



Helping nurses | Safeguarding patients

Quarterly Report

to the

Texas Board of Nursing

(BON)

For the period 9/1/2018 through 11/30/2018 (BON Q1 2019)

January 2, 2019

Texas Peer Assistance Program for Nurses

www.tpapn.org

800-288-5528

512-467-7027

Fax: 512-467-2620

A program of the Texas Nurses Foundation

INTRODUCTION

TPAPN is a voluntary program that helps nurses whose practice may be impaired by substance use or mental illness return to safe practice through monitored rehabilitation and recovery. Three types of nurses are served by TPAPN:

- 1) Licensed Vocational Nurses (**LVNs**),
- 2) Registered Nurses (**RNs**), and
- 3) Advanced Practice Registered Nurses (**APRNs**) who are also RNs but who are not included in the RN nurse type.

Referrals to TPAPN are received from three sources:

- 1) **Self referrals**,
- 2) **3rd – party referrals** (primarily employers, coworkers, friends, family, healthcare providers, etc.), and
- 3) **Board of Nursing (BON) referrals** (ordered and non-ordered).

Eligible and appropriate referrals are considered “cases,” and are assigned a case manager within a few days of receipt of the referral. Cases include nurses who have signed a participation agreement and those who have not. All cases, with the possible exception of BON (indefinite) enforced suspensions, are eventually discharged. There are two types of discharges:

- 1) **Completions**: nurses who have completed the program, and
- 2) **Closures**: nurses who did not respond, did not enroll or did not complete the program.

Nurses participate in TPAPN in any one of five tracks depending on a number of factors including circumstances, assessment findings, BON direction, etc.:

- 1) **Substance Use Disorder (SUD)** track which has two subtracks:
 - a. **SUD Only**: for nurses with only a substance use disorder, and
 - b. **Dual**: for nurse with both a SUD and mental health diagnosis.
- 2) **Mental Health Monitoring (MHM)** track: for nurses with either a mental health diagnosis or a history of a mental health disorder, and who require monitoring of their nursing practice.
- 3) **Extended Evaluation (EE)** track: for nurses who have had a one-time substance-related incident and have a negative evaluation for SUD. Nurses in this track usually do not have a nursing practice violation or a criminal history. Participation in this track requires BON approval.
- 4) **Mental Health Support (MHS)** track: for nurses who have disclosed a mental health diagnosis, are stable and do not have a nursing practice violation or a criminal history, and do not require monitoring of their nursing practice.
- 5) **Interim Monitoring (IM)** track: for nurses who have been non-adherent with TPAPN track requirements and become disqualified from continued participation in that track. With BON approval, these nurses may continue to be monitored by TPAPN in the **IM** track while the BON makes their determination.

REFERRAL and CASE ACTIVITY

Referrals Received

Figure 1 and Table 1 presents data on referrals received by TPAPN by nurse type and referral source.

Figure 2 and Table 2 presents data on nurses by referral source and nurse type.

- TPAPN referrals decreased by 68 vs. the previous quarter

Average Number of Cases

Figure 3 presents data on the average number of cases per quarter by nurse type.

- TPAPN average number of cases increased by 9 vs. the previous quarter
- TPAPN average number of cases increased by 95 since fiscal year Q1 2013

Statistical Information

Table 3 presents data on participation agreements signed

- Participation agreements signed decreased by 8 vs. the previous quarter

Table 4 presents data on participants employed in nursing (As of the last day of the quarter)

- Participants employed in nursing increased by 29 vs. the previous quarter

Table 5 presents data on completions

- Participant completions decreased by 16 vs. the previous quarter

Table 6 presents information on drug test monitoring activities

- Requested drug tests increased by 91 vs. the previous quarter
- Conducted drug tests increased by 87 vs. the previous quarter
- Abnormal drug tests increased by 4 vs. the previous quarter
- Excused drug tests decreased by 5 vs. the previous quarter

ADMINISTRATIVE ACTIVITIES

- 9/7/2018: TPAPN Advisory Committee meeting minutes (Attachment A, pg. 7 – 9)

STATUS REPORT

- TPAPN continues to work with the BON to implement the Sunset Commission's recommendations

FISCAL

- Financial statements included (Attachment B, pg. 10 – 18)

Figure 1: Referrals by Nurse Type and Referral Source

Q1 2019

(9/1/2018 - 11/30/2018)

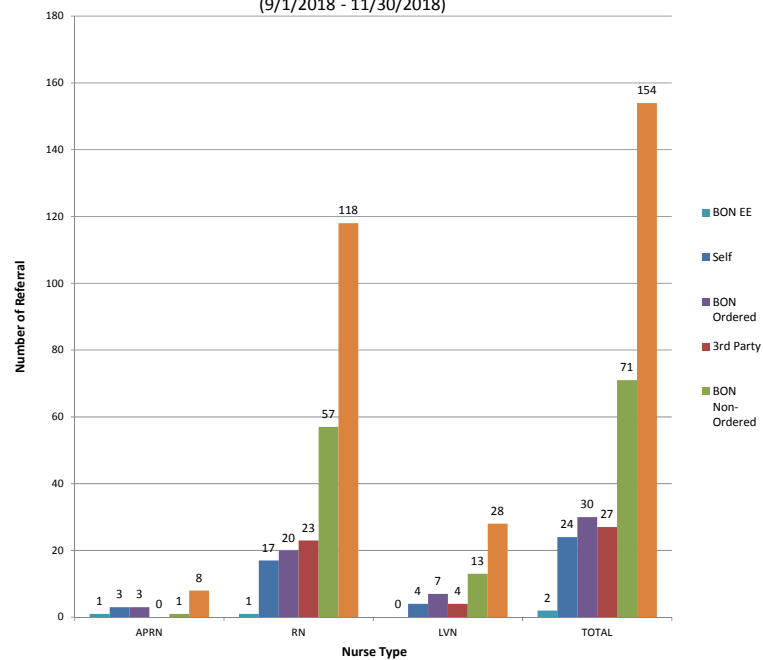


Figure 2: Nurses by Referral Source and Nurse Type

Q1 2019

(9/1/2018 - 11/30/2018)

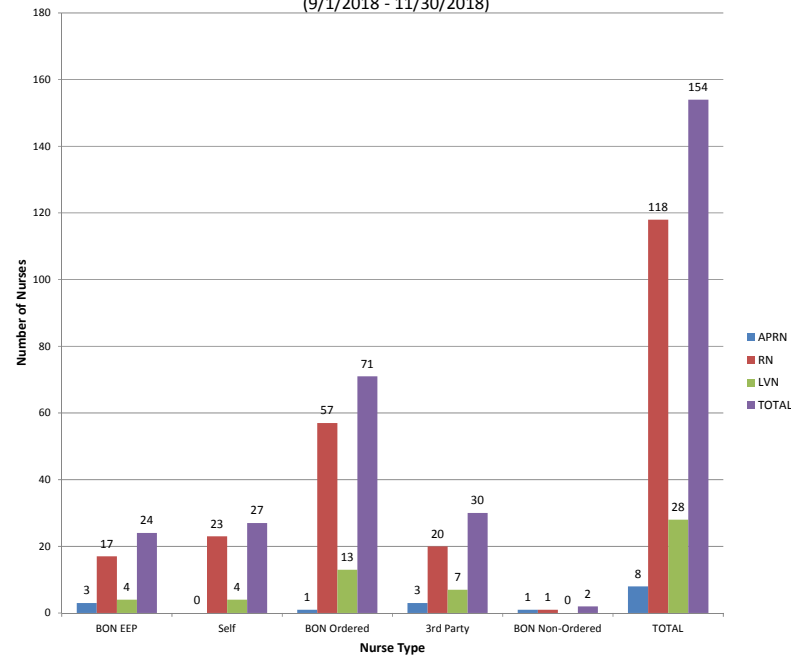


Table 1

Referrals by Nurse Type and Referral Source

Nurse Type	Referral Source					TOTAL
	Self	3rd Party	BON Non-Ordered	BON Ordered	BON EE	
APRN	3	0	1	3	1	8
RN	17	23	57	20	1	118
LVN	4	4	13	7	0	28
TOTAL	24	27	71	30	2	154

previous

quarter

change

30	39	107	43	3	222
-6	-12	-36	-13	-1	-68

Table 2

Nurses by Referral Source and Nurse Type

Referral Source	Nurse Type			TOTAL
	APRN	RN	LVN	
Self	3	17	4	24
3rd Party	0	23	4	27
BON Non-Ordered	1	57	13	71
BON Ordered	3	20	7	30
BON EE	1	1	0	2
TOTAL	8	118	28	154

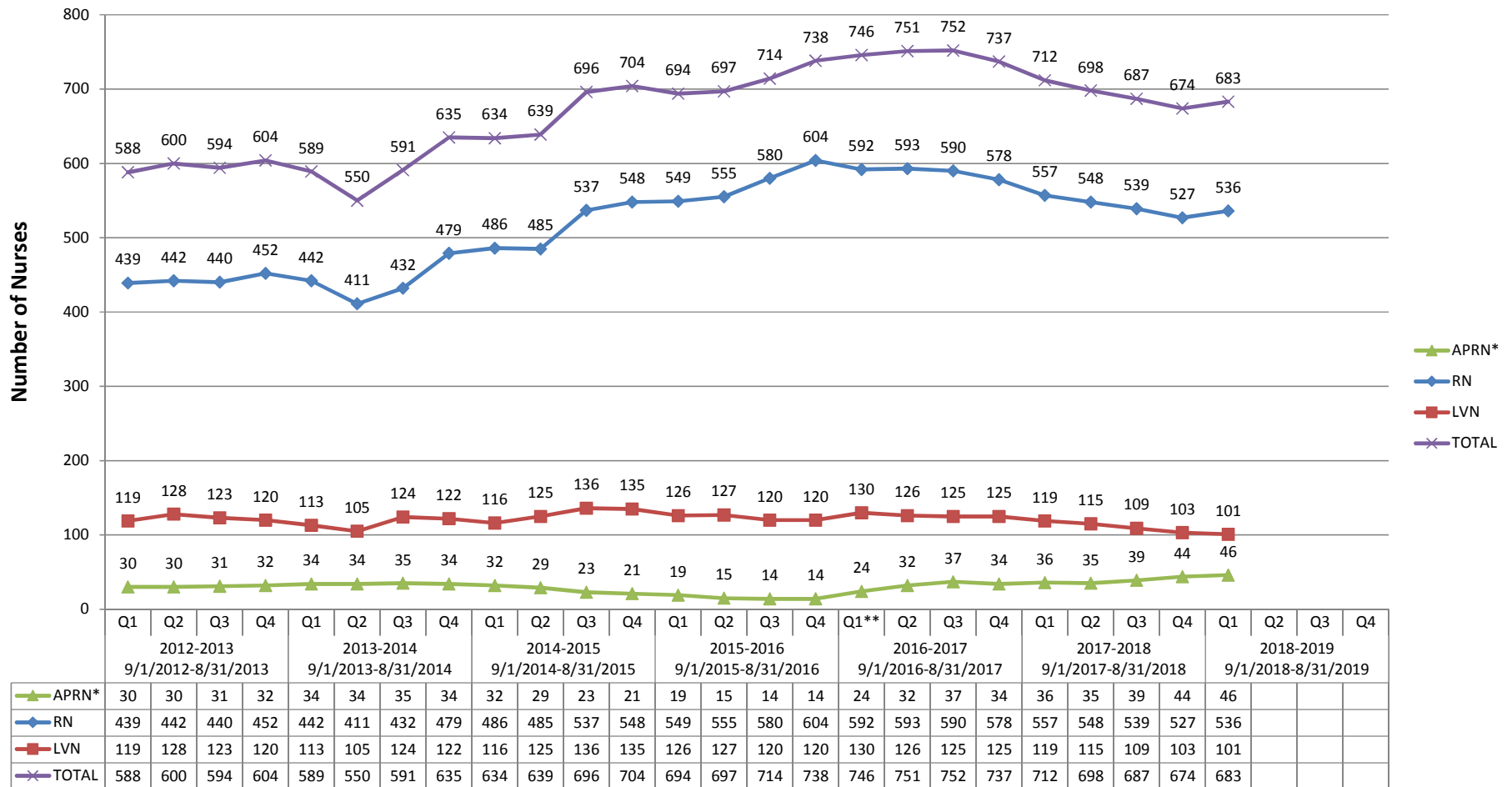
previous

quarter

change

8	172	42	222
0	-54	-14	-68

Figure 3: Average Cases by Nurse Type
Q1 2013 to Q1 2019
 (9/1/2012-11/30/2018)



*In September 2013, the length of TPAPN's SUD track increased from two to three years for RNs and from three to five years for APRNs resulting in an overall increase in TPAPN cases. These increased lengths in required program participation were implemented based on evidence indicating that increased program participation and extended monitoring periods contributed to increased long term recovery.

**Some APRNs, starting Q3 2015, were misclassified as RNs. This was corrected Q1 2017.

STATISTICAL INFORMATION

Q1 2019

(9/1/2018 - 11/30/2018)

Table 3: PARTICIPATION AGREEMENTS SIGNED

TPAPN Tracks	APRN	RN	LVN	TOTAL
Substance Use Disorder only (SUD)	2	17	4	23
Dual (SUD & Mental Health)	0	12	1	13
Mental Health Monitoring (MHM)	1	4	0	5
MHM with Drug Testing	0	9	0	9
Mental Health Support (MHS)	0	4	0	4
MHS with Drug Testing	0	2	0	2
Extended Evaluation (EE)	1	6	0	7
Interim Monitoring (IM)	0	2	0	2
TOTAL	4	56	5	65
PREVIOUS Quarter	3	60	10	73
Change	1	-4	-5	-8

Table 4: PARTICIPANTS EMPLOYED IN NURSING* (As of the last day of this quarter)

	APRN	RN	LVN	TOTAL
TOTAL	37	335	50	422
PREVIOUS Quarter	33	316	44	393
Change	4	19	6	29

Table 5: COMPLETIONS BY NURSE TYPE AND TRACK

TPAPN Tracks	APRN	RN	LVN	TOTAL
Substance Use Disorder only (SUD)	1	12	2	15
Dual (SUD & Mental Health)	0	7	1	8
Mental Health Monitoring (MHM)	0	3	1	4
MHM with Drug Testing	0	2	0	2
Mental Health Support (MHS)	0	0	1	1
MHS with Drug Testing	0	0	0	0
Extended Evaluation (EE)	0	3	2	5
Interim Monitoring (IM)	0	0	0	0
TOTAL	1	27	7	35
PREVIOUS Quarter	0	42	9	51
Change	1	-15	-2	-16

Table 6: DRUG TEST MONITORING ACTIVITIES

	REQUESTED	CONDUCTED						NOT CONDUCTED	
	TOTAL = 3159	TOTAL = 3045						TOTAL = 114	
TPAPN Tracks		Positive	Negative	Dilute	Abnormal	Invalid	Rejected	Excused	Missed
Track to be determined	21	3	15	0	3	0	0	0	0
Substance Use Disorder only (SUD)	2003	89	1775	7	65	11	8	12	36
Dual (SUD & Mental Health)	826	49	692	4	31	6	4	9	31
Mental Health Monitoring (MHM)	130	11	102	0	8	0	0	2	7
Mental Health Support (MHS)	15	0	11	0	0	0	0	1	3
Extended Evaluation (EE)	101	4	81	2	4	1	0	3	6
Interim Monitoring (IM)	63	2	56	0	1	0	0	1	3
TOTAL	3159	158	2732	13	112	18	12	28	86
PREVIOUS Quarter	3068	157	2627	36	108	19	11	33	77
Change	91	1	105	-23	4	-1	1	-5	9

I. Call to Order 10:05 a.m.

A regular Advisory Committee meeting was held at TNA Offices Dietrich Training Conference Room, Austin, Texas on September 7, 2018. The meeting convened at 10:10am, presided by, Program Director, Jonathan Wolfarth.

II. Roll Call

Advisory Committee MEMBERS PRESENT: Denise Benbow, BON; Michele Hackney, Texas Nurses Foundation Member; Melinda Hester, TOBGNE; Leonard Keesee, Advocate Committee; Linda Plank, TOBGNE; Melanie Wiseman, Treatment Provider; Tammy Wolff, LVNAT

Advisory Committee MEMBERS ABSENT: Amanda Gaylon, TNSA; T'Any Carter, TxANA representative (teleconference); Stephanie Espinosa, Long Term Care Representative; Sally Gillam, TONE; Kathie Rickman, Recovery Nurse; Cindy Zolnierek, Texas Nurses Association Executive Director

STAFF PRESENT: Katy Davila, Program Operations Coordinator; Jonathan Wolfarth, Program Director

III. Discussion Item: Today's agenda (for acceptance)

All Advisory Committee members approved agenda.

IV. Action Item: 6/1/2018 Advisory Committee Minutes: Old Business – JW

All Advisory Committee members present approved 6/1/2018 Advisory Committee minutes.

V. Information Item: New Business**A. Committee accomplishments (discussion) – Committee****a) Bring knowledge, skill...brought?****b) Advocates Recruited?**

One Nurse Leonard Keesee Advocates for completed TPAPN recently and will attend the TPAPN Advocate Workshop November 9-10.

c) Community outreach & education delivered?

- Leonard Keesee will present on TPAPN to Directors at Medical City Denton, Medical City Dallas and Texas Christian University.
- Leonard Keesee leads a free Nurse's group at Medical City Dallas every Tuesday night at 7:00pm. This information is listed on the TPAPN website.
- Melanie Wiseman is interested in leading a Nurse's group.

d) Other?**A. Roundtable: Feedback from the communities represented (discussion) – Committee****B. Program Update (informational) – JW****a) TPAPN Staff Update:**

Jonathan Wolfarth informed the Advisory Committee of the two new Case Managers hired in July and August, Cece Gomez, LPC, LCDC and Jaime Bolger, MS, RN-BC. TPAPN plans to hire one more Case Manager and a Program Supervisor.

b) TPAPN DRAFT Mission Statement: Helping Nurses | Safeguarding Patients:

Jonathan Wolfarth informed the Advisory Committee that TPAPN has a new DRAFT Mission Statement. He welcomed feedback from the Advisory Committee.

c) Sunset Recommendations: BON Proposed Four Tier Track based on diagnostic severity and need (Dr. Lehman):

Jonathan Wolfarth reviewed the current TPAPN Track Descriptions and the draft new TPAPN Track Descriptions, Tier Overview, and Program Matrix with the Advisory Committee. He welcomed feedback from Advisory Committee. TPAPN provides guidelines to the evaluator prior to the Nurse's evaluation and typically the Case Manager provides collateral information about the Nurse. Dr. Lehman plans to create a training webinar for evaluators regarding the new Program Matrix.

- i. Current TPAPN Track Descriptions
- ii. DRAFT New TPAPN Track Descriptions
- iii. DRAFT New TPAPN Tier Overview

- d) TPAPN Audit Update: Citizen Advocacy Center Audit Summary
 - i. Potential Advisory Committee Membership changes
Jonathan Wolfarth discussed potential Advisory Committee Membership changes with the Advisory Committee.
- e) TPAPN Policies: Working with consultant, Courtney Hulbert, LCSW, PLLC, to assist with updating – ongoing:
Jonathan Wolfarth reviewed the TPAPN Clinical Policy Content, Use of Mood Altering Substances Policy, and the TPAPN Participant Medication Report form with the Advisory Committee. TPAPN will add the following question to the TPAPN Participant Medication Report Form, “Please describe any prescription history concerns after your review of the Prescription Monitoring Program (PMP) for this nurse. If you did not review the PMP, please detail why you didn’t feel a review was appropriate.”
 - i. TPAPN Clinical Policy Content
 - ii. Use of Mood Altering Substances Policy
 - iii. TPAPN Participant Medication Report Form
- f) Advocate Update:
 - i. Nov. 9-10 TPAPN Advocate Workshop: Led by Cheryl Gagne, Sc.D., Senior Associate and Peer Support Expert at the Center for Social Innovation
 - ii. Nov. 9-10 TPAPN Advocate Workshop Agenda
 - iii. TPAPN Advocate Update Summary
- g) TPAPN Activities (2016-2018)
- h) Weekly Report to the BON
- i) TPAPN Financial Statements: June 2018

D. Committee goals for upcoming quarter (discussion) – Committee

E. Roundtable: What else? (discussion) – All

The Advisory Committee suggested TPAPN add measurements of participant completions on the TPAPN website.

Material Distributed: Jonathan Wolfarth reviewed material distributed

1. Committee Roster
2. Contact Information
3. 6/1/2018 Advisory Committee Minutes
4. TPAPN Staff Directory
5. TPAPN Draft Mission Statement: Helping Nurses | Safeguarding Patients
6. Current TPAPN Track Descriptions
7. Draft New TPAPN Track Descriptions
8. Draft New TPAPN Tier Overview
9. Citizen Advocacy Center Audit Summary
10. TPAPN Clinical Policy Content
11. Use of Mood Altering Substances Policy
12. TPAPN Participation Medication Report Form
13. Nov. 9-10 TPAPN Advocate Workshop Save The Date
14. Nov. 9-10 TPAPN Advocate Workshop Agenda
15. TPAPN Advocate Update Summary
16. TPAPN Activities 2016-2018 (non-inclusive)
17. Weekly Report to the BON
18. TPAPN Financials Statements: June 2018

Material Circulated:

1. Quarterly Report to the BON June 25, 2018
2. Citizen Advocacy Center Audit Report
3. DRAFT TPAPN Track Guidelines

Material in Binder Pocket:

1. Advocate Application
2. TPAPN Referral Form

VI. Announcements:

Upcoming Activities:

1. LVNAT Conference: October 12, 2018 at Wingate by Wyndham Round Rock Hotel & Conference Center
2. Advocate Workshop: November 9-10, 2018 at DoubleTree by Hilton Austin Northwest - Arboretum

VII. Information Item: Upcoming Committee meetings:

2018:

12/7/2018 (scheduled from 10:00a.m. – 2:00p.m. at TNA office)

2019:

3/1/2019; 6/7/2019; 9/13/2019; 12/6/2019 (scheduled from 10:00a.m. – 2:00p.m. at TNA office)

VIII. Adjourned 1:40 p.m.

Minutes respectfully submitted by:

Katy Davila, TPAPN Program Operations Coordinator

September 7, 2018

TNF - TPAPN
Balance Sheet
September 30, 2018

Assets

Cash & Cash Equivalents

11100	WELLS FARGO-OPERATING 3856	\$	497,067.50	
11600	BB&T - 2912 - MM BIDA		353,909.98	
	Total Cash & Cash Equivalents			850,977.48

Accounts Receivables

12700	A/R-BOARD OF NURSING		79,173.00	
13200	A/R OTHERS		10,438.00	
	Total Accounts Receivable			89,611.00

Prepays

14000	PREPAIDS		4,430.00	
	Total Prepays			4,430.00

Total Current Assets	945,018.48
----------------------	------------

Property and Equipment

15000	FURNITURE & EQUIPMENT		16,928.55	
15100	ACCUMULATED DEPRECIATION		(16,928.55)	
	Total Property and Equipment			0.00

Total Assets	\$ 945,018.48
--------------	---------------

Liabilities and Net Assets

Current Liabilities

20800	A/P-TNA	\$	1,951.82	
21000	A/P-OTHER		505.09	
21500	ACCRUED EXPENSES		47,821.79	
	Total Current Liabilities			50,278.70

Net Assets

29400	BOD DESIGNATED:LEGAL/INS		100,000.00	
30500	UNDESIGNATED		739,365.08	
	Net Income of <Loss> to Date		55,374.70	
	Total Net Assets			894,739.78
	Total Liabilities & Net Assets	\$		945,018.48

TNF - TPAPN
Income Statement
For the Three Months Ending September 30, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget Remaining
Income						
40200 BOARD OF NURSING	\$ 79,173.00	\$ 83,788.17	\$ 254,342.00	\$ 251,364.51	2,977.49	751,116.00
40600 INTEREST	203.56	200.00	623.88	600.00	23.88	1,776.12
41000 SPONSORS/DONATIONS	250.00	41.67	250.00	125.01	124.99	250.00
41200 RN - BD ORDER	2,500.00	3,166.67	7,500.00	9,500.01	(2,000.01)	30,500.00
41300 PARTICIPENT LAB FEES	6,727.00	7,083.33	20,258.00	21,249.99	(991.99)	64,742.00
41500 LVN - BD ORDER	1,400.00	583.33	2,800.00	1,749.99	1,050.01	4,200.00
Total Regular Program	90,253.56	94,863.17	285,773.88	284,589.51	1,184.37	852,584.12
45000 EEP - LAB FEES	161.00	166.67	462.00	500.01	(38.01)	1,538.00
45200 MISCELLANEOUS INCOME	0.00	8.33	0.00	24.99	(24.99)	100.00
45300 MHSP - LAB FEES	0.00	4.17	0.00	12.51	(12.51)	50.00
Total EEP	161.00	179.17	462.00	537.51	(75.51)	1,688.00
Total Income	90,414.56	95,042.34	286,235.88	285,127.02	1,108.86	854,272.12

Expenses**Staffing/Consultants Expenses**

50500 COMPENSATION	44,492.52	58,878.17	139,847.38	176,634.51	(36,787.13)	566,690.62
50700 OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00	600.00
50800 HLTH/LIFE INSURANCE	6,219.75	7,916.67	17,276.59	23,750.01	(6,473.42)	77,723.41
50900 W C INSURANCE	0.00	0.00	0.00	0.00	0.00	2,000.00
51500 PAYROLL TAXES	3,621.31	5,166.67	11,641.45	15,500.01	(3,858.56)	50,358.55
51700 401K	1,164.74	2,500.00	2,961.07	7,500.00	(4,538.93)	27,038.93
51900 TEMPS/AGENCIES/OTHER	0.00	83.33	39.07	249.99	(210.92)	960.93
52000 STAFF DEVELOPMENT	492.00	833.33	1,786.00	2,499.99	(713.99)	8,214.00
52500 STAFF TRAV/EXP	84.38	583.33	390.43	1,749.99	(1,359.56)	6,609.57
54500 LEGAL EXPENSES/CONSULT	0.00	83.33	0.00	249.99	(249.99)	1,000.00
54900 CONSULTANT-OTHER	0.00	5,000.00	7,000.00	15,000.00	(8,000.00)	8,000.00
56200 REIMB FOR STAFF TIME	5,308.33	5,308.33	15,924.99	15,924.99	0.00	47,775.01
Total Staffing/Consultants	61,383.03	86,353.16	196,866.98	259,059.48	(62,192.50)	796,971.02

Administrative Expenses

56000 OFFICE SPACE	5,647.50	5,647.50	16,942.50	16,942.50	0.00	50,827.50
56400 FINANCIAL AUDIT	3,000.00	2,500.00	3,000.00	3,000.00	0.00	0.00
56800 TELEPHONE	602.41	620.83	1,816.15	1,862.49	(46.34)	5,633.85
56900 EQUIP- LEASE	144.31	145.83	432.93	437.49	(4.56)	1,317.07
57000 POSTAGE	68.51	116.67	252.40	350.01	(97.61)	1,147.60
57100 SHIPPING/DELIVERY/	0.00	12.50	0.00	37.50	(37.50)	150.00
57200 DUPLICATING	218.35	308.33	634.00	924.99	(290.99)	3,066.00
57300 BANK CHARGES	0.00	16.67	0.00	50.01	(50.01)	200.00
57400 SUPPLIES	60.60	125.00	173.64	375.00	(201.36)	1,326.36
57500 EQUIP/SW/FURNITURE	991.74	1,041.67	2,975.22	3,125.01	(149.79)	9,524.78
57600 DEPRECIATION	0.00	41.67	0.00	125.01	(125.01)	500.00
57700 INFORMATION TECHNOLOGY	1,141.02	983.33	3,423.06	2,949.99	473.07	8,376.94
57800 EQUIP MAINTENANCE	0.00	16.67	0.00	50.01	(50.01)	200.00
57900 DOCUMENT MANAGEMENT	60.00	62.50	180.00	187.50	(7.50)	570.00
58000 MISCELLANEOUS	0.00	8.33	0.00	24.99	(24.99)	100.00
58100 INSUR/LEGAL DEFENSE	1,171.63	1,000.00	3,957.39	3,000.00	957.39	8,042.61

Unaudited

TNF - TPAPN
Income Statement

For the Three Months Ending September 30, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget Remaining
58600 RESOURCE LIBRARY	0.00	25.00	0.00	75.00	(75.00)	300.00
59600 COMMITTEES & BOARDS	206.91	83.33	206.91	249.99	(43.08)	793.09
Total Administrative	13,312.98	12,755.83	33,994.20	33,767.49	226.71	92,075.80
Participants/Advocants						
60200 INFORMAL ADVOCATE TRAI	0.00	41.67	0.00	125.01	(125.01)	500.00
60600 FALL W/S- ADVOCATES	0.00	0.00	0.00	0.00	0.00	5,000.00
61000 SPRING W/S	0.00	0.00	0.00	0.00	0.00	5,000.00
62400 PROGRAM MATERIALS	0.00	291.67	0.00	875.01	(875.01)	3,500.00
Total Participants/Advocate	0.00	333.34	0.00	1,000.02	(1,000.02)	14,000.00
Education						
64000 OUTREACH	0.00	375.00	0.00	1,125.00	(1,125.00)	4,500.00
65500 ATTORNEY WORKSHOP	0.00	8.33	0.00	24.99	(24.99)	100.00
68400 EDUC-MATERIALS/BROCH/	0.00	166.67	0.00	500.01	(500.01)	2,000.00
Total Education	0.00	550.00	0.00	1,650.00	(1,650.00)	6,600.00
Total Expenses	74,696.01	99,992.33	230,861.18	295,476.99	(64,615.81)	909,646.82
Net Income or Loss	\$ 15,718.55	\$ (4,949.99)	\$ 55,374.70	\$ (10,349.97)	65,724.67	(55,374.70)

TNF - TPAPN
Balance Sheet
October 31, 2018

Assets

Cash & Cash Equivalents

11100	WELLS FARGO-OPERATING 3856	\$	304,683.70	
11600	BB&T - 2912 - MM BIDA		554,120.45	
	Total Cash & Cash Equivalents			858,804.15

Accounts Receivables

12700	A/R-BOARD OF NURSING		92,419.00	
13200	A/R OTHERS		13,235.00	
	Total Accounts Receivable			105,654.00

Prepays

14000	PREPAIDS		5,957.95	
	Total Prepays			5,957.95

Total Current Assets	970,416.10
----------------------	------------

Property and Equipment

15000	FURNITURE & EQUIPMENT		16,928.55	
15100	ACCUMULATED DEPRECIATION		(16,928.55)	
	Total Property and Equipment			0.00

Total Assets	\$ 970,416.10
--------------	---------------

Liabilities and Net Assets

Current Liabilities

20800	A/P-TNA	\$	2,907.39	
21000	A/P-OTHER		1,016.68	
21500	ACCRUED EXPENSES		52,644.72	
	Total Current Liabilities			56,568.79

Net Assets

29400	BOD DESIGNATED:LEGAL/INS		100,000.00	
30500	UNDESIGNATED		739,365.08	
	Net Income of <Loss> to Date		74,482.23	
	Total Net Assets			913,847.31
	Total Liabilities & Net Assets	\$		970,416.10

TNF - TPAPN
Income Statement

For the Four Months Ending October 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget Remaining
Income						
40200 BOARD OF NURSING	\$ 92,419.00	\$ 83,788.17	\$ 346,761.00	\$ 335,152.68	11,608.32	658,697.00
40600 INTEREST	210.47	200.00	834.35	800.00	34.35	1,565.65
41000 SPONSORS/DONATIONS	0.00	41.67	250.00	166.68	83.32	250.00
41200 RN - BD ORDER	5,500.00	3,166.67	13,000.00	12,666.68	333.32	25,000.00
41300 PARTICIPENT LAB FEES	7,231.00	7,083.33	27,489.00	28,333.32	(844.32)	57,511.00
41500 LVN - BD ORDER	350.00	583.33	3,150.00	2,333.32	816.68	3,850.00
Total Regular Program	105,710.47	94,863.17	391,484.35	379,452.68	12,031.67	746,873.65
45000 EEP - LAB FEES	154.00	166.67	616.00	666.68	(50.68)	1,384.00
45200 MISCELLANEOUS INCOME	0.00	8.33	0.00	33.32	(33.32)	100.00
45300 MHSP - LAB FEES	0.00	4.17	0.00	16.68	(16.68)	50.00
Total EEP	154.00	179.17	616.00	716.68	(100.68)	1,534.00
Total Income	105,864.47	95,042.34	392,100.35	380,169.36	11,930.99	748,407.65

Expenses

Staffing/Consultants Expenses

50500 COMPENSATION	52,510.00	58,878.17	192,357.38	235,512.68	(43,155.30)	514,180.62
50700 OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00	600.00
50800 HLTH/LIFE INSURANCE	6,911.08	7,916.67	24,187.67	31,666.68	(7,479.01)	70,812.33
50900 W C INSURANCE	0.00	0.00	0.00	0.00	0.00	2,000.00
51500 PAYROLL TAXES	3,943.88	5,166.67	15,585.33	20,666.68	(5,081.35)	46,414.67
51700 401K	1,363.53	2,500.00	4,324.60	10,000.00	(5,675.40)	25,675.40
51900 TEMPS/AGENCIES/OTHER	93.30	83.33	132.37	333.32	(200.95)	867.63
52000 STAFF DEVELOPMENT	503.94	833.33	2,289.94	3,333.32	(1,043.38)	7,710.06
52500 STAFF TRAV/EXP	30.35	583.33	420.78	2,333.32	(1,912.54)	6,579.22
54500 LEGAL EXPENSES/CONSULT	0.00	83.33	0.00	333.32	(333.32)	1,000.00
54900 CONSULTANT-OTHER	6,000.00	0.00	13,000.00	15,000.00	(2,000.00)	2,000.00
56200 REIMB FOR STAFF TIME	5,308.33	5,308.33	21,233.32	21,233.32	0.00	42,466.68
Total Staffing/Consultants	76,664.41	81,353.16	273,531.39	340,412.64	(66,881.25)	720,306.61

Administrative Expenses

56000 OFFICE SPACE	5,647.50	5,647.50	22,590.00	22,590.00	0.00	45,180.00
56400 FINANCIAL AUDIT	0.00	0.00	3,000.00	3,000.00	0.00	0.00
56800 TELEPHONE	607.41	620.83	2,423.56	2,483.32	(59.76)	5,026.44
56900 EQUIP- LEASE	144.31	145.83	577.24	583.32	(6.08)	1,172.76
57000 POSTAGE	71.18	116.67	323.58	466.68	(143.10)	1,076.42
57100 SHIPPING/DELIVERY/	0.00	12.50	0.00	50.00	(50.00)	150.00
57200 DUPLICATING	263.48	308.33	897.48	1,233.32	(335.84)	2,802.52
57300 BANK CHARGES	0.00	16.67	0.00	66.68	(66.68)	200.00
57400 SUPPLIES	81.13	125.00	254.77	500.00	(245.23)	1,245.23
57500 EQUIP/SW/FURNITURE	991.74	1,041.67	3,966.96	4,166.68	(199.72)	8,533.04
57600 DEPRECIATION	0.00	41.67	0.00	166.68	(166.68)	500.00
57700 INFORMATION TECHNOLOGY	952.24	983.33	4,375.30	3,933.32	441.98	7,424.70
57800 EQUIP MAINTENANCE	0.00	16.67	0.00	66.68	(66.68)	200.00
57900 DOCUMENT MANAGEMENT	90.00	62.50	270.00	250.00	20.00	480.00
58000 MISCELLANEOUS	0.00	8.33	0.00	33.32	(33.32)	100.00
58100 INSUR/LEGAL DEFENSE	816.38	1,000.00	4,773.77	4,000.00	773.77	7,226.23

Unaudited

TNF - TPAPN
Income Statement

For the Four Months Ending October 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget Remaining
58600 RESOURCE LIBRARY	0.00	25.00	0.00	100.00	(100.00)	300.00
59600 COMMITTEES & BOARDS	0.00	83.33	206.91	333.32	(126.41)	793.09
Total Administrative	9,665.37	10,255.83	43,659.57	44,023.32	(363.75)	82,410.43
Participants/Advocants						
60200 INFORMAL ADVOCATE TRAI	0.00	41.67	0.00	166.68	(166.68)	500.00
60600 FALL W/S- ADVOCATES	0.00	0.00	0.00	0.00	0.00	5,000.00
61000 SPRING W/S	0.00	0.00	0.00	0.00	0.00	5,000.00
62400 PROGRAM MATERIALS	427.16	291.67	427.16	1,166.68	(739.52)	3,072.84
Total Participants/Advocate	427.16	333.34	427.16	1,333.36	(906.20)	13,572.84
Education						
64000 OUTREACH	0.00	375.00	0.00	1,500.00	(1,500.00)	4,500.00
65500 ATTORNEY WORKSHOP	0.00	8.33	0.00	33.32	(33.32)	100.00
68400 EDUC-MATERIALS/BROCH/	0.00	166.67	0.00	666.68	(666.68)	2,000.00
Total Education	0.00	550.00	0.00	2,200.00	(2,200.00)	6,600.00
Total Expenses	86,756.94	92,492.33	317,618.12	387,969.32	(70,351.20)	822,889.88
Net Income or Loss	\$ 19,107.53	\$ 2,550.01	\$ 74,482.23	\$ (7,799.96)	82,282.19	(74,482.23)

TNF - TPAPN
Balance Sheet
November 30, 2018

Assets

Cash & Cash Equivalents

11100	WELLS FARGO-OPERATING 3856	\$	296,265.69	
11600	BB&T - 2912 - MM BIDA		554,430.02	
	Total Cash & Cash Equivalents			850,695.71

Accounts Receivables

12700	A/R-BOARD OF NURSING		82,369.00	
13200	A/R OTHERS		23,169.00	
	Total Accounts Receivable			105,538.00

Prepays

14000	PREPAIDS		1,336.28	
	Total Prepays			1,336.28

Total Current Assets		957,569.99
----------------------	--	------------

Property and Equipment

15000	FURNITURE & EQUIPMENT		16,928.55	
15100	ACCUMULATED DEPRECIATION		(16,928.55)	
	Total Property and Equipment			0.00

Total Assets	\$	957,569.99
--------------	----	------------

Liabilities and Net Assets

Current Liabilities

20800	A/P-TNA	\$	1,321.97	
21000	A/P-OTHER		355.07	
21500	ACCRUED EXPENSES		33,842.34	
	Total Current Liabilities			35,519.38

Net Assets

29400	BOD DESIGNATED:LEGAL/INS		100,000.00	
30500	UNDESIGNATED		739,365.08	
	Net Income of <Loss> to Date		82,685.53	
	Total Net Assets			922,050.61
	Total Liabilities & Net Assets	\$		957,569.99

TNF - TPAPN
Income Statement

For the Five Months Ending November 30, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget Remaining
Income						
40200 BOARD OF NURSING	\$ 82,369.00	\$ 83,788.17	\$ 429,130.00	\$ 418,940.85	10,189.15	576,328.00
40600 INTEREST	309.57	200.00	1,143.92	1,000.00	143.92	1,256.08
41000 SPONSORS/DONATIONS	0.00	41.67	250.00	208.35	41.65	250.00
41200 RN - BD ORDER	2,500.00	3,166.67	15,500.00	15,833.35	(333.35)	22,500.00
41300 PARTICIPENT LAB FEES	6,909.00	7,083.33	34,398.00	35,416.65	(1,018.65)	50,602.00
41500 LVN - BD ORDER	350.00	583.33	3,500.00	2,916.65	583.35	3,500.00
Total Regular Program	92,437.57	94,863.17	483,921.92	474,315.85	9,606.07	654,436.08
45000 EEP - LAB FEES	175.00	166.67	791.00	833.35	(42.35)	1,209.00
45200 MISCELLANEOUS INCOME	0.00	8.33	0.00	41.65	(41.65)	100.00
45300 MHSP - LAB FEES	0.00	4.17	0.00	20.85	(20.85)	50.00
Total EEP	175.00	179.17	791.00	895.85	(104.85)	1,359.00
Total Income	92,612.57	95,042.34	484,712.92	475,211.70	9,501.22	655,795.08

Expenses

Staffing/Consultants Expenses

50500 COMPENSATION	50,424.30	58,878.17	242,781.68	294,390.85	(51,609.17)	463,756.32
50700 OTHER COMPENSATION	0.00	600.00	0.00	600.00	(600.00)	600.00
50800 HLTH/LIFE INSURANCE	6,911.08	7,916.67	31,098.75	39,583.35	(8,484.60)	63,901.25
50900 W C INSURANCE	0.00	0.00	0.00	0.00	0.00	2,000.00
51500 PAYROLL TAXES	3,840.01	5,166.67	19,425.34	25,833.35	(6,408.01)	42,574.66
51700 401K	1,599.37	2,500.00	5,923.97	12,500.00	(6,576.03)	24,076.03
51900 TEMPS/AGENCIES/OTHER	195.77	83.33	328.14	416.65	(88.51)	671.86
52000 STAFF DEVELOPMENT	316.00	833.33	2,605.94	4,166.65	(1,560.71)	7,394.06
52500 STAFF TRAV/EXP	0.00	583.33	420.78	2,916.65	(2,495.87)	6,579.22
54500 LEGAL EXPENSES/CONSULT	0.00	83.33	0.00	416.65	(416.65)	1,000.00
54900 CONSULTANT-OTHER	0.00	0.00	13,000.00	15,000.00	(2,000.00)	2,000.00
56200 REIMB FOR STAFF TIME	5,308.33	5,308.33	26,541.65	26,541.65	0.00	37,158.35
Total Staffing/Consultants	68,594.86	81,953.16	342,126.25	422,365.80	(80,239.55)	651,711.75

Administrative Expenses

56000 OFFICE SPACE	5,647.50	5,647.50	28,237.50	28,237.50	0.00	39,532.50
56400 FINANCIAL AUDIT	0.00	0.00	3,000.00	3,000.00	0.00	0.00
56800 TELEPHONE	600.16	620.83	3,023.72	3,104.15	(80.43)	4,426.28
56900 EQUIP- LEASE	144.31	145.83	721.55	729.15	(7.60)	1,028.45
57000 POSTAGE	68.06	116.67	391.64	583.35	(191.71)	1,008.36
57100 SHIPPING/DELIVERY/	0.00	12.50	0.00	62.50	(62.50)	150.00
57200 DUPLICATING	442.84	308.33	1,340.32	1,541.65	(201.33)	2,359.68
57300 BANK CHARGES	0.00	16.67	0.00	83.35	(83.35)	200.00
57400 SUPPLIES	71.45	125.00	326.22	625.00	(298.78)	1,173.78
57500 EQUIP/SW/FURNITURE	991.74	1,041.67	4,958.70	5,208.35	(249.65)	7,541.30
57600 DEPRECIATION	0.00	41.67	0.00	208.35	(208.35)	500.00
57700 INFORMATION TECHNOLOGY	952.24	983.33	5,327.54	4,916.65	410.89	6,472.46
57800 EQUIP MAINTENANCE	0.00	16.67	0.00	83.35	(83.35)	200.00
57900 DOCUMENT MANAGEMENT	60.00	62.50	330.00	312.50	17.50	420.00
58000 MISCELLANEOUS	0.00	8.33	0.00	41.65	(41.65)	100.00
58100 INSUR/LEGAL DEFENSE	749.88	1,000.00	5,523.65	5,000.00	523.65	6,476.35

Unaudited

TNF - TPAPN
Income Statement

For the Five Months Ending November 30, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget Remaining
58600 RESOURCE LIBRARY	0.00	25.00	0.00	125.00	(125.00)	300.00
59600 COMMITTEES & BOARDS	18.64	83.33	225.55	416.65	(191.10)	774.45
Total Administrative	9,746.82	10,255.83	53,406.39	54,279.15	(872.76)	72,663.61
Participants/Advocants						
60200 INFORMAL ADVOCATE TRAI	0.00	41.67	0.00	208.35	(208.35)	500.00
60600 FALL W/S- ADVOCATES	6,067.59	5,000.00	6,067.59	5,000.00	1,067.59	(1,067.59)
61000 SPRING W/S	0.00	0.00	0.00	0.00	0.00	5,000.00
62400 PROGRAM MATERIALS	0.00	291.67	427.16	1,458.35	(1,031.19)	3,072.84
Total Participants/Advocate	6,067.59	5,333.34	6,494.75	6,666.70	(171.95)	7,505.25
Education						
64000 OUTREACH	0.00	375.00	0.00	1,875.00	(1,875.00)	4,500.00
65500 ATTORNEY WORKSHOP	0.00	8.33	0.00	41.65	(41.65)	100.00
68400 EDUC-MATERIALS/BROCH/	0.00	166.67	0.00	833.35	(833.35)	2,000.00
Total Education	0.00	550.00	0.00	2,750.00	(2,750.00)	6,600.00
Total Expenses	84,409.27	98,092.33	402,027.39	486,061.65	(84,034.26)	738,480.61
Net Income or Loss	\$ 8,203.30	\$ (3,049.99)	\$ 82,685.53	\$ (10,849.95)	93,535.48	(82,685.53)