



IHCA/INCAL

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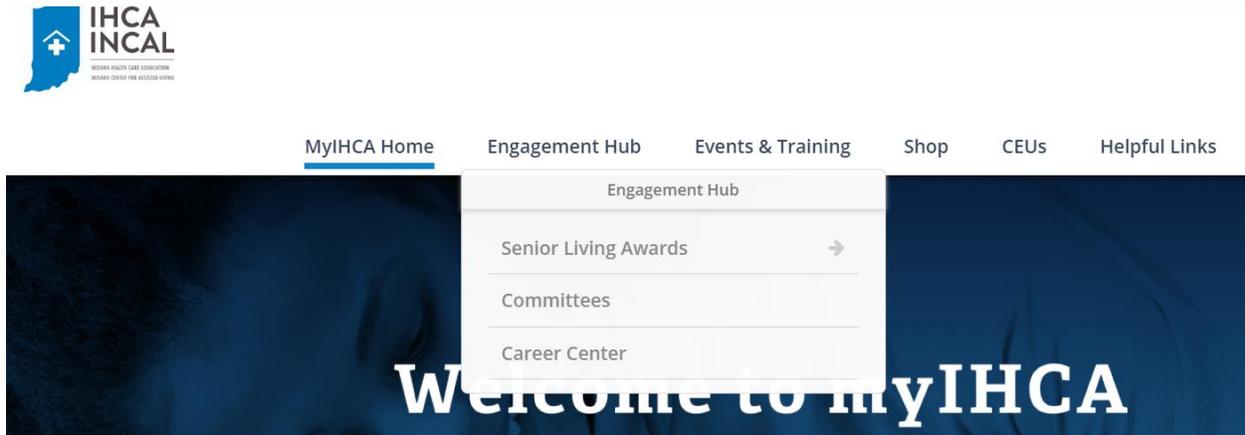
HOW TO SUBMIT AN AWARD NOMINATION

myIHCA TRAINING MODULE

HOW TO SUBMIT A NOMINATION FOR SENIOR LIVING AWARDS

This training guide shows how to submit a nomination for the Senior Living Awards. If you have questions about the Senior Living Awards, please contact Katie Niehoff at kniehoff@ihca.org.

1. Log into your myIHCA Portal account and click on Engagement Hub > Senior Living Awards > View Open Competitions



2. Click on 2023 Senior Living Awards to get started



3. Please review the instructions listed, click "Enter Now" and login into your myIHCA account. "Name this entry" is the Name of the Individual you are nominating. Identifying information will be removed during the judging process.

[Browse Competitions >](#)

2023 Senior Living Awards

Enter Now

Nomination requirements for the 2023 Senior Living Awards

- All submissions should be completed online by the deadline
- IHCA/INCA member facility in good standing
- Facilities must be in good-standing with ISDH/CMS and regulatory compliance
- **For "Name this Entry", enter the name of the nominee**
*(*this information will be excluded during the judging process)*



OPEN DATE
February 23, 2023



CLOSE DATE
April 24, 2023



OF ENTRIES
0 / 3

There is only one question to answer for a submission, Tell A Story About the Nominee. Tell a story that details why this nominee is deserving of the award.

Additional Information:

• Each nomination must exclude any information that would identify the facility or individual to a Panel Reviewer, such as facility name, facility location, individual and staff names

• Chosen award recipients will be asked to participate in an award video shoot and/or may be asked to submit a photo

4. Each nomination must **exclude** any information that would identify the facility or individual to a Panel Reviewer, such as facility name, facility location, individual and staff names. For example, instead of saying "Sally is a hard worker..." say "The nominee is a hard worker." Identifying information is removed to help eliminate bias in the judging process.
5. Complete all fields, click "Next" and review your submission. Edit the entry as needed. Once complete, click the "Submit" button.

Questions? Please contact Katie Niehoff at kniehoff@ihca.org.