

National Academy of Neuropsychology **Bulletin** VOL. 20 No. 1

Join Us in Tampa!

Dear Colleagues - It is my pleasure to invite you to the 25th Annual Conference of the National Academy of Neuropsychology to be held in Tampa, Florida, October 19-22, 2005. The conference will be held at the Tampa Marriott Waterside Hotel & Marina, which is a beautiful facility located in the heart of downtown Tampa, just 15 minutes from the airport. There is much to see and do in Tampa, from sailing and fishing to shopping and theme parks to seafood and Cuban cuisine. For more information about the city, visit the Tampa Bay Convention and Visitors Bureau website at www.VisitTampaBay.com.



There is much to see and do at this year's conference, as well. Wednesday will begin with a full day of outstanding CE workshops, including an afternoon Test Workshop on the adult version of the Behavior Rating Inventory of Executive Function (BRIEF-A). Poster Session A will take place in the late afternoon and early evening, along with two free CE workshops highlighting the new CPT testing codes. The first free CE workshop will be provided by members of the Professional Affairs and Information Committee, chaired by Dr. Ted Peck, who will share results of the NAN Needs

Assessment Survey and practical strategies for managing the transition between the use of old and new CPT testing codes. Dr. Tony Puente will provide the second free CE workshop focusing on the evolution, rationale, and expected impact of the new CPT testing codes. This first day of the conference will be capped off by an evening Student Welcome Reception hosted by NAN President, Dr. Robert Elliott, and the Board of Directors.

Thursday again offers a full day of excellent CE workshops, with an afternoon Test Workshop on the second

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From the Editors

It is a time of change for the NAN Bulletin. This is our first online-only issue, which has the advantage of providing us with a considerable cost savings while simultaneously opening up a broad new array of content and format options (look Ma, color graphics!). It is also with a mixture of feelings that we will be ending our tenure as co-editors of the NAN Bulletin. We are handing the reins over to our capable colleague Antolin Llorente, Ph.D., of the University of Maryland School of Medicine and Mount Washington Pediatric Hospital in Baltimore. Dr. Llorente is eager to continue the Bulletin's tradition of providing useful, thought-provoking information to those of us trying to make a living as clinical neuropsychologists. Thanks for all the support and letters over the past few years, and keep up the good fight as we continue to grow and mature as a profession!

David Williamson

Daniel Drane

edition of the Behavior Assessment System for Children (BASC-II). Dr. Elliott will give the Presidential Address later that afternoon, followed by the Presidential Reception held concurrently with Poster Session B. More exceptional CE workshops are available Friday morning, along with an afternoon Test Workshop on the second edition of the Wide Range Assessment of Memory and Learning (WRAML-2). Friday afternoon is filled with a variety of interesting, free Special Topics Presentations, Poster Session C, a student mentoring meeting, and a town hall meeting. The early evening will start with awards presentations, including the Distinguished Neuropsychologist Award and Address, and will end with the NAN business meeting. The final day of the conference will



start with an early morning 5K Brain Run, followed by Poster Session D and a free Question & Answer forum concerning the new CPT testing codes. Saturday morning also will include a CE Test Workshop on interpreting the second edition of the Kaufman Assessment Battery for Children (KABC-II) and several informative free Special Topics Presentations. Saturday afternoon wraps up the conference in style with more superb CE workshops. In all, up to 24 hours of CE credit may be earned at this year's conference on topics covering fundamental neuropsychological concepts, geriatrics, pediatrics, forensics, rehabilitation, neuropathology, neuroimaging, ethics, and cross-cultural neuropsychology.

In closing, I'd like to emphasize how excited I am about the academic program this year, which not only covers a broad range of topics but also includes a nice balance of science and practice. I wish I could highlight each of our esteemed presenters here, as they are all exceptional and deserving of recognition. I urge you to review the registration materials for more information, as we have worked hard to offer something for everyone. Registration and a downloadable version of the Registration Booklet are available online at www.nanonline.org.

On behalf of the NAN Program Committee and Board of Directors, I look forward to seeing you in Tampa Bay!

Warm Regards,

Robin C. Hilsabeck, Ph.D., ABPP(CN)
2005 NAN Conference Program Chair
Robin.Hilsabeck@med.va.gov

From The President

Robert Elliott, PhD, ABPP (Cn, Sc), APBN

PRESIDENTIAL MESSAGE: A GOOD ADDICTION—PERSEVERANCE

I admit that I am addicted to attending the APA Annual Convention as well as the NAN Annual Convention. I have been attending both conventions since the 1970s although I have always maintained a balance between attending science and practice presentations, participating in social events, and meeting up with friends and colleagues. These are the best forums for me to accomplish my professional and personal goals.

My addiction is strengthened as I listen about new and exciting advances being made in science applications as well as in practice domains. Recently, my excitement was peaked during the APA 2005 Annual Convention. I was privileged to hear my friend and colleague, Dr. Tony Puente and his colleagues, Dr. James Georgoulakis, the staff from APA Government Relations Office, Dr. Kimberley Moore and Diane Pedulla, J.D., and Dr. Randy Phelps, with the APA Professional Practice Office, describe the advances that have made with the negotiations on the neuropsychology testing CPT codes for reimbursement of testing and assessment rates. After 15 years of negotiating with medical community panels and work groups, the results of the bargaining process will be announced in November, 2005 and announced in the Federal Register.

NAN has been instrumental in the development of the CPT codes that will establish higher reimbursement rates for testing and assessment procedures. The

special assessment that the NAN membership paid for two years helped fund this effort. Several people have devoted years of service to this project and NAN has joined and supported them during the entire journey. We have provided staff support, expertise, funding, workshops, advocacy services, and information on reimbursement related issues and CPT reimbursement efforts. At several junctions during the process it appeared that we were making little progress but perseverance paid off.

During July 2005, I met with Dr. Russ Newman and Dr. Randy Phelps of the APA Practice Organization to reinforce our continued support of this joint effort on the CPT project. This effort has truly been a collaborative process. NAN donated \$5,000 towards the APA Practice Organization's efforts to secure a



higher reimbursement rates for testing and assessment practices.

At the NAN Annual Conference, we will have more exciting news to share about the CPT project. The NAN PAIO update presentation (Courses 10 and 11) and Dr. Puente's annual CPT presentation

(Course 39) will provide you with the latest updates and announcements. At this time you will have an opportunity for questions and answers.

The article on the following pages, reprinted with permission from the APA Practice Organization newsletter, provides additional information.

APA Practice Organization Gets Support for Testing Reimbursement Efforts

By Communications Staff:

August 2, 2005 — On July 13, National Academy of Neuropsychology (NAN) President Robert W. Elliott, PhD, presented a \$5,000 contribution to the APA Practice Organization (APAPO) in support of APAPO's efforts to obtain higher reimbursement rates for testing and assessment codes. Specifically, the NAN contribution will help to offset the costs of a survey APAPO conducted last spring to gauge the professional work value of testing and assessment services.

APA Executive Director for Professional Practice Russ Newman, PhD, JD, emphasized the significance of this effort. "This work is important to our long-term advocacy to correct the problem of a lack of professional work component in the valuation of psychological and neuropsychological testing CPT codes in Medicare," said Newman.

In November 2004, the American Medical Association's (AMA) CPT Editorial Panel announced it would replace the existing Current Procedural Terminology (CPT) testing codes with an expanded set of codes beginning in 2006. APAPO had sought the new codes as part of a sustained effort to gain a professional work value for testing and

assessment codes—that is, compensation for testing and assessment codes that reflects psychologists' time and effort in providing these services.

Previously, the AMA reimbursement committee had determined that it was unable to assign professional work values to the existing testing codes because the codes do not distinguish clearly whether the test administration portion of the service is done by a psychologist, or instead by a technician or computer. In response, APAPO sought the new testing and assessment codes, which make such a distinction.

After the CPT Editorial Panel authorized the new codes, APAPO began gathering data from practicing psychologists to substantiate its request to incorporate a professional work value component into reimbursement for the new testing codes. APAPO coordinated the survey and NAN was one of the professional associations that helped recruit practitioners to participate in the survey.

Elliott said that NAN was pleased to contribute to this effort. "NAN has fully supported [the Practice Directorate's] efforts to modify reimbursement rates for testing and assessment, especially for neuropsychologists," he said.

APAPO presented the survey results to the AMA's reimbursement committee last spring. The Centers for Medicare and Medicaid Services (CMS) will make a final determination on the reimbursement rates, which will be published in the Federal Register in November, shortly before the new testing and assessment codes take effect next January.

Although the final outcome of reimbursement rates will not be known until CMS releases them in the fall, getting Medicare to adopt professional work values into payment for testing and

assessment services could lead to increased Medicare reimbursement amounts for psychologists who bill for these services. The decision could also have even more far-reaching impact, as Medicare is typically the model for the payment policies of private health plans.

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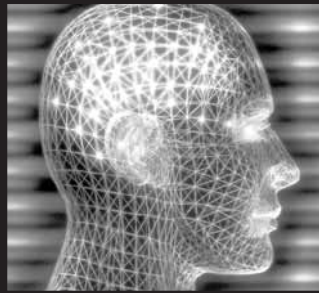
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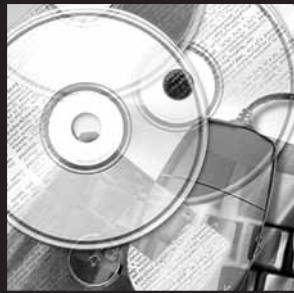
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- Focused information from the APA Science and Education Directorates and the Public Policy Office, the Psychological Science Agenda newsletter, access to scientific divisions of the APA, and links to e-mail and listserv networks.

APA is working on behalf of scientists and academicians through endeavors such as:

- Ensuring continued support for psychological research and education
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Testing Hispanics: A Commentary

**Liza San Miguel-Montes
Antonio E. Puente**

The Hispanic population is a heterogeneous mix of individuals that has become the largest minority group in the United States (US Census, 2005.) However, most neuropsychologists who provide services to Hispanics report having inadequate skills to work with this population (Echemendia, Harris, Congett, Diaz & Puente, 1997). Interestingly, most Hispanics in the United States will be considered bilingual even though their exposure to the Spanish and/or English language may have been through informal education. This represents a complex situation for neuropsychologists who are expected to evaluate clients using standardized tests and procedures. Encouraged by a case of a Hispanic bilingual (Ethics and Decisions in Neuropsychology-*NAN Bulletin*, Spring, Vol.19, No.1, 2004.) published here last year, this commentary will briefly discuss some of the effects that bilingualism can have on neuropsychological assessment. In this case, the authors chose to deal with ethical aspects; however, there were some additional facets related to the effects of bilingualism that merit further attention.

Assessment of Hispanic Bilinguals (Spanish-English)

Bilingualism represents a social, vocational and economic advantage that increases awareness of language, phonological processing, creative thinking abilities, and cognitive flexibility (Cook, 1998; Davine, Tucker & Lambert, 1971; Galambos & Goldin-Meadow, 1990; Landry, 1974; Rosselli, 2000). However, bilingualism represents a disadvantage to those who are evaluated with tests standardized in the US for monolinguals. Evidence suggests that knowing two languages, especially early in life, often results in decreased performance on psychological and neuropsychological tests. Therefore, being bilingual has some disadvantages in the context of neuropsychological assessment.

True bilingualism is defined as being equally proficient in the written and verbal skills of two languages. However, the number of individuals categorized as bilingual according to this definition is relatively low, as bilinguals tend to prefer one language over another. True bilingualism is difficult to establish due to the variability that can be found in the mastery of both languages and because individuals equally fluent in both languages are rare (Ardila, 1998; Rosselli, Ardila, Araujo, Weekes, Caracciolo & Padilla, 2000). Hispanic clients may report to be bilingual despite being at a disadvantage when using either language (Ardila, Rosselli, Ostrosky-Solis, Marcos, Granada & Soto, 2000; Figueroa, 1989; Ascher, 2003) Likewise, in an effort to be courteous and compliant, Hispanic individuals will typically over-report their language abilities. This represents a very complex situation for neuropsychological assessment where cognitive and language functions are evaluated through standard procedures.

Given this heterogeneity, caution should be taken when conducting neuropsychological evaluations of Hispanic bilinguals (Spanish-English). Hispanic bilinguals as a group

may obtain lower scores on psychometric tests standardized on US monolinguals, which may, in turn, lead to underestimation of their true abilities (Pérez-Arce & Puente, 1996). This has been termed the “penalizing bilingualism effect” (Ardila, Rosselli, Ostrosky-Solis, Marcos, Granada & Soto, 2000). This increased frequency of underestimation could have significant impact on the outcome and effects of the evaluation. Unfortunately, low test scores obtained by bilinguals have been considered evidence of neuropsychological deficits and neurological disorders, despite findings suggesting that standardized tests are biased for natives of that language (Asher, 2003).

Empirical evidence suggests that bilinguals perform better when tested in their native tongue than when tested on the same measures in their second language (Munford and Muñoz, 1980. at Pontón & León Carrión, 2001). The “penalizing bilingualism effect” extends to measures of non-verbal abilities as well. Naglieri (2003) found that students who spoke English as a second language obtained lower scores when instructions were given in English compared to matched controls. This difference was not evident when native Spanish-speakers were given instructions in Spanish (Naglieri, 2003). Similarly, Ardilla and colleagues (2000) found performances on tests of verbal memory, speed and calculation accuracy were better when performed in the native language.

In 1989, Figueroa and Valdés concluded that Hispanic bilingual children who come from homes where both Spanish and English are spoken are more likely to have lower than anticipated test scores in contrast with monolingual students (Asher, 2003). Some of the disadvantages observed in the standardized assessment of bilingual children, as com-

pared to monolingual children, are: depressed verbal scores, lower scores on digit span backward, and more distractibility. Moreover, other studies have found that bilinguals frequently underperform on measures of verbal memory (Cook, 1998; Rosselli et al., 2000), rapid processing of list recognition and lexical decision tasks (Randsell & Fischler, 1978; Rosselli et al., 2000).

Additionally, bilingual children have been observed to complete tests more slowly, consistent with the notion that they process information more slowly when using the less familiar language or that there may be an interference effect of both languages (Asher, 2003). Short term memory deficits have been observed in bilingual children when assessed in their second language when compared to monolinguals (Cook, 1979; Cook, 1998; Rosselli et al., 2000). Likewise, short and long-term memory differences have been found in bilingual young adults (Rosselli et al, 2005) A study conducted by Ardila, Rosselli, Ostrosky-Solis, Marcos, Granada & Soto (2000) concluded that with Spanish-English bilinguals, language preference and age acquisition of the second language (before age five and after age five) correlated with syntactic comprehension.

To observe some cognitive and language functions of bilingual adults, Rosselli and colleagues (2000) studied language interference verbal fluency focusing on semantic and phonemic categories, and found that bilingualism is a significant variable on semantic verbal fluency tests but not on phonemic or spontaneous fluency tests. These findings suggest that semantic fluency tasks generate more language interference than the phonetic searching tasks.

In summary, neuropsychologists should be cautious when performing neuropsychological evaluations of Hispanics, even

when bilingual patients report to be proficient in English and Spanish. Although bilingualism is a social, vocational and economic advantage, evidence suggests that bilingualism has some effects on skills assessed using standardized neuropsychological assessment. Some of the neuropsychological functions that could be affected are processing speed, verbal comprehension, calculation abilities, short and long term memory. Considering neuropsychological tests results can be affected by bilingualism, preventive measures need to be implemented when conducting neuropsychological evaluations to Hispanic bilinguals.

Assessment of Hispanics should include careful exploration of educational and family history and objective evaluation of English language proficiency (Hispanic Neuropsychological Society, in press). Studies have found that some of the variables that affect the level of language proficiency on Hispanic bilinguals are: age and sequence acquisition of the languages, socio-linguistic background, educational level of patient and parents, method of acquisition of the second language, degree of proficiency with first and second languages, and genetic and anatomical variations (Dupont, Ardila, Rosselli & Puente, 1992).

To avoid and counteract the "penalizing bilingualism effect," Ardila suggests: the use of special norms for Spanish-English bilinguals, a bilingual examiner or a monolingual examiner who is trained in scientific and clinical implications of bilingualism and a score adjustment to neutralize its effect (Ardila et. al.2002.) He also emphasizes the importance of supervision and the consideration that test results of Hispanic bilinguals do not necessarily reflect the participant's real abilities. In these cases, real performance may be higher than expected (Ardila et. al., 2000). In order to explore a client's

level of bilingualism, Pontón and León-Carrión (2002), recommend assessing the patient's language proficiency and the acculturation level. Furthermore, the Hispanic Neuropsychological Society, Figueroa (1989) and Ascher (1990) suggest that fair evaluation sometimes might require assessment in both languages for some targeted cognitive tasks, since they can be sensitive to issues such as content, speed processing factors. For example one might consider administering the WRAT and the Woodcock-Munoz, to address academic abilities.

The Hispanic Neuropsychological Society (HNS) has developed more specific guidelines and recommendations for neuropsychological interventions and assessment of Hispanics (HNS, In press). Once these guidelines are published, all neuropsychologists that provide services to Hispanic should study them carefully. One of the guidelines recommends determining the client's best language for evaluation and establishing the level of mastery, degree and nature of bilingualism. Still, HNS states that in some cases evaluation should be conducted in both languages, and if necessary conceptual scoring should be used (Pearson and Oller, 1993; HNS, in press.) to assure a more valid representation of a bilingual individual's mastery of concepts (Cummins, Munoz-Sandoval, Alvarado, & Ruef, 1998; Hispanic Neuropsychological Society, In Press).

Whereas the publication of a case study involving a Hispanic individual in the NAN Bulletin represents a welcomed addition to neuropsychological literature, addressing the issues in question should further the ecological validity of neuropsychological assessments in general, and of Hispanics in particular. Of course, the issue raised in this commentary has to do with bilingualism. Other factors that have been poorly studied with regards to the effects of culture on neuropsychological perfor-

mance are acculturation, educational attainment, and within-culture heterogeneity. The traditional understanding of neuropsychological process will likely begin to incorporate the importance of these critical variables in the near future. This will occur, if nothing else, due to the fact that within three to four decades the current minorities in the United States will be fused into a new majority, at the same time that globalization is making political and geographic barriers artificial.

Liza San Miguel-Montes
Antonio Puente

*Dr. Miguel-Montes is at the University of Puerto Rico, Medical Science Campus.
Dr. Puente is at the University of North Carolina Wilmington.*

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Board of Directors Progress Notes

Minutes and Action Items, November 2004 - March 2005

Meeting of the Board of Directors
November 16, 2004

Present: McCaffrey (Chair), Elliott, Hom, Lark, Moser, Perry, Reynolds, Ruff, Wilkening, Zeifert, Arnett, Bayless, Bush, Denney, Duff, Echemendia, Golden, Horton, Koffler, Lucas, Puente, Schatz, Troster.

Absent: Zillmer (Proxy for Zillmer to Lark), Berg

Observers: Horton; Barth intermittently

Meeting called to order at 8am by President McCaffrey

Motion: Move to accept the Executive minutes from the 2004 Spring Board meeting. Moved by Hom. Seconded by Ruff. **Vote:** Passed (Nine for, one abstained)

Motion: Move that NAN utilize the legal services of Gerald Niedermann on an as-needed basis for NAN. Moved by Ruff, seconded by Perry. **Vote:** Passed (Nine for, one abstained)

Motion: Move that NAN conduct an independent accounting review every other year, beginning with 2005 (to be conducted in 2006) with a full audit for 2007 (to be conducted in 2008.) Moved by Hom. Seconded by Ruff. **Vote:** Passed unanimously

Motion: Move to accept the NAN Financial Policy as written and amended. Moved by Lark, seconded by Reynolds. **Vote:** Passed unanimously.

NAN Finance Policy

I. Travel Reimbursement Policy

NAN BOD and Committee members traveling on NAN business make their travel arrangements with full consciousness that they are traveling in the service of the National Academy of Neuropsychology. They plan in a manner to protect the financial stability of the organization, and in recognition that their travel is paid by the dues of their colleagues. All travel on NAN business that will cost greater than \$100 must be pre-approved by the President of the organization prior to the initiation of travel. Presidential travel is approved by the Treasurer. Reimbursement for travel expenses requires receipts, within reason.

- a. **Air travel will be reimbursed at a reasonable economy class fare.**
- b. Reasonable hotel costs for approved travel are reimbursed up to \$200/night. Hotel costs > \$200/night require prospective approval by the President. If the President requires approval, this is done via the Treasurer.
- c. Meals will be reimbursed at a rate of up to \$75/day, including gratuities.
- d. Those traveling on NAN business should seek the least expensive form of ground transportation. Ground transportation between the airport and hotel will be reimbursed. Ground transportation, once the NAN member arrives at the hotel is reimbursed

if it involves NAN business. If a BOD or committee member chooses to rent a car they will be reimbursed the average cost for ground transportation, as provided by the NAN office in pre-meeting information, or as other attendees to the meeting are reimbursed for their ground travel.

- e. If the NAN member chooses to drive to an approved NAN meeting, NAN will reimburse for parking, upon receiving a receipt, and for use of an individual's automobile for transportation, which will be reimbursed at the Federal rate.
- f. The above applies unless arrangements are made by NAN.

II. Vendor Policy

When NAN requires vendors, whether NAN members or others, to provide association consultation services or products, NAN seeks competitive bids in a transparent manner, so that the financial and ethical integrity of the organization is protected.

- a. When the cost is estimated or will be < \$5000, no bid is required
- b. When the cost is estimated or will be ≥ \$5000, 2 independent bids are sought. Independent bids are bids that are received from entities or contractors that have no business or financial relationship with each other, and that are not members of NAN volunteer leadership or voting members of the Board of Directors.
- c. Bids must be in writing. The bids are sought by the Committee chair responsible for the

specific task (e.g. the Treasurer will seek bids regarding accounting, the IT director seeks computer programming bids), or the staff person or board representative designated by the President or Board.

- d. When the required number of bids is received they are forwarded with any recommendations by the procurer of the bid to the President and the Treasurer. The bids are then evaluated on the basis of financial issues and on the basis of ability of the bidder to successfully complete the task. Any COI issues must be disclosed and reviewed by the COI Committee before a final decision is made.
- e. The President may 1) make a decision, in consultation with the Treasurer and/or Committee chair(s), regarding the bids, or 2) may choose to present the competing bids to the BOD for discussion and decision.
- f. Copies of the bids, board decisions, and contracts are forwarded to the NAN office and to the Treasurer, for documentation and execution.
- g. If the approved bid is greater by 20% of what is anticipated or expected as the cost, that bid must be presented to the NAN Board for approval.

III. Policy on Stipends/Speaker Payments to NAN Members

The Board of Directors and its arms (Foundation, councils, committees, task forces, volunteer appointees, etc.) operate in a manner that does not establish nor create the appearance of dual or conflicting roles. Volunteer and elected/appointed voting members of the Board and its arms, are not reimbursed in the form

of employment, gifts, or contractor service for their efforts on behalf of the organization. Thus, those who receive stipends do not maintain voting positions on the BOD, nor are they placed in volunteer leadership positions within the arms of the Board (i.e. Committee Chairs.)

- a. Individuals who are employed or contracted by NAN and are provided stipends have their services supervised by the President, Board of Directors, or their designee.
- b. It is understood that Board members and other NAN leaders are also often leaders in their field of expertise, and may be sought to serve as speakers and educators. When a decision is made to include an association leader as a presenter at a NAN program, this is done because that person has special expertise and not because of unfair favor or advantage. The reason to include that individual on the program should be documented.
- c. Those in NAN leadership positions are sensitive to the appearance of self-remuneration, and make efforts to diminish the potential for dual, conflicting relationships or the appearance of self-remuneration.
- d. Concerns about actual or perceived self-remuneration are referred to the Conflict of Interest Committee for review.”

Motion: Move to continue PAIO through the end of 2005 with no dues reassessment. Ted Peck will serve as Advocacy Directory with Tony Puente and Leslie Rosenstein continuing in their current positions through 2005. Moved by Lark, Seconded by Reynolds. **Vote: Passed (Six for, two abstentions.)**

Motion: Move to accept the 4/30 - 5/1/2004 spring board meeting minutes with amendments. Moved by Perry, seconded by Hom. **Vote: Passed (Eight for, one abstained.)**

Motion: Move to accept the minutes from the 9-17-04 conference call with corrections. Moved by Hom, seconded by Perry. **Vote: Passed unanimously.**

Motion: Move to increase NAN membership dues by \$20, to \$100 a year. Moved by Hom. Seconded by Ruff. Drs. Elliott and Wilkening recused themselves. **Vote: Passed. (6 for, 2 against, 2 recused)**

Motion: Move that NAN provide the Bulletin only in an electronic format, effective next issue. Moved by Ruff. Seconded by Wilkening. **Vote: Passed (unanimous)**

Motion: Move to charge a flat rate of \$50/month for online classified ad postings on the NAN website. Moved by Reynolds. Seconded by Ruff. **Vote: Passed (8 for, Perry absent.)**

Motion: Move to allocate a \$25,000 donation to the NAN Foundation to be used solely for the grant awards and luncheon. Moved by Zeifert, Seconded by Wilkening. **Vote: Passed (Nine for, one abstention.)**

Motion: Move that we approve the request for funding for up to \$4000 for a distance Program Assistant for 2005. Moved by Elliott, Seconded by Hom. **Vote: Passed (9 for, one abstention.)**

Motion: Move that we approve the 2005 NAN budget as amended. Moved by Reynolds. Seconded by Lark. **Vote: Passed unanimously**

Motion: Move that the Executive Director or a designee of the board be allowed to sign checks that are under \$250, with knowledge of the Treasurer.

Moved by Reynolds. Seconded by Ruff.

Vote: Passed unanimously

Action item: *The Election committee will consider the security of voting options and discuss them at the Spring Board meeting.*

Action item: *To contain costs, any contact with the NAN attorney needs to go through the President.*

Action item: *President-Elect Elliott will discuss NAN's legal needs with Mr. Niedermann as well as a possible discount given our non-profit status.*

Action item: *NAN needs to obtain insurance in case of fiduciary fraud. NAN's insurance company is Traveler's Commercial and Dr. Wilkening will ask Heather Santos to get a bid from them.*

Action item: *President McCaffrey appointed Dr. Jeff Barth, the new Member at Large Chair of the Personnel Committee. The Personnel Committee includes the President Elect, President, Past President, and Treasurer. Dr. Zeifert volunteered to serve on the committee during her term as Secretary.*

Action item: *The President appointed Member at Large Cecil Reynolds, Chair of the PAIO Review Committee. This committee includes the President, President-Elect, and Past President.*

Action item: *Dr. McCaffrey appointed Member at Large Bob Lark, Chair of the PAIO Committee. At the request of Dr. Lark, Dr. Ruff agreed to negotiate the PAIO Advocacy Director fee with Dr. Peck.*

Action item: *Dr. Hom's suggestion that we adjust our fee structure to offer other options such as a lifetime membership was referred to the membership committee. Dr. Hom agreed to work with Dr.*

Lucas to explore the feasibility of lifetime memberships.

Action item: *Dr. McCaffrey appointed Dr. Perry to be the Chair of an Ad Hoc Conference Revenue Generating Committee and asked Dr. Perry to select members of his committee. Dr. Perry will report back to the BoD in ninety days.*

Action item: *An update of the Policy and Procedure manual will be overseen by Dr. Barth in 2005.*

Action item: *Address the issue of reorganization of the Foundation with the management consultant.*

Action item: *COI will review all committees for possible dual relationships.*

Action item: *After reviewing the Policy and Procedure manual, the P&P committee will develop a written policy regarding who and under what conditions the NAN mailing list will be sold. This should include a policy regarding who will review the requests. The Policy and Procedure manual will be sent to Dr. Ruff by Dr. Zeifert.*

Action item: *Clarify the mechanism for suggesting topics for white papers.*

Action item: *The Board needs to address the mission of the conference (fund-raiser versus educational endeavor.)*

Action item: *Dr. Hilsabeck's recommendations regarding conference exhibitors will be reviewed by Dr. Perry's Ad Hoc Conference Revenue Generating Committee.*

Action item: *As per new NAN COI vendor policies, we need three bids for a website redesign. Dr. Schatz was asked to get two more bids.*

Action item: *The Board will request input from the office staff about how useful NAN's current IT support has been.*

Action item: *The Committee Chairs will need to give input about what kind of information they need prior to starting a website redesign.*

Action item: *Two students will be recruited for the Publications Committee for two-year blocks of staggered terms.*

Action item: *Ask Dr. Lee for the ACN Editor job description and contract as well as places to publicize the position. Begin advertising now.*

Action item: *The Program Director will set up a poster session or section of a poster session to be devoted to diversity issues.*

Action item: *An award of \$250 for the best poster on diversity issues will be granted and this will be coordinated with the Awards Committee.*

Action item: *Ask the attorney if NAN needs a diversity policy/statement.*

Action item: *Dr. Koffler was appointed the Chair of an ad hoc committee to put together names of a potential survey group of 30 people who can meet at a specified time in two or three locations (or form a conference call) to take the CPT work values survey. The members need experience with comparable psychotherapy codes such as 90801 and must commit to 2 hours work. All names of potential participants should be forwarded to Dr. Neil Pliskin who will select 15 from this group and coordinate the survey process. Dr. Koffler will solicit assistance from past Presidents.*

Action item: *Dr. Perry volunteered to work with the Program Committee and the Board on finances related to next years conference.*

Action item: *Two proposed bylaw changes (the mission statement and the check-signing requirement) will be sent out*

by the office with the dues statement (end of January-beginning of February.)

Conference Call Executive Board
January 21, 2005

Present: Elliott (Chair), Barth, Hom, Horton, McCaffrey, Moser, Zeifert

Absent: Lark, Reynolds, and Zillmer. Proxy for Lark to Barth, proxy for Reynolds to McCaffrey. Meeting called to order at 1:33 pm PST by President Elliott.

MOTION: Move that Robin Hilsabeck be confirmed Conference Director. Moved by Horton. Seconded by Barth. **Vote: Passed unanimously.**

MOTION: Move that Jeff Barth be made Conference Chair. Moved by Zeifert. Seconded by Horton. **Vote: Passed (Eight for, Barth recused himself.)**

MOTION: Move that the Board re-designate all paid positions that were formerly Chairs into Directors. Moved by Horton. Seconded by Barth. **Vote: Passed unanimously.**

MOTION: Move that Jim Hom be designated IT Chair. Moved by Horton. Seconded by Barth. **Voted: Passed (Eight for, Hom recused himself.)**

MOTION: Move to confirm John Bayless as Publications Chair. Moved by Horton. Seconded by Barth. **Vote: Passed unanimously.**

MOTION: Move to approve the following, using the language from the bylaws: "Any check issued by the Academy, that exceeds the amount of \$250 shall be signed by the Treasurer, and may be countersigned by such other authorized officer as may be voted upon by the Board of Directors. Any check issued by the Academy that is \$250 or less may be signed by the managing office staff member designated

by the Board.” Moved by Horton. Seconded by Hom. **Vote: Passed unanimously.**

Action item: Dr. Barth who is reviewing and updating the NAN Policy and Procedures manual will return to the Board with a new job description for the Conference Chair and Director as well as a list of the pros and cons of term limits for the Director position.

Action item: Dr. McCaffrey has volunteered to work with the NAN attorneys on a review of NAN’s existing and needed insurance policies.

Action item: The Nominations Committee consisting of the three Past Presidents and chaired by Dr. McCaffrey will review the pros and cons of on-line voting and report back to the Board.

Action item: The members of the Nominations Committee need to be listed on the NAN website.

Action item: Dr. Lucas will present a plan for monitoring of membership status to ensure appropriate upgrading.

Action item: The NAN office will send an update to the Board regarding the amount of money donated to the NAN Foundation in 2004.

Action item: Dr. Elliott who is the Foundations President will consult with the NAN attorney regarding the tax deductibility of the donations received. He will send a personal letter to donors.

Action item: A letter from Dr. Lucas regarding membership status upgrades will be included in the February membership mailing.

Action item: For the spring 2004 meeting, Dr. Lee will detail the process and time line for selection of the ACN Editor.

Dr. Zeifert will send this information to Drs. Bayless, Elliott and Gouvier for review. Dr. Bayless will begin the process of advertising for the position for Editor-In-Chief this year.

Action item: Dr. Moser will schedule a Finance Committee conference call to discuss the appropriate account for the Elsevier bill. The committee consists of Drs. Moser, Elliott, Hom, Horton, and McCaffrey and is assisted by Heather Santos.

Action item: Dr. Elliot will attempt to negotiate a six month lease at the current rate. He will consult with the attorney regarding a three year lease.

Conference Call Executive Board
March 18, 2005

Present: Elliott (Chair), Barth, Hom, Horton, Leark, Moser, Zeifert, Zillmer.

Absent: McCaffrey, Reynolds

Meeting called to order at 11:30 am PST by President Elliott.

MOTION: Move to accept the 1-21-05 minutes with corrections. Moved by Horton. Seconded by Barth. **Vote: Passed unanimously.**

Motion: Move to approve on principle, the editorial changes proposed by Dr. Barth on the Symptom Validity testing paper. If there are any concerns, we will reconsider the vote by email. Moved by Horton. Seconded by Leark. **Vote: Passed unanimously** (Dr. Barth recused himself).

Motion: Move that Dr. Elliott be authorized to offer between \$3,000 and \$5,000 as a contribution to the APA Directorate’s CPT survey. Moved by Horton, Seconded by Zeifert. **Vote: Passed unanimously.**

Motion: Move to accept the Spanish-speaking translations of NAN brochures

designed by the Diversity Committee. Moved by Horton, Seconded by Zillmer.
Vote: Passed unanimously.

Action item: Ask Dr. Ruff to present the procedure for development of white papers.

Action item: PAIO needs to set a budget and to keep track of income and expenses. The PAIO Ad Hoc Committee, chaired by Dr. Leark, will perform this duty until a decision about the continuation of PAIO is made in April.

Action item: The Personnel Committee should keep records of all personnel matters including a written report of exit interviews. They should also conduct an annual evaluation of office staff.

Action item: Dr. Leark will ask the management consultant to meet with the NAN Board on Thursday April 28 prior to the Finance meeting. Drs. Elliott and Zeifert will consult with Dr. Perry and the NAN office respectively to arrange for meeting space and hotel rooms.

Action item: Dr. Elliott will contact Kimberly Moore at APA to seek clarification regarding who is to fill out CPT surveys.

Action item: The Board will defer the discussion of procedures for appointment of Program Director until Dr. Perry can present his report at the Spring Board meeting.

Action item: Dr. Elliott will contact Dr. Perry to review the pros and cons of outsourcing labor costs for the conference.

Action item: The Finance Committee will be discussing stipends on 3/24/05 and make recommendations.

Action item: Defer discussion of the replacement of Bulletin Editors until an overall plan regarding publications is made.

Action item: Dr. Hom will present a report on IT renovation at the Spring meeting. He will discuss recommendations with the management consultant.

Action item: Dr. Hom will discuss with Dr. Bayless the need for the Publications Committee to come up with an overarching plan for dissemination of information, and coordinating efforts of the journal, website, and Bulletin.

Action item: Discuss backfile access of ACN with Drs. Bayless and Gouvier at the Spring meeting.

Action item: Dr. Moser will review the financial impact of reducing student fees for workshops, with input from IT. She will present this information at the spring meeting. The Membership and Diversity Committees will be asked for input.

Action item: Dr. Hilsabeck and Dr. Perry will report on the current and upcoming conference offerings designed for students.

Action item: Discuss the feasibility of electronic voting at the spring meeting.

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Correspondence regarding this issue and submissions for future issues should be addressed to: Antolin Llorente, Ph.D., Division of Neuropsychology, Mt. Washington Pediatric Hospital, 1708 West Rogers Avenue, Baltimore, MD 21209-4596. Fax: (713) 770-3399, email: allorete@mwph.org.

Send change of address to:

Administrative Assistant, National Academy of Neuropsychology,
2121 South Oneida Street., Suite 550, Denver CO 80224-2594
[e-mail: office@nanonline.org].

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National Academy of Neuropsychology

2121 South Oneida Street, Suite 550

Denver, CO 80224-2594