	✓	✓
7	N/A	✓	✓	✓	✓
8	✓	✓	✓	✓	✓
9	N/A	✓	✓	✓	✓
10	✓	✓	✓	✓	✓
✓	= Procedure performed without exception				
N/A	= Control not applicable for this selection				
Control A: We noted the invoice / bill was date stamped and recorded in Quickbooks by the Licensing Coordinator.					
Control B: We noted the Executive Director's signature as evidence of approval for payment.					
Control C: Executive Director verifies check amount to invoice and billing/remittance information and signs checks. Stamps original invoices as paid, dates and initials, and staples check stub to bottom of original invoice.					
Control D: We noted the monthly financial review was performed by the Board Chair for the applicable expense selected.					
Control E: We noted the monthly financial reports were provided to the board for the applicable month the expenditure took place.					

Budget and Board Financial Reporting

13. We obtained the following list of internal controls over Budgetary and Board Financial Reporting. We agree the list of internal controls to the Board's policies and procedures without exception.

a. Every other month the Executive Director will prepare a Board packet that contains a budget to actual report as well as an Executive Director's report.

Board Reports Bi-Monthly	2019 01	2019 02	2019 03	2020 01	2020 02	2020 03	2020 04	2020 05	2020 06	2021 01	2021 02	2021 03
Control A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	= Procedure performed without exception											
Control A: We noted the Board packet contained a budget to actual report as well as an Executive Director's report.												

14. We reviewed the final budget to actual report for the Biennium ended June 30, 2021 and noted that actual expenditures for the biennium did not exceed budgeted expenditures.
15. We reviewed the budget to actual report for the Biennium ended June 30, 2021 and identified the following budget line items that exceeded 10% of total revenues or expenses. We noted that these budget line items did not have a variance exceeding 10% of total revenue or expenses for the biennium so did not perform any additional procedures. As follows:
 - a. PT Renewal Revenue; actual was 5.2% greater than budget
 - b. PTA Renewal Revenue; actual was 1.4% greater than budget
 - c. Gross Salary Expense; actual was 1.1% over budget

We were engaged by the Oregon Board of Physical Therapy to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on accounting records of the Oregon Board of Physical Therapy for the Biennium ended June 30, 2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Oregon Board of Physical Therapy and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

Moss Adams LLP

Portland, Oregon
March 15, 2022

Section 1

IT Security Audit

Cybersecurity assessments, required under ORS 276A.203(4)(g), ORS 276A.300(3) and 276A.306(3), are a shared responsibility of EIS/CSS and executive branch agencies, boards and commissions. CSS's Security Risk Management section has developed an assessment service which combines a risk assessment with a cybersecurity assessment of the widely accepted cybersecurity controls published by the Center for Information Security (CIS). As defined by CSS, a cybersecurity assessment is an evaluation of an organization's practices towards protecting information (and computing devices that are used to process, store, and transmit information), as well as its ability to detect, and respond to possible cyber threats. The goal of a cybersecurity assessment is to help identify and close IT vulnerability gaps and remediate weaknesses, prioritizing issues with the highest potential for bottom-line impact.

OBPT shares IT infrastructure with the 6 individual boards collectively known as the Health-Related Licensing Boards (HRLB) agency. OBPT and HRLB are co-located in the same office suite, sharing the same network, servers, and IT vendors. Voice and Data Networks are management by DAS, and all agency servers were migrated to the State Data Center during the biennium. Both agencies are homed on the same servers with separate partitions for each individual board, along with common resources, all under the "HRLB" designation. Due to this shared nature, OBPT staff as project lead collaborated with HRLB staff to provide access and information to CSS in conjunction with our IT vendors to conduct the "HRLB" CSS Cybersecurity Assessment in early 2021. The results of that assessment were provided to OBPT and all HRLB executive directors on May 21, 2021. The assessment is not publishable. Recommendations presented in the report were already in progress at the time of the assessment and have since been completed.

Section 2
Biennium Budget Comparison

Oregon Board of Physical Therapy Summary Balance Sheet

As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	967,981.67
Total Current Assets	967,981.67
Fixed Assets	1,334.71
TOTAL ASSETS	969,316.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	572.97
Other Current Liabilities	60,788.39
Total Current Liabilities	61,361.36
Total Liabilities	61,361.36
Equity	907,955.02
TOTAL LIABILITIES & EQUITY	969,316.38

Oregon Board of Physical Therapy
FORECASTED Summary Balance Sheet

As of June 30, 2023

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03/28/2022

Accrual Basis

Jun 30, 23

ASSETS

Current Assets

Checking/Savings

815,032.67

Total Current Assets

815,032.67

Fixed Assets

1,334.71

TOTAL ASSETS

816,367.38

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

40,331.97

Total Current Liabilities

40,331.97

Total Liabilities

40,331.97

Equity

776,035.41

TOTAL LIABILITIES & EQUITY

816,367.38

2021-2023 Oregon Physical Therapist Licensing Board Biennium Budget Executive Summary

The staff presented a deficit budget for the Board's consideration for the 2021-2023 Biennium. This is the second biennium of a deficit budget, which has been done intentionally to reduce excess reserves before consideration of a fee increase. As noted the last several biennia, the Board has been anticipating the need to increase fees in either this biennium 2021-2023 or in the 2023-2025 biennium; current projections will require that action before the end of the 2021-2023 biennium.

The Board has long worked to avoid fee increases. License and application fees have not been raised since 2004 and were actually reduced by 15% in 2015-2017. The Board has also not been collecting all pass-through and processing fees already adopted in rule in 2004, with the exception of part of the background verification check fee on initial application.

The Board requires a reserve fund to cover infrequent or unplanned expenses. The board should maintain an ending balance of 8-10 months of operating expenses, consistent with recommendations for State agencies with biannual renewals. The Board will drop substantively below this threshold by the end of 2021-2023 based on forecasted revenue, which, without fee adjustments, is projected to be essentially flat with the prior 19-21 biennium. This forecast is based on 10-year historical trends and, although it anticipates a 4% growth in licensing revenue, the Board will no longer be sharing an IT position with the HRLB Boards, as was done in 19-21, which offsets that revenue growth. The long-term impacts of the COVID-19 pandemic on license trends is also unknown and may impact the reliability of historical projections.

In this context, the Board proposed collecting previously approved pass-through and processing fees, as well as fee increases via the public administrative rulemaking process to raise application fees for initial and renewal applications. Initial application fees were raised effective 8/9/2021 and renewal application fees were raised effective 1/1/2022.

- **Overall income, inclusive of fee collection and increase, is projected to be \$1,615,414 or ~32% over 19-21 budget.**
 - Revenue growth is projected flat outside of increased revenue as result of fee increases.

- **Expenses are up by \$148,990 for a 9% increase over the budget for the prior biennium, at \$1,768,363.**
 - Based on projected State government inflationary factors, personal services inflationary costs are projected at 10%, medical costs and contract providers at 5.7%, and other services and supplies at 4.3% for the 21-23 biennium. The Board projects an overall increase of 6%, inclusive of increased board stipends.
 - Many core service rates have increased. For example, Assistant Attorney General fees are increasing 13%, from \$214 to \$241 per hour, and rent is increasing 17% per square foot. Additionally, with the potential move of the HRLB Boards to

another location, the Board may need to move to a different location, which would incur additional, unbudgeted expenses.

- Personal services expenses, inclusive of medical costs, are projected up only 6% over 19-21. This includes retaining and re-purposing existing staff previously supporting services provided to HRLB Boards. While not adding staff, this will allow for net increase in staffing capacity to support Board programs and strategic initiatives. The Board is also increasing board stipends based on projection of additional work hours, not increase in stipend rate.
- The Board is anticipating significant increase in the Risk Pool charges paid to DAS, increasing to a projected \$35,000 from \$13,600, in the 19-21 biennium.
- Required IT Costs have increased significantly. The State of Oregon is standardizing on Office 365, migrating all agencies to central email servers, and requiring specific telecommunications devices for secure access. These changes have resulted in an increase on related expenses of ~\$12,000. The Board is also moving management of file servers to secure central management, and may no longer be able to share IT costs with HRLB boards at some point in the 21-23 Biennium, as those Boards are currently proposed to migrate to the Health Licensing Office, which is homed in the Oregon Health Authority. The Board has budgeted to absorb the full cost of servers, at and additional ~\$24,000 for the biennium.
- The Budget also accounts for an increase of ~\$12,000 to add continuous annual monitoring through the NPDB.

Oregon Board of Physical Therapy 2021-2023 Biennium Budget

July 2021 through June 2023

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08/11/2021

Accrual Basis

	FY 21-22	FY 22-23	BI 21-23
Ordinary Income/Expense			
Income			
4000 · Income			
4100 · Physical Therapists			
4132 · PT Renewal Ver & Proc Fees	258,823.53	0.00	258,823.53
4112 · PT App Ver & Proc Fees	26,370.60	26,370.60	52,741.20
4110 · PT Exam Applications	28,116.00	28,116.00	56,232.00
4120 · PT Endorsement Applications	49,686.00	49,686.00	99,372.00
4125 · PT Temporary Permits	936.00	936.00	1,872.00
4130 · PT Renewals	833,040.00	1,462.00	834,502.00
4140 · PT Delinquent Renewals	2,080.00	2,080.00	4,160.00
4150 · PT Duplicate Licenses	0.00	0.00	0.00
4170 · PT Civil Penalties	1,300.00	1,300.00	2,600.00
Total 4100 · Physical Therapists	1,200,352.13	109,950.60	1,310,302.73
4200 · Physical Therapist Assistants			
4232 · PTA Renewal Ver & Proc Fees	50,427.27	0.00	50,427.27
4212 · PTA App Ver & Proc Fees	5,368.44	5,368.44	10,736.88
4227 · PTA Temp-EOBED	0.00	0.00	0.00
4210 · PTA Exam Applications	9,360.00	9,360.00	18,720.00
4220 · PTA Endorse Applications	8,320.00	8,320.00	16,640.00
4225 · PTA Temporary Permits	0.00	0.00	0.00
4230 · PTA Renewals	134,160.00	824.00	134,984.00
4240 · PTA Delinquent Renewals	728.00	728.00	1,456.00
4250 · PTA Duplicate Licenses	0.00		0.00
4270 · PTA Civil Penalties	0.00		0.00
Total 4200 · Physical Therapist Assistants	208,363.71	24,600.44	232,964.15
4300 · PT & PTA Combined			
4360 · OHA Workforce Data Survey Fee	23,514.44	0.00	23,514.44
4350 · PT Compact Fees	10,000.00	10,000.00	20,000.00
4330 · PTand/or PTA Mailing Diskette	4,160.00	4,160.00	8,320.00
Total 4300 · PT & PTA Combined	37,674.44	14,160.00	51,834.44
4400 · PT/PTA License Verification Fee	10,000.00	10,000.00	20,000.00
4500 · Miscellaneous Income			
4583 · 83300 IT Services	0.00	0.00	0.00
4500 · Miscellaneous Income - Other	156.00	156.00	312.00
Total 4500 · Miscellaneous Income	156.00	156.00	312.00
4900 · Bank Interest Income	0.00	0.00	0.00
Total 4000 · Income	1,456,546.28	158,867.04	1,615,413.32
Total Income	1,456,546.28	158,867.04	1,615,413.32
Gross Profit	1,456,546.28	158,867.04	1,615,413.32
Expense			

	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>BI 21-23</u>
5100 · Payroll Costs			
5132 · FICA (SS + Medicare)	26,820.60	28,552.00	55,372.60
5133 · FICA Administrative Fee	15.00	15.00	30.00
5110 · Gross Salaries	350,596.00	373,232.00	723,828.00
5136 · Mass Transit Tax	2,747.00	2,852.00	5,599.00
Total 5140 · Employee Benefits	173,069.00	181,935.00	355,004.00
5150 · Employee Training	10,000.00	10,000.00	20,000.00
5190 · Board Stipends	15,000.00	15,000.00	30,000.00
5199 · Other Payroll Expenses	2,400.00	2,500.00	4,900.00
Total 5100 · Payroll Costs	<u>580,647.60</u>	<u>614,086.00</u>	<u>1,194,733.60</u>
Total 5600 · Travel Costs	21,300.00	21,300.00	42,600.00
6100 · General Office Expenses			
6110 · Copier	960.00	960.00	1,920.00
6120 · Printing/Copying	3,600.00	2,000.00	5,600.00
6140 · Office Supplies	2,100.00	2,200.00	4,300.00
6145 · Other	5,000.00	2,000.00	7,000.00
6150 · Board Meeting Expenses	1,200.00	1,200.00	2,400.00
6155 · Parking Validation Stickers	1,650.00	1,650.00	3,300.00
6180 · Telecommunications	7,400.00	7,400.00	14,800.00
6185 · Bank Charges/Fees	4,000.00	4,000.00	8,000.00
6186 · Liability Insurance (Risk Mgmt)	17,500.00	17,500.00	35,000.00
Total 6100 · General Office Expenses	<u>43,410.00</u>	<u>38,910.00</u>	<u>82,320.00</u>
6190 · Dues and Subscriptions	10,000.00	10,000.00	20,000.00
Total 6200 · Postage	2,000.00	2,000.00	4,000.00
6300 · Publications	320.00	320.00	640.00
6400 · Contracted Services			
6405 · Merchant Account Fees	32,000.00	6,000.00	38,000.00
6410 · Investigators	1,500.00	1,500.00	3,000.00
6420 · Computer Support	24,000.00	24,000.00	48,000.00
6430 · Attorney General-Legal Counsel	40,000.00	40,000.00	80,000.00
6440 · Audit Charges	8,000.00	5,000.00	13,000.00
6450 · Accountant / CPA	500.00	500.00	1,000.00
6460 · Payroll Service Charges	3,000.00	3,000.00	6,000.00
6470 · Payroll Expenses			
6490 · DAS Charges (Miscellaneous)	1,735.00	1,735.00	3,470.00
6495 · EmpDept/HearingOfficerPanel	2,500.00	2,500.00	5,000.00
6499 · Other Services	0.00	24,000.00	24,000.00
Total 6400 · Contracted Services	<u>113,235.00</u>	<u>108,235.00</u>	<u>221,470.00</u>
6500 · Rent and Occupancy			
6510 · Rent	22,000.00	22,000.00	44,000.00
6500 · Rent and Occupancy - Other	0.00	0.00	0.00
Total 6500 · Rent and Occupancy	<u>22,000.00</u>	<u>22,000.00</u>	<u>44,000.00</u>
Total 6600 · Background Checks	42,400.00	42,400.00	84,800.00
6650 · Investigation Expenses	100.00	100.00	200.00

	FY 21-22	FY 22-23	BI 21-23
Total 6800 · Computers & Accessories	36,800.00	36,800.00	73,600.00
Total Expense	872,212.60	896,151.00	1,768,363.60
Net Ordinary Income	584,333.68	-737,283.96	-152,950.28
Net Income	584,333.68	-737,283.96	-152,950.28

Oregon Board of Physical Therapy Profit & Loss Budget vs. Actual

July 2019 through June 2021

	Jul '19 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4100 · Physical Therapists				
4110 · PT Exam Applications	63,840.00	61,440.00	2,400.00	103.9%
4120 · PT Endorsement Applications	99,850.01	40,800.00	59,050.01	244.7%
4125 · PT Temporary Permits	2,700.00	1,200.00	1,500.00	225.0%
4130 · PT Renewals	801,410.01	761,850.00	39,560.01	105.2%
4140 · PT Delinquent Renewals	3,950.00	2,400.00	1,550.00	164.6%
4150 · PT Duplicate Licenses	1,325.00	1,200.00	125.00	110.4%
4170 · PT Civil Penalties	2,500.00	6,000.00	-3,500.00	41.7%
4190 · PT NSF Check Fee	50.00	0.00	50.00	100.0%
Total 4100 · Physical Therapists	975,625.02	874,890.00	100,735.02	111.5%
4200 · Physical Therapist Assistants				
4210 · PTA Exam Applications	21,850.00	18,000.00	3,850.00	121.4%
4220 · PTA Endorse Applications	17,370.00	10,800.00	6,570.00	160.8%
4225 · PTA Temporary Permits	350.00	0.00	350.00	100.0%
4230 · PTA Renewals	129,610.00	127,800.00	1,810.00	101.4%
4240 · PTA Delinquent Renewals	1,350.00	600.00	750.00	225.0%
4250 · PTA Duplicate Licenses	250.00	600.00	-350.00	41.7%
4270 · PTA Civil Penalties	0.00	1,800.00	-1,800.00	0.0%
Total 4200 · Physical Therapist Assista...	170,780.00	159,600.00	11,180.00	107.0%
4300 · PT & PTA Combined				
4350 · PT Compact Fees	15,874.00	20,000.00	-4,126.00	79.4%
4330 · PTand/or PTA Mailing Diskette	8,875.00	17,184.00	-8,309.00	51.6%
Total 4300 · PT & PTA Combined	24,749.00	37,184.00	-12,435.00	66.6%
4400 · PT/PTA License Verification Fee	21,175.00	26,280.00	-5,105.00	80.6%
4500 · Miscellaneous Income				
4583 · 83300 IT Services	104,197.47	121,444.00	-17,246.53	85.8%
4500 · Miscellaneous Income - Other	21.18	312.00	-290.82	6.8%
Total 4500 · Miscellaneous Income	104,218.65	121,756.00	-17,537.35	85.6%
4900 · Bank Interest Income	87.01	0.00	87.01	100.0%
Total 4000 · Income	1,296,634.68	1,219,710.00	76,924.68	106.3%
Total Income	1,296,634.68	1,219,710.00	76,924.68	106.3%
Gross Profit	1,296,634.68	1,219,710.00	76,924.68	106.3%
Expense				
5100 · Payroll Costs				
5132 · FICA (SS + Medicare)	52,087.62	51,171.00	916.62	101.8%
5133 · FICA Administrative Fee	15.00	30.00	-15.00	50.0%
5110 · Gross Salaries	675,991.93	668,893.98	7,097.95	101.1%
5136 · Mass Transit Tax	5,273.34	5,042.00	231.34	104.6%
5140 · Employee Benefits	292,275.54	359,799.86	-67,524.32	81.2%
5150 · Employee Training	5,861.00	20,000.00	-14,139.00	29.3%
5190 · Board Stipends	17,700.00	16,800.00	900.00	105.4%
5199 · Other Payroll Expenses	2,582.25	4,900.00	-2,317.75	52.7%
Total 5100 · Payroll Costs	1,051,786.68	1,126,636.84	-74,850.16	93.4%
5600 · Travel Costs	6,003.58	42,600.04	-36,596.46	14.1%

Oregon Board of Physical Therapy Profit & Loss Budget vs. Actual

July 2019 through June 2021

	Jul '19 - Jun 21	Budget	\$ Over Budget	% of Budget
6100 · General Office Expenses				
6110 · Copier	1,148.32	1,000.00	148.32	114.8%
6120 · Printing/Copying	73.62	5,600.00	-5,526.38	1.3%
6140 · Office Supplies	3,718.62	4,300.00	-581.38	86.5%
6145 · Other	719.87	7,000.00	-6,280.13	10.3%
6150 · Board Meeting Expenses	1,147.46	2,400.00	-1,252.54	47.8%
6155 · Parking Validation Stickers	2,128.00	3,300.00	-1,172.00	64.5%
6180 · Telecommunications	10,909.69	10,400.00	509.69	104.9%
6185 · Bank Charges/Fees	3,748.39	8,000.00	-4,251.61	46.9%
6186 · Liability Insurance (Risk Mgmt)	12,124.00	13,626.00	-1,502.00	89.0%
Total 6100 · General Office Expenses	35,717.97	55,626.00	-19,908.03	64.2%
6190 · Dues and Subscriptions	6,395.50	20,000.00	-13,604.50	32.0%
6200 · Postage	1,529.77	7,000.00	-5,470.23	21.9%
6300 · Publications	90.00	640.00	-550.00	14.1%
6400 · Contracted Services				
6405 · Merchant Account Fees	31,962.66	38,000.00	-6,037.34	84.1%
6410 · Investigators	0.00	3,000.00	-3,000.00	0.0%
6420 · Computer Support	3,443.19	48,000.00	-44,556.81	7.2%
6430 · Attorney General-Legal Counsel	47,047.34	80,000.00	-32,952.66	58.8%
6440 · Audit Charges	7,214.94	13,000.00	-5,785.06	55.5%
6450 · Accountant / CPA	0.00	1,000.00	-1,000.00	0.0%
6460 · Payroll Service Charges	4,928.97	6,000.00	-1,071.03	82.1%
6490 · DAS Charges (Miscellaneous)	0.00	3,470.00	-3,470.00	0.0%
6495 · EmplDept/HearingOfficerPanel	56.16	5,000.00	-4,943.84	1.1%
6499 · Other Services	24,805.24	24,000.00	805.24	103.4%
Total 6400 · Contracted Services	119,458.50	221,470.00	-102,011.50	53.9%
6500 · Rent and Occupancy	39,269.36	40,800.00	-1,530.64	96.2%
6600 · Background Checks	46,092.75	54,200.00	-8,107.25	85.0%
6650 · Investigation Expenses	115.50	200.00	-84.50	57.8%
6800 · Computers & Accessories	43,291.60	47,000.00	-3,708.40	92.1%
Total Expense	1,349,751.21	1,616,172.88	-266,421.67	83.5%
Net Ordinary Income	-53,116.53	-396,462.88	343,346.35	13.4%
Net Income	-53,116.53	-396,462.88	343,346.35	13.4%

**Oregon Board of Physical Therapy
Biennium-End Financial Report
Reporting Period July 2019 – June 2021**

Total Income is over budget by \$76,924.68

The Board's projected income for the biennium 2019 – 2021 was budgeted at \$1,219,710.00. Actual income totaled \$1,296,634.68; this created a positive income variance of \$76,924.68. While revenue was greater than budgeted (and expenses lower), it is important to note that the Board's 19-21 was intentionally operated as a deficit budget in order to spend down reserve balance prior to consideration of any fee increases to cover increasing expenses.

The income variance is a result of several factors, as noted below:

4100 Physical Therapists income related to Physical Therapist income was the bulk of the additional revenue, at 111.5% of budget or a total of \$100,735.02. All types of license activities were above budget, with the largest increase in endorsement, temporary permit and delinquent renewal applications. Exam applications and regular renewals were also up modestly.

4200 Physical Therapist Assistants income related to Physical Therapist Assistance was similarly above budget, although with a lower variance of 107.0 %.

4300 4400 and 4500 Other Revenues were all less than budgeted. This non-licensure revenue includes mailing lists, income from Oregon Compact Privileges, license verification fees and miscellaneous income, which this biennium included cost-sharing re-imbusement of a shared IT resource. These lines were at 66.6%, 80.6% and 85.6% of budget, respectively. The impact is relatively small compared to licensing revenue. Collectively, these lines were less than budgeted by (\$35,077.35).

Total Expenses are under budget by (\$266,421.67)

The Board's projected expenses for the biennium were budgeted at -\$1,616,172.88. As noted above, the Board was operating at a planned loss for the biennium in order to spend down reserve balance prior to considering fee increases to cover expenses. Actual expense was less than projected, by \$266,421.67, for a total of \$1,349,751.21; the bulk of the lower expense was due to impacts from the pandemic, and lower than budgeted payroll costs.

5100 Payroll Costs are **(\$74,850.16)** under budget overall. The difference is due in largest part to employee benefit costs (PERS, PEBB, DAS Obligation Bond) which are lower than budgeted. This account also includes Employee Training, which was scaled back due to the pandemic.

5600 Travel Costs are **(\$36,596.46)** under budget. This expense category was significantly impacted in both fiscal years of the biennium. By state policy, all travel other than essential travel continued to be banned due to the pandemic and social distancing requirements.

6100 General Office Expenses are **(\$19,908.03)** under budget. As with all other discretionary expenses, these expenditures were minimized due to the pandemic.

6190 Dues and Subscriptions are **(\$13,604.50)** under budget; some dues were deferred or reduced due to the pandemic.

6200 Postage Charges are **(\$5,470.23)** under budget. The variance here is largely due to the new database, which allows licensees to print out their licenses immediately on approval, and any time thereafter.

6300 Publications are **(\$550)** under budget.

6400 Contracted Services are **(\$102,011.50)** under budget, in largest part because of lower than budgeted expense in Merchant Account Fees, Computer Support and Legal Fees. Computer Support and Merchant Fees are lower due to savings from delay in the implementation of IT Projects, and in coverage by internal IT resource shared with other Boards. These expenses related to deferred projects are expected to be incurred in the next biennium. Savings in Legal Fees are a result in the shift to actual billings from the DOJ fixed-fee program, a shift initiated in July 2019.

6500 Rent and Occupancy Charges are **(\$1,530.64)** under budget due to timing of the June billing not received during the biennium.

6600 Background Check Fees are **(\$8,107.25)** under budget due to timing of the June billing.

6650 Investigation Expenses are **(\$84.50)** under budget.

6800 Computer & Accessories are **(\$3,708.40)** under budget for biennium.

Oregon Board of Physical Therapy

Year-End Financial Report

Reporting Period July 2019 - June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income/Expense				
Total Income	1,098,066.32	1,039,080.00	58,986.32	105.68%
Gross Profit	1,098,066.32	1,039,080.00	58,986.32	105.68%
Expense				
Total 5100 · Payroll Costs	517,955.36	555,321.67	-37,366.31	93.27%
5600 · Travel Costs	5,964.67	21,300.00	-15,335.33	28.0%
6100 · General Office Expenses	17,530.20	30,063.00	-12,532.80	58.31%
6190 · Dues and Subscriptions	4,198.00	10,000.00	-5,802.00	41.98%
6195 · Depreciation	0.00	0.00	0.00	0.0%
6200 · Postage	670.49	2,000.00	-1,329.51	33.53%
6300 · Publications	90.00	320.00	-230.00	28.13%
6400 · Contracted Services	56,633.84	87,235.00	-30,601.16	64.92%
6500 · Rent and Occupancy	20,661.36	20,400.00	261.36	101.28%
6600 · Background Checks	20,940.50	27,100.00	-6,159.50	77.27%
6650 · Investigation Expenses	115.50	100.00	15.50	115.5%
6800 · Computers & Accessories	12,585.61	23,500.00	-10,914.39	53.56%
Total Expense	657,345.53	777,339.67	-119,994.14	84.56%
Net Income/Loss	440,720.79	261,740.33	178,980.46	168.38%

**Oregon Board of Physical Therapy
Year-End Financial Report
Reporting Period July 2019 – June 2020**

Total Income is over budget by \$58,986.32

The Board’s projected income for the fiscal year 2019 – 2020 was budgeted at \$1,039,080.00, Actual income booked totaled \$1,098,066.32; this created a positive income variance of \$58,986.32. Since the Board is on a biannual renewal, the vast majority of income occurs in the first year of the biennium, and covers expenses through the second year. This is the first year of the 2019-2021 biennium.

The income variance is a result of several factors, as noted below:

Income Classification	Over Budget	Under Budget
Physical Therapist	\$74,680.02	
Physical Therapists Assistants	\$5,360.00	
Other Income		\$21,053.70

Narrative:

➤ *Both PT and PTA Endorsement Applications were higher than budgeted, as were renewals for both license types. In other income, compact fees are lower than budgeted (likely tied to the greater number of endorsement applications than budgeted), as are mailing list purchases and license verifications. Reimbursement of IT Services provided to the HRLB agency is also below budget in large part due to timing of receivables.*

Total Expenses are under budget by (\$119,994.14)

5100 Payroll Costs are (\$37,366.31) under budget overall. While gross salaries and related taxes are higher due to overtime and staffing expenses during the renewal period, other employee benefit costs (PERS, PEBB, DAS Obligation Bond) are lower than budgeted. This account also includes Employee Training, which has been on hold the second half of the fiscal year, given overall financial ambiguity.

5600 Travel Costs are (\$15,335.33) under budget. This expense category has also been held to essential travel only, given the current pandemic and financial ambiguity during the fiscal year. By state policy, all travel other than essential travel will continue to be banned until the current state of emergency is lifted.

6100 General Office Expenses are (\$12,532.80) under budget. As with all other discretionary expenses, we have been minimizing expenditures in this category, although the Pandemic-related shift to remote working where feasible has required some investments in telecommunications and related mobile equipment.

6190 Dues and Subscriptions are (\$5,802) under budget, in part due to timing.

6200 Postage Charges are (\$1,329.51) under budget. The variance here is related in part to delayed billing and in part savings is due to the new database, which allows licensees to print out their licenses immediately on approval, and any time thereafter.

6300 Publications are (\$230) under budget.

6400 Contracted Services are **(\$30,601.16)** under budget, in part because of the delay in billings for services, and in part because both Computer Support and Legal Fees are lower than budgeted. Computer Support is lower due to savings from delay in the implementation of the IT System Project as well as the ability to insource much of the anticipated related IT Support expenses. Savings in Legal Fees are a result in the shift to actual billings from the DOJ fixed fee program, initiated in July 2019.

6500 Rent and Occupancy Charges are **\$261.36** over budget, as rent charges were slightly higher than budgeted.

6600 Background Check Fees are **(\$6,159,50)** under budget due to timing of the billing from the first year of the biennium.

6650 Investigation Expenses are **(\$15.50)** over budget.

6800 Computer & Accessories are **(\$10,914.39)** under budget due to deferral of purchase of equipment, and delay of IT System implementation (software savings).

Oregon Board of Physical Therapy Year-End Financial Report

Reporting Period July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
Total 4100 · Physical Therapists	94,575.00	68,520.00	26,055.00	138.03%
Total 4200 · Physical Therapist Assistants	25,320.00	19,500.00	5,820.00	129.85%
4300 · PT & PTA Combined				
4350 · PT Compact Fees	7,872.00	10,000.00	-2,128.00	78.72%
4330 · PTand/or PTA Mailing List	4,400.00	8,592.00	-4,192.00	51.21%
Total 4300 · PT & PTA Combined	12,272.00	18,592.00	-6,320.00	66.01%
4400 · PT/PTA License Verification Fee	10,700.00	13,140.00	-2,440.00	81.43%
Total 4500 · Miscellaneous Income	55,614.35	60,878.00	-5,263.65	91.35%
4900 · Bank Interest Income	87.01	0.00	87.01	100.0%
Total 4000 · Income	198,568.36	180,630.00	17,938.36	109.93%
Total Income	198,568.36	180,630.00	17,938.36	109.93%
Gross Profit	198,568.36	180,630.00	17,938.36	109.93%
Expense				
5100 · Payroll Costs	533,831.32	571,315.17	-37,483.85	93.44%
5600 · Travel Costs	38.91	21,300.04	-21,261.13	0.18%
6100 · General Office Expenses	18,187.77	25,563.00	-7,375.23	71.15%
6190 · Dues and Subscriptions	2,197.50	10,000.00	-7,802.50	21.98%
6200 · Postage	859.28	5,000.00	-4,140.72	17.19%
6300 · Publications	0.00	320.00	-320.00	0.0%
6400 · Contracted Services	62,824.66	134,235.00	-71,410.34	46.8%
6500 · Rent and Occupancy	18,608.00	20,400.00	-1,792.00	91.22%
6600 · Background Checks	25,152.25	27,100.00	-1,947.75	92.81%
6650 · Investigation Expenses	0.00	100.00	-100.00	0.0%
6800 · Computers & Accessories	30,705.99	23,500.00	7,205.99	130.66%
Total Expense	692,405.68	838,833.21	-146,427.53	82.54%
Net Income	-493,837.32	-658,203.21	164,365.89	75.03%

**Oregon Board of Physical Therapy
Year-End Financial Report
Reporting Period July 2020 – June 2021**

Total Income is over budget by \$17,976.36

The Board’s projected income for the fiscal year 2020 – 2021 was budgeted at \$180,630.00, Actual income totaled \$198,568.36; this created a positive income variance of \$17,976.36. Since the Board is on a biannual renewal, the vast majority of income occurs in the first year of the biennium, and covers expenses through the second year. This is the second year of the 2019-2021 biennium.

The income variance is a result of several factors, as noted below:

Income Classification	Over Budget	Under Budget
Physical Therapist	\$26,055.00	
Physical Therapists Assistants	\$5,820.00	
Other Income		\$13,936.64

Narrative:

➤ *Both PT and PTA Endorsement Applications were higher than budgeted, as were PTA Exam Applications. These amounts offset lower than budgeted amounts for late renewals, which were down. In Other Income, compact fees are lower than budgeted (likely tied to the greater number of endorsement applications than budgeted), as are mailing list purchases and license verifications. Reimbursement of IT Services provided to the HRLB agency is also below budget due to timing of the June billing.*

Total Expenses are under budget by (\$164,365.89)

The Board’s projected expenses for the fiscal year 2020 – 2021 were budgeted at -\$658,203.21, The Board was operating at a planned loss for the fiscal year in order to spend down reserve balance prior to considering fee increases to cover expenses. Actual expense was less than projected, by \$164,365.89; the bulk of the lower expense was due to impacts from the pandemic, and lower than budgeted payroll costs.

5100 Payroll Costs are **(\$37,483.85)** under budget overall. The difference is due in largest part to employee benefit costs (PERS, PEBB, DAS Obligation Bond) which are lower than budgeted. This account also includes Employee Training, which has been scaled back due to the pandemic.

5600 Travel Costs are **(\$21,261.13)** under budget. This expense category was significantly impacted in both fiscal years of the biennium. By state policy, all travel other than essential travel continued to be banned due to the pandemic and social distancing requirements.

6100 General Office Expenses are **(\$7,375.23)** under budget. As with all other discretionary expenses, we have been minimizing expenditures in this category due to the pandemic.

6190 Dues and Subscriptions are **(\$7,802.50)** under budget; some dues were deferred due to the pandemic.

6200 Postage Charges are **(\$4,140.72)** under budget. The variance here is related in part to delayed billing and in part savings is due to the new database, which allows licensees to print out their licenses immediately on approval, and any time thereafter.

6300 Publications are **(\$320)** under budget.

6400 Contracted Services are **(\$71,410.34)** under budget, in largest part because of lower than budgeted expense in Merchant Account Fees, Computer Support and Legal Fees. Computer Support and Merchant Fees are lower due to savings from delay in the implementation of IT Projects. These expenses are expected in the next fiscal year. Savings in Legal Fees are a result in the shift to actual billings from the DOJ fixed fee program, initiated in July 2019.

6500 Rent and Occupancy Charges are **(\$1,792.00)** under budget due to timing of the June billing.

6600 Background Check Fees are **(\$1,947.75)** under budget due to timing of the June billing.

6650 Investigation Expenses are **(\$100)** under budget. No expenses incurred during the fiscal year.

6800 Computer & Accessories are **\$7,205.99** over budget for the fiscal year (but within budget overall) due to deferral of purchase of equipment from first year of the biennium.

Oregon Board of Physical Therapy

Line Item Comparison Between 2019-21 and 2021-23 budgets

11:36 AM

03/28/2022

Accrual Basis

	Jul '19 - Jun 21	19-21 Budget	\$ Over Budget	% of Budget	21-23 Adopted	% change 19-21 to 21-23 Adopted
Ordinary Income/Expense						
Income						
4000 · Income						
4100 · Physical Therapists						
4112 · PT App Ver & Proc Fees	0.00	0.00	0.00	0.0%	52,741.20	NEW
4132 · PT Renewal Ver & Proc Fees	0.00	0.00	0.00	0.0%	258,823.53	NEW
4110 · PT Exam Applications	63,840.00	61,440.00	2,400.00	103.91%	56,232.00	-8%
4120 · PT Endorsement Applications	99,850.01	40,800.00	59,050.01	244.73%	99,372.00	144%
4125 · PT Temporary Permits	2,700.00	1,200.00	1,500.00	225.0%	1,872.00	56%
4130 · PT Renewals	801,410.01	761,850.00	39,560.01	105.19%	834,502.00	10%
4140 · PT Delinquent Renewals	3,950.00	2,400.00	1,550.00	164.58%	4,160.00	73%
4150 · PT Duplicate Licenses	1,325.00	1,200.00	125.00	110.42%	0.00	-100%
4170 · PT Civil Penalties	2,500.00	6,000.00	-3,500.00	41.67%	2,600.00	-57%
Total 4100 · Physical Therapists	975,575.02	874,890.00	100,685.02	111.51%	1,310,302.73	50%
4200 · Physical Therapist Assistants						
4212 · PTA App Ver & Proc Fees	0.00	0.00	0.00	0.0%	10,736.88	NEW
4232 · PTA Renewal Ver & Proc Fees	0.00	0.00	0.00	0.0%	50,427.27	NEW
4227 · PTA Temp-EOBED	0.00	0.00	0.00	0.0%	0.00	--
4210 · PTA Exam Applications	21,850.00	18,000.00	3,850.00	121.39%	18,720.00	4%
4220 · PTA Endorse Applications	17,370.00	10,800.00	6,570.00	160.83%	16,640.00	54%
4225 · PTA Temporary Permits	350.00	0.00	350.00	100.0%	0.00	--
4230 · PTA Renewals	129,610.00	127,800.00	1,810.00	101.42%	134,984.00	6%
4240 · PTA Delinquent Renewals	1,350.00	600.00	750.00	225.0%	1,456.00	143%
4250 · PTA Duplicate Licenses	250.00	600.00	-350.00	41.67%	0.00	-100%
4270 · PTA Civil Penalties	0.00	1,800.00	-1,800.00	0.0%	0.00	-100%
Total 4200 · Physical Therapist Assistants	170,780.00	159,600.00	11,180.00	107.01%	232,964.15	46%
4300 · PT & PTA Combined						
4350 · PT Compact Fees	15,874.00	20,000.00	-4,126.00	79.37%	20,000.00	0%
4360 · OHA Workforce Data Survey Fee	0.00	0.00	0.00	0.0%	23,514.44	NEW

	Jul '19 - Jun 21	19-21 Budget	\$ Over Budget	% of Budget	21-23 Adopted	% change 19-21 to 21-23 Adopted
4330 · PTand/or PTA Mailing Diskette	8,875.00	17,184.00	-8,309.00	51.65%	8,320.00	-52%
4300 · PT & PTA Combined - Other	0.00	0.00	0.00	0.0%	0.00	--
Total 4300 · PT & PTA Combined	24,749.00	37,184.00	-12,435.00	66.56%	51,834.44	39%
4400 · PT/PTA License Verification Fee	21,175.00	26,280.00	-5,105.00	80.58%	20,000.00	-24%
4500 · Miscellaneous Income						
4583 · 83300 IT Services	104,197.47	121,444.00	-17,246.53	85.8%	0.00	-100%
4510 · Photocopy Charges	0.00	0.00	0.00	0.0%	0.00	--
4520 · Labor	0.00	0.00	0.00	0.0%	0.00	--
4500 · Miscellaneous Income - Other	21.18	312.00	-290.82	6.79%	312.00	0%
Total 4500 · Miscellaneous Income	104,218.65	121,756.00	-17,537.35	85.6%	312.00	-100%
4900 · Bank Interest Income	87.01	0.00	87.01	100.0%	0.00	--
Total 4000 · Income	1,296,584.68	1,219,710.00	76,874.68	106.3%	1,615,413.32	32%
Total Income	1,296,584.68	1,219,710.00	76,874.68	106.3%	1,615,413.32	32%
Gross Profit	1,296,584.68	1,219,710.00	76,874.68	106.3%	1,615,413.32	32%
Expense						
5100 · Payroll Costs						
5132 · FICA (SS + Medicare)	52,087.62	51,171.00	916.62	101.79%	55,372.60	8%
5133 · FICA Administrative Fee	15.00	30.00	-15.00	50.0%	30.00	0%
5134 · Unemployment Taxes	0.00	0.00	0.00	0.0%	0.00	--
5110 · Gross Salaries	675,991.93	668,893.98	7,097.95	101.06%	723,828.00	8%
5130 · Payroll Taxes	0.00	0.00	0.00	0.0%	0.00	--
5135 · Unemployment Benefits	0.00	0.00	0.00	0.0%	0.00	--
5136 · Mass Transit Tax	5,273.34	5,042.00	231.34	104.59%	5,599.00	11%
Total 5140 · Employee Benefits	292,275.54	359,799.86	-67,524.32	81.23%	355,004.00	-1%
5150 · Employee Training	5,861.00	20,000.00	-14,139.00	29.31%	20,000.00	0%
5160 · Temporary Employees	0.00	0.00	0.00	0.0%	0.00	--
5190 · Board Stipends	17,700.00	16,800.00	900.00	105.36%	30,000.00	79%
5199 · Other Payroll Expenses	2,582.25	4,900.00	-2,317.75	52.7%	4,900.00	0%
Total 5100 · Payroll Costs	1,051,786.68	1,126,636.84	-74,850.16	93.36%	1,194,733.60	6%
5155 · 457P - Withholding	0.00	0.00	0.00	0.0%	0.00	--
Total 5600 · Travel Costs	6,003.58	42,600.04	-36,596.46	14.09%	42,600.00	0%
6100 · General Office Expenses						

	Jul '19 - Jun 21	19-21 Budget	\$ Over Budget	% of Budget	21-23 Adopted	% change 19-21 to 21-23 Adopted
6110 · Copier	1,148.32	1,000.00	148.32	114.83%	1,920.00	92%
6120 · Printing/Copying	73.62	5,600.00	-5,526.38	1.32%	5,600.00	0%
6130 · Fax/Conf Room Phone	0.00	0.00	0.00	0.0%	0.00	--
6140 · Office Supplies	3,718.62	4,300.00	-581.38	86.48%	4,300.00	0%
6145 · Other	719.87	7,000.00	-6,280.13	10.28%	7,000.00	0%
6150 · Board Meeting Expenses	1,147.46	2,400.00	-1,252.54	47.81%	2,400.00	0%
6155 · Parking Validation Stickers	2,128.00	3,300.00	-1,172.00	64.49%	3,300.00	0%
6160 · Dues	0.00	0.00	0.00	0.0%	0.00	--
6170 · Business Insurance	0.00	0.00	0.00	0.0%	0.00	--
6180 · Telecommunications	10,909.69	10,400.00	509.69	104.9%	14,800.00	42%
6185 · Bank Charges/Fees	3,748.39	8,000.00	-4,251.61	46.86%	8,000.00	0%
6186 · Liability Insurance (Risk Mgmt)	12,124.00	13,626.00	-1,502.00	88.98%	35,000.00	157%
Total 6100 · General Office Expenses	35,717.97	55,626.00	-19,908.03	64.21%	82,320.00	48%
6190 · Dues and Subscriptions	6,395.50	20,000.00	-13,604.50	31.98%	20,000.00	0%
6195 · Depreciation	0.00	0.00	0.00	0.0%	0.00	--
Total 6200 · Postage	1,529.77	7,000.00	-5,470.23	21.85%	4,000.00	-43%
Total 6300 · Publications	90.00	640.00	-550.00	14.06%	640.00	0%
6400 · Contracted Services						
6405 · Merchant Account Fees	31,962.66	38,000.00	-6,037.34	84.11%	38,000.00	0%
6410 · Investigators	0.00	3,000.00	-3,000.00	0.0%	3,000.00	0%
6420 · Computer Support	3,443.19	48,000.00	-44,556.81	7.17%	48,000.00	0%
6430 · Attorney General-Legal Counsel	47,047.34	80,000.00	-32,952.66	58.81%	80,000.00	0%
6440 · Audit Charges	7,214.94	13,000.00	-5,785.06	55.5%	13,000.00	0%
6450 · Accountant / CPA	0.00	1,000.00	-1,000.00	0.0%	1,000.00	0%
6460 · Payroll Service Charges	4,928.97	6,000.00	-1,071.03	82.15%	6,000.00	0%
6470 · Payroll Expenses	0.00	0.00	0.00	0.0%	0.00	--
6490 · DAS Charges (Miscellaneous)	0.00	3,470.00	-3,470.00	0.0%	3,470.00	0%
6495 · EmplDept/HearingOfficerPanel	56.16	5,000.00	-4,943.84	1.12%	5,000.00	0%
6498 · Health Division Charges	0.00	0.00	0.00	0.0%	0.00	--
6499 · Other Services	24,805.24	24,000.00	805.24	103.36%	24,000.00	0%
Total 6400 · Contracted Services	119,458.50	221,470.00	-102,011.50	53.94%	221,470.00	0%
Total 6500 · Rent and Occupancy	39,269.36	40,800.00	-1,530.64	96.25%	44,000.00	8%

	Jul '19 - Jun 21	19-21 Budget	\$ Over Budget	% of Budget	21-23 Adopted	% change 19-21 to 21-23 Adopted
Total 6600 · Background Checks	46,092.75	54,200.00	-8,107.25	85.04%	84,800.00	56%
6650 · Investigation Expenses	115.50	200.00	-84.50	57.75%	200.00	0%
6700 · Equipment Rentals	0.00	0.00	0.00	0.0%	0.00	--
Total 6800 · Computers & Accessories	43,291.60	47,000.00	-3,708.40	92.11%	73,600.00	57%
Total Expense	1,349,751.21	1,616,172.88	-266,421.67	83.52%	1,768,363.60	9%
Net Ordinary Income	-53,166.53	-396,462.88	343,296.35	13.41%	-152,950.28	-61%
Net Income	<u>-53,166.53</u>	<u>-396,462.88</u>	<u>343,296.35</u>	<u>13.41%</u>	<u>-152,950.28</u>	<u>-61%</u>

**Oregon Board of Physical Therapy
2022 Governor's Report
Beginning and Ending Balances**

Beginning and Ending Balances	2019-2021 Actual/Reported	2021-2023 Projected/Adopted
Beginning Balance	\$1,014,745	\$967,982
Net Income/Loss	(\$45,429)	(\$152,950)
Ending Balance	\$967,982	\$815,033 Projected

Description of the Public Hearing Process to Establish 2021-2023 Budget

At its April 23, 2021 meeting, the Board discussed and approved its 2021-2023 proposed operating budget in public session. The Board noted the need to consider fee increases within the 2021-2023 biennium as part of the discussion and approval of the budget and scheduled this discussion for a special May 2021 meeting.

On April 30, 2021, Notice of Proposed Rule Making Hearing regarding the Board's proposed 2021-2023 operating budget was filed with the Administrative Rules Unit, Secretary of States Office for posting in the May 2021 Oregon Bulletin. At that time the Notice was also sent to the President of the Senate, the Speaker of the House, and to all interested parties on the Board's Interested Parties List. The Notice was also provided to all current Licensees. Lastly, the Notice of Hearing, the Fiscal Impact Statement and the proposed text changes to the budget rule were posted on the Board's website for viewing by the public and interested parties. All notices, sent as noted above, referenced the Board's website.

On May 21st, 2021 the Board held a special meeting to specifically discuss potential fee increase scenarios and ultimately voted to initiate the public rulemaking process to propose fee increases.

On May 26, 2021, Notice of Proposed Rule Making Hearing, regarding the Board's proposed fee increases, was filed with the Administrative Rules Unit, Secretary of States Office for posting in the June 2021 Oregon Bulletin. At that time the Notice was also sent to the President of the Senate, the Speaker of the House, and to all interested parties on the Board's Interested Parties List. The Notice was also provided to all current Licensees. Lastly, the Notice of Hearing, the Fiscal Impact Statement and the proposed text changes to the budget rule were posted on the Board's website for viewing by the public and interested parties. All notices, sent as noted above, referenced the Board's website.

On June 21, 2021, the Board held a public hearing to consider testimony with regards to both the proposed 2021-2023 operating budget as well as fee increases. Comments received were neutral or positive in support of the changes.

Upon completion of the hearing, the Board subsequently convened into public session and, upon a motion before the Board, the Board adopted the proposed 2019-2021 operating budget and the corresponding amendments to the administrative rule, effective July 1, 2021. The Board did not vote on the proposed fee increases as in the interest of maximizing the time for public input, the public comment period extended through July 14, 2021.

On June 22, 2021, the Certificate and Order for Filing of a Permanent Administrative Rule for Division 5, Chapter 848 Oregon Administered Rules was filed with the Secretary of State's Administrative Rules Division and submitted to the State Legislative Counsel's office.

On July 16, 2021, the Board held a public meeting and, upon motion before the Board, the Board adopted the proposed fee increases, effective 8/9/2021.

On August 5, 2021, the Certificate and Order for Filing of a Permanent Administrative Rule for Division 5, Chapter 848 Oregon Administered Rules was filed with the Secretary of State's Administrative Rules Division and submitted to the State Legislative Counsel's office.

Table of Fees and Changes 2017 through 2023

Fee Type	Fee as of 6/30/2017	Fee as of 6/30/2019	Fee as of 6/30/2021	Anticipated Fee as of 6/30/2023
Initial Application Fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 187.00
PT Renewal Application Fee	\$ 170.00	\$ 170.00	\$ 170.00	\$ 200.00
PTA Renewal Application Fee	\$ 110.00	\$ 110.00	\$ 110.00	\$ 130.00
Workforce Survey Fee*	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Application Verification Fees (Background/FBI)**	\$ 42.75	\$ 40.00	\$ 40.00	
Online Processing Fee ***	3%	3%	3%	
Initial Application Verification & Processing Fee****				\$ 63.00
PT Renewal Application Verification & Processing Fee****				\$ 25.00
PTA Renewal Application Verification & Processing Fee****				\$ 23.00
Lapsed License Renewal Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
PT/PTA Temporary Permit Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Duplicate License Fee (elim 2021-now self-serve unlimited reprints)	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Compact Privilege Fee *****	N/A	\$ 50.00	\$ 50.00	\$ 50.00
Online Jurisprudence Exam Fee	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00
Early Eligibility Release Fee (eliminated 2018)	\$ 25.00	N/A	N/A	N/A
Written Verification Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
NSF Check Processing Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Electronic Mailing List	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Photo Copy Administrative and Per Copy Fee	\$25.00 plus .10/copy	\$25.00 plus .10/copy	\$25.00 plus .10/copy	\$25.00 plus .10/copy

*Workforce Survey Fee was authorized but not collected prior to 2022.

**The Board has been collecting only a portion (\$40) of application verification fees prior to Aug 2021.

***Although the Board has the authority to charge a processing fee, this fee was not previously charged prior to Aug 2021.

****The Board combined verification and processing fees by application type to cover these previously authorized fees and assess full cost. Initial application is higher due to fingerprint-based background verification in addition to NPDB or other verification.

*****The Compact Privilege Fee is paid by individuals licensed in other Compact states who purchase a privilege to practice in OR.

Section 3

Rule Making Activities

**Oregon Board of Physical Therapy
Table of Administrative Rules
Adopted 7/1/19 through 6/30/21**

OAR Number(s)	Description of Change	Public Notification/ Hearing Dates	Board Action Date	SOS Filing Date	LC Filing Date
AMEND: 848-055-0001	Amending Rule to adopt most current version of the PT Compact Commission Rules.	10/29/2019 Notice	12/13/19 Effective 1/1/20	12/20/19	12/20/19
NEW: 848-005-0005	New Rule Rule to implement statutory change of Board name.	10/30/2019 Notice	12/13/19 Effective 1/1/20	12/20/19	12/20/19
NEW: 848-010-0027 AMEND: 848-005-0020	Create new temporary permit for military spouse per new statute; add associated permit application fee.	10/30/2019 Notice	12/13/19 Effective 1/1/20	12/20/19	12/20/19
TEMP: ADOPT: 848-010-0032	Temporary: Extension of Current Renewal Period and Effective Date of Un-Renewed License due to impacts of COVID-19 Pandemic	3/20/2020 Agency Notice to Licensees/ Interested Parties	03/20/20	03/20/20	03/20/20
AMEND: 848-035-0010, 848-035-0015, 848-035-0020, 848-035-0030, 848-035-0035, 848-035-0040	Amend Continuing Competence Requirements to implement cultural competence, pain management requirements and non-clinical options	3/30/2020 Notice	6/12/20 Effective 6/19/20	06/12/20	06/12/20
TEMP: AMEND: 848-010-0015, 848-010-0020	Amend Rules to Extend Certain Deadlines for Applicants Impacted by COVID-19 Pandemic	9/10/2020 Agency Notice to Licensees/ Interested Parties	9/9/20 Effective 9/10/20	09/10/20	09/10/20
TEMP: AMEND: 848-035-0030	Temporary: Amend Rules Relating to requirements for in-person CC moved to online/webinar format due to COVID-19 Pandemic	9/18/2020 Agency Notice to Licensees/ Interested Parties	9/18/20 Effective 9/18/20	09/18/20	09/18/20
TEMP: ADOPT: 848-045-0030	Temporary: Adopt : Clarifying compliance requirements relating to enforcement of Governor's Executive Orders related to the declaration of a public health emergency	12/14/20 Agency Notice to Licensees/ Interested Parties	12/11/20 Effective 12/14/20	12/14/20	12/14/20

**Oregon Board of Physical Therapy
Table of Administrative Rules
Adopted 7/1/19 through 6/30/21**

OAR Number(s)	Description of Change	Public Notification/ Hearing Dates	Board Action Date	SOS Filing Date	LC Filing Date
AMEND: 848-055-0001	Amending Rule to adopt most current version of the PT Compact Commission Rules.	12/15/2020 Notice	2/05/21 Effective 2/12/21	02/11/21	02/11/21
TEMP: ADOPT: 848-005-0015	TEMP: Adopt: Codifying in rule duties of board members which qualify for compensation and rate of compensation.	2/11/2021 Agency Notice to Licensees/ Interested Parties	2/5/21 Effective 2/12/21	02/11/21	02/11/21
ADOPT: 848-005-0015	Adopt: Codifying in rule duties of board members which qualify for compensation and rate of compensation.	2/26/2021 Notice 4/15/2021 Hearing	4/23/21 Effective 5/1/21	04/30/21	04/30/21
AMEND: 848-040-0175	Amend: : Clarifying that Physical Therapists may perform screening services on current patient	2/26/2021 Notice 4/15/2021 Hearing	4/23/21 Effective 5/1/21	04/30/21	04/30/21
AMEND: 848-045-0020	Amend: Clarifying grounds for discipline for reporting misconduct; professional ethics standards	2/26/2021 Notice 4/15/2021 Hearing	4/23/21 Effective 5/1/21	04/30/21	04/30/21
AMEND: 848-005-0010	Amending rule to adopt budget for the new 2021-2023 biennium	4/30/2021 Notice 6/21/2021 Hearing	6/21/21 Effective 7/1/21	06/22/21	06/22/21
AMEND: 848-035-0030	TEMP: Amend: Removing exam requirement for online courses during 2020-2022 certification period due to COVID pandemic	5/7/2021 Agency Notice to Licensees/ Interested Parties	4/23/21 Effective 5/8/21	05/07/21	05/07/21
AMEND: 848-005-0020	Amend: Raising Fees for Initial and Renewal Application; Removing Fee for Duplicate License	5/26/2021 Notice 6/21/2021 Hearing	7/16/21 Effective 8/9/21	08/05/21	08/05/21

Section 4
Consumer Protection

Description of Board Actions Promoting Consumer Protection

Core Licensing & Screening Processes

The Board's primary mission and accountability is the protection of the public. The Board accomplishes this mission through credentialing of initial licensees and renewal of active licensees, regulation of the practice and promotion and regulation of continued competency requirements.

During the initial licensure process the Board makes certain a qualified candidate has graduated from an accredited PT or PTA program, or its equivalent in the case of foreign educated therapists, has taken and passed the national physical therapy licensing examination (NPTE), a measure of entry level knowledge for safe and effective practice, has cleared a national background check and has passed a Board examination that test the applicants current knowledge of the statutes and rules governing the practice of physical therapy in the state of Oregon. If the applicant already holds a license(s) in another jurisdiction, the Board verifies that the license in the other jurisdiction is unencumbered and in good standing. Once licensed; the Board screens for arrests and criminal activity and out of state adverse actions that may have been taken against an Oregon licensee who also holds a license in another jurisdiction throughout the year and at renewal. Through participation in a national data-sharing program via the PT Compact, the Board receives notification from all other Compact states when action is taken against a licensee who also holds an Oregon license as soon as that action is reported.

During this biennium, the Board implemented a new licensing system and self-service portal which has provided greater access to information and resources for both licensees and the public relating to licensure, Board actions, filing complaints (although the Board still takes complaints by phone, fax or mail, as best meets the needs of complainants) and other general information.

Rulemaking and Strategic Planning

During the 2019-2021 biennium the Board completed a review of rules related to practitioner continuing competence. Working with an advisory committee and general stakeholders, the Board made changes to update requirements relating to cultural competency and pain management coursework and clarifying standards for clinical continuing education requirements. The Board also implemented and promoted continuing education options in support of practitioner healthy practice, to address (and prevent) adverse patient events as a result of burnout and compassion fatigue, the risk of which increased greatly in light of tremendous pressure on healthcare practitioners during the COVID-19 pandemic. These rules and promotion of healthy practice were initiated at the end of 2019 based on national pre-pandemic trends, and these were in position for and further promoted during the pandemic.

The Board engaged in a significant amount of rulemaking and communication with licensees and the general public relating to the pandemic, the Governor's Emergency

Orders, and applicable public health and healthcare practitioner requirements. The Board partnered with the local and national associations, regional healthcare systems, the PT/PTA educational institutions and other stakeholders to communicate information as it emerged and assist PT/PTAs in complying with the evolving requirements.

The Board was able to continue and arguably expand the agency community strategic planning process this biennium, which moved to the virtual format due to the pandemic. This mode of interaction proved beneficial, allowing stakeholders from a broader geographic area to participate, and also allowed the Board to engage speakers from the Federation of State Boards of Physical Therapy, based in Virginia, that would not have been able to attend an in-person meeting. The focus of the meeting was to discuss the Board's identified strategic objectives, including specific focus on the physical therapy workforce (availability and diversity of practitioners throughout Oregon), addressing sexual misconduct and boundary violation cases and the impact of trauma on patients and how that needs to be addressed during Board investigations.

Education & Outreach

In addition to the credentialing of initial and renewal licensure applicants, the Board continues to actively represent itself to the physical therapy professional community, professional organizations and the professional academia and provides the opportunity and accessible channels for the consumer to easily contact the Board.

In Oregon, there are two accredited physical therapy (PT) programs, with two additional programs currently in candidate status, and two accredited physical therapy assistant (PTA) programs. The accredited PT programs are at Pacific University and George Fox University and the PTA programs are at Mount Hood Community College and Lane Community College.

Annually the Board staff presents to the incoming class and the graduating class at each school. In the fall of each year the Board's Clinical Advisor presents a defined program, usually as part of an ethics class, to the first year students. The program is designed to make the students aware of the Board's mission to protect the public, and to instill in the students a professional awareness and accountability of patient rights, safety and wellbeing. This presentation takes place prior to the students entering into their first supervised clinical experience.

In the spring of each year Board staff presents a defined program to the graduating class of each school. This program is designed to make students aware of the Board's ongoing accountability of public protection. It details the statutory requirements of licensees as mandatory reporters, and summarizes the consumer complaint and investigative process. Lastly, staff reviews the process and procedure for obtaining and maintaining licensure in the state of Oregon.

This biennium, most of the presentations were conducted via virtual meeting as school classes were virtual.

The Board makes similar presentations to local physical therapy professional groups. The Oregon Chapter of the American Physical Association (APTA-OR) holds a semi-annual conference, to which the Board is invited to speak. Generally the Board will present current topics and issues with regards to pending or new statute and rule updates or revisions. Also covered are issues regarding trends in patient safety or concerns. The Board and the APTA-OR partnered on educational materials to be published on the APTA-OR website differentiating the role of a regulatory body and a professional association, highlighting the role and function of the Oregon board, and the important role each practitioner plays in public protection. The APTA-OR helps amplify Board messaging by cross-posting articles in their members newsletters.

Board staff also regularly meet with staff from other Health Professional Regulatory Boards to discuss larger issues in Oregon, and collaborate on education and outreach activities, sharing best practices and developing joint policies or procedures for common functions.

The Board Website is kept current. Published and available, to the public, are the process, policy, procedure and forms necessary to note a concern or file a complaint to the Board. Most recently the complaint forms have been updated and made more consumer friendly. A link to the Board's website and complaint process can be found on Egov.com and on the Federation of State Boards of Physical Therapy's national consumer protection website.

The website, revised within the 19-21 biennium to increase accessibility, also has an on-line verification section where the public can search for a therapist by name or work location. A user can also access any therapist's current licensure information. On the site, the Board has made publicly available all of its final actions taken against an Oregon licensee. If a therapist has been sanctioned by this Board, a note... "Notice of disciplinary action"...is posted on the site with an easy link to the actual document. With the interface of the new licensing system, changes are available immediately in these directories.

This biennium, based on stakeholder request, the Board shifted to an email-based newsletter from the prior print/PDF version. This makes the material more generally accessible and readable on a larger variety of devices, and also allows the Board to send more frequent issues when warranted, without the limits of the printed/PDF format. These news briefs include current topics of interest including notice of proposed and current changes to Rules and other pertinent information. This biennium, much of the content was focused on the pandemic-related impacts and requirements for healthcare practitioners in Oregon.

Public Protection Best Practices – National Participation

Board staff also participate in CLEAR (Council on Licensure, Enforcement and Regulation) and FSBPT (Federation of State Boards of Physical Therapy) committees and workgroups to collaborate with other regulatory boards on best practices in regulation.

During 19-21 the Board's Clinical Advisor served on a CLEAR committee to develop a new training program for investigating reports of sexual misconduct, which was launched

during the biennium and is regularly offered. More information on the training module can be found here: <https://clearhq.org/page-1721528>

The Clinical Advisor also served and continues to serve on the FSBPT Sexual Misconduct and Boundary Violations task force, formed in 2020, which has published multiple webinars, articles and has evaluated board websites for ease of use in finding information about the complaint process, and in identifying issues that can create barriers for complainants in accessing services. More information is available here: <https://www.fsbpt.org/Free-Resources/Regulatory-Resources/Sexual-Misconduct-and-Boundary-Violations>

During 19-21 the Board's Executive Director was appointed to the FSBPT's Ethics and Legislation Committee, which specifically developed best practice recommendations and materials for criminal background verifications by regulatory boards. That information, including information on how to recognize and counter implicit bias is available here: <https://www.fsbpt.org/Free-Resources/Regulatory-Resources/Criminal-History-Record-Information-Criminal-Background-Checks>

The Executive Director served on the FSBPT Board Assessment Task Force to develop an assessment rubric that PT boards can use to evaluate and identify areas for improvement. This tool is now used by the Oregon Board, performed in public session, and is also being used in other states. More information is available here: <https://www.fsbpt.org/Secondary-Pages/Members/The-Board-Assessment-Resource>

In May 2021, the Executive Director also co-developed with members of the American Physical Therapy Association and faculty of Mount Saint Mary's University a webinar for FSBPT titled "Telehealth Post Pandemic: The Path Ahead". This panel presentation covered telehealth and technology application trends, what we expect to see at the national level relating to telehealth requirements and reimbursement, the latest research on the impact of telehealth on PT practice, and discussed the practitioner knowledge and training necessary to navigate the path ahead. Finally, the panel explored the regulatory implications that should be considered, in order to open a dialog for reflecting on the learnings and open questions resulting from the rapid expansion of telehealth during the pandemic.

Section 5

Licensing Activities and Disciplinary Actions

Oregon Board of Physical Therapy

Section 5	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change	June 2019	% Change	June 2021	% Change
(a) The number of license applications;	8854	5%	10271	16%	11023	7%	6,787	-38%	6978	3%	6961	0%
Physical Therapist (PT)	6973	7%	7492	7%	8569	14%	5337	-38%	5526	4%	5576	1%
Physical Therapist Assistant (PTA)	1881	0%	2779	48%	2454	-12%	1450	-41%	1452	0%	1385	-5%
(b) The number of licenses issued; (total)	8873	4%	9380	6%	10577	13%	6525	-38%	6765	4%	6872	2%
Physical Therapist	6970	5%	7354	6%	8259	12%	5111	-38%	5372	5%	5496	2%
Physical Therapist Assistant	1903	-2%	2026	6%	2318	14%	1414	-39%	1393	-1%	1376	-1%
(c) The number of examinations conducted	282	-1%	386	37%	440	14%	495	13%	456	-8%	479	5%
Physical Therapist	221	5%	250	13%	318	27%	389	22%	348	-11%	361	4%
Physical Therapist Assistant	61	-18%	136	123%	122	-10%	106	-13%	108	2%	118	9%
(d) The average time between initial application for and	15 days		15 days		15 days		15 days		15 days		15 days	
(d)(1) Average time to issue license once completed application	1 day		1 day		1 day		1 day		1 day		1 day	
(e) The number and types of complaints received about persons holding licenses; (total)	74	-19%	83	12%	87	0.05%	58	-33%	56	-3%	49	-13%
(f) The number and types of investigations conducted;	101	26%	91	-10%	92	1%	58	-37%	71	22%	49	-31%
Alleged inadequate care or treatment - 3,7,8,15	16		23		9		17		13		9	
Discipline or investigation by another state or OR licensing board -5	13		2		4		3		3		3	
Arrest and/or criminal convictions - 2,10	14		28		20		7		4		8	
Billing fraud/Documentation (and Other) 2019 - 1,9	18		7		17		10		10		11	
Boundary issues with patients (or Ethics) 2019 - 6,14	17		18		9		10		18		11	
Practicing without a valid license - 11,12,13	8		5		8		5		5		7	
Continuing Education Compliance - 4	15		8		25		6		3		0	
(g) The number and types of resolutions of complaints;	101	98%	97	-4%	81	-16%	53	-35%	71	34%	49	-31%
Inadequate Care or Treatment - 3,7,8,15	9		16		7		5		3		1	
Boundary /Ethics - 6,14	14		13		7		3		7		2	
Arrest and/or criminal convictions - 2,10	14		24		12		2		1		1	
Discipline or investigation by another state - 5	13		4		1		0		2		0	
Practicing without a valid license - 11,12,13	8		8		5		3		4		4	
Documentation/Billing/Other - 1,9	16		4		4		1		5		1	
Continuing Education Compliance - 4	15		7		19		6		3		0	
Closed cases/no violation	30		21		26		33		46		43	
(h) The number and type of sanctions imposed; (total) (each case may have multiple)	89	-6%	88	-1%	125	42%	61	-51%	71	16%	49	-31%
Revocation (or Denial) 2019	1		2		0		0		1		0	
Suspension (or Agree Not to Practice) 2021	0		2		0		3		2		1	
Probation (or Restriction/Supervision) 2019	3		3		3		1		4		0	
Surrender	3		1		3		2		2		0	
Reprimand	0		0		0		1		0		1	
Civil penalty	23		16		21		17		11		4	
Non-Punitive Remediation (Stipulations)	12		13		38		5		18		2	
Advisory letters	29		30		29		10		14		20	
Closed cases/no violation	30		21		26		22		32		23	
Pending some action	0		0		0		0		0		0	
Open cases	6		15		10		18		10		8	
(i) The number of days between beginning an investigation and reaching a resolution.	Average 4.5 months		Average 3.8 months		Average 3.8 months		Average 6.9 months		Average 11.9 months		Average 3.68 months	

Description of Consumer Complaint Process and Disciplinary Actions Taken by the Board

The Oregon Board of Physical Therapy licenses physical therapists (PT) and physical therapist assistants (PTA) and is responsible for the regulation of physical therapy practice in Oregon. The Board's primary accountability is public safety relative to the practice of physical therapy in Oregon. In fulfilling this responsibility, the Board credentials candidates for initial licensure and investigates complaints filed against physical therapists and physical therapist assistants concerning inadequate or incompetent treatment, licensee misconduct or any other violation of the laws and rules governing the practice of physical therapy in Oregon.

The Board's investigative process, complaint forms and investigator contact information are available on-line at the Board's website www.oregon.gov/pt. Citizens contacting the Board to file a complaint are encouraged to complete a formal online complaint form, or contact the Board by phone or mail to initiate a complaint.

When the Board receives a complaint, Board staff reviews the complaint for validity and to ascertain whether the alleged charges are within the Board's jurisdictional authority. Once determined the Board does have jurisdictional authority, and that the complaint, if substantiated, would be a violation of Board Statute or Rule, Board staff conducts a confidential investigation. This investigation includes a request for and review of the physical therapy record and other appropriate patient records; conducting interviews with the complainant, the therapist and witnesses if applicable; and a review of any other records or documents relative to the complaint. Depending on the nature of the complaint, such an investigation may take from several weeks to several months or longer to complete. A comprehensive report of the completed investigation is drafted by the Board's Investigator and presented to the Board in closed Executive Session. Pursuant to ORS 676.165, the report will include the findings of fact from the investigation along with the investigators insight into the facts. The Board then deliberates on the investigative content and determines whether the physical therapist or physical therapist assistant, who is the subject of the complaint, has violated the Statute and/or Administrative Rules applicable to the practice of physical therapy.

It is important to note that the Board's investigator is a physical therapist and maintains current professional credentials and license with the Board. The Board's Investigator also acts as a Clinical Advisor to all licensees and answers practice questions from both licensees and the public. In addition to being a licensed physical therapist, the Board's Investigator is certified as having completed both the national investigator/inspector basic and specialized training programs as sponsored by the Council of Law Enforcement and Regulation (CLEAR) and regularly attends the annual CLEAR conference. The Board Executive Director is also certified by CLEAR at the basic and specialized levels and all other Board staff are certified at least at the basic level.

If the Board determines from the investigation that a violation has occurred, the Board may initiate a disciplinary proceeding that can result in the therapist being sanctioned. Sanctions available to the Board include reprimand, probation, payment of a monetary civil penalty, license restrictions, license suspension, license revocation or the issuance of a

Board Confidential Advisory Letter. The advisory letter allows the Board to educate and inform regarding compliance requirements and future expectations in cases where disciplinary action is not warranted.

A disciplinary proceeding is begun when the Board issues a Notice of Proposed Disciplinary Action. The licensee is entitled to a hearing to contest the Board's allegations of misconduct. If a hearing is requested, an Administrative Law Judge hears the testimony of the witnesses, considers the evidence and prepares a proposed order for the Board's consideration. Upon receipt of the proposed order, the Board deliberates and issues the Final Order. The case may also be resolved without a hearing through an agreement between the Board and the therapist resulting in a Stipulation and Final Order.

If the Board determines from the investigation that no violation has occurred, the Board will close the case. In all cases the Board notifies the complainant of the outcome of the case.

The Board is prohibited by law from disclosing, to the public, whether it has received a complaint or is currently investigating a particular therapist per ORS 676. The Board cannot publicly disclose the name of the person filing a complaint and cannot publicly disclose any information gathered during the course of an investigation. The Board is required to disclose, to the public, any Notice of Proposed Disciplinary Action that initiates the disciplinary proceeding, an Emergency License Suspension Order, if one is issued in the case, and the Final Order, whether stipulated or not, that concludes the case.

Complaints, Compliance and Resolution:

Other than Board initiated complaints, (i.e. working without a valid license or violations of continuing competency requirements), the Board has no direct control over the number of complaints it receives in any one period of time. Previous to this reporting period, the Board had been seeing small increases in the number of complaints filed with the Board period over period, with a sharp decline (-33%) between 2013-2015 and 2015-2017. For 2017-2019, the total number of complaints was essentially flat, with a -3% decline, and 2019-2021 resulted in a further decline of (-13%), although we believe this is in large part to the impacts of the pandemic on non-urgent care. While the Board has no direct control over this number, the Board has been taking actions that we believe have contributed to the overall reduction in complaints. Over the past several biennia, the Board has increased its public outreach and education programs in its professional schools and in local professional forums. These program and forum presentations include review of changes to Board statute and rule, the complaint and investigative process, common violations seen by the Board and how to avoid the same or similar violations and Board resources available to the licensee and the public when practice questions or concerns arise.

The number of investigations and resolutions this biennium have decreased (-31%). This is due to a significant focus on completion of the case backlog carried forward from past biennia into 2017-2019 resulting in much lower backlog carried into 2019-2021. Many of those cases were complex in nature, and many were dependent on actions by other parties before the Board could complete its investigation. Having addressed the majority of the backlog in the prior biennium, the average months to resolution has returned to historical levels as well.

Licensure and License Applications:

The total number of applications received and licenses issued has held fairly flat since the last biennium, even with the impacts of the pandemic. The prior decline experienced in 2015-2017 was the result of the Board migrating from an annual renewal period to a biannual renewal period in 2016, decreasing the number of physical renewal applications and licenses issued by approximately 5,000. The Board has estimated 2021-2023 to continue with a flat to minimal growth, given the lingering impacts of the pandemic at the end of the 2019-2021 biennium and budget planning timeframe.

Agency's Data Collection Process

Data Element	Source
Number of License Applications	Includes both initial applications and renewal applications broken down by PTs and PTAs. The number is calculated by taking the general ledger income account totals for the biennium from Quickbooks and dividing that total figure by the individual cost for the application and renewal fee for the same timeframe. The Board implemented the new system in February of 2020 and will be able to report directly from the system in future biennia, but did not have this functionality for the full reporting period for this biennium, so is still using this historical calculation.
Number of Licenses Issued	Includes both initial and renewal licenses broken down by PTs and PTAs. Accepting and processing an application does not mean that a license will necessarily be issued. This number is a combination of sources. The initial licenses issued count is taken from a database ad hoc report that gives the total number of PTs and PTAs licensed with an initial licensure date within the reporting parameters of 7.1.17 through 6.30.19. The renewal licenses issued count is taken from the database history of renewals approved. This total was previously determined based on license count as of 4/1 in renewal years, which did not always include (the relatively small number of) late renewals.
Number of Examinations Conducted	The Board does not conduct its own examination but receives score reports from the NPTE exam administrator. This number is taken from an actual count of examinations completed. Prior to 19-21, this value was calculated from application packets received by the Board, which included exam candidates that may have withdrawn after registering to sit for the exam. The Board is not able to pinpoint exams actually taken without withdrawn exam applicants.
The Average Time Between Application and Issuance of Licenses	(d)This is a best estimate based on experience in processing. There are many factors contributing to this number. Most if not all the factors can be attributed to an incomplete application with receipt of final documents pending an applicant's action step. The Board is working on automating this calculation by adding an "Application Received Date" to its database list of elements. (d)(1) This is a practice policy. Procedurally the Board issues a license the same day the application packet is complete or the exam score is received unless the

	issuance of the license is requested to be held by the applicant in order to start work on a specific date.
<p>Compliance Data</p> <p>Number and types of investigation conducted</p> <p>Number and types of resolutions and complaints</p> <p>Number and types of sanctions imposed</p>	<p>All of the compliance data is taken from the Board's Case Tracking Report maintained by the Board's Clinical Advisor/Investigator. Each case is tracked from the initial complaint to the final outcome. This is an excel worksheet. The Case Tracking Report has been reformatted and modified to auto calculate the number of cases opened, cases closed and the aging of the cases. Also modified was the calculation for the number and types of complaints. Still hand calculated is the number and types of sanctions imposed however, the Board is looking at further means to automate this report for future reporting periods.</p>
<p>Number of Days Between Beginning an Investigation and Reaching a Resolution</p>	<p>This calculation too is taken from the Case Tracking Report and is now auto calculated as part of the report as opposed to being hand calculated as done in previous reports.</p>

Section 6

Other Board Activities

Other Board Activities

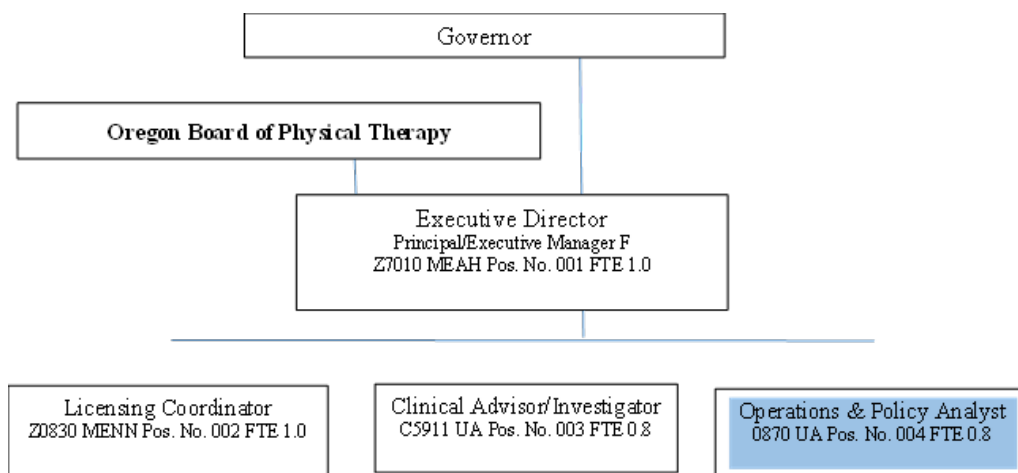
During the 2019-2021 biennium the Oregon Board of Physical Therapy achieved its primary accountability of public protection through the thorough and complete credentialing of initial licensees and the on-going oversight, monitoring and regulation of current licensees relative to the Oregon Physical Therapist statutes and administrative rules.

Amongst its other duties, weekly the Board staff fields an average of 500 calls and email inquiries and requests from healthcare consumers, candidates for licensure and licensees. Most calls and emails get an immediate initial response. If not immediate, all calls and emails have a targeted initial response time of 24 hours (unless otherwise noted in an out of office message), which was maintained during the pandemic and closure of offices to the public. These numbers are even greater during the renewal period, which occurs during the first quarter of every even-numbered calendar year. During the 2019-2021 biennium, the Board staff continued to receive several written commendations regarding its provision of service.

The Federation of State Boards of Physical Therapy (FSBPT) administers a national survey completed by all applicants who sit for the national physical therapy examination (NPTE). At the end of the examination all examinees are required to complete the survey. The question asks *“How satisfied were you with the processing of your application by the state in which you applied for licensure?”* Oregon’s satisfaction rating continues to be consistently higher than the national average, maintaining ratings between the mid 90 percentile and 100.

The Board completed the Board Best Practices Assessment (as has been completed in past biennia) and did not note any deficiencies in the 15 best practice criteria areas. New this year, the Board utilized the FSBPT Board Assessment Resource tool to review Board services against best practices noted in that tool and discuss areas where the Board would like to expand or continue to improve services as part of the Board’s strategic planning. Both assessments were completed in public session where meeting attendees also had opportunity to provide comment.

Organizational Staffing



During the 19-21 biennium, the long-tenured Licensing Coordinator retired. This position was refilled with an overlap to allow for knowledge transfer and continuity of services. At the end of the 19-21 biennium, the ISS Support Specialist position was reclassified as an Operations & Policy Analyst to better reflect work assignments in 21-23. There was not a change in the incumbent.

Strategic Initiatives and External Partnership

During the last two biennia, the Board has engaged in community strategic planning and has developed a framework for creating culturally responsive regulation. Rather than evaluate or implement statutory or policy requirements in isolation, the framework is intended to evaluate the impacts from the perspective of four inter-related participant groups (patients, licensees, complainants, and board/staff.). Each group, subsequently, must be further representative of the diversity of the State in perspective. Any policy or rule will consider the role of--and impacts on—each of these groups, with the end goal of achieving culturally competent regulation. This includes consideration of the role of the health professional regulatory body in addressing culturally responsive healthcare, understanding the needs of, and interplay between, the various participant groups, and determining the resultant policies, standards and practices required to address cultural responsiveness and achieve positive patient outcomes and public protection.

Within this framework, the Board identified two Key Issues or Dependences:

- Holistic systemic change will require partnership with other organizations (such as with OHA, educational institutions, and professional associations).
- Boards, including OBPT, do not currently reflect the demographic profile of the state of Oregon as a whole (patients) nor do they fully represent all licensed individuals at any one time. Infusing all perspectives—representation from all groups at all times—will require intentional training and partnership to inform policy.

What We've Done So Far:

- ORS 848-035-0030(1)(E)(b) – Effective April 1, 2020, all licensed physical therapist and physical therapy assistants must complete a minimum of one hour of continuing competence that meets the criteria for cultural competency education each renewal period.
- At same time, the OBPT broadened Continuing Competence requirements to allow non-clinical categories, which also opens the door for outreach opportunities (such as mentorship) and to support healthy practice.
- Updates to Minimum Workforce Data Set – worked with the Federation of State Boards of Physical Therapy and the Oregon Health Authority on the workforce survey in order to align Oregon data to national data. Working with OHA for direct access to preliminary survey results to inform policy and planning to remove delay from reporting cycle.
- As continuation of the assessment per SB 855, OBPT is evaluating all requirements for unnecessary regulatory barriers for our immigrant and refugee foreign-trained applicants.
- Initiated mandatory Diversity and Inclusion training for current PT board members and staff, including training in implicit bias to facilitate PT board awareness and “create the proper lens” for policy making.
- Initiated workgroup in partnership with all Oregon PT and PTA schools and the professional association to *collectively* address diversification of the educational pipeline. The Board is also partnering with Oregon Health Authority to link to and track change in Oregon Workforce Data over time. Initiated in January 2021, this will be a long-term initiative.
- Worked with statewide team and Governor’s Appointments Office to develop outreach programming to increase recruitment of board members from underrepresented groups for OBPT and all Oregon Boards & Commissions.

External Recognition

The Board and Board staff received several awards from the Federation of State Boards of Physical Therapy (FSBPT) during the 19-21 biennium. The FSBPT's primary mission is to partner with the member State licensing authorities striving to protect the public by providing service and leadership that promotes safe and competent physical therapy practice in the United States. The FSBPT maintains the national physical therapist examination (NPTE) required for licensure for all physical therapists and physical therapist assistants wishing to practice in the United States. Additionally, the FSBPT's Ethics and Legislative Committee maintains the national Model Practice Act which most jurisdictions have adopted as their practice act. The FSBPT also works closely with the academic communities and professional associations to further the mission of public protection and effective and appropriate regulation as the practice evolves. Board members and staff actively participate on committees and other activities in order to bring this national perspective on best practice to bear in Oregon operations and delivery.

- **The Oregon Board received the 2021 Excellence in Regulation Award** (co-recipient with Kentucky). The Excellence in Regulation Award recognizes jurisdictions that have made significant accomplishments towards increasing public protection for their consumers of physical therapy services. The Oregon Board was recognized for our strategic planning work, notably our work on creating a culturally responsive regulatory framework and our educational pipeline initiative to diversify the PT workforce partnering with the Oregon PT/PTA schools, our focus on regulations and programming centered on quality of patient care and prevention of violations, and for our communication and outreach efforts during the pandemic. The Board is a previous recipient of this award, having received the award in 2017.
- **One of the Board's Public Members, Troy Costales, and the Board's Executive Director received the President's Award in 2019 and 2021, respectively.** The President's Award recognizes and honors those individuals who, in the President's opinion, made significant, outstanding contributions to FSBPT and the mission of public protection and excellence in physical therapy practice during the year. The President's Award had previously been received by the Board's former Executive Director in 2009.
- **The Board's Executive Director and Clinical Advisor received Outstanding Service Awards in 2020 and 2021, respectively.** The Outstanding Service Award recognizes and honors individuals who have made a significant contribution to FSBPT through their volunteer work during the year. The Outstanding Service Award had been previously awarded to Oregon Board Members and staff in 2018, 2010 and 2002.
- **The Board's former Executive Director received the Richard McDougall Long Term Service Award in 2019.** This award, named after FSBPT's first Treasurer, recognizes and honors individuals who have made a lasting, significant and distinguished contribution to FSBPT. More specifically, these individuals have been actively involved in FSBPT activities for at least ten years, having made a significant contribution of volunteer time, talents, and service to the mission of the organization.

Agency Name: Oregon Board of Physical Therapy

Biennia	Positions	FTE	Board Meetings	# of Licensees as of 6/30	Board Stipend	Director Salary \$/Month on 6/30 close of biennium
2013-2015	3	2.80	17	5,236	\$150/day*** \$75<Half Day	\$8,917
2015-2017	3	2.80	15	6,202	\$150/day*** \$75<Half Day	\$9,369
2017-2019	3	2.80	20	6,502	\$150/day*** \$75<Half Day	\$9,992*
2019-2021	4	3.60	18	6,581	\$150/day*** \$75<Half Day	\$11,351
2021-2023 Estimated	4	3.60	24	6,844	\$150/day*** \$75<Half Day or \$152/day for qualified members per HB 2992	\$12,201**

* 2017-2019 Includes 6.95% salary increase to cover change to employees paying 6% PERS pick-up.

**This amount is the maximum the Director would be eligible for by the end of 2021 and is the top step of the scale. This position is subject to the statewide TOMP project review and may be impacted based on classification in new classification series..

***For Board meetings or other business of longer than 4 hours. Qualified members receive rate for all or part of day in which duties are performed without prorate. Most board meetings in 19-21 and projected for 21-23 are half day meetings.

NAME OF BOARD - Oregon Board of Physical Therapy

As Completed by the Board 7/16/2021 for 19-21 BI

Best Practices Criteria	Yes	No
1. Executive Director's performance expectations are current.	X	
2. Executive Director receives annual performance feedback.	X	
3. The agency's mission and high-level goals are current and applicable.	X	
4. The Board reviews performance metrics.	X	
5. The Board is appropriately involved in review of agency's key communications.	X	
6. The Board is appropriately involved in policy-making activities.	X	
7. The Agency's budget aligns with mission and goals.	X	
8. The Board reviews all proposed budgets.	X	
9. The Board periodically reviews key financial information and audit findings.	X	
10. The Board is appropriately accounting for resources.	X	
11. The Agency adheres to accounting rules and other relevant financial controls.	X	
12. Board members act in accordance with their roles as public representatives.	X	
13. The Board coordinates with others where responsibilities and interests overlap.	X	
14. The Board members identify and attend appropriate training sessions.	X	
15. The Board reviews its management practices to ensure best practices are utilized.	X	
Total	15	0
Percentage of Total	100.00%	0.00%

END OF REPORT