

# AHIMA GRASSROOTS ADVOCACY AWARD : How to Report Engagement

## AHIMA Staff Tracked – Do Not Report

- Participation in a campaign on the AHIMA Action Center
- Serving as an AHIMA speaker or author
- Participation in a workgroup
- Participation in a Council or Advisory Group
- Attendance at Advocacy Summit, including the Public Policy Institute and/or Capitol Hill Day congressional meetings

## What AHIMA Members Should Report in the Interaction Logger

- Emails or letters to congressional offices on AHIMA policy issues sent *outside* of the AHIMA Action Center
- Serving as a speaker on federal topics for your component association
- Completion of Advocacy Training Module(s)
- Attendance at AHIMA Advocacy Events, including receptions, webinars, briefings, and related events
- Attendance at a congressional meeting *not* set up by AHIMA – including in-district congressional meetings, or attendance at town halls.

The screenshot shows the AHIMA website's navigation bar with the 'Log Interaction' link highlighted in a red circle. Below the navigation bar is the 'Log your interaction with your members of Congress' form. The form includes a search bar for officials, staff, or contacts. The 'Type' dropdown menu is set to 'Congressional Office Visit (In-Person)'. The 'Date' field is set to 01/12/2023, the 'Time' field is set to 4:55 PM, and the 'Duration' field is set to 1 hr. There is a 'Notes (Optional)' text area with the placeholder text 'Tell us about the interaction...'. At the bottom, there is a 'Related Issues' dropdown menu set to 'Select...'.