

How to Create a New Legislative Action

Market: House, Senate

Module: LegiStats

Purpose: The purpose of this guide is to provide instructions on creating a new legislative action.

Key Benefits

In IQ, Legislative Actions are records you create in IQ to track bill introductions, co-sponsorships, amendments, and *Dear Colleague* letters, which IQ automatically pulls from www.congress.gov. The benefits of creating legislative actions in IQ include the ability to assign them to user(s) so you can easily track bills or other legislative actions, ability to add your own notes or documentation about the action, and ability to store them in one central location.

In IQ, there are 3 sections within the Legislative Action interface.

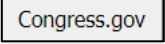
The screenshot shows the 'LegiStats - Legislative Action' interface for 'Action # 168 New Legislative Action'. The interface is divided into three main sections, each highlighted with a red box and a red number:

- Section 1: Action Description**
 - Action Name:** Track this bill: H.R.2106 - States' Education Redemption Act of 2021
 - Action Type:** Legislation
 - Member Role:** Co-Sponsor
 - Description:** H.R.2106 - States' Education Redemption Act of 2021
 - Notes:** This bill abolishes the Department of Education (ED) and repairs any program for which it has administrative responsibility. The Department of the Treasury shall provide grants to states, for FY2021-FY2025, for elementary, secondary, and postsecondary education purposes permitted by state law. The level of funding is set at the amount provided to states for federal elementary and secondary education programs and the amount provided for federal postsecondary education programs, respectively, for FY2021, minus the funding provided for education programs that the bill transfers to other federal agencies.
 - Attachments:** (None shown)
- Section 2: Related Legislation**
 - Bill Type:** HR - House Bill
 - Bill Number:** 2106
 - Congress:** 117th
 - Congress.gov:** (Link provided)
- Section 3: Tracking Information**
 - Assigned To:** IQ Support
 - Issues:** EDU - Education
 - Form Letters:** New Form Letter
 - Completed:** 9/30/2021
 - Success Rating:** Major Success

1. Navigate to the **LegiStats** module.
2. Complete the fields within the **Action Description** section.
 - **Action Name:** enter a title for this legislative action.
 - **Action Type:** select a value from the list. This list will vary based on office.
 - **Member Role:** select *Sponsor* or *Co-Sponsor*.
 - **Description:** enter a brief description for this legislative action.
 - **Notes:** enter notes as needed.

3. Complete the fields within the *Related Legislation* section.

- **Bill Type:** select the type of bill from the drop-down menu.
- **Bill Number:** enter the bill number.
- **Congress:** select the current meeting number during which the bill was introduced.

NOTE: The  button will appear when the Bill Type, Bill Number and Congress fields have been completed. Below is a description of the bill that IQ pulls from the www.congress.gov website.

4. Complete the fields within the *Tracking Information* section.

- **Assigned To:** select the name of the staff member responsible for this action.
- **Issues:** select the appropriate issue code(s) for this action.
- **Form Letters:** select the appropriate Form Letter this action.
- **Completed:** enter the date that the action was completed.
- **Success Rating:** select the rating for this action.
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NOTE: If the *System Settings* of your IQ account is configured so that the "Send Alert When Legislative Action or Vote Assigned" setting is checked, the staff member whom the action is assigned to will receive an alert in IQ and/or MS Outlook regarding this action.

Contact your Office IQ Consultant for further details regarding your IQ system settings.