

AGENDA ITEM 5

**REVIEW AND VOTE ON APPROVAL OF THE NOVEMBER 14-15,
2024, BOARD MEETING MINUTES.**



****DRAFT****

BOARD MEETING MINUTES

November 14 - 15, 2024

**Dominican University of California
School of Nursing and Allied Health Professionals
Creekside Room, Caleruega Hall
50 Acacia Avenue, San Rafael, CA 94901**

Board Members Present

Richard Bookwalter – Board President
Beata Morcos – Board Vice President
Denise Miller
Sharon Pavlovich
Christine Wietlisbach

Board Staff Present

Heather Martin – EO
Jody Quesada Novey - Manager
Helen Geoffroy – Board Attorney
Austin Porter - Analyst
Karina Clark - Analyst

Board Members Absent

Hector Cabrera
Lynna Do

**Thursday, November 13, 2024
9:30 am - Board Meeting**

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order at 9:35 a.m. Vice President Beata Morcos called roll and a quorum was established.

2. President’s Remarks – Informational Only; no Board Action to be taken.

Board President Richard Bookwalter thanked Dominican University of California, for hosting the Board meeting. Mr. Bookwalter announced that both he and Executive Officer (EO) Heather Martin attended and presented at the Occupational Therapy Association of California (OTAC) Conference, held in Pasadena, CA. November 8th, 2024. The California Board of Occupational Therapy (CBOT) presentation was successful. There is another Board meeting scheduled for December 13th, 2024, but it will contain a very short open session before the Board convenes in closed session to hold the EO interviews. EO Heather Martin is retiring, and, on behalf of the Board members, President Bookwalter thanked Ms. Martin for her 19 years of service.

There were no Board member remarks.
There were no public comments.

3. Board Member Remarks – Informational Only; no Board Action to be taken.

There were no Board member remarks.

4. Public Comment for Items Not on the Agenda.

Dominican University faculty member Kristin Jones welcomed Board members and staff to the university. She also stated there may be some students coming in and out throughout the day.

OTAC President Samia Rafeedie chose to introduce herself.

Kristen Neville, State Affairs Manager for the American Occupational Therapy Association (AOTA) chose to introduce herself.

Double Alumnus, Mental Health Occupational Therapist, and President of the Alumni Board at Dominican University Salvador Chavez chose to introduce himself.

5. Review and vote on approval of revised May 2-3, 2024, Board meeting minutes.

Board President Richard Bookwalter had a question on page 2, regarding the presentation by Shaun Conway and Francielle Pineda from the National Board for Certification in Occupational Therapy.

- Denise Miller moved to approve the May 2-3, 2024, Board meeting minutes with suggested changes.
- Christine Wietlisbach seconded the motion.

There were no public comments.

Board Member Vote

Richard Bookwalter	Yes
Sharon Pavlovich	Absent
Christine Wietlisbach	Yes
Beata Morcos	Yes
Denise Miller	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

6. Review and vote on approval of the August 22-23, 2024, Board meeting minutes.

- Denise Miller moved to accept the August 22-23, 2024, Board meeting minutes.
- Beata Morcos seconded the motion.

There were no public comments.

Board Member Vote

Richard Bookwalter	Yes
Sharon Pavlovich	Absent
Christine Wietlisbach	Yes
Beata Morcos	Yes
Denise Miller	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

Board member, Sharon Pavlovich joined the meeting at 9:57a.m.

Mr. Bookwalter asked Board Ms. Pavlovich if she had any comment on the agenda items discussed prior to her arrival. Ms. Pavlovich did not.

7. Report from the Administrative Committee.

Board President, Richard Bookwalter, stated that the Administrative Committee consists of the EO, Board President, and Vice President; therefore, there is no legal requirement for notice or an agenda.

Two meetings took place in October, due to changes that would occur by the end of the year. EO Heather Martin would be retiring, the administrative process was discussed and bringing Ms. Martin back as a retired annuitant.

It was explained that the Board Member Guidelines and Procedures Manual is missing the section/language on the role and term limits of the Administrative Committee members. The bold underlined text on the bottom of pages 1 and 2 (Chapter 6) is restored language to identify the term limits of committee members, specific duties, and meeting requirements.

- Denise Miller moved to adopt the language added to Chapter 6. Committees.
- Beata Morcos seconded the motion.

There were no additional Board member remarks.

There were no additional public comments.

Board Member Vote

Richard Bookwalter	Yes
Sharon Pavlovich	Yes
Christine Wietlisbach	Yes
Beata Morcos	Yes
Denise Miller	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

8. Report from the Ad Hoc Committee on Disaster Preparedness and Response.

Committee Chair Richard Bookwalter stated the committee had not met since the last Board Meeting on August 22-23, 2024. EO Heather Martin reported that requests had been submitted to update the Board's licensee and consumer webpages to include a list of links to disaster related resources. A request was made to include a link to these pages on the DCA's Disaster Resources Webpage.

The Disaster Preparedness and Response (DPR) Survey was sent out to every available licensee email address with a deadline of November 30, 2024, to submit responses. Input from the survey will be available to the DPR Response Committee in Spring 2025.

Mr. Bookwalter mentioned that the QR code created for survey was presented at the OTAC conference.

Ms. Miller asked if Occupational Therapists (OT) could be recognized as first responders and be afforded the same benefits, when it comes discounts and priority at banks, grocery stores, hotels, etc. Mr. Bookwalter directed staff to find out how OTs can be accredited as First Responders.

Public Comments

Samia Rafeedie asked how being recognized as First Responders would affect OT practitioner salaries?

Denise Miller responded that salaries would likely not be impacted. Currently, occupational therapists who are making less than nurses and paramedics, are neither afforded the same rates for loans at banks nor granted the same prices at grocery stores, which impacts their overall income.

Samia stated if there were an opportunity for OTAC to engage with CBOT in assisting with First Responder recognition for OTs, they would be willing to help.

Mr. Bookwalter stated that this recognition would be mostly beneficial to the OT practitioner, as the consumer would not benefit from the practitioner being recognized as a First Responder.

There were no additional public comments.

9. Report from the EO Selection Committee.

Committee Chair Christine Wietlisbach announced that the committee reviewed applications for the EO position. Applicants have been narrowed down to two candidates, who will be interviewed on December 13th.

President Richard Bookwalter pointed out that there is an outline in the Board Meeting packet on the differences between an Interim and an Acting EO.

Vice President Beata Morcos clarified that an interim EO could be a member of staff and could be appointed by the Board, whether that be for a couple of weeks or a couple of months, until a qualified candidate is appointed.

Public Comment

Samia Rafeedie stated she has not been in California long enough to see another EO (EO) in the position. She asked if the public has input when selecting a new EO, or if it is strictly a task of the Board?

Ms. Morcos responded that the decision is strictly a task of the Board.

There were no public comments.

10. Report from the Practice Committee.

Board Member Christine Wietlisbach announced that the Practice Committee had met on October 11, 2024, to discuss the Board's education and training requirements for licensees seeking advanced practice approval in hand therapy and the possibility of reducing those training/education requirements.

The Committee examined the 2023 Accreditation Council for Occupational Therapy Education (ACOTE) standards to determine if ACOTE-accredited education programs adequately cover the six required content areas for advanced practice approval in hand therapy in California. The six (6) required content areas are:

- 1) Anatomy of the upper extremity and how it is altered by pathology.
- 2) Histology as it relates to tissue healing and the effects of immobilization and mobilization on connective tissue.
- 3) Muscle, sensory, vascular, and connective tissue physiology.
- 4) Kinesiology of the upper extremity, such as biomechanical principles of pulleys, intrinsic and extrinsic muscle function, internal forces of muscles, and the effects of external forces.
- 5) The effects of temperature and electrical currents on nerve and connective tissue.
- 6) Surgical procedures of the upper extremity and their postoperative course.

The committee found that the 2023 ACOTE standards adequately cover standards 1 through 5. It was unclear whether content area six was adequately addressed. Committee member Chi-Kwan Shea suggested contacting ACOTE directly to get clear explanation on the language from the ACOTE standards.

EO Heather Martin advised the committee that she would reach out to the Director of ACOTE, Teresa Brininger, for guidance and explanation of the ACOTE standards. An update will be given in the spring.

Public Comment

Samia Rafeedie and Kristen Neville thanked the Committee members and Board members for adopting the new ACOTE standards.

- Christine Wietlisbach moved to accept the August 22, 2024, Committee Minutes.
- Beata Morcos seconded the motion.

There were no additional public comments.

Board Member Vote

Richard Bookwalter	Yes
Sharon Pavlovich	Yes
Christine Wietlisbach	Yes
Beata Morcos	Yes
Denise Miller	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

11. Report from the Ad Hoc Committee on Supervision Standards.

Board Member and Committee Chair Denise Miller reminded the Board and the public that the Committee was tasked with aligning the current supervision regulatory language with the needs of the occupational therapy profession while ensuring consumer safety.

The Committee met several times since the last Board meeting on August 14th, 2024, September 17th, 2024, September 25th, 2024, and October 23rd, 2024. Chair Miller stated that these most recent meetings led to the conclusion of two years of work.

Chair Miller provided an overview of the four meetings.

August 14, 2024

The discussion surrounded California Code of Regulations (CCR), Title 16, Division 39, Article 9, Section 4180, Definitions, and Section 4181, Supervision Parameters. The Committee’s consensus was to use consistent language throughout Section 4180 (a), (b), and (c), add new definitions, and clarify existing definitions including “no more than” and “at any one time”.

September 17, 2024

The discussion included topics such as appropriate ratios pertaining to Level I and II fieldwork students and limited permit holders.

September 25, 2024

The discussion was a culmination of the two previous meetings. The recommendations were as follows:

- Update Section 4181(e)(1) to add the phrase, “engaged in client-related tasks,” which would then make “at any one time” necessary.
- Update Section 4181(g)(2) to replace the word “observing” with the phrase, “Level I fieldwork students that are not engaged in direct patient/client care.”
- Bring two versions of the definition of “student” before the Board showing options that include “pre-accredited” and “candidacy status”.
- Make the aforementioned section gender-neutral.

- Omit the phrases “occupational therapy” and “occupational therapist” throughout the definitions in sections 4180(b)(c) and (d) because the definition of “student” includes the terms.
- Define Level I fieldwork student as, “participation in activities designed to introduce the student to fieldwork, apply knowledge to practice, and develop an understanding of the needs of clients.”.
- Define the Level II fieldwork student as “participation in delivering occupational therapy services, under the direct supervision of a licensee, to clients with the goal of developing competent, entry-level practitioners.
- Propose new language for Section 4181(d) regarding supervision by occupational therapy assistants as follows:

(d) Occupational therapy assistants may supervise doctoral capstone students completing an experience in research skills, administration, leadership, program and policy development, advocacy, or education, as required by an accredited educational program and no more than a total of three:

- (1) Aides providing non-client related tasks.;*
- (2) Level I fieldwork students directly engaged in client-related tasks or patient/client care;*
- (3) Level II fieldwork students, at any one time;*
- (4) Doctoral capstone students completing a clinical, direct patient/client care experience, at any one time;*
- (5) Occupational therapist limited permit holders, at any one time; and*
- (6) Occupational therapy assistant limited permit holders, at any one time.*

October 23, 2024

The discussion was based around the supervision ratios discussed at the previous meeting and the desire to amend the proposed language of CCR Section 4181 (d)(3) to read, “Level II OTA fieldwork students,”

Kristin Neville of AOTA was present to deliver the concerns of AOTA, which were that OTAs could also supervise and they supported removing CCR Sections 4181(d)(4) & (5). AOTA was concerned that the proposed language might be too detailed, possibly causing confusion which might deter some from becoming supervisors.

The language was approved by the committee as follows:

Approve the proposed language for CCR Section 4181, as presented for recommendation to the Board, **excluding subsection (i)**, the exception language, with the following amendments: update subsection (d)(3), to “Level II fieldwork occupational therapy assistant students,” remove subsections (d)(4) & (d)(5); and add “no more than twenty Level I fieldwork faculty-led students” and “no more than 20 Level I fieldwork students in a faculty-led fieldwork”.

Public Comment

Samia Rafeedie, OTAC President asked why the June 26, 2024, and April 12, 2024, Committee meeting minutes were not included in this meeting’s materials.

EO Heather Martin stated that they were not included because they were previously accepted by the Board at a prior Board meeting.

- Beata Morcos moved to accept the August 14, 2024, September 17, 2024, and September 25, 2024, Committee meeting minutes.
- Christine Wietlisbach seconded the motion.

There were no additional public comments.

Board Member Vote

Richard Bookwalter	Yes
Sharon Pavlovich	Yes
Christine Wietlisbach	Yes
Beata Morcos	Yes
Denise Miller	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

12. Consideration and possible action to initiate a rulemaking package to amend California Code of Regulations, Title 16, Division 39, Article 9, Section 4180 Definitions, and Section 4181, Supervision Parameters

Board Member, Denise Miller would like to bring attention to the Ad Hoc Committee meeting minutes of October 23, 2024. The proposed language changes to California Code of Regulation, Title 16, Division 39, Article 9, Section 4180 Definitions and Section 4181, Supervision Parameters.

In CCR section 4180, Definitions, proposed language focused on clarifying the following terms:

- “Accredited”
- “Student”
- “Level I and Level II Field Work”
- “Entry Level Doctoral Capstone Student”
- “Faculty-Led Fieldwork”
- “Client Related Tasks”

In CCR section 4181, Supervision Parameters, proposed language focused on being more prescriptive and clarifying the ‘who’ and ‘how many’ that an occupational therapist and an occupational therapy assistant can supervise.

Mr. Bookwalter stated that the language on the supervision of OT’s only supervising two OTA’s came out of AOTA, OTAC’s and State Legislature, that was negotiated in 2000. The letters submitted to the Board, from both OTAC and AOTA are contradictory to their original request that was honored by the Board. Additionally, the limit on supervision of students, came out of a case brought up by Chuck Wilmarth of AOTA several years ago. Mr. Wilmarth spoke of a case where an Ohio OT was supervising an extraordinary

number of students. A complaint was filed and the Ohio State Board, had no recourse but to say there was no limit and no law was broken. Therefore, this Board adopted the limit of how many Level I field work students can be supervised by an OT, by AOTA's and OTAC's recommendation.

Public Comment

Kristen Neville from AOTA commended the Committee on all their hard work on the Supervision Standards but clarified that OTAC's is requesting that OTA's be removed from CCR section 4181(g).

Samia Rafeedie from OTAC, requested OTA's be removed from CCR Section 4181 because there is already a law that states, OT's can supervise up to three OTA's, and adding them in the proposed language will hinder the number of students, limited permit holders, doctoral capstone students that can be supervised.

EO, Heather Martin, recommended if the Board chose not to include OTA's as part of the three supervisees cap, to keep them in the current regulation, but remove them from 4181(g)(6), as opposed to using the law.

Board member, Christine Wietlisbach, stated she would be in favor of OTAC and AOTA's language change to remove subsection 4181(g)(6). OTA's are capable, licensed, and trained to not require much assistance, supervision, and oversight from their supervising OT as a student would. For the benefit of the consumer and continuity of care, these changes in the language would be beneficial.

- Denise Miller moved to accept the language proposed by the Ad Hoc Committee on Supervision Standards for Section 4181 with the following changes:
 - Change subsection (b) to read "The supervising occupational therapist has the ~~continuing~~ responsibility to ~~follow~~ assure that an occupational therapist follows the progress of each client...";
 - Remove the word "non" from proposed subsection (d)(1);
 - Add proposed subsection (d)(5) to read "Level I fieldwork students exclusively in an observational role or providing non-client related tasks.";
 - Remove proposed subsection (g)(6);
- Beata Morcos seconded the motion.

Kristen Neville and Samia Rafeedie thanked both the Board and the Committee.

Board Member Vote

Denise Miller	Yes
Christine Wietlisbach	Yes
Sharon Pavlovich	Yes
Richard Bookwalter	Yes
Beata Morcos	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

- Denise Miller moved to accept the language proposed by the Ad Hoc Committee on Supervision Standards for CCR Section 4180.
- Beata Morcos seconded the motion.

Kristen Neville asked for further clarification about whether the Board intended to support the ACOTE standards when using the term “direct supervision” and whether it should be defined in the language. The Board determined that would best be addressed as a separate motion.

There were no additional public comments.

Board Member Vote

Denise Miller	Yes
Christine Wietlisbach	Yes
Sharon Pavlovich	Yes
Richard Bookwalter	Yes
Beata Morcos	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

13. Report on 2024 Chaptered Legislation

President Bookwalter gave a verbal overview of the included report.

There were no public comments.

14. Report on Pending Legislation

President Bookwalter gave a verbal overview of the included report.

There were no public comments.

15. Review of the American Occupational Therapy Association’s (AOTA) Proposed Guidelines for Reentry into the Field of Occupational Therapy.

President Bookwalter gave an overview of the included AOTA’s *Guidelines for Reentry Into the Fields of Occupational Therapy* document. The item was meant to be informational and was not an action item.

Public Comment

Kristen Neville stated that AOTA updates their documents every five years, and the document currently being shown by the Board was last updated *November/December 2020* and will be reviewed for possible updates next year. Kristen Neville sent the document to all the Board Presidents and EOs throughout the country to be inclusive and request feedback on what may need to be updated/changed.

EO, Heather Martin pointed out the California Board of Occupational Therapy has current re-entry requirements for licensees that have been out of practice for five years or more.

There were no public comments.

16. Review of AOTA's Scope of Practice, for possible action and guidance in language and content for Board laws and regulations.

President Bookwalter pointed out that the Occupational Therapy Scope of Practice, from *The American Journal of Occupational Therapy, 2021, Vol.75 (Supplement 3), 7513410020*, that was included was informational.

Board member, Denise Miller asked Kristen Neville if she had an update on Dry Needling.

AOTA had a position statement that describes how physical agent, mechanical, and instrument-assisted modalities may be used by occupational therapy practitioners (i.e., occupational therapists) as part of a comprehensive plan of intervention designed to enhance engagement in occupation. There is an additional section that relates to instrument assisted modalities, and it specifically cites dry needling, as an instrument assisted modality, that OT's can provide to clients.

Ms. Neville added that the AOTA had an additional document, called Policy E18, of which AOTA asserts that interventions to support occupations including but not limited to physical agent modalities (PAMs), dry needling, and other techniques may be used in preparation for, or concurrently with occupations and activities or interventions that ultimately enhance a client's engagement in occupation. member remarks.

There were no public comments.

17. Discussion on possible action on seeking amendments to Business and Professionals Code Sections 2570.19

President Bookwalter stated Business and Professionals Code, Section 2570.19(g), reflect the meeting locations of the Board. It currently states, "The Board shall meet and hold at least one regular meeting annually in the cities of Sacramento, Los Angeles and San Francisco..."

The included proposed language states:

"The Board shall meet at least three times a year, meeting at least once each calendar year in northern California and once each calendar year in southern California."

- Christine Wietlisbach moved to accept the to accept the amended language to BPC Section 2570.19 as presented.
- Denise Miller second the motion.

There were no public comments.

Board Member Vote

Richard Bookwalter	Yes
Sharon Pavlovich	Yes
Christine Wietlisbach	Yes
Beata Morcos	Yes
Denise Miller	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

18. Summary of Proposed Legislative Amendments Approved by the Board.

EO, Heather Martin gave a condensed version of prior Board-approved Legislative amendments.

There were no public comments.

CONVENED CLOSED SESSION

The Board convened in closed session at 3:30pm.

RECONVENE IN OPEN SESSION

The Board reconvened in Open Session at 4:25pm.

ADJOURNMENT

Board Meeting adjourned at 4:25pm.

BOARD MEETING MINUTES

November 14 - 15, 2024

**Dominican University of California
School of Nursing and Allied Health Professionals
Creekside Room, Caleruega Hall
50 Acacia Avenue, San Rafael, CA 94901**

Board Members Present

Richard Bookwalter – Board President
Beata Morcos – Board Vice President
Denise Miller
Sharon Pavlovich
Christine Wietlisbach

Board Staff Present

Heather Martin – EO
Jody Quesada Novey - Manager
Helen Geoffroy – Board Attorney
Austin Porter - Analyst
Karina Clark - Analyst

Board Members Absent

Hector Cabrera
Lynna Do

Friday, November 15, 2024

9:30 am - Board Meeting

19. Call to order, Roll Call, Establishment of Quorum

The meeting was called to order at 9:36 a.m. Vice President Beata Morcos called roll and a quorum was established.

20. President’s Remarks – Informational Only; No Board Action to be Taken.

President Richard Bookwalter acknowledged Board members, Denise Miller and Sharon Pavlovich for their many years of dedication and service, as their Board member term would be ending December 31, 2024. Their expertise and knowledge would be missed by the Board and staff. Mr. Bookwalter also acknowledged and thanked EO Heather Martin for her hard work and dedication, as she too would be greatly missed.

21. Board Member Remarks – Information Only; No Board Action to be Taken.

Board member, Sharon Pavlovich, thanked the Board for a “wild ride”, as she replaced Bobbi Jean Tanberg in the middle of her term. Ms. Pavlovich stated that EO Heather Martin relieved any doubts she was having. It was apparent in the way Ms. Martin spoke that she loved and knew her craft. CBOT’s staff was wonderful and supportive, she extended her thanks to them as well.

Ms. Pavlovich stated that she was excited to be invited to be part of the AOTA 2030 Strategic Planning. She thanked the Board members for the experiences and memories and expressed her hope to see them and Board staff in the future.

Board member, Denise Miller stated serving on the Board had been one of the most singular satisfying things she has done in her career. It was a privilege to be appointed by the Governor, time and again. It was a full circle and humbling experience. Ms. Miller expressed her thanks for the achievements she has seen come to fruition and language changes made to tele-health, supervision, and discipline, which will have an impact for years to come. She extended her thanks to Ms. Martin and her staff.

Board President Richard Bookwalter reported that there would be three Occupational Therapist, openings on the Board, starting January 1st, 2025, as his term was also coming to an end. He will serve the one-year grace period, if the Governor allows, but it may not be the case if a replacement is appointed.

Public Comments

Melissa Gear, Deputy Director, Department of Consumer Affairs, advised the Board members that if they had specific potential practitioners that they would like to refer for Board member placement, to let her know directly, so that she can put those names at the top of the list for the Governor to consider and help move them through the process.

There were no additional public comments.

22. Public Comment for Items not On the Agenda.

Occupational Therapist, Esmeralda Cortez introduced herself to the Board. Board President Richard Bookwalter welcomed Ms. Cortez to the meeting and thanked her for being present.

There were no other public comments.

23. Consideration and Possible Action to Initiate a Rulemaking Package to Amend California Code of Regulations, Title 16, Division 39, Article 9, Section 4148. Mental or Physical Examination of Fitness for Licensure, and Section 4101. Delegation of Certain Functions, to Include Authority to Order Examinations Authorized in Section 4148.

EO Heather Martin gave an overview of California Code of Regulations, Title 16, Division 39, Article 9, Section 4101 and Section 4148. which authorizes a physical or mental examination of a licensee if there are concerns of an impairment to be ordered by an EO and what the proposed language changes would look like if that included the same delegation for an applicant.

DCA Attorney, Helen Geoffroy, stated that she conferred with the DCA Regulatory Attorney, and they agreed the current regulation in California Code of Regulations, Title 16, Division 39, Article 9, Section 4148. Mental or Physical Examination of Fitness for Licensure, and Section 4101. Delegation of Certain Functions, to Include Authority to Order Examinations Authorized in Section 4148 is weak in the language as to who has authority to order an evaluation. Other Boards and Bureaus have adopted the rule to give EO's the authority to order mental/health evaluations and have been approved as recent as 2019.

President Bookwalter, stated that has been in the regulations for a licensee to be evaluated, but since recently there was a need to have an applicant evaluated, the requirement for change to the current regulation is necessary. The current regulation would require the Board President to review the order pertaining to an applicant and would give the Board president previous knowledge of the Case which would lead to the Board President having to recuse themselves. EO Heather Martin recommended that the Board approve the language.

The Board's Attorney, Helen Geoffroy stated that the language may have to change as a part of the process, but it is consistent with other DCA's Board and Bureaus. It is also consistent with the current process, of the Board not being involved in the application process, unless there is a statement of issues. Therefore, it would be possible to achieve the desired outcome of granting the EO the power to order the mental and/or physical examination of an applicant.

- Sharon Pavlovich moved to approve, the language [as presented] for 4101 and 4148.
- Denise Miller seconded the motion.

There were no additional public comments.

Board Member Vote

Denise Miller	Yes
Christine Wietlisbach	Yes
Sharon Pavlovich	Yes
Richard Bookwalter	Yes
Beata Morcos	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

24. Report on Necessity of Fee Increases and Discussion on Next Steps.

EO Heather Martin stated that due to higher than projected revenue, fees will not increase in 2024 or the beginning of January 2025. The contracted fee study done this year, will be available for review by the Board upon completion.

Lastly, if the Board is successful in being granted a fee increase, it should go in to effect July 2026 and the budget should stay in the positive as long as expenditures don't increase.

President Bookwalter, stated the previous fee increase, did not require a law be passed because the Board had the authority to increase the fees already in place. But since there are new categories being added to the current fee categories, legislature will need to approve.

There were no additional public comments.

25. Discussion and Possible Action on Including Occupational Therapy Assistants as Practice Reviewers.

EO Heather Martin provided screen shots of California Board of Occupational Therapy's (CBOT) website regarding the solicitation of Practice Reviewers. The current number of reviewers under contract is small and the Board struggles to employ new reviewers. Ms. Martin offered that including Occupational Therapy Assistants (OTA) as being able to act as Practice Reviewers may increase the pool of contracted reviewers and ensure that cases that need to be reviewed are completed in a timely manner.

- Denise Miller moved to approve including OTAs as Practice Reviewers, on the application for Practice Reviewer.
- Sharon Pavlovich second the motion.

There were no additional public comments.

Board Member Vote

Denise Miller	Yes
Christine Wietlisbach	Yes
Sharon Pavlovich	Yes
Richard Bookwalter	Yes
Beata Morcos	Yes
Hector Cabrera	Absent
Lynna Do	Absent

The motion carried.

26. EO's Report.

a) Administrative Update, including information on the Board's budget, personnel, BreEZe, and 2025 meetings.

EO Heather Martin reported that year to date revenue is at \$48,000 and expenses were not currently up to date as it does not show the current fee study, which will be approximately \$35,000. This should be included in future expense report. Currently CBOT's office space lease is in soft year, there were four years of firm lease and in early 2024, soft lease started, this gives the Board and staff the ability request additions to office space. This may be needed, as there are now two managers in the office and they both require office space.

BreEZe updates are:

1. Expedited applications for Military Personnel and Spouses
2. BreEZe credit card fee has been passed on to end users.

Credit card fees were being charged to the Board at the cost of approximately \$40,000 per year, which should now reflect as a positive in our revenue. This change occurred in the middle of fiscal year 23/24, and it will show in the new budget for fiscal year 25/26.

b) Pending Regulatory Proposals

The included Regulation proposal matrix was brought before the Board for review.

c) Enforcement Unit Data

Forty cases were submitted to the Attorney General's office during the quarter. Citations issued: 105 citations to OTs and 43 citations issued to OTAs. This number is expected to increase for the next quarter.

d) Licensing Unit Data

Licensing data is available on DCA's website and as a link on CBOT's website. This helps employers and the public who want to check licensure status.

e) Future Agenda Items

The included future agenda items were reviewed.

f) Data or Information Requested at Prior Board Meeting.

Ms. Martin reviewed the provided chart with dry needling licensing entity actions per state.

There were no public comments.

27. New Suggested Agenda Items for a Future Meeting.

There were no Board comments.

There were no additional public comments.

28. Election of 2025 Board Officers.

Beata Morcos accepted the nomination and was elected Board President

Christine Wietlisbach accepted the nomination and was elected Board Vice President

Richard Bookwalter accepted the nomination and was voted Board Secretary

ADJOURNMENT

The Board meeting adjourned at 11:52 a.m.

AGENDA ITEM 7

REPORT FROM THE AD HOC COMMITTEE ON DISASTER PREPAREDNESS AND RESPONSE.



DRAFT

AD HOC DISASTER PREPAREDNESS AND RESPONSE COMMITTEE MEETING HIGHLIGHTS

January 15, 2025

Committee Members Present

Richard Bookwalter, OT, Board Member/Chair
Hector Cabrera, Board Member
Mary Evert, OT

Board Staff Present

Marc Mason, Executive Officer
Jody Quesada Novey, Manager
Austin Porter, Analyst
Karina Clark, Analyst

Wednesday, January 15, 2025

9:00 am – Committee Meeting

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order at 9:02 am, roll was called, and a quorum was established.

2. Committee Chair's Opening Remarks.

Chair Richard Bookwalter expressed his gratitude that the committee was able to meet and his concern for those affected by the fires in Southern California and the severe weather in the Eastern United States.

Chair Bookwalter welcomed the CA Board of Occupational Therapy's (Board) new Executive Officer, Marc Mason, to the meeting.

3. Public Comment for Items Not on the Agenda.

There were no public comments for items not on the agenda.

4. Review and vote on approval of the April 29, 2024, committee meeting minutes.

- Mary Evert moved to approve the April 29, 2024, committee meeting minutes.
- Hector Cabrera seconded the motion.

There were no additional committee member remarks.

Public Comment

There were no public comments regarding the minutes. However, Emily Balog, PhD, OTR/L, was invited to introduce herself to the committee. Emily shared that she is an occupational therapist, professor at Rutgers University in New Jersey, and former emergency manager in the Air Force.

Committee Member Vote

Richard Bookwalter	Yes
Hector Cabrera	Yes
Mary Evert	Yes

The motion carried.

5. Discussion and review of the CA Board of Occupational Therapy’s “Disaster Preparedness Resources” webpage and the Department of Consumer Affairs’ “Disaster Help Center” webpage.

Chair Bookwalter pointed out that the Board’s website was updated to include a separate Disaster Preparedness Resources page for consumers and for licensees. The pages were made separate to allow for a more thorough scope of resources on either page without displaying too much information that would not be pertinent to either group. Some resources appear on both pages, but the consumer-facing webpage contains more surface-level information.

The committee also expressed their approval and appreciation for the Board’s inclusion on the DCA’s Disaster Help Center webpage.

There were no committee member requests for changes regarding the webpages.

There was discussion about the various possible definitions of a First Responder according to different organizations and whether there were any that could encompass occupational therapy practitioners.

Chair Bookwalter brought up the idea of recommending to the Board to reach out to occupational therapy advocacy groups, such as AOTA and OTAC, about putting forth a definition of “First Responder” that includes occupational therapists.

Emily Balog drew the committee’s attention to the differences between “First Responders” and “Emergency Response Providers,” as defined by the Department of Homeland Security.

Staff was directed to find out the definition of who a first responder is with the Red Cross, at a national and state level.

There were no further committee member remarks.

Public Comment

Emily Balog thanked the Committee for the work put into gathering resources and presenting them on the website.

6. Discussion and review of the CA Board of Occupational Therapy’s Disaster Preparedness and Response Survey results.

The committee discussed the survey’s response rate and the helpfulness of the information within.

Mary Evert suggested making the survey shorter and narrowing down the questions to focus on the most important information for the committee.

Public Comment

Emily Balog was invited to make public comment. She asked if the committee would be willing to share some of the survey questions and if they were interested in possibly conducting a nationwide survey in the interest of a larger response.

The committee ultimately decided that the survey results were insightful, but that the sample size was not large enough to take informed action. The committee decided to recommend to the Board to send out another, shorter survey in the near future that could generate a better response rate while disaster preparedness was on the profession's mind (in light of the current fires in Southern California).

The committee also discussed partnering with professional associations and sharing first-hand accounts of occupational therapy practitioner's experiences with disaster preparedness and response to drive engagement within the profession.

Emily Balog offered suggestions for specific and direct questions to be considered for a future survey.

Chair Bookwalter directed Staff to collect the information and resources shared by Emily Balog during the meeting in a document for the committee's review.

Emily Balog provided the committee with her contact information.

There were no further committee member remarks.

7. Discussion on scheduling time(s) for future meetings.

Chair Bookwalter suggested scheduling the next Disaster Preparedness and Response committee meeting after the March Board meeting.

The committee considered scheduling their next meeting for April 16th at 9am.

Public Comment

There was no public comment.

8. New suggested agenda items for a future meeting.

Possible topics to be considered for future agenda items included:

- Promoting stories about occupational therapy practitioner's experiences with disaster preparedness and response in the media and press.
- Collaboration with Emily Balog and her efforts in disaster preparedness and response.
- Another survey to send to licensees.

There were no further committee member remarks.

Public Comment

Emily Balog thanked the committee for having her and signed off from the meeting.

Meeting adjournment.

The meeting adjourned at 10:08 a.m.



**AD HOC DISASTER PREPAREDNESS AND RESPO
 COMMITTEE MEETING MINUTES
 April 29, 2024**

Committee Members Present

Richard Bookwalter, OT, Board President/Chair
 Mary Evert, OT

Board Staff Present

Heather Martin, Executive Officer
 Jody Quesada Novey, Manager
 Demetre' Montue, Analyst

Committee Members Absent

Hector Cabrera, Board Member

Monday, April 29, 2024

1:00 pm – Committee Meeting

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order at 1:08 pm, roll was called, and a quorum was established. Hector Cabrera was absent from the meeting.

2. Board President/Committee Chair’s Opening Remarks.

Chair Richard Bookwalter thanked Mary Evert and members of the public for their attendance and Board staff for their planning efforts.

3. Public Comment for Items Not on the Agenda.

There were no public comments for items not on the agenda.

4. Review and vote on approval of the April 10, 2024, committee meeting minutes.

- Mary Evert moved to approve the April 10, 2024, committee meeting minutes and authorized Board staff to make technical, non-substantive changes.
- Richard Bookwalter seconded the motion.

There were no additional committee member remarks.

There were no public comments.

Board Member Vote

Hector Cabrera	Absent
Richard Bookwalter	Yes
Mary Evert	Yes

The motion carried.

5. Committee discussion on services that occupational therapy practitioners can offer such as disaster planning, risk reduction, environmental modification, disaster response, and possible recommendation(s) to the Board.

Agenda Item 5.1 – Draft Survey to licensees regarding disaster preparedness

Chair Bookwalter and Ms. Evert reviewed the edits to the Draft Survey that the committee suggested at the April 10th Disaster Preparedness and Response (DPR) committee meeting and agreed that the changes were a great starting point and ready to be presented to the Board for their review.

- Richard Bookwalter moved to provide the proposed survey to the Board for consideration to send it to the licensees.
- Mary Evert seconded the motion.

There were no additional committee member remarks.
There were no public comments.

Board Member Vote

Hector Cabrera	Absent
Richard Bookwalter	Yes
Mary Evert	Yes

The motion carried.

Agenda Item 5.2 – Draft Language to add to DCA’s Disaster Help Center Webpage

Chair Bookwalter offered a few updates to the first and second paragraph of the sample language that were clarifying and comprehensive. Mr. Bookwalter’s proffered suggestions are highlighted in a strikethrough and underline/bold format in the attached 5.2 documents.

Agenda Item 5.3 – Disaster Resource Information for CBOT Webpage

Chair Bookwalter added approximately 18 additional links to the resources chart that he compiled for the April 10th DPR meeting. Mr. Bookwalter’s preferred suggestions are highlighted in an underline/bold format in the attached 5.3 documents.

Mary Evert stated that Mr. Bookwalter’s suggestions were amazing.

- Richard Bookwalter moved to present the material to the Board for consideration in asking the staff to put together a webpage.
- Mary Evert seconded the motion.

Public Comment

Executive Officer Heather Martin suggested the committee request a webpage for licensees that has a complete listing of practitioner and consumer resources and a second page for only consumer resources for easier access and increased exposure.

Chair Bookwalter and Ms. Evert spoke in favor of that idea.

There were no additional committee member remarks.
There were no additional public comments.

Board Member Vote

Hector Cabrera	Absent
Richard Bookwalter	Yes
Mary Evert	Yes

The motion carried.

6. Discussion on scheduling time(s) for future meetings.

The consensus of the committee was to concentrate on their recommendation to the Board on moving the survey forward so that the results of the survey would be available before scheduling the next DPR meeting.

7. New suggested agenda items for a future meeting.

Future agenda items would consist of processing the results of the survey, topics the Board wishes to send back to the committee, and discussion on extending an invite to Terry Crowe to present on disaster preparedness and in what forum the Board wishes to hold that presentation.

Mary Evert suggested at an Occupational Therapy Association of California conference.

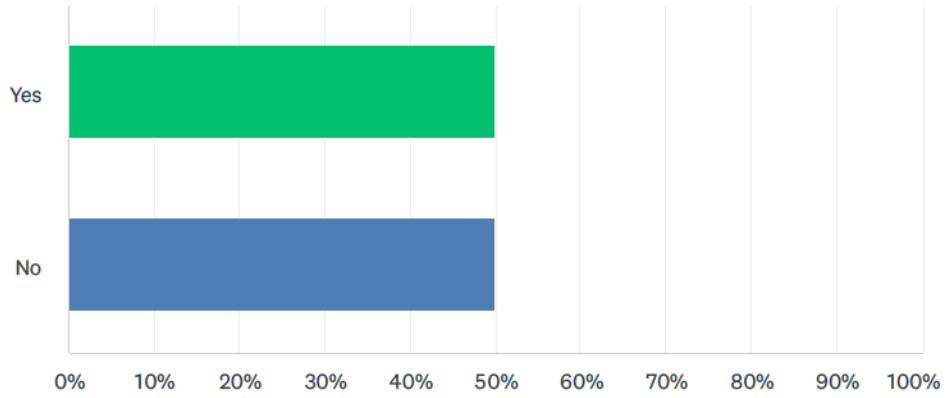
There were no additional committee member remarks.
There were no public comments.

Meeting adjournment.

The meeting adjourned at 1:45 p.m.

Q1 Do you address issues related to emergency response or what to do in the event of a disaster with your clients/patients?

Answered: 182 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	50.00%	91
No	50.00%	91
TOTAL		182

Q2 List the topics you address or the information you provide:

Answered: 53 Skipped: 129

Open Ended. Responses shown as written.

"Fire, earthquake, active shooter"

"Escape route and what to pack"

"how to call out for help in case of emergency, when to call for help/emergency, Personal emergency response system options"

"Fire, earthquake & flood"

"Plenty of food and water in the home. Contacts incase of emergency Educate patients on putting there name on a list with the local county that they would be someone in need in case of emergency. Using life alert."

"Escape plans and where to go in case of emergency"

"Earthquake Fire Another Pandemic"

"Help with fire, earthquake and other disasters at the school site"

"Types of possible disasters to prep for, where to go and what to take if possible, emergency phone list and medication mgmt, prn."

"Contact numbers, address, emergency contact person"

"Fire drill in facility home safety assessment prior to DC fall recovery training before DC"

"Exit doors Codes"

"An emergency contact and how they can access their communication tool if there was an emergency."

"med supply, evacuation plan if needed"

"Safety exiting the home/environment, if able"

"Escape route, medications, flashlights, exit rote, emergency contact"

"Safety in case of power outage, phones down, etc"

"Fire evacuation, earthquake protocol, lockdown safety"

"Fire Active shooter"

"Exit locations"

"Safety Awareness, Emergency Health Services, Haz Mat, Biomedical clean up , nutrition etc..."

"We complete fire drill/earthquake drills and lockdown drills in school campuses."

"School based issues and preparedness"

"Emergency exit, emergency evacuation plan, emergency contacts, garage door function with no power, emergency kit:food,water,medicine, clothing and shoes."

“Work place violence; escape routes; where to gather information”

“Escape strategies during fire alarms. What to do if there is an earthquake while we are in the Hand Center”

“Fire, floods,”

“Preparation food and medication Phone numbers and location emergency services”

“Health emergencies, medication shortages, earthquakes, supply line disruptions, pandemics”

“Do you have a plan?” Usually discussed close to discharge back to home.”

“Wildfire and Power Outage”

“Evacuation procedures Fire/earthquake/ external disaster procedures”

“Earthquake preparedness”

“General emergency preparedness- Toolkit of supplies. Family emergency plan and phone or social media tree. Neighborhood - available to support neighbors.”

“Helping children recognize and differentiate what an actual emergency would be, and when it is appropriate to reach out to emergency services”

“independent mobility, being able to walk or roll independently away from danger, place to go upon evacuation”

“Fire and Earthquake”

“Evacuation”

“Preparedness plan Safety CPR training”

“Work in a hospital so triage patients, help transport, assess safety with mobility, etc”

“Depending on where I’m working, I may provide shelter information or do home inspection to make sure a person can safely get in and out. I have discussed readiness to go bags for folks that need medication and I’ve discussed generators for folks on oxygen.”

“Plan for disaster Resources”

“Related to IEP, how the students services will continue and what they would look like (scheduled online appointments, etc)”

“fire safety, fall safety, medical alert devices, can they call 911, can they use a telephone, emergency bag with medications, water, food,”

“Access to water, transportation, etc”

“Safety transfers when in emergency response for disaster”

“I work in school based practice. We have emergency drills within the schools. During these times I discuss various types of emergencies and what disaster response might look like so that the students have an idea of what to expect in an emergency.”

“Resources in the community, etc”

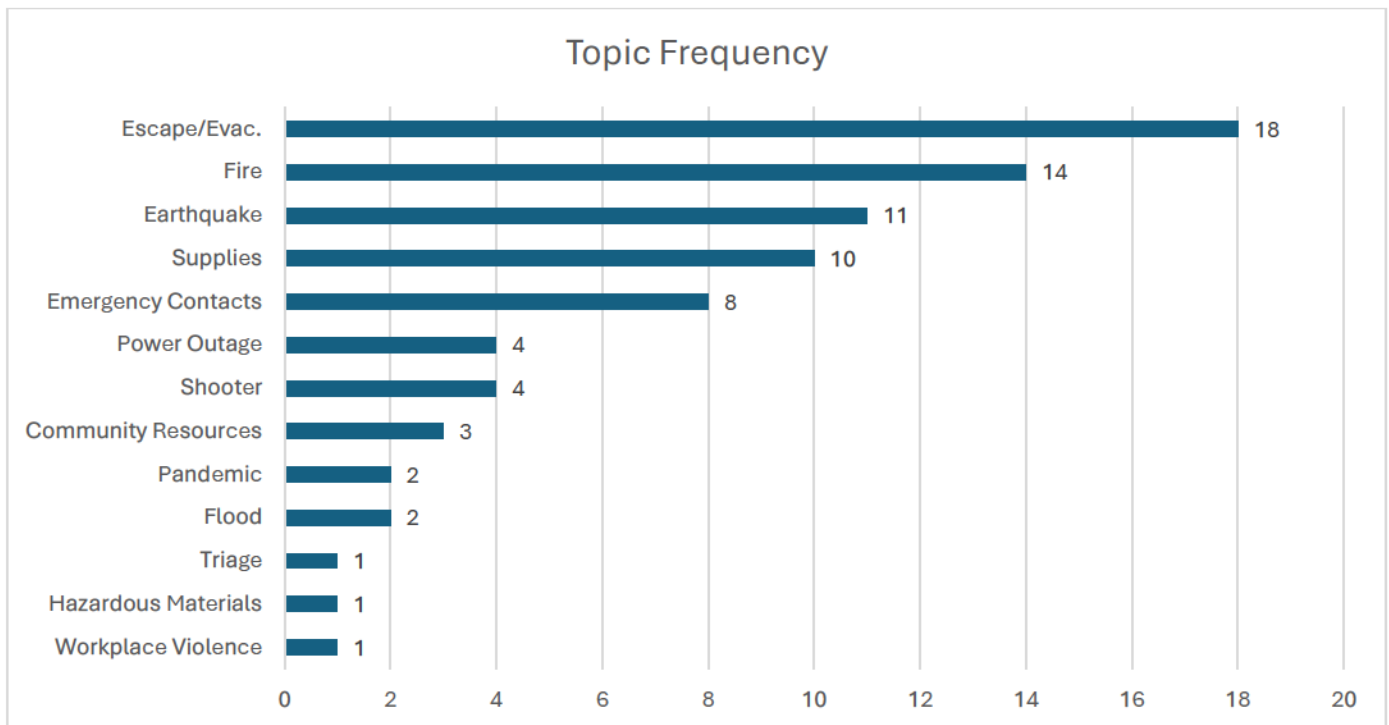
“Environmental safety hazards and community resources”

“Safety to leave the endangered areas with proper personal things needed in evacuations. Fall prevention safety, neighborhood preparedness, family communication links, food and medications cache contents.”

“Household egress Equipment (wheelchairs, stairclimbers, and assistance”

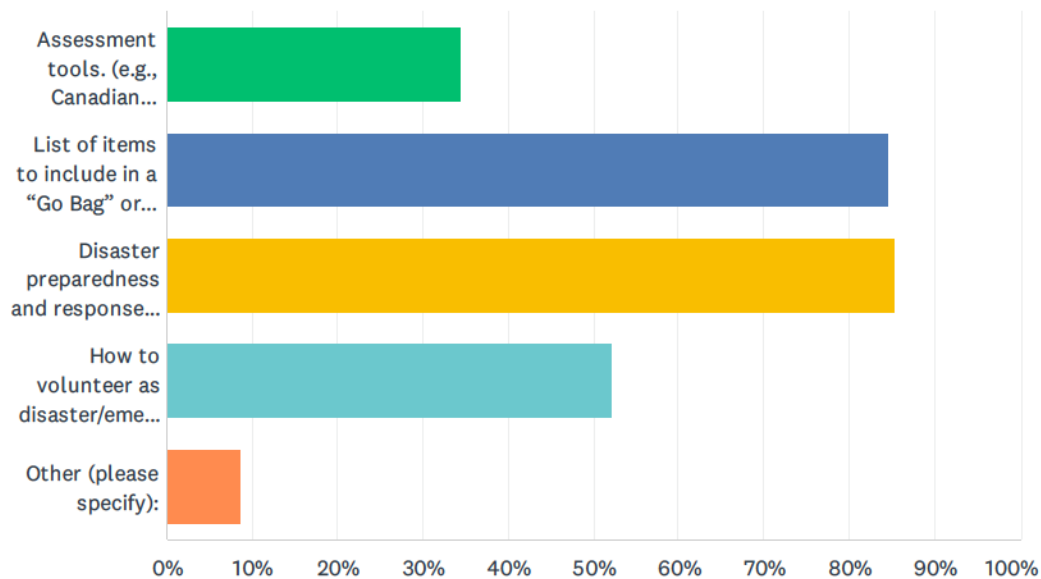
“Body mechanics; stress management; time management; emergency kit; list of meds; family evacuation plan; important numbers posted.”

“Ventilator back ups Back up caregivers Management of feeding and breathing supplies”



Q3 What information would you be helpful to you? Check all that apply.

Answered: 136 Skipped: 46



Assessment tools. (e.g., Canadian Occupational Therapy Performance measure)	34.56%	47
List of items to include in a "Go Bag" or Emergency Kit.	84.56%	115
Disaster preparedness and response information.	85.29%	116
How to volunteer as disaster/emergency responder.	52.21%	71
Other (please specify):	8.82%	12
Total Respondents: 136		

"Other" responses, as written:

"None"

"Emergency phone list, meds list, various options to consider, is second and third alternatives for transportation and communication"

"Assistive tech recommendations"

"we are all set"

"California based resources for disabled people during emergencies"

"None, I work in a hospital and will get called on to help as they see fit"

"Identify local community resources and plan for communication etc"

"handicapped accessible preparedness and response info"

"other"

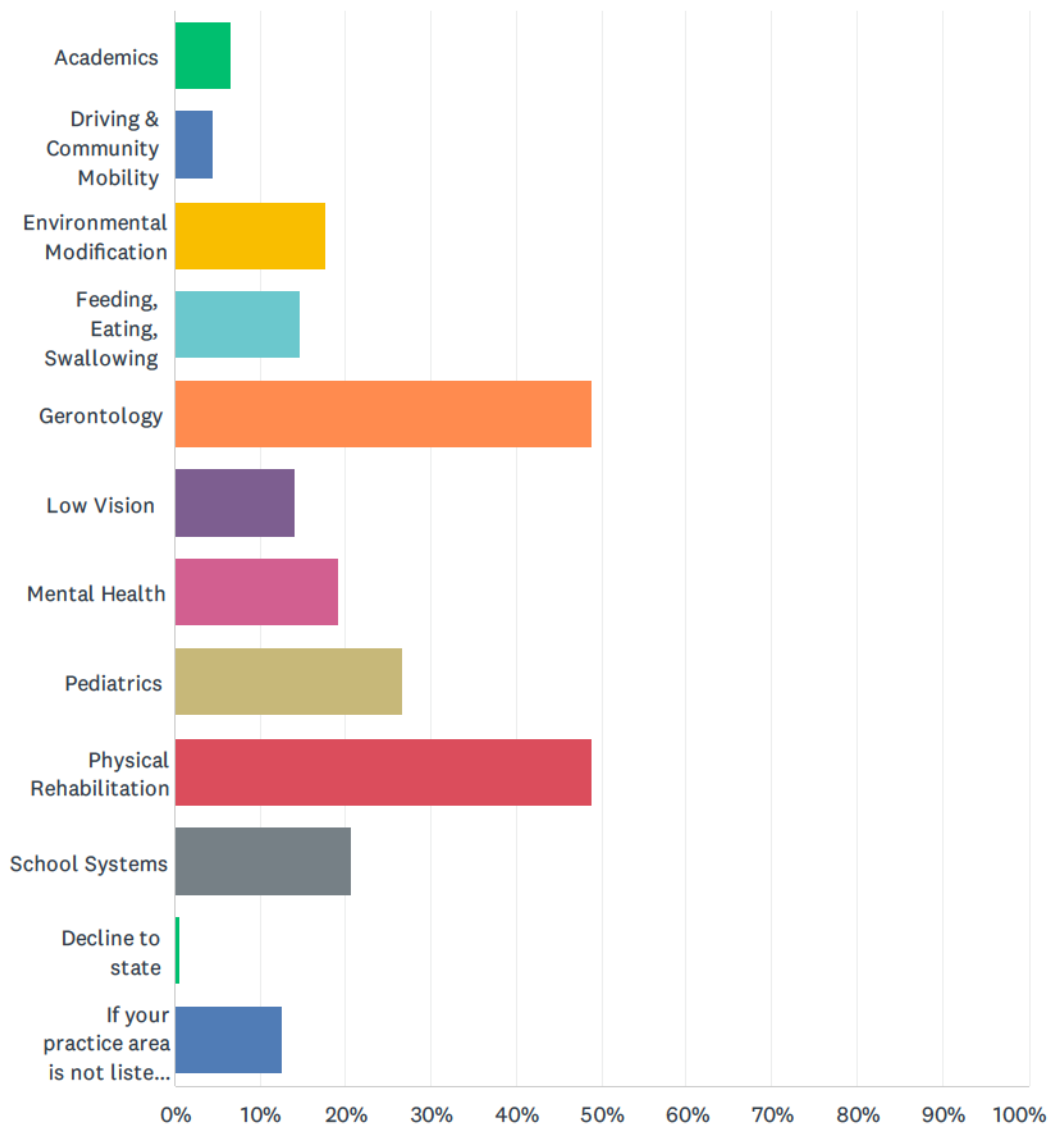
"I work at an elementary school-N/A"

"How or what practical advice to give to bariatric patients requiring Min assist in the case of a disaster"

"I teach these things at our CCRC community in Rancho Bernardo."

Q4 What population group do you treat? Check all that apply:

Answered: 135 Skipped: 47



California Board of Occupational Therapy Disaster Preparedness and Response Survey

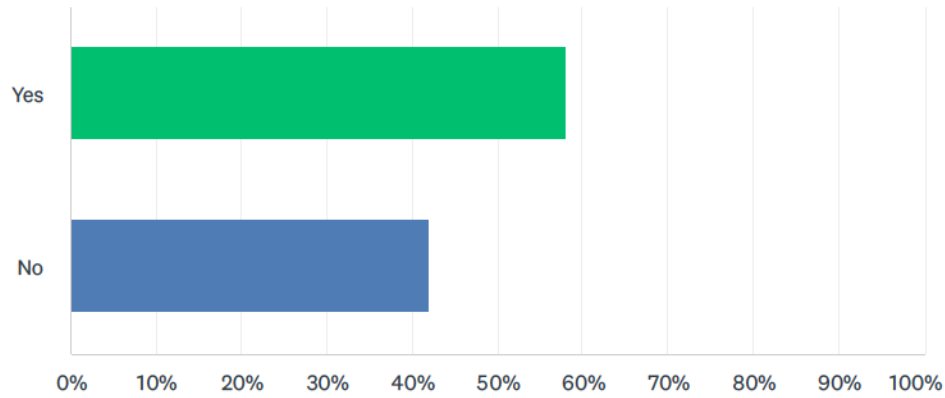
Academics	6.67%	9
Driving & Community Mobility	4.44%	6
Environmental Modification	17.78%	24
Feeding, Eating, Swallowing	14.81%	20
Gerontology	48.89%	66
Low Vision	14.07%	19
Mental Health	19.26%	26
Pediatrics	26.67%	36
Physical Rehabilitation	48.89%	66
School Systems	20.74%	28
Decline to state	0.74%	1
If your practice area is not listed above, provide here:	12.59%	17
Total Respondents: 135		

"Other" responses, as written:

"Autism"	"Mobile out-patients plus home and community"
"Developmentally disabled"	"dementia"
"Acute hospital"	"chronic/complex disabilities"
"research setting"	"Snf"
"Geriatric- skilled nursing"	"Community based pediatrics"
"Skilled nursing"	"Acute care"
"Critical access hospital, swing bed and soon long term care SNF"	"also home health, hand therapy"
"Occupational Manufacturing"	"Licensed in semiretirement"
"retirement community:independent living, assisted, living & memory care"	

Q5 Does your work setting provide you or provide access to Disaster/Emergency Preparedness or Disaster/Emergency Response education?

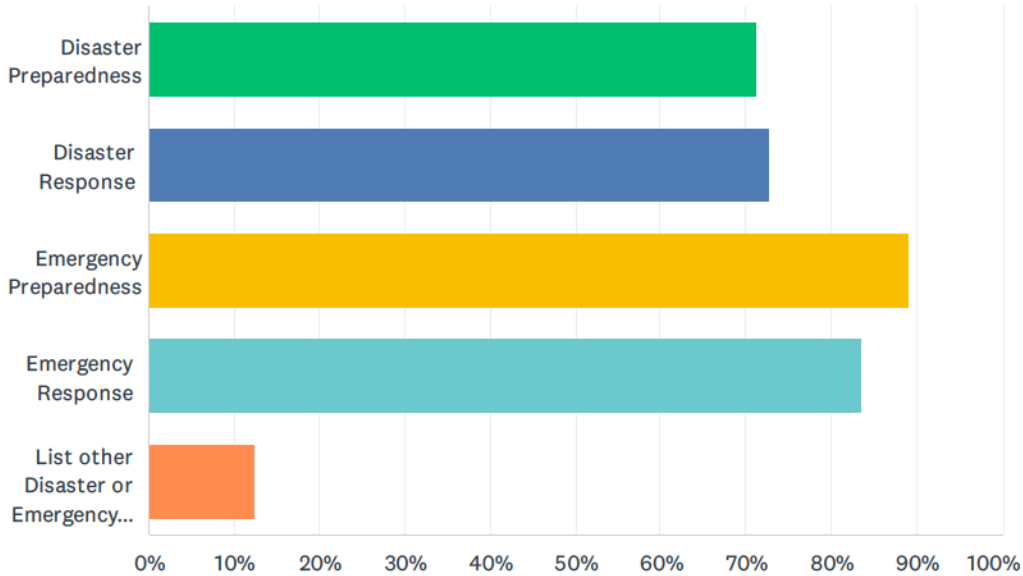
Answered: 133 Skipped: 49



ANSWER CHOICES	RESPONSES	
Yes	57.89%	77
No	42.11%	56
TOTAL		133

Q6 Check all educational opportunities provided by your work setting:

Answered: 73 Skipped: 109



Disaster Preparedness	71.23%	52
Disaster Response	72.60%	53
Emergency Preparedness	89.04%	65
Emergency Response	83.56%	61
List other Disaster or Emergency education topics here:	12.33%	9
Total Respondents: 73		

"Other" responses, as written:

"As part of D/C planning, we have questionnaire which includes assessment queries about what they might do in hypothetical situations, calling 911, etc"

"Fire safety"

"Active shooter drills"

"various governmental agencies"

"Our hospital provides on line educational opportunities addressing these issues and others."

"Items needed"

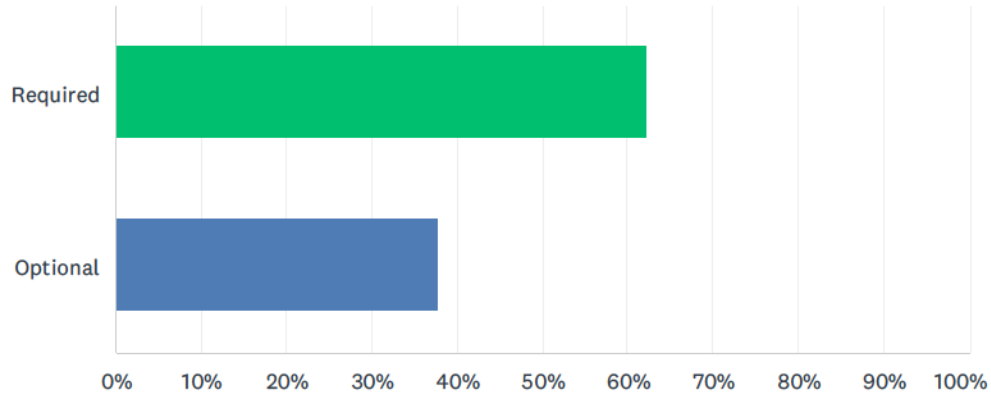
"I could definitely use more education in these areas"

"Earthquake"

"Evacuation prospects"

Q7 Is Disaster Preparedness or Response education (beyond fire drills or evacuation) Required by your work setting or Optional?

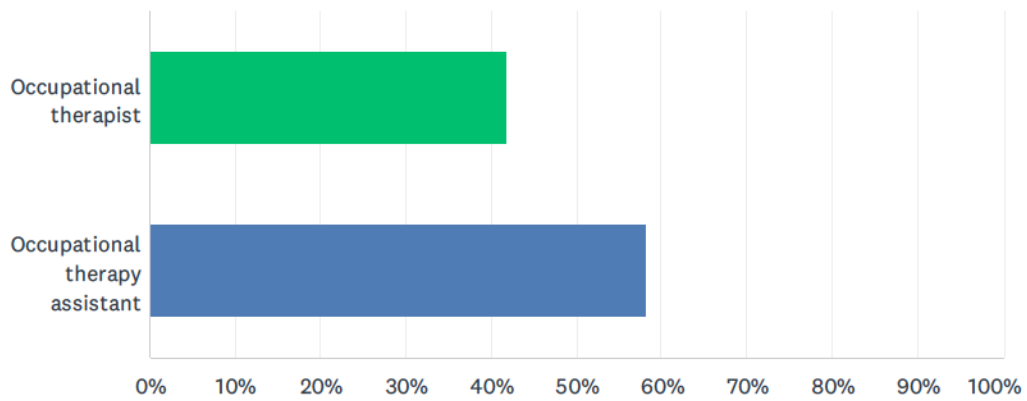
Answered: 77 Skipped: 105



ANSWER CHOICES	RESPONSES	
Required	62.34%	48
Optional	37.66%	29
TOTAL		77

Q8 Please select your licensee type.

Answered: 134 Skipped: 48



ANSWER CHOICES	RESPONSES	
Occupational therapist	41.79%	56
Occupational therapy assistant	58.21%	78



Disaster Preparedness Resources

Occupational Therapy practitioners help California consumers reduce disaster risks and respond to emergencies in a number of ways. The following resources can help OTs and OTAs learn more about disaster response and risk reduction, and get involved in federal, state of California, and community efforts. When wildfires, power shutoffs, or other disasters affect you and your family or your practice, finding help can be a stressful and confusing experience. Below are links to resources to help Californians impacted by these unique challenges.

DCA Disaster Help Center

California Department of Consumer Affairs information and links to disaster-related resources.

- [Disaster Help Center](#)

Office of Access and Functional Needs (OAFN) under OES

The purpose of OAFN is to identify the needs of individuals with disabilities and others with access or functional needs before, during, and after disasters and to integrate them into the State's emergency management systems.

- [Access & Functional Needs](#)

World Health Organization (WHO)

Training for Emergencies: "Prevention and preparedness as much as in response and recovery, with an emphasis on rehabilitation"

- [Training for Emergencies](#)

World Federation of Occupational Therapy (WFOT)

WFOT Disaster Preparedness and Risk Reduction Manual

- [WFOT Disaster Preparedness and Risk Reduction Manual](#)

California Health and Human Services Emergency Resource Guide

California Department of Health and Human Services information and links to disaster-related resources.

- [CalHHS Emergency Resource Guide](#)

Want to be a disaster healthcare volunteer? GET INVOLVED!

FEMA Community Emergency Response Teams (CERTs)

FEMA Preparedness Community: Get involved with a CERT (Community Emergency Response Team)

- [Get involved with CERT](#)

California Disaster Healthcare Volunteers (state ESAR-VHP)*

California branch of US DHHS PHE's Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP)

- [Disaster Healthcare Volunteers](#)
- [About ESAR-VHP](#)

California Medical Reserve Corps*

Health Hubs for essential services in local communities

- [California Health Medical Reserve Corps](#)

Red Cross*

Disaster Health and Mental Health Volunteers

- [Disaster Health & Mental Health Volunteers](#)

American Occupational Therapy Association (AOTA)

(AOTA documents below require a membership to view)

- [AOTA: OT's role in Disaster Response and Risk Reduction \(November 2023\)](#)
- [AOTA's Societal Statement on Disaster Response and Risk Reduction \(2017\)](#)

Other Resources

Governor's Office of Emergency Services

Prepare California resources for community hardening, grant opportunities, COVID-19 support, cybersecurity initiatives, and finding hazards where you live.

- [CAL Office of Emergency Services](#)

United Nations Office for Disaster Risk Reduction

Sendai Framework for Disaster Risk Reduction 2015-2030 (Sendai Framework)

- [The United Nations Office for Disaster Risk Reduction](#)

Center for Research on the Epidemiology of Disasters (CRED)

Research database on the epidemiology of disasters.

- [CRED: Epidemiology of disasters](#)

****Occupational Therapy practitioners are not included in the lists of professionals recruited for these programs but can contact the programs for opportunities to contribute OT expertise.***

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Disaster Preparedness

When wildfires, power shutoffs, or other disasters affect you and your family, finding help can be a stressful and confusing experience. Below are links to resources to help Californians impacted by these unique challenges.

DCA Disaster Help Center

California Department of Consumer Affairs information and links to disaster-related resources.

Web: https://www.dca.ca.gov/consumers/disaster_help_center.shtml

Office of Access and Functional Needs (OAFN) under OES

The purpose of OAFN is to identify the needs of individuals with disabilities and others with access or functional needs before, during, and after disasters and to integrate them into the State's emergency management systems.

Web: <https://www.caloes.ca.gov/office-of-the-director/policy-administration/access-functional-needs/>

World Health Organization (WHO)

Training for Emergencies: "Prevention and preparedness as much as in response and recovery, with an emphasis on rehabilitation"

Web: <https://www.who.int/emergencies/training>

California Health and Human Services Emergency Resource Guide

California Department of Health and Human Services information and links to disaster-related resources.

Web: <https://www.chhs.ca.gov/blog/2023/01/04/calhhs-emergency-resource-guide/>

Disability Disaster Access & Resources

County-by-county resources (Independent Living Centers)

Web: <https://disabilitydisasteraccess.org/get-services/>

FEMA Community Emergency Response Teams (CERTs)

FEMA Preparedness Community: Get involved with a CERT (Community Emergency Response Team)

Web: https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert?language=en_US

California Disaster Healthcare Volunteers (state ESAR-VHP)*

California branch of US DHHS PHE's Emergency System for Advance Registration of Volunteer Health Professionals.

Web: <https://healthcarevolunteers.ca.gov/>
<https://www.phe.gov/esarvhp/pages/about.aspx>

California Medical Reserve Corps*

Health Hubs for essential services in local communities

Web: <https://www.californiahealthmrc.org/>

Red Cross*

Disaster Health and Mental Health Volunteers

Web: <https://www.redcross.org/volunteer/volunteer-opportunities/disaster-health-mental-health-volunteer.html>

Governor's Office of Emergency Services

Prepare California resources for community hardening, grant opportunities, COVID-19 support, cybersecurity initiatives, and finding hazards where you live.

Web: www.caloes.ca.gov

United Nations Office for Disaster Risk Reduction

Sendai Framework for Disaster Risk Reduction 2015-2030 (Sendai Framework)

Web: <https://www.undrr.org/>

Center for Research on the Epidemiology of Disasters (CRED)

Research database on the epidemiology of disasters.

Web: <https://uclouvain.be/en/research-institutes/irss/cred-center-of-research-on-the-epidemiology-of-disasters-0.html>

***Occupational Therapy practitioners are not included in the lists of professionals recruited for these programs but can contact the programs for opportunities to contribute OT expertise.**

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Disaster Help Center

When wildfires, power shutoffs, and other disasters threaten the California way of life, finding help can be a stressful and confusing experience. This page contains links to resources to help Californians impacted by these unique challenges.

Response.ca.gov

Governor Gavin Newsom announced the launch of a new state website with tools and resources for Californians who have been impacted by wildfires and utility-directed power shutoffs. The website combines emergency response and recovery information into a single place for easy access. It is a one-stop portal that includes information on local and state resources, health services, shelters and housing, preparedness, and more.

Web: www.response.ca.gov

The California Governor's Office of Emergency Services (Cal OES)

Cal OES is responsible for overseeing and coordinating emergency preparedness, response, recovery, and homeland security activities within the state of California. Cal OES regularly dispatches team members to join first responders, emergency leaders, and those affected by disasters that threaten public safety, to tell their stories and provide information essential to the public.

Web: www.caloes.ca.gov

Facebook: [@CaliforniaOES](#) | **Twitter:** [@cal_oes](#)

The California Board of Occupational Therapy

During a disaster, emergency or evacuation, the Board's DISASTER PREPAREDNESS webpage advises consumers of the benefit of occupational therapy during this time of stress, dislocation, and disruption of daily self-care, occupations and routines. There are also links to state and local resources.

The Board's DISASTER PREPAREDNESS webpage also provides valuable information for OTs and OTAs to use in their practice, including sample emergency plans and Go-Kit checklists. There are also resources for OTs and OTAs to use when responding in a disaster, including information on caregiver training, accessing personal care or equipment, and more.

Web: www.bot.ca.gov

The Contractors State License Board (CSLB)

As a consumer protection agency, and in its role regulating California's construction industry, CSLB is responsible for protecting those whose homes and property are directly affected by wildfires, as well as other catastrophic events like floods, mudflows, earthquakes, and pipeline explosions. CSLB's post-disaster mission is to help ensure that survivors are not victimized by unlicensed or unscrupulous contractors who may try to take advantage of them during the recovery and rebuilding process. It is a felony to contract without a license in a declared disaster area. Consumers can protect themselves by using CSLB's resources to check a contractor's license status and history.

After a disaster, CSLB staffs various assistance centers that are opened for survivors and operated by the Governor's Office of Emergency Services (OES) and/or the Federal Emergency Management Agency (FEMA). In 2018, CSLB began a series of workshops, in conjunction with local agencies, to help survivors and contractors with the rebuilding process. Survivor workshops are focused on providing information about permits, hiring architects and contractors, and insurance claims. Contractor workshops are focused on assisting those interested in adding license classifications, employees, and workers' compensation insurance to their licenses, and specific information about rebuilding.

Web: www.cslb.ca.gov/media_room/disaster_help_center | **Facebook:** [@CSLB.CA](https://www.facebook.com/CSLB.CA) | **Twitter:** [@CSLB](https://twitter.com/CSLB)

Check a license: <http://cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>

File a complaint: http://cslb.ca.gov/Consumers/Filing_a_Complaint/

The California Architects Board

The Board's Disaster Preparedness page advises consumers to be aware that illegal operations often try to take advantage of a disaster situation. The Board has two publications to assist consumers: The Homeowner's Rebuilding Bulletin and the Consumer's Guide to Hiring an Architect. These publications can

help consumers understand how to hire an architect, their rights in obtaining copies of plans, the steps to take in negotiating a contract, and general suggestions to assist in the planning and rebuilding process.

Web: www.cab.ca.gov/cons/disaster_prep.shtml

Facebook: [@CaliforniaArchitectsBoard](https://www.facebook.com/CaliforniaArchitectsBoard) | **Twitter:** [@CAArchitectsBd](https://twitter.com/CAArchitectsBd)

The California Board of Pharmacy

Consumers: During a disaster evacuation, the Board stresses the importance of staying on a prescribed medication treatment plan. Take steps to ensure that medications are not exposed to water or extreme temperatures. Consumers can find an open pharmacy in areas impacted by disaster at:

www.healthcareready.org/rxopen.

The Emergency Prescription Assistance Program (EPAP) helps people in a federally-identified disaster area who do not have health insurance get the prescription drugs, vaccinations, medical supplies, and equipment that they need. To determine eligibility for EPAP, call (855) 793-7470.

Pharmacists: During a declared state of emergency, the Board reminds pharmacies of information and state laws intended to help pharmacists provide prescription drugs— including controlled substances— for residents displaced because of emergency evacuation.

- Providing Prescription Drugs during Declared Statewide Emergency:
www.pharmacy.ca.gov/licensees/emergency_declaration.shtml
- Providing Medications for Medi-Cal Recipients Impacted by State of Emergency:
www.pharmacy.ca.gov/licensees/meds_for_medi-cal_emergency.shtml
- Pharmacists may contact the Board's Ask an Inspector program at (916) 518-3100, M-Th 9am-1pm, or by email at ask.inspector@dca.ca.gov.

Web: www.pharmacy.ca.gov/ | **Twitter:** [@CAPharmBoard](https://twitter.com/CAPharmBoard)

Preparing for an emergency evacuation:

www.pharmacy.ca.gov/consumers/disaster_planning_tips.pdf

The California Department of Insurance (DOI)

In an effort to assist victims of these devastating fires, DOI works closely with other federal, state and local agencies to assist in recovery issues related to insurance. Californians should work with their agent, insurer claims adjuster, and insurer with a goal of achieving a settlement that they believe is fair and consistent with their coverage. For questions about insurance or a dispute with an insurer, please contact DOI at 1-800-927-4357.

Web: www.insurance.ca.gov/01-consumers/140-catastrophes/WildfireResources.cfm

Facebook: [@insurancecagov](#) | **Twitter:** [@CDInews](#)

The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE is dedicated to the fire protection and stewardship of over 31 million acres of California's privately-owned wildlands. In addition, the CAL FIRE provides varied emergency services in 36 of the State's 58 counties via contracts with local governments. CAL FIRE provides regular updates about fire incidents and detailed maps of fire areas.

Web: www.fire.ca.gov/ | **Facebook:** [@CALFIRE](#) | **Twitter:** [@CAL_FIRE](#)

Additional Resources

Rebuilding After a Natural Disaster



Watch CSLB's video to see the process of developing a rebuilding plan, hiring a contractor, financing, contracts, and actual project work. It also reviews some of the perils that homeowners can face and how to avoid them.

Rebuilding Paradise



Watch DCA's video on the role architects play in rebuilding after a disaster.



From the fall 2019 edition: Learn how to prepare for a Public Safety Power Shutoff and what to expect.

[PDF](#) | [Text](#)



From the spring 2019 edition: California is counting on you in the war on wildfires. Learn about the state’s efforts in wildfire prevention, suppression, and emergency response; and how to clear defensible space around a home to decrease wildfire risk.

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AGENDA ITEM 8

UPDATE ON THE BOARD-APPROVED PRACTICE REVIEWER APPLICATION CHANGES.



APPLICATION TO BE A PRACTICE REVIEWER

Thank you for your interest in serving the Board of Occupational Therapy as a practice reviewer. Expert witnesses are licensed occupational therapists and occupational therapy assistants with the professional and educational background to review complaints, develop opinions, prepare written reports and/or testify at administrative hearings. Practice reviewers are an important part of the Board's Enforcement Program, and their effectiveness is vital for fulfilling our legislative mandate to protect California consumers of occupational therapy services from unprofessional, incompetent and otherwise dangerous practitioners.

If you wish to provide this service to your community and be considered by the Board as a practice reviewer, please complete all sections of the application and submit to the above address. Please attach your resume or Curriculum Vitae.

A practice reviewer must hold a current and active license without restrictions.

It is imperative that practice reviewers have at least ten (10) years experience with seven (7) years of recent experience in the area of expertise for which they will be reviewing cases and rendering a professional opinion. Please select (✓) the applicable area(s) for which you are most knowledgeable, keeping in mind that you will need to defend your position in court should you be called to testify. ***California Civil Code Section 43.8 provides immunity for those practitioners who render an opinion against an occupational therapist or an occupational therapy assistant for the Board.***

- | | | |
|--|--|--------------------------------------|
| <input checked="" type="checkbox"/> Private Practice | <input type="checkbox"/> Physical Disabilities | <input type="checkbox"/> Technology |
| <input type="checkbox"/> School-Based Practice | <input type="checkbox"/> Behavioral Health | <input type="checkbox"/> Education |
| <input type="checkbox"/> Pediatrics | <input type="checkbox"/> Gerontology | <input type="checkbox"/> Research |
| <input type="checkbox"/> Work Program | <input type="checkbox"/> Home Health | <input type="checkbox"/> Wellness |
| <input type="checkbox"/> Administrative Management | <input type="checkbox"/> Hand Therapy | <input type="checkbox"/> Other _____ |

Indicate all advanced practice area(s) which you have been approved by the Board and the date of approval:

- Hand Therapy - Date of Approval: _____
- Physical Agent Modalities - Date of Approval: _____
- Swallowing Assessment, Evaluation, or Intervention - Date of Approval: _____

Section I: Personal Data (Please Complete All Boxes)

Last Name		First Name		Middle Name
Residence Address (Street No., Apt No.)		City	State	Zip Code
Home Telephone No. ()	Business Telephone No. ()	FAX No. ()	E-Mail Address	

Section II: Professional Data (Please Complete All Boxes. Attach additional pages if necessary.)

License No.	Original Issue Date	Expiration Date	Type <input type="checkbox"/> OT <input type="checkbox"/> OTA
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1. Do you possess a *current* certification from the National Board for Certification in Occupational Therapy, Inc. (NBCOT), or membership with the American Occupational Therapy Association (AOTA), Occupational Therapy Association of California (OTAC), or other state association?

- Yes NBCOT: Certification No. _____ as of _____ (date).
 AOTA: Membership No. _____ as of _____ (date).
 OTAC: Membership No. _____ as of _____ (date).
 Other: _____ Membership No. _____ as of _____ (date).
 Other: _____ Membership No. _____ as of _____ (date).
- No

2. Do you currently hold any other licenses or specialty certifications, including occupational therapy or any other health related field, in California or in any other state?

- Yes If yes, please provide a list and details below. No

3. Has any health related professional licensing or disciplinary body in any state, territory or foreign jurisdiction, or any branch of the military, denied, limited, placed on probation, restricted, suspended, cancelled or revoked any professional license, certificate, or registration granted to you, or imposed a fine, reprimand, or taken any other action against you?

- Yes If yes, please provide details below. No

4. Have you ever been convicted of a crime?

Yes If yes, please provide details below. No

5. Have you been actively engaged in the practice of occupational therapy (defined as at least 80 hours a month in occupational therapy, including direct client care, clinical activity, supervision, administration or teaching) in the past five years?

Yes No

Please attach a copy of your resume or Curriculum Vitae to this application.

6. Please describe your related practice activities within the past five years.

7. Have you ever ceased practice for one year or more?

Yes If yes, please provide details below. No

8. Please describe any mentoring or supervisory positions you have been involved within the past five years.

12. Why do you feel you are qualified to be an expert witness?

Section III: Affidavit

I declare, under penalty of perjury of the laws of the State of California, that all of the information contained herein, and evidence or other credentials submitted herewith are true and correct.

Further, I certify that I have read and understand the disclaimer listed below.

Signature of Applicant

Date

Disclaimer: Licensees are prohibited from making any claim or any advertisement in which they represent themselves as being affiliated in any way with the California Board of Occupational Therapy. Licensees shall not represent themselves as being an expert, a Board “expert,” hold themselves out as holding any credential, or use any designation based on their participation in the Practice Reviewer Program. By signing the affidavit in Section III, you indicate that you understand the prohibitions concerning Board affiliation and advertising. Failure to comply may result in disciplinary action.

Information Collection and Access: The Board’s Executive Officer is the person responsible for information maintenance. Business and Professions Code section 2570.18 gives the Board authority to maintain information. All information is mandatory. Failure to provide any mandatory information will result in the application being rejected as incomplete. Authorized personnel will use the information provided to determine your eligibility for participation in the Practice Reviewer Program. Each individual has the right to review his or her file maintained by the agency subject to the provisions of the California Public Records Act.



Recruiting Practice Reviewers & Advanced Practice Reviewers

Practice Reviewers

The Board is currently recruiting qualified occupational therapists and occupational therapy assistants to review case materials, prepare written opinions, and possibly testify at administrative hearings as a Practice Reviewer. Practice Reviewers are paid \$75 per hour for case review and preparation of the expert opinion report and \$120 per hour plus expenses if called to testify at an administrative hearing. If you wish to provide this service to your community, please verify that you have:

- Ten or more years of experience with seven years of recent experience in the area of expertise for which they are reviewing cases or rendering a professional opinion.

[Watch this video to learn more!](#)

Advanced Practice Reviewers

The Board is currently recruiting qualified occupational therapists review applicants for advanced practice approval and applications for advanced practice post-professional education. Advanced Practice Reviewers are paid \$75 per hour for their services. If you wish to provide this service to your community, please verify that you have:

- At least five, of the past seven years, practicing in an advanced practice area.

Both Practice Reviewers and Advanced Practice Reviewers must have:

- A current and active California OT license without restrictions.
- No prior or current charges or discipline against any health care related license in California or in any other place of licensure.
- No criminal convictions, including any that were expunged or dismissed.

If you meet the requirements and are interested in providing this service to your community, complete the [Practice Reviewer application](#) or [Advanced Practice Reviewer application](#) and follow the instructions carefully. Once completed, send the application and your Curriculum Vitae (resume) to:

California Board of Occupational Therapy

1610 Arden Way, Suite 121

Sacramento, CA 95815

If you have additional questions, please [send a message to the Board](#).

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