



ILOTA Quarterly Board Report Form – February 2022

This report summarizes the actions taken by ILOTA Board members toward each of ILOTA’s strategic plan objectives since the previous Full Board meeting.

Focus Area 1: Inclusion and Diversity	
<i>1.1 - Increase opportunities for members to engage in various volunteer and educational events related to inclusion and diversity</i>	
Dec 2021- Jan 2022	Newsletter and JEDI SIS collaborated to add a recurring “ASK JEDI” section to each issue. JEDI SIS will solicit and answer member questions related to justice, equity, diversity and inclusion
Oct 2021	JEDI SIS co-chairs hosted a Conversations that Matter- JEDI: The Force Within the Profession presentation at the ILOTA Conference
Feb 2022	Blog and social media- Included Black History Month post; social media recognized several holidays and posts providing information about culture relevant to occupations.
Jan 2022	JEDI SIS co-chairs submitted article for the Communique titled “The Importance of Justice, Equity, Diversity and Inclusion (JEDI) within Occupational Therapy”
Ongoing	Community Outreach Committee, JEDI SIS, and COTAD Connections subcommittee collaborating on high school outreach initiatives
Ongoing	Recruiting Awards committee members-Open to all members
Fall 2021	Updated Awards scoring process to include rubric for transparency
Fall 2021	Updated Awards nomination process with George for increased efficiency
<i>1.2 - Develop equitable representation and advocacy throughout the state</i>	
Ongoing	Connections in the Community subcommittee of the Community Outreach Committee working to expand the outreach of ILOTA and awareness of OT to more diverse populations
Ongoing	Both EI SIS and EI coalition now meeting once a month to be responsive to legislative activity bills impacting EI service delivery, and EI issues arising from the Illinois Interagency Council for Early Intervention (IICEI), the Governor’s Office of Early Childhood Development GOECD, Raising Illinois, We the Village. and Regional Council Meetings. Members participate in ongoing meetings representing both urban and rural regions of the state, academic facilities, private practices, and community agencies providing early intervention services. Members attend early childhood agency meetings to develop collaborations with a variety of early childhood agencies.
<i>1.3 - Ensure diverse representation in all communications</i>	
Ongoing	Communications committees continually seek input from a variety of contributors. Blog coordinator reached out to OT/OTA schools.
Jan-Feb 2022	Student conclave committee invited diverse individuals to serve as panelists and presenters for Student Conclave
Ongoing	EI SIS Instagram coordinator works with the Social Media committee to reach out to EI providers throughout the state on a weekly basis.
<i>1.4 - Promote diverse membership on the board and sub-committees</i>	
Various dates	Social Media: Promoted open positions, highlighted board members

<i>1.5 - Improve accessibility of ILOTA communications, events, and education</i>	
Jan 2022	Newsletter- Committee member has engaged members of the disability community who use alt text and plan to integrate alt text into upcoming issues of the Communique
Oct-Nov 2021	Conference sessions were available virtually live and recorded and accessible virtually for two months
Ongoing	ILOTA Website committee working on enhancing accessibility of new website
Feb 2022	Student Conclave Committee planning to record all sessions to be accessible virtually for one month after live events.

Focus Area 2: Membership	
<i>2.1 - Increase member engagement in SIS groups/committees</i>	
Dec-Jan 2022	Newsletter- Engaged SIS members, with the help fo ILOTA President, to sign up for submission of articles to the quarterly issues of the Communique
1-2022	Kathleen Ellis has accepted the ILOTA AT-SIS Co-Chairperson position. Continue to network with ILOTA Members who have previously presented regarding AT at previous ILOTA Conferences. Continuously network with AT Professionals throughout the United States and beyond.
Sept 2021 & Feb 2022	Home and Community Health SIS helped organize 2 ILOTA Webinars on OT Community-based Practices (Homelessness & Community Integration from SNF)
Oct 2021	EI SIS- ILOTA round tables and webinars developed on EI practice and EI advocacy and posted on ILOTA website for ongoing viewing by membership. Phone conversations with providers and discussion of provider concerns. Follow up with discussion of future round table.
Ongoing	Social Media Committee promotes upcoming SIS/committee events
Jan 2022	Academic Education SIS hosted a free CE event about the new AOTA Fieldwork Performance Evaluations and Formstack
<i>2.2 - Create ILOTA networks to support advocacy</i>	
Ongoing	Several subcommittees and workgroups have been working on making proposed revisions to administrative rules or new rules to provide clarity and reflect best practice
Ongoing	JEDI SIS Co-chairs, through the COTAD Connections subcommittee, have provided opportunities for 4 COTAD Chapters to share and discuss their goals and events for the year to promote dialogue on common shared values towards JEDI within OT.
Jan 2022	EI SIS and EI Coalition developing template with listing of members associated with representative and senators in their district for advocacy efforts. EI Coalition joining in March session with WE the Village and general lobbying day for early childhood care.
Ongoing	Director of Advocacy addressing various issues in collaboration with other members. Priorities include: EI; Scope of Practice; Medicaid reimbursement; Mandated reporters; Disability placards; Music therapy bill; Athletic trainers bill; Compact Act Organized Medicaid Task Force Planning Compact Task Force
<i>2.3 - Increase CE content available on the LMS</i>	

Feb 2022	CE Approval Coordinator - Beginning work on Prezi presentation on step by step process on how to apply for CE credit from ILOTA
Jan-Feb 2022	ILOTA adding monthly CE webinar recordings to LMS to be available after live session
Jan 2022	EI SIS member featured in Policy Webinar, How do Payment and Policy Systems Influence Practice of OTs in a Variety of Settings, developed by ILOTA CE committee. EI SIS has budgeted for online EI virtual course focused on EI assessment process to occur in Spring.
2.4 - Develop methods to increase membership	
Jan-Feb 2022	Student co-liaisons increasing student membership opportunities through planning of the student conclave event, reaching out to relevant presenters and speakers, etc
2.5 - Develop methods for maintaining membership	
Jan 2022	JEDI SIS assisted in the creation of social media posts about the new JEDI SIS (includes mission, vision, objectives, etc.)
Feb 2022	Student conclave committee planning to provide resource at conclave regarding ILOTA (or AOTA) SIS groups, mentorship opportunities, membership, and advocacy of the profession
Feb 2022	Establish standardized calendar of events for LDP cohort members (e.g., educational sessions, liaison meetings, cohort activity due dates such as charter, ILOTA panel presentation). *Found in LDP folder in shared drive
May 2022	Establish standardized LDP committee calendar including committee meeting dates, CE sessions, cohort application and decision-making dates.
May 2022	Reach out to statewide OT/OTA programs to congratulate graduates and remind new membership options as they transition from student to practitioners
2.6 - Develop collaborative partnerships with potential sponsors or advertisers	
Dec-Feb	Executive board members working on developing new sponsorship/partnership opportunities

Focus Area 3: Organization and Structure	
3.1 - Create standardized structure for responding to advocacy issues	
Ongoing	EI SIS- Template developed for listing of members in EI SIS and corresponding representatives and senators in members districts. Tracking and participating in meetings of childcare groups and coalitions, EI SIS members sponsored to attend funding events for Robyn Gable and Laura Fine.
Ongoing	Dir. of Advocacy attends ILOTPAC meetings
3.2 - Clarify policies, procedures, and position descriptions for all ILOTA Executive and Full Board members	
Sept 2021	Executive Board finalized and sent out a Board Manual for all executive and full board members
Fall 2021	Created a position description for the Lobbyist position
Jan 2022	Newsletter- Clarified policies and procedures/streamlined roles for Communique committee members through regular email communication and quarterly meetings
Jan 2022	ILOTA developed and approved a policy on Compensation for CE Event Presenters
Dec 2021 - Jan 2022	Disseminated survey to all ILOTA members to gather feedback on proposed bylaws revisions

Feb 2022	Finalized proposed revisions to bylaws - clarification of types of membership, gender inclusive language, and board of directors vs. executive board language/responsibilities
3.3 - Maintain standardized budget processes for all events	
Ongoing	Utilized budget request forms; utilizing standard CE speaker contract and rates
3.4 - Update/maintain relevance of website content	
Ongoing	Website committee making ongoing revisions to new website with hopes of implementing it in March 2022
Ongoing	EI SIS- Ongoing resource development (webinars, practice guidelines, infographics) is occurring on ILOTA EI SIS website and on google drive for EI SIS committee members and ILOTA membership.

Focus Area 4: Communication	
4.1 - Improve communication and responsiveness of ILOTA to legislative events	
Ongoing	Lobbyist and Dir. of Advocacy working with various ILOTA members to identify and respond to relevant legislation
Ongoing	Members of ILOTA and EI SIS participated in meeting with Senator Pacione Zayas and fund-raising event supported by ILOTA for Robyn Gable and Senator Laura Fine. Members are responsive to timely emails informing members of legislative opportunities.
4.2 - Maintain financial transparency communication to ILOTA members	
Ongoing	ILOTA publishing monthly income/expenses in board meeting minutes
4.3 - Develop collaborative alliances with other states and professions	
Ongoing	ILOTA President and President-Elect actively engaged in AOTA Affiliated State Association Presidents (ASAP)
Ongoing	Ongoing meetings of EI coalition representing ILOTA, ISHA and IPTA and focused on EI advocacy with ILOTA and ILOTA lobbyist on several bills. HB 4499 met on bill with Start Early, ISHA and IPTA HB- Music therapy licensing – all associations and Start Early neutral on issue HB 3982 DT and DT-V – rate increase, closed in committee Gratitude sent to all lobbyists from different associations for their support of telehealth efforts in 2021. EI Coalition forwarded letter of introduction to all Service Coordinators in EI.
Ongoing	School-based practice SIS chair- Member of AOTA Leaders in Education Community of Practice, developed and presented keynote at AOTA EI and Schools Conf. In Dec re: knowledge translation in school-based practice
Ongoing	School-based practice SIS chair- Directly consulted with Susan Bazyk re: school practitioner work and advocacy within the Every Student Succeeds Act (ESSA); participant in national ESSA OT Advocacy efforts.
4.4 - Maintain communication of most important aspects and updates about ILOTA to members using all communication tools	
Various Dates	Communications: Promoted ILOTA events, contests, CE events and resources on social media and in Newsletter

Focus Area 5: Support of Best Practice	
<i>5.1 - Establish mentoring programs through SISs to support new grads, practitioners transitioning to new practice settings, or practitioners returning to practice</i>	
n/a	no activities this quarter
<i>5.2 - Provide quality CE opportunities related to best practice</i>	
Oct. - Nov 2021	ILOTA hosted the annual conference, which included pre-recorded sessions, live sessions, and full access for two months.
Feb 2022	<i>CE Coordinator-</i> Partnered with Administration and Management SIS to provide Jan. CE Event focused on policy. Partnered with Home and Community SIS to provide Feb. CE event focused on DC planning to the community. Brainstormed with membership for 2 additional CE events: OT's in nontraditional positions, occupational profile.
<i>5.3 - Provide increased opportunities for networking and town hall discussions on administrative and practice issues</i>	
October 2022	Hosted various "Conversations that Matter" throughout the ILOTA Fall Conference to provide opportunities to network and discuss various practice/education issues
Feb 2022	School-based practice SIS chair- Scheduled to present to county-wide OT and PT school practitioners on evidence-supported practice in schools, ESSA, benefits of membership in state and national associations, current issues facing practitioners in school practice, and knowledge translation.
<i>5.4 - Enhance library of SIS resources available on website</i>	
2-2022	AT SIS co-chairs compiling resources to eventually include on the website.
Oct 2021	EI SIS hosted at ILOTA state conference two webinars developed by ILOTA EI members focused on orientation to EI Service Delivery and Practice. An Introduction to the EI Coalition was presented by an interdisciplinary team including OT, PT and SLP and new members of the EI SIS presented Getting Started in EI. This ILOTA conference marked the second year of a Town Hall Meeting with EI Bureau leadership and EI SIS members. Ongoing resource development is occurring on ILOTA EI SIS website for members and on google drive for EI SIS committee members.
Ongoing	EI SIS webinars, practice guidelines and infographics on EI posted on ILOTA website.