



Autism Society
of NORTH CAROLINA



Advocacy 101

Making your voice heard on issues that are important to you.

The Autism Society of North Carolina (ASNC) works directly to improve the lives of individuals and families affected by autism through advocacy, training and education, and direct services. Advocacy is at the heart of what we do. As the leading resource for autism in North Carolina, we connect families to resources, assist with school issues, educate through workshops, help individuals navigate the services system, and host local support groups. We also give those with autism a voice in public policy by maintaining relationships at the state legislature and other policy-making entities.

About the toolkit

While ASNC advocates on behalf of people with autism and their families, it is critical for people to advocate for themselves. Making your voice heard on issues that are important to you is the focus of this handbook.

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Beyond the toolkit

If you would like more information or to receive an advocacy training session in your area, contact Jennifer Mahan at jmahan@autismsociety-nc.org, or 919-865-5068. For our email newsletter, Policy Pulse, sign up here: <http://bit.ly/ASNCPolicyPulseSubscribe>. ASNC also posts regular articles about public policy issues on our blog: <http://autismsocietyofnc.wordpress.com/>.

Public Policy Goals

The Autism Society of North Carolina advocates for a number of public policy targets each year with an emphasis on the state of North Carolina continuing its public investments to ensure quality, accountable service and support systems that focus on community settings and make sure that people with Autism Spectrum Disorder achieve a good quality of life.

ASNC's current priorities include broad goals such as ensuring that:

- North Carolina invests in services and supports in community-based settings for people with Autism Spectrum Disorder and other developmental disabilities.
- The services delivery system and education system better serves people with autism and other developmental disabilities.
- The new managed care system supports people in community settings, operates in a transparent fashion, is outcomes-focused, supports people on the autism spectrum, and includes self-advocates and families in its decision-making process.
- Health insurance covers the diagnosis and treatment of Autism Spectrum Disorders.

You can read the details of our policy priorities on our website at <http://bit.ly/ASNCLegislativePriorities>.

Why Me?

YOU can do something. Legislators represent us. They need to hear from us – self-advocates, families, and people who serve those on the autism spectrum. They need to hear the life stories of people with autism – and the services and supports they need to live as citizens in North Carolina.

ASNC believes that government works better with people taking action: telling policymakers what is needed, voting in elections, participating in town halls, visiting the legislature, making phone calls and writing letters are just a few of the ways you can take action.

ME? Yes, YOU!

- You know how the system works and doesn't work.
- You know the good and the bad.
- You are an expert in the area of autism.
- You know what happens when you or a family member or friend does not get the services and supports they need.

Do what you are comfortable with, when you have the time – some is better than none.

Your legislators look to YOU to educate them.

We need your voice or written word, because you, the local constituents who know about autism, are the ones legislators need to hear from.

Who Are My Legislators?

Contact your
STATE legislators
for autism issues
in North Carolina.

You have many legislators.

Federal legislators work in Washington, DC, as representatives or senators.

State legislators, who serve in Raleigh at the General Assembly, make the decisions about your autism services and supports.

You can find your state legislators and their contact information at www.ncleg.net. Click on the "Who Represents Me?" tab at the left. This page will give you information about all your federal and state elected officials. Put your address in each map to find your exact district number and the person who represents that district.

- The North Carolina House of Representatives map is for your state legislators who are elected to the NC General Assembly's House.
- The North Carolina Senate map is for your state legislators who are elected to the NC General Assembly's Senate.
- The US House of Representatives map is for federal legislators who are elected to Congress in the House.
- US senators who also represent you in Congress can be found on the US Senate website: http://www.senate.gov/general/contact_information/senators_cfm.cfm?State=NC

The legislators' Raleigh offices are either in the Legislative Building or the Legislative Office Building. Three-digit office numbers such as "302" are in the Legislative Office Building. Four-digit offices such as "2206" are in the Legislative Building. (Your legislators also have offices in your local area; go to www.ncleg.net to find their local offices.) Following are the street addresses for the two buildings.

Legislative Building
300 N. Salisbury Street
Raleigh, NC 27601-1096

Legislative Office Building
16 West Jones Street
Raleigh, NC 27601-1096

If you are writing to legislators' Raleigh offices, be sure to include the office number in the address as well as their name and chamber. Letters to House members are addressed to "House of Representatives" and letters to Senate member to "NC Senate."

For Example:

Senator Just A. Tarheel
NC Senate
Legislative Office Building, Suite 101
300 N. Salisbury St.
Raleigh, NC 27601-1096

Representative OI D. Northstate
House of Representatives
Legislative Building, Suite 1515
16 W. Jones St.
Raleigh, NC 27601-1096

Write to Your Legislators

A personal letter will have a big impact on legislators. (Traditional mail and email are both good!) You can ask a family member or friend to help you write a letter, but make sure to use your words.

How to write a letter (you need only four items):

1. Tell who you are and where you live
2. Tell the problem
3. Tell why you are concerned (personal story)
4. Give your solution or ask for help

It is important to tell your personal story and why this is important to you. Keep your letter to one page. Keep your letter to one topic or issue. This is because too many issues may overwhelm your legislator. We want to empower our legislators to make good changes, not get overwhelmed and give up because they feel it is too much for them to do.

Some additional tips for writing legislators:

- Make sure your address, phone number, and email address are in the letter, so your legislator can write a response or call you.
- Tell your legislator the town/city and county where you live.
- Always tell the truth. No elaborations.
- If you know the bill number and title, be sure to refer to it in your letter.
- Always be nice. Your legislator may not agree with you on this topic, but they will continue to be your legislator and will work on many other issues now and in the future.
- Write a thank-you note if your legislator votes as you asked. Or write a thank you after a visit or a phone call to thank them for their time and attention to the issue.
- Be sure to address the elected official properly. See Appendix B for help.
- The governor is addressed as The Honorable Governor Pat McCrory.
- Often, letters to legislators are addressed to "The Honorable (name of senator or representative)." And then "Senator ____" or "Representative ____" is used in the greeting. Many people simply use "Senator ____" or "Representative ____" in the address and greeting. Either is okay. The important thing is to write! See the letter below for an example.

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The 4 items that make an effective letter:

1. Tell who you are and where you live
2. Tell the problem
3. Tell why you are concerned (personal story)
4. Give your solution or ask for help

[Write Your Legislators continued]

- You can find your legislators and their contact information at www.ncleg.net, as described in the previous section, “Who Are My Legislators?”
- When the General Assembly is in session, send letters and emails to your legislator’s Raleigh office.
- When the legislators are not in session, send letter and emails to their home office or Raleigh office addresses.
- Don’t know whether legislators are in session or not? Check www.ncleg.net or contact Jennifer Mahan, Director of Advocacy and Public Policy, at jmahan@autismsociety-nc.org.

Sample letter/email to a legislator

Make sure you tell your story. It’s important for your message to have a BIG IMPACT, but stay brief and to the point. Try to keep the letter to one page. You can also use the letter text in an email.

Your street address
City, state, zip code
Phone number
Date

The Honorable name
Address

Dear Representative (Senator) last name:

I am a resident of city in county name County, and I have a child with autism. On behalf of my child, my family, and others with autism, I am writing to ask you to choose to restore funds cut from developmental disability services in the 2009 budget, including the \$60 million in MHDDSA state services funds, \$150 million to the Division of MHDDSA, and some of the \$700 million to Medicaid.

These services are critical to my family and to many others in North Carolina with disabilities and disabling illnesses. [Give a brief description of the types of services that you have and what it would mean to your family if you lost those services].

I realize that you are faced with many tough decisions as you prepare the state’s budget. But not providing services to people who desperately need them is not the way to balance the budget. Have the courage to do the right thing and invest in all of our people. Please let me know your position on returning funds to the state’s budget for mental health, developmental disabilities, and substance abuse services.

Sincerely,
Your name

Call Your Legislators

Calling your legislators is another good way to communicate your concerns about autism issues. Here are some tips on calling legislators.

Before you call:

- Write down the main points that you want to include in your conversation.
 1. Tell who you are and where you live
 2. Tell the problem
 3. Tell why you are concerned (personal story)
 4. Give your solution or ask for help
- Practice what you are going to say. Keep it short, no more than five minutes.
- Be prepared to answer questions and provide additional information

(It is okay to say you don't know the answer to a legislator's question. It gives you an opportunity to get the correct information and contact them again. Tell them you will get an answer for them. Be sure to follow up.)

During the call:

- Ask to speak directly to the legislator. But if the legislator is not available, leave a brief message with his/her office and ask that they call you back.
- Identify yourself and where you are from (city, county).
- Be brief. State the reason for your call.
- Always tell the truth. No elaborations.
- Express your appreciation if the legislator is in favor of your issue.
- If you know the bill number and title, be sure to refer to it in your conversation.
- Remember to be nice, even if the legislator doesn't agree with you.
- Thank the legislator for his/her time.
- Get voicemail? Leave a phone number where you can be reached. Ask to speak to the legislative assistant and tell them the same things you would tell the legislator.

After the call, send a follow-up letter:

- Restate the reason for the call.
- State what you think the legislator's opinion is on the issue.
- State your appreciation if the legislator is in favor of the issue or state your hope that the legislator will choose to vote or act in favor if he or she is against or undecided.
- Thank the legislator for his or her time.

Make sure you tell your story during your phone conversation. It's important for your message to have a BIG IMPACT, but stay brief and to the point.

Sample script for a call to a legislator

“ Senator/Representative last name, my name is your name and I am a resident of city in county. I am calling today to ask your support for autism insurance coverage, and specifically to vote in favor of bill number, making sure that insurance plans in North Carolina don't discriminate against people with Autism Spectrum Disorder.

My family and I have been paying for health insurance for length of time. When our child was diagnosed with autism, we were surprised to find that the most effective treatments that would help ensure he/she continues to develop and grow are not covered by insurance. With these services, he/she could provide some explanation of what these treatments have enabled them to do, or could enable them to do and what happens without them. Keep your points brief.

There are hundreds of thousands more like me who have kids on the spectrum and are struggling to get help. These treatments are critically important to us. I realize that you are faced with many tough decisions. But this should be easy – ensuring that children are able to develop, grow, and become contributing members our state.

“What is your position on bill number?” Or, “What is your position on ensuring that insurance companies don't discriminate against my child?” ”

Give the legislator an opportunity to express his/her opinion without interruption.

- If the legislator indicates that he/she will vote **in favor** of the bill or supports your position, thank him/her.
- If the legislator indicates that he/she is **undecided or against** the legislation, politely ask the legislator to reconsider and state again how important it is for you and your family.
- **Offer to meet** with the legislator or provide additional information about the impact of treatments and insurance coverage for autism, if you feel comfortable and have ability to do so.
- For questions you can't answer, offer to find the answers. (You can consider contacting the Autism Society of North Carolina for help.)
- Offer the legislator your name and phone number in case he/she has additional questions at a later time, if you feel comfortable.
- Thank the legislator for his/her time.

Remember to follow up your phone call with a thank-you letter.

Visit Your Legislators

A face-to-face meeting with your legislators is an excellent opportunity to discuss autism, legislation, budget cuts, or other issues that affect you and your family. The following guidelines may be helpful as you begin visiting your legislators.

How to make an appointment:

- Locate contact information from the General Assembly website, www.ncleg.net, as described in the previous section, "Who Are My Legislators?"
- Call the office to make an appointment.
 - ❖ When the General Assembly (GA) is in session, call your legislator's Raleigh office.
 - ❖ When the GA is not in session, call the home office address or the Raleigh office.
 - ❖ Don't know whether legislators are in session or not? Try both phone numbers or check the legislative website.
 - ❖ Your US representative or senator might have a different way of handling visits. Some ask for emails, some faxes, and some phone calls. Check your legislator's website for more info or call 202-224-3121 locally or toll-free, 1-800-962-3524.

Before your visit:

- Write down the main points that you want to include in your conversation.
 1. Tell who you are and where you live
 2. Tell the problem
 3. Tell why you are concerned (personal story)
 4. Give your solution or ask for help
- Practice what you are going to say. Try to keep it short, no more than five minutes.
- Be prepared to answer questions and provide additional information
- (It is okay to say you don't know the answer to a legislator's question. It gives you an opportunity to get the correct information and a reason to contact them again. Tell them you will get an answer for them. Be sure to follow up.)

It is best to make an appointment.

Legislators are very busy, so it is best you call ahead to make sure they will have time to speak with you and listen to you.

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[Visit Your Legislators continued]

- Know where your legislator's office is located.
 - ❖ If you are meeting your legislator at the local office, you are in luck! It is probably the easiest and best place to meet. If you are meeting your legislator in Raleigh, there are two buildings that have legislators' offices: the Legislative Building and the Legislative Office Building. If the room number has four digits, such as 4444, then it is located in the Legislative Building. If the room number has three digits, such as 333, then it is located in the Legislative Office Building.
 - ❖ Arrive early so you can park and find your legislator's office. It can be a little difficult at first. Paid parking is located around the buildings. <http://www.doa.nc.gov/parking/visitorparking.aspx>
 - ❖ Don't be late to your appointment. You want as much time as possible to get to know your legislator.
- Dress neatly.
- If your child is the one receiving services, take your child, if appropriate, to the meeting or take pictures of your child and family so the legislator can put a face to the issue.

During the visit:

- Identify yourself and where you are from (city, county).
- Be brief. (See the sample phone call or letter to organize your thoughts)
- Always tell the truth. No elaborations.
- Express your appreciation, if the legislator is in favor of your issue.
- If you know the bill number and title, be sure to refer to it in your conversation.
- Leave information for the legislator to review after your meeting.
- Leave your contact information.
- Remember to be nice, even if the legislator doesn't agree with you.
- Thank the legislator for his/her time.

After the visit, send a follow-up letter:

- Restate the reason for your visit
- Restate what you think the legislator's opinion is on the issue
- State your appreciation if the legislator is in favor or state your hope that the legislator will choose to vote in favor (if he/she is against or undecided)
- Thank the legislator for his/her time

Again, make sure you tell your story. It's important for your message to have a BIG IMPACT, but stay brief and to the point.

Your Legislator's Viewpoint

Your legislator....

- **May know nothing about autism:** Unless your representative is a member of the Legislative Oversight Committee for DHHS, the Health and Human Services Appropriations Committee, or has had personal and family experiences with autism, your representative probably knows little or nothing about your concerns. Share your knowledge.
- **Knows that “all politics is local.”** This quote from former US House Speaker Tip O’Neil means that legislators’ most important interest is their home district and their constituents. That is who they listen to most, and that is why local contacts from home are most effective.
- **Wants to do the right thing:** Each of us wants to do a good job; that includes legislators.
- **Often wants to get re-elected:** Most public officials want to continue their work to serve their constituents and to do that, they need to stay in office.
- **Wants to be responsive:** Your legislator is in the business of pleasing people and wants to accommodate you – but not at any cost. Other considerations may prevent him/her from doing so.
- **Experiences conflicting pressures:** It is difficult for legislators to know what to do; everyone feels their issue is top priority.
- **Wants to know how legislation affects the local district:** This is where YOU ARE IMPORTANT. You can show how a bill affects the people back home. Be specific and use real-life examples.
- **Finds it hard to vote against a friend but easy to vote against someone they don’t know:** Votes in the legislature often take money from one program to give to another. Unless your representatives know the impact that cuts have on programs in their/YOUR district, it’s easy to accept the argument that those programs can afford the cut or don’t need money. For issues that don’t directly involve money, they may be voting against powerful interests, including old friends, or they may be going against the ideology of their political party. Many times, they are looking for a way to support you, while still remaining true to their ideals.

So That is Being an Advocate

And that is all it takes to start your journey in advocacy. Pick and choose the methods you like. Begin with small goals, such as writing a letter or making a call, then work toward developing a relationship with your legislators by sending birthday cards, holiday cards, and thank-you notes when you see your legislator’s good work in the newspapers; meeting; calling, etc.

Over time, you will find your legislator will start calling and emailing YOU for information about potential bills and legislative actions.

Best of luck, and THANK YOU!

Appendix A: Terms to Know

Amendment: A proposed change to the language in a bill by adding, substituting, or omitting a portion of the legislation before final passage.

Appropriation: Legislation that funds an agency or program by directing the expenditure of money from the Budget Office.

Authorization: Legislation that authorizes or permits the expenditure of funds for an agency or program, with the actual spending to be approved by the appropriations committees.

Bill: Legislation introduced in either the House or the Senate. House bills are designated by the prefix "H.B.," Senate bills by "S.B.," and then followed by the bill number. Bill numbers are determined by the order in which bills are introduced.

Caucus: A meeting of members of the same political party or a common interest to determine the group's position on legislative issues.

Committee: A subdivision of the House and Senate that prepares legislation for action by the parent chamber. Each committee has jurisdiction over certain subject matters and considers legislation pertaining to their jurisdiction. Most committees are further subdivided into subcommittees. There are several types of committees:

1. Standing committees are permanent committees with a particular legislative jurisdiction.
2. Joint Committees have members from both the House and the Senate.
3. Study or Oversight Committees are formed to look at a particular issue and often meet when the legislative body is not in session. These committees may be temporary or standing.

Committee Process: Once bills are introduced, they are referred to one of the committees where hearings are held and amendments are considered. The committee reports its recommendations to the legislative body.

Conference Committee: A committee made up of members from both chambers. Its purpose is to resolve the differences between the House and Senate version of a bill.

Constituent: Any citizen residing in a district or state represented by a representative or a senator.

Continuing Appropriation: When a fiscal year begins and the legislature has not yet enacted all regular appropriation bills for that year, it passes a joint resolution "continuing appropriation" for government agencies at rates generally based on the previous year's appropriations.

Co-sponsor: One who joins in sponsoring legislation. Co-sponsorship is a public demonstration of support for a measure.

Executive Session: A meeting of a Senate or House committee (or occasionally of either chamber) that only its members may attend.

Expenditures: The actual spending of money, as distinguished from the appropriation of it.

Filibuster: A time-delaying tactic used by a minority in an effort to prevent a vote on a bill that probably would pass if brought to a vote.

Fiscal Year: The state's annual accounting period, which in North Carolina begins July 1 and ends the following June 30. The fiscal year is designated by the year in which it ends.

H.B.: The initials "H.B." before the number designate a bill originating in the House.

Hearings: A session of a legislative committee at which supporters and opponents express their views. The committee announces hearings from one day to many weeks in advance and may invite certain persons to testify. Persons who request to testify may be turned down by the committee, but they are often allowed to appear in person or submit a written statement for the record.

Introduction: The original presentation of a bill.

Joint Committee: A committee made up of members of both the House and Senate.

Joint Resolution: Just like a bill, a joint resolution requires the approval of both chambers and has the force of law if approved. Joint resolutions are generally used in dealing with limited matters, such as a single appropriation for a specific purpose or the recognition of an individual.

Marking Up a Bill: Going through a measure, usually in subcommittee and committee, taking it section by section, revising language, and penciling in new phrases. If the bill is extensively revised, the new version may be introduced as a separate or "clean bill" with a new number.

Majority Leader: Floor leader, spokesperson, and strategist for the majority party.

Minority Leader: Floor leader for the minority party.

Ranking Member: The most senior member of a committee from a particular party. Most often used to refer to the most senior member of the minority party.

Recommittal: Sending a bill back to the committee that reported it for consideration. In the legislature, it may be referred to as "Re-referral."

Report: Both a verb and a noun. A committee that has examined a bill refers it to the parent chamber by "reporting" its views and recommendations regarding the measure. A "report" describes the purpose and scope of a bill, along with supporting reasons. Opposing views as well as supplemental views of other members of the committee may be included.

Resolution: A resolution deals with matters entirely within the prerogatives of one chamber. It does not require passage by the other chamber and does not carry the force of law. Most resolutions deal with the rules of a chamber or are used to express the sentiments of a single house.

Rule: House or Senate rules governing the conduct of business. Also, a "rule" issued by the House Rules Committee on procedure for handling House bills.

S.B.: The initials "S.B." before the number designate a bill originating in the Senate.

Sessions: In North Carolina, the General Assembly typically meets for two sessions, with the long session beginning in January and ending when the legislature adjourns (odd years) and a short session (even years) that begins in May and goes until the legislature adjourns. Congress meets on a different schedule.

Sponsor: The member of the legislature who introduces legislation. Sometimes called a "primary sponsor."

Standing Committee: A committee that studies measures introduced within its jurisdiction and makes recommendations to its respective chamber concerning appropriate action.

Subcommittee: A subdivision of a committee organized by subject matter.

Substitute: A motion, amendment, or entire bill that is introduced in place of pending legislation. Passage of a substitute kills the original measure.

Suspend the Rules: A motion to expedite passage of legislation whereby any member recognized by the Speaker may "move to suspend the rules and pass the bill." This requires a two-thirds vote in the House and a majority in the Senate.

Appendix B: Terms of Address for Selected Federal & State Officials

Government Official	Address	Salutation
President of the US	The President	Dear Sir or Madam
	The President and Mrs. _____ or	Mr. President or Madam President
	The President and Mr. _____	Dear Mr. President or Dear Madam President
US Vice President	The Vice President	Dear Sir or Madam
	The Vice President and Mrs. _____ or	Mr. Vice President or Madam Vice President
	The Vice President and Mr. _____	Dear Mr. Vice President or Dear Madam Vice President
Attorney General	The Hon. First name Surname	Dear Sir or Madam Dear Mr. or Ms. Attorney General
Senator	The Hon. or Sen. First name Surname	Dear Mr. or Madam Senator
		Dear Mr. or Ms. Surname
Representative	The Hon. or Rep. First name Surname	Dear Mr. or Madam Surname
Speaker of the House	The Hon. Speaker of the House of Representatives	Dear Mr. or Madam Speaker
Governor	The Hon. First name Surname, of State	Sir or Madam Dear Governor Surname
Mayor	The Hon. First name Surname, Mayor of City	Sir or Madam Dear Mayor Surname

Appendix C: Civics 101: Your National, State & Local Elected Officials

NATIONAL GOVERNMENT

Some of your NATIONAL representatives are:

The president and vice-president of the United States

- ❖ A part of the executive branch
- ❖ Enforce the laws made by the US Congress
- ❖ Both can serve for two terms; each term is four years.
- ❖ Both work in Washington, DC.

Congress

- ❖ Each congressional period lasts two years.
- ❖ We are currently in the 113th Congress.
- ❖ Congress is in session from Jan. 3 until July 31, but it can run longer.
- ❖ Congress meets at the US Capitol in Washington, DC.
- ❖ Consists of two houses:

US House of Representatives (also called members of Congress)

- Representatives are elected every two years, which is called a term, and there are no term limits.
- Primary duty of the US House of Representatives is to make laws that affect all Americans.
- Each state gets a certain number of US representatives based on population.
- NC currently has 13 representatives in DC.

U.S Senate (also called member of Congress)

- Senators are elected every six years, which is called a term, and there are no term limits.
- Primary duty of the US Senate is to make laws that affect all Americans.
- Each state gets two senators.
- The US Senate has 100 senators.
- NC has two senators who represent the whole state.

Makes laws that affects ALL Americans:

- Health-care Reform
- International affairs/ war and peace
- Trade between states and between the US and other countries
- National taxes and borrowing money
- Approves the making of money
- Insurance coverage for nationwide companies, self-insured companies, federal employees, or the military

DOES NOT make laws that affect ONLY people in NC or locally

- The state's Medicaid plan: who is covered and how
- State budget
- State taxes
- Mental health, developmental disability, and substance abuse funding and priorities
- Local or neighborhood ordinances

National Government

The Constitution is the supreme law.

All laws and people must follow the Constitution.

It is the Constitution that establishes the roles of our nationally elected officials.

State Government

Each state has its own constitution based on its unique history, needs, philosophy, and geography.

A state's constitution is similar to the national Constitution; however, the laws made in individual states cannot conflict with the national Constitution or national laws.

Just like that of the national government, each state's constitution separates power among three branches: legislative, judicial, and executive.

STATE GOVERNMENT

Some of your STATE representatives are:

Governor and lieutenant governor of North Carolina

- ❖ A part of the executive branch
- ❖ Enforce the laws made by the legislature
- ❖ Serve four-year terms with a two-term limit
- ❖ Work in Raleigh

Department of Health and Human Services

- ❖ A part of the executive branch
- ❖ Division of Mental Health, Developmental Disabilities and Substance Abuse
 - Administrative body of DHHS that oversees mental health, developmental disabilities, and substance abuse services.
 - Oversees policy for MH/DD/SAS and local management entities for MHDDSA managed care
 - Organized by function, not disability area
 - Creates some of the rules and regulations to run the MHDDSA system. (Sometimes these rules and regulations are a result of laws created by the General Assembly.)
 - Not responsible for Medicaid; works with the Department of Medical Assistance on Medicaid MH/DD/SA policy
- ❖ Commission for MHDDSA
 - Commission is rulemaking body, but the DHHS secretary also makes rules through the division
 - Appointments made by governor and House and Senate leaders
 - Required representation based on geography, profession, consumer, family
 - Full commission is two committees: Rules and Advisory
 - Commission and secretary follow very specific administrative rulemaking process, time lines, public input
 - Temporary and permanent rules
 - Final rules may be overridden by Rules Review Commission or legislative changes.

General Assembly

- ❖ A part of the legislative branch
- ❖ The General Assembly (GA) meets every two years.
 - During odd years (2015, 2017) the GA typically meets for a long session from January until July 1, but the session can run longer.
 - The primary goals of the long session are to create a two-year budget and consider numerous other policy related bills.
 - During the even years (2014, 2016, 2018) the GA typically meets for a short session from May till July 1, but the session can run longer.
 - The primary goal of the short session is to re-evaluate the budget that was set the prior year. Some other bills may also be considered, but only if they involve money, passed one chamber the previous year, or were recommended by a legislative committee.

[Appendix C continued]

- ❖ The General Assembly members meet in Raleigh at 16 Jones Street.
- ❖ Consists of two chambers or houses:

House of Representatives

- NC is broken up into districts and each district has a certain number of House representatives based on the district's population.
- There are 120 NC House representatives in the General Assembly.
- The speaker of the house is elected by the members and oversees the House's work.
- The speaker is elected by members from their membership for a two-year term.
- The speaker's duties include maintaining order in the House and appointing members to standing committees.

Senate

- Each district has one senator. (This is not based on population.)
- There are 50 NC senators in the General Assembly.
- The lieutenant governor is president of the Senate and oversees the daily Senate Legislative Session.
- The lieutenant governor has no vote in the Senate except to break a tie.
- The President pro tempore is the leader of the Senate and is elected by the membership of the Senate.
- The President pro tempore appoints senators to the Senate Standing Committees.

- ❖ Laws made by the GA (Any law that affects ALL North Carolinians)

- State's Medicaid plan: who is covered and how
- Public health programs
- State budget
- State roads
- Schools and educational implementation
- Insurance laws for companies operating only in NC

- ❖ Laws NOT made by the GA (Laws that only affect people in their local community or that affect all Americans)

- Local or neighborhood ordinances
- National health-care reform
- National Medicaid and Medicare guidelines
- Insurance coverage for nationwide companies, self-insured companies, federal employees or the military

How a bill becomes a law

1. Bills introduced ("first reading") in either the House or Senate Chamber
2. Assigned to committee
3. Heard in committee
 - Debated; Amended; Reported out (Yes or No)
 - might go to subcommittee (committee process repeats till sent to chamber floor); or to the chamber floor
4. Second reading on chamber floor,
 - Debated; Amended; Voted
 - If yes vote, then it goes to the Third Reading
 - If no vote, then goes to another committee or fails
5. Third reading (Vote)
 - If yes, then goes to the second chambe. In the second chamber, the whole process will repeat
 - If yes, in second chamber – then to governor for signing
 - If no, then goes to another committee or fails

Legislative Committees

- ❖ Our part-time legislators need to be “experts” in many different topics. This is impossible, and so committees on specific topics are formed to review new bills as they are introduced and to study areas of concern or interest.
- ❖ There are three types of committees:
 - Standing committees**
 - Permanent committees that meet when the legislature is in session
 - Review the new bills as they are introduced
 - The House and Senate each have their own committees for reviewing bills introduced during session
 - Interim committees**
 - Temporary committees that meet when the legislature is not in session
 - Often they are study committees that study specific topics
 - Prepare bill recommendations for the next legislative session
 - The House and Senate have their own committees, but there can also be joint committees
 - Joint committees**
 - Committees where members from both the House and the Senate work together
- ❖ Legislative committee meetings are open to the public.
 - Lists of all the committees: House standing, Senate Standing, Interim and Joint: <http://www.ncleg.net/gascrpts/Committees/Committees.asp>
 - The General Assembly website hosts a legislative calendar of committee meetings with dates, times and locations of meetings (most in Raleigh): <http://www.ncleg.net/LegislativeCalendar/>

LOCAL GOVERNMENT

Local governments are all run very differently; to learn about your locally elected officials and government go to your local government websites. Local government is divided into five categories:

County (With regards to MHDDSA, counties)

- Provide services via the LME rules, LME director answers to board
- Determine type of LME/Program
- Appoint County Commissioners to LME Board
- Board appoints members based on law, and own
- May appropriate funds, maintenance of effort required for recurring funds

Special Districts (Local Management Entities, which):

- Manage MH/DD/SAS services
- Develop plan for local services
- Provider endorsement, monitoring, TA, capacity development and quality control
- Authorize state funded services (UR/UM, PCP authorization)
- May authorize state hospital usage
- Provide screening, triage and referral (STR)
- Care coordination
- Community collaboration
- Fiscal management of state and local funds

Town and Township

Municipality

School District

About Autism

Autism Spectrum Disorder (ASD) refers to a group of developmental disabilities – including classic autism, Pervasive Developmental Disorder-Not Otherwise Specified (PDD-NOS), and Asperger’s Syndrome – that affect a person’s ability to understand what they see, hear, and otherwise sense. It is a brain disorder that affects communication, social interaction, and behavior.

Individuals with ASD typically have difficulty understanding verbal and nonverbal communication and learning appropriate ways of relating to other people, objects, and events. No two people with ASD are the same. As its name implies, ASD is a spectrum disorder that affects individuals differently and with varying degrees of severity. Additionally, ASD is often found in combination with other disabilities.

It is estimated that up to 1 out of every 68 children has some form of ASD. Evidence suggests that the prevalence rate in North Carolina is even higher than the national average, at 1 in 58. More than 60,000 individuals live with ASD in North Carolina.

The overall incidence of ASD is consistent around the globe, but it is five times more prevalent in boys than in girls. ASD knows no racial, ethnic, or social boundaries, and family income, lifestyle, and educational levels do not affect the chance of occurrence. While ASD is typically diagnosed in children, it is a lifelong disorder that affects individuals of all ages.

What Causes ASD?

Although it was first identified in 1943, to this day no one knows exactly what causes ASD. However, research to discover its cause is ongoing. Many researchers believe that there is a strong genetic component. Some research suggests a physical problem that affects the parts of the brain that process language and information; other research points to an imbalance of brain chemicals. A variety of possible external or environmental triggers are also being studied. It is possible that ASD is caused by a combination of several factors.

Signs and Symptoms

People with ASD may have problems with social, behavioral, and communication skills. They might repeat behaviors and might not understand change in their daily activities. Many people with ASD also have different ways of learning, paying attention, or reacting to things.

A person with ASD might:

- have severe language deficits or differences
- talk about or show interest in a restricted range of topics
- not point at objects to show interest, such as an airplane flying over
- not look at objects when another person points at them
- have trouble relating to others or not have an interest in other people at all
- avoid eye contact and want to be alone
- have trouble understanding other people’s feelings or talking about their own feelings
- prefer not to be held or cuddled or might cuddle only when they want to
- appear to be unaware when other people talk to them but respond to other sounds
- repeat or echo words or phrases said to them, or repeat words or phrases in place of normal language (echolalia)
- have trouble expressing their needs using typical words or motions
- laugh, cry, or show distress for no apparent reason
- repeat actions over and over again
- have trouble adapting when a routine changes
- have unusual reactions to the way things smell, taste, look, feel, or sound
- be oversensitive or under-sensitive to pain
- lose skills they once had (for instance, stop saying words they were once using)



Autism Society of NORTH CAROLINA

The Autism Society of North Carolina is the leading statewide resource organization serving people across the autism spectrum throughout their lifespans. We understand the challenges of the autism community because we work with individuals with Autism Spectrum Disorder (ASD) every day.

ASNC works to directly improve the lives of individuals and families affected by autism through advocacy, training and education, and direct services.

Advocacy: We are the only autism-specific advocacy organization in North Carolina, and it is the heart of what we do. We find resources for families, assist with school issues, educate families through workshops, help individuals navigate the services system, and host local support groups. We also give those with autism a voice in public policy by maintaining relationships at the state legislature and other policy-making entities.

Training & Education: We focus on evidence-based best practices that empower self-advocates, families, and professionals. We also work to increase understanding and acceptance of people with ASD in the community.

Services: ASNC is a direct care service provider, and a recipient of the highest level of accreditation by the Council on Quality Leadership for exemplary service provision. Individuals with ASD receive a variety of residential, recreational, vocational, and community-based services that are designed to meet their needs, interests, and strengths.

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