



hfma™

healthcare financial management association

Helen M. Yerger Special Recognition Award



Helen M. Yerger Special Recognition Award

Online Step by Step Application, Requirements,
Criteria, and Judging Guidelines

www.hfma.org/Awards/Yerger/

HFMA Chapter Relations Team:
Chapter@hfma.org

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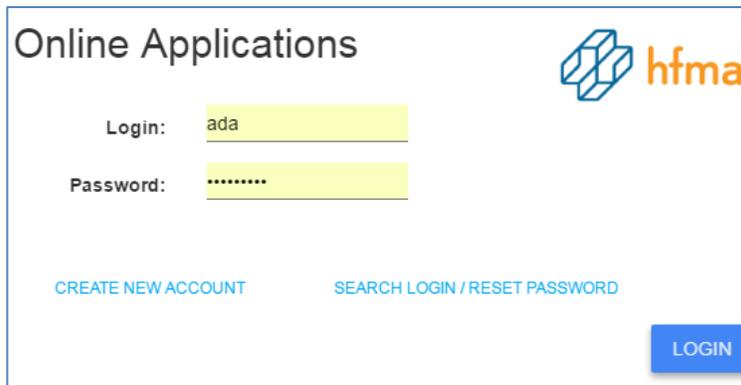
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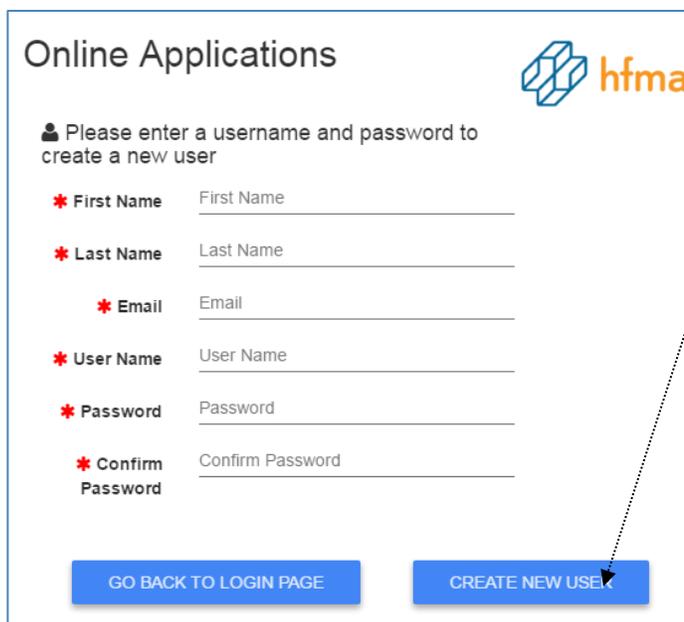
ONLINE APPLICATION

[Click here](#) to login into the New Yerger application.
(direct URL: speakers.hfma.org/speakers)



The screenshot shows the 'Online Applications' login page for hfma. It features a login form with two input fields: 'Login:' containing the text 'ada' and 'Password:' containing a masked password '.....'. Below the form are two links: 'CREATE NEW ACCOUNT' and 'SEARCH LOGIN / RESET PASSWORD'. A blue 'LOGIN' button is positioned at the bottom right. The hfma logo is in the top right corner.

This is the same program we're using for ANI speaker submissions, Innovation submissions, education quality, and Yerger. If you already created an account, just login, if not, click on "Create New Account" fill out the simple form and click **Create New User**



The screenshot shows the 'Create New User' form on the hfma website. It includes a heading 'Please enter a username and password to create a new user' and six required fields, each marked with a red asterisk: 'First Name', 'Last Name', 'Email', 'User Name', 'Password', and 'Confirm Password'. At the bottom, there are two blue buttons: 'GO BACK TO LOGIN PAGE' and 'CREATE NEW USER'. A dotted arrow points from the 'CREATE NEW USER' button in this screenshot to the 'CREATE NEW USER' button in the previous screenshot.

* You will receive an email stating your new account has been created.

Once you login, you'll see the Welcome Page! → Click on **Submit Application**



The screenshot shows the 'Welcome Page' for hfma. It features the hfma logo at the top, followed by the text 'Welcome to SubmitterXpress, Ada.' and 'What would you like to do today?'. A blue arrow points from the 'Submit Application' button in this screenshot to the 'Submit Application' button in the previous screenshot. Below the text is a prominent orange 'Submit Application' button.

From Available Events dropdown, select **2017 Yerger Award Program**

The program will re-direct you to the Yerger homepage and ready to start your new submission by clicking **“Start”** under the Available Submission Forms section below.

Welcome to our new and improved online submissions site Ada

When you are ready to enter an application scroll down, click on the **Start** button to the right of the form in the Available Submission Forms area below and begin your new application.

2017 Yerger Award Program

Welcome to the 2017 Helen M. Yerger Special Recognition Award

- Submission deadline **April 1, 2017** at 11:59 p.m. Central time
- Submission [criteria and guidelines](#) for review
- [Required Award fields](#) template for your review
- Single Entries: May submit up to 4 entries. Second-time submittals are subject to the four-entry limit
- Multiple entries: May submit up to 4 multi-chapter entries; these entries do not count towards the number allowed for single entries
- Entries may not be submitted more than once, with one exception: non-winning entries can be submitted once more in the following year
- All entries and supporting documentation must be submitted online; paper or fax entries are not accepted
- Limit to 6 supporting attachments of any format
- Formatting does not translate once the form is submitted. Please do not use bold, italic, bullets, or special characters. (if you like to see how your copy will appear on the submitted form, paste the content into notepad)
- Make sure your entry is complete and final before your click '[Submit for Review](#)', or click 'Save' to be able to edit it later
- [2015-16 Award Recipients](#)

If you have any questions or need assistance, please contact [Chapter Relations Team](#) or (800) 252-4362

Available Submission Forms

Yerger Application

START

FINAL INSTRUCTIONS:

Please ensure you have answered each of the questions above. Required items are indicated by a red asterisk. *

Save Button
Clicking the green save icon in the lower right corner of this form saves your submission AND gives you the option to edit it later.

Print Button
We suggest submitters click on the blue printer icon to print a copy of the submission for their records.

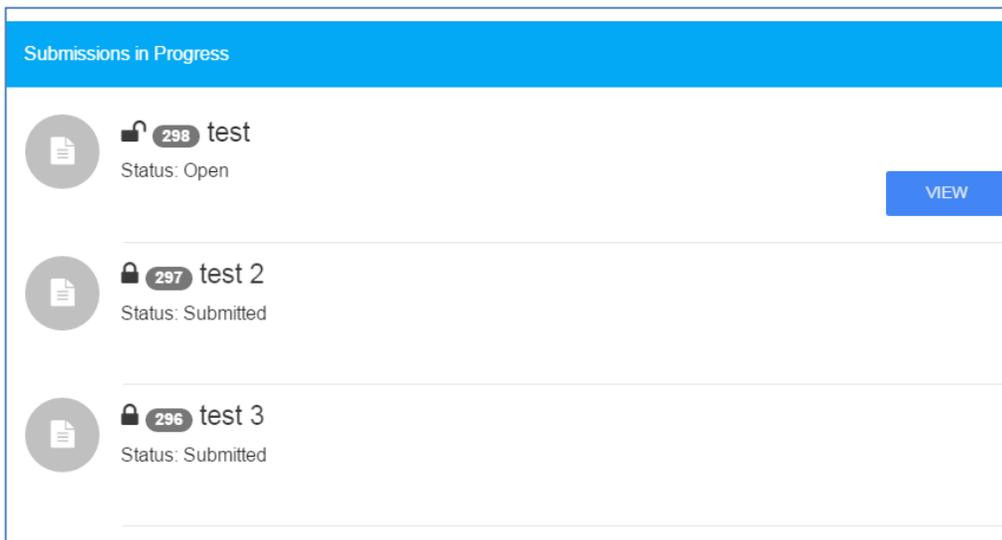
Submit for Review Button
Click on the blue arrow icon in the bottom most lower right corner of this form ONLY when your submission is complete.
You must hit the Submit for Review button by **April 1st**, 11:59 p.m. Central time in order for your award to be considered.

Icons in sidebar: printer, save, refresh

You can go back into the [program](#), under Submissions on the top navigation and view all your submissions that will show their status as Open or Submitted.

When the status displays Open, the entry can be edited.

When the status displays Submitted, the entry is locked and cannot be edited.



REQUIREMENTS

PURPOSE

The Helen M. Yerger Special Recognition Awards recognize chapters for outstanding performance achieved by excellent results in programs, services, and administration. Multi-chapter submissions are allowed and encouraged in all categories. Yerger projects may also be accessed by any chapter wishing to take advantage of these best practices.

CATEGORIES

The Helen M. Yerger Special Recognition Award categories and descriptions are:

- **Collaboration** recognizes a collaborative effort with another organization outside of HFMA;
- **Education** recognizes a singular education program;
- **Improvement** recognizes significant improvement in a program, project, service or overall chapter effort;
- **Innovation** recognizes an innovative program, service, or project;
- **Member Communications** recognizes a chapter's overall member communications program;
- **Member Service** recognizes excellence and results in a program, service, or project; and
- **Membership Recruitment and Retention** recognizes the plan, process, results, and innovation of the chapter's membership recruitment and/or retention process.

ELIGIBILITY/PARTICIPATION

To be eligible, chapters must meet all chapter requirements. Participation in this special recognition awards program is voluntary.

Entries and corresponding feedback become the property of HFMA and may be disseminated at HFMA's discretion; the submitting chapter president may opt-out of sharing the entry and/or corresponding judges' feedback with other chapters by sending notification to chapter@hfma.org

ENTRY DETAILS

- All entries and supporting documents must be submitted online at [Yerger Submission](#)
- Each award entry may be submitted for one category only.
- First-time submittals must be based on activities that occurred within 18 months of the award deadline.
- Entries may not be submitted more than once, with one exception: non-winning entries may be submitted once more in the following year, provided that the chapter completes a new application which incorporates feedback from the judges. Re-submitted non-winning entries do count towards the limit of four single or multi entries.
- The submitter attests that each entry is submitted with the knowledge and support of the chapter president(s) and that their chapter had significant involvement in the planning and implementation of the activity.

Single Chapter Entries: Chapters may submit a total of four (4) single chapter entries. Second-time submittals are subject to the four-entry limit. There is no limit to the number submitted within each category as long as the total number of single chapter entries does not exceed four.

Multi-Chapter Entries: Chapters may submit/participate in a total of four (4) multi-chapter entries; these entries do not count towards the number allowed for single chapter submissions.

DEADLINE

April 1, 2017 by 11:59 p.m. Central time.

AWARD WINNING CRITERIA

For evaluation, judges will review award entries using 100-point criteria. There is no categorical or chapter limit to the number of awards that will be given.

Special Recognition Awards are awarded to entries receiving

- A) a cumulative average score of 75 points or more, or
- B) at least two (2) judges' scores of 80 points or more.

FINAL REVIEW

It is recommended to have at least one other person read over your entry before it's submitted. A good choice would be a past chapter president or someone who is unfamiliar with the project – as the reviewer may identify the absence of an important detail which might have gone unnoticed by someone too close to the project.

You don't need to be a great writer to complete an application. However, from the perspective of the judges, it is much easier to review a clearly written entry, as this helps them to understand the noteworthy and significant impact your project or process made.

Clearly identify each of the attachments that you upload; this will help judges find referenced documents and will reduce the possibility that you forget important items.

2016-17 JUDGING GENERAL GUIDELINES

Yerger applications are to be judged on the general content itself and the categories indicated below. **Points should not be taken off for grammatical errors or sentence structure.** Keep in mind that Yerger applications are not exclusively for new programs. Rather, a Yerger application can be presented for an **existing** program that continues to improve a need or process. Each application will be judged in the categories of:

- Needs Identification
- Goals and Objectives
- Methodology
- Evaluation and Results

An application is allowed up to six supporting documents. Please be sure to peruse the application in its entirety, including the attached documents, as you grade each submission.

HFMA Chapter Leaders work very hard on application submissions, so **judges are required to give constructive feedback in areas where the scoring falls short of 80% of the total number of available points within a category.**

Entries that tally a cumulative average of 75 points or more or at least two (2) judges' scores of 80 or more will earn Yerger Awards. **In the event of a judging anomaly where scores have a great disparity, judges will be required to discuss their feedback with the other application judges via email or telephone to come to a common conclusion within five (5) business days of notification.**

YERGER JUDGING SCORING

Needs Identification: A maximum of 20 points can be earned in this section (200 words or less).

Evidence of a well-thought-out-needs identification process to impact a project or process in a noteworthy and significant way	Up to 8
Clear evidence that data was gathered and analyzed	Up to 8
Needs identified link directly to those stated in objectives	Up to 4

Required Feedback: (if total scored equals less than 16)

Goals and Objectives: This section is worth up to 20 points (200 words or less).

Objectives are clearly tied to impacting identified need(s)	Up to 8
Measurable performance levels targeted are identified for each objective; and goals are significant and challenging	Up to 8
Target audience is identified	Up to 4

Required Feedback: (if total scored equals less than 16)

Methodology: This section has a maximum of 25 points (300 words or less).

Application clearly spells out the methods used to address the stated objectives and needs identified	Up to 10
Provides meaningful suggestions to guide other chapters in implementing a similar project	Up to 10
Resources expended, including members involved, are appropriate based on anticipated impact	Up to 5

Required Feedback: (if total scored equals less than 20)

Evaluation and Results: This section is worth up to 35 points (400 words or less).

Clearly describes how the performance levels stated in the goals and objectives were measured	Up to 15
Shows how data was collected and analyzed; Results reported are quantified	Up to 10
Results were drawn from evaluation and show strong impact on, or value to, the chapter and its customers	Up to 10

Required Feedback: (if total scored equals less than 25)

Is service as a Chapter President necessary to be a Yerger judge?

This is not necessary. The experience with the Yerger process is more important.

To serve as a judge you must have:

- History of submission of an award-winning Yerger application or
- Service as a chapter board member or officer who has been engaged in the Yerger process

In addition, **each Yerger judge will be required to attend the Yerger Judging annual webinar** (or listen to the webinar recording)

Should comments be required from judges in applications that are not awarded a Yerger?

Yes, the judges are required to give constructive feedback in areas where the scoring falls short of 80% of the total number of available points within a category.

In the event of a judging anomaly where scores have a great disparity, judges will be required to discuss their feedback with the other application judges via email or telephone to come to a common conclusion within five (5) business days of notification.

You can also [download here](#) the New Submission Criteria and Scoring Guidelines.

AWARD PRESENTATION

Award recipients are recognized at the [Annual Chapter Presidents Dinner and Meeting](#) during the Annual National Institute (ANI) in June.

INQUIRIES

For more information about the Yerger Award visit www.hfma.org/awards/yerger/ or contact Ada Lleshanaku at alleshanaku@hfma.org or chapter@hfma.org