



American Physical Therapy Association

MINNESOTA CHAPTER

Annual Report

2003

President's Report

2003 was an exciting and productive year for the Minnesota Chapter of the American Physical Therapy Association. We hired a new Director of Peer Review, met with 110 legislators at the State Capitol, had amazing attendance at both Spring and Fall Conferences, had 285 attendees at 9 Chapter-sponsored Continuing Education courses and successfully negotiated with the Minnesota Legislature to prevent a decrease in compensation for Workers Compensation. In a national survey, our chapter was rated **first** in our ability to provide services to our members.

The Minnesota Chapter of the APTA had 5 specific goals for 2003: operating with a positive cash flow, increasing general membership, increasing PTA membership in particular by 5, airing a WCCO ad campaign in fall of 2003, and adding one new active member to each committee.

We are operating with a positive cash flow in 2004 and are beginning to build a legislative reserve fund because our revenues exceeded our expenses in 2003.

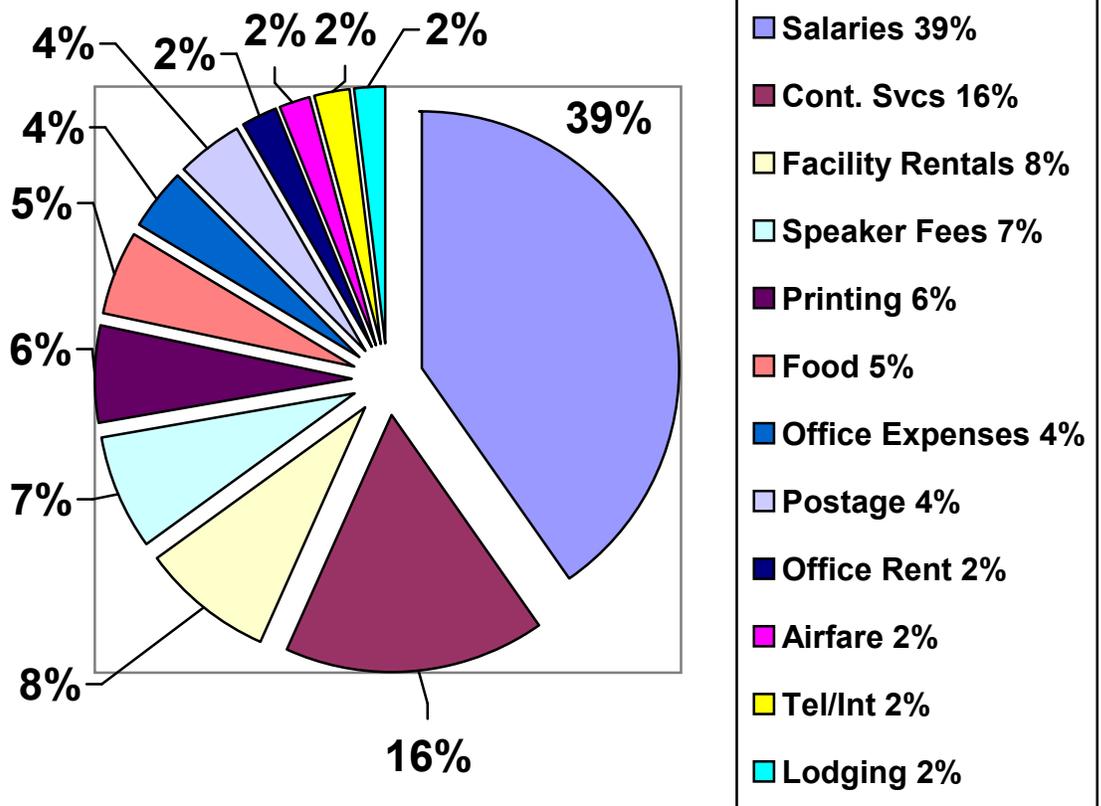
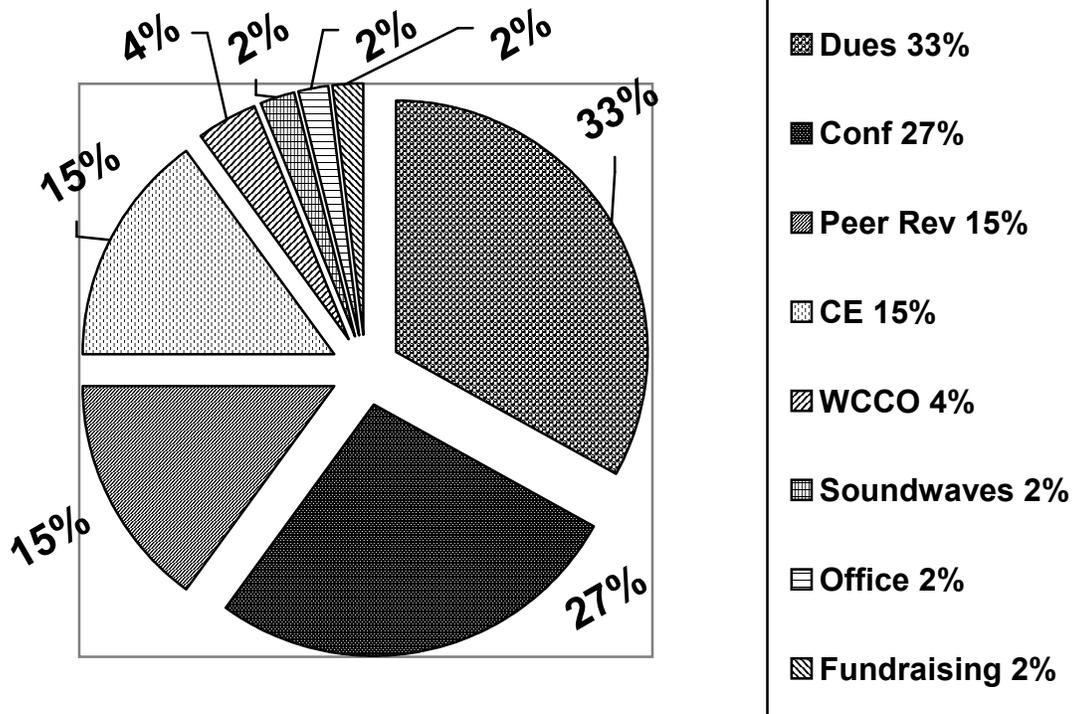
We increased general membership by 40 members as of 12/2003 and chapter membership continues to rise. Average monthly membership numbers rose from 1,456 in 2002 to 1,472 in 2003. Physical Therapist membership was at an all time high, with 1151 Physical Therapist members as of December 31, 2003. Physical Therapist Student membership declined in 2003 with a net loss of 39 Student Members. Physical Therapist Assistant membership declined rather than increased, with a net loss of 8 PTA Members in 2003.

Our \$21,000 WCCO ad campaign ran 119 times in late December, January and early February with 16 industry partners.

The Coordinating Council (Board of Directors and Committee Chairs) met in January and outlined these goals for the Minnesota Chapter for 2004:

- 1) Establish a plan for pursuing unrestricted direct access.
- 2) Establish a plan to achieve PTA licensure
- 3) Develop guidelines for presentations indicating levels of evidence supporting the materials.
- 4) Develop a leadership succession plan with a chair and co-chair for each Chapter committee.
- 5) Establish a written internal Public Relations plan.
- 6) Increase overall membership by 40 members with one new member on each committee.

TREASURER'S REPORT
MN APTA Revenue 2003



MN APTA Expenses 2003

2003 Financial Summary:

	Revenue	Expenses	Net
Budget	350,504	355,543	<5,083>
Actual	441,710	352,476	89,234
Variance	91,206	<3,067>	94,272

Bylaws Committee

Following a detailed review of MNAPTA bylaws, the membership voted on proposed changes at the 2003 Spring Conference. The Chapter Bylaws are in compliance with the APTA Bylaws and, following APTA approval, went into effect in July 2003.

New membership categories were required because of a change in APTA bylaws. The addition of an Affiliate Board of Director position, a change in dues structure, and a move to one election instead of two were recommended by our Board of Directors.

The committee will be working with other members and legal counsel to review the Chapter's Articles of Incorporation.

The committee continues to be available to the membership to field questions regarding the current bylaws.

The committee welcomes new members.

Bylaws Committee Members

Karen Lamecker, PT, Chair
Nancy Appel, PT

Communications Committee - Soundwaves Subcommittee

“Only the news that’s fit to print” is a good motto for our effort. Increasingly, outside sources are providing copy they would like in our newsletter. Sometimes these materials are purely promotional and do not survive the request--they become paid ads. On occasion this copy is relevant yet too lengthy for us to provide at our expense in our publication. Still, it is nice to have unsolicited material.

Process

Our production process is essentially 100% digital these days which helps us move the process along quickly—when all goes well. Viruses and blips in the network, crashes and ‘oops!’ moments continue to provide enough excitement to keep our hearts at a training rate when facing deadlines. Our focus remains on providing our members with a high-quality newsletter that informs and directs us to the resources we need to be great.

Personal interest stories

We also wish to celebrate our members’ seemingly small but important moments in our careers. A

recent lead led (editors like to play with words) to a story on PT skiers.

Tell Your Story

Our editors stand ready to help you write your story if you are uncomfortable with writing something other than an evaluation or a progress note. So, if you have a story—and you do—let’s get it out to our members. Personal interest stories are one of the key requests by members for our publication.

Communications Committee – Web Subcommittee

Have you visited our website? It is www.mnapta.org. Check it out!

In our recent membership survey, 33% rated the website as excellent or good, but 47% indicated they don’t use it, and another 5% did not answer the question of use at all.

Current, useful information

The old saying “watch out what you wish for, it might come true” applies to what has happened to our website. In 2000, a Board workgroup established a framework for the website, and committee chairs drafted initial information. We recruited a very able volunteer member--Aaron Dowdal-Osborn, PT--who continues to be our webmaster. A web is only as good as the information submitted. At this time, our website is very outdated, except for the CE calendar.

What’s in store for 2004?

The challenge is for our committees and members to submit articles and information for the web. Aaron is able to get information on the web within a few days. We also want to consider whether we want all of our information accessible by the public or if we want some information to be for members only.

Web Subcommittee Members

Aaron Dowdal-Osborn, PT, webmaster

Education Committee – Conference Subcommittee

2003 saw the Conference Committee, led by Co-chairs Ann Ryan and Leslie Gentner, focus on providing high quality programming with efficiency and successful utilization of member volunteers, while meeting other chapter goals of fiscal accuracy and accountability, increasing attendance and increasing revenues.

Programming

Ann has strived to provide diverse topics for both clinical and professional skill building. Friday afternoon at Fall 2003 conference enjoyed the largest attendance to date for a professional topic at 75. We now offer a 4-6 hour LAMP (leadership, administration, management and professionalism) topic at both Spring and Fall conferences. Looking to the future, we are booking speakers for Spring 2005 and 2006 and are exploring formats such as co-sponsoring main speakers and offering more in-depth topics.

Conference planning process

In 2003, Leslie also instituted many changes in the process of putting on conferences including cross-training for writing contracts and redesigning the tasks for each conference to ensure better coverage of tasks with less prospect of burnout. We have secured a Spring site (Earle Brown) through '06 and have facilities thru Fall 2005 alternating north and south state locations. Job descriptions have been refined along with policies and procedures so that future committee members will have an easier transition into leadership. With Leslie going on maternity leave for the summer, plans have been made to cover all aspects of her position for the Fall 2004 conference. We also have increased membership on the committee and now have representatives from most clinical settings and include PTs, PTAs and students.

Exhibit Hall

Exhibit Hall coordinator Rich Adamczak has maximized our relationships with industry partners resulting in a greater number of exhibitors and sponsors for both Spring and Fall compared with the previous 5 years. Brochure designer Peg Truax has stabilized our time, efforts and costs in producing and printing the brochures: Spring 2004 brochures had an improved format and were in the mail early for the first time in 3 years. In 2004, she will expand her role to include more of the coordinating duties of producing our bi-annual conferences, allowing Leslie to return to a primarily volunteer status.

Budget

Much progress was also seen in terms of pricing, budgets, and expenses. As the Chapter has continued to refine the accounting reporting process to more accurately reflect actual expenses and allocate them to appropriate committees, Leslie has been better able to review the actual costs and more realistically plan future budgets. She has examined fixed and variable costs at conferences resulting in revised pricing to

ensure fiscal responsibility while maintaining market competitiveness for members.

Committee collaboration

Working with other committees was also a priority. We have worked with Research Committee to provide a platform for poster presentations and ensure that our speakers understand our goal to present evidence-based topics. We have communicated with Continuing Education Subcommittee on topics and potential speakers. Membership Committee has participated in various venues during each conference including icebreaker activities and exhibit hall booths. Fundraising Committee continues to have a Silent Auction at each conference. Government Affairs Committee have renamed the State and National Issues Forum to "On Your Behalf" and cover relevant issues to all practicing therapists. Research, Ethics, and Reimbursement Committees have all had topics for concurrent sessions in the past 2 years.

Conference Subcommittee Members

We are proud to work with a fabulous group of professionals, many of whom attend all 8 meetings per year from locations such as Rochester, Alexandria and Duluth, as well as others who contribute equally via email and telephone. Currently we recognize 23 members: Sara Bryan, PT; Launa Cumpston, PT; Liz Dempster, PT; Dean Erie, PT; Amy Hagen, PT; Bart Hanson, PT; Catherine Hewitt, PT; Laura Klatt, PTA; Jennifer Lewis, PT; Kent Malcomson, PT; Heather McCormack, PT; Heidi McDonald, PT; Kimberly McGarry, PT; Eva Norman, PT; Deb Roberts, PT; Kelly Roberts, SPT; Sandy Swanson, PT; Amanda Thielen, PT; Melissa Tuominen, PT; Jan Vielhaber, PT; and Gary Webskowsky, PT.

Education Committee – Continuing Education Subcommittee

CE Update 2003

Revenue	\$51,996
Expenses	\$23,084
Net Income	\$28,911

Ten courses were held with a total of 285 attendees.

CE Budget 2004

Revenue	\$52,550
Expenses	\$20,302
Net Revenue	\$32,249

Budgeted Revenue--While we have roughly the same expenses and numbers of courses as in 2003, our

attendance numbers have been less than anticipated, placing our net revenue lower than desired.

Ten courses have been planned for 2004.

Upcoming courses

Pharmacology - Kiri Ness, PT, GCS; Kathy Anderson, PT, OCS; and Becky Olson-Kellogg, PT, GCS
TMD - Karen Decker, PT
Manual Therapy - David Poulter, PT
Pilates
Essentials of Physical Therapist Practice – Kris Gjerde, PT; Judy Hawley, PT

The Future

The CE committee continues to struggle with program diversity. We want to be able to offer a diverse content of courses but have a heavy contingent of orthopedically oriented committee members. We continue to encourage PTAs, Pediatric and Neurologic oriented PTs to join our committee to help us better serve our members.

We have an exciting group of speakers planned for 2005!

Continuing Education Subcommittee Members

Chris Kramer, PT, Chair; Rick Hjelm, PT; Kathy Anderson, PT, OCS; Rachel Baken, PT; Todd Loechler, PT; Laura Franco, PT; Amy Schrader, PT; Becky Olson-Kellogg, PT; Matt Kaufenberg, PT; Marc Fahey, PT; Carol Kemna, PT; Karen St. John, PT; Heidi Krautkramer, PT; Alexander Borstad, PT; Michaela Dalsin, PT; Cheryl Anderson, PT, GCS; Rachel Bakken, PT; Andrea Karkula, PT; Carol Kemna, PT; Angela Lundberg, PT; Amy Schrader, PT; Micheal Tague, PT; Tatyana Omdahl, SPT; Rubye Walker, PT, GCS

Education Committee - LAMP Subcommittee

At the Board meeting in March 2004 the LAMP subcommittee disbanded because the original goals of improving skills related to leadership, administration, management and professional development (LAMP) are sufficiently addressed by other means (Evidence-based Care, Best Practice, Ethics, Government Affairs, Membership, Quality Improvement, Reimbursement, Research, Public Relations).

Committee goals

Active committee members (Ann Ryan, Jacquie Lentz, Hanna Barker, Rubye Walker and Judy Hawley) are involved with other committees that are already promoting the goals of LAMP.

Also, over the past several years, LAMP concepts have been included in the curriculum for schools so that new graduates have stronger base skills.

APTA has sponsored and will continue to sponsor LAMP courses at a national level, and workplaces are offering trainings as well.

Both Spring and Fall conferences offer concurrent sessions on professional skill-building as well as a longer (4-6 hour) topic such as Professional Referral Relations, Conflict Resolution or Communication in the Workplace. Appropriate topics and speakers have been and will continue to be referred to the Continuing Education Subcommittee. Conference Sub-committee will continue to promote LAMP topics and speakers for each conference.

Many thanks to the Chapter for supporting improved leadership, administration, management and professional development. Due to excellent member activity, a separate LAMP committee is not necessary.

Ethics Committee

Our Ethics Committee (and friends!) worked on two big activities in 2003—designing and presenting a new Ethics course, and doing some serious writing for the “Ask Ethical Ethel” column in *Soundwaves*.

Ethics Course

After a few years of various discussions regarding the need for a course on Ethics, a core group of dedicated individuals met over the course of 6 months and designed a 7.5-hour Ethics course that spanned 3 weeks. The course, titled “Ethics in Your Professional Practice,” was designed to provide tools to equip the practicing physical therapist and physical therapist assistant with practical approaches to ethical decision-making. The course was “tested” on a group of eight volunteer members in the Fall of 2003. The sessions used case studies as the basis for discussion. Work was done in small and large groups and there was time for quiet reflection as well as collaborative thinking with friends. Having three sessions spanning three weeks allowed the participants time for integration of materials. It was designed to include pre-course reading and homework and individual inquiry. The chapter plans

to offer the course periodically. Thank you to all who participated in the planning and the testing of this course.

Ask Ethical Ethel

Have you taken time to read this column in our newsletter? It is ghostwritten by members of our Ethics Committee, who solicit ethical questions, research the topic and formulate a concise response that you see published in each issue of *Soundwaves*. Ethel would like to know what ethical issues or dilemmas you are facing—write her in care of the chapter office.

Jackie Morehead recently resigned from her position as Ethics Committee Chair. Please contact the chapter office if you would like to volunteer for this position.

Ethics Committee Members

Jon Nordrum, PT; Melanie Brennan, PT; Jeffrey Doughty, SPT; Colleen Downs, SPT; Paige Goedjen, PT

Fundraising Committee

In 2003, Fundraising Committee saw a lot of changes. Shannon Palm stepped down after being chair for three years. We thank her for her leadership during that time. Darci Olson also stepped down as coordinator position for Bear Tracks after the event in November.

Silent Auctions

In 2003, Fundraising Committee coordinated the Silent Auction and clothing sales at both the Spring and Fall Conferences. This effort raised almost \$850 in revenue for the chapter. Items auctioned included CDs, videotapes and books related to physical therapy; hot and cold packs, a treatment table, food gift certificates, and t-shirts. One member, Peggy Johnson, offered to auction a ride in her horse-drawn wagon; another group of members from College of St. Catherine donated a stamping basket; and chapter staff put together a picnic basket with wine and cheese.

Clothing Sales

The chapter achieved another of its goals in 2003, selling the last of its logo clothing line (denim shirts, caps, night shirts, polos and tee shirts)! Total sales in clothing in 2003= \$1,740.

Bear Tracks 5K Walk/Run

On a (very, very) cold November 8th our Bear Tracks Walk/Run was held in White Bear Lake. Due to the cold, only 113 brave runners turned out for the race (we were expecting a lot more!) Revenue from that event= \$2,575 with expenses= \$3,005. Over 20 members helped with this event.

Thanks

Thank you to the following sponsors who donated money and items during 2003:

Institute for Athletic Medicine
North Memorial Medical Center
Key's Café
Applebee's
Cub Grocery Store
Gillette Children's Specialty Health Care
PTOSI
The Saunders Group
OPTP
PT Manager.com
TheraTech, Inc.
Peggy Johnson
College of St. Catherine
Key's Café
Kris Gjerde and Judy Hawley

Future Activities

The Fundraising Committee needs a chair and also needs members to step up and volunteer to coordinate the Silent Auction and Bear Tracks Walk/Run.

The SSIG will be working with Fundraising Committee in the future with logo, clothing and item sales.

Fundraising Committee Members in 2003

Shannon Palm, PT, Chair; Sherry Blommel, PT; Luke DeHaan, PT; Karyn Endreson, PT; Heather Engelbert, PT; Jean Eschweiler, PT; Jennifer Halmrast, PT; Marguerite Heie, PT; Marie Holecek, PT; Jennifer Lewis, PT; Tammy Loosbrock, PT; Julie Meyer, PT; Bradley Olson, PT; Darci Olson, PT; Tatyana Omdahl, SPT; Cindy Schlafmann, PT; Jeanne Spadaccini, PT
Carrie Tobkin, PT; Heather Vander Weide, PT

Government Affairs Committee

Membership

The number of committee members and key contacts increased, as did the activity level of individual members.

Networking

Members networked with many state elected officials by attending DFL and Republican House and Senate Caucus fundraisers.

Legislative Day on the Hill

Over 100 attendees participated in MN APTA's first Legislative Day on the Hill, which was educational for members as well as legislators. MN APTA members held 83 meetings with state legislators, who received follow-up letters as well. A letter-writing campaign was initiated for non-attendees to participate in this important effort. Members gave short presentations and prepared written materials on the electoral and legislative processes, government agencies, grassroots organizing and government issues. Net income from Legislative Day 2003: \$330.00.

One member attended the APTA-sponsored State Government Affairs Forum (SGAF) and two members attended the APTA-sponsored Federal Government Affairs Forum (FGAF).

State Legislative Advocacy – testimony, calls and letters

Members opposed the reduction in the Workers Compensation fee schedule, and the proposed reduction in auto insurance fee schedule. They also supported the PT Board Cost Recoupment bill and the Fair Health Plan Contracting bill.

Federal Legislative Advocacy – meetings, calls and letters

Twenty-two meetings were held with members of the U.S. Congress (in Washington DC and locally). Members secured 3 co-sponsors for Direct Access under Medicare B legislation, and secured 6 co-sponsors for Repeal the Medicare Cap legislation. Additionally, the committee initiated a letter writing/call campaign for Direct Access, Repeal the Cap and Medicare Reform bills. Eighteen participants representing Minnesota participated in the June "March on the Hill" in Washington DC.

Committee Goals for 2004

Legislative Day – increase participation and legislative district saturation

Key Contacts – increase number of key contacts

Member education—Increase participation by one member for each of the State and Federal Government Affairs Forums, and hold short sessions on issues and campaign involvement

Advocacy communication—Initiate the State Legislative Advocacy Center (SLAC), a web-based method of contacting state legislators, and initiate a workplace-based method for urgent contacts.

Strategic Partnerships –develop stronger relationships within state agencies, other provider groups and patient advocacy groups

Government Affairs Committee Members

Kathleen Picard, PT, Co-chair; Eva Norman, PT, Co-chair and Key Contact Coordinator; Barbara Baum, PT; Jill Behnke, PT; Kecia Erickson, PT; Marie Holecek, PT; Alana Howey, PT, OCS; Heather Engelbert, PT; Laura K. Holzworth, PT; Katie Larkin, PT; Russell Nieland, PT; James Lang, PT; Susan Sandvik, PT; Robin Peterson, PT; Peter Polga, PT; Laurel Sexton, PT; David Thoreson, PT; Judy Hawley, PT

Human Resource Committee

The Human Resource Committee is responsible for establishing personnel policies, developing paid employee and volunteer job descriptions, maintaining employment files, monitoring employee letters of agreement, and recommending employee compensation.

Accomplishments for 2003

Established annual work plan
Revised all volunteer and paid employee job descriptions

Recommended training for committee member orientation
Revised the Personal Policy and Procedure Manual
Reviewed all employee files for required file contents
Created an annual review process for performance for paid employees
Created the performance review format for the Director of Peer Review and Executive Director
Revised the Organizational Chart
Recommended the hiring of the Director of Peer Review
Monitored employee letters of agreement prepared by the Executive Director
Completed exit interview for (previous) Director of Peer Review
Revised salary schedule for paid employees
Recommended compensation for employees for 2004

Human Resource Committee Members

Nancy Danielson, PT, Chair
Susan Braun Johnson, PT; Barbara Linderman, PT;
Joan Purrington, PT; Heidi Richardson, PT; Debra Weise, PT

Membership Committee

2003 Activities

Winterfest

Membership Committee joined with Public Relations Committee to co-sponsor a social event, “Winterfest,” promoting membership and networking. It was held at Fairview Southdale Hospital with over 60 attendees. Many generous donations were awarded as many door prizes as were three memberships (PT, PTA, and student).

Calling Lapsed Members

Committee members called lapse members to urge their renewal 60 days after membership lapsed. We also solicited MNAPTA Board of Directors and Committee Chairs to call lapsed members who had substantial history of membership (10-25 years). First-party (peer-to-peer) communication was used to recruit/retain members.

Schools

Committee representatives went to PT and PTA schools in the spring to promote the membership/mentorship program to graduating seniors.

Booths

Co-hosting a booth at conferences to discuss

membership and encourage participation in committees promoted membership and internal public relations. The committee co-sponsored a booth with PR Committee at Bear Tracks to promote Physical Therapy to the community, providing educational materials about running injuries.

Conference

The committee also facilitated a networking event at the Fall conference to discuss goals for Membership and PR.

Toys for Tots

Working again with PR, the committee conducted a Toys for Tots campaign.

2004 Activities

The Membership Committee will be working with Public Relations Committee on our “Evening Evidence” courses. Watch for advertisements via (only) email. Plans are under way to hold two more in Fall of 2004 in northern and southern MN. In addition, the committee will continue to support Membership/PR and Spring and Fall conference, continue to support PR at Bear Tracks, continue to grow membership by planning membership event/promotion yearly to target specific groups of members we are losing, and continue to support PR and ASIG in Toys for Tots. Plans for calling lapsed members and for the mentorship program have been tabled until we consistently have 10 or more members at committee meetings to dedicate the time to support these activities.

Membership Numbers

In December 2003 the total number of members (PT, PTA, STU) was 1,475, down from highs of 1,620 in '97 and '98. We do, however, continue to have all time high number of Physical Therapists as members—1151.

Membership Committee Members

Jill Sadlowsky, PT, Chair; Mary Spieker, PT (Board Liaison); Susan Braun-Johnson, PT; Joan Purrington, PT; Elizabeth Johnson, PT; Kristine Hakes, SPT; Dellie Digiovanna, PT; Jessica Helm, PT; Erin Nielsen, SPT; Matthew Arbeiter, PT; Jeremiah Hales, PT; Jennifer Hoefert, PT

Nominating Committee

In Spring 2003, the following members ran, and were elected to office: Gail Smida (Secretary), Will Lambert (Treasurer), Alex Borstad (Director), Sarah Noonan (Director), Jon Nordrum (Director), Mary

Spieker (Director), Barb Wiegand (Nominating Committee).

At the Spring Membership meeting, membership voted to have just one ballot. In order to get everything on the right track, all delegates were asked to serve another half year, thus the chapter did not have a delegate election in Fall 2003.

After the Fall election, the Nominating Committee members immediately started recruiting members to run on the Spring 2004 ballot.

Nominating Committee Members in 2003

Barb Wiegand, PT; Ron Neva, PT; and Dawn Heetland, PT. Dawn Heetland, though she lives in Iowa, has been a long-time member of MN APTA. She recently took a job in Iowa as well, so she resigned from her duties Fall 2003.

Public Relations Committee

In general the committee has worked on internal and external PR through activities geared to strengthen our membership and active participation on committees so that we are a strong body to address external issues. There are many opportunities to give the community more information about physical therapy and as a committee we can't possibly address each one, which is why it is so critical to have a strong membership base to assist in this effort.

2003 Activities

Winterfest

We joined with Membership Committee to host "Winterfest" promoting membership and networking. It was held at Fairview Southdale and over 60 participated. This was the 2nd year we hosted such an event. Committee members received many generous donations for prizes as well as cash donations in order to give away three one-year memberships. The MN APTA president, Executive Director, and chairs from Membership, Governmental Affairs and PR committees attended a pizza party at University of Minnesota PT program that was the prize for having the most number of students present at Winterfest.

Begin to develop a media list

Students from CSC assisted in beginning to develop a media list. This is an ongoing process as we meet more individuals in media. All those in physical therapy are urged to contact the PR Committee with friends, neighbors, and family who may have media contacts.

PR Committee continues to develop a press release packet

The press release packet would be available for committees and members when PR opportunities or issues related to physical therapy are in the media.

Toys for Tots

We joined with ASIG and Membership Committee to collect toys at over 12 PT facilities throughout the Twin Cities area. We collected over 700 toys for Toys for Tots. Several that volunteered their time presented the toys during the 10:00 pm news on KARE 11.

Coordinating Council

Along with Membership Committee chair we spoke with the Coordinating Council regarding PR and Membership opportunities—that we are all responsible for this.

Bear Tracks

We co-sponsored a booth at Bear Tracks 5K Walk/Run to promote physical therapy with participants. APTA handouts were provided with information about fitness, physical therapy, and common running injuries.

Booths at Fall and Spring Conference

To promote membership and internal PR, each year we set up a booth at both state conferences with the Membership Committee. The goal is to encourage active participation in the association. Prizes are given to encourage attendees to visit the booth. Membership applications and committee sign-up sheets are available.

Breakfast at Fall Conference

PR facilitated a networking breakfast with Membership Committee to discuss PR and Membership activities and to encourage more widespread participation.

Articles for Soundwaves and PT Magazine

The committee has looked for members with interesting stories to share, for example, people who volunteer their time, whether here at home or in other countries.

2004 Activities

PR will be co-hosting Evening Evidence courses with Membership Committee. We have had two courses and two more courses are in the planning stages for northern and southern Minnesota. The committee also assisted in setting up volunteers for the Para Olympic Swim Meet at the University of Minnesota

to be held April 22 - 24. In addition, we will continue to set up a booth with the Membership Committee at our state conferences. We will assist the Membership Committee in a member appreciation breakfast. Committee members were present at the 2004 legislative day and wrote a follow-up article for *Soundwaves* and assisted in providing signs for the event. We plan to continue the tradition of collecting toys for Toys for Tots with ASIG and the Membership Committee. The committee has and will continue to look into purchasing a large, durable banner to use at MN Chapter events to increase our visibility. The committee will continue to develop a media list and sample press releases to be available when those PR moments present themselves.

Public Relations Committee Members

Jill Behnke, PT, Chair; Mary Spieker, PT (Board Liaison); Jackie Harry, PT; Jan Haley, PTA; Trisha Gehler, PT; Kirsten Ness, PT, GCS; Carrie Becker, SPT; Sherry Blommel, PT; Jennifer Boever, SPT; Heather Engelbert, PT; Molly Hoff, PT; Elizabeth Johnson, PT; Jessica Kern, PT; James Lang, PT; Jennifer Lewis, PT; Eva Norman, PT; Jaelyn Oelkers, PT; Bradley Olson, PT; Kathleen Picard, PT; Shelly Skoog, PT; Tanya Snyder, PT; Tasha Topel, SPT; Rebecca L Youngdahl, PT

Quality Improvement Committee

Specialized Maintenance Guidelines

Committee efforts this year have centered on revision of the existing resource document, "*MNAPTA Guidelines for Physical Therapy Provided Through Specialized Maintenance Therapy.*" The committee has met six times to work on the document revision and development of case studies that will serve as examples of maintenance interventions. Feedback and input from membership has been solicited through email communication, *Soundwaves*, and the Chapter website. The proposed revisions of this document titled *MNAPTA Guidelines for Provision of Physical Therapy in Preventions Promotion of Health, Wellness and Fitness*, will be presented to the Board of Directors for review in 2004.

2004 Activities

We will begin to work on reviewing and updating the existing *Guidelines for Role Delineation*. The committee is seeking participation of members from all physical therapy practice settings. All members are welcome and encouraged to contact committee chair for more information.

We thank Diana Nowatzki for her service as co-chair of QI Committee. She resigned in early 2004.

Quality Improvement Committee Members

Diana Nowatzki, PT and Linda Gustafson, PT, Co-Chairs; Barbara Betz, PT; Nancy Appel, PT; Joanel Bohmert, PT; Beth Foudriat, PT; Sharon Ruhsam, PT; Kris Gjerde, PT; Kathleen Maggi, PT; Kelly Thompson, PT; Rubye Walker, PT; Marilyn Woods, PT

Reimbursement Committee

Purpose

Reimbursement Committee strives to provide members with reimbursement education and support by monitoring local, state and national reimbursement issues. The committee works with other state and national APTA committees to coordinate efforts to support our profession and members.

Budget

The Reimbursement Committee had a financially successful 2003. We were assisted greatly by an excellent turnout for a seminar – "Coding for Physical Therapy – What Every Physical Therapist Must Know," which was held in January. Thanks to all to assisted in this effort: Judy Hawley for her technical support and presentation, Dave Thoreson for presenting the bulk of the day, and others presenters – Deb Weise and Joan Purrington. Also thanks for assistance provided by Committee members - Donn Berkland, Lora Anderson, Dawn Heetland, and Kirsten Ryan.

Presentations

The Committee was busy in the Fall planning for the the 2004 Coding Course. All members assisted with this, again thanks to Dave Thoreson for traveling to the APTA Coding course to obtain the latest information, and to Dave Thoreson, Chuck Stewart and Kathy DeLacy for their expert presentations.

Kris Gjerde, PT worked with Franceen Horin, Reimbursement Manager for EMPI on a presentation at the Spring Conference: "Submitting Clean Claims for Physical Therapy Services and DME."

Judy Hawley, PT, Executive Director, continues to provide significant support to this committee and all members. Judy continues to address reimbursement issues by: emailing members with information on

time sensitive and critical reimbursement issues, writing for *Soundwaves* – “From the Executive Director” – identifying current rules and regulations, coordinating efforts with neighboring states, fielding questions and obtaining answers on specific reimbursement questions from members, and her involvement and assistance to the committee.

Chuck Stewart, PT attended the APTA Reimbursement Chairs Forum in Baltimore in November. Topics included: Coding and Reimbursement, Medicare, LMRP’s, Fraud and Abuse, HIPPA, Problem Identification/Peer Review and more. National and State issues and initiatives were discussed. Minnesota was well represented with a presentation on Problem Identification/ Peer Review by Stephanie Lunning, PT.

2004 Activities

We continue to work on another Payers Forum Presentation (for insurers), and a new document to assist members with CPT coding decision making and coding for desired functional outcomes.

Reimbursement Committee Members

Active committee members in 2003 have included: Chuck Stewart, PT, Chair; Lora Anderson, PT; Barbara Baum, PT; Donn Berkeland, PT; Kathy DeLacy, PT; Kristine Gjerde, PT; Dawn Heetland, PT; Kurt Otto, PT; Kirsten Ryan, PT; Dave Thoreson, PT; Judy Hawley, PT

Research Committee

Forms

The Research Committee developed abstract submission critique forms, soliciting input from national sections, and modified forms from the Cardiovascular/pulmonary and Geriatrics sections for use at the MN state level.

Posters

The committee also reviewed abstracts for Spring and Fall conferences. In Spring 2003, 16 abstracts were submitted; in contrast, Spring 2004 is a landmark event. More abstracts were submitted for Spring 2004 than could be accommodated at the site. Twenty-two abstracts were submitted and 18 were accepted for presentation.

Concurrent Presentations

The committee brought forward a presentation at the 2003 Spring conference on evidence-based intervention--"Am I doing the right thing ... or will

aquatic therapy help my patient with osteoporosis?" The committee is again presenting at the Spring 2004 conference on evidence-based diagnosis.

Evidence-based Presentations

In addition, members worked with the conference committee to improve the provision of references for concurrent sessions by the speakers.

Research Committee Members

Martha Sullivan stepped down as Research Committee co-chair, having served in the position since the 1997 crunch. Laura Gilchrist came on board as co-chair in 2003.

Krista Coleman, PT, Co-Chair; Laura Gilchrist, PT, Co-Chair; Kiri Ness, PT, GCS; Andrea Brenner, PT; James Hackney, PT; Nate Hellyer, PT; Meena Nagappan, SPT; Jon Nordrum, PT; Trevor Carlson, PT; Jackie Harry, PT; Susan Meyer, PT; John Schmitt, PT; Martha Swenson, PT

Affiliate Special Interest Group (ASIG)

2003 was a very productive year for the ASIG committee. We have a dedicated enthusiastic group of PTAs working to better our profession.

PTA on BOD

Our biggest accomplishment this past year was successfully establishing a Minnesota Chapter Board of Directors position that is specifically designated for an affiliate member. This Board position will be filled in the Spring '04 election. The voice of the PTA can now be represented at all Chapter Board meetings and functions.

Membership Talks at PTA Programs

Every year a member from the ASIG committee visits Anoka Ramsey Community College and the College of St. Catherine. We discuss the benefits of belonging to the APTA and what issues are facing PTAs. We also keep in contact with the PTA program at Lake Superior College in Duluth regarding the same issues and passing along any new information we receive. We were overwhelmed with the student’s professionalism and interest in Chapter activities. Several PTA students have become active in the Chapter and have regularly attended monthly ASIG meetings.

PT Month

In October we celebrated PT Month with an Open House at the chapter office. It was a chance for PTs

and PTAs to meet and network. We had good food and conversation regarding several topics that face PTAs. It was a success—however, the number of PTs exceeded the number of PTAs in attendance.

Toys for Tots

ASIG teamed with the PR and Membership committees to head up a Toys for Tots drive. We collected over 700 toys and donated them during a newscast at KARE 11. We had great exposure for our profession while helping others.

More ASIG Members Needed!

The year did not go by without our share of frustrations. We have a small number of active members who work very hard putting in many hours to benefit all PTAs in Minnesota. We are constantly trying to recruit members to voice their opinion or become active. Yet in our ballot for the Spring '04 election we did not have enough candidates to fill all the open positions.

ASIG Committee Members

Jessica Solberg, PTA, Co-Chair; Jan Haley, PTA, Co-chair and RBNA representative; Kristine Sicora, PTA, Secretary/Treasurer; Laura Klatt, PTA, Nominating Committee; Melissa Wever, PTA, Nominating Committee; Julie McDonald, PTA, Nominating Committee

Goals for 2004

1. Develop and maintain a task force focusing on the pros and cons of possible PTA licensure in MN.
2. Ensure the voice of the PTA is heard by having a PTA on each MN APTA committee.
3. Increase PTA membership in the APTA.
4. Establish a database at the Chapter office of all the PTAs residing or working in Minnesota in order to improve communication.
5. Attain full voting rights for the affiliate member.

Student Special Interest Group (SSIG)

In 2003, the Student SIG met at Spring and Fall conference, as well as 1-2 other times. Leave it to the Students to have action-oriented goals!

2003 SSIG Goals

1. Increase communication to PTA programs and increase PTA student attendance at

meetings to help them be involved with SSIG activities.

2. Create a section of time during SSIG meetings for discussion or debate of a current issue to help make others that attend meetings feel that they have benefited from attending. Along this line we will be open to designating duties to non-members so that those attending meetings feel included in SSIG.
3. We will create SSIG contacts/representatives within each school to spread SSIG news and information. This person could possibly be the APTA liaison from each class/school.
4. We will contact other SSIG organizations from other states to gather information on what is successful in their organization.
5. We will look into tele-conferences within schools so that people will not have to travel as far for meetings.
6. We will serve at a booth at each of the MN APTA conferences to increase awareness of SSIG.
7. We will brainstorm ideas for a Regional Student conclave including North Dakota, South Dakota, Iowa, and Wisconsin to attempt to increase contact between students from schools in the nearby states.

Results

The SSIG initiated conversation with eighteen other states that have SSIGs, started discussing having a student conclave in this state, and investigated different options of teleconferencing with the different schools as a way to involve more students at meetings. We also designed new posters to advertise SSIG meetings that will be hung at each school. SSIG members participated in a food drive at both St. Kate's and UMN, began designing a logo, and possibilities for new clothing or other items to be sold at the chapter, and planned for participating in the 2004 Race for the Cure and the MS Walk. Some of the SSIG members participated in the APTA National Student Conclave in Milwaukee in October.

SSIG Officers—April 2003-April 2004

Tasha Topel, SPT, Chair; Meena Nagappan, SPT, Vice-chair; Leah Peterson, SPT, Treasurer; Nicole Mehrwerth, SPT, Secretary/PR; Joe Schroeder, SPT, Special Events Coordinator; Polly Czech, SPT, Special Events Coordinator; Gail Smida, PT, Board of Directors Liaison

Director of Peer Review Report

The primary function of Peer Review is education of our members. Reviewers comment that they have learned much by participating in the peer review process, first in their own setting and then by reviewing at the work of others.

Location

Peer Review moved its operations to the MN APTA office effective in January 2003. This has enabled closer communication with the Executive Director regarding process management.

Reviews requested

The year started out with a huge number of requested reviews, particularly from several reimbursement companies. When July rolled around, one of the major purchasers of reviews opted to take all of their provider reviews (MD, DC, PT, OT, etc.) and refer them to a national utilization review company. This was a large blow to the training potential and finances of Peer Review operations. Methods to provide physical therapy input into PT reviews met with little success on this front. Peer Review continues to work with payers to add a PT voice to reviews of practice.

Statistics

In 2003, the following members participated in training by the Director of Peer Review:

Documentation: 110 attendees

Locations: Breckenridge, Stillwater, Anoka, Roseville, St. Paul

MN APTA Spring Conference:
Clean Claims presentation

Peer Reviewer training in RI: 12
Peer Reviewer training, MN (Breckenridge, Edina):
17

Peer Review Refresher training: 9

APTA Reimbursement Chairs Forum: 53, presented by Stephanie Lunning, PT, Baltimore, MD

Essentials Course (presented with Judy Hawley, PT):
47

MN Board of Physical Therapy (MBPT)

Peer Review is involved with site visits, training, and chart reviews as directed by MBPT. We continue to provide support to members to improve their standards of practice.

In 2003, MN APTA peer reviewers processed 472 cases. (Just as you do not know the reviewer, reviewers do not know the site, client, MD, or practitioner who provided the care.) MN APTA Peer Review is also able to answer the question: “What if it were PT?” In the case of other providers claiming to provide Physical Therapy, MN APTA has a voice in stating what would be expected if this intervention was provided by PT. Our standards are much higher than the non-PT charts that we see. It is good to have this relationship where we can represent our profession to others.

Executive Director Report

2003 was a year of change, of growth, of realizing potential, and of challenges.

My Role

As Executive Director, my role is to oversee the day-to-day operations of the chapter. Our mission clearly states we are a “...member driven and volunteer-led organization... and thus my role is to assist our volunteer members to meet the short term (yearly) and long term goals established by our volunteers. As the hub of the wheel of our chapter activities, I know a little bit about a lot of things, but I have 1500 members who are ready, willing and very able to help! My role is to help all of you get the job done. I appreciate all of the countless hours our volunteers give to the chapter and thus the profession, all the while doing the “regular” day job as well. We have 321 members on our 18 committees, subcommittees and special interest groups; and we have many others who help in many other ways. Thank you.

Membership

It is worthy to note that in 2003 we averaged 1111 physical therapist members/month, over 50 higher than our average/month in 2002. Physical therapist membership category continues to increase and continues at an all-time high. MN APTA’s overall membership retention rate in 2003 was 85% compared to APTA retention rate of 80%. Thank you for being a member, for supporting your professional association with your dues dollars, and your time and talents.

Staffing

In 2003, we added a .5 FTE Office Assistant—Barbara Bartholomew. Barbara screened calls and primarily provided office assistance to the Continuing Education Subcommittee. The Director

of Peer Review, Kris Gjerde, was also hired and Peer Review is now housed at the chapter office. The chapter also relies heavily on outside contractors for some of our specialized work. Peg Truax does the layout for *Soundwaves* and our conference brochure, Win Borden was our lobbyist and legislative council, Leslie Gentner is our Conference Coordinator, Rich Adamczak is our Conference Exhibit Hall and Sponsorship Coordinator, Karen Scott is our bookkeeper, and Olsen-Thielen does our year-end review and tax work. Our chapter would not function without these valuable people.

Individualized Customer Service

The other part of our Mission Statement says we lead “the membership in advocating for and securing the future of the profession of physical therapy.” At the office (not counting Peer Review), we averaged 25 calls, 40 incoming (not counting junk email☹) and 50 outgoing emails a day. Some of those communications are with our Board of Directors and Committee Chairs and Committee Members who are working on chapter activities, but also many of the calls are from you, the membership. I think one of the things we do well, is to provide individualized customer service—we try to help you solve your professional issue. We are a member-helping-member association. Thank you to all of our members who volunteer to help others, thus helping the profession. In the 2003 APTA member survey, MN APTA ranked #1 regarding satisfaction with chapter customer service.

PT as ED

Being a Physical Therapist in the Executive Director position has allowed me to quickly analyze and take action on emerging and important issues that come to the chapter office. For instance, I facilitated the work we did in 2003 (and are continuing to do in 2004) around the issue of Workers Compensation medical costs; I coordinated our WCCO ad campaign, and I helped to facilitate the important work done by the Leadership Task Force, to name a few. You never know what the day will bring. I think we are well-positioned to deal with issues quickly, and we are building our breadth and depth of understanding in order to help “secure the future of the profession of physical therapy”.

What will 2004 bring?

We are investigating legislation around unrestricted direct access and PTA licensure. We will be working on best practices supported by evidence. We will work intentionally and dedicatedly on our leadership plan. We will develop an internal (membership) public relations plan. Lastly we are always looking

for new members—members give us strength, power and a louder voice.

Benefits of Membership

Please share the “benefits of membership” detailed in this annual report with your non-member colleagues.

Challenge them to be a part of the solution!