CHAPTER ADVOCACY ROUNDTABLE RECOGNITION PROGRAM

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Introduction

The Chapter Advocacy Roundtable (CAR) Recognition Program was created because HIMSS wanted a way to publically recognize HIMSS Chapter Advocates for their time, effort and commitment to advocating for the transformation of healthcare through IT.

The CAR Recognition Program consists of two awards:
1. Chapter Advocate of the Year Award
2. Chapter Level of Advocacy Award

Submissions are due at the end of each HIMSS Fiscal Year. HIMSS Fiscal Year begins July 1st and ends the following June 30th.

Chapter Advocate of The Year

Chapter Advocate of The Year is a prestigious and widely recognized award presented to the Chapter Advocate who demonstrates exceptional leadership when it comes to advocating for health IT. The recipient of this award receives a full scholarship to HIMSS Annual Conference and is recognized during its Annual Public Policy Leaders Networking Breakfast.

Eligibility: HIMSS Chapter Members who are officially recognized by their Chapter as a “Chapter Advocate” during the current fiscal year are eligible. Those not eligible include previous recipients of the Chapter Advocate of the Year award and currently serving CAR Chair and Vice Chairs.

Application and Selection Process:
1. Chapter Advocates compete for Chapter Advocate of the Year by earning points associated with the completion of designated advocacy tasks (please see below). Chapter Advocates MUST keep track of advocacy activates by filling out the FY15 CAR Recognition Program Application. To acquire an application, please contact Julie Brown, Associate Manager, HIMSS State Government Affairs (jbrown@himss.org or 703-562-8818).
2. Completed applications must be emailed back to Julie Brown by June 30, 2015.
3. Submitted surveys are tallied by the State Government Affairs team. The highest ranking applicant is presented to CAR Leadership for approval.
4. The Chapter Advocate of the Year is announced during the following August CAR Call and presented their physical award at the Public Policy Leaders Networking Breakfast held during the following HIMSS Annual Conference and Exhibition.
### Chapter Advocate of the Year Award Point System

<table>
<thead>
<tr>
<th>Task</th>
<th>Value</th>
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<tbody>
<tr>
<td>Participate in a Monthly CAR Conference Call</td>
<td>1</td>
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<tr>
<td>Attend HIMSS Virtual Conference and Expo</td>
<td>1</td>
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<td>Attend a HIMSS Webinar</td>
<td>1</td>
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<td>Facilitate a presentation at HIMSS Chapter meeting on Chapter Advocacy</td>
<td>1</td>
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<td>Post a HIMSS Advocacy event to your Chapter website</td>
<td>1</td>
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<tr>
<td>Participate in a Quarterly Regional CAR Conference Call</td>
<td>2</td>
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<td>Complete assigned Monthly Task</td>
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<td>Form an active Chapter Advocacy Committee greater than 2 Advocates</td>
<td>2</td>
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<tr>
<td>Sign up a State Official for a complimentary HIMSS State Government Membership</td>
<td>2</td>
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<tr>
<td>Utilize HIMSS Legislative Action Center to contact your State Official regarding health IT legislation in your state</td>
<td>3</td>
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<tr>
<td>Contact your State Official regarding National Health IT Week</td>
<td>3</td>
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<tr>
<td>Attend Annual CAR Offsite Training in Washington D.C.</td>
<td>3</td>
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<tr>
<td>Organize a one on one local site visit with a State Official</td>
<td>3</td>
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<tr>
<td>Conduct an analysis of Chapter Membership as it relates to Congressional districts to facilitate advanced outreach</td>
<td>3</td>
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<tr>
<td>Plan a local/regional Health IT policy event</td>
<td>4</td>
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<tr>
<td>Invite and Escort a State Official to a Chapter event</td>
<td>4</td>
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<tr>
<td>Attend HIMSS Annual Conference and Exhibition</td>
<td>4</td>
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<tr>
<td>Work with State Official to have a resolution/proclamation passed in your state regarding health IT</td>
<td>4</td>
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<tr>
<td>Plan a HIMSS Chapter State Health IT Day or Day on Capitol Hill</td>
<td>5</td>
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Chapter Level of Advocacy Award

Presidential, Ambassador or Advocate Level of Advocacy

At the end of each fiscal year, Chapter Advocates have the opportunity to apply on behalf of their chapter for a Level of Advocacy Award. A HIMSS Chapter Level of Advocacy Award is presented to the Chapter as a direct result of their Chapter Advocate's leadership and commitment to health IT advocacy.

An eligible HIMSS Chapter may be awarded either a Presidential, Ambassador or Advocate Level of Advocacy award. Chapters receive a corresponding emblem to place on their website and use in Chapter publications. Additionally, Chapter Advocates who attend the following Annual CAR Offsite Training during National Health IT Week in Washington D.C. receive a HIMSS Chapter Level of Advocacy Award commemorative pin as a symbol of their continual dedication and leadership.

Eligibility: HIMSS Chapters which have an official Chapter Advocate or Chapter Advocacy Committee during the current fiscal year.

Application and Selection Process:

1. HIMSS Chapters reach a level of advocacy by completing the minimum requirements listed below.
2. Chapter Advocates MUST apply for recognition through the FY15 CAR Recognition Program Application. To acquire a survey, please contact Julie Brown, Associate Manager, HIMSS State Government Affairs (jbrown@himss.org or 703-562-8818).
3. Completed surveys must be emailed back to Julie Brown by June 30, 2015.
4. Submitted applications are reviewed by the State Government Affairs team. HIMSS Chapter Level of Advocacy Awards are announced on the following July Monthly CAR Call.
5. After the announcement has been made on the August CAR Call, Chapter Advocates will be emailed their emblems for use in Chapter communication and commemorative pins will be presented during the following Annual CAR Offsite Training.
## Level of Advocacy Requirements

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<tr>
<th>Advocacy Level</th>
<th>Requirements</th>
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| Presidential   | • Planned and held a HIMSS State Health IT Day or State Health IT Day on Capitol Hill  
• Represented at the HIMSS Annual CAR Offsite Training  
• Completed 5 Chapter advocacy outreach initiatives  
• Attended 9 monthly calls and completed 9 monthly tasks |
| Ambassador     | • Completed 4 Chapter advocacy outreach initiatives  
• Attended 6 monthly calls and completed 6 monthly tasks |
| Advocate       | • Completed 2 Chapter advocacy outreach initiatives  
• Attended 4 monthly calls and completed 4 monthly tasks |

*HIMSS Chapters who reach Presidential, Ambassador or Advocate Level of Advocacy are awarded a commemorative pin along with earning their Chapter the right to post award emblem on website.*
Frequently Asked Questions

1. What is a State Health IT / Advocacy Day?

HIMSS State Health IT Days are one of the most important events of the year. In a nutshell, these events facilitate a space and time for your Chapter Members to connect with their state legislator to educate them about health IT and ensure they know you are available as a subject matter expert. Below are the basic components of four different types of state health IT day events.

1. **Traditional State Health IT Day.** Face to face meetings with state legislators in the state capital while the Legislature is in session.

2. **Hybrid State Health IT Day.** Featuring both physical, in-person elements with state legislators, which would include some Chapter members meeting with state legislators while they are in the Capital during session, and virtual elements that include constituents who cannot make the trip to the Capital that send an email message to the legislator.

3. **District Office Visits.** State health IT day that would coordinate HIMSS members visiting their state legislator district offices on a specific day. This especially useful for planning events in states which are not in session every year.

4. **Regional State Health IT Days.** Include multiple state chapters participating in a WebEx that would have a national speaker on the program and then Chapters could organize on line to send information using the Legislative Action Center to their specific state legislators.

The HIMSS State Government Affairs team is here to provide guidance in planning alternate forms of state health IT days to make it possible for every chapter to hold these events. The State Health IT Day Planning Manual is available to all Chapter Advocates to assist with your planning process. Please do not hesitate to reach out to us to begin exploring your Chapter’s needs and plans to hold a state health IT day.
2. My Chapter has more than one designated “Chapter Advocate”. How do we apply for both awards?

Many Chapters have more than one designated Chapter Advocate (Advocacy Co Chairs, Advocacy Committee). This is encouraged and works to the Chapter’s benefit for obtaining recognition through his program.

The Chapter Level of Advocacy Award is presented to the Chapter. Therefore, requirements for each level may be met by any Chapter Member involved with advocacy. If the Chapter Advocate is unable to attend a monthly call or complete a monthly task he or she may delegate this responsibility to another Chapter Member. Additionally, chapter advocacy outreach initiatives may be completed by any Chapter Member. However, the designated Chapter Advocate or Advocacy Chair must be the one to fill out and submit the CAR Recognition Program Survey.

The Chapter Advocate of the Year Award is given to one single individual who has demonstrated unwavering leadership in state level advocacy for their Chapter over the past Fiscal Year. As this award is presented to an individual, it is left up to the Chapter to decide who should be put forth for this award. The CAR Recognition Program Survey should be completed by the Chapter Advocate being considered for Chapter Advocate of the Year.

3. What are advocacy outreach initiatives?

An advocacy outreach initiative is defined as a project or event which takes an active role in educating your State Government about the importance of health IT and/or one of your Chapter Members participating in a leadership position as subject matter expert in health IT.

This could include, but it not limited to:

- A Chapter wide e-mail outreach campaign through the HIMSS Legislation Action Center
- Taking a position as a Chapter on a piece of health IT legislation
- Holding a post on health advisory committee
- Testifying in front of your health committee
- Holding a local/regional Health IT event with policy focus
- Escort a State Official to a Chapter event Work with State Official to a Chapter Event
- Have a resolution/proclamation passed in your state regarding health IT

HIMSS recognizes that state level advocacy takes many different forms. Please feel free to contact Julie Brown (jbrown@himss.org) if you are unsure as to what initiatives are eligible for recognition through this program.
4. **What are monthly tasks?**

Monthly tasks are announced during each monthly call and included in the minutes. Each task must be completed before the next CAR Call to be counted towards the recognition program. Tasks focus on existing opportunities for grassroots advocacy at a state, regional and local level.

5. **What are Monthly CAR Calls?**

Monthly CAR Conference Calls take place the third Friday of every month at 12:00pm EST. Led by the CAR Chair, each call typically includes updates from HIMSS Government Relations Team and special guest speakers. Please contact [Julie Brown, Associate Manager, HIMSS State Government Affairs](mailto:jbrown@himss.org) for web conferencing information. All monthly calls are recorded.

6. **I can’t attend the monthly calls. Does that mean that my Chapter will never receive a Level of Recognition Award?**

No. The Chapter Level of Advocacy Awards are presented to the Chapter. Therefore, any Chapter member invested in advocacy may attend the calls, complete monthly tasks and advocacy outreach initiatives. We recognize advocating for health IT in your state takes a team. However, submission of the Chapter Level of Advocacy award survey MUST come from the designated Chapter Advocate.

7. **Where can I get a copy of the Chapter Level of Advocacy emblems to post on my Chapter’s website and use in printed communication?**

Please contact Julie Brown ([jbrown@himss.org](mailto:jbrown@himss.org)) to obtain your emblem.