

# WYOTA Strategic Plan 2020-2021

**Mission: "WYOTA is committed to serving occupational therapists, occupational therapist assistants, and students to advocate, promote and encourage them to use evidenced-based practice in Wyoming"**

**Vision: "The Wyoming Occupational Therapy Association will be recognized, understood and valued by its members and consumers with occupational needs"**

| <b>AOTA Centennial Vision</b>               | <b>WYOTA Strategic Plan</b>   | <b>Strategies</b>  | <b>Outputs/Activities</b>   | <b>As Measured By</b>   |
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| We envision that occupational therapy is a: | We envision these immediate, short-term and long-term strategies to clarify, organize, establish and monitor programs to improve the practice of occupational therapy in Wyoming. |  | We envision that the following activities/outputs will be achieved by July 2019   |   |
| <b>Powerful</b><br><br><b>1</b>             | WYOTA will have a competent and professional board.   | Development of board members. Promote leadership through active involvement of the membership. | The board will as needed in a face to face format and on phone conferences to attend to association business.<br><br>Openings for board positions will be posed and then advertised for annually. | -Meeting minutes<br>-Annual Report to membership                      |
| <b>2</b>                                    |   | Guidance and Governance  | Provide guidance through updated policies and procedures and by laws - Ongoing  | All policies, procedures and bylaws posted on the web site<br>Ongoing |
| <b>3</b>                                    | Managing fiscal resources using   | Auditing   | Conduct fiscal audit in relation to keeping costs in line   | <b>Monthly verbal report</b>  |

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|          | accepted nonprofit practices                             |  | and keep up with current tax laws.<br><br><b>Communicate with CPA regarding best practices for annual auditing.</b>   | Copy of audit – Treasurer will have President audit-Annually                            |
| <b>4</b> | Create annual budget for expenses and annual conference. | Utilizing budgeting form and Quickbooks for measuring profit and loss. | Treasurer to keep Quickbooks on monthly basis. Monthly  | Presentation of budget at each monthly meeting. Creation of conference budget annually. |
| <b>5</b> |  | Strengthen Internal Controls   | WYOTA will consult with accountant as needed to assure compliance with the new requirements related to the 501(c)3 non-profit status with the IRS – Ongoing | Treasurer to e-file 990-N form annually prior to May 1 <sup>st</sup> . Annually         |
| <b>6</b> |  | Treasurer will email reconciliation report to President monthly.       | President will review and reconcile books monthly with Treasurer using acceptable book keeping practices – Ongoing  | President will report findings in reports to the board. Monthly                         |
| <b>7</b> |  |  | Treasurer to file annual report with State of Wyoming to keep WYOTA as a recognized organization in Wyoming by May 1 <sup>st</sup> yearly. Ongoing          | Treasurer will report to board at monthly meetings. <b>Annually</b>                     |

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| <p><b>Widely Recognized</b></p> | <p>WYOTA will increase awareness and access to occupational therapy in student, professional, community, regulatory, and reimbursement environments.</p> | <p>Conduct Outreach</p>      | <p>The Board member nearest Casper and student liaisons will be primary contact between WYOTA and educational programs – Ongoing</p> <p>Sponsor Student members to attend AOTA/NBCOT Conclave and Fall Conference as budget allows.</p> <p>Quarterly notes on the president’s corner posted on the website.<br/>Quarterly on an Annual basis.</p> | <p>Reported in minutes from meetings</p> <p>Up to 5 students from CC and UND registrations fees will be paid for each conference.<br/>Annual</p> |
|                                 |  |                              | <p>Use of Website for links to continuing education and job postings – Ongoing</p>  | <p>Feedback from WYOTA members on usefulness and additional needs</p>  |
|                                 | <p>Will be recognized by state, education, legislative and health care entities as THE resource for occupational therapy information within Wyoming.</p> | <p>Legislative Awareness</p> | <p>Legislative Chair to monitor for and create templates for contacting state legislators regarding issues as necessary – Ongoing</p> <p>Establish and improve communication with the licensing board.<br/>July 2019</p>  | <p>Meetings with Wyoming legislators as necessary.<br/>Ongoing</p>   |
|                                 |  |                              | <p>Legislative chair to monitor scope of practice to ensure there is no professional conflict or encroachment occurring – Ongoing</p>   | <p>Contacting and partnering with AOTA legislative department on current issues<br/>Annually</p>   |

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|   |   |   |  | Contacting and partnering with Wyoming State Licensing Board as needed. Annually                                     |
| <b>Science-driven and evidence-based profession (EBP)</b> | Improve the quality of occupational therapy practice in the state of Wyoming.                       | Conferences   | Provide a high-quality continuing education program featuring presentations which are occupation focused and evidence-based. Annually  | Brochures sent to all licensed therapists in Wyoming and available information on website and social media. Annually |
|   |   | EBP materials identify EBP resources                          | Expand EBP link on WYOTA website<br><ul style="list-style-type: none"> <li>- Link to AOTA</li> <li>- Link to Wyoming Medicaid</li> <li>- Licensure board</li> <li>- Specialty interests</li> <li>- link to WATR Lab</li> </ul> | Continue contact with website to keep resources page up to date. Monthly   |
|   |   |   | Hosting webinars. Annually   | Establish contact with webinar hosts. July 2021  |
| <b>Globally connected and Diverse workforce</b>           | Improve communication among members, students, and potential recipients of occupational therapy by: | Monitoring national trends and needs of state's practitioners | President includes state and national trends from the AOTA Legislative Updates, evidence-based practice reports and elsewhere on the WYOTA web page in president's corner. Annually  | Reports updates on website and social media. As Needed   |
|   |   | Maintain Facebook   | New content posted on site a minimum of 2x monthly.  | Report any lack of updating  |

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|   |  | Maintaining the WYOTA website                                 | WYOTA web site will be reviewed and updated continually. Ongoing   | during board meetings.<br><br>Board members to check and ensure updates   |
|   | By 2020 greater than 15% of practicing OTs in Wyoming will be members of WYOTA   | Marketing and information dissemination                       | Notify new licensees of renewals of WYOTA yearly. Ongoing<br><br><del>Provide expiration notices yearly to members through automatic emails provided by website host. Ongoing</del><br><br>Secretary will provide expiration notices monthly to members through email. | Retention of members and increase of membership Ongoing   |
|   |  | Needs assessment: What do you want from WYOTA                 | - Surveys<br>- Q&A yearly mixers Ongoing   | Survey presentation at annual conference Ongoing  |
|   |  | Recognizing student activities in Wyoming OT and OTA programs | WYOTA will publish student events in the programs. Ongoing   | Minutes, website and social media Ongoing   |
| <b>Meeting Society's Occupational Needs</b> | Improve access to occupational therapy services by promoting OT services in the insurance reimbursement realm, community outreach, legislative involvement and |   | Increase involvement in OT month and sending out promotional products (i.e. magnets, stickers) Ongoing as budget allows  | Sending out letters to all licensed OTs in the state describing what WYOTA does and with PR material. Ongoing as budget allows-20 |

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|  | practitioner<br>education. |  |  |  |
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