*TPAPN offers life renewing opportunities to nurses for recovery from substance use & certain psychiatric disorders, thus promoting professional accountability, protecting the public, and returning nurses to safe practice.*

# Texas Peer Assistance Program for Nurses

## FY 2014 1st QUARTER REPORT
## to
## THE TEXAS BOARD OF NURSING

December 20, 2013

Texas Peer Assistance Program for Nurses
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A program of the Texas Nurses Foundation

## *INTRODUCTION*

This report provides an accounting to the Texas Board of Nursing (BON) of the outcomes for the Texas Peer Assistance for Nurses Program and its Extended Evaluation Program (EEP) for the first quarter (Sept. – Nov.) of the BON's 2014 fiscal/operating year, September 1, 2013 through August 31, 2014. This report is divided into the following five activity centers: 1) *Client* - program metrics concerning nurses referred to TPAPN as well for those pending participation or currently participating in TPAPN during the reporting period; 2) *Outreach* - significant, formal education and other outreach activities provided by the program; 3) *Administrative* - significant operational activities); 4) *Fiscal* - a summation of the program's financial status and 5) *Requests of the BON. Note: TPAPN does not have any requests of the BON at this time.*

## *CLIENT ACTIVITIES*

**1. Referrals by Referral Source & Nurse Type** – *Graphic 1, page 4, represents self-referral, non-BON referral (received directly by TPAPN), BON referred (nurse complaints forwarded by the BON to TPAPN), BON ordered (licensure discipline), and those approved by the BON for the Extended Evaluation Program (EEP). For each type of referral source, nurses are categorized and tallied by APRN, LVN and RN.*

A total of 117 legitimate referrals were received during the 1st quarter of FY 2014, a significant decline of 78 from the 4th quarter of FY 2013. The apparent decline in numbers is an artifact as TPAPN has had to delay formal activation of some referrals due to personnel turnover (one case manager resigned unexpectedly in October and another is due to retire in early January). These referrals currently include 9 self-referrals and 9 under board order, who in the interim are doing what is necessary to enroll into TPAPN. The bulk of the referrals pending include about 60 third-party (via BON) referrals waiting to be activated and assigned to a Case Manager. All of these cases will be fully resolved within the next few weeks once the newly hired Case Managers are oriented and working.

With the aforementioned anomaly in mind, the following summarizes the official number of nurses referred to and accounted for by TPAPN thus far, by type of referral received. "Self-referrals" decreased from 17 in the 4th quarter of FY 2013 to 9 in the 1st quarter of FY 2014. "Non-BON referrals" declined from 43 in the 4th quarter to 33 in the 1st. BON referrals also declined, from 60 in the 4th to a total of 33 in the 1st. The number of referrals received under "BON Order" declined just slightly from 34 in the 4th to 33 in the 1st. Finally, referrals to the EEP include all but 3 that are pending activation. The EEP numbers also decreased slightly, from a total of 4 in the 4thto 3 in the 1st.

**2.** Nurses are also represented by type of licensure/certification in Graphic 1, page 4 for the 4th quarter. APRNs decreased from 8 in the 4th quarter of FY 2013 to 3 in the 1st quarter of FY 2014. LVNs decreased from 59 in the 4th to 38 in the 1st. Total RNs referred decreased from 128 in the 4th to 78 in the 1st. The numbers of nurses referred by specialty/licensure type per referral source for the 4th quarter as depicted and summarized in Graphic 1 are as follows.

a. **"Self-Referred"**: 1 APRN, 3 LVNs and 5 RNs.
b. **"Non-BON referred"**: 0 APRN, 8 LVNs and 25 RNs.
c. **"BON Referred"**: 1 APRN, 16 LVNs and 22 RNs.
d. **"Board Ordered"**: 1 APRN, 11 LVNs and 21 RNs.
e. **"EEP"**: 0 APRNs, 0 LVNs and 3 RNs.

**3. Active Cases by Nurse Type** – *Graphic 2, page 5, represents the number of nurses that TPAPN actively worked with during the 13 weeks of the 1st quarter.*

Active cases represent both nurses eligible for TPAPN/EEP, whose (signed) participation is still pending as well as those who have already signed participation with TPAPN/EEP and are progressing through the program at the end of the quarter. Due to the decrease in the number of referrals formally processed, active cases steadily declined over the course of the quarter too. The average number of total active cases, 1st quarter versus 4th quarter: 589 **:** 605. Average, active cases by nurse specialty and licensure for the 1st quarter versus 4th quarter were as follows: APRNs: 34 **:** 32; LVNs 113 **:** 120; and RNs 442 **:** 453.

## *OUTREACH ACTIVITIES*

- 10/25 – TPAPN exhibit at annual conference of the Licensed Vocational Nurses Association of Texas, Round Rock, TX, @ 25 attendees.
- 11/8 – 9 – TPAPN Fall Workshop and Advocate Training, Norris Conference Center, Austin, TX, 51 attendees including 6 new Advocates; 11.33 total nursing contact hrs awarded.
- 8/15 – 8/17 – TPAPN "employer workshop" at Baptist Health Systems and School of Health Professions, San Antonio, TX, 81 attendees, including 48 student nurses and several administrative (non-nursing) staff.

## *ADMINISTRATIVE ACTIVITIES*

- 9/1/ - Program expansion to 3-yr participation for LVNs/RNs/ 5-yr for APRNs formally initiated.
- 9/5 – Weekly (ongoing), third-party referral review meeting with BON.
- 9/6 – Program Director (PD) participated in planning teleconference/emails for Baptist Health System/School of Health Professions "employer workshop" with Lori Karhu, BSN, RN, LMT, CAPSI, host and presenter for BHS/SHP and also TPAPN advocate, and with workshop sponsor representative, Kay Speier, Community Relations, Serenity House (substance abuse treatment center), Fredericksburg, TX.
- 9/13 – Regularly scheduled business meeting of the TPAPN Advisory Committee held at TNA/TNF HQ.
- 9/18 – Mtg. (ongoing) with TNF legal counsel, Jim Willmann, to review wording of consent for HIPAA compliance.
- 9/18 – Presentation to some of the TPAPN staff by Yara Betancourt, Community Representative, Talbott Treatment Center (for substance abuse), Atlanta, GA.

- 9/20 – TPAPN Clinical Supervisor, Leanne Bunch, BSN, RN, LCDC and Case Managers, Becki Drozd, BSN, RN, LCDC and Terrie Hoster, MDiv, RN-C, attended 6th Annual Addictions Symposium, at J. J. Pickle Research Center, Austin, TX.
- 9/23 – PD attended administrative, planning meeting for TNA/TNF.
- 9/25 – Jeremy Sosa, Community Outreach Specialist, La Hacienda, Hunt, TX, presented to TPAPN staff as part of regularly scheduled staff meeting.
- 10/1 – Attended all staff meeting regarding TNA/TNF polices & procedures.
- 10/3 – Accepted notice of intent to resign as of 1/10/14 from Terry Shockley, Sr. Case Manager, employed with TPAPN since 1995.
- 10/4 – PD participated in administrative interview of TNA/TNF Executive applicant.
- 10/10 – 12 – PD attended American Psychiatric Nurses Association's annual conference, San Antonio, TX.
- 10/10 – PD participated in administrative interview of 2nd TNA/TNF Executive applicant.
- 10/17 – PD attended regularly scheduled business meeting of the TX BON BOD.
- 10/18 – PD presented to TNF BOD at its regularly scheduled business meeting.
- 10/18 – Tom Edwards, Community Liaison and John Roberts, MD, Medical Director, for The Pavillon (substance abuse treatment center), Asheville, NC, visited with TPAPN staff.
- 10/22 – Select TPAPN staff met with Elizabeth Temple, Caduceus Education Partners, regarding facilitated support group possibilities.
- 11/1 – PD, Intake Coordinator, Ginger Coburn, LCDC, and Program Operations Coordinator, Katy Davila, along with BON representatives, Dusty Johnston, General Counsel, and Tony Diggs, Director of Enforcement, presented at TPAPN hosted, TPAPN-Attorney Luncheon Forum, Austin, TX.
- 11/7 – TPAPN's PD, Clinical Supervisor, and the Advocate Coordinator, Shirley Baugh, BSN, met with Advocate Committee during their regularly scheduled business mtg.
- 11/13 – Genaro Sandoval, Community Outreach, the Right Step (substance abuse treatment center), presented to TPAPN staff as part of regularly scheduled staff mtg.
- 11/20 – Began interview process for final (screened) candidates who had applied for TPAPN Case Management positions.

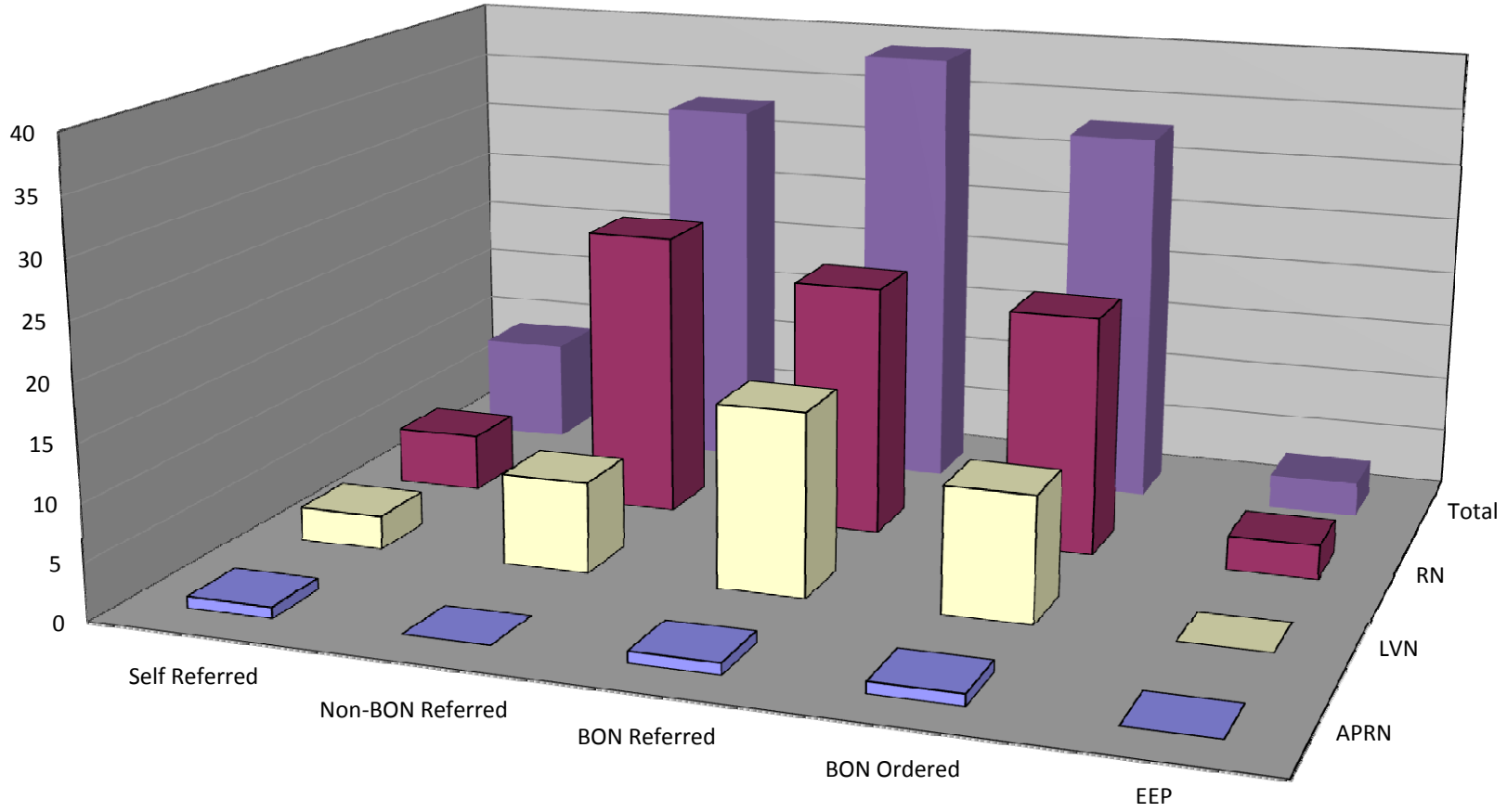
## *FISCAL ACTIVITIES*

- Income/balance statements for the 1st quarter of FY 2014 are included as **ATTACHMENT C**, 9 pages,
- As of the end of November, TPAPN had a net income of approximately $34,000 (actual compared to budget) having realized approximately $16,000 less in total income against approximately $49,000 less in expenses, as of the end of November.
- TPAPN's balance sheet documents positive financial gains as net income increased to approximately $382,000, close to a 5 month coverage of operational expenses.

## *REQUESTS OF THE BON*

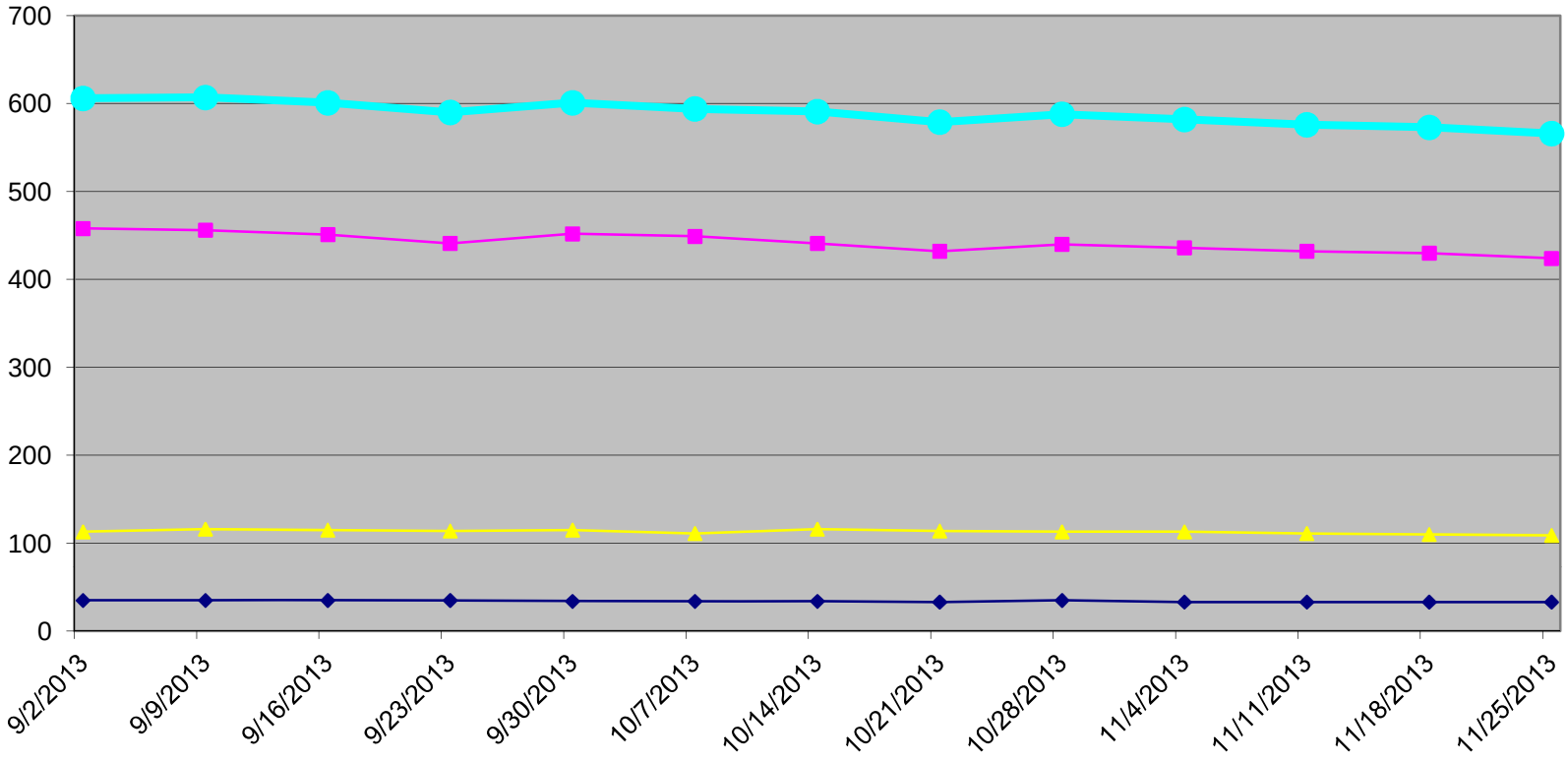
- TPAPN has no requests of the BON at this time.

# Referrals by Referral Source and Nurse Type
# 1st Quarter FY'14




| | Self Referred | Non-BON Referred | BON Referred | BON Ordered | EEP |
|---|---|---|---|---|---|
| APRN | 1 | 0 | 1 | 1 | 0 |
| LVN | 3 | 8 | 16 | 11 | 0 |
| RN | 5 | 25 | 22 | 21 | 3 |
| Total | 9 | 33 | 39 | 33 | 3 |

## Active Cases by Nurse Type
## 1st Quarter FY'14




| | 09/02/13 | 09/09/13 | 09/16/13 | 09/23/13 | 09/30/13 | 10/07/13 | 10/14/13 | 10/21/13 | 10/28/13 | 11/04/13 | 11/11/13 | 11/18/13 | 11/25/13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RN | 458 | 456 | 451 | 441 | 452 | 449 | 441 | 432 | 440 | 436 | 432 | 430 | 424 |
| LVN | 113 | 116 | 115 | 114 | 115 | 111 | 116 | 114 | 113 | 113 | 111 | 110 | 109 |
| APRN | 35 | 35 | 35 | 35 | 34 | 34 | 34 | 33 | 35 | 33 | 33 | 33 | 33 |
| Total | 606 | 607 | 601 | 590 | 601 | 594 | 591 | 579 | 588 | 582 | 576 | 573 | 566 |

ATTACHMENT C

TNF - TPAPN
BALANCE SHEET
SEPTEMBER 30, 2013

ASSETS

| | | | | |
|---|---|---|---|---|
| CASH & CASH EQUIVALENTS | | | | |
| 11100 | WELLS FARGO-OPERATING 3856 | $ 246,584.22 | | |
| 11400 | OPPENHEIMER-M M FUNDS-2565 | 889.51 | | |
| | TOTAL CASH & CASH EQUIVALENTS | | | 247,473.73 |
| INVESTMENTS | | | | |
| | TOTAL INVESTMENTS | | | 0.00 |
| ACCOUNTS RECEIVABLES | | | | |
| 12700 | A/R-BOARD OF NURSING | 115,828.00 | | |
| 13200 | A/R OTHERS | 11,184.00 | | |
| | TOTAL ACCOUNTS RECEIVABLE | | | 127,012.00 |
| PREPAIDS | | | | |
| | TOTAL PREPAIDS | | | 0.00 |
| | TOTAL CURRENT ASSETS | | | 374,485.73 |
| PROPERTY AND EQUIPMENT | | | | |
| 15000 | FURNITURE & EQUIPMENT | 94,143.99 | | |
| 15100 | ACCUMULATED DEPRECIATION | (93,780.11) | | |
| | TOTAL PROPERTY AND EQUIPMENT | | | 363.88 |
| | TOTAL ASSETS | | $ | 374,849.61 |

LIABILITIES AND NET ASSETS

| | | | | |
|---|---|---|---|---|
| CURRENT LIABILITIES | | | | |
| 20800 | A/P-TNA | $ 11,276.34 | | |
| 20900 | A/P-MONTH END | 1,677.38 | | |
| 21000 | A/P-OTHER | 12,141.11 | | |
| 21500 | ACCRUED EXPENSES | 40,263.24 | | |
| 21600 | VOIDED CHECKS | 807.86 | | |
| | TOTAL CURRENT LIABILITIES | | | 66,165.93 |
| NET ASSETS | | | | |
| 29400 | BOD DESIGNATED:LEGAL/INS | 40,000.00 | | |
| 30500 | UNDESIGNATED | 304,133.32 | | |
| | NET INCOME OF <LOSS> TO DATE | 63,910.39 | | |
| | TOTAL NET ASSETS | | | 408,043.71 |
| | TOTAL LIABILITIES & NET ASSETS | | $ | 474,209.64 |



UNAUDITED

November 18, 2013

ATTACHMENT C

TNF - TPAPN
Income Statement
For the Three Months Ending September 30, 2013

| | | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget | Year to Date Variance |
|---|---|---|---|---|---|---|
| Income | | | | | | |
| 40200 | BOARD OF NURSING | $ 115,828.00 | $ 68,868.25 | $ 214,257.00 | $ 206,604.75 | 7,652.25 |
| 40600 | INTEREST | 3,156.28 | 0.00 | 497.36 | 0.00 | 497.36 |
| 40700 | DONATIONS (INDIVIUALS | 0.00 | 20.83 | 0.00 | 62.49 | (62.49) |
| 41000 | SPONSORS | 1,000.00 | 750.00 | 1,040.00 | 2,250.00 | (1,210.00) |
| 41100 | FIRST LAB, INC- SPONSOR | 0.00 | 166.67 | 0.00 | 500.01 | (500.01) |
| 41200 | RN - BD ORDER | 7,000.00 | 4,166.67 | 12,500.00 | 12,500.01 | (0.01) |
| 41300 | PARTICIPENT LAB FEES | 10,668.00 | 11,666.67 | 33,480.00 | 35,000.01 | (1,520.01) |
| 41400 | RN - MI | 2,080.00 | 416.67 | 3,315.00 | 1,250.01 | 2,064.99 |
| 41500 | LVN - BD ORDER | 2,100.00 | 1,416.67 | 3,500.00 | 4,250.01 | (750.01) |
| 41700 | LVN - MI | 65.00 | 29.17 | 65.00 | 87.51 | (22.51) |
| 42500 | WORKSHOPS - INCOME | 0.00 | 250.00 | 0.00 | 750.00 | (750.00) |
| 42800 | TREATMENT PROV W/S | 0.00 | 166.67 | 0.00 | 500.01 | (500.01) |
| 42900 | EXHIBITS | 0.00 | 250.00 | 0.00 | 750.00 | (750.00) |
| 45000 | EEP - LAB FEES | 516.00 | 833.33 | 1,620.00 | 2,499.99 | (879.99) |
| 45100 | EEP - INITIAL FEE | 1,250.00 | 750.00 | 1,750.00 | 2,250.00 | (500.00) |
| | Total Income | 143,663.28 | 89,751.60 | 272,024.36 | 269,254.80 | 2,769.56 |
| Expenses | | | | | | |
| 50500 | COMPENSATION | 44,989.05 | 53,833.33 | 141,336.68 | 161,499.99 | (20,163.31) |
| 50600 | ACCRUED VACATION | 0.00 | 0.00 | (3,303.73) | 0.00 | (3,303.73) |
| 50800 | HLTH/LIFE INSURANCE | 2,685.05 | 4,416.67 | 8,662.92 | 13,250.01 | (4,587.09) |
| 50900 | W C INSURANCE | 0.00 | 166.67 | 0.00 | 500.01 | (500.01) |
| 51000 | DENTAL EXP | 105.90 | 250.00 | 317.70 | 750.00 | (432.30) |
| 51500 | PAYROLL TAXES | 3,418.42 | 5,750.00 | 10,039.23 | 17,250.00 | (7,210.77) |
| 51700 | 401K | 2,364.90 | 2,916.67 | 8,105.73 | 8,750.01 | (644.28) |
| 51900 | TEMPS/AGENCIES/OTHER | 0.00 | 250.00 | 0.00 | 750.00 | (750.00) |
| 52000 | STAFF DEVELOPMENT | 1,894.84 | 583.33 | 2,510.84 | 1,749.99 | 760.85 |
| 52400 | STAFF TRAINING/MEETIN | 311.36 | 0.00 | 311.36 | 0.00 | 311.36 |
| 52500 | STAFF TRAV/EXP | 61.14 | 416.67 | 601.24 | 1,250.01 | (648.77) |
| | Total | 55,830.66 | 68,583.34 | 168,581.97 | 205,750.02 | (37,168.05) |
| 53500 | LESS EEP STAFFING | 0.00 | 0.00 | (3,481.30) | 0.00 | (3,481.30) |
| 54500 | LEGAL EXPENSES | 18.03 | 1,250.00 | 2,548.43 | 3,750.00 | (1,201.57) |
| 54600 | LEGAL CONSULT | 1,765.00 | 0.00 | 1,765.00 | 0.00 | 1,765.00 |
| | Total | 1,783.03 | 1,250.00 | 832.13 | 3,750.00 | (2,917.87) |
| 55200 | LESS EEP CONSULT | 0.00 | 0.00 | (75.91) | 0.00 | (75.91) |
| 56000 | OFFICE SPACE | 3,935.01 | 5,166.67 | 11,805.03 | 15,500.01 | (3,694.98) |
| 56200 | REIMB FOR STAFF TIME | 4,000.00 | 3,880.00 | 12,000.00 | 11,640.00 | 360.00 |
| 56400 | FINANCIAL AUDIT | 0.00 | 250.00 | 0.00 | 750.00 | (750.00) |
| 56800 | TELEPHONE | 2,241.67 | 1,166.67 | 4,857.55 | 3,500.01 | 1,357.54 |
| 56900 | EQUIP- LEASE | 275.00 | 291.67 | 550.00 | 875.01 | (325.01) |
| 57000 | POSTAGE | 427.36 | 500.00 | 1,670.51 | 1,500.00 | 170.51 |
| 57100 | SHIPPING/DELIVERY/ | 0.00 | 16.67 | 0.00 | 50.01 | (50.01) |
| 57200 | DUPLICATING | 172.48 | 458.33 | 630.02 | 1,374.99 | (744.97) |
| 57300 | BANK CHARGES | 16.12 | 25.00 | 149.85 | 75.00 | 74.85 |
| 57400 | SUPPLIES | 421.24 | 1,258.33 | 633.22 | 3,774.99 | (3,141.77) |
| 57600 | DEPRECIATION | 40.42 | 225.00 | 121.26 | 675.00 | (553.74) |
| 57700 | INFORMATION TECHNLO | 250.00 | 375.00 | 561.69 | 1,125.00 | (563.31) |
| 57800 | EQUIP MAINTENANCE | 0.00 | 16.67 | 0.00 | 50.01 | (50.01) |
| 57900 | DOCUMENT MANAGEME | 84.00 | 0.00 | 380.70 | 0.00 | 380.70 |
| 58100 | INSUR/LEGAL DEFENSE | 0.00 | 541.67 | 0.00 | 1,625.01 | (1,625.01) |
| 58600 | RESOURCE LIBRARY | 0.00 | 41.67 | 0.00 | 125.01 | (125.01) |
| 59600 | COMMITTEES & BOARDS | 539.04 | 583.33 | 901.63 | 1,749.99 | (848.36) |



Unaudited

TNF - TPAPN
Income Statement
For the Three Months Ending September 30, 2013

| | | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget | Year to Date Variance |
|---|---|---|---|---|---|---|
| 59800 | LESS EEP ADMIN | 0.00 | 0.00 | (765.48) | 0.00 | (765.48) |
| | Total | 12,402.34 | 14,796.68 | 33,420.07 | 44,390.04 | (10,969.97) |
| 60400 | ADVOCATES TRAINING | 0.00 | 250.00 | 0.00 | 750.00 | (750.00) |
| 60600 | FALL W/S- ADVOCATES | 0.00 | 1,000.00 | 0.00 | 3,000.00 | (3,000.00) |
| 61000 | SPRING W/S | 0.00 | 1,000.00 | 0.00 | 3,000.00 | (3,000.00) |
| | Total | 0.00 | 2,250.00 | 0.00 | 6,750.00 | (6,750.00) |
| 62400 | PROGRAM MATERIALS | 52.50 | 583.33 | 390.88 | 1,749.99 | (1,359.11) |
| | Total | 52.50 | 583.33 | 390.88 | 1,749.99 | (1,359.11) |
| 63800 | WORKSHOPS-EXPENSES | 39.90 | 250.00 | 555.76 | 750.00 | (194.24) |
| 63900 | LIAISON | 0.00 | 250.00 | 0.00 | 750.00 | (750.00) |
| 64900 | NRSG SCHOOLS-EDUC MA | 0.00 | 500.00 | 0.00 | 1,500.00 | (1,500.00) |
| | Total | 39.90 | 1,000.00 | 555.76 | 3,000.00 | (2,444.24) |
| 68400 | EDUC-MATERIALS/BROC | 0.00 | 416.67 | 0.00 | 1,250.01 | (1,250.01) |
| 68700 | ED PROD-RESEARCH-RES | 0.00 | 83.33 | 0.00 | 249.99 | (249.99) |
| 69900 | LESS EEP EDUC MATE | 0.00 | 0.00 | (15.47) | 0.00 | (15.47) |
| 74000 | EEP STAFFING | 0.00 | 0.00 | 3,481.30 | 0.00 | 3,481.30 |
| 74200 | EEP CONSULT | 0.00 | 0.00 | 75.91 | 0.00 | 75.91 |
| 74400 | EEP ADMIN | 0.00 | 0.00 | 765.48 | 0.00 | 765.48 |
| 74800 | EEP PROGRAM MATERIAL | 0.00 | 0.00 | 10.47 | 0.00 | 10.47 |
| 75000 | EEP EDUCATION | 0.00 | 0.00 | 15.47 | 0.00 | 15.47 |
| | Total | 0.00 | 500.00 | 4,333.16 | 1,500.00 | 2,833.16 |
| | Total Expenses | 70,108.43 | 88,963.35 | 208,113.97 | 266,890.05 | (58,776.08) |
| | Net Income or Loss | $ 73,554.85 | $ 788.25 | $ 63,910.39 | $ 2,364.75 | 61,545.64 |

TNF - TPAPN
BALANCE SHEET
OCTOBER 31, 2013

ASSETS

| | | | |
|---|---|---|---|
| CASH & CASH EQUIVALENTS | | | |
| 11100 | WELLS FARGO-OPERATING 3856 | $ 344,343.67 | |
| 11400 | OPPENHEIMER-M M FUNDS-2565 | 889.51 | |
| | TOTAL CASH & CASH EQUIVALENTS | | 345,233.18 |
| INVESTMENTS | | | |
| 12100 | MUTUAL FUNDS | | 102,362.72 |
| | TOTAL INVESTMENTS | | 102,362.72 |
| ACCOUNTS RECEIVABLES | | | |
| 13200 | A/R OTHERS | 23,256.00 | |
| | TOTAL ACCOUNTS RECEIVABLE | | 23,256.00 |
| PREPAIDS | | | |
| | TOTAL PREPAIDS | | 0.00 |
| | TOTAL CURRENT ASSETS | | 470,851.90 |
| PROPERTY AND EQUIPMENT | | | |
| 15000 | FURNITURE & EQUIPMENT | 94,143.99 | |
| 15100 | ACCUMULATED DEPRECIATION | (93,820.53) | |
| | TOTAL PROPERTY AND EQUIPMENT | | 323.46 |
| | TOTAL ASSETS | | $ 471,175.36 |

LIABILITIES AND NET ASSETS

| | | | |
|---|---|---|---|
| CURRENT LIABILITIES | | | |
| 20800 | A/P-TNA | $ 17,394.53 | |
| 20900 | A/P-MONTH END | 1,677.38 | |
| 21000 | A/P-OTHER | 16,825.92 | |
| 21500 | ACCRUED EXPENSES | 68,438.32 | |
| 21600 | VOIDED CHECKS | 807.86 | |
| | TOTAL CURRENT LIABILITIES | | 105,144.01 |
| NET ASSETS | | | |
| 29400 | BOD DESIGNATED:LEGAL/INS | 40,000.00 | |
| 30500 | UNDESIGNATED | 304,133.32 | |
| | NET INCOME OF <LOSS> TO DATE | 21,898.03 | |
| | TOTAL NET ASSETS | | 366,031.35 |
| | TOTAL LIABILITIES & NET ASSETS | | $ 471,175.36 |

December 4, 2013 ATTACHMENT C

TNF - TPAPN
Income Statement
For the Four Months Ending October 31, 2013

| | | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget | Year to Date Variance |
|---|---|---|---|---|---|---|
| Income | | | | | | |
| 40200 | BOARD OF NURSING | $ 90,386.00 | $ 68,868.25 | $ 246,729.00 | $ 275,473.00 | (28,744.00) |
| 40600 | INTEREST | 3,002.69 | 0.00 | 3,500.05 | 0.00 | 3,500.05 |
| 40700 | DONATIONS (INDIVIUALS | 0.00 | 20.83 | 0.00 | 83.32 | (83.32) |
| 41000 | SPONSORS | 0.00 | 750.00 | 1,040.00 | 3,000.00 | (1,960.00) |
| 41100 | FIRST LAB, INC- SPONSOR | 0.00 | 166.67 | 0.00 | 666.68 | (666.68) |
| 41200 | RN - BD ORDER | 3,750.00 | 4,166.67 | 16,250.00 | 16,666.68 | (416.68) |
| 41300 | PARTICIPENT LAB FEES | 22,200.00 | 11,666.67 | 55,680.00 | 46,666.68 | 9,013.32 |
| 41400 | RN - MI | 910.00 | 416.67 | 4,225.00 | 1,666.68 | 2,558.32 |
| 41500 | LVN - BD ORDER | 550.00 | 1,416.67 | 4,050.00 | 5,666.68 | (1,616.68) |
| 41700 | LVN - MI | 390.00 | 29.17 | 455.00 | 116.68 | 338.32 |
| 42500 | WORKSHOPS - INCOME | 0.00 | 250.00 | 0.00 | 1,000.00 | (1,000.00) |
| 42800 | TREATMENT PROV W/S | 0.00 | 166.67 | 0.00 | 666.68 | (666.68) |
| 42900 | EXHIBITS | 0.00 | 250.00 | 0.00 | 1,000.00 | (1,000.00) |
| 45000 | EEP - LAB FEES | 1,056.00 | 833.33 | 2,676.00 | 3,333.32 | (657.32) |
| 45100 | EEP - INITIAL FEE | 500.00 | 750.00 | 2,250.00 | 3,000.00 | (750.00) |
| | Total Income | 122,744.69 | 89,751.60 | 336,855.05 | 359,006.40 | (22,151.35) |
| Expenses | | | | | | |
| 50500 | COMPENSATION | 66,878.96 | 53,833.33 | 208,215.64 | 215,333.32 | (7,117.68) |
| 50600 | ACCRUED VACATION | 0.00 | 0.00 | (3,303.73) | 0.00 | (3,303.73) |
| 50800 | HLTH/LIFE INSURANCE | 2,637.00 | 4,416.67 | 10,692.15 | 17,666.68 | (6,974.53) |
| 50900 | W C INSURANCE | 0.00 | 166.67 | 0.00 | 666.68 | (666.68) |
| 51000 | DENTAL EXP | 153.95 | 250.00 | 471.65 | 1,000.00 | (528.35) |
| 51500 | PAYROLL TAXES | 6,411.35 | 5,750.00 | 16,450.58 | 23,000.00 | (6,549.42) |
| 51700 | 401K | 2,369.89 | 2,916.67 | 10,475.62 | 11,666.68 | (1,191.06) |
| 51900 | TEMPS/AGENCIES/OTHER | 0.00 | 250.00 | 0.00 | 1,000.00 | (1,000.00) |
| 52000 | STAFF DEVELOPMENT | 529.14 | 583.33 | 3,039.98 | 2,333.32 | 706.66 |
| 52400 | STAFF TRAINING/MEETIN | 68.26 | 0.00 | 379.62 | 0.00 | 379.62 |
| 52500 | STAFF TRAV/EXP | 1,966.33 | 416.67 | 2,567.57 | 1,666.68 | 900.89 |
| | Total | 81,014.88 | 68,583.34 | 248,989.08 | 274,333.36 | (25,344.28) |
| 54500 | LEGAL EXPENSES | 0.00 | 1,250.00 | 93.03 | 5,000.00 | (4,906.97) |
| 54600 | LEGAL CONSULT | 2,085.00 | 0.00 | 7,775.00 | 0.00 | 7,775.00 |
| | Total | 2,085.00 | 1,250.00 | 7,868.03 | 5,000.00 | 2,868.03 |
| 56000 | OFFICE SPACE | 3,935.01 | 5,166.67 | 15,740.04 | 20,666.68 | (4,926.64) |
| 56200 | REIMB FOR STAFF TIME | 4,000.00 | 3,880.00 | 16,000.00 | 15,520.00 | 480.00 |
| 56400 | FINANCIAL AUDIT | 0.00 | 250.00 | 0.00 | 1,000.00 | (1,000.00) |
| 56700 | MATERIALS-OTH GROUPS | 400.76 | 0.00 | 400.76 | 0.00 | 400.76 |
| 56800 | TELEPHONE | 1,122.49 | 1,166.67 | 5,980.04 | 4,666.68 | 1,313.36 |
| 56900 | EQUIP- LEASE | 275.00 | 291.67 | 825.00 | 1,166.68 | (341.68) |
| 57000 | POSTAGE | 978.62 | 500.00 | 2,649.13 | 2,000.00 | 649.13 |
| 57100 | SHIPPING/DELIVERY/ | 0.00 | 16.67 | 0.00 | 66.68 | (66.68) |
| 57200 | DUPLICATING | 455.69 | 458.33 | 1,085.71 | 1,833.32 | (747.61) |
| 57300 | BANK CHARGES | 58.49 | 25.00 | 208.34 | 100.00 | 108.34 |
| 57400 | SUPPLIES | 429.49 | 1,258.33 | 1,062.71 | 5,033.32 | (3,970.61) |
| 57600 | DEPRECIATION | 40.42 | 225.00 | 161.68 | 900.00 | (738.32) |
| 57700 | INFORMATION TECHNLO | 250.00 | 375.00 | 811.69 | 1,500.00 | (688.31) |
| 57800 | EQUIP MAINTENANCE | 0.00 | 16.67 | 0.00 | 66.68 | (66.68) |
| 57900 | DOCUMENT MANAGEME | 0.00 | 0.00 | 380.70 | 0.00 | 380.70 |
| 58100 | INSUR/LEGAL DEFENSE | 5,984.00 | 541.67 | 4,514.40 | 2,166.68 | 2,347.72 |
| 58600 | RESOURCE LIBRARY | 0.00 | 41.67 | 0.00 | 166.68 | (166.68) |
| 59600 | COMMITTEES & BOARDS | 240.13 | 583.33 | 1,141.76 | 2,333.32 | (1,191.56) |



Unaudited

TNF - TPAPN
Income Statement
For the Four Months Ending October 31, 2013

| | | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget | Year to Date Variance |
|---|---|---|---|---|---|---|
| | Total | 18,170.10 | 14,796.68 | 50,961.96 | 59,186.72 | (8,224.76) |
| 60400 | ADVOCATES TRAINING | 0.00 | 250.00 | 0.00 | 1,000.00 | (1,000.00) |
| 60600 | FALL W/S- ADVOCATES | 0.00 | 1,000.00 | 0.00 | 4,000.00 | (4,000.00) |
| 61000 | SPRING W/S | 0.00 | 1,000.00 | 0.00 | 4,000.00 | (4,000.00) |
| | Total | 0.00 | 2,250.00 | 0.00 | 9,000.00 | (9,000.00) |
| 62400 | PROGRAM MATERIALS | 6,010.89 | 583.33 | 6,412.24 | 2,333.32 | 4,078.92 |
| | Total | 6,010.89 | 583.33 | 6,412.24 | 2,333.32 | 4,078.92 |
| 63800 | WORKSHOPS-EXPENSES | 169.95 | 250.00 | 725.71 | 1,000.00 | (274.29) |
| 63900 | LIAISON | 0.00 | 250.00 | 0.00 | 1,000.00 | (1,000.00) |
| 64900 | NRSG SCHOOLS-EDUC MA | 0.00 | 500.00 | 0.00 | 2,000.00 | (2,000.00) |
| | Total | 169.95 | 1,000.00 | 725.71 | 4,000.00 | (3,274.29) |
| 68400 | EDUC-MATERIALS/BROC | 0.00 | 416.67 | 0.00 | 1,666.68 | (1,666.68) |
| 68700 | ED PROD-RESEARCH-RES | 0.00 | 83.33 | 0.00 | 333.32 | (333.32) |
| | Total | 0.00 | 500.00 | 0.00 | 2,000.00 | (2,000.00) |
| | Total Expenses | 107,450.82 | 88,963.35 | 314,957.02 | 355,853.40 | (40,896.38) |
| | Net Income or Loss | $ 15,293.87 | $ 788.25 | $ 21,898.03 | $ 3,153.00 | 18,745.03 |

TNF - TPAPN
BALANCE SHEET
NOVEMBER 30, 2013

ASSETS

| | | | |
|---|---|---|---|
| CASH & CASH EQUIVALENTS | | | |
| 11100 | WELLS FARGO-OPERATING 3856 | $ 342,723.07 | |
| 11400 | OPPENHEIMER-M M FUNDS-2565 | 889.51 | |
| | TOTAL CASH & CASH EQUIVALENTS | | 343,612.58 |
| INVESTMENTS | | | |
| 12100 | MUTUAL FUNDS | | 103,493.24 |
| | TOTAL INVESTMENTS | | 103,493.24 |
| ACCOUNTS RECEIVABLES | | | |
| 12700 | A/R-BOARD OF NURSING | 69,468.00 | |
| 13100 | A/R -TNA | 168.00 | |
| 13200 | A/R OTHERS | 21,756.00 | |
| | TOTAL ACCOUNTS RECEIVABLE | | 91,392.00 |
| PREPAIDS | | | |
| | TOTAL PREPAIDS | | 0.00 |
| | TOTAL CURRENT ASSETS | | 538,497.82 |
| PROPERTY AND EQUIPMENT | | | |
| 15000 | FURNITURE & EQUIPMENT | 94,143.99 | |
| 15100 | ACCUMULATED DEPRECIATION | (93,860.95) | |
| | TOTAL PROPERTY AND EQUIPMENT | | 283.04 |
| | TOTAL ASSETS | | $ 538,780.86 |

LIABILITIES AND NET ASSETS

| | | | |
|---|---|---|---|
| CURRENT LIABILITIES | | | |
| 20800 | A/P-TNA | $ 7,787.97 | |
| 20900 | A/P-MONTH END | 1,677.38 | |
| 21000 | A/P-OTHER | 83,228.94 | |
| 21500 | ACCRUED EXPENSES | 63,547.96 | |
| 21600 | VOIDED CHECKS | 807.86 | |
| | TOTAL CURRENT LIABILITIES | | 157,050.11 |
| NET ASSETS | | | |
| 29400 | BOD DESIGNATED:LEGAL/INS | 40,000.00 | |
| 30500 | UNDESIGNATED | 304,133.32 | |
| | NET INCOME OF <LOSS> TO DATE | 37,597.43 | |
| | TOTAL NET ASSETS | | 381,730.75 |
| | TOTAL LIABILITIES & NET ASSETS | | $ 538,780.86 |

December 19, 2013 ATTACHMENT C

TNF - TPAPN
Income Statement
For the Five Months Ending November 30, 2013

| | | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget | Year to Date Variance |
|---|---|---|---|---|---|---|
| Income | | | | | | |
| 40200 | BOARD OF NURSING | $ 69,468.00 | $ 68,868.25 | $ 316,197.00 | $ 344,341.25 | (28,144.25) |
| 40600 | INTEREST | 1,235.35 | 0.00 | 4,630.57 | 0.00 | 4,630.57 |
| 40700 | DONATIONS (INDIVIUALS | 0.00 | 20.83 | 0.00 | 104.15 | (104.15) |
| 41000 | SPONSORS | 0.00 | 750.00 | 1,040.00 | 3,750.00 | (2,710.00) |
| 41100 | FIRST LAB, INC- SPONSOR | 0.00 | 166.67 | 0.00 | 833.35 | (833.35) |
| 41200 | RN - BD ORDER | 4,250.00 | 4,166.67 | 20,500.00 | 20,833.35 | (333.35) |
| 41300 | PARTICIPENT LAB FEES | 9,984.00 | 11,666.67 | 65,664.00 | 58,333.35 | 7,330.65 |
| 41400 | RN - MI | 1,240.00 | 416.67 | 5,465.00 | 2,083.35 | 3,381.65 |
| 41500 | LVN - BD ORDER | 3,150.00 | 1,416.67 | 7,200.00 | 7,083.35 | 116.65 |
| 41700 | LVN - MI | 205.00 | 29.17 | 660.00 | 145.85 | 514.15 |
| 42500 | WORKSHOPS - INCOME | 5,850.00 | 250.00 | 5,850.00 | 1,250.00 | 4,600.00 |
| 42800 | TREATMENT PROV W/S | 0.00 | 166.67 | 0.00 | 833.35 | (833.35) |
| 42900 | EXHIBITS | 0.00 | 250.00 | 0.00 | 1,250.00 | (1,250.00) |
| | Total | 95,382.35 | 88,168.27 | 427,206.57 | 440,841.35 | (13,634.78) |
| 45000 | EEP - LAB FEES | 588.00 | 833.33 | 3,264.00 | 4,166.65 | (902.65) |
| 45100 | EEP - INITIAL FEE | 250.00 | 750.00 | 2,500.00 | 3,750.00 | (1,250.00) |
| | Total | 838.00 | 1,583.33 | 5,764.00 | 7,916.65 | (2,152.65) |
| | Total Income | 96,220.35 | 89,751.60 | 432,970.57 | 448,758.00 | (15,787.43) |
| Expenses | | | | | | |
| STAFFING | | | | | | |
| 50500 | COMPENSATION | 44,260.81 | 53,833.33 | 252,476.45 | 269,166.65 | (16,690.20) |
| 50600 | ACCRUED VACATION | 0.00 | 0.00 | (3,303.73) | 0.00 | (3,303.73) |
| 50800 | HLTH/LIFE INSURANCE | 2,685.05 | 4,416.67 | 13,425.25 | 22,083.35 | (8,658.10) |
| 50900 | W C INSURANCE | 0.00 | 166.67 | 0.00 | 833.35 | (833.35) |
| 51000 | DENTAL EXP | 105.90 | 250.00 | 529.50 | 1,250.00 | (720.50) |
| 51500 | PAYROLL TAXES | 2,993.14 | 5,750.00 | 19,443.72 | 28,750.00 | (9,306.28) |
| 51700 | 401K | 2,913.48 | 2,916.67 | 13,389.10 | 14,583.35 | (1,194.25) |
| 51900 | TEMPS/AGENCIES/OTHER | 0.00 | 250.00 | 0.00 | 1,250.00 | (1,250.00) |
| 52000 | STAFF DEVELOPMENT | 431.38 | 583.33 | 3,471.36 | 2,916.65 | 554.71 |
| 52400 | STAFF TRAINING/MEETIN | 0.00 | 0.00 | 379.62 | 0.00 | 379.62 |
| 52500 | STAFF TRAV/EXP | 0.00 | 416.67 | 2,567.57 | 2,083.35 | 484.22 |
| | Total | 53,389.76 | 68,583.34 | 302,378.84 | 342,916.70 | (40,537.86) |
| | Total | 53,389.76 | 68,583.34 | 302,378.84 | 342,916.70 | (40,537.86) |
| 54500 | LEGAL EXPENSES | 225.00 | 1,250.00 | 318.03 | 6,250.00 | (5,931.97) |
| 54600 | LEGAL CONSULT | 0.00 | 0.00 | 7,775.00 | 0.00 | 7,775.00 |
| | Total | 225.00 | 1,250.00 | 8,093.03 | 6,250.00 | 1,843.03 |
| | Total | 225.00 | 1,250.00 | 8,093.03 | 6,250.00 | 1,843.03 |
| ADMINISTRATIVE | | | | | | |
| 56000 | OFFICE SPACE | 3,935.01 | 5,166.67 | 19,675.05 | 25,833.35 | (6,158.30) |
| 56200 | REIMB FOR STAFF TIME | 4,000.00 | 3,880.00 | 20,000.00 | 19,400.00 | 600.00 |
| 56400 | FINANCIAL AUDIT | 0.00 | 250.00 | 0.00 | 1,250.00 | (1,250.00) |
| 56700 | MATERIALS-OTH GROUPS | 0.00 | 0.00 | 400.76 | 0.00 | 400.76 |
| 56800 | TELEPHONE | 1,297.82 | 1,166.67 | 7,613.74 | 5,833.35 | 1,780.39 |
| 56900 | EQUIP- LEASE | 275.00 | 291.67 | 1,100.00 | 1,458.35 | (358.35) |



Unaudited

TNF - TPAPN
Income Statement
For the Five Months Ending November 30, 2013

| | | Current Month Actual | Current Month Budget | Year to Date Actual | Year to Date Budget | Year to Date Variance |
|---|---|---|---|---|---|---|
| 57000 | POSTAGE | 499.04 | 500.00 | 3,148.17 | 2,500.00 | 648.17 |
| 57100 | SHIPPING/DELIVERY/ | 0.00 | 16.67 | 0.00 | 83.35 | (83.35) |
| 57200 | DUPLICATING | 1,135.79 | 458.33 | 2,221.50 | 2,291.65 | (70.15) |
| 57300 | BANK CHARGES | 13.82 | 25.00 | 222.16 | 125.00 | 97.16 |
| 57400 | SUPPLIES | 0.00 | 1,258.33 | 1,062.71 | 6,291.65 | (5,228.94) |
| 57600 | DEPRECIATION | 40.42 | 225.00 | 202.10 | 1,125.00 | (922.90) |
| 57700 | INFORMATION TECHNLO | 250.00 | 375.00 | 1,061.69 | 1,875.00 | (813.31) |
| 57800 | EQUIP MAINTENANCE | 0.00 | 16.67 | 0.00 | 83.35 | (83.35) |
| 57900 | DOCUMENT MANAGEME | 42.00 | 0.00 | 254.70 | 0.00 | 254.70 |
| 58100 | INSUR/LEGAL DEFENSE | 0.00 | 541.67 | 4,514.40 | 2,708.35 | 1,806.05 |
| 58600 | RESOURCE LIBRARY | 0.00 | 41.67 | 0.00 | 208.35 | (208.35) |
| 59600 | COMMITTEES & BOARDS | 2,994.68 | 583.33 | 4,136.44 | 2,916.65 | 1,219.79 |
| | Total | 14,483.58 | 14,796.68 | 65,613.42 | 73,983.40 | (8,369.98) |
| | Total | 14,483.58 | 14,796.68 | 65,613.42 | 73,983.40 | (8,369.98) |
| PARTICIPANT EXPENSE | | | | | | |
| 60400 | ADVOCATES TRAINING | 0.00 | 250.00 | 0.00 | 1,250.00 | (1,250.00) |
| 60600 | FALL W/S- ADVOCATES | 12,129.95 | 1,000.00 | 12,129.95 | 5,000.00 | 7,129.95 |
| 61000 | SPRING W/S | 0.00 | 1,000.00 | 0.00 | 5,000.00 | (5,000.00) |
| | Total | 12,129.95 | 2,250.00 | 12,129.95 | 11,250.00 | 879.95 |
| 62400 | PROGRAM MATERIALS | 0.00 | 583.33 | 6,412.24 | 2,916.65 | 3,495.59 |
| | Total | 0.00 | 583.33 | 6,412.24 | 2,916.65 | 3,495.59 |
| | Total | 0.00 | 583.33 | 6,412.24 | 2,916.65 | 3,495.59 |
| EDUCATION | | | | | | |
| 63800 | WORKSHOPS-EXPENSES | 19.95 | 250.00 | 745.66 | 1,250.00 | (504.34) |
| 63900 | LIAISON | 0.00 | 250.00 | 0.00 | 1,250.00 | (1,250.00) |
| 64900 | NRSG SCHOOLS-EDUC MA | 0.00 | 500.00 | 0.00 | 2,500.00 | (2,500.00) |
| | Total | 19.95 | 1,000.00 | 745.66 | 5,000.00 | (4,254.34) |
| 68400 | EDUC-MATERIALS/BROC | 0.00 | 416.67 | 0.00 | 2,083.35 | (2,083.35) |
| 68700 | ED PROD-RESEARCH-RES | 0.00 | 83.33 | 0.00 | 416.65 | (416.65) |
| | Total | 0.00 | 500.00 | 0.00 | 2,500.00 | (2,500.00) |
| | Total | 0.00 | 500.00 | 0.00 | 2,500.00 | (2,500.00) |
| | Total | 80,248.24 | 88,963.35 | 395,373.14 | 444,816.75 | (49,443.61) |
| EXTENDED EVALUATION PROGRAM | | | | | | |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total Expenses | 80,248.24 | 88,963.35 | 395,373.14 | 444,816.75 | (49,443.61) |
| | Net Income or Loss | $ 15,972.11 | $ 788.25 | $ 37,597.43 | $ 3,941.25 | 33,656.18 |