



ACHCA Individual Awards Descriptions and Eligibility Criteria

ACHCA's Mission: Catalyst for excellence in post-acute and aging services leadership

ACHCA's Vision: To be the premiere membership organization providing professional leadership development opportunities for post-acute and aging services health care administrators. Dynamic leadership forges post-acute and aging health care services that are desired, meaningful, successful and efficient.

- Self-nominations are acceptable when accompanied by a member's co-nomination.
- Nominees may be nominated for multiple awards; however, supportive documentation for each award should be tailored to match each award's criteria.
- Please note that *current* ACHCA national officers and board members are ineligible for awards.
- Nominators and those writing letters of support are encouraged to cite examples of how the nominee meets the award criteria, including applicable metrics when possible. Examples might include publicly available data (quality measures, star rating, etc.), resident/employee satisfaction data, survey results, and other sources of information.

Distinguished Nursing Home Administrator Award

The purpose of this Award is to recognize a Fellow of ACHCA who has demonstrated the highest professional standards as an administrator in post-acute and aging services, specifically, the nursing home setting.

- Current licensed nursing home administrator
- ACHCA Fellow in good standing
- Has been a leader in post-acute and aging services for at least five years
- Participation in national ACHCA conferences within the past five years preferred

Nomination Requirements

Submit two letters of recommendation in support of this person's nomination. The letters must include the writer's name, address, phone, and e-mail as well as the name of the nominee. The nominator's letter must address these questions:

- How has the nominee improved the health and welfare of residents in the nursing home setting?
- How has the nominee contributed to or set an example for post-acute and aging services leadership?
- What outstanding accomplishments have been achieved by this person in the field of nursing home administration?
- Why is this person deserving of this award?

Distinguished Assisted Living Administrator Award

The purpose of this Award is to recognize a Fellow of ACHCA who has demonstrated the highest professional standards as an administrator in post-acute and aging services, specifically, the assisted living setting.

- ACHCA Fellow in good standing

- Practiced as an assisted living administrator for a minimum of five years
- Participation in national ACHCA conferences within the past five years preferred

Nomination Requirements

Submit two letters of recommendation in support of this person's nomination. The letters must include the writer's name, address, phone, e-mail, as well as the name of the nominee. The nominator's letter must address this question:

- How does this individual demonstrate excellence in an area of assisted living including facility management, corporate leadership, academia, research, publishing or other noteworthy activities?

ACHCA Distinguished Service Award

The purpose of this award is to recognize an ACHCA Fellow who has demonstrated distinguished service to ACHCA and leadership within the profession of post-acute and aging services administration.

- ACHCA member in good standing for a minimum of 4 years
- ACHCA Fellow (at time of nomination)
- Must have served as a national officer, board member, or on an ACHCA Committee
- Nominee may currently serve on national or chapter committees or as a chapter officer
- Participation in national ACHCA conferences within the past five years preferred

Nomination Requirements

Submit two letters of recommendation in support of this person's nomination. The letters must include the writer's name, address, phone, e-mail, as well as the name of the nominee. The nominator's letter must address these questions:

- List examples of the nominee's dedication and commitment to ACHCA (include dates, names of committees and positions held, accomplishments, and responsibilities).
- How has the nominee contributed to or set an example for post-acute and aging services leadership?
- What outstanding accomplishments have been achieved by this person?
- Why is this person deserving of this award?

New Nursing Home Administrator Award and New Assisted Living Administrator Award

The purpose of each Award is to recognize an ACHCA member who has been a practicing administrator for five years or less, and who has demonstrated exceptional commitment and potential as a leader, innovator, and motivator in post-acute and aging services as well as in ACHCA.

- ACHCA member in good standing
- Current licensed administrator, if applicable
- Practiced as a Nursing Home Administrator for five years or less at the time of nomination
OR,
- Practiced as an Assisted Living Administrator for five years or less at the time of nomination

Nomination Requirements

Submit a minimum of one letter of recommendation in support of this person's nomination. The letter must include the writer's name, address, phone, e-mail, as well as the name of the nominee. The nominator's letter must address these questions:

- How has the nominee improved the health and welfare of residents in a nursing home or assisted living community?
- How has the nominee contributed to or set an example in post-acute and aging services?
- What potential does this nominee show for leadership in ACHCA?
- Why is this person deserving of this award?

ACHCA Outstanding Member Award

The purpose of this award is to recognize members who have made extraordinary commitments to ACHCA's mission.

- ACHCA member in good standing for a minimum of 2 years

Nomination Requirements

Submit a minimum of one letter of recommendation in support of this person's nomination. The letter must include the writer's name, address, phone, e-mail, as well as the name of the nominee. The nominator's letter must address this question:

- How has this individual made extraordinary contributions of time and effort to advance the mission of National ACHCA?

AIT Preceptor Award

The purpose of this award is to recognize an administrator who has made an exceptional contribution to the success of an Administrator-in-Training for whom he/she has been a preceptor.

- Preference will be given to nominees who are ACHCA members, particularly Fellows
- Nominees who have been a preceptor for multiple AITs are preferred.

Nomination Requirements

Submit at least two letters of recommendation in support of this person's nomination, one of which must be from an ACHCA member. One letter should be from someone who was/is an Administrator-in-Training (AIT) under the nominee's preceptorship. The second letter may be from another leader in post-acute care, who is knowledgeable about the nominee. All letters must include the writer's name, address, phone, and e-mail, as well as the name of the nominee. The nominator letter(s) must address these questions:

- How has the nominee invested in the success of an Administrator-in-Training?
- How has the nominee contributed to, or set an example for, post-acute and aging services leadership?
- Why is this person deserving of this award?

Public Service Award

The purpose of this award is to recognize an individual who has promoted positive public awareness related to the field of post-acute and aging services.

- Champion and leader in post-acute and aging services who consistently advocates for post-acute and aging services
- Consistent with ACHCA's mission and vision
- Significant role in improving quality in post-acute and aging services
- Knowledge, commitment, and a demonstrated ability to educate and advocate on behalf of post-acute and aging services
- Recognized for expertise – policy, research, advocacy, or innovation in the field of post-acute and aging services
- Highly respected and catalyst for inspiring others in post-acute and aging services
- Nominee does **not** have to be a member of ACHCA

Nomination Requirements

Submit two to four examples of the nominee's work in public service/awareness (e.g., copies of presentations, white papers or testimony, articles or books published, evidence of other activities designed to increase community or public awareness). Samples will not be returned. Include one letter of recommendation in support of this person's nomination. The letter must include the writer's name, address, phone, e-mail, as well as the name of the nominee. The letter must address these questions:

- How does the nominee's work in public service advance the field of post-acute and aging services?
- How has the nominee contributed to the integrity of the post-acute and aging services field?
- Why is this person deserving of this award?

Education Award

The purpose of this award is to recognize an individual for educational program(s), seminar(s), or workshop(s) that, because of their content, innovative approach, or other special components, have made an outstanding contribution to education in post-acute and aging services.

- Eligibility will be based on supporting documentation
- Nominee does **not** have to be a member of ACHCA

Nomination Requirements

Submit two to four examples of the nominee's work in education (e.g., course syllabi, handouts, course bibliography, evaluations, brochures, etc.). Samples will not be returned. Include one letter of recommendation in support of this person's nomination. The letter must include the writer's name, address, phone, e-mail, as well as the name of the nominee. The letter must address these questions:

- How does the nominee's work in education advance post-acute and aging services?
- How has the nominee contributed to the integrity of the post-acute and aging services field?
- Why is this person deserving of this award?

Journalism Award

The purpose of this award is to recognize an individual or organization for excellent journalistic achievement representing fair and accurate content related to the post-acute and aging services industry during the twelve months prior to the submission of the award nomination.

- Eligibility will be based on supporting documentation
- Nominee does **not** have to be a member of ACHCA

Nomination Requirements

Submit two to four examples of the nominee's work (e.g., television and radio program recordings, newspaper or magazine articles, blogs, photo essays, etc.). Samples will not be returned. Include one letter of recommendation in support of this person's nomination. The letter must include the writer's name, address, phone, e-mail, as well as the name of the nominee. The letter must address these questions:

- How does the nominee's work represent fair and accurate content related to the post-acute and aging services environment?
- How has the nominee contributed to the integrity of the post-acute and aging services field?
- Why is this person deserving of this award?

Business Partner Award

The Business Partner Award recognizes a product/service provider who has contributed their time and resources to the mission of promoting excellence in post-acute and aging services leadership; has encouraged other vendors and members to participate in ACHCA conferences and partnerships; and has volunteered their resources to ACHCA beyond expectations.

Nomination Requirements

To nominate a company for the Business Partner Award, an ACHCA full member must write a letter to the Awards Subcommittee addressing the questions noted below. This nomination must be supported by a second full member in a letter to the Awards Subcommittee supporting or

elaborating on the response to the questions. A Business Partner Award winner may not win this award for two successive years.

Nomination and supporting letters should answer the following questions:

- How does the partner's product/service benefit post-acute and aging services?
- How does the partner support ACHCA? (Consider national, state and local activities)
- Does the partner support its employees' participation in ACHCA activities?
- How does the partner support you (making the nomination) in your endeavors to be active in ACHCA?
- Describe any other outstanding attributes this company has within the post-acute and aging services field or its local community.

ACHCA Champion Award

The purpose of this award is to recognize a state, national or international organization for their support of, or collaboration with, ACHCA.

Initiative or service provided by nominated organization must be consistent with ACHCA's mission and vision. The organization must have collaborated with and/or supported the ACHCA national organization, an ACHCA district, or an ACHCA chapter. Please document the collaboration and/or support in the nomination letter and letters of support. Types of initiatives to be considered include, but are not limited to: financial, promotional, joint programming, and shared services.

Nomination Requirements

The organization is to be nominated by a letter from an individual ACHCA member or chapter. The nominating letter should describe how the organization supported or collaborated with ACHCA. If there were individuals who spearheaded this initiative, please include their name, affiliation, and a description of their contribution. Nomination must be supported with a minimum of two letters from ACHCA members, or in collaboration with ACHCA members.

- Nomination is for an organization – not an individual. The organization may be either for-profit or not-for-profit.
- The organization has substantially supported ACHCA on a national, district and/or chapter level within the last year.
- The organization is **not** a product/service provider. Please submit such nominations under the Business Partner Award category.