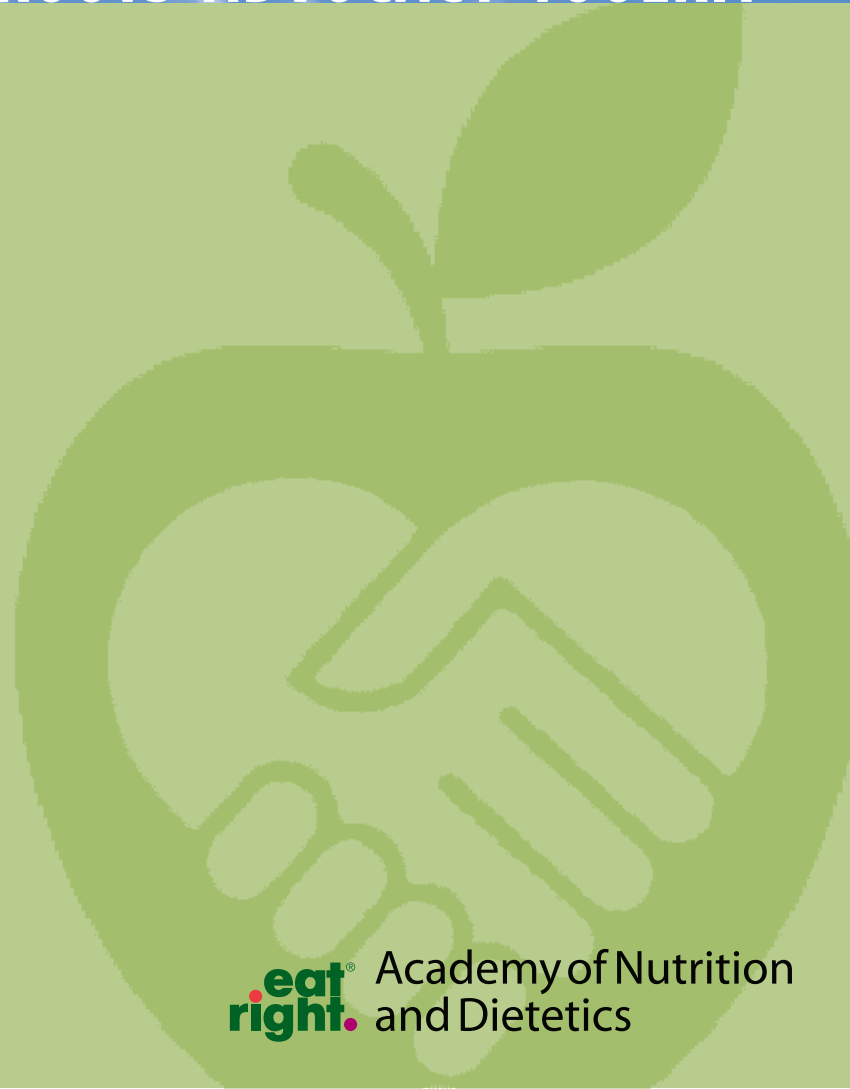




# GRASSROOTS ADVOCACY TOOLKIT

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Academy of Nutrition and Dietetics

## INTRODUCTION

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*“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.” – Margaret Mead*

The Academy of Nutrition and Dietetics is committed to improving the nation's health and advancing the profession through research, education and advocacy. Public policy and advocacy are critical to achieving the mission, vision, goals and strategies of the Academy. Public policy significantly influences and shapes the public image of the Academy and that of the nutrition and dietetics profession.

The goal of the Academy is to help improve the health of Americans and to ensure that the public trusts and chooses registered dietitian nutritionists and dietetic technicians, registered as the food and nutrition experts. Public policy and advocacy efforts can enhance the value and position of the RDN at the forefront of the policy process by passing effective legislation and issuing regulations that support the Academy's priorities.

The Grassroots Advocacy Toolkit provides the affiliate, and the Dietetic Practice Groups public policy leaders with an in-depth description of the PPP positions, roles and advocacy resources that will help you advance your grassroots policy work. What does grassroots really mean? Grassroots refers to any advocacy activity that happens at the local or community level. Your role as public policy leaders is extremely important to the advocacy efforts of the Academy. The power of grassroots activism has become a pivotal element in our political system and the influence of grassroots is expanding exponentially. By educating your state and federal legislators and sharing with them your personal experiences in practice, you can make the critical difference in our nation's health and nutrition policy.

# PUBLIC POLICY MATRIX AND POSITION DESCRIPTIONS

## Background:

The Legislative and Public Policy Committee provides oversight for the legislative and public policy activities of the Academy of Nutrition and Dietetics. There has been significant progress in the development of the Public Policy Panel over the past several years as the Academy has strived to further develop its grassroots affiliates. The LPPC's role in providing oversight requires collaboration with the Policy Initiatives and Advocacy Team in defining, executing and measuring the work of the PPP. The LPPC offers this matrix as a first step that ensures all organizational units and committees have a clear understanding of the PPP as it relates to policy and advocacy efforts. It is noted that the Reimbursement Representatives fall under the jurisdiction of the Nutrition Services Coverage Team.

## Overview:

The matrix describes the various positions that are integral to the PPP. Each affiliate may choose to include additional members on the panel. The affiliate president elect is not included on the matrix, but assists the affiliate president with oversight of the PPP. Positions included:

- **Affiliate President**
- **Public Policy Coordinator**
- **State Policy Representative**
- **State Regulatory Specialist**

- **Consumer Protection Coordinator**
- **Reimbursement Representative**
- **Delegate – Affiliate**
- **Delegate – DPG**
- **DPG Policy and Advocacy Leader**

The matrix includes information on the following areas relative to the positions:

- **Description**
- **Key relationships (including external stakeholders)**
- **Staff Liaison**

## Reporting:

Integral to the success of policy and advocacy is the need for frequent communication between the affiliates and Dietetic Practice Groups. The LPPC is working to develop a quarterly report that will be completed electronically and will allow for data to be reported to the House of Delegates and Board of Directors. The reports would include a review and update on affiliate activities and progress toward written goals. In addition, a mechanism for providing feedback on the system and resources provided to the PPP would be included.

## Review:

The matrix will be implemented and evaluated annually.

PUBLIC POLICY MATRIX									
	AFFILIATE PRESIDENT (AP)	PUBLIC POLICY COORDINATOR (PPC)	STATE POLICY REPRESENTATIVE (SPR)	STATE REGULATORY SPECIALIST (SRS)	CONSUMER PROTECTION COORDINATOR (CPC)	REIMBURSEMENT REPRESENTATIVE (RR)	DELEGATE - AFFILIATE	CONTENT EXPERTS	
								DELEGATE - DPG	DPG POLICY AND ADVOCACY LEADER (PAL)
DESCRIPTION	<ul style="list-style-type: none"> <li>• Serves as link between the affiliate board and PPP</li> <li>• Leads PPP meetings and provides guidance to members</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as federal legislative connection with Academy PIA, meets with members of Congress and reports back to PIA, affiliate board and PPP</li> <li>• Coordinates federal legislative activities and affiliate PPP</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as monitor of state legislative issues, meets with state legislators and reports to PPP and affiliate board</li> <li>• Coordinated affiliate state legislative activities and advocacy efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as monitor of state regulatory initiatives, identifies comment opportunities, meets with regulatory agencies and reports to PPP and affiliate board</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors in-state and nationwide consumer protection and licensure issues, licensure/certification and reports to PPP and affiliate board</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as coordinator of local advocacy efforts to expand state nutrition coverage policies, reports to PPP and affiliate board (for affiliate RRs)</li> <li>• Support national advocacy efforts to expand federal and state nutrition coverage policies (for DPG RRs)</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as the affiliate voice in HOD and ensures alignment of public policy activities with Academy legislative priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as the DPG voice in HOD and ensures alignment of DPG policy activities with Academy legislative priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as the DPG link with PIA and provides expert content to PIA for advocacy efforts, messaging and regulatory comments</li> </ul>
KEY RELATIONSHIPS	<ul style="list-style-type: none"> <li>• Affiliate board, PPP and affiliate leaders</li> <li>• Governor</li> <li>• US Senators and Representatives</li> <li>• State legislators</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliate board, PPP and affiliate leaders</li> <li>• U.S. Senators and Representatives</li> </ul>	<ul style="list-style-type: none"> <li>• PPP and affiliate leaders</li> <li>• Governor</li> <li>• State legislators</li> </ul>	<ul style="list-style-type: none"> <li>• PPP and affiliate leaders</li> <li>• Regulatory Board</li> <li>• State agencies</li> </ul>	<ul style="list-style-type: none"> <li>• PPP and affiliate leaders</li> <li>• Licensure/certification board</li> </ul>	<ul style="list-style-type: none"> <li>• PPP and affiliate leaders or DPG Executive Committee</li> <li>• State Insurance Commissioner</li> <li>• Third party payers</li> <li>• Medicare Administrative Contractors, State Medicaid Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliate board, PPP and affiliate leaders</li> <li>• Academy House Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>• DPG Executive Committee</li> <li>• DPG PAL and PPP leaders</li> </ul>	<ul style="list-style-type: none"> <li>• DPG Executive Committee</li> <li>• DPG PPP leaders, chair and delegate</li> </ul>
STAFF LIAISON	Senior manager, grassroots and state advocacy; and director, DPG/MIG/Affiliate relations	Senior manager, grassroots and state advocacy	Senior manager, grassroots and state advocacy	Senior director, government and regulatory affairs	Senior director, government and regulatory affairs and; Manager, consumer protection and regulation	Manager, advocacy and communications nutrition services coverage	Director, HOD governance (affiliate relations managers communicate with director)	Director, HOD governance (DPG relations managers communicate with director)	Director, DPG/MIG/Affiliate relations

## AFFILIATE PRESIDENT *Position Description*

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**Elected or Appointed:** *Elected*

**Reporting Relationship:** *Senior manager, grassroots and state advocacy (or the appropriate PIA staffer)*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3- year term, not to exceed six years*

**Voting/Non-voting:** *Voting*

### POSITION PURPOSE:

The affiliate president is envisioned to be an integral part of the affiliate PPP and serves as the link between the affiliate board and the PPP. The president provides leadership and guidance to PPC and PPP. The president is an engaged member who works with district presidents to develop goals for grassroots participation and plays an integral part of disseminating key messages.

### RESPONSIBILITIES OF THE POSITION:

1. Provide leadership and guidance to PPC and other PPP members;
2. Participate in meetings with PPP;
3. Participate or assign a designee participating on monthly Academy Public Policy Open Forum webinars and quarterly informational webinars;
4. Appoint members to your state PPP as appropriate during your term as president; assist affiliate president-elect with appointing PPP members for upcoming year;
5. Work with members to develop constituent relationships with state and federal legislators;
6. Provide recommendations to the governor for appointments to the licensure/certification board;
7. Encourage members to attend FNCE® and Public Policy Workshop;
8. Assist PPC with effort to have affiliate members attend at least five in-district events (town halls, tele-town halls, ANDPAC events) per year;
9. Promote and encourage regular public policy updates, action alert participation and other policy or legislative updates;
10. Complete "Action Alerts";
11. Assist with member "Call to Action" for federal and state issues;
12. Attend PPW;
13. The president must view the latest Academy public policy and advocacy orientation training webinar and the academy affiliate president position training webinar before start date;
14. Assist with development of affiliate annual public policy plan of work;
15. Place PPP goals and priorities on affiliate board agenda;
16. Assist with developing communication strategy for affiliate public policy activities;
17. Assist PPP with planning for congressional in-district meetings;
18. Participate on conference calls with the senior manager, grassroots and state advocacy.

### REPORTS AND DEADLINES:

1. Submit a strategic work plan of goals and desired achievements;
2. Report to PPP and affiliate board (as needed);
3. Update position description, policies and procedures (as needed);
4. Submit reports to PIA staff in a timely manner and include future recommendations;
5. Keep records for at least three years and pass records to successor.

### TIME SPENT IN ACTIVITIES:

About 12 hours per month (approximately three hours a week) in addition to meetings, with additional time during the in-district work periods for members of Congress and PPW.

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Relevant information/documents from the previous years, including current federal issues and reports
- Recommendations for incoming positions
- Contact information for key relationships established; introduce successor before departure
- PPP meeting minutes and reports

**PIA Staff Contact:** Tenásha Ebrahimkhel, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)

## PUBLIC POLICY COORDINATOR *Position Description*

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**Elected or Appointed:** *Appointed*

**Reporting Relationship:** *Affiliate President*

**Position Duration:** *3-year term (recommended, if term limit is less than three years must be decided by the affiliate), with possibility of reappointment for an additional 3-year term*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

This position is envisioned to be an integral part of the affiliate PPP responsible for coordinating federal legislative activities and affiliate PPP. This position serves as federal legislative connection with Academy PIA, meets with members of Congress and reports back to PIA, affiliate board and PPP.

### RESPONSIBILITIES OF THE POSITION:

1. PPCs must understand the basics of government, and the Academy's public policy priorities;
2. Serve as lead on federal policy (issues, updates, trainings) as part of your affiliate's PPP;
3. Serve as the primary information-sharing conduit between the PIA staff in Washington, D.C. and your affiliate members;
4. Be informed and keep up-to-date with federal legislative issues that concern the Academy's policy priorities and long-term goals;
5. Assist members with developing constituent relationships with members of Congress and their staff within the affiliate. These relationships will allow you to promote the Academy's food and nutrition efforts at the grassroots level;
6. Lead efforts to collect and present advocacy materials for grassroots purposes, e.g., meeting with a member of Congress in district;
7. Serve as affiliate leader on engaging members in various grassroots activities including action alerts, ANDPAC events, attending town hall meetings, etc.;
8. Complete "Action Alerts";
9. Attend and lead affiliate's efforts during the PPW which includes: setting up all meetings on Capitol Hill leading up to PPW, leading your Affiliate "table" at PPW and promoting PPW in your state;
10. Keep affiliate board and president informed of current federal public policy issues;
11. Participate in Academy public policy issues meetings, webinars and open forums;
12. As a member of the affiliate PPP, communicate with the panel on federal legislative issues;
13. Lead the development of a public policy plan of work with the PPP and submit to the senior manager, grassroots and state advocacy by September 1 (see p. 45 for the template);
14. Monitor action alert metrics and identify strategies to increase member participation;
15. Serve as a resource for the affiliate on the federal issues;
16. Coordinate and assist with the dissemination of the Academy's public policy messaging and communications;
17. Organize meetings with members of Congress;
18. Participate in all Academy policy and advocacy educational programs offered to affiliate PPP members;
19. Submit Strategic Measures Survey on behalf of the affiliate to the senior manager, grassroots and state advocacy by May 31 each year;
20. Perform other duties as assigned.

### REPORTS AND DEADLINES:

1. Submit Public Policy Plan of Work by September 1 to the senior manager, grassroots and state advocacy;
2. Submit Strategic Measures Survey on behalf of the affiliate by May 31 to the senior manager, grassroots and state advocacy;
3. Submit reports to PPP and affiliate board (as needed);
4. Update position description, policies and procedures (as needed);
5. Submit reports to PIA staff in a timely manner and include future recommendations;
6. Keep records for at least three years and pass records to successor.

### TIME SPENT IN ACTIVITIES:

About 8-10 hours per month (approximately 2-2.5 hours a week) in addition to meetings, with additional time during the in-district work periods for members of Congress and the PPW.

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Recent work plan
- Current federal issues and reports
- PPP meeting minutes and reports

**PIA Staff Contact:** Tenásha Ebrahimkhel, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)

## STATE POLICY REPRESENTATIVE *Position Description*

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**Elected or Appointed:** *Appointed*

**Reporting Relationship:** *Affiliate President*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3-year term*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

This position is envisioned to be an integral part of the affiliate PPP responsible for coordinating affiliate state legislative activities and advocacy efforts. This position also monitors state legislative issues and coordinates meetings with state legislators and the governor.

### RESPONSIBILITIES OF THE POSITION:

1. Assist with development of affiliate public policy plan of work;
2. Track state legislative issues of importance to members and oversee the affiliate's response to emerging opportunities and issues;
3. Maintain on-going relationships and dialogue with the president, PPC, SRS and other appropriate leaders – including DPG representatives in the state – to manage practice matters. Affiliates may want to delegate responsibility for specific policy issues to individuals with expert knowledge or interest to lead affiliate action in a particular effort;
4. Coordinate appointments with the governor's office, state legislators and other public officials to raise the profile of the association;
5. Serve as the chair of State Legislative Day organizing committee. Work with the committee to organize the event and meetings with state legislators;
6. Coordinate with the PPC and the SRS on policy issues to assure that the affiliate stance is consistent with the Academy;
7. Serve on the Affiliate PPP in a substantive role. Act as a liaison with the Academy's senior manager, grassroots and state advocacy to collaboratively consider the affiliate's response to emerging opportunities and policies;
8. Complete "Action Alerts";
9. Identify state legislators who serve on committees with jurisdiction on issues impacting food, nutrition and health legislation;
  - a. Make appointments with legislators when you are not asking for a specific vote or favor. Be sure your meetings include one or more constituents of the legislator;
  - b. Become a resource on issues on their food, nutrition and health agenda;
  - c. Watch the news for issues they care about and let them know your knowledge of and interest in these issues.
10. Assist affiliate members in making appointments with any of the state's legislators in their district or state capitol;
11. Pay attention to the personal connections of your affiliate leaders and train your members to develop and maintain relationships with state legislators;
12. Serve as a resource for the affiliate on state legislative issues;
13. Assist with the dissemination of the Academy's public policy messaging and communications;
14. Perform other duties as assigned.

### REPORTS AND DEADLINES:

1. Submit reports to PPP and affiliate board (as needed);
2. Update position description, policies and procedures (as needed);
3. Submit reports to PIA staff in a timely manner and include future recommendations;
4. Keep records for at least three years and pass records to successor.

### TIME SPENT IN ACTIVITIES:

About 8-10 hours per month (approximately 2-2.5 hours a week) in addition to meetings, with additional time during the state legislature's session and state legislative day

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Current state issues and reports
- PPP meeting minutes and reports

**PIA Staff Contact:** Tenásha Ebrahimkhel, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)



## STATE REGULATORY SPECIALIST *Position Description*

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**Elected or Appointed:** *Appointed*

**Reporting Relationship:** *Affiliate President*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3-year term*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

This position is envisioned to be an integral part of the affiliate PPP. The state regulatory specialist is responsible for monitoring state regulatory initiatives, identifying comment opportunities, meeting with regulatory agencies and reporting to the PPP.

### RESPONSIBILITIES OF THE POSITION:

1. Track state regulatory issues of importance to RDNs and oversee the affiliate's response to emerging opportunities and challenges, including writing and submitting regulatory comments;
2. Track and initiate work with the state agencies managed by the governor. The SRS initiates meetings with state agency officials to promote access to the RDN, DTR and nutrition services in state regulatory and programmatic initiatives;
3. Ensure that the affiliate has an up-to-date compendium of current statutes and rules that impact dietetics practice, including scope of practice, facility and program requirements and any other document that defines the requirements and responsibilities for dietitians in your state;
4. Coordinate with the PPC and the SPR on issues to ensure that the affiliate stance is consistent with Academy's;
5. Complete "Action Alerts";
6. Ensure that the affiliate's state agency and regulatory work is consistent with the three priority goals established annually by the PPP;
7. Identify and meet with other decision-makers within state agencies whose work will impact the affiliate's goals, particularly those that relate to access to RDNs, DTRs and nutrition services and programs;
8. Consult with the PIA and the LLPC to coordinate Academy's stances and positions on emerging regulatory issues in the states;
9. Serve as a resource for the affiliate on state regulatory issues;
10. Assist with the dissemination of the Academy's public policy messaging and communications;
11. Perform other duties as assigned.

### REPORTS AND DEADLINES:

1. Submit reports to PPP and affiliate board (as needed);
2. Update position description, policies and procedures (as needed);
3. Submit reports to PIA staff in a timely manner and include future recommendations;
4. Keep records for at least three years and pass records to successor.

### TIME SPENT IN ACTIVITIES:

About 8-10 hours per month in addition to meetings, with additional time during the state legislature's session and state legislative day.

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Current state regulatory issues and reports
- PPP meeting minutes and reports

**PIA Staff Contact:** Pepin Tuma, [ptuma@eatright.org](mailto:ptuma@eatright.org)

## CONSUMER PROTECTION COORDINATOR *Position Description*

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**Elected or Appointed:** *Appointed*

**Reporting Relationship:** *Affiliate President*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3- year term but not to exceed six years*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

This position is envisioned to be an integral part of the affiliate PPP responsible for keeping the affiliate informed about consumer protection issues and monitoring the activities of state licensure, certification or regulatory boards.

### RESPONSIBILITIES OF THE POSITION:

1. Monitor consumer protection issues and their impact on the affiliate's licensure statute and related issues, in collaboration with the SPR and the SRS, through state regulatory action reports and other resources;
2. Keep affiliate board informed of current consumer protection issues in the state, including licensure board activities and licensure sunset dates (the proposed date for the expiration of the current statute and the development of the revised statute);
3. For licensure statutes that are scheduled for sunset, lead the affiliate plan for effective strategies on the sunset preparation;
4. Participate in Academy consumer protection issues meetings, webinars and licensure forum calls;
5. As a member of the affiliate PPP, communicate with the panel on consumer protection and licensure issues impacting the profession;
6. Develop a plan to assure that dietitians and consumers can easily report statute violations as well as success and effectiveness stories of RDNs;
7. Monitor frequency of licensure board meetings, attend the licensure board meetings and monitor RDN licensure board member attendance;
8. Monitor the status of RDN licensure board terms of office;
9. Monitor the overall licensure board structure with regard to professional representation roles;
10. Assist affiliate board with recommending gubernatorial appointees to the licensure board;
11. Assist affiliate board with confirming governor's action on appointment of RDN licensure board members;
12. Serve as a resource for the affiliate on the state dietetics licensure/certification statute and regulations;
13. Assist with the dissemination of the Academy's consumer protection and licensure messaging and communications;
14. Provide testimony when necessary on behalf of the affiliate at licensure related public hearings;
15. Assist with the dissemination of the Academy's public policy messaging and communications;
16. Complete "Action Alerts";
17. Perform other duties as assigned.

### REPORTS AND DEADLINES:

1. Submit reports to PPP and affiliate board (as needed);
2. Provide input for sunset preparation at least 18 months prior to sunset;
3. Provide affiliate board with status on licensure board terms of office approximately one year prior to term expirations;
4. Update position description, policies and procedures (as needed);
5. Submit reports to PIA staff in a timely manner and include future recommendations;
6. Keep records for at least three years and pass records to successor.

### TIME SPENT IN ACTIVITIES:

- About 8-10 hours per month (approximately 2-2.5 hours a week) in addition to meetings, with additional time during the Consumer Protection and Licensure Summit and the PPW.

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Current licensure statute and regulations
- Licensure board meeting minutes and reports

**PIA Staff Contact:** Pepin Tuma, [ptuma@eatright.org](mailto:ptuma@eatright.org) and Mark Rifkin, [mrifkin@eatright.org](mailto:mrifkin@eatright.org)



## REIMBURSEMENT REPRESENTATIVE *Position Description*

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**Elected or Appointed:** *Appointed (elected in some states)*

**Reporting Relationship:** *Affiliate president or DPG chair*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3-year term but not to exceed six years*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

The Reimbursement Representative position is envisioned to be an integral part of the affiliate PPP responsible for and serving as a local resource for Academy members who have questions about coding and coverage issues. The RR help to facilitate the use of the Academy's coding and coverage resources and coordinates local advocacy efforts (for DPG RRs – support national advocacy efforts) to expand federal and state nutrition coverage policies.

### RESPONSIBILITIES OF THE POSITION:

1. Communicate with the affiliate/DPG executive committee and PPP on topics including Medicare, Medicaid and private sector coverage;
2. Share MNT coverage and Medicare Part B MNT benefit information with local members via phone or email communications and through presentations;
3. Direct members to federal, state and private insurance coding and coverage resources (through affiliate/DPG and Academy web pages);
4. Participate in the Academy's public policy trainings on reimbursement related advocacy issues;
5. Support coding and coverage issues on the local level (for affiliate RRs) and on national level; initiate or help to advance members' coverage activities with third-party payers or other decision makers; initiate activities to advance integration of RDNs into alternate health care delivery and payment models;
6. Encourage members to track MNT outcomes data by advocating for the use of ANDHII, which is critical for impacting coverage decisions;
7. Work cooperatively as a member of the affiliate PPP and the DPG PAL and assist with member "Action Alerts;"
8. Complete "Action Alerts";
9. Participate in Academy coding surveys and activities;
10. Collect information on nutrition services coverage in state benchmark plan;
11. Assist with the dissemination of the Academy's public policy messaging and communications;
12. Promote and distribute the Academy's monthly MNT Provider newsletter to members;
13. Perform other duties as assigned.

### REPORTS AND DEADLINES:

1. Submit reports to PPP and affiliate board or DPG executive committee (as needed);
2. Update position description, policies and procedures (as needed);
3. Submit quarterly reports to NSC staff in a timely manner and include future recommendations;
4. Keep records for at least three years and pass records to successor.

### TIME SPENT IN ACTIVITIES:

About four or more hours per month in addition to meetings

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Current nutrition services coverage issues and quarterly reports
- PPP meeting minutes and reports

**Academy Staff Contact:** Karen Ferrantella, [kferrantella@eatright.org](mailto:kferrantella@eatright.org)

## DPG POLICY AND ADVOCACY LEADER *Position Description*

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**Elected or Appointed:** *Appointed*

**Reporting Relationship:** *Dietetic Practice Groups Chair*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3- year term but not to exceed six years*

**Corresponding Policy:** *P-5 DPG Involvement with Legislation and Public Policy Issues*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

The PAL plans and organizes the policy and advocacy activities for the DPG. The PAL stays current with public policy news and developments and disseminates information to the Executive Committee and DPG members. DPG leaders and members are important resources for affiliate PPPs. The PAL serves as the primary contact with the PIA staff.

### RESPONSIBILITIES OF THE POSITION:

1. Serve as a content expert and/or lead a team of content experts;
2. Serve as the DPG contact person with the PIA team. The PAL receives the following information from the Academy:
  - a. Public Policy Weekly News
  - b. Eat Right Weekly
  - c. Public Policy Priority Areas
  - d. Issue briefs and approved messaging for legislative and regulatory issue
  - e. Periodic Action Alert Requests
  - f. ANDPAC information
  - g. Other general legislative and regulatory information as it occurs
3. Identify and recruit DPG members with expertise on relevant issues to serve as content experts for public policy initiatives as requested. May also be asked to identify professionals outside of the dietetics profession with expertise relevant to the public policy priority areas of the Academy;
4. Communicate DPG public policy goals annually to PIA staff through the development of a public policy plan of work or other document that outlines the regulatory, legislative and other public policy goals of the DPG;
5. Meet with PIA staff to collaborate on the public policy priority areas as requested by either the DPG or PIA staff. Meetings can be held at Academy events, or scheduled as stand-alone meetings as deemed appropriate by either the DPG or PIA staff;
6. Engages DPG members in grassroots advocacy efforts. The PAL should tailor communications to DPG members as appropriate to demonstrate how the issue is relevant to the DPG policy goals or practice areas;
7. Submit DPG's recommendations for Academy public policy initiatives including regulatory comments, stance or position development and review and legislation language development and review;
  - a. The PAL will be responsible for communicating with members of the DPG to solicit input, data, sources of data and technical expertise on legislative and regulatory issues as needed.
  - b. The PAL will submit the collective information and consensus of the majority of DPG members to PIA staff for each public policy issue as requested.
8. Communicate with DPG members and committees to elicit timely response to legislative and regulatory issues;
9. Keep Executive Committee and members informed about legislative and regulatory issues via newsletters and other communication pathways including posting the information to DPG's website or electronic mailing list or through email blasts;
10. Encourage members to become involved in legislative and public policy issues;
11. Complete "Action Alerts"; and encourage other DPG members to take action on open "Action Alerts";
12. Encourage DPG members to work closely with state PPP leaders on regulatory and legislative issues, especially when a strong grassroots effort is needed;
13. Network with other organizations with similar legislative/outcomes interests;
14. Assist in projects, contribute to publications, respond to questions and review reports as requested.
15. Attend spring PPW in Washington, D.C., (fully funded as DPG budget allows). Communicate with members of DPG during PPW by posting approved meeting summaries and messaging;
16. Attend FNCE® and related DPG meetings and events (fully funded as DPG budget allows);
17. Attend annual EC strategic planning meeting/retreat as scheduled (fully funded as DPG budget allows);
18. Participate in EC conference calls as scheduled;
19. Manage a committee and/or team of individuals;
20. Perform other duties as requested.

### REPORTS AND DEADLINES:

1. Update position description, policies and procedures (as needed);
2. Submit reports to PIA staff in a timely manner and include future recommendations;
3. Recommend edits to DPG Program of Work for coming year and send to chair-elect for coordination (early January);
4. Keep records for at least three years and pass records to successor;
5. Submit content for annual report to past-chair in June for previous year.

### TIME SPENT IN ACTIVITIES:

- 8-10 hours per month (approximately 2-2.5 hours a week) in addition to meetings, with increased activity in the fall and spring

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- DPG position description
- DPG Policies and Procedures, as appropriate
- DPG Guiding Principles, as appropriate
- Legislative newsletters from various organizations
- Pertinent correspondence and files

*Note: The Academy's LPPC voted to eliminate the MIG PAL position in January 2018.*

**PIA Staff Contact:** Tenásha Ebrahimkhel, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)

## AFFILIATE DELEGATE *Position Description*

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**Elected or Appointed:** *Elected*

**Reporting Relationship:** *Affiliate president*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3-year term but not to exceed six years*

**Corresponding Policy:** *Affiliate President Involvement with Legislation and Public Policy Issues*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

The Affiliate Delegate serves as the affiliate voice in the HOD and as a member of the Affiliate BOD. The Affiliate Delegate serves as an ex-officio member of the Affiliate Public Policy Panel to communicate and encourage member participation in food, nutrition and health policy initiatives or activities and action alerts, and to provide insight from the affiliate perspective on policy related impact of mega issues discussed by the HOD.

### THE AFFILIATE DELEGATE RESPONSIBILITIES ON THE PPP INCLUDE:

1. Complete Academy policy initiatives delegate position orientation training;
2. Assist with planning and implementation of communication strategies (e.g., website, newsletter, social media, presentations to affiliate board, districts and members) on messages related to legislative and regulatory issues;
3. Assist with the grassroots mobilization for responding to federal/state legislation and regulations
4. Complete "Action Alerts";
5. Assist with member communications to encourage participation in "Action Alerts" for federal and state issues;
6. Assist with nominating members and legislators for Public Policy Awards;
7. Assist with the development of affiliate annual public policy plan of work;
8. Participate in Affiliate PPP meetings, as able;
9. Participate in the Academy and affiliate advocacy social media campaigns and communication messaging;
10. Attend PPW and quarterly advocacy days and/or affiliate legislative days, as able;
11. Develop ongoing relationships with legislative representatives and policy makers (in person, by phone and/or by email);
12. Provide insight from affiliate perspective on the policy related impact of mega and practice issues discussed by the HOD.

### REPORTS AND DEADLINES:

- HOD reports for fall and spring meetings and others as determined by the House Leadership Team/HOD

### TIME SPENT IN ACTIVITIES:

- 8-10 hours per month (approximately 2-2.5 hours a week) in addition to meetings, with increased activity in the fall and spring

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Recent HOD reports

**PIA Staff Contact:** Tenásha Ebrahimkhel, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)

## DPG DELEGATE *Position Description*

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**Elected or Appointed:** *Elected*

**Reporting Relationship:** *DPG Chair*

**Position Duration:** *3-year term (recommended), with possibility of reappointment for an additional 3-year term but not to exceed six years*

**Corresponding Policy:** *P-5 DPG Involvement with Legislation and Public Policy Issues*

**Voting/Non-voting:** *Non-voting*

### POSITION PURPOSE:

The DPG Delegate serves as the DPG voice in the HOD and as a member of the DPG Executive Committee. The DPG Delegate works with the DPG Executive Committee and PAL to encourage member participation in food, nutrition and health policy initiatives and action alerts, and to provide insight from the DPG perspective on policy related impact of mega issues discussed by the HOD.

### THE AFFILIATE DELEGATE RESPONSIBILITIES ON THE PPP INCLUDE:

1. Complete PIA delegate position orientation training;
2. Assist DPG PAL and Executive Committee with planning and implementation of communication strategies (e.g., website, newsletter, social media, presentations to affiliate board, districts and members) on messages related to legislative and regulatory issues;
3. Assist with the grassroots mobilization for responding to federal legislation and regulations;
4. Complete "Action Alerts";
5. Support member communications to encourage participation in "Action Alerts" for federal and state issues;
6. Assist with nominating members and legislators for Public Policy Awards;
7. Assist with the development of DPG annual public policy plan of work;
8. Participate in DPG Executive Committee meetings and Academy and DPG advocacy social media campaigns;
9. Participate in the PPW and quarterly advocacy days and/or DPG legislative days, as able;
10. Develop relationships and have ongoing outreach and communication with personal legislative representatives and policy makers (in person, by phone and/or by email);
11. Provide insight from DPG perspective on the policy related impact of mega and practice issues discussed by the HOD.

### REPORTS AND DEADLINES:

- HOD reports for fall and spring meetings and others as determined by the House Leadership Team and HOD

### TIME SPENT IN ACTIVITIES:

- 8-10 hours per month (approximately 2-2.5 hours a week) in addition to meetings

### MATERIALS TO BE PASSED ON TO SUCCESSOR:

- Recent HOD reports

**PIA Staff Contact:** Tenásha Ebrahimkhel, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)

### Tips for Gaining Political Influence

- Get to know legislators well: their districts and constituencies, voting records, personal schedules, opinions, expertise and interests. Be sure to have a good understanding of the legislator and his/her concerns, priorities and perspectives.
- Acquaint yourself with legislative staff, committees and agency officials with whom you will be working. These people are essential sources of information and have significant influence in the development of policy.
- Acquaint yourself with staff members in the district as well. They can be a huge benefit and are usually the staffers you will see at district events including town halls, campaign events, public speaking engagements.
- Identify fellow advocates and partners to better understand the process, monitor legislation and assess strengths and weaknesses. Finding common ground on an issue sometimes brings together strange bedfellows but makes for a stronger coalition.
- Identify groups and legislators with whom you may need to negotiate for changes in legislation. Do not dismiss anyone because of previous disagreements or because you lack a history of working together. "Yesterday's opponent may be today's ally."
- Foster and strengthen relationships with allies and work with legislators who are flexible and tend to keep an open mind.
- Be honest, straightforward and realistic when working with legislators and their staff. Only make promises you can keep. Avoid misleading a legislator about the importance of an issue, the opposition's position or strength or other matters.
- Do not be afraid to say "I do not know" when asked a question, just remember to promptly follow up with the requested information.
- Be polite, remember names and thank those who help you, both in the legislature and in the public health advocacy community.
- Learn the legislative process and understand it well. Keep on top of the issues and be aware of controversial and contentious areas. Understand the budget process as much as you can. (Know what departments and agencies hold authority over the programs that you care about.)
- Be brief, clear, accurate, persuasive, timely, persistent, grateful and polite when presenting your position and communicating what you need/want from the legislator or staff member.
- Be sure to follow up with legislators and their staff. If you offer your assistance or promise to provide additional information, do so in a timely and professional manner. Be a reliable resource for them today and in the future.
- What do they need to learn about you as a professional? What is the human side? How can they use this information to help the citizens of your state?
- Prepare a few brief talking points.
- Use messages that demonstrate how RDNs are essential in health-care reform initiatives.
- Rehearsing your statement and/or question with colleagues in advance to ensure you are comfortable and convincing.
- Try to ask your question early in the meeting when time is less of a factor. Use your question to frame the brief comments you prepared in advance.
- Introduce yourself as a RDN or a dietetic technician, registered. If you are representing your affiliate include information about the number of members you represent in your affiliate.
- If deserved, commend the official for his or her work on health issues, particularly those related to prevention.
- Leave a copy of your key message with the official and his or her staff, along with your contact information.
- Be concise. Focus your message to a few sentences. Include the facts with information about your role as a dietitian and why your expertise is relevant.
- Be prepared for questions. If you don't know the answer to a question, simply communicate that you will research the information and follow up. Then, be sure to do so.
- Offer to be a resource for the policymaker and his or her staff. You have much to offer in areas of mutual interest and your expertise can make their jobs easier!
- Be respectful and be a good listener by allowing the official to speak. Have a conversation and productive dialogue.
- Be prepared to hear objections to your request. Find clever and respectful ways to say "Yes and..." or to refocus the topic.
- Include a personal story. Present your request, bolstered by facts and an example from your experience that includes the impact on real-life situations with people.
- Ask for a commitment. Closing the discussion with an anticipated response is effective. Remind them that you are there for a specific reason.

### Speaking at a Public Meeting

- Determine the purpose and tone of the event. Research the background and position statements of the official and/or organization sponsoring the public meeting and request the agenda and speaker information in advance.
- It is important to consider the views of your agency official/legislator. Consider what you would want to know in order to use this meeting to your benefit.
- What are the political and substantive benefits of your proposal?



## SUCCESS IN ADVOCACY

### Sample Effective Messages

- “I am a registered dietitian nutritionist and I work in... and primarily focus on...” “I am passionate about this program because...”
- “My background and expertise tell me that this is important because...” “We have done thorough research and our profession is united on these issues.”
- “We have reviewed all of the cost implications and have provided that data for you.”
- “Some of the opposition you can expect on this issue include these main points (list the points and the potential groups that would be opposed to your issue.)
- “Utilizing the RDN in this health care reform program will ensure optimum success with preventive care.” (Show them how).
- “Similar measures have been enacted in other states with positive results.” (List them.) “We have met with the opposition and have worked out a compromise.” Or: “We have attempted to work out a compromise but the opposition is unwilling to meet/compromise.”
- Use messaging that relates your position back to the district or state. Talk about how the bill or regulation will affect “x” amount of people in the congressman/woman’s district or state. Talk about how much money would be saved in their district or state if policy “x” or bill “y” were implemented.

### Sample Tweets

- I took action! Will you? Ask your Congress member to co-sponsor the Treat and Reduce Obesity Act:  
<http://sm.eatright.org/actionalert> #TROA #eatrightPRO

For the list of members of Congress twitter handles: <https://twitter.com/cspan/lists/members-of-congress/members?lang=en>

### Sample Facebook post

- I told my Congress member about the importance of the Treat and Reduce Obesity Act, which will help reduce obesity rates and treatment costs, and will improve care for older Americans by facilitating Medicare beneficiaries’ access to qualified practitioners. Join me in taking action!  
<http://sm.eatright.org/actionalert>

### Follow Up

- Provide written material for your targeted messaging. Always include your contact information along with information about your role as a RDN.
- Follow up with a thank-you note. In addition, if you met with staff or if staff was included in the meeting, add a positive comment about their valued contribution.



## TIPS FOR CONTACTING YOUR MEMBER OF CONGRESS

The following tips should help guide you through the process of setting up meetings with members of Congress in their district office. You can reach offices by phone or email; however, a phone contact may be a more effective first step. Below are sample phone and email requests. Remember to personalize your message as each congressional office is different.

### Tips on how to make the request for a meeting

- You can find your representative and senators at the links below. Once you find the member of Congress, the link will take you to their web site where you will be able to locate their district office phone number.
  - U.S. House of Representatives: <http://www.house.gov/representatives/> or with your zip code information: <https://www.house.gov/representatives/find-your-representative>
  - U.S. Senate: [http://www.senate.gov/general/contact\\_information/senators\\_cfm](http://www.senate.gov/general/contact_information/senators_cfm)
- Call the office and ask for the scheduler. The scheduler may provide you an email address so that you can send the details for the requested meeting.
- State your name, your purpose and describe why you and your colleagues would like to meet with the member of Congress in their district office. A sample message script is provided below. If your affiliate has had any contact or working relationship with the member of Congress, be sure to mention it during the conversation or in the email. If you are a constituent, be sure to mention this in the introduction.
- Make sure to request a meeting with the member of Congress and the district staff. The scheduler may not be able to guarantee that both will be in attendance, that's okay.
- State that you are requesting a 15 to 20 minute meeting or "brief meeting." State that you will be bringing a group of RDNs and/or dietetic technicians, registered from the state/district with you to the meeting. Many offices will ask for the names of the individuals planning to attend the meeting.
- The scheduler may ask for additional information, so be prepared. You may need to follow up with the scheduler via email, with any requested materials on the issues. If you need additional information from the Academy, contact the PIA staff in Washington, D.C.
- Ask the scheduler for the name and email address of the scheduler and any key staff members who may be attending the meeting. The scheduler may ask you to follow up with each staff member in addition to setting up the meeting.
- When requesting meetings with the House of Representatives – remember to mention if you or someone you know is from the Congress member's district. A member is more likely to want to meet with someone who is a constituent.

### Sample Phone Script – with scheduler

Hello my name is \_\_\_\_\_ and I'm a (insert registered dietitian nutritionist or dietetic technician, registered) from the senator/representative's state. (if you are from the Representative's district, mention that) I would like to schedule a meeting with the senator/representative in August (insert dates if you have time limitations). I would also like to meet his/her district staff at that meeting. I'm a member of the Academy of Nutrition and Dietetics – and we're the largest food and nutrition professional association in the country – with over 75,000 members working to improve the health of Americans through food and nutrition.

During that time a number of RDNs and dietetic technicians, registered, from the senator/representative's state/district will be attending the meeting to talk about food and nutrition related policy.

I would like to schedule a meeting (mention that you'll be bringing a group of registered dietitian nutritionists and/or dietetic technicians, registered from the state/district with you) to discuss the Academy's positions on a number of important food and nutrition related issues. Is there a good time in August when we can meet?

Thank you.

### Sample email

The scheduler may ask you to put your request in writing to him/her or one of the district staff. The following is a sample email message,

Dear XXX,

My name is \_\_\_\_\_ and I am a (insert RDN or DTR) from the senator/representative's home state (if you are from the district, mention that). I am a member of the Academy of Nutrition and Dietetics – the country's largest food and nutrition professional association.

I would like to schedule a brief meeting with the Senator/Representative and the district staff. Our goal will be to discuss our legislative priorities which aim to reduce health care costs and improve the health of Americans through food and nutrition.

I know that the Senator/Representative cares deeply about improving the health of our country while lowering costs to the system. We agree and so we would greatly appreciate the Senator/Representative's time to discuss how dietitians are working to accomplish these same goals every day. Please let me know when in August would work best for the Senator/Representative and staff to meet with us. If you have any additional questions, please let me know.

Thank you.

Respectfully,

Insert your name, credentials  
Insert affiliate position  
Insert affiliate name

### Additional notes:

If the scheduler asks you to identify the issues or transfers you to one of the district staff, you can indicate that you will provide them additional information about the specific issues to be discussed prior to the meeting and restate that you would like time to talk about the importance of these issues as they pertain to improving the health of Americans through food and nutrition. You can also indicate the two key issues you would like to discuss e.g., the Treat and Reduce Obesity Act and the Older Americans Act.

You may also be asked for the names of the individuals who will be attending the meeting. You can indicate that you will provide that information prior to the meeting.

## HOW TO ENGAGE YOUR MEMBER OF CONGRESS

### Initial Contact

- Contacting your member is easy. Just go to their web site and find the phone number of the district office that is closest to you.
- Call the office and ask for the scheduler. You can ask to schedule a meeting over the phone or ask for an email address to send a written request.

### Making the “Ask”

- When requesting a meeting via email remember to be concise and to the point; members and staff read thousands of emails and receive hundreds of requests so you want to make sure to entice them with to-the-point messaging.
- Always make your messaging relevant to the district – if there’s one thing members like, it’s serving their constituents and fixing problems in the district.
- Strength in numbers. Try to schedule a meeting with a group of registered dietitian nutritionists or if you invite the member to your workplace try and have more than one RDN present to evaluate the importance of the meeting. Having more than one RDN provides emphasis to the meeting and importance to the issues.

### Time to Meet

- What to bring to the meeting
  - You want to bring your leave-behind material.
  - Do not hesitate to bring along your talking points so you can highlight relevant statistics or data points on issues. Bring along any additional information you feel is relevant.
  - Your positive attitude and passion for what you do. That’s what you want the member to see.
- What to say in the meeting
  - Familiarize yourself with the talking points on the various issues and always relate those issues back to you and what you do.
  - Have a personal and/or professional story ready to tell, preferably one that relates to one of the specific pieces of legislation you are discussing with the member of Congress. Personal stories from the workplace always resonate more deeply than facts or figures. These members care about the people they represent and so by telling a story about one of their constituents (your patients/clients) you will be able to make a stronger connection between member’s understanding of the issue and the actual policy.

- Always share your story first and then follow it with the relevant facts and figures.
- Do not be afraid to say “I don’t know.” Nothing is worse than providing false information to a member/staffer. Remember you want to be viewed as a reliable source. Simply say “I’m not quite sure about that, but I can get you the answer later.”

### Follow-up contact

- Always follow-up one to two days later with a thank-you email to the scheduler; or member (if you have his/her email address).
- Reiterate your messaging on the things that were discussed in the meeting/visit.
- Make sure to state that you will be reaching out to the member’s staff lead to answer any question that the member may have had or to provide any supporting materials that were requested.





# PUBLIC POLICY RESOURCES

## ACADEMY RESOURCES

1. **Grassroots Advocacy Guidebook and Toolkit:** The guidebook provides an overview of advocacy 101 and the Academy policy positions that impact the nutrition and dietetics community. The toolkit provides an overview of each public PPP and tools useful to the PPP.
2. **Public Policy Weekly News:** Emailed weekly, PPWN provides an in-depth summary of current political activities that affect Academy members at the local, state and federal levels. Members who are politically engaged and those who want to stay abreast of policy issues can receive a copy by emailing Nate Stritzinger, coordinator, grassroots advocacy at [nstritzinger@eatright.org](mailto:nstritzinger@eatright.org)
3. **Academy Advocacy Website:** The Academy's Advocacy webpage provides updates on current policy activities. <http://www.eatrightpro.org/resources/advocacy>
4. **Health Care Reform Website:** This web page provides resources specific to health care reform so that your PPP can help make a difference for public health in your state. <http://www.eatrightpro.org/resources/advocacy/legislation/subject-area>
5. **Eat Right Weekly:** Published electronically, ERW provides a summary of current government actions and activities across the nation that affects Academy members. All members receive a copy.
6. **The Journal of the Academy of Nutrition and Dietetics:** The Journal publishes articles about a current public policy issue in the Public Policy News pages. Academy members have free access to the online database by logging onto the Academy web site at <http://jandonline.org/> and accessing the Journal web page via the member center. Search for "public policy" to find relevant articles.
7. **Communities of Interest:** This website provides current and archived resources specific to positions of the PPP, recorded training webinars, minutes and the guidebook. <https://pia.webauthor.com/>
8. **Academy Policy Initiatives and Advocacy Team in Washington, D.C.** Contact the PIA staff at 1-800-877-1600 with questions and suggestions.

## FEDERAL RESOURCES

8. **Library of Congress Website:** Congress.gov is the official web site for U.S. federal legislative information. The site provides access to accurate, timely and complete legislative information for members of Congress, legislative agencies and the public. It is presented by the Library of Congress using data from the Office of the Clerk of the U.S. House of Representatives, the Office of the Secretary of the Senate, the Government Printing Office, Congressional Budget Office and the LOC's Congressional Research Service. Congress.gov is usually updated the morning after a session adjourns. <https://www.congress.gov/>

## STATE RESOURCES

9. **State Legislature Website:** Each state has a website for its state legislative body with contact information for your state legislators. Search online to find your state legislature's home page. You can also try <http://www.ncsl.org/public/leglinks.cfm>.

10. **State Medicaid Office Website:** Find the website for your state Medicaid office to utilize their resources and program data. The National Association of State Medicaid Directors also keeps an updated list of state Medicaid Directors at [www.nasmd.org/about/NASMD\\_Member\\_List.rtf](http://www.nasmd.org/about/NASMD_Member_List.rtf)
11. **Council of State Governments:** This organization provides state officials in all three branches of government with the tools and strategies needed to implement effective policies and programs. They also work to build partnerships between governing entities and promote multi-state and regional cooperative ventures. <http://www.csg.org/>

## NATIONAL ORGANIZATIONS

13. **National Conference of State Legislatures:** NCSL tracks trends and current events in state legislatures, and provides issue briefs and a national perspective on the work of each state legislature. Content from NCSL is a resource for tracking an issue in the state legislature, ideas on what other states are doing and provide a national perspective on current policy initiatives. [www.ncsl.org](http://www.ncsl.org)
14. **The Partnership to Fight Chronic Disease:** PFCD is a national coalition of which the Academy is a member. Several Academy affiliates have engaged in PFCD's state outreach programs. On the PFCD website, click on "Get Resources" for research and information on preventing chronic disease. Click on "In the Field" to see what PFCD is doing in your state. <http://www.fightchronicdisease.org/>
15. **National Association of Counties:** This is the only national organization representing county governments. It provides legislative, research, technical and public affairs assistance to county governments to support their programs and policies at the local level. <http://www.naco.org/>

## HEALTH DATA RESEARCH

16. **The Henry J. Kaiser Family Foundation:** Use this resource for data on a particular health issue. Compare your state's data to national figures and track issues over time. [www.kff.org](http://www.kff.org)
17. **The Robert Wood Johnson Foundation:** RWJF's "The State of Obesity 2017" provides detailed analysis and statistics on a topic that is a national priority. <http://healthyamericans.org/reports/stateofobesity2017/>
18. **County Health Rankings:** This database provides health data on every county in the country, including obesity rate, smoking rate, morbidity and mortality rates, education levels, grocery store density and alcohol store density. [www.countyhealthrankings.org](http://www.countyhealthrankings.org)
19. **USDA Food Environment Atlas:** This interactive web site provides county and state data on food accessibility, participation in food assistance programs, food insecurity, local foods and diabetes rates. <http://www.ers.usda.gov/foodatlas>
20. **The Centers for Disease Control and Prevention:** The CDC provides statistics and research on numerous health issues and is an excellent and trusted resource for current data on the nation's health. [www.cdc.gov](http://www.cdc.gov)

## COMMON LEGISLATIVE TERMS

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### **Act**

A bill passed by Congress and signed into law by the president.

### **Amendment**

Formal proposal to change the language of a bill after it has been introduced.

### **Appropriation Bill**

Provides funding for government agencies and programs.

### **Authorization bill**

Establishes or continues a federal agency or program, establishes conditions under which the program operates and authorizes or approves funding. An authorization bill does not provide the actual funding, which is done in the appropriations bill.

### **Bicameral**

Two chambers/houses in a legislative body (as in the House of Representatives and the Senate comprise the U.S. Congress).

### **Bill**

A proposed law introduced during a session for consideration by the legislature and identified numerically in order of presentation. Bills that begin with "HR" originate in the House and bills that begin with "S" originate in the Senate. Ex: HR853.

### **Budget**

Submitted to Congress by the president, usually in January for the fiscal year beginning the following October. These are recommendations by the president about how to fund federal spending; they do not have the force of law.

### **Budget Resolution**

A resolution of the House and Senate that sets spending and revenue limits for the upcoming fiscal year. It does not require presidential approval.

### **Co-Sponsor**

Representatives or senators who formally sign on to a measure. Any member of either chamber may add his or her name to a bill, indicating strong support for the proposal.

### **Committee**

Both the House and Senate have a number of standing committees with specific purview over policy issues. Each committee and every subcommittee is composed of members from both parties.

### **Companion Bill**

An identical bill introduced in the other chamber of Congress.

### **Conference Committee**

A committee composed of both representatives and senators that resolves differences between a bill that has passed both the House and Senate but with different provisions. Both House and Senate must approve the final conference committee version prior to being sent to the president for approval.

### **Congress**

Refers to both the House and Senate; e.g., Congress meets in the Capitol building in Washington, D.C.

### **Continuing Resolution**

A type of appropriations legislation that gives to or sets aside money for a specific federal government departments, agencies and programs. Unlike regular appropriations bills that are passed annually (with the funding they provide covering one fiscal year), continuing

resolutions occur when Congress and the president fail to agree on and pass one or more of the regular appropriations bills. A CR continues the pre-existing appropriations at the same levels as the previous fiscal year (or with minor modifications) for a set amount of time. The CR typically provides funding at a rate or formula based on the previous year's funding.

### **Fiscal Year**

The 12-month period on which the budget is planned. The federal fiscal year begins October 1 and ends September 30 of the following year.

### **Germane**

Refers to whether an amendment is relevant to the subject matter already being considered in a bill. The House Rules prohibit non-germane amendments while the Senate Rules generally, but not always, permit non-germane amendments.

### **The Floor**

Refers to the floor of the House Chamber or the Senate Chamber where representatives and senators go to vote, debate bills and make speeches. The floor has very restricted access.

### **Hearing**

A committee meeting convened for the purpose of gathering information on a specific subject or considering specific legislative measures.

### **Majority**

Refers to the Majority Party, the political party that has the most members in the House or the Senate.

### **Mark-Up**

A committee meeting in which members offer amendments to a bill.

### **Minority**

Refers to the Minority Party, the political party that has less than 50 percent of the membership in the House or the Senate.

### **Override**

An effort by Congress to reverse a presidential veto. It requires a two-thirds majority vote in both the House and the Senate.

### **Quorum**

A simple majority of the members of a full committee or the full House or Senate. A quorum is needed to begin conducting official business.

### **Regulations**

The interpretation and implementation of laws. Regulations are written by the departments and agencies that implement the laws in order to clarify the legislation and put it into practice. Exactly how legislation plays out in practice is determined by the regulations that accompany it.

### **Session**

Each two-year Congress is broken down into two sessions. The first session is held in odd-numbered years and the second session is held during even-numbered years.

### **Sponsor**

The legislator who introduced a piece of legislation and advocates for its passage.

### **Veto**

The act of the president disapproving a measure. The president's veto may be overturned if two-thirds of both the House and Senate vote to override the veto

## FEDERAL AGENCY ACRONYMS

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<b>AHRQ</b>	Agency for Healthcare Research and Quality (part of HHS)	<b>HAB</b>	HIV/AIDS Bureau (in HRSA)
<b>AoA</b>	Administration on Aging	<b>HELP</b>	Senate Health, Education, Labor and Pensions Committee
<b>ATTTB</b>	Alcohol and Tobacco Tax and Trade Bureau (part of US partment of Treasury)	<b>HHS</b>	U.S. Department of Health and Human Services
<b>CBO</b>	Congressional Budget Office	<b>HRSA</b>	Health Resources and Services Administration (part of HHS)
<b>CDC</b>	Centers for Disease Control and Prevention (part of HHS)	<b>IHS</b>	Indian Health Service (part of HHS)
<b>CFSAN</b>	Center for Food Safety and Applied Nutrition (part of FDA)	<b>IOM</b>	Institute of Medicine (part of NAS)
<b>CMS</b>	Centers for Medicare & Medicaid Services (part of HHS)	<b>MCHB</b>	Maternal and Child Health Bureau (in HRSA)
<b>CNPP</b>	Center for Nutrition Policy and Promotion (part of USDA)	<b>NAS</b>	National Academy of Sciences
<b>CR</b>	Continuing Resolution (mechanism for temporarily funding government)	<b>NCHS</b>	National Center for Health Statistics (part of CDC)
<b>EPA</b>	Environmental Protection Agency	<b>NIH</b>	National Institutes of Health (part of HHS)
<b>ERS</b>	Economic Research Service (part of USDA)	<b>OMB</b>	Office of Management and Budget (part of the White House)
<b>FAO</b>	Food and Agricultural Organization (part of the United Nations)	<b>PHS</b>	Public Health Service
<b>FDA</b>	Food and Drug Administration	<b>USDA</b>	United States Department of Agriculture
<b>FEC</b>	Federal Election Commission	<b>USPTF</b>	United States Preventive Services Task Force (part of AHRQ)
<b>FNB</b>	Food and Nutrition Board (part of IOM)	<b>WHO</b>	World Health Organization (part of the United Nations)
<b>FNS</b>	Food and Nutrition Service (part of USDA)		
<b>FSIS</b>	Food Safety and Inspection Service (part of USDA)		
<b>GAO</b>	Government Accountability Office		

## ACADEMY OF NUTRITION AND DIETETICS ACRONYMS

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<b>Academy</b>	Academy of Nutrition and Dietetics	<b>PIA</b>	Policy Initiatives and Advocacy
<b>ANDPAC</b>	Academy of Nutrition and Dietetics Political Action Committee	<b>PPC</b>	Public Policy Coordinator
<b>AP</b>	Affiliate President	<b>PPP</b>	Public Policy Panel
<b>BOD</b>	Board of Directors	<b>PPW</b>	Public Policy Workshop
<b>CPC</b>	Consumer Protection and Licensure Coordinator	<b>RR</b>	Reimbursement Representative
<b>DPG</b>	Dietetic Practice Group	<b>SPR</b>	State Policy Representative
<b>EAL</b>	Evidence Analysis Library	<b>SRS</b>	State Reimbursement Representative
<b>FNCE®</b>	Food and Nutrition Conference and Expo®		
<b>HOD</b>	House of Delegates		
<b>LPPC</b>	Legislative and Public Policy Committee		
<b>MNT</b>	Medical Nutrition Therapy		
<b>NSC</b>	Nutrition Services Coverage		
<b>PAL</b>	Policy and Advocacy Leader		



## ACADEMY ACRONYMS

<b>CPC</b>	Consumer Protection Coordinator	<b>FAC</b>	Finance and Audit Committee
<b>CPCI</b>	Comprehensive Primary Care Initiative	<b>FADA</b>	Fellow of the American Dietetic Association
<b>CLL</b>	Committee for Lifelong Learning	<b>FADAN</b>	Filipino Americans in Dietetics & Nutrition (MIG)
<b>CPD</b>	Center for Professional Development	<b>FAND</b>	Fellow of the Academy of Nutrition and Dietetics
<b>CPHCN</b>	Committee for Public Health/Community Nutrition	<b>FARD</b>	Find a Registered Dietitians Nutritionist
<b>CPE</b>	Continuing Professional Education	<b>FCP</b>	Food and Culinary Professionals (DPG)
<b>CPEU</b>	Continuing Professional Education Units	<b>FDA</b>	Food and Drug Administration
<b>CPLS</b>	Consumer Protection Licensure Subcommittee	<b>FDE</b>	Foreign Dietitian Education Program
<b>CPT</b>	Current Procedural Terminology	<b>FNCE®</b>	Food & Nutrition Conference & Expo™
<b>CSG</b>	Certified Specialist in Gerontological Nutrition	<b>FNS</b>	(USDA) Food and Nutrition Service
<b>CSP</b>	Certified Specialist in Pediatric Nutrition	<b>FPIND</b>	Fifty Plus in Nutrition and Dietetics (MIG)
<b>CSOWM</b>	Certified Specialist in Obesity and Weight Management	<b>HA</b>	Healthy Aging (DPG)
<b>CSO</b>	Certified Specialist in Oncology Nutrition	<b>HCAHPS</b>	Hospital Consumer Assessment of Healthcare Providers and Systems
<b>CSR</b>	Certified Specialist in Renal Nutrition	<b>HCP LAN</b>	Health Care Payment Learning & Action Network
<b>CSSD</b>	Certified Specialist in Sports Dietetics	<b>HEN</b>	Hunger and Environmental Nutrition (DPG)
<b>DBC</b>	Dietitians in Business and Communications (DPG)	<b>HFAP</b>	Healthcare Facilities Accreditation Program
<b>DCE</b>	Diabetes Care and Education (DPG)	<b>HGB</b>	Healthier Generation Benefit
<b>DHCC</b>	Dietetics in Health Care Communities (DPG)	<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>DI</b>	Nutrition and Dietetics Internship	<b>HHS</b>	Health and Human Services
<b>DIFM</b>	Dietitians in Integrative and Functional Medicine (DPG)	<b>HL7</b>	Health Level Seven
<b>DNS</b>	Dietitians in Nutrition Support (DPG)	<b>HLT</b>	HOD Leadership Team
<b>DPBRN</b>	Dietetic Practice Based Research Network	<b>HOD</b>	House of Delegates
<b>DPBRNOC</b>	Dietetics Practice Based Research Network Oversight Committee	<b>IBT</b>	Intensive Behavioral Therapy
<b>DPD</b>	Didactic Program in Nutrition and Dietetics	<b>ICD-10</b>	International Statistical Classification of Diseases and Related Health Problems (revision 10)
<b>DPG</b>	Dietetic Practice Group	<b>IDE</b>	International Dietitian Education Program
<b>DT</b>	Dietetic Technician or Nutrition and Dietetics Technician Program	<b>IDNT</b>	International Dietetics and Nutrition Terminology
<b>DTP</b>	Dietetic Technicians in Practice (DPG)	<b>NAM</b>	National Academy of Medicine
<b>DTR</b>	Dietetic Technician, Registered	<b>IHI</b>	Institute of Healthcare Improvement
<b>EAC</b>	Exhibitor Advisory Council	<b>IMPACT ACT</b>	Improving Medicare Post-Acute Care Transformation ACT (CMS)
<b>EAL</b>	Evidence Analysis Library	<b>ISC</b>	Interoperability and Standards Committee
<b>EBGP</b>	Evidence-Based Guides for Practice	<b>ISPP</b>	Individualized Supervised-Practice Pathways
<b>EBNPG</b>	Evidence Based Nutrition Practice Guideline	<b>JAND or Journal</b>	Journal of the Academy of Nutrition and Dietetics
<b>EBPC</b>	Evidence-Based Practice Committee	<b>JMIG</b>	Jewish (MIG)
<b>EBWG</b>	Energy Balance Workgroup	<b>LAHIDAN</b>	Latinos and Hispanics In Dietetics and Nutrition (MIG)
<b>EC</b>	Executive Committee (DPG or MIG)	<b>LD</b>	Licensed Dietitian
<b>EDL</b>	Emerging Dietetic Leader Award	<b>LDN</b>	Licensed Dietitian Nutritionist
<b>eCQM</b>	Electronic Clinical Quality Measure	<b>LN</b>	Licensed Nutritionist
<b>EML</b>	Electronic Mailing List	<b>LOINC</b>	Logical Observation Identifiers Names and Codes
<b>eNCPT</b>	Electronic Nutrition Care Process Terminology	<b>LPPC</b>	Legislative and Public Policy Committee
<b>ERAS</b>	Eligibility Requirements and Accreditation Standards	<b>LTC</b>	Long Term Care
<b>FA</b>	Future Education Model Associate Degree Program	<b>MCO</b>	Managed Care Organization
<b>FB</b>	Future Education Model Bachelor's Degree Program		
<b>FG</b>	Future Education Model Graduate Degree Program		

## ACADEMY ACRONYMS

<b>MDPP</b>	Medicare Diabetes Prevention Program	<b>PPC</b>	Public Policy Coordinator
<b>MFNS</b>	Management in Food and Nutrition Systems (DPG)	<b>PPLA</b>	Public Policy Leadership Award
<b>MIG</b>	Member Interest Group	<b>PPP</b>	Public Policy Panel
<b>MNPG</b>	Medical Nutrition Practice Group (DPG)	<b>PPW</b>	Public Policy Workshop
<b>MNT</b>	Medical Nutrition Therapy	<b>QLA</b>	Quality Leader Alliance
<b>MPA</b>	Model Practice Act	<b>QMC</b>	Quality Management Committee
<b>MSAC</b>	Member Services Advisory Committee	<b>QPP</b>	Medicare Quality Payment Program
<b>MIDAN</b>	Muslims in Dietetics and Nutrition (MIG)	<b>RD</b>	Registered Dietitian
<b>MQii</b>	Malnutrition Quality Improvement Initiative	<b>RD-AP</b>	Registered Dietitian- Advanced Practitioner
<b>NCCA</b>	National Commission for Certifying Agencies	<b>RDN</b>	Registered Dietitian Nutritionist
<b>NIH</b>	National Institutes of Health	<b>RDN-AP</b>	Registered Dietitian Nutritionist- Advanced Practitioner
<b>NCP</b>	Nutrition Care Process	<b>RDPG</b>	Research (DPG)
<b>NCPROC</b>	Nutrition Care Process Research Outcomes Committee (formerly Nutrition Care Process and Terminology Committee)	<b>RDTY</b>	Recognized Dietetic Technician of the Year
<b>NCPT</b>	Nutrition Care Process Terminology	<b>RISA</b>	Research, International and Scientific Affairs
<b>NCQA</b>	National Committee for Quality Assurance	<b>RPG</b>	Renal Dietitians (DPG)
<b>NE</b>	Nutrition Entrepreneurs (DPG)	<b>RR</b>	Reimbursement Representative
<b>NDEP</b>	Nutrition and Dietetic Educators and Preceptors	<b>RYDY</b>	Recognized Young Dietitian of the Year
<b>NDTR</b>	Nutrition and Dietetics Technician, Registered	<b>RUC</b>	Relative Value Scale Update Committee
<b>NEHP</b>	Nutrition Educators of Health Professionals (DPG)	<b>SAC</b>	Student Advisory Committee
<b>NEP</b>	Nutrition Education for the Public (DPG)	<b>SCAN</b>	Sports, Cardiovascular, and Wellness Nutrition (DPG)
<b>NIC</b>	Nutrition Informatics Committee	<b>SNS</b>	School Nutrition Services (DPG)
<b>NMASC</b>	New Member Advisory Sub-Committee	<b>SCOPE</b>	Scope of Practice
<b>NNM</b>	National Nutrition Month	<b>SGR</b>	Medicare Sustainable Growth Rate
<b>NOBIDAN</b>	National Organization of Blacks in Dietetics and Nutrition (MIG)	<b>SNAP</b>	Supplemental Nutrition Assistance Program
<b>NOMIN</b>	National Organization of Men in Nutrition (MIG)		Systematized Nomenclature of Medicine--Clinical Terms
<b>NPI</b>	(Medicare) National Provider Identifier	<b>SOE/COE</b>	Standards of Excellence/Center of Excellence
<b>NQF</b>	National Quality Forum	<b>SOP</b>	Standards of Practice
<b>NSI</b>	Nutrition Screening Initiative	<b>SOPP</b>	Standards of Professional Performance
<b>NSC</b>	Nutrition Services Coverage	<b>SPR</b>	State Policy Representative
<b>NSPC</b>	Nutrition Services Payment Committee	<b>TJC</b>	The Joint Commission
<b>ODEA</b>	Outstanding Dietetics Educator Award	<b>SRS</b>	State Regulatory Specialist
<b>ODSA</b>	Outstanding Dietetics Student Award	<b>TUND</b>	Thirty and Under in Dietetics and Nutrition (MIG)
<b>ODY</b>	Outstanding Dietitian of the Year	<b>USDA</b>	United States Department of Agriculture
<b>OIG</b>	Office of the Inspector General	<b>USDE</b>	United States Department of Education
<b>ON</b>	Oncology Nutrition (DPG)	<b>VN</b>	Vegetarian Nutrition (DPG)
<b>ONC</b>	Office of the National Coordinator of Health Information Technology	<b>WH</b>	Women's Health (DPG)
<b>PAL</b>	Policy and Advocacy Leader (DPGs/MIGs)	<b>WIC</b>	Special Supplemental Nutrition Program for Women, Infants, and Children
<b>PCMH</b>	Patient Centered Medical Home	<b>WM</b>	Weight Management (DPG)
<b>POW</b>	Program of Work		
<b>PHAB</b>	Public Health Accreditation Board		
<b>PHCNPG</b>	Public Health/Community Nutrition (DPG)		
<b>PIA</b>	Policy Initiatives and Advocacy		
<b>PNPG</b>	Pediatric Nutrition Practice Group (DPG)		

## LEGISLATIVE MEETING TRACKING FORM

**Meeting Date:** *Date of the meeting*

**Attendees:** *Names of members who attended the meeting*

**Location:** *District office address or professional site*

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**Meeting location:** *Use this space to identify where the meeting was held. If the member of Congress came to visit you on site briefly describe the location, why you invited the member to that specific location and a brief summary of the tour.*

**Topics discussed:** *Use this space to briefly outline the health nutrition topics or legislation you discussed.*

**Member feedback:** *Use this space to write down any questions that the member had or any additional follow up that may be assisted by the PIA office.*

**Resources/Information provided:** *Use this space to indicate what materials were shared during the meeting.*

**Follow up:** *Use this space to describe any follow up that you may have scheduled or discussed with the member.*

Is follow up required? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Group Meeting  Individual Meeting

*Return completed form to the senior manager, grassroots and state advocacy, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)*

## ANDPAC CONTRIBUTION REQUEST FORM

All requests must include a fundraiser invitation or other supporting information

Email the completed form to [ANDPAC@eatright.org](mailto:ANDPAC@eatright.org)

**Name of Candidate or Member:** \_\_\_\_\_

**Type Race:** (circle one) House/Senate    **Stage:** (circle one): Primary/ General    **Party:**  Republican  Democrat  Independent

**State:** \_\_\_\_\_ **District:** (House only) \_\_\_\_\_

**Name of Campaign** (e.g. Smith for Congress): \_\_\_\_\_

**Campaign Point of Contact:** \_\_\_\_\_ **Campaign Phone Number:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Cost of Event:** \_\_\_\_\_ **Date of the event:** \_\_\_\_\_

**Requestor Name/Affiliate:** \_\_\_\_\_

**Member ID:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Public Policy Coordinator Name:** \_\_\_\_\_

**Public Policy Coordinator Approval** (Signature): \_\_\_\_\_

**Note:** All requests must be communicated to the Affiliate Public Policy Coordinator prior to sending your request to ANDPAC.

To find your Affiliate Public Policy Coordinator, please visit the [Academy Leadership Directory](#) or email ANDPAC at [andpac@eatright.org](mailto:andpac@eatright.org)

**Please list the names of all members or staff who will attend this event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Address that you want the check to be mailed to: (Enter "Same" if it is the same as the address above)**

\_\_\_\_\_

\_\_\_\_\_

**Expected Outcome of this event:** \_\_\_\_\_

\_\_\_\_\_

(For ANDPAC Office Use Only)

**Amount Approved:** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Approving Official:** \_\_\_\_\_

## AFFILIATED PUBLIC POLICY PLAN OF WORK

**Affiliate Name:** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_

**PPC Name:** \_\_\_\_\_

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**Public Policy Goals** *(Select at least 3 goals)*

**Strategies or Implementation Steps**

**Responsible** *(Who will do it)*

**Resources** *(Funding, People, Time, Materials)*

**Timeline** *(By When)*

Submit the affiliate plan of work to Tenásha Ebrahimkhel, [tebrahimkhel@eatright.org](mailto:tebrahimkhel@eatright.org)