

LeadingAge[™]
Minnesota



2016
LeadingAge Minnesota

Stars
Among Us
AWARDS



Call for Nominations

Entry Deadline: Friday, September 11, 2015

See page 4 for
New QUALITY AWARD!

Letter from the Chair



Dear Members,

Each year at the Institute I hear the buzz about the Stars Among Us Award presentations. “My favorite part.” “So inspiring.” “I love the stories.” “WOW” – I’ve heard all of these, and I feel the same way! The Awards presentation showcases the best of the best in our field and really gets to the heart of all we do to care for older adults.

It is my distinct honor to serve as the Chair of the LeadingAge Minnesota Awards and Recognition Committee and share this year’s award categories. Most award areas will be familiar to you from previous years such as those for: caregivers, volunteers, leaders. And, don’t forget the award for a special resident who shatters the stereotype of aging. We also look forward to awarding organizations for being innovators, community impact partners and employers of choice.

This year, we are excited to introduce a brand new award – the **LeadingAge Minnesota Quality Award**. Quality is a top priority for all of our organizations and is a key factor in consumer choice. The new Quality Award showcases progressive and exceptional quality initiatives that result in meaningful impacts to the customers’ experience. And, like the Innovation Awards, the entries chosen for the Quality Award will be presented as educational sessions at the 2016 Institute.

We want to know about YOUR best of the best! Included in this brochure are descriptions of four organizational awards and six individual awards, along with a practical guide to help you write and submit a terrific nomination. The entry deadline for all awards is **Friday, September 11, 2015**. If you need any help or guidance along the way, please contact me and I will be happy to help.

Rita Waxon, Chair
LeadingAge Minnesota Awards & Recognition Committee
Director of Housing, Guardian Angels Senior Housing, Elk River
763.241.4430
rwaxon@ga-er.org

P.S. Mark your calendar now for the Institute, Feb. 10-12, 2016 where you will meet all the Stars Among Us!



Eligibility

Stars Among Us Awards are open to provider organizational members and their staff, volunteers, and residents (providers of housing, health services, supportive services; and their respective corporate or management organizations).

Three Ways to Submit a Nomination

Online at www.LeadingAgeMN.org

Email to Awards@LeadingAgeMN.org

Mail to LeadingAge Minnesota, Attn. Stars Among Us Awards, 2550 University Ave. W. Suite 350-S, St. Paul, MN 55114

Deadline

Nomination deadline for all awards is **Friday, Sept. 11, 2015.**

Selection and Notification

The LeadingAge Minnesota Awards & Recognition Committee reviews all nominations and selects award recipients. Recipients will be notified by October 30, 2015. A list of committee members can be viewed at LeadingAgeMN.org.

Rewards, Accolades and Celebrations

Award recipients are publicly honored at the 2016 LeadingAge Minnesota Institute, Feb. 10-12. Feature videos are produced for select awards, and our public relations team will prepare news releases and photographs to assist with local media outreach.

READY TO GET STARTED?

Start Early With a Team Approach

1. SHARE this booklet with your entire organization. Nominations can and should come from all areas, so route this information to your department and team leaders. Print more online or call us for more copies.
2. Start planning early to allow yourself plenty of time to collect the information, write the nomination and review it before submitting.
3. Gather your team to discuss possible candidates. Identify your nominees, and select a point person to coordinate each nomination.
4. For organizational awards, think about the good work you do in community involvement, employee engagement, innovative programs and quality initiatives. Nominations for organizational awards score much better when input from all departments is included.

How to Write a Great Nomination

1. Read the eligibility and criteria for the award carefully.
2. Gather relevant information and letters of support for each nomination.
3. Write a nomination essay about your nominee that describes qualities that meet each criteria and include specific, detailed descriptions and examples. See page 11 for a template.
4. Pay close attention to the percentage of score for each of the criteria and required support materials. Use this as your guide when you write your nomination.

The Finishing Touch

1. Review your nomination, edit as needed, and mail, email or submit online.
2. If submitting your nomination online, prepare it in a text document first, then copy/paste into the nomination form.
3. All nomination materials are distributed to the selection committee electronically, so limit supplemental materials to things that are easily photocopied or scanned.
4. Keep a copy of your nomination for yourself. All nominations become the property of LeadingAge Minnesota.

And finally -

Remember that we are here to help. If you have a question about your ideas, candidates or the process, simply contact us at Awards@LeadingAgeMN.org.

Footnotes

LeadingAge Minnesota reserves the right to reassign nominations to another award category where appropriate. Participants agree to the use of their name, photos, video, audio, statements, quotations and written or artistic compositions by LeadingAge Minnesota.

Questions

Contact Barbara Landeen at [LeadingAge Minnesota blandeen@leadingagemn.org](mailto:blandeen@leadingagemn.org) or call 651.645.4545/800.462.5368.



ORGANIZATIONAL AWARDS

INNOVATION AND QUALITY AWARDS

The Innovation and Quality Awards recognize and showcase exceptional progress in older adult services. They serve as a platform to share promising programs and ideas with other LeadingAge members to help advance and transform the way we care for older adults.

Think Broadly

Innovation and Quality happen in all areas and at every level of organizations. Think broadly about the areas that might have potential for award nomination.

Sharing Your Success

Multiple awards are given for both the Innovation and Quality Awards. Award recipients are expected to present their winning program at the 2016 Institute as a concurrent educational session. This is an extraordinary opportunity to share your great work and help our provider community grow professionally and better serve our customers.

QUALITY AWARDS

• NEW •

Quality is at the heart of LeadingAge Minnesota's priority to instill public trust and confidence. Quality is never an accident. It is always the result of intelligent effort.

Areas of focus might include organizational culture, lifestyle/culture change, quality of life, quality of care, care delivery models, care transitions, staffing/workforce, technology, quality systems, wellness, building design, or other areas.

Criteria

1. Description of quality program or design and **how it is different or beyond the scope of the standard** of quality practices in the field (30% of score)
2. Why it was developed, including specific purpose and goals (10%)
3. How this quality initiative has improved or changed the experience of those you serve (quality of life, quality of care, customer satisfaction, etc.) (30%)
4. How the impact and success of this quality initiative is measured; provide benchmarks and any available supporting data showing improvement/progress (10%)
5. Potential for others to replicate (20%)

Supporting Materials

You may choose to include additional materials such as reports/metrics, certificates, photographs, and up to three letters of support. Materials must be easily duplicated for electronic distribution and will not be returned unless requested in writing.



INNOVATION AWARDS

Innovation is the realization of a creative idea. It has the power to transform our field as we know it.

Areas of focus might include care delivery, programming and life enrichment, support services, building design, workforce development, technology, marketing, financial, or another emerging trend.

Criteria

1. Description of program or design, and **how it is innovative, new or different** (30% of score)
2. Why it was developed, including specific purpose and goals (10%)
3. Financial implications for start-up and implementation (10%)
4. Ways in which this innovation will improve/change lives (30%)
5. How the impact and success will be measured, and provide benchmarks and any available supporting data (10%)
6. Potential for others to replicate (10%)

Supporting Materials

You may choose to include additional materials such as brochures, certificates, photographs, and up to three letters of support. Materials must be easily duplicated for electronic distribution and will not be returned unless requested in writing.





EXCELLENCE IN THE WORKPLACE

Recognizes an organization as an older adult services employer of choice.

Criteria

1. Evidence of sustained or improved employee satisfaction and retention (20% of score)
2. Proactively promotes older adult services careers through partnership programs with educational institutions, workforce centers, etc. (20%)
3. Develops/supports employees for future career growth through access to professional development opportunities or continuing educational scholarships (20%)
4. Established initiatives that ensure staff voices are heard and valued (20%)
5. Identify and share best practices across departments and develop common action plans for improvements (20%)

Supporting Materials

Supporting letters from at least two employees from different areas/department of the organization. May also include brochures, articles, and documentation reports.



COMMUNITY IMPACT

Celebrates a member organization that goes beyond its health service or housing role to support and/or improve the greater community.

Criteria

1. Specific initiative or service fills a demonstrated community need beyond the traditional resident care and services (25% of score)
2. Provides economic value and support to community through stable employment and local business patronage (25%)
3. Social responsibility demonstrated through community projects and involvement (25%)
4. Example of program/activity demonstrating the organization's core mission in action (25%)

Supporting Materials

Supporting letters from at least two community members. May also include brochures, articles, and documentation reports.





INDIVIDUAL AWARDS

CAREGIVER OF THE YEAR (Statewide and District Awards)

Honors direct and support service caregivers who go beyond expectations to greatly enhance the quality of life for seniors and their communities.

Caregiver is defined broadly: universal/blended worker, nurse, nursing assistant, personal attendant, care manager, resident assistant, home health or wellness aide, social worker, activities assistant, rehabilitation/physical therapy, dietary/nutritional services, spiritual care, business office/administrative support, laundry/housekeeping, environmental services/facility management, human resources.

Criteria

1. Demonstrates exceptional commitment to those entrusted to their care and/or operational functions of the organization that support direct caregivers (30% of score)
2. Specific actions that go above and beyond the normal care delivery to enhance and enrich the quality of life and/or living conditions of aging persons (30%)
3. Outstanding actions or attitudes displayed in treating the whole person (25%)
4. Why this person is being nominated over others (15%)

Supporting Materials

Nomination must be made by nominee's supervisor and include up to three letters of support from peers, residents or families.



VOLUNTEER OF THE YEAR (Statewide and District Awards)

Honors volunteers whose commitment and dedication enhance the quality of life for seniors and their communities.

Criteria

1. Demonstrates exceptional commitment to older adults through volunteer service (30% of score)
2. Specific actions that enhance and enrich lives of aging persons (30%)
3. Outstanding in promoting the mission and goals of the organization they serve (25%)
4. Why this person is being nominated over others (15%)

Supporting Materials

Nomination must include one letter of support from the site manager and up to three additional letters of support from team members, residents or families.



INDIVIDUAL AWARDS



SPIRIT OF AGING AWARD

Celebrates a resident/tenant/client or a group of individuals (resident council, volunteer group or the like) of a Leading-Age Minnesota member community that exemplifies the concept of positive and active aging.

Criteria

1. Embodies the concept of active aging by engaging in activities that challenge the traditional stereotypes of aging (70% of score)
2. Makes a positive difference in the lives of other seniors (30%)

Supporting Materials

Nomination must include one letter of support from the site manager and up to three additional letters of support from team members, residents or families.



BOARD TRUSTEE OF THE YEAR

Salutes a volunteer board member of a member organization whose service, commitment and actions have supported the community and enriched the lives of older persons.

Criteria

1. Demonstrated exceptional commitment and actions to enhance and enrich the lives of aging persons (20% of score)
2. Exceptional service provided to the organization, residents and the community at large (25%)
3. Specific evidence of leadership in helping achieve the organization's goals and objectives attained during their leadership (40%)
4. Why this person is being nominated over others (15%)

Supporting Materials

Nomination must include one letter of support from the board chair, board member or site leader, and up to three additional letters of support from board members, team members, or community members.





INDIVIDUAL AWARDS

KAL MICHELS OUTSTANDING LEADERSHIP AWARD

Honors an extraordinary leader whose impact has shaped and influenced the organization's culture, service and success.

This award is given to a person in a top executive leadership role in the organization (administrator, housing director, CEO, other executive positions)

Criteria

1. Leadership actions that enhance and enrich the lives of aging persons served by the organization (30% of score)
2. Examples of exceptional leadership practices that have advanced the mission and goals of their organization (30%)
3. Demonstrated commitment to a team approach for staff (25%)
4. Why this person is being nominated over others (15%)

Supporting Materials

Nomination must include one letter of support from the nominee's supervisor or board, and up to three additional letters of support from team members, residents, or community members.

Who was Kal Michels?

This award is named for the late Kal Michels, former administrator of St. Francis Home in Breckenridge and Chair-Elect of LeadingAge Minnesota (then MHHA) at the time of his passing. He brought a deep commitment to his community and organization along with the people who lived and worked at St. Francis Home. His commitment was displayed through the many leadership positions he filled in his community, and his unfailing advocacy for quality care and services.



RAY JOHNSON LEADERSHIP IN ACTION AWARD

A leader whose impact is demonstrated through supportive team approach, mentoring and developing team members, and commitment to older adults.

This award is given to a person in a leadership or management role but not the top executive in the organization.

Criteria

1. Leadership in setting new directions or collaborative efforts to improve the lives of older adults (30% of score)
2. Accomplishments that demonstrate characteristics of a strong mentor and motivator for others (30%)
3. Specific actions that create a supportive team culture (25%)
4. Why this person is being nominated over others (15%)

Supporting Materials

Nomination must include one letter of support from the nominee's supervisor or site leader, and up to three additional letters of support from team members, residents, or community members.

Who was Ray Johnson?

This award is named for the late Ray Johnson, a true pioneer in senior housing. Johnson brought a fine sense of seniors as people of dignity and distinction who are capable of governing themselves and their communities effectively. He was an untiring advocate for older adults' self-determination.



ORGANIZATIONAL AWARDS NOMINATION FORM

Nomination Deadline: September 11, 2015

Check the award category:

- Quality Award
- Innovation Award
- Excellence in the Workplace
- Community Impact



Nominee Information:

Organization _____
Address _____
City/State/Zip _____
Contact Name _____
Title _____
Phone _____ Email _____

Service Line of Organization:

- Care Center
- Housing
- Campus with continuum of care
- Home and Community Based Services
- Corporate Office/Multi-Site Organization
- Other

LeadingAge MN District (A-G) _____

Quality and Innovation Awards Only:

Presentation

If your nomination is selected, indicate your agreement to present the winning program/project as an educational session at the 2016 Institute in St. Paul (Feb. 10-12). Yes No

Collaborative Partners

List any collaborative partners for your program/project:

Organization/City _____
Contact Name/Title _____
Phone _____ Email _____

Three Ways to Nominate

Include this nomination form, the nomination essay and supporting documents

Mail:

LeadingAge Minnesota
Attn: 2016 Stars Among Us Awards
2550 University Ave. West, Suite 350-S
St. Paul, MN 55114

Email: Awards@LeadingAgeMN.org

Online: www.LeadngAgeMN.org

Questions: Email Awards@LeadingAgeMN.org or call 651.645.4545.

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INDIVIDUAL AWARDS NOMINATION FORM

Nomination Deadline: September 11, 2015

Check the award category:

- Caregiver of the Year
- Volunteer of the Year
- Spirit of Aging
- Board Trustee of the Year
- Kal Michels Outstanding Leadership
- Ray Johnson Leadership in Action



Nominee Information:

Name _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Phone _____ Email _____

LeadingAge MN District (A-G) _____

If selected for this award, is your nominee able to attend the LeadingAge Minnesota Institute in St. Paul Feb. 10-12, 2016?

- Yes No

Nominator Information

Name _____

Title _____

Organization/City (if different) _____

Phone _____ Email _____

Three Ways to Nominate

Include this nomination form, the nomination essay and supporting documents

Mail:

LeadingAge Minnesota
Attn: 2016 Stars Among Us Awards
2550 University Ave. West, Suite 350-S
St. Paul, MN 55114

Email: Awards@LeadingAgeMN.org

Online: www.LeadngAgeMN.org

Questions: Email Awards@LeadingAgeMN.org or
call 651.645.4545.

All entries must be received in the LeadingAge Minnesota office or postmarked by September 11, 2015



NOMINATION ESSAY TEMPLATE

For best results, organize your nomination into these sections:

Introduction – limit 100 words

Criteria #1 (write specific details about how your nominee meets each criteria)

Criteria #2

Criteria #3

Criteria #4

Summary – limit 100 words

Support document/letter #1

Support document/letter #2

Support document/letter #3



LEADINGAGE MINNESOTA
2550 University Avenue West
Suite 350 South
St. Paul, MN 55114-1900

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Check out the Stars Among Us Recognition Resource Center
www.leadingagemn.org/providers/stars-among-us-recognition-center/

2016 LeadingAge Minnesota

Stars Among Us AWARDS



Organizational Awards

Quality Award • NEW • see page 4

- Innovation
- Excellence in the Workplace
- Community Impact

Individual Awards

- Caregiver of the Year
- Volunteer of the Year
- Spirit of Aging
- Board Trustee
- Kal Michels Outstanding Leadership
- Ray Johnson Leadership in Action



CALL FOR NOMINATIONS!

Entry Deadline: September 11, 2015

