



NADP Government Relations Department

Volunteer Groups Information

Government Relations is one of the key components of NADP. To address the legislation and regulation affecting the dental benefits industry, NADP has three vital volunteer committees:

- Government Relations Workgroup (GRW)
 - o Working Group
 - o Report Out
- Commission on Advocacy Policy (CAP / Appointed)
- NADPac (Appointed)

Due to limited resources, volunteers are vital to NADP in actively directing, lobbying, research and reporting on government relations on the behalf of the dental plan industry.

This document provides a description of the GR volunteer groups and information on how to use NADP's GR tools (getting a login for nadp.org, utilizing Dental Interact, finding call calendars, LOTS, etc.).

- NADP provides monthly updates on Government Relations (GR) in the *Monthlybyte* as well as on Dental Interact/DI (NADP's internal web community.) *If you do not intend to be an active volunteer, please be sure to sign up for the GRW report out in lieu of the working group.*

GOVERNMENT RELATIONS WORKGROUP (GRW)

Leadership Structure

Chair: Bernard LaPine, Highmark Insurance Group & United Concordia Companies

Vice Chair: Jaclyn Strube, Principal Financial Group

In addition to the Chair and Vice Chair, GRW is lead by a leadership committee that meets monthly to identify priorities, review legislation, and set agendas. The committee includes active GR volunteers involved in state and/or federal advocacy, passionate about aiding NADP in achieving its mission. Every attempt will be made to maintain a balanced composition of the leadership committee representing the range of products offered by member companies, large and small companies, and non-profit and for-profit plans. If you are interested in being considered for the GRW leadership committee, please contact NADP staff.

Mission: The GRW implements policy positions, outlined by the Commission on Advocacy Policy (CAP), promotes consumer access to affordable quality dental care, and educates and advocates for legislative and regulatory conditions supporting the dental benefits industry. The Workgroup participates in federal and state advocacy efforts as coordinated by the Commission.

The GRW reviews important state and federal legislation, decides on appropriate further actions, and provides input to CAP. [NADP Legislative Online Tracking System \(LOTS\)](#) added regulatory tracking in 2015. While staff actively track legislation in LOTS, members are encouraged to provide insight on both state and federal regulations on volunteer calls.

The GRW consists of two components: a working group and a report out.

- **Working Group** - The working group of GRW is designed to analyze legislation, identify advocacy priorities, coordinate advocacy efforts, and engage advocates. The GRW comprises volunteers who are actively involved or connected to government relations activities within their



companies. To ensure participation and effectiveness, the group is limited to up to three participants per company. Participants are allowed to identify substitutes to join the working group in their absence. However, they must ensure that no more than three volunteers participate in each call.

Each company should appoint a primary lead to oversee participation in the GRW workgroup. This individual will ensure that the appropriate team members are registered and that substitutions are made when necessary. While any combination of individuals may join, companies are encouraged to consider representation from the following key areas: Government Relations/Advocacy, Compliance, and Product.

Volunteer Expectations: To be considered an active member of the GRW, volunteers must follow an 80% participation standard by the company. "Participation" is defined as conference call and in-person meeting attendance, information sharing via Dental Interact (DI) or email to staff, and participation in separate projects.

All members of the GRW working group will also be included as members of the report out.

- **Report Out** - The GRW report out, which provides updates to volunteers on NADP's government relations activities and advocacy on legislation, includes the sharing of intelligence. Any volunteer interested in NADP's government relations activity and advocacy updates may join the report out. This group is not limited to a specific number of participants per company, nor is the participation standard applied. During the report out volunteers will be provided the opportunity to raise new bills, topics, or agenda items. Volunteers may also post these items to DI, email NADP staff, or submit topics to the Chair, Vice Chair, or members of the leadership committee.

Calls: The GRW holds conference calls twice a month on Thursdays from 10-11:30 am Central, with additional calls as needed. Calls will be held every other week. Agendas are forwarded prior to the call via DI with as much notice as possible.

Ad Hoc Groups: Ad hoc volunteer subgroups can be identified and utilized throughout the year on an as-needed basis. These groups may be specific to an issue, rule, regulation, piece of legislation, or emerging priority. NADP staff will coordinate these groups and post them to DI issuing a call for volunteers. The work of subgroups will be reported back to GRW in both the working group and report-out formats, as appropriate. The duration of an ad hoc group's activity or significance will determine how long it remains active. All GRW members may participate in ad hoc groups. To support effective collaboration and ensure the right expertise is represented, we suggest that each company consider limiting participation to 1-3 individuals. This helps maintain a focused and productive group dynamic, while still allowing flexibility based on company needs.

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COMMISSION ON ADVOCACY POLICY (CAP)

Chair: Crystal McElroy, Metlife

Vice Chair: Molly Imming, Aetna/ CVS Health

The Commission on Advocacy Policy (CAP) is an appointed group. It is responsible for developing positions on industry-related federal and state healthcare policy proposals, responding to the impacts of federal healthcare policy proposals as they develop, and providing appropriate direction regarding advocacy positions to the Government Relations Workgroup and NADP lobby resources. Volunteers are appointed by the Board, dependent on industry knowledge and the type of member company represented to ensure a fair and balanced approach. The CAP holds conference calls every Monday, with additional calls as needed.

NADPAC COMMITTEE

The NADPac Committee is an appointed group with specific positions automatically allotted within the NADPac guidelines. Due to the special FEC rules, additional information on the PAC is separate and available to members upon request.

VOLUNTEER CONFERENCE CALLS

Voting: NADP tries to work from a consensus position from all members. On the rare occasions when a vote is necessary, Robert Rules apply, which means a quorum must be met, and each member company has one vote. Due to the critical timing of some government relations issues, it will be up to the chairs and NADP staff to make certain judgment calls if the CAP does not make a decision.

Anti-Trust Statement: On all calls, volunteers are expected to have read and abide by NADP's Antitrust Statement below:

As a prologue to our meeting, please keep in mind that numerous state and federal laws prohibit the exchange of information among competitors regarding price, refusals to deal, or agreements to proceed in certain anti-competitive respects and that such exchange of this information is neither sanctioned by NADP nor tolerated during our meeting. This is a very serious consideration, and no deviation from this policy will be allowed. Your cooperation in this matter will be appreciated.

Do not refer to any specific company names in the examples you may give as illustrations during our discussion. There should not be specific discussion concerning price, profits, commission, or any other cost components or elements. Staff liaisons have been instructed to keep the discussion within acceptable bounds.

VOLUNTEER EXPECTATIONS AND RESPONSIBILITIES

The success of NADP volunteer groups depends on the contributions made by each of the members. The following are volunteer responsibilities and duties:

- Make best efforts to attend and participate in all group meetings according to the specific group's participation standard.
- Review agendas and related materials prior to meetings and actively participate in discussions in Dental Interact (DI) regarding industry advocacy activities and initiatives specific to the volunteer group.

In addition to the responsibilities above, group Chair duties include:

- Lead the group in developing and executing the annual work plan.



- Lead all group meetings and conference calls or arrange for the Vice Chair or alternate to facilitate if absent.
- Coordinate with NADP staff in planning group meetings and events, reviewing volunteer participation rosters and determining recognition nominations, all of which may require additional conference call attendance.
- Prepare and deliver brief oral report to all volunteers on group activities at NADP’s annual Leadership Conference.
- Specific to Government Relations Workgroup: serve on NADPac Committee.
- Specific to Commission on Advocacy Policy: attend weekly calls with NADP and lobby staff regarding Commission activities and initiatives.

NADP Member Guide to GR Tools

- All employees of an NADP member company can maintain their own log-in account for the nadp.org website.

CREATING AN ACCOUNT

Most GR volunteers already have a username and password to access NADP members-only tools and Dental Interact. If you do not have a username, you can create a login and password by [clicking here](#). Fill out the portion that says **New to this site?**

Create an account

New to this site?
If you already have an account, click the Sign In button and use your email and password.

Create a new account

First Name

Last Name

Email (Username)
 ✖
✔ This will be your new username.

Password
 ✖

Create an account

[Already have an account? Sign In](#)

Please direct any questions or issues with logins to [Lauren Oakley](#).



LOTS

What is LOTS?

- [The Legislative Online Tracking System \(LOTS\)](#) is run by an outside vendor (StateScape) and pulls all healthcare-related state and federal legislative bills into a searchable database. NADP staff then organizes the bills, making sure they are in general ‘folders’ with specific issues and priority ‘tags’ attached for easier searching.
- In 2015 and based on ongoing feedback from the Government Relations Workgroup (GRW), the NADP Board approved an addition of regulatory tracking to LOTS. Regulatory items for search will include notices of proposed rulemaking, adopted rules and regulations, and emergency rules and regulations, as available in state registers and/or from state agency websites.

How do I log in and utilize LOTS?

- Once you log into [NADP’s home page](#), go to the Advocacy tab and select legislation tracking.
- Instructions: Once logged into LOTS, instructions are listed under the ‘Resources’ tab; click ‘Overview.’ Both StateScape and NADP staff are happy to provide personal tutorials.

USING DENTAL INTERACT (DI)

What is Dental Interact (DI)?

- A central point for networking and information on all NADP volunteer groups
- All agendas, minutes, and documents for the GR volunteer groups are posted via DI. All members have access to DI and can post their own documents or questions.
- Each time you post in the eCommunity, your post is sent via email to the subscribers of that volunteer group.
- [Get Started here.](#)
- [FAQs](#)
- [Make sure to pass along these instructions to your IT dept to ensure Dental Interact emails are not being blocked.](#)

How do I log in and subscribe to the Volunteer Groups?

NADP volunteers have been automatically subscribed to their respective groups to receive e-mails of posts and attachments. In Dental Interact, the volunteer groups are called communities or forums.

- Volunteer Closed Forums: can only be seen by volunteers of that volunteer group and are used to communicate agendas and specific information to that group.
- [Advocacy Open Forum](#) is available to all NADP members. This forum has updates continuously posted by NADP staff and members.

How often will I receive emails from my volunteer group and DI?

Volunteers may select from the following options to determine the frequency of e-mails for all their subscriptions (volunteer groups and open forums):

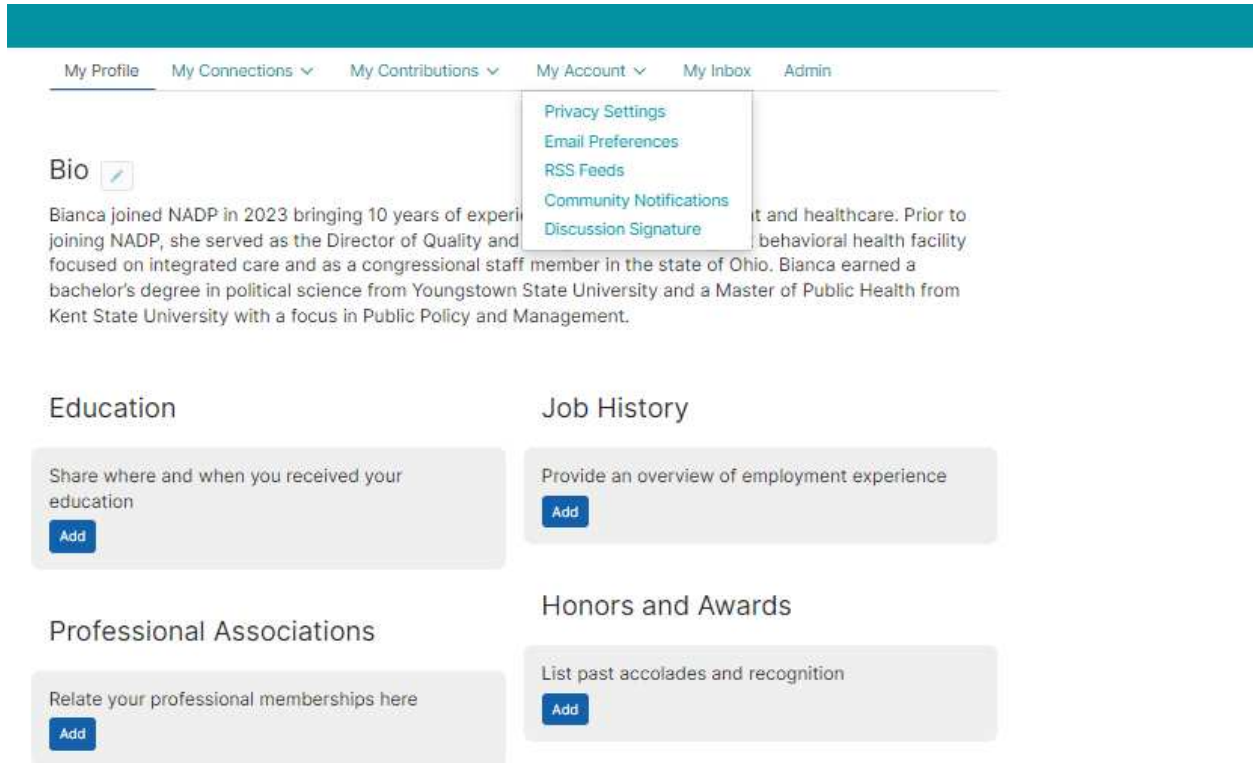
- **Real-Time:** Receive e-mail messages as soon as they are posted. This means you receive an e-mail of the original post and an e-mail of every subsequent comment (post)
- **Daily Digest:** One e-mail daily (per group) of all the posts contributed that day
- **No-E-mails:** No e-mails sent; messages are viewed online

How do I change my DI subscriptions and e-mail options?

1. Login on www.nadp.org
2. Click on the Dental Interact” tab on the Home page



3. Accept privacy statement if prompted
4. Click your photo in the top right corner and click “Profile”
5. Select “Email Preferences” from the “My Account” pull-down menu (See Screen Shot below)
6. On the Email Preferences page, select preferred communication settings



How do I participate in my volunteer group discussions?

- 1) From the Interact home page, click on the “Groups” tab on the menu bar
- 2) In that drop-down, select “My Groups.”
- 3) Click the volunteer group where you would like to create/respond to a post.
- 4) To create a new post, click the green “Post” button next to the “Latest Discussion Posts” section. Enter a Subject and write your post. You may attach documents by clicking the “Attach” button at the bottom left of text box. After you finish creating your post, click “Send.” Everyone subscribed to that volunteer group will receive your post via email.
- 5) If you want to respond to a post, click the Subject title of the post you wish to respond to. Then from the “Reply” drop down select “Reply Privately” to send a reply directly to the poster or simply click the “Reply” button to send a reply to the full group. The process to send your reply is the same as above.

If you have any questions on using DI, [please contact NADP staff.](#)

ADVOCACY RESOURCES

NADP provides timely, comprehensive tracking spreadsheets on various issues plus important legal memos and documents as an exclusive member benefit. Additionally, comment letters and Issue Briefs



are posted for the public online here: <http://www.nadp.org/Advocacy.aspx>

NADP NEWS & UPDATES

Monthlybyte is NADP's newsletter emailed to all members every month, providing an overview of NADP and dental-related issues.

NADP SmartBrief: This is a free news service open to the public in which weekly dental-related stories from the headlines are emailed to those who have subscribed. [Sign up here.](#)

Social media: Connect with us to receive updates regarding the dental benefits industry and the association.

- [LinkedIn](#)
- [Facebook](#)
- [Instagram](#)
- [X](#) (formerly Twitter)

NADP Newsroom: Stay informed about the dental benefits industry and the association with the NADP Newsroom.

Dental Impressions Blog: Find dental benefits and association news, tips, observations, and more in *Dental Impressions*, NADP's new monthly blog from Executive Director Mike Adelberg.

GOVERNMENT RELATIONS RESOURCES

The NADP staff maintains a shared file for government relations volunteers that can be accessed through any of the government relations DI groups. This file contains tracking information, state regulations, resources for volunteer groups, talking points, and other materials for both state and federal advocacy. The folder is regularly updated.



[Click here for GR Shared Resources](#)

Additional, NADP developed state fact sheets provide information on dental statistics in each state on issues such as provider and enrollee numbers and types of dental policies offered. They are free for NADP members and can be used for state educational and advocacy efforts. [They can be found here.](#) Make sure you are logged in to receive exclusive member pricing.

