

1. Designate a lead/host person to act as the moderator for the virtual and/or in-person visits.
Lead/Host Responsibilities:
 - Intro to NARA
 - Facilitate intro of others present for the visit
 - List our 'asks' /Bills to support, then pass on to other speakers to go into more detail
 - Host also closes and summarizes with same 'asks'
 - Liaison/lead or host to complete post visit survey monkey
2. Introduction Tips: The lead/host person will start off the meeting by introducing themselves and state that the group is representing NARA. After the lead/host introduction they will then turn it over to the others to introduce themselves.
 - Introductions should be short and sweet: first and last name, discipline if applicable, job title and company that you work for.
 - It is important that you delegate in advance the order that all participants go to introduce themselves.
3. Discussion of Priority Bills and Asks Tips:
 - It is important that you review the priorities that we will be covering in advance to delegate who will be speaking on each priority and most importantly if your member of congress or senate has signed onto the bill you will want to thank them.
 - It is important to note that often times these meetings are less than 10 minutes so let them know the priorities and gauge the meeting as you may only get to one or two of the priorities and that is ok.
4. Representative vs Senators:
 - Senators CANNOT Sponsor HR bills. They can Sponsor Senate bills (example- H.R.2474 - Strengthening Medicare for Patients and Providers Act is a house bill and we are seeking a senate companion bill).
 - If speaking to a senator- don't ask them to cosponsor the HR bill but it is ok to inform them of the HR bill that is in place. Check to see what your Senators and Representatives have done.
5. Setting a Schedule. We recommend you review your Soapbox Schedule/ set a schedule and organize your team before the day of the visit. Example schedule below:
 - 10:00 am -Rep XYX (rep). Meeting with Legislative Director, named (XX)
 - 10:00 am -Intro: Group member 1 (lead/host person)
 - 10:05 am-Discuss the impact of workforce shortage: Group Member 2
 - 10:10 am-Discuss the impact of reimbursement reductions and the provider burden: Group Member 3
 - 10:15 am-Find a Long-Term Solution for the Medicare Physician Fee Schedule/Support H.R.2474 - Strengthening Medicare for Patients and Providers Act: Group Member 4
 - 10:20 am-Waive Pay-Go and Wrap Up: Group member 5
 - Note taker/follow up email: Group member 5

6. Sample Script/Talking Points:

(Lead/host person to start)

Hello,

*My name is **(First and Last name)** and I am **(discipline if applicable, job title and company that you work for)**. We are here today representing The National Association of Rehabilitation Providers and Agencies (NARA). NARA is the trade association representing 100 organizations consisting of over 80,000 healthcare professionals dedicated to providing a multitude of skilled rehabilitation therapy services to individuals in a variety of settings including inpatient, outpatient, skilled care, assisted living, educational systems, industry/occupational health. Thank you so much for taking the time to meet with me and my colleagues **(turn it over to the other participants to introduce themselves as well)**.*

(Back to the lead/host person)

We wanted to thank you for taking the time to meet with us today. We have three priorities that we would like to discuss with you today:

- 1. **Workforce Shortage:** NARA sees the shortage of qualified rehabilitation professionals as critical as the shortage of nurses and urges Congress to support the following initiatives: (1) Provide incentives through scholarships and tuition reimbursement to prospective and current students in therapy educational programs; and (2) Ability to bring in qualified rehabilitation professionals from other countries more readily.*
- 2. **Find a Long-Term Solution for the Medicare Physician Fee Schedule/Support H.R.2474 - Strengthening Medicare for Patients and Providers Act and Waive Pay-Go:** Congress must waive Pay-Go to avoid a 4% across the board cut to Medicare.*
- 3. **Supervision:** Legislation that specifies that supervision requirements for outpatient physical therapy services that are furnished through private practice may not be more stringent for purposes of Medicare coverage than under state law. Currently outpatient therapy services in group practice, one of the least acute settings, has more stringent supervision requirements than all others. This results in the need for 2 clinicians on site for services to be delivered, further exacerbating difficult workforce issues.*

(Lead person to turn it over to the first presenter). After the presentation, ask if there are any questions. Answers to the questions should be open to all participants. Remember, to keep the answers short and sweet, you can personalize with stories and if you do not have an answer that is ok! Let them know that you will have someone get back to them.

(Lead person to turn it over to the second presenter). After the presentation, ask if there are any questions. Answers to the questions should be open to all participants. Remember,

to keep the answers short and sweet, you can personalize with stories and if you do not have an answer that is ok! Let them know that you will have someone get back to them.

(Lead person to turn it over to the third presenter). *After the presentation, ask if there are any questions. Answers to the questions should be open to all participants. Remember, to keep the answers short and sweet, you can personalize with stories and if you do not have an answer that is ok! Let them know that you will have someone get back to them.*

(Turn over to the last presenter). *Start by thanking them again for their time and highlighting that this is the last priority and that they will be provided with the leave behind resource. After the presentation, ask if there are any questions. Answers to the questions should be open to all participants on the virtual hill day. Remember, to keep the answers short and sweet, you can personalize with stories and if you do not have an answer that is ok! Let them know that you will have someone get back to them.*

(Turn back to lead person). *Start by thanking them again for their time and letting them know that they also have the leave behinds and let them know that you are all available to answers any questions that may arise. You may also want to invite them to one of your facilities. ****If you build a rapport or feel comfortable, we encourage your group to also ask the team if you can take a picture and share with NARA and social media. ****

7. Follow up email example:

Dear **(enter name)**,

*Thank you for taking the time to meet with **enter names**. As members of the National Association of Rehabilitation Providers and Agencies (NARA) we appreciate the ability to discuss workforce shortage and advocating for finding a long-term solution for the Medicare Physician Fee Schedule. We hope that you will support us in stopping payment reductions for Rehabilitation Providers. We look forward to working with you to advance these policies that improve care quality for patients and residents in the long-term care sector. I have attached the resource we talked about to underscore today's conversation. Please feel free to reach out to me or to NARA should you need any additional information or have any additional questions about our priorities.*

Insert signature lines with contact information and Christie's contact information.

Christie L. Sheets, COC, CPB Executive Director

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