

Texas Peer Assistance Program for Nurses

FY 2007 4th QUARTER REPORT

TO

THE TEXAS BOARD OF NURSING

September 15, 2007

This report answers the following six questions for the time period of: June 1, 2007 through August 31, 2007 for all data and outcome trends.

- ◆ Is the program working?
- ◆ What outcome trends are evident?
- ◆ Is the program compliant?
- ◆ Is the program fiscally responsible?
- ◆ Is the program well managed? And
- ◆ What requests does TPAPN have of the BON BOD?

IS THE PROGRAM WORKING?

Significant outcomes for the program’s case management and outreach activities are reported in this section. All data outcomes except financial are reported based on the Texas Board of Nursing’s (BON) fiscal/operating year. Outcome totals for signed participation agreements and signed return-to-work agreements are incomplete due to the fact that those processes (including data entry) may take longer than the time period reported.

All numbers reported in tables 1 and 2 below are derived from the cohort of *individual* RNs and LVNs referred to TPAPN during the most recently completed Fourth (4th) quarter of 2007 FY. No duplicate events occurring within either quarter are counted again, e.g., multiple referrals and return-to-works. Second (3rd) quarter numbers (outcomes) have been updated since TPAPN’s last report.

A. Case Management Performance:

Evidence that the program is working well is demonstrated by the following outcomes for the third quarter vs. second quarter – See *Table 1* for RNs and *Table 2* for LVNs below. Completions rose by one for RNs while other outcomes were less than the previous (3rd) quarter. For LVNs numbers declined in the 4th quarter compared to the 3rd throughout each category. Otherwise, LVN referrals declined by one while participations and completions for LVNs increased over the prior quarter.

TABLE 1

RN Totals for 4 th Qtr, FY 2007 and 3 rd Qtr, FY 2007								
Quarter	Referred		Signed Participation		Returned to Work		Completed	
	4 th	3 rd	4 th	3 rd	4 th	3 rd	4 th	3 rd
RNs	105	114	38	60	16	41	30	31
RN Board Orders	33	25	13	16	3	11	4	3
APNs	3	3	1	1	1	0	2	1
APN Board Orders	0	2	0	1	0	0	1	1
TOTAL	141	144	52	78	20	52	37	36

TABLE 2

LVN Totals 4 th Qtr, FY 2007 and 3 rd Qtr, FY 2007								
Quarter	Referred		Signed Participation		Returned to Work		Completed	
	4 th	3 rd	4 th	3 rd	4 th	3 rd	4 th	3 rd
LVNs	39	46	12	21	3	11	9	10
LVN Board Orders	13	9	7	3	4	2	3	3
TOTAL	52	55	19	24	7	13	12	13

B. Case/Call Activity

Total Active Cases (RNs and LVNs):

- 677 – The total number represents TPAPN’s average, daily census for the quarter. It includes RNs and LVNs referred to TPAPN who have signed or have yet to sign participation agreements and have not been dismissed from TPAPN. This number reflects an average daily increase of 16 nurses (approximately 2%) since last quarter and an increase of 42 cases per day since the first quarter of FY '07 or an approximate increase of 6% in daily case volume.

Total Telephone Calls Taken via TPAPN’s Dedicated Toll Free Line:

- 8,198 – This total does not include local/metro calls and long distance calls received or outbound calls made by TPAPN staff.

C. Outreach Efforts:

Advocate Activities:

- 5 new advocate applications were received during the quarter.
- 298 attendees were reached via eleven, Type 1, Nursing CE offerings presented by TPAPN’s volunteer nurse advocates.

Staff Activities:

Workshops

- Cook Children’s Hospital, June 20 & 23, Fort Worth, TX, over 100 nursing and other staff attended one of the four workshops provided with presentations by Children’s Human Resources Employee Representative and Nurse Director of PICU regarding organization policies and procedures and drug administration policies and procedures.
- Presentation to SANE/SART conference attendees, approximately 45 nurses in Austin

Exhibits

- Texas Association of Addictions Professionals conference, June 21 & 22, San Antonio, TX.

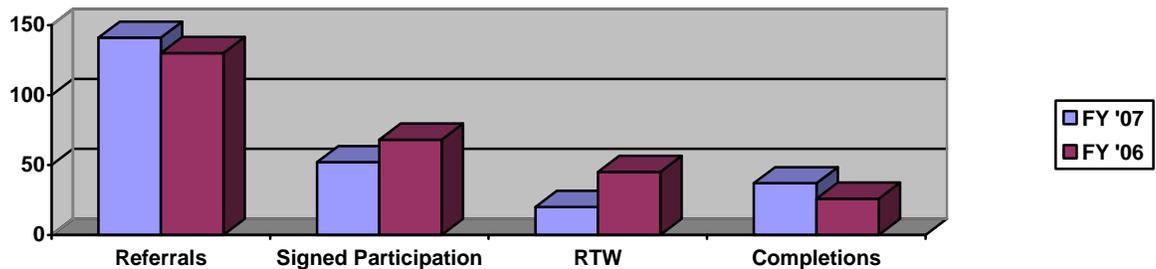
WHAT OUTCOME TRENDS ARE EVIDENT FOR RNS?

Table 3 and graphic 1 provide comparisons of outcomes for individual RNs 4th Qtr '07 : 4th Qtr '06. Outcomes reported contain no duplicate events for individuals. Overall, referrals for RNs increased while APNs decreased. Due to time lag between participation and return to nursing practice, agreements signed for '07 lag behind '06 numbers. RNs successfully completing their TPAPN participation in '07 were ahead of '06 completions by approximately 19%.

TABLE 3

RN Totals 4 th Quarter FY 2007 to 4 th Quarter FY 2006								
	Referred		Signed Participation		RTW		Completed	
FY	'07	'06	'07	'06	'07	'06	'07	'06
RNs	105	96	38	47	16	31	30	26
RN Board Orders	33	30	13	18	3	12	4	0
APNs	3	4	1	3	1	2	2	0
APN Board Orders	0	0	0	0	0	0	1	0
TOTAL	141	130	52	68	20	45	37	26

Graph 1: RNs 4th Quarter FY 2007 vs. 4th Quarter FY 2006

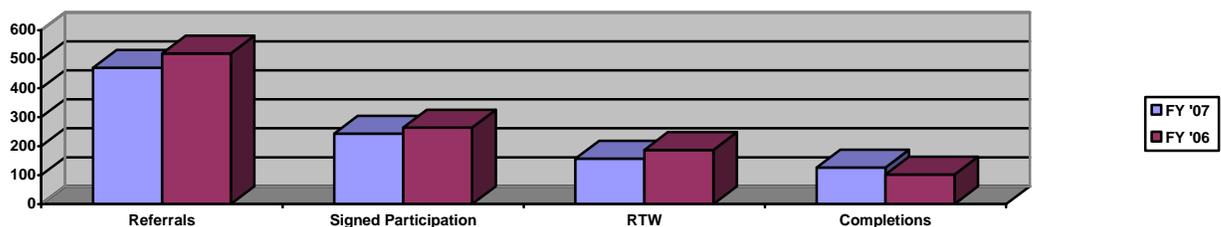


A comparison of FY '07 YTD RN outcomes vs. FY '06 is provided in table 4 and graph 2 below. While RN referral and participation numbers decreased by 10% and 8% respectively, RNs' Return-to-work agreement numbers are still incomplete and are likely to be less for the year. However RNs successfully completing TPAPN increased by about 19%.

TABLE 4

RN Totals YTD FY 2007 to FY 2006								
	Referred		Signed Participation		RTW		Completed	
FY	'07	'06	'07	'06	'07	'06	'07	'06
RNs	348	412	180	210	115	146	110	98
RN Board Orders	104	91	52	42	33	32	8	4
APNs	15	15	8	11	7	8	6	0
APN Board Orders	3	2	3	1	2	1	2	0
TOTAL	470	520	243	264	157	187	126	102

Graph 2: Year-to-Date Outcomes for RNs: FY 2007 vs. FY 2006



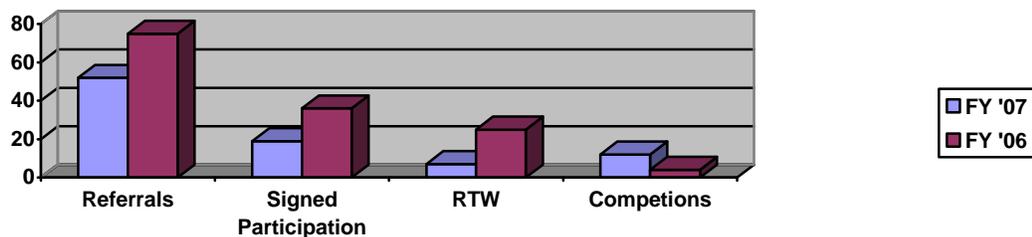
WHAT OUTCOME TRENDS ARE EVIDENT FOR LVNs?

Comparisons of LVN outcomes – 4th Qtr FY '07 vs. 4th Qtr FY '06 are provided in *table 5* and *graphic 3* below. As with RNs, all outcomes were less than last year's 4th quarter with the exception of completions that were significantly greater for this quarter. As with last quarter, the number of LVNs completing TPAPN surpassed those who completed for 4th Qtr. of FY '06.

TABLE 5

LVN Totals 4 th Quarter FY 2007 to 4 th Quarter FY 2006								
	Referred		Signed Participation		Returned to Work		Completed	
FY	'07	'06	'07	'06	'07	'06	'07	'06
LVNs	39	54	12	23	3	16	9	4
LVN Board Orders	13	21	7	13	4	9	3	0
TOTAL	52	75	19	36	7	25	12	4

Graph 3: LVNs 4th Quarter FY 2007 vs. 4th Quarter FY 2006

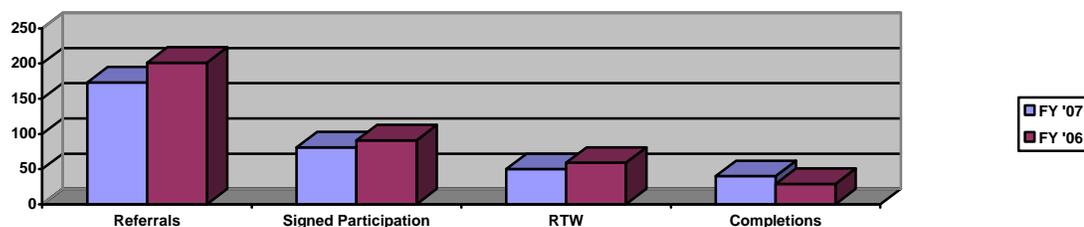


Comparisons of year to date (YTD) outcomes for LVNs, FY '07 vs. YTD outcomes for FY '06 are provided in *table 6* and *graphic 4* below. For '07 YTD, declines are noted in every category except completions that rose dramatically – approximately 27%. LVNs' return-to-work numbers for FY '07 YTD are on track to meet or exceed those for FY '06.

TABLE 6

LVN Totals YTD FY 2007 to YTD FY 2006								
	Referred		Signed Participation		Returned to Work		Completed	
FY	'07	'06	'07	'06	'07	'06	'07	'06
LVNs	126	145	53	60	29	35	34	29
LVN Board Orders	47	56	28	31	21	24	6	0
TOTAL	173	201	81	91	50	59	40	29

Graph 4: Year-to-Date Outcomes for LVNs: FY 2007 vs. FY 2006



IS THE PROGRAM COMPLIANT?

TPAPN demonstrates legal and programmatic compliance by:

- Receiving a completed copy of TPAPN's annual performance and legal audit performed by Penny Burt, J.D. Ms. Burt's audit report was provided directly to the BON.

IS THE PROGRAM FISCALLY RESPONSIBLE?

TPAPN demonstrates fiscal responsibility by:

- Maintaining positive net income through the end of TPAPN's FY June, 2007. As of the end of August TPAPN was \$78,000 in deficit primarily due to the difference in TPAPN's and the BON's fiscal year. *Balance statements* and *income statements* for June, July and August 2007 are included as **Attachment A**, 9 pages total.
- TPAPN's revised, approved budget for FY '08 (July 1, 2007 – June 30, 2008) as **Attachment B**, 2 pages. The revision was primarily done to accommodate personnel and operating expenses and related program income forecasted for the Extended Evaluation Program of Texas or EEP.

IS THE PROGRAM WELL-MANAGED?

TPAPN demonstrates that it is well-managed by:

- Evaluating case management/drug testing software program and services developed by Affinity Online Services, Inc.
- Holding its staff retreat July 5 and 6 to work on TPAPN's Participant Handbook, program forms and Case Manager Assistant data entry and related guidelines.
- Continuing discussions and planning for a pilot a telecoaching group as a support for participants.
- Obtaining approval for TPAPN's FY 2008 strategic plan from the Texas Nurses Foundation Board of Directors, **Attachment C**.
- Promoting Leanne Malone, LVN, RN, LCDC, to Case Manager Coordinator position.
- Attending the BON's Licensure, Eligibility & Disciplinary Rules & Policies Task Force meeting July 13.
- Attending the BON's BOD meeting on July 19.
- Hiring Shirley Baugh, RN, as part-time volunteer coordinator to help contact and match advocates with participants.
- Continuing planning for TPAPN's fall Advocate/Faculty Liaison Workshop and 20th Anniversary Gala, to be held this November 2- 3.
- Working with the NOAP Executive Committee to finalize plans for its fall 2007 conference (October 9 – 11) to be held in conjunction with the International Nurses Society on Addictions' conference in Arlington, VA (October 11 – 13).
- 3 case managers attended the Austin Institute on Alcohol & Drug Abuse: July 3 – August 3.
- Piloting weekly third-party review meetings with BON Investigations Dept. in anticipation of new referral policy effective September 1, 2007.
- Obtaining approval from both the BON BOD and TNF BOD for implementation of the EEP along with developing guidelines and forms for the program in consultation with the BON.
- Holding a regularly scheduled business meeting of the TPAPN Advisory Committee on July 10.
- Consulting with Texas Association Addictions Professionals members regarding development of their peer assistance program approved by the 2007 legislature.
- Holding regularly scheduled staff meetings with invited treatment providers to present information on their programs including: Texas Star Recovery Program, Austin, La Hacienda/Solutions, College Station and Presbyterian Medical Center, Dallas.
- Hiring Jerry Thompson, LCDC, as Case Manager for the Extended Evaluation Program.

WHAT REQUESTS OF THE BON DOES TPAPN HAVE?

TPAPN has no requests of the BON at this time.

Texas Peer Assistance Program for Nurses

OVERVIEW

TPAPN operates under the Texas Nurses Foundation as an alternative to discipline for licensed RNs and LVNs of Texas whose nursing practice may be impaired due to chemical dependency or certain mental illnesses. TPAPN began operations on March 1, 1987 as approved peer assistance under Chapter 467 of the Texas Health and Safety Code.

As an alternative program that satisfies mandatory reporting requirements of Texas nurses, TPAPN has been able to save more than 2,500 nurses and return them to safe practice. TPAPN provides 24 hours a day, 7 days a week, confidential assistance services for nurses who otherwise may not have sought or been given assistance.

Nurses participating in TPAPN must obtain appropriate assessment, treatment, random drug screening and abide by practice restrictions and other terms of participation to ensure their continued good recovery. While participation in TPAPN is voluntary, a nurse who refuses to participate or who is dismissed from the program will be referred to the appropriate licensing board for disposition per TPAPN's policies. Through advocacy, education, opportunity and monitoring, TPAPN protects the public and helps to reclaim the careers and lives of Texas' nurses.

MISSION:

- 1) Offer nurses life-renewing opportunities for recovery from chemical dependency and mental illness;
- 2) Integrate nurses back into the profession;
- 3) Protect the public; and
- 4) Promote professional accountability.

TNF - TPAPN
BALANCE SHEET
JUNE 30, 2007

Attachment A

ASSETS

CASH & CASH EQUIVALENTS			
11100	WELLS FARGO 3856-OPERATING	\$	126,015.11
11300	S/W SECURITIES-GOV'T FUND		119,000.71
			<hr/>
	TOTAL CASH & CASH EQUIVALENTS		245,015.82
INVESTMENTS			
11700	S/W SECURITIES-C D		234,901.06
			<hr/>
	TOTAL INVESTMENTS		234,901.06
ACCOUNTS RECEIVABLES			
13100	A/R -TNA		1,319.00
13200	A/R OTHERS		7,519.80
			<hr/>
	TOTAL ACCOUNTS RECEIVABLE		8,838.80
PREPAIDS			
			<hr/>
	TOTAL PREPAIDS		0.00
			<hr/>
	TOTAL CURRENT ASSETS		488,755.68
PROPERTY AND EQUIPMENT			
15000	FURNITURE & EQUIPMENT		90,078.85
15100	ACCUMULATED DEPRECIATION		(90,078.85)
			<hr/>
	TOTAL PROPERTY AND EQUIPMENT		0.00
			<hr/>
	TOTAL ASSETS	\$	<u><u>488,755.68</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
20800	A/P-TNA	\$	3,198.99
20900	A/P-MONTH END		17,870.65
21500	ACCRUED EXPENSES		25,352.00
21600	VOIDED CHECKS		405.17
21900	BNE - DEFERRED INCOME		9,079.00
			<hr/>
	TOTAL CURRENT LIABILITIES		55,905.81
NET ASSETS			
29400	BOD DESIGNATED:LEGAL/INS		40,000.00
30200	WIND-DOWN:AVAILABLE		216,000.00
30400	RELEASED FR LEGAL		58,278.50
30500	UNDESIGNATED		84,719.32
	NET INCOME OF <LOSS> TO DATE		33,852.05
			<hr/>
	TOTAL NET ASSETS		432,849.87
			<hr/>
	TOTAL LIABILITIES & NET ASSETS	\$	<u><u>488,755.68</u></u>

UNAUDITED

TNF - TPAPN
Income Statement
For the Twelve Months Ending June 30, 2007

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Income					
40200 BOARD OF NURSE EXAMI	\$ 22,747.00	\$ 52,083.37	\$ 625,000.00	\$ 625,000.00	0.00
40600 INTEREST	508.24	583.33	11,335.95	7,000.00	4,335.95
40700 DONATIONS	0.00	41.63	0.00	500.00	(500.00)
40900 VERIFICATIONS	0.00	50.00	630.00	600.00	30.00
41000 SPONSORS	0.00	416.67	4,250.00	5,000.00	(750.00)
41100 NCPS, INC. - SPONSORS	0.00	291.67	3,700.00	3,500.00	200.00
41200 PARTIC FEE:RN-BD ORDE	3,350.00	3,083.33	49,550.00	37,000.00	12,550.00
41300 PARTIC FEE:RN/LVN CD	10,923.00	8,333.33	123,244.00	100,000.00	23,244.00
41400 PARTIC FEE:RN-MI	345.00	316.67	5,320.00	3,800.00	1,520.00
41500 PARTIC FEE:LVN-BD ORD	1,750.00	1,333.33	19,950.00	16,000.00	3,950.00
41700 PARTIC FEE:LVN-MI	100.00	50.00	2,000.00	600.00	1,400.00
42500 EMPLOYER W/S-INCOME	0.00	166.67	987.97	2,000.00	(1,012.03)
42900 EXHIBITS	0.00	25.00	0.00	300.00	(300.00)
43200 CARE VIDEO	0.00	5.00	75.00	60.00	15.00
43400 INFORMATION MATERIAL	0.00	4.17	65.00	50.00	15.00
43500 EMPLOYER INSERVICE	180.00	12.50	410.00	150.00	260.00
Total Income	39,903.24	66,796.67	846,517.92	801,560.00	44,957.92
Expenses					
50500 COMPENSATION	34,054.66	37,861.92	424,368.53	454,343.00	(29,974.47)
50600 ACCRUED VACATION	2,702.00	0.00	2,702.00	0.00	2,702.00
50800 HLTH/LIFE INSURANCE	6,232.55	3,000.00	41,367.85	36,000.00	5,367.85
50900 W C INSURANCE	0.00	208.37	1,621.00	2,500.00	(879.00)
51000 DENTAL EXP	0.00	291.63	2,087.00	3,500.00	(1,413.00)
51500 PAYROLL TAXES	2,780.74	3,655.83	34,582.09	43,870.00	(9,287.91)
51700 401K	1,617.14	2,125.00	21,841.38	25,500.00	(3,658.62)
51900 TEMPS/AGENCIES	3,284.10	0.00	35,225.66	0.00	35,225.66
52000 PROFESSIONAL DEVELOP	0.00	333.33	4,230.00	4,000.00	230.00
52400 STAFF MEETING	1,105.00	0.00	1,225.02	0.00	1,225.02
52500 STAFF TRAV/EXP	363.07	208.33	5,868.25	2,500.00	3,368.25
Total	52,139.26	47,684.41	575,118.78	572,213.00	2,905.78
54500 LEGAL CONSULTANTS	0.00	416.67	7,128.55	5,000.00	2,128.55
54700 RESEARCH CONSULTANT	0.00	250.00	2,500.00	3,000.00	(500.00)
54800 DATABASE UPGRADE	2,424.00	166.63	2,424.00	2,000.00	424.00
Total	2,424.00	833.30	12,052.55	10,000.00	2,052.55
56000 OFFICE SPACE	4,356.00	4,356.25	52,272.00	52,275.00	(3.00)
56200 REIMB FOR STAFF TIME	5,500.00	3,675.00	44,000.00	44,100.00	(100.00)
56400 FINANCIAL AUDIT	0.00	250.00	2,000.00	3,000.00	(1,000.00)
56600 BNE PERFORMANCE AUD	0.00	166.63	2,000.00	2,000.00	0.00
56700 MATERIALS-OTH GROUPS	0.00	8.37	0.00	100.00	(100.00)
56800 TELEPHONE	1,500.02	1,250.00	12,475.06	15,000.00	(2,524.94)
56900 EQUIP LEASE	301.00	333.33	3,612.00	4,000.00	(388.00)
57000 POSTAGE	562.99	583.37	7,113.60	7,000.00	113.60
57100 SHIPPING/DELIVERY/	101.13	25.00	172.93	300.00	(127.07)
57200 DUPLICATING	(1,102.08)	500.00	3,956.74	6,000.00	(2,043.26)
57300 BANK CHARGES	0.00	16.63	88.00	200.00	(112.00)
57400 SUPPLIES	102.26	416.63	2,762.99	5,000.00	(2,237.01)
57500 EQUIP/FURNITURE	11,770.47	333.37	15,281.56	4,000.00	11,281.56
57600 DEPRECIATION	0.00	41.63	0.00	500.00	(500.00)
57700 INFORMATION TECHNLO	1,403.98	500.00	5,594.63	6,000.00	(405.37)
57800 EQUIP MAINTENANCE	0.00	41.63	42.51	500.00	(457.49)

Unaudited

TNF - TPAPN
Income Statement
For the Twelve Months Ending June 30, 2007

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
58000 MISCELLANEOUS	31.00	41.63	824.27	500.00	324.27
58100 INSUR/LEGAL DEFENSE F	0.00	375.00	4,382.00	4,500.00	(118.00)
58600 RESOURCE LIBRARY	17.45	41.63	346.39	500.00	(153.61)
59600 COMMITTEES & BOARDS	211.00	250.00	2,323.62	3,000.00	(676.38)
Total	24,755.22	13,206.10	159,248.30	158,475.00	773.30
60200 ADVOCATES EXPENSES	25.87	41.67	259.06	500.00	(240.94)
60400 ADVOCATES TRAINING	0.00	20.87	0.00	250.00	(250.00)
60600 FALL W/S - ADVOCATES	0.00	583.33	7,655.54	7,000.00	655.54
61000 SPRING W/S - ADVOCATE	156.29	750.00	8,123.34	9,000.00	(876.66)
Total	182.16	1,395.87	16,037.94	16,750.00	(712.06)
62200 WEBCENTRIC	3,403.20	2,766.67	38,372.80	33,200.00	5,172.80
62300 CASE MANAGERS TRAVE	0.00	20.87	215.52	250.00	(34.48)
62400 PROGRAM MATERIALS	398.25	291.67	5,553.81	3,500.00	2,053.81
Total	3,801.45	3,079.21	44,142.13	36,950.00	7,192.13
63500 EMPLOYER INSERVICE	200.34	20.83	280.83	250.00	30.83
63800 EMPLOYER WORKSHOPS	0.00	125.00	644.02	1,500.00	(855.98)
64700 NRSNG SCHOOLS WORKSH	0.00	83.33	0.00	1,000.00	(1,000.00)
64900 NRSNG SCHOOLS-EDUC M	789.55	41.67	789.55	500.00	289.55
Total	989.89	270.83	1,714.40	3,250.00	(1,535.60)
68400 EDUC-MATERIALS/BROC	582.25	250.00	2,416.16	3,000.00	(583.84)
68500 ED-VIDEOS-PRDCN & RE	0.00	33.33	0.00	400.00	(400.00)
68600 EDUC-NEWSLETTER	1,285.61	41.67	1,285.61	500.00	785.61
68800 EDUC-EXHIBIT	400.00	41.67	650.00	500.00	150.00
Total	2,267.86	366.67	4,351.77	4,400.00	(48.23)
Total Expenses	86,559.84	66,836.39	812,665.87	802,038.00	10,627.87
Net Income or Loss	\$ (46,656.60)	\$ (39.72)	\$ 33,852.05	\$ (478.00)	34,330.05

Unaudited

TNF - TPAPN
BALANCE SHEET
JULY 31, 2007

ASSETS

CASH & CASH EQUIVALENTS			
11100	WELLS FARGO 3856-OPERATING	\$	75,739.42
11300	S/W SECURITIES-GOV'T FUND		<u>261,569.59</u>
	TOTAL CASH & CASH EQUIVALENTS		337,309.01
INVESTMENTS			
11700	S/W SECURITIES-C D		<u>94,965.61</u>
	TOTAL INVESTMENTS		94,965.61
ACCOUNTS RECEIVABLES			
13200	A/R OTHERS		<u>7,250.50</u>
	TOTAL ACCOUNTS RECEIVABLE		7,250.50
PREPAIDS			
	TOTAL PREPAIDS		<u>0.00</u>
	TOTAL CURRENT ASSETS		<u>439,525.12</u>
PROPERTY AND EQUIPMENT			
15000	FURNITURE & EQUIPMENT		90,078.85
15100	ACCUMULATED DEPRECIATION		<u>(90,078.85)</u>
	TOTAL PROPERTY AND EQUIPMENT		0.00
	TOTAL ASSETS	\$	<u><u>439,525.12</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
20800	A/P-TNA	\$	13,848.98
20900	A/P-MONTH END		1,200.00
21500	ACCRUED EXPENSES		31,561.00
21600	VOIDED CHECKS		<u>405.17</u>
	TOTAL CURRENT LIABILITIES		47,015.15
NET ASSETS			
29400	BOD DESIGNATED:LEGAL/INS		40,000.00
30200	WIND-DOWN:AVAILABLE		216,000.00
30400	RELEASED FR LEGAL		58,278.50
30500	UNDESIGNATED		118,571.37
	NET INCOME OF <LOSS> TO DATE		<u>(40,339.90)</u>
	TOTAL NET ASSETS		<u>392,509.97</u>
	TOTAL LIABILITIES & NET ASSETS	\$	<u><u>439,525.12</u></u>

UNAUDITED

TNF - TPAPN
Income Statement
For the One Month Ending July 31, 2007

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Income					
40200 BOARD OF NURSE EXAMI	\$ 9,079.00	\$ 52,083.37	\$ 9,079.00	\$ 52,083.37	(43,004.37)
40600 INTEREST	2,633.43	750.00	2,633.43	750.00	1,883.43
40700 DONATIONS	0.00	41.63	0.00	41.63	(41.63)
40900 VERIFICATIONS	0.00	50.00	0.00	50.00	(50.00)
41000 SPONSORS	0.00	250.00	0.00	250.00	(250.00)
41100 NCPS, INC. - SPONSORS	0.00	250.00	0.00	250.00	(250.00)
41200 PARTIC FEE:RN-BD ORDE	3,500.00	4,166.63	3,500.00	4,166.63	(666.63)
41300 PARTIC FEE:RN/LVN CD	10,065.00	11,250.00	10,065.00	11,250.00	(1,185.00)
41400 PARTIC FEE:RN-MI	200.00	416.63	200.00	416.63	(216.63)
41500 PARTIC FEE:LVN-BD ORD	350.00	1,583.37	350.00	1,583.37	(1,233.37)
41700 PARTIC FEE:LVN-MI	0.00	125.00	0.00	125.00	(125.00)
41800 EXTEND EVAL PARTIC FE	0.00	1,348.50	0.00	1,348.50	(1,348.50)
41900 EXTEND EVAL PROG FEE	0.00	3,020.87	0.00	3,020.87	(3,020.87)
42500 EMPLOYER W/S-INCOME	1,529.30	125.00	1,529.30	125.00	1,404.30
42900 EXHIBITS	0.00	166.63	0.00	166.63	(166.63)
43400 INFORMATION MATERIAL	0.00	4.13	0.00	4.13	(4.13)
43500 EMPLOYER INSERVICE	0.00	20.87	0.00	20.87	(20.87)
Total Income	27,356.73	75,652.63	27,356.73	75,652.63	(48,295.90)
Expenses					
50500 COMPENSATION	42,303.22	45,781.63	42,303.22	45,781.63	(3,478.41)
50800 HLTH/LIFE INSURANCE	5,146.92	4,166.63	5,146.92	4,166.63	980.29
50900 W C INSURANCE	0.00	250.00	0.00	250.00	(250.00)
51000 DENTAL EXP	534.00	500.00	534.00	500.00	34.00
51500 PAYROLL TAXES	3,951.31	3,479.13	3,951.31	3,479.13	472.18
51700 401K	1,761.31	2,750.00	1,761.31	2,750.00	(988.69)
52000 PROFESSIONAL DEVELOP	0.00	429.17	0.00	429.17	(429.17)
52400 STAFF MEETING	16.91	0.00	16.91	0.00	16.91
52500 STAFF TRAV/EXP	0.00	275.00	0.00	275.00	(275.00)
Total	53,713.67	57,631.56	53,713.67	57,631.56	(3,917.89)
54500 LEGAL CONSULTANTS	0.00	250.00	0.00	250.00	(250.00)
Total	0.00	250.00	0.00	250.00	(250.00)
55000 IMAGE CONSULTANT	0.00	416.63	0.00	416.63	(416.63)
56000 OFFICE SPACE	4,356.00	4,689.62	4,356.00	4,689.62	(333.62)
56200 REIMB FOR STAFF TIME	3,500.00	3,972.92	3,500.00	3,972.92	(472.92)
56400 FINANCIAL AUDIT	0.00	250.00	0.00	250.00	(250.00)
56600 BNE PERFORMANCE AUD	0.00	250.00	0.00	250.00	(250.00)
56700 MATERIALS-OTH GROUPS	0.00	8.37	0.00	8.37	(8.37)
56800 TELEPHONE	1,188.47	1,166.63	1,188.47	1,166.63	21.84
56900 EQUIP LEASE	301.00	375.00	301.00	375.00	(74.00)
57000 POSTAGE	562.99	750.00	562.99	750.00	(187.01)
57100 SHIPPING/DELIVERY/	11.52	25.00	11.52	25.00	(13.48)
57200 DUPLICATING	143.52	583.37	143.52	583.37	(439.85)
57300 BANK CHARGES	35.00	16.63	35.00	16.63	18.37
57400 SUPPLIES	341.55	416.63	341.55	416.63	(75.08)
57500 EQUIP/FURNITURE	169.14	291.63	169.14	291.63	(122.49)
57600 DEPRECIATION	0.00	41.63	0.00	41.63	(41.63)
57700 INFORMATION TECHNLO	170.00	583.37	170.00	583.37	(413.37)
57800 EQUIP MAINTENANCE	0.00	41.63	0.00	41.63	(41.63)
58000 MISCELLANEOUS	40.27	66.63	40.27	66.63	(26.36)
58100 INSUR/LEGAL DEFENSE F	0.00	416.63	0.00	416.63	(416.63)

Unaudited

TNF - TPAPN
Income Statement
For the One Month Ending July 31, 2007

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
58600 RESOURCE LIBRARY	0.00	41.63	0.00	41.63	(41.63)
59600 COMMITTEES & BOARDS	0.00	250.00	0.00	250.00	(250.00)
Total	10,819.46	14,653.95	10,819.46	14,653.95	(3,834.49)
60200 ADVOCATES EXPENSES	24.30	25.00	24.30	25.00	(0.70)
60400 ADVOCATES TRAINING	0.00	20.87	0.00	20.87	(20.87)
60600 FALL W/S - ADVOCATES	0.00	1,166.63	0.00	1,166.63	(1,166.63)
61000 SPRING W/S - ADVOCATE	0.00	750.00	0.00	750.00	(750.00)
Total	24.30	1,962.50	24.30	1,962.50	(1,938.20)
61200 WEB CONFERENCING	0.00	1,000.00	0.00	1,000.00	(1,000.00)
62100 EEP WEBCETRIC	0.00	696.00	0.00	696.00	(696.00)
62200 WEBCENTRIC	3,139.20	3,250.00	3,139.20	3,250.00	(110.80)
62400 PROGRAM MATERIALS	0.00	416.63	0.00	416.63	(416.63)
Total	3,139.20	5,362.63	3,139.20	5,362.63	(2,223.43)
63500 EMPLOYER INSERVICE	0.00	20.87	0.00	20.87	(20.87)
63800 EMPLOYER WORKSHOPS	0.00	125.00	0.00	125.00	(125.00)
64700 NRSNG SCHOOLS WORKSH	0.00	83.37	0.00	83.37	(83.37)
64900 NRSNG SCHOOLS-EDUC M	0.00	41.63	0.00	41.63	(41.63)
Total	0.00	270.87	0.00	270.87	(270.87)
68400 EDUC-MATERIALS/BROC	0.00	333.37	0.00	333.37	(333.37)
68500 ED-VIDEOS-PRDCN & RE	0.00	25.00	0.00	25.00	(25.00)
68600 EDUC-NEWSLETTER	0.00	41.63	0.00	41.63	(41.63)
68700 ED PROD-RESEARCH-RES	0.00	41.63	0.00	41.63	(41.63)
68800 EDUC-EXHIBIT	0.00	41.63	0.00	41.63	(41.63)
Total	0.00	483.26	0.00	483.26	(483.26)
Total Expenses	67,696.63	80,614.77	67,696.63	80,614.77	(12,918.14)
Net Income or Loss	\$ (40,339.90)	\$ (4,962.14)	\$ (40,339.90)	\$ (4,962.14)	(35,377.76)

TNF - TPAPN
BALANCE SHEET
AUGUST 31, 2007

ASSETS

CASH & CASH EQUIVALENTS			
11100	WELLS FARGO 3856-OPERATING	\$	119,907.76
11300	S/W SECURITIES-GOV'T FUND		<u>163,543.36</u>
	TOTAL CASH & CASH EQUIVALENTS		283,451.12
INVESTMENTS			
11700	S/W SECURITIES-C D		<u>94,839.36</u>
	TOTAL INVESTMENTS		94,839.36
ACCOUNTS RECEIVABLES			
13200	A/R OTHERS		<u>7,662.10</u>
	TOTAL ACCOUNTS RECEIVABLE		7,662.10
PREPAIDS			
	TOTAL PREPAIDS		<u>0.00</u>
	TOTAL CURRENT ASSETS		<u>385,952.58</u>
PROPERTY AND EQUIPMENT			
15000	FURNITURE & EQUIPMENT		90,078.85
15100	ACCUMULATED DEPRECIATION		<u>(90,078.85)</u>
	TOTAL PROPERTY AND EQUIPMENT		0.00
	TOTAL ASSETS	\$	<u><u>385,952.58</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
20800	A/P-TNA	\$	209.52
20900	A/P-MONTH END		1,200.00
21500	ACCRUED EXPENSES		39,299.00
21600	VOIDED CHECKS		<u>405.17</u>
	TOTAL CURRENT LIABILITIES		41,113.69
NET ASSETS			
29400	BOD DESIGNATED:LEGAL/INS		40,000.00
30200	WIND-DOWN:AVAILABLE		216,000.00
30400	RELEASED FR LEGAL		58,278.50
30500	UNDESIGNATED		118,571.37
	NET INCOME OF <LOSS> TO DATE		<u>(88,010.98)</u>
	TOTAL NET ASSETS		<u>344,838.89</u>
	TOTAL LIABILITIES & NET ASSETS	\$	<u><u>385,952.58</u></u>

TNF - TPAPN
Income Statement
For the Two Months Ending August 31, 2007

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Income					
40200 BOARD OF NURSE EXAMI	\$ 0.00	\$ 52,083.33	\$ 9,079.00	\$ 104,166.70	(95,087.70)
40600 INTEREST	1,847.52	750.00	4,480.95	1,500.00	2,980.95
40700 DONATIONS	0.00	41.67	0.00	83.30	(83.30)
40900 VERIFICATIONS	0.00	50.00	0.00	100.00	(100.00)
41000 SPONSORS	300.00	250.00	300.00	500.00	(200.00)
41100 NCPS, INC. - SPONSORS	0.00	250.00	0.00	500.00	(500.00)
41200 PARTIC FEE:RN-BD ORDE	8,150.00	4,166.67	11,650.00	8,333.30	3,316.70
41300 PARTIC FEE:RN/LVN CD	10,659.00	11,250.00	20,724.00	22,500.00	(1,776.00)
41400 PARTIC FEE:RN-MI	900.00	416.67	1,100.00	833.30	266.70
41500 PARTIC FEE:LVN-BD ORD	1,050.00	1,583.33	1,400.00	3,166.70	(1,766.70)
41700 PARTIC FEE:LVN-MI	300.00	125.00	300.00	250.00	50.00
41800 EXTEND EVAL PARTIC FE	0.00	1,348.50	0.00	2,697.00	(2,697.00)
41900 EXTEND EVAL PROG FEE	0.00	3,020.83	0.00	6,041.70	(6,041.70)
42500 EMPLOYER W/S-INCOME	0.00	125.00	1,529.30	250.00	1,279.30
42900 EXHIBITS	0.00	166.67	0.00	333.30	(333.30)
43400 INFORMATION MATERIAL	0.00	4.17	0.00	8.30	(8.30)
43500 EMPLOYER INSERVICE	0.00	20.83	0.00	41.70	(41.70)
	<u>23,206.52</u>	<u>75,652.67</u>	<u>50,563.25</u>	<u>151,305.30</u>	<u>(100,742.05)</u>
Total Income					
Expenses					
50500 COMPENSATION	45,553.53	45,781.67	87,856.75	91,563.30	(3,706.55)
50800 HLTH/LIFE INSURANCE	5,148.00	4,166.67	10,294.92	8,333.30	1,961.62
50900 W C INSURANCE	0.00	250.00	0.00	500.00	(500.00)
51000 DENTAL EXP	180.00	500.00	714.00	1,000.00	(286.00)
51500 PAYROLL TAXES	4,174.43	3,479.17	8,125.74	6,958.30	1,167.44
51700 401K	1,810.04	2,750.00	3,571.35	5,500.00	(1,928.65)
51900 TEMPS/AGENCIES	47.06	0.00	47.06	0.00	47.06
52000 PROFESSIONAL DEVELOP	170.00	429.13	170.00	858.30	(688.30)
52400 STAFF MEETING	0.00	0.00	16.91	0.00	16.91
52500 STAFF TRAV/EXP	5.00	275.00	5.00	550.00	(545.00)
	<u>57,088.06</u>	<u>57,631.64</u>	<u>110,801.73</u>	<u>115,263.20</u>	<u>(4,461.47)</u>
Total					
54500 LEGAL CONSULTANTS	0.00	250.00	0.00	500.00	(500.00)
	<u>0.00</u>	<u>250.00</u>	<u>0.00</u>	<u>500.00</u>	<u>(500.00)</u>
Total					
55000 IMAGE CONSULTANT	0.00	416.67	0.00	833.30	(833.30)
56000 OFFICE SPACE	4,356.00	4,689.58	8,712.00	9,379.20	(667.20)
56200 REIMB FOR STAFF TIME	3,500.00	3,972.92	7,000.00	7,945.84	(945.84)
56400 FINANCIAL AUDIT	0.00	250.00	0.00	500.00	(500.00)
56600 BNE PERFORMANCE AUD	0.00	250.00	0.00	500.00	(500.00)
56700 MATERIALS-OTH GROUPS	0.00	8.33	0.00	16.70	(16.70)
56800 TELEPHONE	1,192.94	1,166.67	2,381.41	2,333.30	48.11
56900 EQUIP LEASE	301.00	375.00	602.00	750.00	(148.00)
57000 POSTAGE	599.31	750.00	1,162.30	1,500.00	(337.70)
57100 SHIPPING/DELIVERY/	0.00	25.00	11.52	50.00	(38.48)
57200 DUPLICATING	220.74	583.33	364.26	1,166.70	(802.44)
57300 BANK CHARGES	0.00	16.67	35.00	33.30	1.70
57400 SUPPLIES	6.44	416.67	347.99	833.30	(485.31)
57500 EQUIP/FURNITURE	0.00	291.67	169.14	583.30	(414.16)
57600 DEPRECIATION	0.00	41.67	0.00	83.30	(83.30)
57700 INFORMATION TECHNLO	170.00	583.33	340.00	1,166.70	(826.70)
57800 EQUIP MAINTENANCE	0.00	41.67	0.00	83.30	(83.30)
58000 MISCELLANEOUS	45.17	66.67	85.44	133.30	(47.86)

Unaudited

TNF - TPAPN
Income Statement
For the Two Months Ending August 31, 2007

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
58100 INSUR/LEGAL DEFENSE F	0.00	416.67	0.00	833.30	(833.30)
58600 RESOURCE LIBRARY	0.00	41.67	0.00	83.30	(83.30)
59600 COMMITTEES & BOARDS	0.00	250.00	0.00	500.00	(500.00)
Total	10,391.60	14,654.19	21,211.06	29,308.14	(8,097.08)
60200 ADVOCATES EXPENSES	76.34	25.00	100.64	50.00	50.64
60400 ADVOCATES TRAINING	0.00	20.83	0.00	41.70	(41.70)
60600 FALL W/S - ADVOCATES	0.00	1,166.67	0.00	2,333.30	(2,333.30)
61000 SPRING W/S - ADVOCATE	0.00	750.00	0.00	1,500.00	(1,500.00)
Total	76.34	1,962.50	100.64	3,925.00	(3,824.36)
61200 WEB CONFERENCING	0.00	1,000.00	0.00	2,000.00	(2,000.00)
62100 EEP WEBCETRIC	0.00	696.00	0.00	1,392.00	(1,392.00)
62200 WEBCENTRIC	3,321.60	3,250.00	6,460.80	6,500.00	(39.20)
62400 PROGRAM MATERIALS	0.00	416.67	0.00	833.30	(833.30)
Total	3,321.60	5,362.67	6,460.80	10,725.30	(4,264.50)
63500 EMPLOYER INSERVICE	0.00	20.83	0.00	41.70	(41.70)
63800 EMPLOYER WORKSHOPS	0.00	125.00	0.00	250.00	(250.00)
64700 NRSB SCHOOLS WORKSH	0.00	83.33	0.00	166.70	(166.70)
64900 NRSB SCHOOLS-EDUC M	0.00	41.67	0.00	83.30	(83.30)
Total	0.00	270.83	0.00	541.70	(541.70)
68400 EDUC-MATERIALS/BROC	0.00	333.33	0.00	666.70	(666.70)
68500 ED-VIDEOS-PRDCN & RE	0.00	25.00	0.00	50.00	(50.00)
68600 EDUC-NEWSLETTER	0.00	41.67	0.00	83.30	(83.30)
68700 ED PROD-RESEARCH-RES	0.00	41.67	0.00	83.30	(83.30)
68800 EDUC-EXHIBIT	0.00	41.67	0.00	83.30	(83.30)
Total	0.00	483.34	0.00	966.60	(966.60)
Total Expenses	70,877.60	80,615.17	138,574.23	161,229.94	(22,655.71)
Net Income or Loss	\$ (47,671.08)	\$ (4,962.50)	\$ (88,010.98)	\$ (9,924.64)	(78,086.34)

Unaudited

TEXAS NURSES FOUNDATION
TPAPN FY 2008 BUDGET
Fiscal Year: July - June

Approved 7/07 Revised 9/07
2007 - 08 2007 - 08

Attachment B

INCOME - Boards/Contract

402	BNE - RNs/LVNs	625,000	625,000
	TOTAL	625,000	625,000

INCOME - Other

406	Interest	7,000	9,000
407	Donations	500	500
409	Employment verifications	600	600
410	Sponsors	5,000	5,000
411	NCPS, Inc. educational sponsorships	3,500	3,000
412	RN Board Order Participant fee (est. @ \$500 per RN "order")	37,000	48,000
413	RN/LVN CD/Dual Participant fee (est. @ \$12.45/mo/participant x 12)	100,000	120,000
414	RN MI Participant fee (est. @ \$200/yr./participant)	3,800	4,500
415	LVN Board Order fee (est. @ \$350 per LVN "order")	16,000	18,000
417	LVN MI Participant fee (est. @ \$200/yr./participant)	600	1,500
425	Employer W/S	2,000	2,000
429	Exhibits	300	2,000
432	Care Video	60	0
434	Information material	50	50
435	Employer inservice	150	250
	TOTAL	176,560	214,400
	TOTAL INCOME	801,560	839,400

ADMINISTRATIVE EXPENSES

	<u>Personnel</u>		
505	Compensation	454,343	514,380
515	Fringe (25% - PR tax, Health/Life Ins., 401 K, Workers Comp.)	111,370	125,000
520	Professional Development (CE, Professional memberships & NOAP)	4,000	5,000
525	Travel	2,500	3,000
	TOTAL	572,213	647,380

	<u>Consultants</u>		
545	Legal Consultation (Legal Action Center/HIPAA)	5,000	3,000
547	Research Consultant	3,000	0
548	Database Upgrades	2,000	0
	TOTAL	10,000	3,000

	<u>Operating Expenses</u>		
560	Office Space	52,275	56,275
562	Administration/Legal/Financial	44,100	44,100
564	Financial Audit	3,000	3,000
566	BNE Performance Audit	2,000	2,500
567	Materials - Other Groups	100	100
568	Telephone	15,000	13,000
569	Equipment Lease	4,000	4,500
570	Postage	7,000	8,000
571	Shipping/Delivery	300	300
572	Duplicating	6,000	7,000
573	Bank Charges	200	200
574	Supplies	5,000	5,000
575	Equipment/Furniture	4,000	3,000
576	Depreciation	500	500
577	Information Technology	6,000	6,000
578	Equipment Maintenance	500	500
580	Miscellaneous	500	500
581	Insurance/Liability	4,500	5,000
586	Resource Library	500	500
	TOTAL	155,475	159,975

ADMINISTRATIVE EXPENSES - continued

07-08 Approved 07-08 Revised

596	<u>Committee & Board Meetings</u>	3,000	3,000
	TPAPN Advisory Committee		
	Advocate Advisory Committee		
	Subcommittees/Task Forces		
	TNF Board		
	Licensing Boards		
	TOTAL	3,000	
	TOTAL ADMINISTRATIVE EXPENSES	740,688	810,355

PARTICIPANT'S (DIRECT) EXPENSES

	<u>Advocates</u>		
602	Advocate Expenses (travel/phone/duplicating/postage)	500	300
604	Informal Advocate Training	250	250
606	Fall Workshop (2 day)	7,000	14,000
610	Spring Workshop (2 day)	9,000	9,000
	TOTAL	16,750	23,550

	<u>Pilot tele-coaching group</u>		
612	Web conferencing fees	0	6,000
	TOTAL	0	6,000

	<u>Case Management</u>		
622	Webcentric fee (est. @ \$4.80/mo/participant x 12)	33,200	35,000
623	Case Manager Travel	250	0
624	Program Materials	3,500	4,000
	TOTAL	36,950	39,000
	TOTAL PARTICIPANTS' (DIRECT) EXPENSES	53,700	68,550

EDUCATION

	<u>Employers</u>		
635	Inservice (by TPAPN Staff/Advocates)	250	250
638	Employer Workshops (Six formal/year)	1,500	1,500
	TOTAL	1,750	1,750

	<u>Nursing Schools</u>		
647	Workshops	1,000	1,000
649	Educational Materials	500	500
	TOTAL	1,500	1,500

	<u>Educational Products</u>		
684	Educational Materials/Brochures	3,000	4,000
685	Videos Purchase/Production/Re-order)	400	300
686	Newsletter	500	500
687	Research Outcomes/Publication	0	0
688	Exhibit Fees	500	500
	TOTAL	4,400	5,300
	TOTAL EDUCATIONAL EXPENSES	7,650	8,550

	TOTAL EXPENSE	802,038	887,455
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	INCREASE/(DECREASE) TO NET ASSETS	(478)	(48,055)
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Strategic Plan - 2008
Texas Peer Assistance Program for Nurses

Prepared for
Clair Jordan
&
The Texas Nurses Foundation
Board of Directors

July 5, 2007

INTRODUCTION

This strategic planning report covers the following three areas:

1. Synopsis of TPAPN's most significant successes and setbacks during FY '07;
2. Major goals for FY '08 and significant actions required for goal attainment; and
3. Requests of the Foundation.

I. '07 Successes and Setbacks

A. Successes

1. Attaining stability of support staff with the hiring of two new employees who are committed to quality and efficiency of work.
2. Successful transition from primarily 1:1 case manager assistant to case manager staffing mix to a case manager assistant staff pool for all case managers – led by senior CMA promoted to CMA II
3. Successful transition of PRN case manager to FT (32 hrs).
4. Successful hire of an RN into case management position following departure of long-time (7 yrs) employee/case manager coordinator
5. Successful hire of short-term temporary, agency staff in addressing continuing education files and digital archiving filing and audit
6. Managing positively RE: inconsistencies of cases referred to TPAPN by BNE, along with changes in BNE investigative staff
7. Completion of the majority of FAQ material for the Employer Liability Task Force.
8. Initiating risk management review.
9. Greater income realized from program fees, approximately \$39,000 greater than budgeted as of the end of May, 2007 and a total positive income variance close to \$70,000 by the end of May.

B. Setbacks

1. Passage of “Sunset Legislation” requiring nurses with actual or suspected practice violation to be reported to the BNE that will cause TPAPN to serve as diversionary program for licensing board.
2. Major turnover of support staff during most of the first half of FY '07.
3. Contending with a significantly greater active case load over a brief amount of time: An increase of 100 or 15% in one year!
4. Disappointment that reduced, i.e., manageable, caseloads with hire of 5th case manager were fleeting phenomenon due to ever increasing numbers.
5. Legislative resistance to maintaining direct referrals to TPAPN made the need for a comparative survey of alternative to discipline programs a moot point.

II. Major goals and actions for FY '08

A. Promote retention of TPAPN personnel

1. Increase support staff's involvement in appropriate decision-making
2. Improve recognition of good work efforts
3. Provide for staff retreat to encourage teambuilding, edit and solidify existing forms, identify quality indicators and better anticipate upcoming programmatic changes
4. Improve staff compensation, especially for RN staff
5. Address risk management concerns for internal operations

B. Transition smoothly to new 3rd-party referral policy

1. Pilot policy with weekly meetings with BNE for consensus-building as to type and disposition of referrals received, e.g., appropriate for TPAPN's extended evaluation program, appropriate as referral to TPAPN, appropriate as "board order" to TPAPN, etc., and to address process concerns – beginning approximately Aug. 1.
2. Establish measures, e.g., BNE turnaround time, number/type of referrals, that will help the program to evaluate impact policy may have - policy implementation date of Sept. 1.
3. Add/change case management (software) fields in order to track referral and report/trend outcomes - quarterly/annually.
4. Identify and change all program materials to reflect new policy.
5. Assess the need for changing TPAPN's self-referral policy given future recommendation of Advisory Committee's Subcommittee on self-referrals.
6. Present survey results RE: Referral processes of other alternative to discipline programs performed by Phyllis Tipton at fall, 2007 conference of International Nurses Society on Addictions for professional consensus-building.

C. Implement new Extended Evaluation Program (EEP) successfully

1. Work with TNA's general counsel and BNE staff to identify likely participants and to develop necessary forms, fee requirements (\$250 one-time fee plus ongoing participant fees derived from remittance of portion of UDS fees collected), policies and processes for nurses who have a one-time substance abuse issue, typically a positive drug test result without any abuse or dependency dx and without any other practice issues.
2. Revise FY '08 budget as appropriate to ensure adequate resources are dedicated to EEP, e.g., salary/benefits for 1 FTE, licensed chemical dependency with clinical experience, office overhead, etc.
3. Add/change case management software fields in order to track EEP participants and their outcomes.
4. Report and trend outcomes quarterly/annually.

D. Improve the program's support of participants

1. Hire (by July 15) a part-time volunteer coordinator to enable the program to improve advocate to participant match ratios and decrease turnaround times for advocate assignments.
2. Evaluate/report advocate outcomes quarterly/annually.
3. By Oct. 1, pilot a telecoaching group with web-conferencing capability ("webinar") for participants via 'RecoveryWorks' - initially as recommended, especially for participants in rural areas and then required upon relapse.
4. TPAPN to absorb cost of "webinar" platform.
5. Evaluate telecoaching numbers participating and participant self-reports monthly, quarterly and annually as well as costs.
6. Post participation FAQs on TNA website to increase access to needed information pertaining to program eligibility, costs and requirements.
7. Shift at least \$23,000 of deferred income to TPAPN's Treatment Endowment Fund in order to begin operating off of the principal amount (helping to defray treatment cost).

E. Improve the program's support of employers

1. Post employers liability FAQs on TNA website by Nov. 1.
2. Publish Employer Handbook that includes FAQs and best practices related to identification of/alternative to discipline for nurse with substance use/psychiatric disorders in the workplace.
3. Integrate role/best practice of EAPs and HR into employer materials.
4. Increase the visibility of employer recognition by TPAPN via newsletter listings and formal certificates of thanks – to TPAPN continuing education hosts and employers.
5. Publicize what the pay-off for employers may be by publishing a 10 year retrospective of TPAPN participants at Baylor University Medical Center and cost avoidance achieved by Nov. 1.

III. Requests of the TNF Board of Directors

- A. To approve implementation of the new Extended Evaluation Program that is to be incorporated within TPAPN's existing service agreement with the BNE – for approval by the BNE at their July 2007 meeting.
- B. To approve the newly revised TPAPN budget that reflects additional income forecasted given participant fees from the Extended Evaluation Program and concomitant expenditures including the addition of one FTE.