



Visiting Your Members of Congress During the NPA Spring Policy Forum

Tips for Scheduling, Preparing, Conducting and Follow-Up

Step 1: Identify Your Members of Congress (Senators and Representatives)

To identify your members of Congress, go to the Take Action page of the [NPA website](#) and type in your ZIP code in the Find Officials section. Click on the link for each office to obtain contact information and the website address, and check each member's website for committee assignments.

Note that the following committees are particularly important because they cover PACE-related matters:

U.S. Senate

- » **Finance Committee**
- » **Special Committee on Aging**
- » **Committee on Veterans' Affairs**

U.S. House of Representatives

- » **Committee on Energy and Commerce**, including the Health Subcommittee
- » **Committee on Ways and Means**, including the Health Subcommittee
- » **Committee on Veterans' Affairs**, including the Health Subcommittee

Step 2: Request a Meeting with Your Members of Congress

Use the template at the end of this document to create a meeting request email for your senators and representative. Meeting requests should be submitted at least one month in advance. Follow up with a phone call to confirm that your request was received.

Sending a meeting request via regular mail is not recommended as it must go through security screening, which can delay delivery for up to six weeks.

If you need assistance scheduling your Hill meetings and finding contact information for congressional offices, contact Jake Blumenstock via [email](#) or call 571-800-6046.

In your meeting request, be sure to do the following:

- » Address the letter directly to the senator or representative.
- » Paste the letter into the body of an email and send it to the member's scheduler.
- » Copy the health care legislative assistant.
- » Thank the member for their past support of PACE, if appropriate.
- » Mention that you live in their district or state and include personal information about your experience with PACE, if appropriate.
- » Request a meeting for March 18.
- » Include the names of all of those who will be attending the meeting.
- » Share the issues that you want to discuss from the Congressional Requests document, which NPA will share with you.
- » Provide a one-page description of your PACE organization and offer to send additional materials prior to the meeting.
- » Include the name and contact information of the person the staff should contact to schedule a meeting.

Please inform NPA about your scheduled meetings. Prior to your meeting, email the date, time, staff member's name and congressional office to **Jake Blumenstock**. This information is important for coordinating multiple meetings with the same congressional office, if necessary, and for follow-up purposes. Sharing this information also will let NPA know how best to work with you in following up after the meeting.

Step 3: Prepare for Your Meeting

Meeting Confirmation: Send an email confirming your appointment a few days prior to your meeting, including materials about your PACE organization and issues you would like to discuss. (Limit materials to one or two pages.)

Brevity: Be brief and to the point, focusing on your most important points about PACE. NPA can provide you with talking points. We suggest preparing your comments in advance, estimating a five-minute time limit. NPA will hold a webinar on Feb. 22 on how to effectively communicate with legislators and their staff.

The Five-Minute Rule



Learn About Our “Asks”: Review all of the materials sent to you by NPA so you are knowledgeable about our advocacy priorities. To best prepare you for your meetings, NPA will hold a webinar on March 5 to provide you with detailed information on our “Asks.”

Legislator Research: Learn about your congressional delegation before the meeting. Helpful things to know about delegation members are their biographical information, committee assignments, length of service, and legislative priorities. If possible, tie PACE to the member’s legislative interests and share how PACE benefits their community and constituents.

Location and Time: Research the location of your meetings so you can arrive on time. Members of Congress and their staff often schedule back-to-back meetings, so if you are late by even a few minutes, you may lose your appointment.

Step 4: Conducting Your Meeting

Making the “Ask”: Use your limited time effectively. Make the “ask” using the NPA talking points. Be clear about why you requested the meeting, such as having the opportunity to share information about your organization, the participants you serve, and the PACE model of care.

Limited Space: Congressional offices have very limited space for in-person meetings. You may be asked to meet with a staff member in the hallway or cafeteria. This does not mean that your appointment is not important to them, so please be flexible.

Congressional Staff: There is a good chance you will not meet with members of Congress because of their hectic schedules. Instead, you may meet with a staff member who knows little about PACE. Additionally, younger people constitute the majority of congressional staff, but they are experienced in their fields and responsible for sharing information within their offices. It is important to educate everyone about PACE, as every staff member plays a key role.

Honesty: If you don’t know the answer to a question, acknowledge that and say you or an NPA staff member will get back to them with the answer.

Thank You: Thank everyone and ask staffers for their business cards for follow-up activities.

Step 5: Follow Up After Your Meeting

Thank You: Send a thank-you email to each congressional office you visited, summarizing the issues you discussed and providing any information that was requested.

Evaluation: Complete the Congressional Visit Report Form and return it to NPA as soon as your meeting is over so you won’t forget the details. NPA will provide you with a copy of the form.

District Meeting: Contact the local staff office and ask when the senator or representative will be in your state or district. Extend an invitation to them to visit your facility. NPA has a [Site Visit Toolkit](#) that has all the resources you need for a successful event. Please let NPA know if a site visit occurs.

For more information, contact Jake Blumenstock by [email](#) or at 571-800-6046.

**Thank you for advocating for PACE.
You make a difference!**



Meeting Request Template

Use this meeting request template to create an email request to send to the scheduler and health care legislative assistant at least a month ahead of your proposed meeting time. If you need the names of staffers or other information or assistance, please contact **Jake Blumenstock**.

I am writing to request a meeting with **[Name of Representative or Senator]** on March 18 to discuss Programs of All-Inclusive Care for the Elderly (PACE). **[Names of Individuals/Programs in Attendance]** will be in Washington that day as part of the annual PACE Capitol Hill Day.

PACE organizations serve medically complex older adults in their homes, rather than in an institutional setting. Receiving capitated payments, the model is fully integrated, provider-based and person-centered and addresses all medical and biopsychosocial needs. PACE serves more than 80,000 seniors in 33 states and the District of Columbia, including **[X]** participants at **[Program Name in City, State]**.

During our meeting, we would like to discuss our innovative model of care and our current recommendations for strengthening and growing the PACE program so more seniors can benefit from this high-quality, cost-effective program.

Please contact me at **[phone number/email]** to find a mutually convenient time. Thank you for your consideration of this request. I look forward to hearing from you soon.

**Thank you for advocating for PACE.
It really makes a difference!**