



## [A Guide for a Successful Legislative Facility Tour](#)

### [Why host a legislative tour?](#)

Elected Officials play a vital role in the skilled nursing and assisted living profession. Many of the policies that affect your facility and residents are decided by the 50 senators and 100 representatives in the Indiana General Assembly, as well as our 11 members of the U.S. Congress. To ensure those policies are in your and your residents' best interests, it is essential to build relationships through grassroots advocacy. As public servants, the highest priority for legislators is addressing the needs of their constituents. By hosting a legislative tour in your skilled nursing or assisted living community, you have an opportunity to educate state and federal legislators, while giving them the opportunity to hear firsthand about the profession from their constituent staff and residents.

### [IHCA/INCAL involvement](#)

IHCA/INCAL is committed to assist every member with planning and executing a successful facility tour. In order to get a better idea of a facility tour, below are suggested steps and documents. IHCA/INCAL wants to be involved in your tour, but also give you the independence to plan as little or as much as desired. This is a great opportunity for legislators to learn about issues in their home town and we are excited to begin the planning process with you!

### [Planning the tour](#)

Before the actual tour can take place, there is some planning that must happen. The following guidelines will help you plan a successful event:

1. Determine you would like to host a legislator at your facility and reach out to your staff.
  - Reach out to IHCA/INCAL to begin the planning process.
  - Have a small group prepared to give the tour (HFA, DON, etc.).
  - Determine the objectives for the visit
  - Decide a date and time for the tour, it can be for a specific event or any time of year.
2. Inviting the legislator.
  - Let IHCA/INCAL know your objectives and date and time for the tour.
  - If you don't already know your local legislator, Savannah Neary, Deputy Director of Legislative and Political Affairs, will help you contact your legislator and set up the tour.
3. Before the tour.
  - Once the tour is scheduled, send the legislator a formal invitation as well as a facility profile. The facility profile should be a printed document to show the important economic and community impact of your facility.
4. Decide what issues you want to discuss and how best to incorporate them into the tour.
  - IHCA/INCAL can assist with ideas on fulfilling this



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### Preparing for the tour

Below are suggested ideas to execute in the days before the tour:

- Inform all staff of the legislator's visit
- Provide a brief biography of the legislator for all to review
- Arrange for photographs during the tour
- Provide the facility profile document prior and at time of tour
- Provide an agenda so the legislator can plan ahead

### Conducting the Tour

The following tips will assist you in conducting a tour to meet your objectives:

1. Meet the legislator in the lobby and move to an office space.
  - Provide the legislator with an overview of important facts about your facility and the tour agenda. Also have some beverage type available.
2. Be sure to introduce residents to the legislator along the tour.
  - Remember, residents are the legislator's constituents.
  - Turn this into a time for the residents to get dressed up and be involved.
3. Be sure to ask the legislator questions and engage them in conversation.
  - Discuss the issues the facility is facing.
    - i. census; patient acuity; staffing retention; your role in the larger health care system; regulations; changing payment methodologies; managed care for Medicaid and Medicare recipients.
  - Use this time to show the elected official how they can help the people they represent.

### Follow-up after the Tour

Send a "thank you" letter the day after the facility tour. Make it personal by adding pictures from the visit and conversations that were had. A sample of a "thank you" letter can be sent to you electronically from Savannah. This is just the beginning of strong relationship, keep in touch with the legislator and come visit them at our annual Long Term Care Professionals Day at the Statehouse.

### IHCA/INCAL Contact:

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