

Texas Peer Assistance Program for Nurses

FY 2006 1st QUARTER REPORT ***TO*** ***THE BOARD OF NURSE EXAMINERS*** ***FOR THE STATE OF TEXAS***

December 15, 2005

This report answers the following six questions for the time period of September 1, 2005 through November 30, 2005 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 BNE BOD?

IS THE PROGRAM WORKING?

Significant outcomes for the program's two major areas of activity: case management and outreach, are reported on pages 2 and 3 of this report.

Note: Unless otherwise stated, all of the numbers reported herein are derived from the cohort of individual RNs and LVNs referred to TPAPN during the 1st quarter of the 2006 fiscal year. Some outcome totals such as nurses signing participation agreements as well as return-to-work agreements may be incomplete as the process of participation or returning to nursing practice may take longer for some.

A. Case Management Performance:

? Evidence that RNs are working well under TPAPN is demonstrated by the following outcomes during the 1st quarter of the 2006 fiscal year (FY):

1. Referral:
 - 116 RNs, of which 25 are board orders, compared to 135 during the fourth quarter of FY 2005.
2. Participation:
 - 58 of the 116 RNs referred have signed thus far for a 50% rate of participation thus far.
3. Return-to-Work (RTW):
 - 24 of the 58 newly participating RNs have signed RTW Agreements thus far during the quarter.
4. Completion:
 - 18 RNs completed participation this quarter compared to 29 who completed during the fourth quarter of FY 2005.

? Evidence that LVNs are working well under TPAPN is demonstrated by the following outcomes during the quarter:

1. Referral:
 - 56 LVNs, of which 9 are board orders, compared to 72 during the last quarter.
2. Participation:
 - 21 of the 56 LVNs referred have signed thus far for a 38% participation rate thus far.
3. Return-to-Work:
 - 3 of the 21 newly participating LVNs have signed RTW Agreements thus far during the quarter.
4. Completion:
 - 8 LVNs completed TPAPN compared to 6 who completed during the third quarter of FY 2005.

5. Case/Call Activity

? Total Active Cases: 570

- (Represents TPAPN's average daily censassigned and unsigned Participation Agreements) for the 1st Quarter of FY 2006 and includes RNs and LVNs referred to TPAPN with both signed and unsigned Participation Agreements who have not been dismissed from the program.

? Total Telephone Calls Received via Dedicated Toll Free Line:

- 7,136 - not including local/metro-Austin calls or long distance calls received.

B. Outreach Efforts:

? Advocate Activities:

- 1 advocate application was received during the 1st quarter.
- 69 attendees were reached via seven, Type 1, Nursing CE offerings presented by TPAPN Advocates

? Staff Activities:

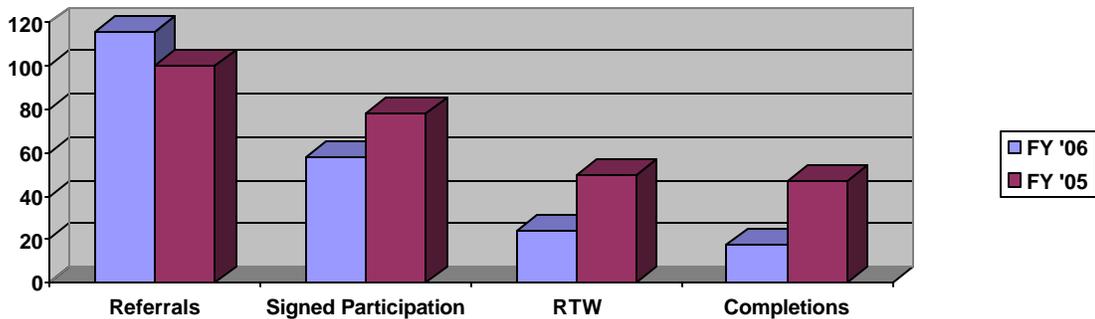
- Exhibited at Texas Nurses Association's Leadership Conference, September 15 and 16 in Austin – approximately 200 nurses attended.
- Presented a breakout session to 15 people at the Texas Society of Human Resource Administrators and Educators' conference, September 15 in San Antonio. All attendees of the conference (approximately 55) received TPAPN materials.
- Presented to 33 nurses at the monthly meeting of the Alamo Chapter of the American Nephrology Nurses Association, September 15 in San Antonio.
- Exhibited at the Texas Association of Nurse Anesthetists' Fall meeting – approximately 125 attended.
- Presented TPAPN Fall Advocate Workshop to a total of 72 nurse advocates, including 11 new advocates, September 30 and October 1 in Austin.
- Exhibited at the Licensed Vocational Nurses Association of Texas' conference on October 21 in San Antonio. – Approximately 39 nurses attended.
- Exhibited at TNA's "Fall Forum" on October 22 in Austin – approximately 73 nurses attended.
- Terree Wozny participated in the Case Management panel at the National Organization of Alternative Programs' (NOAP) annual conference on November 1 in Nashville, TN.
- Phyllis Tipton, TPAPN advocate and faculty liaison, presented her the highlights of her dissertation research "Relapse Predictors of Participants in TPAPN" as part of the NOAP conference on November 2 in Nashville.
- Presented, with the assistance of local advocate and Mark Hutchens, CRNA, "An Overview to TPAPN" to 15 CRNA students at Texas Wesleyan University on November 10 in Fort Worth and to at least an equal number of CRNA students who attended via live video feed at out-of-state clinical sites.

WHAT OUTCOME TRENDS ARE EVIDENT FOR RNs?

A comparison of 1st Qtr FY '06 and 1st Qtr FY '05 is provided below, first as a written summary and then in graphic form. Signed participations and return to works (RTW) are incomplete as there is often a lag time between nurses' referral dates and when they finally sign participation as well as the time it takes for some to return to nursing practice. Overall it can be said that the number of RN's completing is markedly less than last year for the first quarter while RN referrals have increased.

Referrals - **116** (FY '06) vs. **100**(FY '05) Signed Participation – **58**(FY '06) vs. **78** (FY '05)
 RTW – **24** (FY '06) vs. **50** (FY '05) Successful Completions – **18** (FY '06) vs. **47** (FY '05)

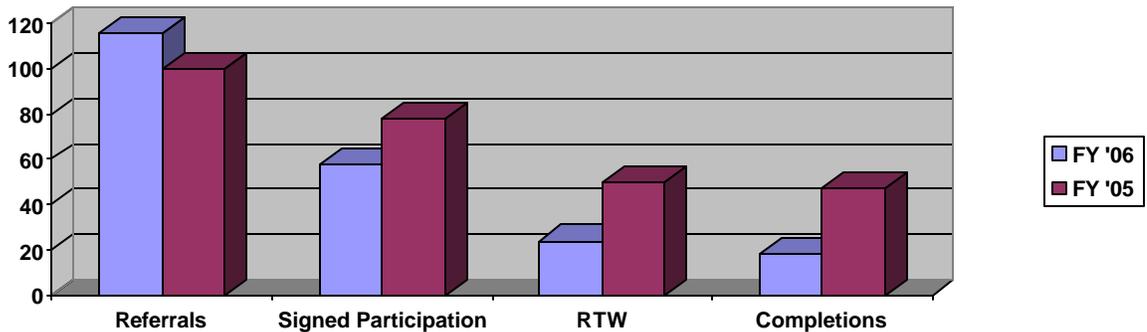
RNs 1st Quarter FY 2006 vs. 1st Quarter FY 2005



A comparison of YTD Outcomes for FY '06 and YTD Outcomes for FY '05 is provided below, first as a written summary and then in graphic form. As mentioned in the previous graphic, some of the FY 2006 numbers, e.g., participation and return-to-work agreements signed are likely to be incomplete.

Referrals – **116** (FY '06) vs. **100** (FY '05) Signed Participation – **58** (FY '06) vs. **78** (FY '05)
 RTW – **24** (FY '06) vs. **50** (FY '05) Successful Completions – **18** (FY '06) vs. **47** (FY '05)

Year-to-Date Outcomes for RNs: FY 2006 vs. FY 2005

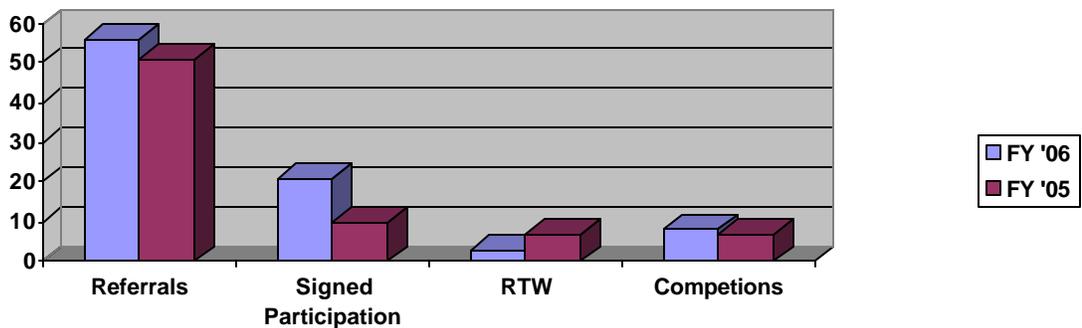


WHAT OUTCOME TRENDS ARE EVIDENT FOR LVNs?

A comparison of 1st Qtr FY '06 and 1st Qtr FY '05 is provided below, first as a written summary and then in graphic form. Signed participations and return to works (RTW) are incomplete as there is often a lag time between nurses' referral dates and when they finally sign participation as well as the time it takes for some to return to nursing practice. Overall it can be said that the number of LVN's participating have increased two-fold and that all referrals and completions are greater this quarter.

Referrals - **56** (FY '06) vs. **51** (FY '05) Signed Participation – **21** (FY '06) vs. **10** (FY '05)
 RTW – **3** (FY '06) vs. **7** (FY '05) Successful Completions – **8** (FY '06) vs. **7** (FY '05)

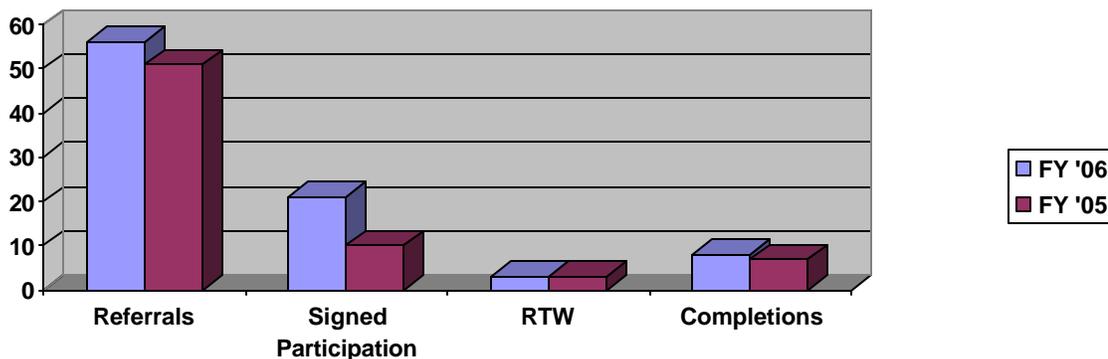
LVNs 1st Quarter FY 2006 vs. 1st Quarter FY 2005



A comparison of YTD Outcomes for FY '06 and YTD Outcomes for FY '05 is provided below first as a written summary and then in graphic form. As mentioned previously, some of the FY 2006 numbers, e.g., participation and return-to-work agreements signed, are likely to be incomplete.

Referrals - **56** (FY '06) vs. **51** (FY '05) Signed Participation – **21** (FY '06) vs. **10** (FY '05)
 RTW – **3** (FY '06) vs. **7** (FY '05) Successful Completions – **8** (FY '06) vs. **7** (FY '05)

Year-to-Date Outcomes for LVNs: FY 2006 vs. FY 2005



IS THE PROGRAM COMPLIANT?

TPAPN demonstrates legal and programmatic compliance by:

- Participating in the American Nurses Credentialing Center's (ANCC's) November 8 and 9 Provider/Approver audit of the Texas Nurses Association/Foundation (TNA/F). Results of the audit should be given to TNA/F by April 2006. Recertification will ensure the program's compliance so that it may continue to provide Type I continuing education certification to nurses attending TPAPN presentations.

IS THE PROGRAM FISCALLY RESPONSIBLE?

TPAPN demonstrates fiscal responsibility by:

- The accounting firm of Reynolds and Dowling, PC, performed a full financial audit of TNA/F this past quarter. In sum, the auditors concurred with the financial activities and cash flows stated by the Foundation for the year (July 1, 2004 – June 30, 2005).
- TPAPN will provide the full audit report of the Texas Nurses Foundation dated September 16, 2005 to the BNE Executive Director and Director of Operations.
- TPAPN's balance and income statement ending November 30, 2005 is provided as **Attachment A**, 3 pages. The balance and income statements for September and October will be forwarded to the BNE administration.
- TPAPN's total budgeted income to date is approximately \$52,000 less than actual. The difference in income is primarily a temporary artifact, caused by the difference in the TNF (July – June) and BNE (Sept. – Aug.) fiscal-year time periods, rather than by any actual income loss.
- Despite this difference, TPAPN continues to realize more income from board orders and participant fees (approximately \$11,000 and \$5,700 greater respectively) than had been anticipated thus far.
- TPAPN's total expenses were approximately \$8,000 less than budgeted.
- Thus, the deficit in income, combined with the total expense amount, resulted in a net loss for the program by November's end, of approximately \$44,000.

IS THE PROGRAM WELL-MANAGED?

TPAPN has demonstrated that it is well-managed during the quarter by:

- Taking necessary measures and precautions regarding drug-testing and volunteer work during and after hurricanes Katrina and Rita.
- Holding an Employer Liability Task Force meeting on October 7, 2005 to continue the work begun by the task force earlier this year, which provided a comprehensive response to employers' liability concerns.

- Holding a regularly scheduled meeting of the TPAPN Advisory Committee on October 14. The minutes of that meeting are attached as **Attachment B**, 7 pages.

It was determined after the Advisory meeting that the amount expended during FY '05 for the line item “bank charges,” approximately \$300, was expended for routine bank activity charges (e.g., for checks written/processed as opposed to charges for late credit card payments).

- Holding follow-up trainings for staff regarding the program’s new digital archiving software.
- Hiring Melissa Parnell as a full-time Case Manager Assistant for Terrie Hoster after an initial period in temporary-to-hire status.
- Employing Amira Lagerstrom in a “temp-to-hire” position on October 17, to fill the Case Manager Assistant vacancy created by Leah Lambracht’s promotion to Program Operations Coordinator.
- Promoting Leah Lambracht, who had just recently been promoted to Case Manager Assistant II position, to the Program Operations Coordinator position on October 24.
- Promoting Debbie Lyle-Dysart into the new Intake/Outreach Coordinator position beginning this past October. Debbie had worked as a Case Manager Assistant since April 30, 2004.
- Attending the BNE’s BOD meeting on October 20, 2005.
- Budgeting money and personnel to permit all full-time Case Managers to attend the National Organization of Alternative Program’s annual educational/business meeting held in Nashville, TN on November 1st and 2nd.
- Attending the Executive Committee meeting of NOAP on November 3rd. Terree Wozny is the current NOAP Secretary and Mike Van Doren is the Immediate Past President of NOAP.
- Arranging for Leanne Malone, Case Manager to attend a health professional assessment at the Bradford Treatment Center in Birmingham, AL.
- Having Terree Wozny, Case Manager Coordinator and Mike Van Doren, Program Director, visit TPAPN’s webcentric server site in Columbia, SC in order to meet with one of their technical staff to review needed corrections and additions to TPAPN’s Athena database.
- Meeting with staff from the South Carolina Recovering Professional Program.
- Exploring with Texas Wesleyan University the feasibility of using the university’s computerized anesthesia human simulator as a possible pre-requisite for CRNAs in TPAPN to demonstrate their readiness for returning to anesthesia practice.
- Addressing policies for managing participants who are prescribed buprenorphine (Suboxone® and Subutex®) for detoxification, as well as other policies to manage outcomes from the ever-increasing sophistication of drug testing.

WHAT REQUESTS OF THE BNE DOES TPAPN HAVE?

TPAPN does not have any requests of the BNE at this time.

One Nurse's Experience at a Recent Job Fair

(Excerpted from a participant's letter dated 10-12-05 to his case manager)

Terry,

. . . . This week, I attended two job fairs in Dallas, and I spoke to probably forty nurse recruiters. . . . Several said that they support TPAPN if a current employee is placed on TPAPN, but do not hire nurses already on TPAPN. One Program Manager for the Texas Department of Human Services, . . . encouraged me to apply for a position . . . when I did disclose to her and the other two surveyors present, about my participation in TPAPN, it did not seem to dim her interest in having me apply. I did give her a resume.

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 1,700 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 continues to protect the public and reclaim the careers and lives of Texas nurses.

TPAPN's 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
NOVEMBER 30, 2005

ASSETS

CASH & CASH EQUIVALENTS			
11100	WELLS FARGO 3856-OPERATING	\$	62,136.69
11300	S/W SECURITIES-GOV'T FUND		198,486.64
			198,486.64
	TOTAL CASH & CASH EQUIVALENTS		260,623.33
INVESTMENTS			
			0.00
	TOTAL INVESTMENTS		0.00
ACCOUNTS RECEIVABLES			
12700	BOARD OF NURSE EXAMINERS		61,700.00
13200	A/R OTHERS		5,440.20
			5,440.20
	TOTAL ACCOUNTS RECEIVABLE		67,140.20
PREPAIDS			
			0.00
	TOTAL PREPAIDS		0.00
			0.00
	TOTAL CURRENT ASSETS		327,763.53
PROPERTY AND EQUIPMENT			
15000	FURNITURE & EQUIPMENT		90,078.85
15100	ACCUMULATED DEPRECIATION		(90,078.85)
			(90,078.85)
	TOTAL PROPERTY AND EQUIPMENT		0.00
			0.00
	TOTAL ASSETS	\$	327,763.53

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
20800	A/P-TNA	\$	62.00
20900	A/P-MONTH END		2,766.00
21200	A/P-TNF		2,600.00
21500	ACCRUED EXPENSES		15,185.00
21600	VOIDED CHECKS		405.17
			405.17
	TOTAL CURRENT LIABILITIES		21,018.17
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		32,614.79
	NET INCOME OF <LOSS> TO DATE		(40,147.93)
			(40,147.93)
	TOTAL NET ASSETS		306,745.36
			306,745.36
	TOTAL LIABILITIES & NET ASSETS	\$	327,763.53

UNAUDITED

TNF - TPAPN
Income Statement
For the Five Months Ending November 30, 2005

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Income					
40200 BOARD OF NURSE EXAMI	\$ 61,700.00	\$ 52,083.33	\$ 187,275.00	\$ 260,416.65	(73,141.65)
40600 INTEREST	1,159.39	166.67	3,129.73	833.35	2,296.38
40700 DONATIONS	0.00	41.67	210.00	208.35	1.65
40900 VERIFICATIONS	30.00	41.67	240.00	208.35	31.65
41000 SPONSORS	0.00	83.33	300.00	416.65	(116.65)
41100 NCPS, INC. - SPONSORS	0.00	333.33	2,380.00	1,666.65	713.35
41200 RN-BOARD ORDER	3,500.00	2,083.33	17,000.00	10,416.65	6,583.35
41300 RN/LVN CD/DUAL	7,909.00	6,666.67	39,083.00	33,333.35	5,749.65
41400 RN-MI	250.00	333.33	1,750.00	1,666.65	83.35
41500 LVN-BOARD ORDER	1,400.00	350.00	6,300.00	1,750.00	4,550.00
41700 LVN-MI	0.00	50.00	150.00	250.00	(100.00)
42500 EMPLOYER W/S-INCOME	0.00	250.00	350.00	1,250.00	(900.00)
42600 ADVOCATE W/S REG.	0.00	0.00	150.00	0.00	150.00
43200 CARE VIDEO	0.00	8.33	45.00	41.65	3.35
43400 INFORMATION MATERIAL	0.00	41.67	0.00	208.35	(208.35)
43500 EMPLOYER INSERVICE	0.00	83.33	0.00	416.65	(416.65)
44000 SPONSOR-ADVOC W/S	0.00	0.00	2,250.00	0.00	2,250.00
Total Income	75,948.39	62,616.66	260,612.73	313,083.30	(52,470.57)
Expenses					
50500 COMPENSATION	31,873.28	33,694.17	160,185.46	168,470.85	(8,285.39)
50800 HLTH/LIFE INSURANCE	2,393.50	2,833.33	11,194.00	14,166.65	(2,972.65)
50900 W C INSURANCE	0.00	298.50	0.00	1,492.50	(1,492.50)
51000 DENTAL EXP	0.00	291.67	957.00	1,458.35	(501.35)
51500 PAYROLL TAXES	1,531.11	2,916.67	12,198.95	14,583.35	(2,384.40)
51700 401K	2,219.67	2,083.33	8,300.63	10,416.65	(2,116.02)
51900 TEMPS/AGENCIES	2,482.31	0.00	12,587.26	0.00	12,587.26
52000 PROFESSIONAL DEVELOP	0.00	333.33	2,194.40	1,666.65	527.75
52500 STAFF TRAVEL	358.95	250.00	1,502.18	1,250.00	252.18
Total	40,858.82	42,701.00	209,119.88	213,505.00	(4,385.12)
54500 LEGAL ACTION CTR	0.00	291.67	0.00	1,458.35	(1,458.35)
54800 TPAS DATABASE UPGRA	0.00	208.33	0.00	1,041.65	(1,041.65)
Total	0.00	500.00	0.00	2,500.00	(2,500.00)
56000 OFFICE SPACE	4,777.00	4,776.83	23,885.00	23,884.15	0.85
56200 REIMB FOR STAFF TIME	3,500.00	3,500.00	17,500.00	17,500.00	0.00
56400 FINANCIAL AUDIT	0.00	216.67	2,600.00	1,083.35	1,516.65
56600 BNE PERFORMANCE AUD	0.00	166.67	0.00	833.35	(833.35)
56700 MATERIALS-OTH GROUPS	0.00	8.33	0.00	41.65	(41.65)
56800 TELEPHONE	977.96	1,250.00	5,266.78	6,250.00	(983.22)
56900 EQUIP LEASE	301.00	300.00	1,505.00	1,500.00	5.00
57000 POSTAGE	327.40	541.67	1,910.57	2,708.35	(797.78)
57100 SHIPPING/DELIVERY/	24.75	20.83	152.87	104.15	48.72
57200 DUPLICATING	430.72	375.00	3,165.86	1,875.00	1,290.86
57300 BANK CHARGES	37.70	16.67	72.70	83.35	(10.65)
57400 SUPPLIES	244.57	416.67	1,954.47	2,083.35	(128.88)
57500 EQUIP/FURNITURE	460.00	333.33	1,828.90	1,666.65	162.25
57600 DEPRECIATION	0.00	41.67	0.00	208.35	(208.35)
57700 INFORMATION TECHNLO	170.00	166.67	850.00	833.35	16.65
57800 EQUIP MAINTENANCE	0.00	125.00	0.00	625.00	(625.00)
58000 MISCELLANEOUS	0.00	41.67	218.99	208.35	10.64
58100 INSUR/LEGAL DEFENSE F	0.00	333.33	4,450.00	1,666.65	2,783.35

Unaudited

TNF - TPAPN
Income Statement
For the Five Months Ending November 30, 2005

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
58600 RESOURCE LIBRARY	0.00	33.33	192.90	166.65	26.25
Total	11,251.10	12,664.34	65,554.04	63,321.70	2,232.34
59600 COMMITTEES & BOARDS	0.00	125.00	829.45	625.00	204.45
60200 ADVOCATES EXPENSES	65.96	41.67	115.31	208.35	(93.04)
60400 ADVOCATES TRAINING	0.00	83.33	0.00	416.65	(416.65)
60600 FALL W/S - ADVOCATES	57.21	833.33	11,460.88	4,166.65	7,294.23
61000 SPRING W/S - ADVOCATE	0.00	833.33	0.00	4,166.65	(4,166.65)
Total	123.17	1,916.66	12,405.64	9,583.30	2,822.34
62200 WEBCENTRIC	2,468.80	2,640.00	12,156.80	13,200.00	(1,043.20)
62400 PROGRAM MATERIALS	88.93	250.00	1,524.30	1,250.00	274.30
Total	2,557.73	2,890.00	13,681.10	14,450.00	(768.90)
63500 EMPLOYER INSERVICE	0.00	41.67	0.00	208.35	(208.35)
63800 EMPLOYER WORKSHOPS	0.00	250.00	0.00	1,250.00	(1,250.00)
64700 NRSG SCHOOLS WORKSH	0.00	125.00	0.00	625.00	(625.00)
64900 NRSG SCHOOLS-EDUC M	0.00	166.67	0.00	833.35	(833.35)
Total	0.00	583.34	0.00	2,916.70	(2,916.70)
68400 EDUC-MATERIALS/BROC	0.00	333.33	0.00	1,666.65	(1,666.65)
68500 ED-VIDEOS-PRDCN & RE	0.00	41.67	0.00	208.35	(208.35)
68600 EDUC-NEWSLETTER	0.00	41.67	0.00	208.35	(208.35)
68700 ED PROD-RESEARCH-RES	0.00	20.83	0.00	104.15	(104.15)
68800 EDUC-EXHIBIT	0.00	125.00	0.00	625.00	(625.00)
Total	0.00	562.50	0.00	2,812.50	(2,812.50)
Total Expenses	54,790.82	61,817.84	300,760.66	309,089.20	(8,328.54)
Net Income or Loss	\$ 21,157.57	\$ 798.82	\$ (40,147.93)	\$ 3,994.10	(44,142.03)

TPAPN ADVISORY COMMITTEE MEETING MINUTES 10/14/05 – TNA Conference Room

TOPIC	DISCUSSION/RATIONALE	ACTION
<p>Members Present: Pat Brown, Federal Thelma Davis, LVNAT Patti Ellisor, Nursing Employers Barbara Mitchell, Advocate Comm. Anna Pearl Rains, TNF Jo Rake, TNA/TNF Mary Beth Thomas, BNE</p> <p>Staff Present: Michael Van Doren, TPAPN Program Director Stephanie Hernandez, TPAPN Program Operations Coordinator Leah Lambracht, TPAPN Case Manager Assistant</p> <p>Absent: Pam Burns, LVNAT Ronda Crow, TONE Rep. Cyndi Golden, TANA Clair B. Jordan, Exec. Dir. TNA/TNF Cassi Kopycinski, TNSA Karen Neighbors, TAVNE Cindy Norgan, Long-term Care Betty Richardson, Mental Health Kathie Rickman, Recovering Nurses Kathy Thomas, Exec. Dir. Of BNE Phyllis Tipton, Nursing Education</p> <p>I. Call to Order: 10:15 am</p>		

TPAPN ADVISORY COMMITTEE MEETING MINUTES 10/14/05 – TNA Conference Room

TOPIC	DISCUSSION/RATIONALE	ACTION
<p>A. Quorum</p> <p>B. Introductions</p> <p>C. Review & Acceptance of Agenda</p> <p>D. Review & Approval of 6/24/2005 Minutes</p>	<p>Quorum was not met due to low attendance.</p> <p>B. New Committee members: Jo Rake, TNA/TNF Representative</p> <p>D. Patti asked about the follow up on HIPPA review as discussed in last meeting. Mike stated that Jim Willmann is talking to someone, however, we will take suggestions.</p>	<p>C. Agenda Accepted</p> <p>D. Minutes approved.</p>
<p>II. Old Business</p> <p>A. Research on Relapses in TPAPN – Phyllis</p> <p>B. Motion on Bank Charge Line Item</p>	<p>A. Phyllis was not available for update.</p> <p>B. Discussion of bank charge Line Item 573: TPAPN will ensure that statements are processed in a timely manner. Mike will ask the accounting department to process priority bills first. There may be the possibility of Margaret signing the checks.</p>	<p>B. 1. A motion was made by Anna Rains that the committee request recommendations from the Foundation. Barb Mitchell seconded the motion. Motion approved.</p>
<p>III. New Business</p> <p>A. Program Update</p>	<p>A. Mike asked for comments and suggestions on ability to discern the quarterly report. He mentioned that page four of the report provides year-to-date outcomes. The new web-based system tracks more efficiently on an individual basis. TPAPN can also track total numbers as well. Mike noted that there is normally a lag time in signed participations and RTWs. One the whole referrals are up by almost 30%. Signed participations are up, but not</p>	

TPAPN ADVISORY COMMITTEE MEETING MINUTES 10/14/05 – TNA Conference Room

TOPIC	DISCUSSION/RATIONALE	ACTION
<p>B. Report on Employer Liability Task Force</p>	<p>quite as high. Overall referrals are higher because of board orders. There was a lag time on referrals from the board. The majority were a back log of a year or more. Mike noted that we would like to track referral sources. Self referrals are around 4-5%. There has been a decline in the last few years. The program has the greatest number of completions for FY '05.</p> <p>Mike mentioned the meeting with BNE investigators. There was discussion of holding onto participants while under investigation. Mike has a table of various case scenarios. Anna asked information could be provided in employer workshops about what types of referrals would be considered ineligible.</p> <p>All of TPAPNs closed case files were scanned under the new electronic scanning system. There was also initial training for the staff. Staff will soon begin scanning current files. Continual back-ups are made on the server.</p> <p>The Case Managers and Mike will attend a case management conference in Nashville. Terree Wozny and Mike will then travel to South Carolina to visit with the Athena crew.</p> <p>B. The Employer Liability Task Force met on 10/7/05. They will address the FAQs in three areas: practice issues, program issues and legal issues. The FAQs will eventually be available on the TPAPN website. Once the questions are answered, a set of guidelines will be developed for employers. THA will invite Simon Whiting to present at their conference.</p> <p>C. <u>Goal 1</u> – TPAPN will develop a brochure for</p>	

TPAPN ADVISORY COMMITTEE MEETING MINUTES 10/14/05 – TNA Conference Room

TOPIC	DISCUSSION/RATIONALE	ACTION
<p>C. Strategic Plan Update</p>	<p>employers, answers to FAQs, priority information, redevelop employer handbook, and policies and procedures guidelines.</p> <ul style="list-style-type: none"> -Recognize employers who support TPAPN. -Mike spoke with TNA as to adding alternative to discipline to Nurse-Friendly. -Market to other areas (Schools of Nursing, Human Resources, Long Term Care, DSHS Investigators, Probation) -Mike presented at TSHRRAE (HR group). They would like him to present again in the future for a longer session. -TPAPN would like more direct contact through mailouts or website to Human Resources. -TPAPN will exhibit at the Deans' & Directors' meeting and will do an exhibit at the TAVNE conference. Schools of nursing are still looking at developing policies on substance use disorders. -There is interest from DSHS for a meeting but are waiting on a date and time. <p><u>Goal 2</u> – The three year program for APNs began on September 1st. The RTW Agreement and Participation Agreement were updated to reflect the change. This was approved by the Board on July 21st.</p> <ul style="list-style-type: none"> -TPAPN has received 13 participating assessor applications so far. Mike will review to determine how they meet the needs of the program. -Treatment facilities have seemed supportive of facilitated support groups and may be willing to provide the facility for such groups. Program issues would be discussed during their meetings. <p><u>Goal 3</u> – Mike will develop a draft survey on the</p>	

TPAPN ADVISORY COMMITTEE MEETING MINUTES 10/14/05 – TNA Conference Room

TOPIC	DISCUSSION/RATIONALE	ACTION
	<p>needs of the Advisory Committee. The final draft will be sent to members for review. There is a need to look at the make-up of the committee. The decision will be made as to whether each member should represent a professional organization in nursing. Pat's position will need to be identified. Anna noted that organizations need to be supportive of TPAPN.</p> <ul style="list-style-type: none"> -Sponsoring organizations will permit at least one free exhibit per year for TPAPN during their conferences. -Committee may need to revise the bylaws. -The committee discussed the need for a wide range of representation and will need to determine which organizations are appropriate. <p><u>Budget '06</u> – Licensing board gained approval to increase funding for TPAPN by \$121,250. There hasn't been an increase since 1998.</p> <ul style="list-style-type: none"> -Mike gave an overview of Line Items 412-416. --- TPAPN is receiving more than expected in LVN Board Order fees. An increase in income has allowed for salary increases and the new intake position. -TNA will be looking at rent space and making a decision on the need to move or stay in current space. -Telephone costs continue to decrease. -Included in the advocate workshop line items is a stipend for new and renewing advocates. <p>D. Previously discussed.</p> <p>E. Previously discussed.</p>	

TNF - TPAPN
BALANCE SHEET
SEPTEMBER 30, 2005

ASSETS

CASH & CASH EQUIVALENTS			
11100	WELLS FARGO 3856-OPERATING	\$	44,507.69
11300	S/W SECURITIES-GOV'T FUND		102,157.37
			<u>146,665.06</u>
	TOTAL CASH & CASH EQUIVALENTS		146,665.06
INVESTMENTS			
11700	S/W SECURITIES-C D		94,913.17
			<u>94,913.17</u>
	TOTAL INVESTMENTS		94,913.17
ACCOUNTS RECEIVABLES			
12700	BOARD OF NURSE EXAMINERS		61,139.00
13200	A/R OTHERS		4,860.00
			<u>65,999.00</u>
	TOTAL ACCOUNTS RECEIVABLE		65,999.00
PREPAIDS			
			<u>0.00</u>
	TOTAL PREPAIDS		0.00
			<u>307,577.23</u>
	TOTAL CURRENT ASSETS		307,577.23
PROPERTY AND EQUIPMENT			
15000	FURNITURE & EQUIPMENT		90,078.85
15100	ACCUMULATED DEPRECIATION		(90,078.85)
			<u>0.00</u>
	TOTAL PROPERTY AND EQUIPMENT		0.00
			<u>307,577.23</u>
	TOTAL ASSETS	\$	<u><u>307,577.23</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
20800	A/P-TNA	\$	70.36
20900	A/P-MONTH END		7,521.75
21500	ACCRUED EXPENSES		27,878.00
21600	VOIDED CHECKS		405.17
			<u>35,875.28</u>
	TOTAL CURRENT LIABILITIES		35,875.28
NET ASSETS			
29400	BOD DESIGNATED:LEGAL/INS		40,000.00
30200	WIND-DOWN:AVAILABLE		196,893.00
30300	BOD DESIGNATE:WIND-DOWN		19,107.00
30400	RELEASED FR LEGAL		58,278.50
30500	UNDESIGNATED		32,614.79
	NET INCOME OF <LOSS> TO DATE		(75,191.34)
			<u>271,701.95</u>
	TOTAL NET ASSETS		271,701.95
			<u>307,577.23</u>
	TOTAL LIABILITIES & NET ASSETS	\$	<u><u>307,577.23</u></u>

UNAUDITED

TNF - TPAPN
Income Statement
For the Three Months Ending September 30, 2005

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Income					
40200 BOARD OF NURSE EXAMI	\$ 61,139.00	\$ 52,083.33	\$ 61,139.00	\$ 156,249.99	(95,110.99)
40600 INTEREST	346.04	166.67	1,713.63	500.01	1,213.62
40700 DONATIONS	0.00	41.67	60.00	125.01	(65.01)
40900 VERIFICATIONS	105.00	41.67	210.00	125.01	84.99
41000 SPONSORS	150.00	83.33	300.00	249.99	50.01
41100 NCPS, INC. - SPONSORS	0.00	333.33	0.00	999.99	(999.99)
41200 RN-BOARD ORDER	2,750.00	2,083.33	8,750.00	6,249.99	2,500.01
41300 RN/LVN CD/DUAL	7,084.00	6,666.67	22,891.00	20,000.01	2,890.99
41400 RN-MI	600.00	333.33	1,300.00	999.99	300.01
41500 LVN-BOARD ORDER	1,750.00	350.00	4,550.00	1,050.00	3,500.00
41700 LVN-MI	0.00	50.00	50.00	150.00	(100.00)
42500 EMPLOYER W/S-INCOME	0.00	250.00	350.00	750.00	(400.00)
42600 ADVOCATE W/S REG.	150.00	0.00	150.00	0.00	150.00
43200 CARE VIDEO	45.00	8.33	45.00	24.99	20.01
43400 INFORMATION MATERIAL	0.00	41.67	0.00	125.01	(125.01)
43500 EMPLOYER INSERVICE	0.00	83.33	0.00	249.99	(249.99)
44000 SPONSOR-ADVOC W/S	300.00	0.00	750.00	0.00	750.00
Total Income	74,419.04	62,616.66	102,258.63	187,849.98	(85,591.35)
Expenses					
50500 COMPENSATION	32,110.90	33,694.17	95,865.01	101,082.51	(5,217.50)
50800 HLTH/LIFE INSURANCE	2,006.25	2,833.33	6,402.00	8,499.99	(2,097.99)
50900 W C INSURANCE	0.00	298.50	0.00	895.50	(895.50)
51000 DENTAL EXP	0.00	291.67	957.00	875.01	81.99
51500 PAYROLL TAXES	2,675.81	2,916.67	8,013.48	8,750.01	(736.53)
51700 401K	1,527.26	2,083.33	4,565.03	6,249.99	(1,684.96)
51900 TEMPS/AGENCIES	2,288.60	0.00	7,937.68	0.00	7,937.68
52000 PROFESSIONAL DEVELOP	750.00	333.33	2,194.40	999.99	1,194.41
52500 STAFF TRAVEL	771.75	250.00	771.75	750.00	21.75
Total	42,130.57	42,701.00	126,706.35	128,103.00	(1,396.65)
54500 LEGAL ACTION CTR	0.00	291.67	0.00	875.01	(875.01)
54800 TPAS DATABASE UPGRA	0.00	208.33	0.00	624.99	(624.99)
Total	0.00	500.00	0.00	1,500.00	(1,500.00)
56000 OFFICE SPACE	4,777.00	4,776.83	14,331.00	14,330.49	0.51
56200 REIMB FOR STAFF TIME	3,500.00	3,500.00	10,500.00	10,500.00	0.00
56400 FINANCIAL AUDIT	3,780.00	216.67	3,780.00	650.01	3,129.99
56600 BNE PERFORMANCE AUD	0.00	166.67	0.00	500.01	(500.01)
56700 MATERIALS-OTH GROUPS	0.00	8.33	0.00	24.99	(24.99)
56800 TELEPHONE	1,042.42	1,250.00	3,151.30	3,750.00	(598.70)
56900 EQUIP LEASE	469.99	300.00	1,071.99	900.00	171.99
57000 POSTAGE	367.33	541.67	1,216.48	1,625.01	(408.53)
57100 SHIPPING/DELIVERY/	46.10	20.83	48.22	62.49	(14.27)
57200 DUPLICATING	428.84	375.00	1,457.56	1,125.00	332.56
57300 BANK CHARGES	0.00	16.67	35.00	50.01	(15.01)
57400 SUPPLIES	0.00	416.67	1,298.77	1,250.01	48.76
57500 EQUIP/FURNITURE	0.00	333.33	408.90	999.99	(591.09)
57600 DEPRECIATION	0.00	41.67	0.00	125.01	(125.01)
57700 INFORMATION TECHNLO	170.00	166.67	510.00	500.01	9.99
57800 EQUIP MAINTENANCE	0.00	125.00	0.00	375.00	(375.00)
58000 MISCELLANEOUS	0.00	41.67	0.00	125.01	(125.01)
58100 INSUR/LEGAL DEFENSE F	4,450.00	333.33	4,450.00	999.99	3,450.01

Unaudited

TNF - TPAPN
Income Statement
For the Three Months Ending September 30, 2005

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
58600 RESOURCE LIBRARY	0.00	33.33	0.00	99.99	(99.99)
Total	19,031.68	12,664.34	42,259.22	37,993.02	4,266.20
59600 COMMITTEES & BOARDS	0.00	125.00	151.99	375.00	(223.01)
60200 ADVOCATES EXPENSES	0.00	41.67	18.90	125.01	(106.11)
60400 ADVOCATES TRAINING	0.00	83.33	0.00	249.99	(249.99)
60600 FALL W/S - ADVOCATES	0.00	833.33	445.73	2,499.99	(2,054.26)
61000 SPRING W/S - ADVOCATE	0.00	833.33	0.00	2,499.99	(2,499.99)
Total	0.00	1,916.66	616.62	5,749.98	(5,133.36)
62200 WEBCENTRIC	2,224.00	2,640.00	7,105.60	7,920.00	(814.40)
62400 PROGRAM MATERIALS	88.93	250.00	762.18	750.00	12.18
Total	2,312.93	2,890.00	7,867.78	8,670.00	(802.22)
63500 EMPLOYER INSERVICE	0.00	41.67	0.00	125.01	(125.01)
63800 EMPLOYER WORKSHOPS	0.00	250.00	0.00	750.00	(750.00)
64700 NRSG SCHOOLS WORKSH	0.00	125.00	0.00	375.00	(375.00)
64900 NRSG SCHOOLS-EDUC M	0.00	166.67	0.00	500.01	(500.01)
Total	0.00	583.34	0.00	1,750.02	(1,750.02)
68400 EDUC-MATERIALS/BROC	0.00	333.33	0.00	999.99	(999.99)
68500 ED-VIDEOS-PRDCN & RE	0.00	41.67	0.00	125.01	(125.01)
68600 EDUC-NEWSLETTER	0.00	41.67	0.00	125.01	(125.01)
68700 ED PROD-RESEARCH-RES	0.00	20.83	0.00	62.49	(62.49)
68800 EDUC-EXHIBIT	0.00	125.00	0.00	375.00	(375.00)
Total	0.00	562.50	0.00	1,687.50	(1,687.50)
Total Expenses	63,475.18	61,817.84	177,449.97	185,453.52	(8,003.55)
Net Income or Loss	\$ 10,943.86	\$ 798.82	\$ (75,191.34)	\$ 2,396.46	(77,587.80)

TNF - TPAPN
BALANCE SHEET
OCTOBER 31, 2005

ASSETS

CASH & CASH EQUIVALENTS			
11100	WELLS FARGO 3856-OPERATING	\$	58,088.94
11300	S/W SECURITIES-GOV'T FUND		102,383.68
			<u>160,472.62</u>
	TOTAL CASH & CASH EQUIVALENTS		160,472.62
INVESTMENTS			
11700	S/W SECURITIES-C D		94,943.57
			<u>94,943.57</u>
	TOTAL INVESTMENTS		94,943.57
ACCOUNTS RECEIVABLES			
12700	BOARD OF NURSE EXAMINERS		64,436.00
13200	A/R OTHERS		5,700.60
			<u>70,136.60</u>
	TOTAL ACCOUNTS RECEIVABLE		70,136.60
PREPAIDS			
			<u>0.00</u>
	TOTAL PREPAIDS		0.00
			<u>325,552.79</u>
	TOTAL CURRENT ASSETS		325,552.79
PROPERTY AND EQUIPMENT			
15000	FURNITURE & EQUIPMENT		90,078.85
15100	ACCUMULATED DEPRECIATION		(90,078.85)
			<u>0.00</u>
	TOTAL PROPERTY AND EQUIPMENT		0.00
			<u>325,552.79</u>
	TOTAL ASSETS	\$	<u><u>325,552.79</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
20800	A/P-TNA	\$	3,219.83
20900	A/P-MONTH END		3,050.00
21200	A/P-TNF		2,600.00
21500	ACCRUED EXPENSES		30,690.00
21600	VOIDED CHECKS		405.17
			<u>39,965.00</u>
	TOTAL CURRENT LIABILITIES		39,965.00
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		32,614.79
	NET INCOME OF <LOSS> TO DATE		(61,305.50)
			<u>285,587.79</u>
	TOTAL NET ASSETS		285,587.79
			<u>325,552.79</u>
	TOTAL LIABILITIES & NET ASSETS	\$	<u><u>325,552.79</u></u>

UNAUDITED

TNF - TPAPN
Income Statement
For the Four Months Ending October 31, 2005

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Income					
40200 BOARD OF NURSE EXAMI	\$ 64,436.00	\$ 52,083.33	\$ 125,575.00	\$ 208,333.32	(82,758.32)
40600 INTEREST	256.71	166.67	1,970.34	666.68	1,303.66
40700 DONATIONS	150.00	41.67	210.00	166.68	43.32
40900 VERIFICATIONS	0.00	41.67	210.00	166.68	43.32
41000 SPONSORS	0.00	83.33	300.00	333.32	(33.32)
41100 NCPS, INC. - SPONSORS	2,380.00	333.33	2,380.00	1,333.32	1,046.68
41200 RN-BOARD ORDER	4,750.00	2,083.33	13,500.00	8,333.32	5,166.68
41300 RN/LVN CD/DUAL	8,283.00	6,666.67	31,174.00	26,666.68	4,507.32
41400 RN-MI	200.00	333.33	1,500.00	1,333.32	166.68
41500 LVN-BOARD ORDER	350.00	350.00	4,900.00	1,400.00	3,500.00
41700 LVN-MI	100.00	50.00	150.00	200.00	(50.00)
42500 EMPLOYER W/S-INCOME	0.00	250.00	350.00	1,000.00	(650.00)
42600 ADVOCATE W/S REG.	0.00	0.00	150.00	0.00	150.00
43200 CARE VIDEO	0.00	8.33	45.00	33.32	11.68
43400 INFORMATION MATERIAL	0.00	41.67	0.00	166.68	(166.68)
43500 EMPLOYER INSERVICE	0.00	83.33	0.00	333.32	(333.32)
44000 SPONSOR-ADVOC W/S	1,500.00	0.00	2,250.00	0.00	2,250.00
Total Income	82,405.71	62,616.66	184,664.34	250,466.64	(65,802.30)
Expenses					
50500 COMPENSATION	32,447.17	33,694.17	128,312.18	134,776.68	(6,464.50)
50800 HLTH/LIFE INSURANCE	2,398.50	2,833.33	8,800.50	11,333.32	(2,532.82)
50900 W C INSURANCE	0.00	298.50	0.00	1,194.00	(1,194.00)
51000 DENTAL EXP	0.00	291.67	957.00	1,166.68	(209.68)
51500 PAYROLL TAXES	2,654.36	2,916.67	10,667.84	11,666.68	(998.84)
51700 401K	1,515.93	2,083.33	6,080.96	8,333.32	(2,252.36)
51900 TEMPS/AGENCIES	2,167.27	0.00	10,104.95	0.00	10,104.95
52000 PROFESSIONAL DEVELOP	0.00	333.33	2,194.40	1,333.32	861.08
52500 STAFF TRAVEL	371.48	250.00	1,143.23	1,000.00	143.23
Total	41,554.71	42,701.00	168,261.06	170,804.00	(2,542.94)
54500 LEGAL ACTION CTR	0.00	291.67	0.00	1,166.68	(1,166.68)
54800 TPAS DATABASE UPGRA	0.00	208.33	0.00	833.32	(833.32)
Total	0.00	500.00	0.00	2,000.00	(2,000.00)
56000 OFFICE SPACE	4,777.00	4,776.83	19,108.00	19,107.32	0.68
56200 REIMB FOR STAFF TIME	3,500.00	3,500.00	14,000.00	14,000.00	0.00
56400 FINANCIAL AUDIT	(1,180.00)	216.67	2,600.00	866.68	1,733.32
56600 BNE PERFORMANCE AUD	0.00	166.67	0.00	666.68	(666.68)
56700 MATERIALS-OTH GROUPS	0.00	8.33	0.00	33.32	(33.32)
56800 TELEPHONE	1,137.52	1,250.00	4,288.82	5,000.00	(711.18)
56900 EQUIP LEASE	132.01	300.00	1,204.00	1,200.00	4.00
57000 POSTAGE	366.69	541.67	1,583.17	2,166.68	(583.51)
57100 SHIPPING/DELIVERY/	79.90	20.83	128.12	83.32	44.80
57200 DUPLICATING	1,277.58	375.00	2,735.14	1,500.00	1,235.14
57300 BANK CHARGES	0.00	16.67	35.00	66.68	(31.68)
57400 SUPPLIES	411.13	416.67	1,709.90	1,666.68	43.22
57500 EQUIP/FURNITURE	960.00	333.33	1,368.90	1,333.32	35.58
57600 DEPRECIATION	0.00	41.67	0.00	166.68	(166.68)
57700 INFORMATION TECHNLO	170.00	166.67	680.00	666.68	13.32
57800 EQUIP MAINTENANCE	0.00	125.00	0.00	500.00	(500.00)
58000 MISCELLANEOUS	218.99	41.67	218.99	166.68	52.31
58100 INSUR/LEGAL DEFENSE F	0.00	333.33	4,450.00	1,333.32	3,116.68

Unaudited

TNF - TPAPN
Income Statement
For the Four Months Ending October 31, 2005

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
58600 RESOURCE LIBRARY	192.90	33.33	192.90	133.32	59.58
Total	12,043.72	12,664.34	54,302.94	50,657.36	3,645.58
59600 COMMITTEES & BOARDS	677.46	125.00	829.45	500.00	329.45
60200 ADVOCATES EXPENSES	30.45	41.67	49.35	166.68	(117.33)
60400 ADVOCATES TRAINING	0.00	83.33	0.00	333.32	(333.32)
60600 FALL W/S - ADVOCATES	10,957.94	833.33	11,403.67	3,333.32	8,070.35
61000 SPRING W/S - ADVOCATE	0.00	833.33	0.00	3,333.32	(3,333.32)
Total	11,665.85	1,916.66	12,282.47	7,666.64	4,615.83
62200 WEBCENTRIC	2,582.40	2,640.00	9,688.00	10,560.00	(872.00)
62400 PROGRAM MATERIALS	673.19	250.00	1,435.37	1,000.00	435.37
Total	3,255.59	2,890.00	11,123.37	11,560.00	(436.63)
63500 EMPLOYER INSERVICE	0.00	41.67	0.00	166.68	(166.68)
63800 EMPLOYER WORKSHOPS	0.00	250.00	0.00	1,000.00	(1,000.00)
64700 NRSG SCHOOLS WORKSH	0.00	125.00	0.00	500.00	(500.00)
64900 NRSG SCHOOLS-EDUC M	0.00	166.67	0.00	666.68	(666.68)
Total	0.00	583.34	0.00	2,333.36	(2,333.36)
68400 EDUC-MATERIALS/BROC	0.00	333.33	0.00	1,333.32	(1,333.32)
68500 ED-VIDEOS-PRDCN & RE	0.00	41.67	0.00	166.68	(166.68)
68600 EDUC-NEWSLETTER	0.00	41.67	0.00	166.68	(166.68)
68700 ED PROD-RESEARCH-RES	0.00	20.83	0.00	83.32	(83.32)
68800 EDUC-EXHIBIT	0.00	125.00	0.00	500.00	(500.00)
Total	0.00	562.50	0.00	2,250.00	(2,250.00)
Total Expenses	68,519.87	61,817.84	245,969.84	247,271.36	(1,301.52)
Net Income or Loss	\$ 13,885.84	\$ 798.82	\$ (61,305.50)	\$ 3,195.28	(64,500.78)