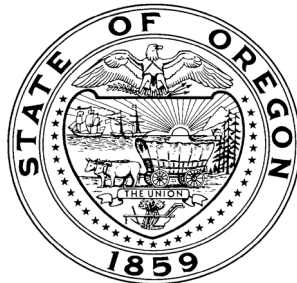


ORS 182.472
2024 Report to the Governor
& Legislative Assembly

Oregon Board of
Physical Therapy



Prepared By:
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Preface

Pursuant to ORS 182.472¹; the following is a copy of the Oregon Board of Physical Therapy 2024 Biennial Report to the Governor and Legislative Assembly.

¹Full statutory language: ORS 182.472: Not later than April 1 of each even-numbered year, each board subject to ORS 182.456 (Definitions for ORS 182.456 to 182.472) to 182.472 (Reports) shall submit a report to the Governor, the President of the Senate, the Speaker of the House of Representatives and the Legislative Fiscal Officer. The Legislative Fiscal Officer shall review the reports and shall prepare and submit a statement of findings and conclusions to the Joint Legislative Audit Committee and the Joint Committee on Ways and Means. The report must include the following:

- (1) A copy of the most recent audit or financial review of the board.
- (2) A copy of the actual budget for the prior biennium and a copy of the board's adopted budget for the biennium in which the report is made. The budget documents must show:
 - (a) The beginning balance and ending balance for each of the two biennia;
 - (b) A description of material changes between the two biennia;
 - (c) A description of the public hearing process used to establish the budget adopted for the current biennium; and
 - (d) A description of current fees and proposed changes to fees, along with information supporting the amounts of the current fees and any proposed changes to the fees.
- (3) A description of all temporary and permanent rules adopted by the board during the prior biennium.
- (4) A description of board actions promoting consumer protection that were taken during the prior biennium.
- (5) If the board issues licenses, a description of the board's licensing activities performed during the prior biennium that is adequate to allow evaluation of the board's performance of its licensing responsibilities, including:
 - (a) The number of license applications;
 - (b) The number of licenses issued;
 - (c) The number of examinations conducted;
 - (d) The average time between application for and issuance of licenses;
 - (e) The number and types of complaints received about persons holding licenses;
 - (f) The number and types of investigations conducted;
 - (g) The number and types of resolutions of complaints;
 - (h) The number and type of sanctions imposed; and
 - (i) The number of days between beginning an investigation and reaching a resolution.
- (6) A description of all other actions taken during the prior biennium in the performance of the board's statutory responsibilities that is adequate to allow evaluation of the board's performance. [1999 c.1084 §11; 2005 c.109 §1; 2007 c.218 §2; 2010 c.107 §2]

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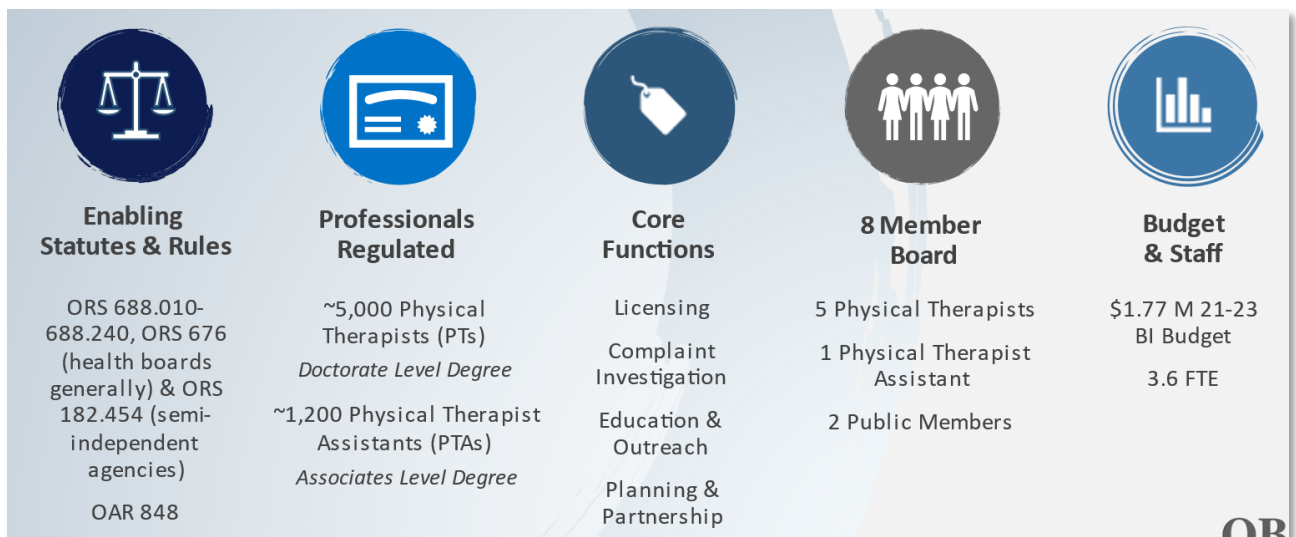
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Background - About the Board

Overview

The Oregon Board of Physical Therapy is a semi-independent state agency formed with the statutory purpose to protect the public health, safety, and welfare for all Oregonians by maintaining standards for quality care, professional skill and competence through the effective regulation of the practice of physical therapy. The Board is comprised of eight board members including five licensed Physical Therapists, one licensed Physical Therapist Assistant and two members of the general public. The agency has an administrative staff of 3.6 FTE and an operational budget of approximately \$1.8 million per biennium. The Board oversees a licensee population of approximately 6,500 professionals, as well as individuals authorized to practice in the State of Oregon via a multi-state Compact.



Purpose

The board's purpose is public protection and to establish professional standards of practice which assure that physical therapists and physical therapist assistants are properly educated, hold valid/current licenses, practice within their scope of practice and continue to receive ongoing training throughout their careers. The Board is one of the health professional regulatory boards governed under ORS 676, with specific board authority and regulatory scope defined in ORS 688.

Mission

To protect the public health, safety and welfare for **all** Oregonians by maintaining standards for quality care, professional skill and competence through the effective regulation of the practice of physical therapy.

Vision

Positive Patient Outcomes Achieved.

Values

Oregon state government has adopted four organizational values stretching across all departments, boards and commissions to support the provision of quality programs and outcomes via a committed workforce serving the people of Oregon.



ACCOUNTABILITY
EQUITY
INTEGRITY
EXCELLENCE

ACCOUNTABILITY – Own and take responsibility for quality of outcomes for Oregonians.

EQUITY – Create and foster an environment where everyone has access and opportunity to thrive.

INTEGRITY – Be honest and transparent regardless of the situation.

EXCELLENCE – Collaboratively manage the resources we are entrusted with to achieve the best possible outcomes for Oregonians.

About Physical Therapy

The practice of physical therapy helps patients achieve positive health outcomes. Licensed physical therapists and physical therapist assistants help patients maximize movement, manage pain, frequently avoid surgery and prescription drugs, manage chronic (long-term) conditions, and recover from and prevent injury.

While Oregon issues a general license to practice, individual practitioners specialize in a wide variety of areas and often hold additional certifications in those areas, including Orthopedics, Neurology, Pediatrics, Geriatrics, Oncology, Women’s Health, Cardiovascular & Pulmonary, Sports, Wound Management, and Animal Therapy. Professionals also work in a large variety of practice settings, including Acute Care, Skilled Nursing, Outpatient, Home Health, Private Clinics, Schools, Sports Teams, and Employer Workplaces. Patients also have broad access to care, with both provider referral or direct patient access pathways allowed in Oregon, dependent on the individual’s coverage requirements, if any. Physical Therapy is generally covered under commercial insurance, Medicare/Medicaid, and individual providers may access those, as well as third-party payors or private pay.

Physical Therapy Workforce

According to data gathered from licensees upon renewal of license by the Oregon Health Authority Healthcare Workforce Reporting Program (HWRP), the distribution of licensed professionals throughout the state is uneven, and employers have expressed difficulty in finding sufficient capacity to meet needs. Even when the raw numbers show availability of professionals in a given area, the individuals may not hold all the specializations desired, or

work in the specific care setting with the shortage. Workforce availability data must consider this factor before making any conclusions about sufficient capacity. To meet the gaps, employers frequently make use of travelers or temporary staffing to meet their needs. These are often individuals who will work in the state for a limited amount of time either with an Oregon license, or more recently, with a Compact privilege.

In addition, according to HWRP data, the demographics of the PT/PTA licensed workforce do not match the demographics of the Oregon population overall, with the largest underrepresentation for the Latino/a/x community. More detailed information can be explored interactively at the [Oregon Health Authority Healthcare Workforce Reporting Data](#) website for PT/PTA and most other healthcare professionals. Due to the reporting cycles relative to the Board's license renewal cycle, there can be a long lead time before data is reflected in these reports. Furthermore, licensees who do not renew their Oregon license, or those working on a Compact Privilege, do not complete the survey. The Board estimates this to be approximately 20% of the workforce, based on the number of non-renewed licenses each renewal period.

Section I - Governance, Oversight, Risk Assessments & Controls

Although the OBPT is a semi-independent agency under ORS 182, the agency is subject to much of the same oversight and controls applicable to other executive branch agencies, including the Governor's standard agency expectations published in January 2023. The OBPT has also adopted, by policy, compliance with other standard practices and OARs.

Board Member Recruitment, Appointment and Training

The OBPT board members are Governor appointed and subject to Senate confirmation. Applicants apply via the standard process established by the Governor's Board Appointments Office. All newly appointed members complete standard board member training within six months of appointment, and complete required training annually. In addition, board members receive additional training as offered by the Oregon Ethics Commission, the Department of Justice, and training offered through the Federation of State Boards of Physical Therapy. In addition to the recruitment channels utilized by the Governor's office, OBPT sends notice of upcoming board member openings to all licensees and interested parties.

Accounts Payable, Accounts Receivable, Delinquent & Liquidated Accounts

The OBPT has adopted and complies with the Oregon Accounting Manual and is subject to review and annual reporting for accounts receivable, delinquent and liquidated accounts by both the Department of Administrative Services and the Legislative Fiscal Office.

Procurement

Although not subject to Oregon procurement laws, the OBPT by policy complies with procurement requirements, utilizing RFP procedures for larger procurements, and utilizing existing state contracts where available. The OBPT has minimal contracting activity. This biennium, the external financial review was expanded to include review of contracting activities.

Information Technology Systems Security

The OBPT is subject to oversight by Oregon Enterprise Information Services and the State CIO. The OBPT contracts with the Department of Administrative Services (DAS) for provision of network services, voice services, M365 and SharePoint Services, and the Board's file server is maintained in the State data center. The OBPT's current helpdesk and desktop support vendor was selected via a full DAS-administered procurement process, and personnel from this 3rd-party provider work under requirements and direction set out by DAS. The OBPT's external software vendor for licensing was selected via the requisite EIS IT stage gate process and reviewed for compliance with all state cloud security standards. Regular cyber-security audits are performed by EIS and DAS.

Administrative Rulemaking

Any administrative rulemaking activities are performed consistent with the requirements set forth by the Secretary of State's Office administrative rulemaking division. All rulemaking is filed through the SOS system and published in the Oregon Bulletin. The Board's Assistant Attorney General, assigned by the Department of Justice, is present for all executive and public board meetings, and reviews draft rule amendments.

External Financial Review

The Secretary of State's Audits Division reviews and approves the scope of work proposed for the biannual external financial review prior to commencing any work with an external provider. The SOS Audit Division personnel will confirm that the scope of work is appropriate for meeting the requirements for ORS 182.464.

The final report is also submitted to the Audit Division for review at the conclusion of the engagement.

The final report, as well as the agency representation letter and key financial documents provided to the external provider are included in the next section.

The OBPT worked with the same firm retained during the 19-21 Biennium after an RFP process in collaboration with several of the other semi-independent agencies, with guidance on the scope of work from the Secretary of State's Audit Division. For the 21-23 Biennium, review of procurement and contract management for large contracts was added to the scope of work.

The 21-23 Biennium External Financial Review did not result in any audit findings.

The previous 19-21 Biennium External Financial Review also had not resulted in any findings, and therefore there is no follow up on prior findings to report.



Report of Independent Accountants

Oregon Board of Physical Therapy
Oregon Secretary of State Audits Division

We have performed the procedures enumerated below, on the accounting records noted below for the Biennium ended June 30, 2023. The Oregon Board of Physical Therapy (the Board) is responsible for the accounting records noted below.

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

The procedures we performed and our findings are as follows:

Receiving, Recording, and Reporting Transactions

1. We obtained the following list of internal controls for receiving, recording, and reporting transactions. We agreed the list of internal controls to the Board's policies and procedures without exception.
 - a. Deposit: Deposit is created in Quickbooks after the Deposit Revenue Code Summary is matched to the US Bank report.
 - b. Deposit: Evidence of preparer initials at top of Deposit Summary to indicate posted to Quickbooks.
 - c. Checks: Executive Director verifies check amount to invoice and billing/remittance information and signs checks. Stamps original invoices as paid, dates and initials, and staples check stub to bottom of the original invoice.
 - d. Expense: The Executive Director reviews that invoices are tied to a contract or agreement, a purchase, or other documentation of other staff/board member expense, then signs invoices as evidence for approval of payment and account coding. The Board Chair signs as evidence of approval for any expenses incurred by the Executive Director.
 - e. Expense: The Executive Director or other authorized staff agrees check amount to invoice and billing/remittance information, then signs checks; marks voucher packet as paid; dates, initials and files voucher packet.

2. We obtained a schedule from management of all accounting transactions from Quickbooks that occurred during the Biennium ended June 30, 2023 and haphazardly selected 10 transactions. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Transactions Selected	Control A	Control B	Control C	Control D	Control E
1	✓	✓	N/A	N/A	N/A
2	✓	✓	N/A	N/A	N/A
3	N/A	N/A	✓	✓	✓
4	N/A	N/A	✓	✓	✓
5	N/A	N/A	N/A	✓	✓
6	✓	✓	N/A	N/A	N/A
7	✓	✓	N/A	N/A	N/A
8	✓	✓	N/A	N/A	N/A
9	N/A	N/A	N/A	✓	✓
10	N/A	N/A	✓	✓	✓
✓ = Procedure performed without exception					
N/A = Control not applicable for this selection					
Control A: Deposit: Inspected the Deposit Summary Report and agreed the deposit date and total to the US Bank support.					
Control B: Deposit: Inspected the Deposit Summary Report for preparer initials.					
Control C: Receipt: Inspected original invoice for paid stamp, Executive Director's initials and date, and check stub attachment.					
Control D: Expense: Inspected voucher packet for invoice; contract, agreement, purchase, or staff/board expense documentation; account coding; signature of ED approving payment.					
Control E: Expense: Inspected voucher packet for check stub, invoice agreeing to check stub, PAID mark with ED or CA initial and date.					

Cash Handling

The Oregon Board of Physical Therapy did not receive cash or disburse cash during the Biennium, thus we did not perform procedures over Cash Handling.

Licensing Individuals

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

4. We obtained a schedule from management of all licenses issued, denied, or withdrawn during the Biennium ended June 30, 2023 and haphazardly selected 8 licenses issued and 2 licenses denied or withdrawn. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Licensees Selected	Control A	Control B	Control C	Control D	Control E
1	✓	✓	N/A	N/A	N/A
2	✓	✓	N/A	N/A	N/A
3	✓	✓	N/A	N/A	N/A
4	✓	✓	N/A	N/A	N/A
5	✓	✓	✓	N/A	N/A
6	✓	✓	✓	N/A	N/A
7	✓	✓	✓	N/A	N/A
8	✓	✓	✓	N/A	N/A
9	N/A	N/A	N/A	N/A	✓
10	N/A	N/A	N/A	N/A	✓
✓ = Procedure performed without exception					
N/A = Control not applicable for this selection					
Control A: Inspected application with indication of date received, completeness, and review of application by Licensing Coordinator.					
Control B: Inspected accounting screen of application entered into licensing system and noted indication of approval.					
Control C: Inspected approval letter and license with indication of review and approval.					
Control D: Denied/withdrawn applications. Inspected the Final Order, Final Order Processing Checklist, and the list of licenses. Inspected Board withdrawal authorization and application status.					
Control E: Voided applications. Inspected support for voided applications and that void was for legitimate purpose.					

Bank Reconciliations

5. We confirmed bank balances with financial institutions that the Board uses as of June 30, 2023. We agreed the confirmations to the June 30, 2023 bank reconciliations without exception.
6. We obtained the following list of internal controls over bank reconciliations. We agreed the list of internal controls to the Board's policies and procedures without exception.
 - a. Each month, the bank statement arrives or is downloaded. The Licensing Coordinator will do a preliminary review and match the bank statement to the transaction report from the Board licensing system and provide all documentation to the Executive Director.
 - b. The Executive Director prepares the bank reconciliation and signs the completed reconciliation report, along with other financial reports for the month.
 - c. The Board Chair reviews the Monthly Financial Oversight Report, which includes the bank reconciliation and review of other prepared reports as applicable.
7. We obtained a list from management of all bank reconciliations for the Biennium ended June 30, 2023 and haphazardly selected 3 reconciliations. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

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

8. We haphazardly selected 3 reconciling items from each of the bank reconciliations selected in Procedure 7 and agreed those reconciling items to supporting documentation with no exceptions.

Revenues Other Than Licensing

9. We obtained the following list of internal controls over revenues other than licensing (see items 5 & 6 above for internal controls over licensing). We agreed the list of internal controls to the Board's policies and procedures without exception.
 - a. Support to record non-licensure revenue includes Daily Breakdown of Cash Sheet, Remittance Advice, and Batch List.
 - b. The Licensing Coordinator enters the non-licensure revenue item in Quickbooks.
 - c. Deposit summary reports are reviewed in detail at month-end by the Executive Director and the Board Chair.
 - d. The summary financial reports are provided to the full Board for all closed periods since the prior Board meeting.

10. We obtained a schedule from management of non-licensure revenues during the Biennium ended June 30, 2023 and haphazardly selected 10 non-licensure revenue items. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

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

Expenses

11. We obtained the following list of internal controls over expenses. We agree the list of internal controls to the Board's policies and procedures without exception.

- a. The Executive Director reviews that invoices are tied to a contract or agreement, a purchase, or other documentation of other staff/board member expense, then signs invoices as evidence for approval of payment and account coding. The Board Chair signs as evidence of approval for any expenses incurred by the Executive Director.
- b. The Executive Director or other authorized staff agrees check amount to invoice and billing/remittance information, then signs checks; marks voucher packet as paid; dates, initials and files voucher packet.

12. We obtained a schedule from management of expenses during the Biennium ended June 30, 2023 and haphazardly selected 10 expense items. We performed procedures over the items selected to determine if the internal controls identified above were followed. The results of our procedures are included in the table below

Expenses Selected	Control A	Control B
1	✓	✓
2	✓	✓
3	✓	✓
4	✓	✓
5	✓	✓
6	✓	✓
7	✓	✓
8	✓	✓
9	✓	✓
10	✓	✓
✓	= Procedure performed without exception	
N/A	= Control not applicable for this selection	
Control A: Inspected voucher packet for invoice; contract, agreement, purchase, or staff/board expense documentation; account coding; signature of ED approving payment.		
Control B: Inspected voucher packet for check stub, invoice agreeing to check stub, PAID mark with ED or CA initial and date.		

13. We obtained a schedule from management of all Board procurements or contracts during the Biennium ended June 30, 2023 and reviewed contracts over \$10,000 for compliance with the Board's policies, procedure and/or desk manuals (PPDM.) We obtained the following PPDM relevant to this Biennium's procurements or contracts over \$10,000:

- a. OBPT Delegation of Authority Letter – All contracting is delegated to the Executive Director.
- b. OBPT Delegation of Authority Letter – The Board approves the underlying budget of all contracts.
- c. Oregon Procurement Manual *Intermediate Procurement* – Procurements greater than \$10,000 and expected to be less than \$150,000 must be executed using the process outlined in the Oregon Procurement Manual for intermediate procurements.
- d. Oregon Procurement Manual *Amendments* – Amendments to contracts administered by DAS must be processed by a DAS procurement representative.
- e. DAS Policy 107-004-130 – "All IT Investments must align with enterprise information technology strategies and be justified by sound business cases/plans, and that agencies must obtain State CIO approval in advance of purchase/execution." This policy incorporates Procedure 107-004-130 PR by reference.

Contracts Selected	PPDM A	PPDM B	PPDM C	PPDM D	PPDM E
1	✓	✓	✓	✓	N/A
2	✓	✓	✓	N/A	✓
✓	= Procedure performed without exception				
N/A	= Control not applicable for this selection				
PPDM A: Inspected contract for signature by Executive Director.					
PPDM B: Inspected budget for authorization for spending.					
PPDM C: Inspected communications with DAS evidencing adherence process defined in OPM <i>Intermediate Procurements</i> .					
PPDM D: Inspected amendment for signature of DAS procurement representative.					
PPDM E: Inspected memorandum from DAS evidencing approval of IT Investment by State CIO.					

Budget and Board Financial Reporting

14. We reviewed the final budget to actual report for the Biennium ended June 30, 2023 and noted that actual expenditures for the Biennium did not exceed budgeted expenditures.
15. We reviewed the budget to actual report for the Biennium ended June 30, 2023 and identified the following budget line items that exceeded 10% of total revenues or expenses. We note that these budget line items did not have a budget variance exceeding 10% for the Biennium so did not perform any additional procedures. As follows:
- Total Physical Therapists revenue; actual was 1.3% less than budget.
 - Total Physical Therapist Assistants revenue; actual was 1.2% less than budget
 - Gross Salaries; actual was 0.6% more than budget
 - Total Payroll Costs; actual was 5.7% lesser than budget

We identified the following budget line items that exceeded 10% of total revenues or expenses and had a variance greater than 10% from the actual ending balance of the line item. We obtained documented support for these explanations:

- PT Renewal Ver & Proc Fees revenue; actual was 54.7% (\$141,549) lower than budget.
- PT Renewals revenue; actual was 12.9% (\$107,328) more than budget.
- Total Employee Benefits expense; actual was 14.2% (\$50,245) less than budget.
- Total Contracted Services expense; actual was 18.1% (\$62,123) less than budget.

16. We obtained the following list of internal controls over Budgetary and Board Financial Reporting. We agree the list of internal controls to the Board's policies and procedures without exception.
- Every other month the Executive Director will prepare a Board packet that contains a budget to actual report as well as an Executive Director's report.

Board Reports BI-Monthly	2021 04	2021 05	2021 06	2022 01	2022 02	2022 03	2022 04	2022 05	2022 06	2023 01	2023 02	2023 03
Control A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	= Procedure performed without exception											
Control A: We noted the Board packet contained a budget to actual report as well as an Executive Director's report.												

Financial Statements

17. We obtained the list of internal controls over Financial Statements. We agreed the list of internal controls to the Board's policies and procedures without exception. We obtained the internal financial statements prepared by management for the Biennium ending June 30, 2023 and compared the internal financial statements to the general ledger, noting no disagreements.
18. We have compared the schedules obtained for procedures 2, 4, 12 and 14 to the internal financial statements and / or the underlying general ledger accounts used by the management to prepare the internal financial statements. The schedule obtained for Procedure 6 is a non-monetary schedule of licenses issued and cannot be directly compared to the internal financial statements or underlying general ledger. The other schedules agreed without exception.

We were engaged by the Oregon Board of Physical Therapy to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on accounting records of the Oregon Board of Physical Therapy for the Biennium ended June 30, 2023. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

Moss Adams LLP

Portland, Oregon
January 11, 2024

Copies of B2A, Variance, Balance Sheet & Contracts Reviewed by Moss Adams

4:15 PM
09/28/23
Accrual Basis

Oregon Board of Physical Therapy
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - Bank Checking Account	1,099,088.87
Total Checking/Savings	<u>1,099,088.87</u>
Total Current Assets	1,099,088.87
Fixed Assets	
1600 - Office Furniture & Equipment	1,334.71
Total Fixed Assets	<u>1,334.71</u>
TOTAL ASSETS	<u><u>1,100,423.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	928.04
Total Accounts Payable	<u>928.04</u>
Other Current Liabilities	
2005 - Accrued Expenses	40,123.08
2400 - Accrued Leave	<u>39,711.17</u>
Total Other Current Liabilities	<u>79,834.25</u>
Total Current Liabilities	<u>80,762.29</u>
Total Liabilities	80,762.29
Equity	
3900 - Retained Equity	1,584,347.53
Net Income	<u>-564,686.24</u>
Total Equity	<u>1,019,661.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,100,423.58</u></u>

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

July 2021 through June 2023

Ordinary Income/Expense	Jul '21 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
4000 - Income				
4100 - Physical Therapists				
4132 - PT Renewal Ver & Proc Fees	117,275.00	258,823.53	-141,548.53	45.31%
4112 - PT App Ver & Proc Fees	54,054.00	52,741.20	1,312.80	102.49%
4126 - PT Temp Mil SP/DP	297.00			
4110 - PT Exam Applications	72,327.00	56,232.00	16,095.00	128.62%
4120 - PT Endorsement Applications	96,383.00	99,372.00	-2,989.00	96.99%
4125 - PT Temporary Permits	2,450.00	1,872.00	578.00	130.88%
4130 - PT Renewals	941,830.00	834,502.00	107,328.00	112.86%
4140 - PT Delinquent Renewals	4,150.00	4,160.00	-10.00	99.76%
4150 - PT Duplicate Licenses	0.00	0.00	0.00	0.0%
4170 - PT Civil Penalties	4,250.00	2,600.00	1,650.00	163.46%
Total 4100 - Physical Therapists	1,293,016.00	1,310,302.73	-17,286.73	98.68%
4200 - Physical Therapist Assistants				
4232 - PTA Renewal Ver & Proc Fees	25,599.00	50,427.27	-24,828.27	50.76%
4212 - PTA App Ver & Proc Fees	12,726.00	10,736.88	1,989.12	118.53%
4227 - PTA Temp-EOBED	0.00	0.00	0.00	0.0%
4210 - PTA Exam Applications	21,360.00	18,720.00	2,640.00	114.1%
4220 - PTA Endorse Applications	20,594.00	16,640.00	3,954.00	123.78%
4225 - PTA Temporary Permits	800.00	0.00	800.00	100.0%
4230 - PTA Renewals	146,127.00	134,984.00	11,143.00	108.26%
4240 - PTA Delinquent Renewals	1,800.00	1,456.00	344.00	123.63%
4250 - PTA Duplicate Licenses	0.00	0.00	0.00	0.0%
4270 - PTA Civil Penalties	1,247.50	0.00	1,247.50	100.0%
Total 4200 - Physical Therapist Assistants	230,253.50	232,964.15	-2,710.65	98.84%
4300 - PT & PTA Combined				
4360 - OHA Workforce Data Survey Fee	23,216.00	23,514.44	-298.44	98.73%
4350 - PT Compact Fees	28,128.00	20,000.00	8,128.00	140.64%
4330 - PTand/or PTA Mailing Diskette	13,500.00	8,320.00	5,180.00	162.26%
Total 4300 - PT & PTA Combined	64,844.00	51,834.44	13,009.56	125.1%
4400 - PT/PTA License Verification Fee	24,600.00	20,000.00	4,600.00	123.0%
Total 4500 - Miscellaneous Income	19,632.57	312.00	19,320.57	6,292.49%
4900 - Bank Interest Income	88.81	0.00	88.81	100.0%
Total 4000 - Income	1,632,434.88	1,615,413.32	17,021.56	101.05%
Total Income	1,632,434.88	1,615,413.32	17,021.56	101.05%
Gross Profit	1,632,434.88	1,615,413.32	17,021.56	101.05%
Expense				
Total 5100 - Payroll Costs	1,127,098.90	1,194,733.60	-67,634.70	94.34%
Total 5600 - Travel Costs	11,003.70	42,600.00	-31,596.30	25.83%

	<u>Jul '21 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6100 · General Office Expenses	57,952.83	82,320.00	-24,367.17	70.4%
6190 · Dues and Subscriptions	5,808.00	20,000.00	-14,192.00	29.04%
Total 6200 · Postage	690.05	4,000.00	-3,309.95	17.25%
6300 · Publications	0.00	640.00	-640.00	0.0%
6400 · Contracted Services				
6405 · Merchant Account Fees	44,064.14	38,000.00	6,064.14	115.96%
6410 · Investigators	0.00	3,000.00	-3,000.00	0.0%
6420 · Computer Support	3,996.53	48,000.00	-44,003.47	8.33%
6430 · Attorney General-Legal Counsel	71,772.60	80,000.00	-8,227.40	89.72%
6440 · Audit Charges	8,500.00	13,000.00	-4,500.00	65.39%
6450 · Accountant / CPA	0.00	1,000.00	-1,000.00	0.0%
6460 · Payroll Service Charges	5,328.97	6,000.00	-671.03	88.82%
6470 · Payroll Expenses	178.77			
6490 · DAS Charges (Miscellaneous)	342.00	3,470.00	-3,128.00	9.86%
6495 · EmplDept/HearingOfficerPanel	1,117.00	5,000.00	-3,883.00	22.34%
6499 · Other Services	24,046.78	24,000.00	46.78	100.2%
Total 6400 · Contracted Services	159,346.79	221,470.00	-62,123.21	71.95%
Total 6500 · Rent and Occupancy	52,396.08	44,000.00	8,396.08	119.08%
Total 6600 · Background Checks	56,181.25	84,800.00	-28,618.75	66.25%
6650 · Investigation Expenses	0.00	200.00	-200.00	0.0%
Total 6800 · Computers & Accessories	50,251.01	73,600.00	-23,348.99	68.28%
Total Expense	1,520,728.61	1,768,363.60	-247,634.99	86.0%
Net Ordinary Income	111,706.27	-152,950.28	264,656.55	-73.03%
Net Income	111,706.27	-152,950.28	264,656.55	-73.03%

**Oregon Board of Physical Therapy
Biennium-End Financial Report
Reporting Period July 2021 – June 2023**

Total Income is over budget by \$17,021.56

The Board's projected income for the biennium 2021 – 2023 was budgeted at \$1,615,413.32. Actual income totaled \$1,632,434.88; this created a small positive income variance of \$17,021.56 or 101.05%. Although the overall variance was just over 1%, this is somewhat misrepresentative. Higher than anticipated application and renewals, as well as other income offset a budgeting error in projections for verification and processing fees.

4100 Physical Therapists Although PT endorsement applications were approximately 3% below budget, all other application types exceeded projections. This offset the over projection of renewal verification and processing fees due to a budgeting error. This line item came in at 98.68% of budget, or under by (\$17,286.73).

4200 Physical Therapist Assistants income related to Physical Therapist Assistance was similarly below budget, with a variance of 98.84% or (\$2,710.65). All application types exceeded budget projections, but gains were offset by the budgeting error in PTA renewal verification and processing fees.

4300 4400 and 4500 Other Revenues were all greater than budgeted. This non-licensure revenue includes mailing lists, income from Oregon Compact Privileges, Oregon license verification fees and miscellaneous income, which this biennium included cost-sharing re-imbursement of a shared IT resource as well as grant funding. Collectively, these lines exceeded budgeted by \$37,018.94.

Total Expenses are under budget by (\$247,634.99)

The Board's projected expenses for the biennium were budgeted at \$1,768,363.60. This reflected a deficit budget, in part due to carriage of budget placeholders for potential costs, such as maximum possible employee budget selections, legal and other contracted services. Actual expense was less than projected, by \$247,634.99, for a total of \$1,520,728.61, resulting in net income for the biennium of \$111,706.27. This net surplus carries as part of the board's reserve to offset expenses and potential expense coverage in the next biennium.

5100 Payroll Costs are (\$67,634.70) under budget overall. The difference is due in largest part to employee benefit (PERS, PEBB, DAS Obligation Bond) and other payroll costs, which are lower than budgeted to individual selections below possible maximum. This account also includes Employee Training and Board Stipends, both of which were scaled back due to the pandemic, and ongoing use of virtual meetings.

5600 Travel Costs are (\$31,596.30) under budget. This expense category was significantly impacted in both fiscal years of the biennium. By state policy, all travel other than essential travel continued to be banned due to the pandemic and social distancing requirements in the first part of the biennium, and the Board continued to minimize these expenses in the second fiscal year.

6100 General Office Expenses are (\$24,367) under budget. As with all other discretionary expenses, these expenditures were minimized due to the pandemic, and then continued to be held to a minimum. The Board did not incur budgeted printing costs (\$5,000), did not incur parking fees related to meetings (\$3,300), and had lower than anticipated banking fees due to timing of billings (\$6,000).

6190 Dues and Subscriptions are (\$14,192.00) under budget; some dues were deferred or reduced due to the pandemic; the Board also has not yet seen dues assessed as a result of membership in the Compact; although these dues are billable under the contract and statute, none have yet been assessed but are carried in the budget projection.

6200 Postage Charges are (\$3,309.95) under budget. The Board did not receive all of the Mailroom and postage charges from OHA for the biennium.

6300 Publications are (\$640) under budget.

6400 Contracted Services are (\$62,123.21) under budget, in largest part because of lower than budgeted expense in Computer Support and Legal Fees. Computer Support fees are lower due to savings from delay in the implementation of IT Projects (\$44,003.47) These expenses related to deferred projects are expected to be incurred in the next biennium. The Board also had notable savings in Legal Fees (\$8,227.40), Audit Charges (\$4,500), and outside Investigators (\$3,000).

6500 Rent and Occupancy Charges are \$8,396.08 due to DAS increasing the amount of square footage for shared areas allocated to the Board after the start of the biennium and after the budget planning period.

6600 Background Check Fees are (\$28,618.75) under budget due to deferral of implementation of new vendor for some verifications. The Board continued to process verifications manually using existing vendors, but enhanced implementation is planned in the next biennium.

6650 Investigation Expenses are (\$200) under budget.

6800 Computer & Accessories are (\$23,348.99) under budget for biennium due to deferral of software expenses related to deferred IT projects.

Oregon Board of Physical Therapy
List of Procurement & External Service Contracts 21-23

Service Contracts and Procurements

Thentia

Cascade Technology Alliance (Multnomah ESD)

Moss Adams

Shred NW

Zoom

FSBPT – Federation of State Boards of Physical Therapy Exam and Jurisdictional Membership Contract

US Bank/Elavon/Auth.Net

Interagency IAAs/MOUs/Agreements

OSP LEDS-CJIS

DAS Lease Agreement

DOJ Legal Services

DOJ Child Support

OHA-Office of Health IT Common Credentialing

IAA IT Services Agency 83300

IAA-OMB for Trauma & Sexual Misconduct Investigations Training

OMCB Interagency Agreement

MOU OPTLB/HRLB – CJIS Security

Zoom MOU with HRLB

Copy of Agency Response/Representation Letter



Oregon

Tina Kotek, Governor

Oregon Board of Physical Therapy
800 NE Oregon Street, Suite 407
Portland, Oregon, 97232
971.673.0200 | 971.673.0226 FAX
physical.therapy@obpt.oregon.gov
www.oregon.gov/pt

January 11, 2024

Moss Adams LLP
805 SW Broadway, Suite 1200
Portland, OR 97205

In connection with your engagement to apply agreed-upon procedures on the accounting records (hereinafter the "Subject Matter") of the Oregon Board of Physical Therapy (Agency or Board) for the biennium ended June 30, 2023, we confirm, to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We are responsible for the Subject Matter.
2. We are responsible for designing, implementing and operating internal controls for the Agency. Our internal controls include, but are not limited to the following:
 - a. Each day, the Licensing Coordinator will open the mail, attach incoming documents to application records, and review completed applications.
 - b. Deposit is created in Quickbooks after the Deposit Revenue Code Summary is matched to the US Bank report.
 - c. Evidence of preparer initials at top of Deposit Summary to indicate posted to Quickbooks.
 - d. Refunds include Executive Director approval and stamps as paid, dates and initials, and staples check stub to supporting documentation for refund.
 - e. Executive Director verifies check amount to invoice and billing/remittance information and signs checks. Stamps original invoices as paid, dates and initials, and staples check stub to bottom of original invoice.

Licensing Individuals:

- f. Individual applications are submitted online. In order to make the application fee payment, the applicant inputs their name and basic information. Credit card information is not entered into the Board's system, but is handled by a payment processor and proof of payment transferred to the Board's system along with a transaction number. Applications are reviewed for completeness by the Licensing Coordinator.
- g. When the required documents are all received and the Licensing Coordinator reviews to make sure all documents are valid, uploads copies to the application file and marks documents as having been received. Once all required documents are received and approved, the Licensing Coordinator changes the status of the

Budget and Board Financial Reporting:

- w. Every other month the Executive Director will prepare a Board packet that contains a budget to actual report as well as an Executive Director's report.
- 3. We have provided you with all relevant information and access, as applicable.
- 4. We have disclosed to you all known matters contradicting the Subject Matter and any communications from regulatory agencies or others affecting the Subject Matter, including communications received between the June 30, 2023 and the date of this letter.
- 5. We are not aware of any material misstatements in the Subject Matter.
- 6. We have disclosed to you all known events subsequent to the June 30, 2023 that would have a material effect on the Subject Matter.
- 7. We have obtained from the Oregon Secretary of State Audits Division their agreement to the procedures and acknowledgment that the procedures are appropriate for their purposes.
- 8. We agree with the final procedures performed and acknowledge that they are appropriate for the intended purpose of the engagement.
- 9. We are unaware of any matters contradicting the internal controls identified above.
- 10. We are not aware of any material departures from the internal controls identified above.



Michelle Sigmund-Gaines
Executive Director, Oregon Board of Physical Therapy

Section II – Budget Comparison

21-23 Balance Sheet

4:15 PM
09/28/23
Accrual Basis

Oregon Board of Physical Therapy Balance Sheet As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - Bank Checking Account	1,099,088.87
Total Checking/Savings	<u>1,099,088.87</u>
Total Current Assets	1,099,088.87
Fixed Assets	
1600 - Office Furniture & Equipment	1,334.71
Total Fixed Assets	<u>1,334.71</u>
TOTAL ASSETS	<u>1,100,423.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	928.04
Total Accounts Payable	928.04
Other Current Liabilities	
2005 - Accrued Expenses	40,123.08
2400 - Accrued Leave	39,711.17
Total Other Current Liabilities	<u>79,834.25</u>
Total Current Liabilities	<u>80,762.29</u>
Total Liabilities	80,762.29
Equity	
3900 - Retained Equity	1,584,347.53
Net Income	<u>-564,686.24</u>
Total Equity	<u>1,019,661.29</u>
TOTAL LIABILITIES & EQUITY	<u>1,100,423.58</u>

23-25 FORECASTED Balance Sheet

Oregon Board of Physical Therapy		2:08 PM
Forecasted Balance Sheet		03/28/2024
As of June 30, 2025		Accrual Basis
		Jun 30, 25
ASSETS		
Current Assets		
Checking/Savings		
1010 - Bank Checking Account	971,146.22	
Total Checking/Savings	971,146.22	
Total Current Assets	971,146.22	
Fixed Assets		
1600 - Office Furniture & Equipment	1,334.71	
Total Fixed Assets	1,334.71	
TOTAL ASSETS	972,480.93	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	928.04	
Total Accounts Payable	928.04	
Other Current Liabilities		
2400 - Accrued Leave	39,711.17	
Total Other Current Liabilities	39,711.17	
Total Current Liabilities	40,639.21	
Total Liabilities	40,639.21	
Equity		
3900 - Retained Equity	931,841.72	
Total Equity	931,841.72	
TOTAL LIABILITIES & EQUITY	972,480.93	

21-23 to 23-25 Line Item Comparison

	21-23 Actuals	21-23! Adopted/ Approved	\$ Over Budget!	% of Budget!	23-25 Adopted Budget	% Change 21-23 Approved to 23-25 Adopted
Ordinary Income/Expense						
Income						
4000 · Income						
4100 · Physical Therapists4200 ·	1,293,016.00	1,310,302.73	-17,286.73	98.68%	1,278,573.12	97.58%
Phys Ther Assistants4300 · PT &	230,253.50	232,964.15	-2,710.65!	98.84%	222,515.12	95.51%
PTA Combined!4400 · PT/PTA	64,844.00	51,834.44	13,009.56!	125.1%	63,928.00	123.33%
License Verif Fee!4500 ·	24,600.00	20,000.00	4,600.00	123.0%	25,050.00	125.25%
Miscellaneous Income!4900 · Bank	19,632.57	312.00	19,320.57	6,292.49%	0.00	0.0%
Interest Income	88.81	0.00	88.81	100.0%	0.00	0.0%
Total 4000 · Income!	1,632,434.88	1,615,413.32	17,021.56	101.05%	1,590,066.24	98.43%
Total Income!Gross Profit	1,632,434.88	1,615,413.32	17,021.56	101.05%	1,590,066.24	98.43%
	1,632,434.88	1,615,413.32	17,021.56	101.05%		
Expense						
5100 · Payroll Costs						
5132 · FICA (SS + Medicare)!	57,017.00	55,372.60	1,644.40	102.97%	59,727.06	107.86%
5133 · FICA Administrative Fee!	0.00	30.00	-30.00	0.0%	30.00	100.0%
5110 · Gross Salaries	728,522.30	723,828.00	4,694.30	100.65%	780,746.01	107.86%
5135 · Unemployment Benefits!	72.90					
5136 · Mass Transit Tax!5140 ·	5,966.39	5,599.00	367.39	106.56%	6,274.86	112.07%
Employee Benefits!5150 ·	304,758.93	355,004.00	-50,245.07	85.85%	392,400.52	110.53%
Employee Training!5190 · Board	2,474.38	20,000.00	-17,525.62	12.37%	10,000.00	50.0%
Stipends	28,287.00	30,000.00	-1,713.00	94.29%	37,500.00	125.0%
5199 · Other Payroll Expenses	0.00	4,900.00	-4,900.00	0.0%	4,900.00	100.0%
Total 5100 · Payroll Costs!5600 ·	1,127,098.90	1,194,733.60	-67,634.70	94.34%	1,291,578.45	108.11%
Travel Costs						
5610 · Instate Travel	3,793.77	19,000.00	-15,206.23	19.97%	19,000.00	100.0%
5620 · Out of State Travel!Total	7,209.93	23,600.00	-16,390.07	30.55%	23,600.00	100.0%
5600 · Travel Costs!6100 ·	11,003.70	42,600.00	-31,596.30	25.83%	42,600.00	100.0%
General Office Expenses						
6110 · Copier	792.19	1,920.00	-1,127.81	41.26%	1,920.00	100.0%
6120 · Printing/Copying	548.22	5,600.00	-5,051.78	9.79%	5,600.00	100.0%
6140 · Office Supplies	3,895.62	4,300.00	-404.38	90.6%	4,300.00	100.0%
6145 · Other	787.79	7,000.00	-6,212.21	11.25%	7,000.00	100.0%
6150 · Board Meeting Expenses!	1,619.57	2,400.00	-780.43	67.48%	2,400.00	100.0%
6155 · Parking Validation Stickers!	0.00	3,300.00	-3,300.00	0.0%	1,650.00	50.0%
6180 · Telecommunications	13,654.63	14,800.00	-1,145.37	92.26%	14,800.00	100.0%

	21-23 Actuals	21-23! Adopted!/ Approved	\$ Over Budget!	% of Budget!	23-25 Adopted Budget	% Change 21-23 Approved to 23-25 Adopted
6185 · Bank Charges/Fees	1,991.81	8,000.00	-6,008.19	24.9%	4,000.00	50.0%
6186 · Liability Ins. (Risk Mgmt)!	34,663.00	35,000.00	-337.00	99.04%	17,912.00	51.18%
Total 6100 · General Office Exp!6190 ·	57,952.83	82,320.00	-24,367.17	70.4%	59,582.00	72.38%
Dues and Subscriptions!6200 · Postage	5,808.00	20,000.00	-14,192.00	29.04%	20,000.00	100.0%
6300 · Publications	690.05	4,000.00	-3,309.95	17.25%	6,400.00	160.0%
6400 · Contracted Services	0.00	640.00	-640.00	0.0%	640.00	100.0%
6405 · Merchant Account Fees!6410 ·	44,064.14	38,000.00	6,064.14	115.96%	48,000.00	126.32%
Investigators	0.00	3,000.00	-3,000.00	0.0%	3,000.00	100.0%
6420 · Computer Support	3,996.53	48,000.00	-44,003.47	8.33%	24,000.00	50.0%
6430 · Atty Gen-Legal Counsel!6440 ·	71,772.60	80,000.00	-8,227.40	89.72%	99,795.00	124.74%
Audit Charges	8,500.00	13,000.00	-4,500.00	65.39%	17,000.00	130.77%
6450 · Accountant / CPA	0.00	1,000.00	-1,000.00	0.0%	1,000.00	100.0%
6460 · Payroll Service Charges!6470 ·	5,328.97	6,000.00	-671.03	88.82%	6,400.00	106.67%
Payroll Expenses	178.77					
6490 · DAS Charges (Misc)						
6495 · EmplDept/HearingOfficerPan!6499	342.00	3,470.00	-3,128.00	9.86%	3,470.00	100.0%
· Other Services	1,117.00	5,000.00	-3,883.00	22.34%	5,000.00	100.0%
	24,046.78	24,000.00	46.78	100.2%	28,000.00	116.67%
Total 6400 · Contracted Services!	159,346.79	221,470.00	-62,123.21!	71.95%	235,665.00	106.41%
6500 · Rent and Occupancy!6600 ·	52,396.08	44,000.00	8,396.08	119.08%	60,000.00	136.36%
Background Checks!6650 ·	56,181.25	84,800.00	-28,618.75	66.25%	90,800.00	107.08%
Investigation Expenses!6800 ·	0.00	200.00	-200.00	0.0%	200.00	100.0%
Computers & Accessories	50,251.01	73,600.00	-23,348.99	68.28%	74,800.00	101.63%
Total Expense	1,520,728.61	1,768,363.60	-247,634.99	86.0%	1,882,265.45	106.44%
Net Ordinary Income!	111,706.27	-152,950.28	264,656.55	-73.03%	-292,199.21	
Net Income	111,706.27	-152,950.28	264,656.55	-73.03%	-292,199.21	

2021-2023 Biennium Budget Variance Detail

Oregon Board of Physical Therapy Biennium-End Financial Report Reporting Period July 2021 – June 2023

Total Income is over budget by \$17,021.56

The Board's projected income for the biennium 2021 – 2023 was budgeted at \$1,615,413.32. Actual income totaled \$1,632,434.88; this created a small positive income variance of \$17,021.56 or 101.05%. Although the overall variance was just over 1%, this is somewhat misrepresentative. Higher than anticipated application and renewals, as well as other income offset a budgeting error in projections for verification and processing fees.

4100 Physical Therapists Although PT endorsement applications were approximately 3% below budget, all other application types exceeded projections. This offset the over projection of renewal verification and processing fees due to a budgeting error. This line item came in at 98.68% of budget, or under by (\$17,286.73).

4200 Physical Therapist Assistants income related to Physical Therapist Assistants was similarly below budget, with a variance of 98.84% or (\$2,710.65). All application types exceeded budget projections, but gains were offset by the budgeting error in PTA renewal verification and processing fees.

4300 4400 and 4500 Other Revenues were all greater than budgeted. This non-licensure revenue includes mailing lists, income from Oregon Compact Privileges, Oregon license verification fees and miscellaneous income, which this biennium included cost-sharing re-imbursement of a shared IT resource as well as grant funding. Collectively, these lines exceeded budgeted by \$37,018.94.

Total Expenses are under budget by (\$247,634.99)

The Board's projected expenses for the biennium were budgeted at \$1,768,363.60. This reflected a deficit budget, in part due to carriage of budget placeholders for potential costs, such as maximum possible employee budget selections, legal and other contracted services. Actual expense was less than projected, by \$247,634.99, for a total of \$1,520,728.61, resulting in net income for the biennium of \$111,706.27. This net surplus carries as part of the board's reserve to offset expenses and potential expense coverage in the next biennium.

5100 Payroll Costs are **(\$67,634.70)** under budget overall. The difference is due in largest part to employee benefit (PERS, PEBB, DAS Obligation Bond) and other payroll costs, which are lower than budgeted to individual selections below possible maximum. This account also includes Employee Training and Board Stipends, both of which were scaled back due to the pandemic, and ongoing use of virtual meetings.

5600 Travel Costs are **(\$31,596.30)** under budget. This expense category was significantly impacted in both fiscal years of the biennium. By state policy, all travel other than essential travel

continued to be banned due to the pandemic and social distancing requirements in the first part of the biennium, and the Board continued to minimize these expenses in the second fiscal year.

6100 General Office Expenses are **(\$24,367)** under budget. As with all other discretionary expenses, these expenditures were minimized due to the pandemic, and then continued to be held to a minimum. The Board did not incur budgeted printing costs (\$5,000), did not incur parking fees related to meetings (\$3,300), and had lower than anticipated banking fees due to timing of billings (\$6,000).

6190 Dues and Subscriptions are **(\$14,192.00)** under budget; some dues were deferred or reduced due to the pandemic; the Board also has not yet seen dues assessed as a result of membership in the Compact; although these dues are billable under the contract and statute, none have yet been assessed but are carried in the budget projection.

6200 Postage Charges are **(\$3,309.95)** under budget. The Board did not receive all of the Mailroom and postage charges from OHA for the biennium.

6300 Publications are **(\$640)** under budget.

6400 Contracted Services are **(\$62,123.21)** under budget, in largest part because of lower than budgeted expense in Computer Support and Legal Fees. Computer Support fees are lower due to savings from delay in the implementation of IT Projects (\$44,003.47) These expenses related to deferred projects are expected to be incurred in the next biennium. The Board also had notable savings in Legal Fees (\$8,227.40), Audit Charges (\$4,500), and outside Investigators (\$3,000).

6500 Rent and Occupancy Charges are **\$8,396.08** over budget due to DAS increasing the amount of square footage for shared areas allocated to the Board after the start of the biennium and after the budget planning period.

6600 Background Check Fees are **(\$28,618.75)** under budget due to deferral of implementation of new vendor for some verifications. The Board continued to process verifications manually using existing vendors, but enhanced implementation is planned in the next biennium.

6650 Investigation Expenses are **(\$200)** under budget.

6800 Computer & Accessories are **(\$23,348.99)** under budget for biennium due to deferral of software expenses related to deferred IT projects.

2023-2025 Biennium Budget Variance Detail

Oregon Board of Physical Therapy Biennium Budget - Executive Summary

Board staff presented a deficit budget for the Board's consideration for the 2023-2025 Biennium. The budget assumes minimal increases in income while accounting for an overall increase in budgeted expenses of 6.44%. The budget does not include any proposed increase in fees.

The Board requires a reserve fund to cover infrequent or unplanned expenses. The board should maintain an ending balance of 8-10 months of operating expenses, consistent with recommendations for State agencies with biannual renewals; this budget results in an estimated ending balance of \$787,489 or approximately 9 ½ months of operating expenses.

- **Overall income is projected to be \$1,590,066, down \$25,347 or ~2% from 21-23.**
 - There was a calculation error in the 21-13 budget in some verification and processing fee lines, and this error over-inflated projected income last biennium. This budget corrects the calculation error.
 - The Board anticipates some growth in renewals and new applications, as well as continuing growth in the purchase of compact privileges to practice in Oregon.

- **Expenses are up by \$113,902 for a 6.44% increase over the budget for the prior biennium, at \$1,882,265.**
 - Payroll Costs are up 8% overall, inclusive of all costs. This assumes cost of living increases will be allocated by the State of Oregon, although there is no information on whether or what those increases may be for 23-25. The Board implements any increases (or furloughs) implemented by the State of Oregon for executive service and unclassified employees. The budget also includes a 12% increase in transit taxes, 11% in employee benefits (PEBB and PERS), as well as a 25% increase in board member stipends due to increased number of meetings and trainings.
 - Travel, General Office, Dues and Subscriptions, and Publication expenses are being budgeted the same amount as 21-23, with a few exceptions where the 23-25 budget is lower due mostly to a reduction in anticipated liability insurance for the biennium. The Board is part of an insurance pool with other semi-independent boards, and the amount varies from biennium to biennium based on claims.

- Postage is up 60% based on increased costs passed on by the Board's mail processor.
- Contracted Services are up 17% overall, due predominantly to higher rates in the new biennium, with increases in Attorney General—Legal Counsel, Audit, Merchant and Payroll Services Charges, and Other Services. The Board is anticipating a reduction in the budget for Computer Support, as the 21-23 biennium budget included a placeholder for costs that would be incurred if the Board no longer shared facility and IT equipment with the Health Related Licensing Boards (HRLB); at this time, the HRLBs are not expected to leave the Portland State Office Building, and the agencies can continue to co-locate and keep costs down through this collaboration. The budgeted related expense is removed from the 23-25 biennium budget.
- Rent is up 36% based on a rate increase by the Department of Administrative Services for all State buildings.
- Expenses related to Background Checks are up 7% based on projected volumes for the biennium.
- Computer & Accessories, which includes all hardware and software expenses, is anticipated to have only a slight increase of 2% based on some fee increases.

2023-2025 Adopted Biennium Budget

	Accrual Basis		
	BIENNIUM		
	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Jul '23 - Jun 25</u>
Ordinary Income/Expense			
Income			
4000 · Income			
Total 4100 · Physical Therapists	1,167,099.00	111,474.12	1,278,573.12
Total 4200 · Physical Therapist Assistants	196,440.00	26,075.12	222,515.12
Total 4300 · PT & PTA Combined	43,528.00	20,400.00	63,928.00
4400 · PT/PTA License Verification Fee	12,525.00	12,525.00	25,050.00
Total 4500 · Miscellaneous Income	0.00		0.00
4900 · Bank Interest Income	0.00		0.00
Total 4000 · Income	<u>1,419,592.00</u>	<u>170,474.24</u>	<u>1,590,066.24</u>
Total Income	<u>1,419,592.00</u>	<u>170,474.24</u>	<u>1,590,066.24</u>
Gross Profit	1,419,592.00	170,474.24	1,590,066.24
Expense			
Total 5100 · Payroll Costs	633,966.01	657,612.44	1,291,578.45
Total 5600 · Travel Costs	21,300.00	21,300.00	42,600.00
6100 · General Office Expenses			
6110 · Copier	960.00	960.00	1,920.00
6120 · Printing/Copying	3,600.00	2,000.00	5,600.00
6140 · Office Supplies	2,100.00	2,200.00	4,300.00
6145 · Other	5,000.00	2,000.00	7,000.00
6150 · Board Meeting Expenses	1,200.00	1,200.00	2,400.00
6155 · Parking Validation Stickers	0.00	1,650.00	1,650.00
6180 · Telecommunications	7,400.00	7,400.00	14,800.00
6185 · Bank Charges/Fees	2,000.00	2,000.00	4,000.00
6186 · Liability Insurance (Risk Mgmt)	<u>8,956.00</u>	<u>8,956.00</u>	<u>17,912.00</u>
Total 6100 · General Office Expenses	31,216.00	28,366.00	59,582.00
6190 · Dues and Subscriptions	10,000.00	10,000.00	20,000.00
Total 6200 · Postage	3,200.00	3,200.00	6,400.00
6300 · Publications	320.00	320.00	640.00
6400 · Contracted Services			
6405 · Merchant Account Fees	42,000.00	6,000.00	48,000.00
6410 · Investigators	1,500.00	1,500.00	3,000.00
6420 · Computer Support	12,000.00	12,000.00	24,000.00
6430 · Attorney General-Legal Counsel	50,040.00	49,755.00	99,795.00
6440 · Audit Charges	12,000.00	5,000.00	17,000.00

6450 · Accountant / CPA	500.00	500.00	1,000.00
6460 · Payroll Service Charges	3,200.00	3,200.00	6,400.00
6490 · DAS Charges (Miscellaneous)	1,735.00	1,735.00	3,470.00
6495 · EmplDept/HearingOfficerPanel	2,500.00	2,500.00	5,000.00
6499 · Other Services	0.00	28,000.00	28,000.00
Total 6400 · Contracted Services	<u>125,475.00</u>	<u>110,190.00</u>	<u>235,665.00</u>
Total 6500 · Rent and Occupancy	30,000.00	30,000.00	60,000.00
Total 6600 · Background Checks	45,400.00	45,400.00	90,800.00
6650 · Investigation Expenses	<u>100.00</u>	<u>100.00</u>	<u>200.00</u>
Total 6800 · Computers & Accessories	<u>37,400.00</u>	<u>37,400.00</u>	<u>74,800.00</u>
Total Expense	<u>938,377.01</u>	<u>943,888.44</u>	<u>1,882,265.45</u>
		-	
Net Ordinary Income	<u>481,214.99</u>	<u>773,414.20</u>	<u>-292,199.21</u>
		-	
	<u>481,214.99</u>	<u>773,414.20</u>	<u>-292,199.21</u>

Beginning and Ending Balances for 2021-2023 & 2023-2025

Beginning and Ending Balances	2021-2023 Actual/Reported	2023-2025 Projected/Adopted
Beginning Balance	\$967,982	1,079,688
Net Income/Loss	<i>111,706</i>	<i>(\$292,199)</i>
Ending Balance	1,079,688	\$787,489 Projected

Description of the Public Hearing Process to Establish 2021-2023 Budget & Fee Increases (No Fee Increases for 2023-2025)

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

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

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

The Board last raised fees in 2004, and in 2016, the Board reduced renewal fees by 15% when moving to biennial renewals. Additionally, the Board has not been charging all of the pass-through costs currently in rule. The Board has been projecting the need for a fee increase for several years but has deferred any action until this time.

Proposed Fee Changes

With the proposed rule change, the application fee would be raised, the renewal fees would be raised equivalent to the 2015 per-year fee, and the direct cost of background verification would be added to the pass-through costs for renewal applications (currently only applied to initial application, although a verification is performed on all applications). Although most of the pass-through costs are already in existing rule and are not being changed, because these have not been previously passed on, the net effect of the total increase is higher than the proposed fee increases themselves, as noted below:

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

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

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

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

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

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

Table of Fee Changes 2017 through 2025

Fee Type	Fee as of 6/30/2017	Fee as of 6/30/2019	Fee as of 6/30/2021	Fee as of 6/30/2023	Anticipated Fee as of 6/30/2025
Initial Application Fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 187.00	\$ 187.00
PT Renewal Application Fee	\$ 170.00	\$ 170.00	\$ 170.00	\$ 200.00	\$ 200.00
PTA Renewal Application Fee	\$ 110.00	\$ 110.00	\$ 110.00	\$ 130.00	\$ 130.00
Workforce Survey Fee*	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
(Background/FBI)**	\$ 42.75	\$ 40.00	\$ 40.00		
Online Processing Fee ***	3%	3%	3%		
Initial Application Verification & Processing Fee****				\$ 63.00	\$ 63.00
PT Renewal Application Verification &				\$ 25.00	\$ 25.00
PTA Renewal Application Verification &				\$ 23.00	\$ 23.00
Lapsed License Renewal Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
PT/PTA Temporary Permit Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Duplicate License Fee (elim 2021-now self-serve unlimited reprints)	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	\$ -
Compact Privilege Fee *****	N/A	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Online Jurisprudence Exam Fee	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00
Early Eligibility Release Fee (elim. 2018)	\$ 25.00	N/A	N/A	N/A	N/A
Written Verification Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
NSF Check Processing Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Electronic Mailing List	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Photo Copy Administrative and Per Copy Fee	\$25.00 plus .10/copy	\$25.00 plus .10/copy	\$25.00 plus .10/copy	\$25.00 plus .10/copy	\$25.00 plus .10/copy

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

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

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

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

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

Section III – Rule Making Activities

Rules Adopted in the 2021-2023 Biennium

OAR Number(s)	Description of Change	Public Notification/ Hearing Dates	Board Action Date	SOS Filing Date	LC Filing Date
AMEND: 848-005- 0010	Amending rule to adopt budget for the new 2021-2023 Biennium.	04/30/2021 Notice 06/21/2021 Hearing	Approved 6/21/2021 Effective 7/1/2021	06/22/21	06/22/21
AMEND: 848-005- 0020	Amend: Raising Fees for Initial and Renewal Application; Removing Fee for Duplicate License.	5/26/2021 Notice 6/21/2021 Hearing	Approved 7/16/21 Effective 8/9/21	08/05/21	08/05/21
TEMPORARY AMEND: 848-045- 0020	Amending rule to clarify that failure to comply with applicable Oregon Health Authority OARs relating to COVID is grounds for discipline.	Temporary Filing 9/23/2021 Notice/Filing	Approved 9/23/2021 Effective 9/23/2021	9/24/2021	9/24/2021
AMEND: 848-035- 0030	Make permanent exam requirement exemption for online courses for 2020-2022 certification period; other clarifications.	09/15/2021 Notice 10/26/2021 Hearing	Approved 12/10/2021 Effective 12/13/2021	12/13/2021	12/13/2021
AMEND: 848-010- 0026	Clarifying requirements for temporary permit by examination; removing temporary permit by endorsement.	09/30/2021 Notice 10/26/2021 Hearing	Approved 12/10/2021 Effective 12/13/2021	12/13/2021	12/13/2021
AMEND: 848-055- 0001	Amend rule to adopt most current version of the PT Compact Commission (PTCC) Rules. Version number change only.	10/29/2021 Notice No hearing; public comment through 12/01/2021	Approved 12/10/2021 Effective 12/13/2021	12/13/2021	12/13/2021

OAR Number(s)	Description of Change	Public Notification/ Hearing Dates	Board Action Date	SOS Filing Date	LC Filing Date
TEMPORARY AMEND: 848-035-0030	Amending pain management continuing competence requirements as a result of HB2078(2021). Change to align with ORS.	Temporary Filing 12/13/2021 Notice/Filing	Approved 12/10/2021 Effective 1/01/2022	12/13/2021	12/13/2021
AMEND: 848-035-0030	Amending pain management continuing competence requirements as a result of HB2078(2021). Change to align with ORS.	04/29/2022 Notice No hearing; public comment through 05/26/2022	Approved 6/02/2022 Effective 6/28/2022	6/10/2022	6/10/2022
AMEND: 848-035-0020, 848-035-0030, 848-035-0040	Amending sections of Division 35 to clarify language and permanently remove online content exam requirement.	08/31/2022 Notice 10/03/2022 Hearing	Approved 10/14/2022 Effective 10/21/2022	10/20/2022	10/20/2022
TEMPORARY AMEND: 848-040-0107	Adopting new rule relating to use of healthcare interpreters to implement HB2359(2021).	Temporary Filing 10/20/2022 Notice/Filing	Approved 10/14/2022 Effective 10/20/2022	10/20/2022	10/20/2022
AMEND: 848-040-0107	Adopting new rule relating to use of healthcare interpreters to implement HB2359(2021). Change to align with ORS.	10/20/2022 Notice No hearing; public comment through 12/08/2022	Approved 1/20/2023 Effective 1/25/2023	1/25/2023	1/25/2023
AMEND: 848-055-0001	Amend rule to adopt most current version of the PT Compact Commission (PTCC) Rules. Version number change only.	1/31/2023 Notice No hearing; public comment through 3/15/2023	Approved 3/17/2023 Effective 4/01/2023	3/31/2023	3/31/2023
OAR Number(s)	Description of Change	Public Notification/ Hearing Dates	Board Action Date	SOS Filing Date	LC Filing Date

AMEND: 848-010- 0015	Amending rule to clarify meaning of 90-day window for completion of NPTE prior to graduation. Stakeholder request.	1/31/2023 Notice No hearing; public comment through 3/15/2023	Approved 3/17/2023 Effective 4/01/2024	3/31/2023	3/31/2023
AMEND: 848-005- 0010	Amending rule to adopt budget for the new 2023-2025 Biennium.	03/31/2023 Notice 05/17/2023 Hearing	Approved 5/19/2023 Effective 7/1/2023	06/22/23	06/22/23

Description of Process to Establish Adopted 23-25 Budget and Amount

At its March 17th, 2023 meeting, the Board discussed and approved its 2023-2025 proposed operating budget in public session.

On March 31st, 2023, Notice of Proposed Rule Making Hearing regarding the Board’s proposed 2023-2025 operating budget was filed with the Administrative Rules Unit, Secretary of States Office for posting in the April 2023 Oregon Bulletin. At that time the Notice was also sent to the President of the Senate, the Speaker of the House, and to all interested parties on the Board’s Interested Parties List. The Notice was also provided to all current Licensees through publication in the Board’s email newsletter sent April 1st, 2023. Lastly, the Notice of Hearing, the Fiscal Impact Statement and the proposed text changes to the budget rule were posted on the Board’s website for viewing by the public and interested parties. All notices sent as noted above, referenced the Board’s website.

On May 17th, 2023, the Board held a public hearing to consider testimony with regards to the proposed 2023-2025 operating budget. Comments received were neutral or positive in support of the proposed budget.

At the May 19th, 2023 meeting of the Board, upon a motion before the Board, the Board adopted the proposed 2023-2025 operating budget and the corresponding amendments to the administrative rule, effective July 1, 2023, as follows:

848-005-0010 -Establish Physical Therapist Licensing Board Budget for 23-25 Biennium.

The Physical Therapist Licensing Board hereby adopts by reference the Oregon Board of Physical Therapy 2023-2025 Biennium Budget of \$1,882,265 covering the period from July 1, 2023 through June 30, 2025. The Executive Director of the Board will amend budgeted accounts as necessary within the approved budget of \$1,882,265 for the effective operation of the Board. The Board will not exceed the approved 2023-2025 Biennium Budget expenditures without amending this rule, notifying holders of licenses, and holding a public hearing thereon as required, by ORS Chapter 182.462(1) and (2). Copies of the budget are available from the Board's office and posted on the Board's website.

On June 22, 2023, the Certificate and Order for Filing of a Permanent Administrative Rule for Division 5, Chapter 848 Oregon Administered Rules was filed with the Secretary of State's Administrative Rules Division and submitted to the State Legislative Counsel's office.

Section IV – Consumer Protection

Consumer Protection Overview

Core Licensing & Screening Processes

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

During the initial licensure process the Board makes certain a qualified candidate has graduated from an accredited PT or PTA program (or its equivalent in the case of foreign educated therapists), has taken and passed the national physical therapy examination (NPTE), which is a measure of entry level knowledge for safe and effective practice, has cleared a national background check, and has passed a Board examination that test the applicants current knowledge of the statutes and rules governing the practice of physical therapy in the state of Oregon. If the applicant already holds a license(s) in another jurisdiction, the Board verifies that the license in the other jurisdiction is unencumbered and in good standing.

Once licensed, the Board screens for arrests and criminal activity and out of state adverse actions that may have been taken against an Oregon licensee who also holds a license in another jurisdiction throughout the year and at renewal. Through participation in a national data-sharing program via the PT Compact, the Board receives notification from all other Compact states when action is taken against a licensee who also holds an Oregon license as soon as that action is reported.

The Board requires and actively reviews continuing competence upon renewal of licenses.

Education & Outreach

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

As of the 21-23 Biennium, in Oregon, there are two accredited physical therapy (PT) programs, with two additional programs currently in candidate status, and two accredited physical therapy assistant (PTA) programs. The accredited PT programs are at Pacific University and George Fox University, the two new programs coming online are at OSU Cascades and Western U, and the PTA programs are at Mount Hood Community College and Lane Community College.

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

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

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

Board staff also regularly meet with staff from other Health Professional Regulatory Boards to discuss larger issues in Oregon, and collaborate on education and outreach activities, sharing best practices and developing joint policies or procedures for common functions. The Executive Directors of all the Health Professional Regulatory Boards meet every 1-3 months, and the OBPT Executive Director began serving as co-chair of the group in 2023.

The Board Website is kept current. Published and available to the public, are the process, policy, procedure and forms necessary to note a concern or file a complaint to the Board. During this biennium, the Board performed a page-by-page review for currency, accuracy and readability. A link to the Board's website and complaint process can be found on Egov.com and on the Federation of State Boards of Physical Therapy's national consumer protection website.

Compliance Activities and Complaint Investigation

The Board retains a clinical advisor and investigator who is a licensed PT. The Board believes that through education and greater understanding of rules and regulations, consumer protection can best be achieved by preventing violations from occurring in the first place. With this preventative approach, the clinical advisor is available to answer questions and present to employers or other groups via phone, email or in person. When there are complaints, individuals may submit a complaint in a variety of confidential ways, either via phone, via the online complaint form, fax, or US Mail. The Board's investigator will work with complainants and respondents, often traveling around the state to perform interviews.

Rulemaking and Strategic Planning

The Board engages in a biannual community-based strategic planning process, which moved to the virtual format due to the pandemic. This mode of interaction proved beneficial, allowing stakeholders from a broader geographic area to participate, and allowed the Board to engage speakers from a broader geographic area than would otherwise be able to participate.

The Board regularly forms rule advisory groups when exploring potential amendments to rule very early in the process, seeking broad input into what may need to be updated or modified to address changes in practice or to provide greater clarification.

Public Protection Best Practices – National Participation

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

Table of Consumer Protection Activities 2021-2023 Biennium

Activity Category	Type of Activity	Details of Activity	Metric Used to Track Success
Process or Service Delivery Improvements	<ol style="list-style-type: none"> 1. Biennial review of website. 2. Legal sufficiency review of simplified application disclosure questions. 3. Oregon Jurisprudence Exam (OR-JAM) updated to reflect changes in law. 4. Renewal Application review process change. 5. New Self-Service feature for looking up disciplinary actions. 	<ol style="list-style-type: none"> 1. <i>Performed comprehensive review and update of board website to remove outdated information; test readability.</i> 2. <i>Developed simplified language for application questions that still meets legal sufficiency for disclosure.</i> 3. <i>Worked with OR-JAM vendor to develop psychometrically sound updated questions in response to changes in Oregon law.</i> 4. <i>Implemented pre-screen review process for completion of renewal mandatory continuing competency (CC) requirements to allow renewal applicants time to correct application prior to deadline to avoid violation.</i> 5. <i>New self-service web feature added to search and sort board disciplinary actions.</i> 	<ol style="list-style-type: none"> 1. <i>100% of website pages reviewed and updated.</i> 2. <i>100% of questions processed through legal review. Achieved approximately a 15% reduction in related questions.</i> 3. <i>OR-JAM updates accomplished concurrent with changes in law; 0% outdated exams.</i> 4. <i>Approximately 20% of applications pre-screened had one or more issues with CC completion; these licensees had second chance to complete required coursework in the requisite time-period and avoid potential penalty for non-completion.</i> 5. <i>Eliminated need for credentialing agencies to submit records request</i>

			<p><i>each month for listing of current disciplinary actions. Previously, information was listed by individual but not as chronological list. Eliminated 5-10 calls/emails per month—eliminated delay for requesters.</i></p>
Public & Industry Outreach	Newsletters.	<p>08/12/2021—News Briefs Email to all active licensees.</p> <p>11/24/2021—News Briefs Email to all active licensees.</p> <p>1/10/2022—News Briefs Email to all active licensees.</p> <p>03/02/2022—News Briefs Email to all active licensees not yet renewed; reminder and FAQ.</p> <p>03/16/2022—News Briefs Email to all active licensees not yet renewed; 2nd reminder and FAQ.</p> <p>03/28/2022—News Briefs Email to all active licensees not yet renewed; FINAL reminder and FAQ.</p> <p>05/13/2022—News Briefs Email to all active Oregon licensees re: Compact benefit.</p> <p>11/10/2022 – News Briefs Email to all active Oregon licensees.</p> <p>12/13/2022 – Informational Brief to all Oregon Compact Privilege Holders (ongoing sent to each new purchaser).</p> <p>02/23/2023 – News Briefs Email to all active Oregon licensees.</p>	<p><i>Newsletters published minimum of 4x per year distributed to 100% of active licensees and persons on interested parties list.</i></p> <p><i>Newsletters: 100% of email bounce backs researched and sent again or outreach to update address with recipient.</i></p> <p><i>Targeted Newsletters: During renewals, reached out minimum of 3x to individuals not yet renewed to remind of deadline and requirement.</i></p> <p><i>Developed new welcome letter for Oregon Compact Privilege Holders in December 2022—sent to 100% of active privilege holders at time; sent to each new purchaser on purchase go forward.</i></p>

		03/31/2023 – News Briefs Email to all active Oregon licensees.	
Public & Industry Outreach	<p>Events attended.</p> <p>Work with professional organizations.</p> <p>Other relevant activities.</p>	<p>09/25/2021—American Physical Therapy Association Oregon Chapter (APTA-OR) Fall Workshop presentation; Paru.</p> <p>10/14/2021—Federation of State Boards of Physical Therapy (FSBPT) Webinar: <i>Weathering the Storm: Navigating a Course Through Disaster</i>; Sigmund-Gaines, co-presenter.</p> <p>10/18/2021—Oregon Department of Education/Coalition of School Administrators (COSA) Fall conference presentation; Paru.</p> <p>12/13/2021—Regional and Statewide Services for Students with Orthopedic Impairments (RSOI) – Practitioner Town Hall for practitioners in school settings; Paru.</p> <p>1/10/2022—Regional and Statewide Services for Students with Orthopedic Impairments (RSOI) – Practitioner Town Hall for practitioners in school settings; Paru.</p> <p>02/09/2022 – ECHO-TIES (Therapy in Educational Settings) Learning Session; Paru.</p> <p>03/01/2022 – ECHO-TIES small group follow-up discussion on primary care model; Paru.</p> <p>03/12/2022 — American Physical Therapy Association Oregon Chapter</p>	<p><i>Target minimum of 1 presentation per year at an American Physical Therapy Association Oregon Chapter event.</i></p> <p><i>Increased outreach related to school-based care through presentations with several organizations and partners. Reached several hundred administrators and practitioners in these settings.</i></p> <p><i>The Federation of State Boards of Physical Therapy (FSBPT) is comprised of 53 member jurisdictions focused on public protection and regulation of physical therapy. Webinars were recorded and available to the membership; the boards and staff of all 53 jurisdictions.</i></p> <p><i>The Council on Licensure, Enforcement & Regulation (CLEAR) 2022 Virtual Symposium is an international regulatory association. The event had an attendance of over 100 participants from around the world.</i></p>

		<p>(APTA-OR) Annual Virtual Conference presentation; Paru.</p> <p>06/14/2022 — Council on Licensure, Enforcement & Regulation (CLEAR) 2022 Virtual Symposium; international panel presentation “Compassion in Regulation” ; Paru.</p> <p>06/28/2022 — Federation of State Boards of Physical Therapy (FSBPT) Webinar panel presentation “The Role of the Regulatory Board in Diversifying the Physical Therapy Workforce” ; Sigmund-Gaines.</p> <p>09/24/2022- Prepared presentation for APTA-OR fall business meeting- info delivered by Jeremy Hilliard; Paru.</p> <p>03/07/2023 –Partnered with other health boards for joint board member recruitment outreach for public members.</p> <p>04/26/2023 – Panel Discussion at AT-TIES (Therapy in Educational Settings) conference (Paru).</p> <p>05/01/2022 – Division 35 Rules Advisory Committee; Paru, Sigmund-Gaines.</p> <p>06/14/2022 – Educational Pathway Workgroup Meeting; Paru, Sigmund-Gaines, Casey.</p> <p>08/24/2022 – Preliminary Planning Meeting with Non-CAPTE Rule Advisory Committee Chair</p> <p>09/12/2022 – Educational Pathway Workgroup Meeting</p>	<p><i>Targeted public board member recruitment collaborated with 100% of other health boards with current public member opening to develop joint marketing and distribution plan. Shared across five participating board’s interested parties lists; distributed through Governor’s office policy contacts. Campaign generated at least 1 direct application and member appointment.</i></p>
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		<p>02/13/2023 –Rules Advisory Committee Meeting for Non-CAPTE Accredited Program Applicants.</p> <p>03/24/2023 –Rules Advisory Committee Meeting for Non-CAPTE Accredited Program Applicants.</p> <p>04/28/2023 –Rules Advisory Committee Meeting for Non-CAPTE Accredited Program Applicants.</p> <p>04/28/2023 –Educational Pathway Workgroup Meeting.</p>	
Education Programs	Presentations Made To Oregon PT/PTA Schools	<p>08/04/2021—Western U- Presentation to 1st Year Students.</p> <p>11/08/21—Presentation to 1st year students at OSU Cascades DPT program; Paru.</p> <p>11/19/21— Presentation to 3rd year students at Pacific U DPT program; Paru, Goodwin.</p> <p>01/31/2022 – Presentation to 3rd year students at George Fox University DPT program; Paru, Goodwin.</p> <p>04/07/2022—Presentation to 2nd year students at MT Hood Community College; Paru, Goodwin.</p> <p>04/11/2022—Presentation to 2nd year students at Lane Community College; Paru, Goodwin.</p> <p>05/17/2022 – Presentation to 1st year students at George Fox University DPT program; Paru.</p>	<p><i>Worked with staff at 100% of Oregon PT/PTA programs to provide training materials and/or presentations to students focused on regulation as well as exam registration and licensure at least once during biennium.</i></p> <p><i>Student attendance at presentations is required by instructors.</i></p>

		<p>05/24/2022 – Presentation to 3rd year students at George Fox University DPT program; Paru, Goodwin.</p> <p>12/02/2022 – Presentation to 3rd year Pacific University Students, Paru and Goodwin.</p> <p>04/05/2023 – Presentation to Mt Hood Community College 2nd year students.</p> <p>04/11/2023 – Presentation to Lane Community College 2nd year students.</p> <p>05/02/2023 – Presentation to Pacific University 1st year students.</p>	
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Sample Agency Materials & Publications Promoting Consumer Protection

Consumer Information Pages

About the Practice of Physical Therapy

The screenshot shows the Oregon.gov website with a navigation menu at the top: OREGON.GOV, OBPT Home, Self-Service Portal, Complaints, License Renewals, Laws and Rulemaking, and Contact the Board. Below the menu is a breadcrumb trail: Resources > About the Practice of Physical Therapy. The main content area is titled 'About the Practice of Physical Therapy' and is divided into two columns. The left column contains a 'Self-Service Portal' link and a 'RESOURCES' section with links for 'Lookup a Licensee', 'About the Practice of Physical Therapy' (highlighted), 'Physical Therapy Compact and Compact Privileges', 'Complaints', 'Disciplinary Actions', 'Public Records', and 'Mailing List'. Below these is a section for 'APPLICANTS AND LICENSEES'. The right column contains three sections: 'What do physical therapists actually do?' (describing patient care goals), 'What do physical therapist assistants do?' (describing PTAs' roles), and 'Do you need a license to be a physical therapist or physical therapist assistant?' (stating that a license is required).

About the PT Compact – Information for Licensees and the Patients

<https://www.oregon.gov/pt/Pages/Compact.aspx>

Searchable/Sortable Listing of Disciplinary Actions

<https://www.oregon.gov/pt/Pages/Disciplinary-Actions.aspx>

Self-Service Portal – Licensee Lookup

<https://obpt.us.thentiacloud.net/webs/obpt/register/#>

Presentations

The Role of the Regulator in Diversifying the PT Workforce

<https://youtu.be/IAoU5Wq0VR8?si=S2I02kckCrgTrXJC>

Understanding Continuing Competence Requirements

<https://www.oregon.gov/pt/Pages/Continuing-Competency.aspx>

Guidebook Sample Page:



Oregon Board of
Physical Therapy

Understanding Continuing Competency Documentation

As part of your license renewal, you will be required to provide documentation showing that you have completed the minimum CC requirements. Documentation is typically a certificate issued by the course provider.

At a minimum, course certificates must show:

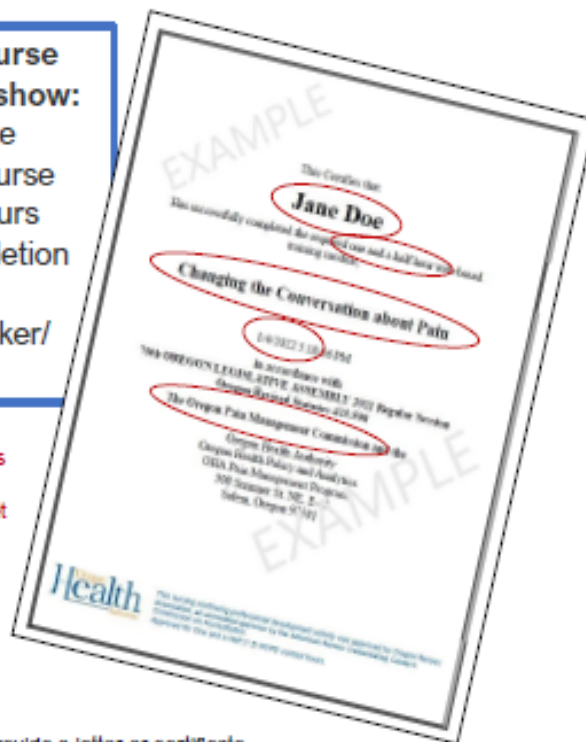
1. Licensee Name
2. Title of the Course
3. Number of Hours
4. Course Completion Date
5. Name of Speaker/ Sponsor

If your course certificate does not include all 5 required components, it does not meet the minimum requirements!

Receipts or Invoices for courses do not qualify as proof of completion.

Special Documentation:

- Clinical Instructors must provide a letter or certificate from the student's academic institution showing the number of hours of instruction.
- Licensees claiming CC for courses or presentations that they have taught must provide documentation showing how many hours were awarded to participants AND documentation showing that they were the presenter.
- Licensees claiming CC for committee work must provide a certificate or letter signed by an officer of the organization showing how many meetings they served.



Section V – Licensing Activities & Disciplinary Actions

Table: Licensing Activities & Disciplinary Actions

Section 5	June 2013	June 2015	% Change	June 2017	% Change	June 2019	% Change	June 2021	% Change	June 2023	% Change
Actively Licensed Individuals at end of each biennium	4,733	5236	11%	6202	18%	6502	5%	6581	1%	6568	0%
(a) The number of license applications;	10271	11023	7%	6,787	-38%	6978	3%	6961	0%	6948	0%
Physical Therapist (PT)	7492	8569	14%	5337	-38%	5526	4%	5576	1%	5604	1%
Physical Therapist Assistant (PTA)	2779	2454	-12%	1450	-41%	1452	0%	1385	-5%	1344	-3%
(b) The number of licenses issued; (total)	9380	10577	13%	6525	-38%	6765	4%	6872	2%	6975	1%
Physical Therapist	7354	8259	12%	5111	-38%	5372	5%	5496	2%	5567	1%
Physical Therapist Assistant	2026	2318	14%	1414	-39%	1393	-1%	1376	-1%	1344	-2%
(c) The number of examinations conducted	386	440	14%	495	13%	456	-8%	479	5%	469	-2%
Physical Therapist	250	318	27%	389	22%	348	-11%	361	4%	363	1%
Physical Therapist Assistant	136	122	-10%	106	-13%	108	2%	118	9%	106	-10%
(d) The average time between initial application for and issuance of licenses	15 days	15 days		15 days		15 days		15 days		15 days	
(d)(1) Average time to issue license once completed application is received	1 day	1 day		1 day		1 day		1 day		1 day	
(e) The number and types of complaints received about persons holding licenses;	83	87	0.05%	58	-33%	56	-3%	49	-13%	98	100%
(f) The number and types of investigations	91	92	1%	58	-37%	71	22%	49	-31%	83	69%
Alleged inadequate care or treatment - 3,7,8,15	23	9		17		13		9		9	
Discipline or investigation by another state or OR licensing board -5	2	4		3		3		3		2	
Arrest and/or criminal convictions - 2,10	28	20		7		4		8		17	
Billing fraud/Documentation (and Other) 2019 -	7	17		10		10		11		36	
Boundary issues with patients (or Ethics) 2019 -	18	9		10		18		11		14	
Practicing without a valid license - 11,12,13	5	8		5		5		7		7	
Continuing Education Compliance - 4	8	25		6		3		0		0	
(g) The number and types of resolutions of	97	81	-16%	53	-35%	71	34%	49	-31%	83	69%
Inadequate Care or Treatment - 3,7,8,15	16	7		5		3		1		3	
Boundary /Ethics - 6,14	13	7		3		7		2		5	
Arrest and/or criminal convictions - 2,10	24	12		2		1		1		4	
Discipline or investigation by another state - 5	4	1		0		2		0		1	
Practicing without a valid license - 11,12,13	8	5		3		4		4		6	
Documentation/Billing/Other - 1,9, 16	4	4		1		5		1		5	
Continuing Education Compliance - 4	7	19		6		3		0		0	
Closed cases/no violation	21	26		33		46		43		59	
(h) The number and type of sanctions imposed; (total) (each case may have	88	125	42%	61	-51%	71	16%	49	-31%	98	100%
Revocation (or Denial) 2019	2	0		0		1		0		0	
Suspension (or Agree Not to Practice) 2021	2	0		3		2		1		2	
Probation (or Restriction/Supervision) 2019	3	3		1		4		0		2	
Surrender	1	3		2		2		0		4	
Reprimand	0	0		1		0		1		18	
Civil penalty	16	21		17		11		4		14	
Non-Punitive Remediation (Stipulations)	13	38		5		18		2		1	
Advisory letters	30	29		10		14		20		41	
Closed cases/no violation	21	26		22		32		23		18	
Pending some action	0	0		0		0		0		7	
Open cases	15	10		18		10		8		8	
(i) The number of MONTHS between beginning an investigation and reaching a resolution. (Average)	3.8	3.8		6.9		11.9		3.68		3.87	

Discussion of Data Trends for 2021-2023 Biennium

Licensure and License Applications:

The total number of active licensees as of the end of the biennium has held flat since June of 2019. This is due in part, we believe, to impacts from the pandemic, but also due to an uptake in utilization of the PT Compact. Licensees who would otherwise have held an Oregon license for use for temporary work assignments in the state now have another option, if they hold an active license in another compact state. This is reflected as well in the slight declines in new applications, with a sharper decline in PTA applications. We believe this is in part due to timing (some graduates are taking later exams, and so were not captured prior to the biennium. Reimbursement rates have also declined, which has impacted the use of PTAs in some care settings. This may also be impacting the number of positions and therefore the number of applicants.

The prior decline experienced in 2015-2017 was the result of the Board migrating from an annual renewal period to a biannual renewal period in 2016, decreasing the number of physical renewal applications and licenses issued by approximately 5,000.

Complaints, Compliance and Resolution:

The 21-23 biennium shows a marked increase in number of complaints received and investigations performed. The increase in number of complaints stems predominantly from cases related to individuals purchasing compact privileges to practice in Oregon (26 cases). While the privilege to practice itself is purchased from a separate entity (the PT Compact Commission) individuals are required to complete the Oregon Jurisprudence Exam prior to purchase. In almost all of these cases, these individuals failed to complete the exam prior to purchase, but did promptly comply after being contacted, and prior to practice in the state. The next largest factors are increases in complaints about billing or documentation, often that fall outside the Board's authority to address, or due to increase in applicants who have arrests or criminal convictions, not initially disclosing that information. Most of these individuals erroneously believed their prior arrests to have been expunged or otherwise too old to require reporting.

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

process, common violations seen by the Board and how to avoid the same or similar violations and Board resources available to the licensee and the public when practice questions or concerns arise.

Description of Consumer Complaint Process

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

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

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

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

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

suspension, license revocation or the issuance of a Board Confidential Advisory Letter. The advisory letter allows the Board to educate and inform regarding compliance requirements and future expectations in cases where disciplinary action is not warranted.

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

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

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

Agency's Data Collection Process

Data Element	Source
<p>Number of License Applications</p>	<p>Includes both initial applications and renewal applications broken down by PTs and PTAs. Data is collected from the application and renewal tables of the Board's licensing system.</p> <p>HISTORICAL CALCULATION: Prior to the 21-23 Biennium, the number is calculated by taking the general ledger income account totals for the biennium from Quickbooks and dividing that total figure by the individual cost for the application and renewal fee for the same timeframe. The Board implemented the new system in February of 2020, but did not have this functionality for the full reporting period for this biennium, so is still using this historical calculation.</p>
<p>Number of Licenses Issued</p>	<p>Includes both initial applications and renewal applications broken down by PTs and PTAs, and includes temporary permits (one application can produce both a temp permit and a regular license from the same application). Data is collected from the application and renewal tables of the Board's licensing system.</p> <p>HISTORICAL CALCULATION: Includes both initial and renewal licenses broken down by PTs and PTAs. Accepting and processing an application does not</p>

	<p>mean that a license will necessarily be issued. This number is a combination of sources. The initial licenses issued count is taken from a database ad hoc report that gives the total number of PTs and PTAs licensed with an initial licensure date within the reporting parameters of for each biennium. The renewal licenses issued count is taken from the database history of renewals approved. This total was previously determined based on license count as of 4/1 in renewal years, which did not always include (the relatively small number of) late renewals.</p>
Number of Examinations Conducted	<p>The Board does not conduct its own examination but receives score reports from the NPTE exam administrator. This number is taken from an actual count of exam applicants. Prior to 19-21, this value was calculated from application packets received by the Board, which included exam candidates that may have withdrawn after registering to sit for the exam.</p>
The Average Time Between Application and Issuance of Licenses	<p>(d)Applications for licensure have multiple parts, only one if which is the online application. An applicant can begin sending in required application materials prior to even initiating an application, or they may initiate an application, and submit the required materials in any order. Since receipt of a completed application is at the direction of the applicant and can vary widely, the Board uses a placeholder of 15 days to represent this part of the process.</p> <p>(d)(1) Procedurally the Board issues a license the same day the application packet is complete or the exam score is received unless the issuance of the license is requested to be held by the applicant in order to start work on a specific date. If the packet is completed after business hours, the application is approved the next business day.</p>
Compliance Data Number and types of investigation conducted Number and types of resolutions and complaints Number and types of sanctions imposed	<p>All of the compliance data is taken from the Board's Case Tracking Report maintained by the Board's Clinical Advisor/Investigator. Each case is tracked from the initial complaint to the final outcome. This is an excel worksheet. The Case Tracking Report has been reformatted and modified to auto calculate the number of cases opened, cases closed and the aging of the cases. Also modified was the calculation for the number and types of complaints. Still hand calculated is the number and types of sanctions imposed however, the Board is looking at further means to automate this report for future reporting periods.</p>
Number of Days Between Beginning an Investigation and Reaching a Resolution	<p>This calculation too is taken from the Case Tracking Report and is now auto calculated as part of the report as opposed to being hand calculated as done in previous reports.</p>

Section VI – Other Board Activities

Other Board Activities - Overview

During the 2021-2023 biennium the Oregon Board of Physical Therapy achieved its primary accountability of public protection through the thorough and complete credentialing of initial licensees and the on-going oversight, monitoring and regulation of current licensees relative to the Oregon Physical Therapist statutes and administrative rules.

Amongst its other duties, weekly the Board staff fields an average of 500 calls and email inquiries and requests from healthcare consumers, candidates for licensure and licensees. Most calls and emails get an immediate initial response. If not immediate, all calls and emails have a targeted initial response time of 24 hours (unless otherwise noted in an out of office message), which was maintained during the pandemic and closure of offices to the public. These numbers are even greater during the renewal period, which occurs during the first quarter of every even-numbered calendar year. During the 2021-2023 biennium, the Board staff continued to receive several written commendations regarding its provision of service.

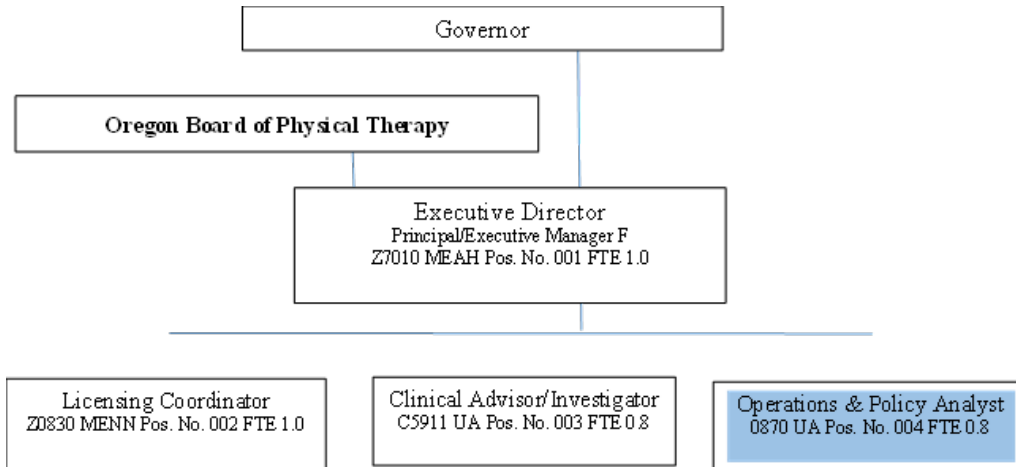
The Federation of State Boards of Physical Therapy (FSBPT) administers a national survey completed by all applicants who sit for the national physical therapy examination (NPTE). At the end of the examination all examinees are required to complete the survey. The question asks *“How satisfied were you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

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

Strategic Initiatives and External Partnership

The Board continues to engage in community strategic planning using a framework for creating culturally responsive regulation. Rather than evaluate or implement statutory or policy requirements in isolation, the framework is intended to evaluate the impacts from the perspective of four inter-related participant groups (patients, licensees, complainants, and board/staff.). Each group, subsequently, must be further representative of the diversity of the State in perspective. Any policy or rule will consider the role of--and impacts on--each of these groups, with the end goal of achieving culturally competent regulation. This includes consideration of the role of the health professional regulatory body in addressing culturally responsive healthcare, understanding the needs of, and interplay between, the various participant groups, and determining the resultant policies, standards and practices required to address cultural responsiveness and achieve positive patient outcomes and public protection. With the new Agency Expectations introduced by the Governor in January of 2023, the Board has been working to integrate existing plans into the standard statewide formats; this work will continue into the next biennium. Please see additional detail under education and outreach activities previously in this report.

2021-2023 Organizational Chart



NOTE: There were no changes in staffing or staffing levels for the 2021-2023 Biennium. As noted in the prior report, the position of ISS Support Specialist was converted into an Operations & Policy Analyst position (noted in shaded color) at the end of 19-21. There was no change in the incumbent.

Table of Key Board Activities

Agency Name: Oregon Board of Physical Therapy

Biennia	Positions	FTE	Board Meetings	# Of Licensees as of 6/30	Board Stipend	Director Salary \$/Month on 6/30 close of biennium
2013-2015	3	2.80	17	5,236	\$150/day*** \$75<Half Day	\$8,917
2015-2017	3	2.80	15	6,202	\$150/day*** \$75<Half Day	\$9,369
2017-2019	3	2.80	20	6,502	\$150/day*** \$75<Half Day	\$9,992*
2019-2021	4	3.60	18	6,581	\$150/day*** \$75<Half Day	\$11,351
2021-2023	4	3.60	24	6,568	\$150/day*** \$75<Half Day or \$152/day for qualified members per HB 2992	\$12,579
2023-2025 Estimated	4	3.60	24	6,570	\$150/day*** \$75<Half Day or \$152/day for qualified members per HB 2992	\$14,268**

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

**This Director has been at the top step since 2021 and is only eligible for any COLAs applied to executive service personnel. Two COLAs in the amount of 6.5% are anticipated during the 23-25 biennium.

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

Board Best Practices Self-Assessment

Oregon Board of Physical Therapy

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

The Board completes the board best practice self-assessment exercise in public session in the first board meeting after the close of the prior biennium, at a minimum. For the 2021-2023 Biennium, this self-assessment was completed at the July 21st, 2023 public meeting. The assessment was completed by all 7 board members appointed to the Board at the time (one position was vacant for that meeting). All 7 members reported a "Yes" to each question.