



*The Florida Association of Homes and Services for the Aging
Innovation Exchange*

Submission Form

Name and Title of Submitter:	
Facility/Organization Name:	
Address:	
Phone:	
FAX:	
Email:	
Date of Submission:	
Title of Innovation:	
Topic for Submission: (Please choose a topic from the list included in the attached submission guidelines which best describes the innovation you are submitting.)	
Audience: (Choose one or more, as appropriate.)	<input type="checkbox"/> Affordable Housing (HUD, tax credit, etc.) <input type="checkbox"/> Assisted Living Facilities <input type="checkbox"/> Home & Community Based Services <input type="checkbox"/> Nursing Homes <input type="checkbox"/> Retirement Communities (CCRC or Fee for Service) <input type="checkbox"/> All of the Above
1. Description of Innovation: Please succinctly describe the innovative program or service, creative idea or best practice and the resulting benefits to your organization or the consumers you serve. Limit the narrative to three pages, excluding attachments such as forms.	
2. Budget: Provide information about the annual budget or total cost of your innovation (if a one-time expense) and the number of staff or volunteers used to implement it. If your innovation did <u>not</u> require a budget or staff, please indicate.	

FLORIDA ASSOCIATION OF HOMES AND SERVICES FOR THE AGING
The FAHSA Innovation Exchange

Suggested Submission Guidelines

Mission Statement:

The mission of *The FAHSA Innovation Exchange* is to advance the vision of affordable and high-quality residential services and a continuum of care for elder Floridians by:

- Showcasing excellence, innovation and creative ideas and best practices at work in member organizations;
- Offering members the opportunity to learn from each other's experience; and
- Providing a clearinghouse for members to share examples of excellence and innovative initiatives that benefit the people they serve or improve the efficiency of their organization.

Definition of an Innovation:

Submissions may include descriptions of innovative programs or projects, creative ideas, helpful research that led to systematic product selection or change within your organization, or a promising practice. No idea is too small. If it worked for your organization, it could help other providers.

Qualified Submitters:

Any FAHSA member in good standing may submit a paper to ***The FAHSA Innovation Exchange***, including the corporate offices of multi-facility members and associate members. Submitters must give FAHSA unrestricted right to post the paper describing the innovation on the *FAHSA Members Only* website and to reproduce and disseminate it for educational purposes.

Topics:

The call for submissions is not restricted to a particular theme. Submissions that address quality of care, quality of life, innovative management tips and tools, operational efficiencies or any other topic related to retirement housing, long-term care, or home & community based services are welcome. To generate ideas among the members, FAHSA's Innovation Exchange Task Force developed a list of suggested topics for the call for submissions. The list that follows is intended to stimulate interest and participation in the program. Feel free to submit papers on other topics.

- Quality of Life
- Quality of Care
- Strategic and Financial Planning
- Facility Operations
- Marketing/Public Relations
- Customer Satisfaction (residents, staff, families)
- Workforce Issues (such as employee benefits programs)
- Facility Design and Plant Management
- Cultural, Recreational & Wellness Programs
- Community Outreach
- Senior Housing

Innovation Exchange Criteria:

The idea or best practice must:

- Be in place and functioning for at least six months
- Be creative or innovative
- Have a positive effect on the management or operation of your organization or the residents/individuals you serve
- Be sustainable
- Be replicable
- Be deemed appropriate by the Innovation Exchange Task Force.

Process for Submitting an Innovation:

- The *FAHSA Innovation Exchange Submission Form* may be downloaded from the FAHSA website at **www.FAHSA.org**. Click on *Members Only*, enter your pass code, click on *Innovation Exchange*, then click on *Submission Form*.
- Read the *Submission Guidelines*, complete the *FAHSA Innovation Exchange Submission Form*, and email to gmatillo@fahsa.org Be sure to **print and mail or FAX** the first page with your original signature to the FAHSA office, attention Gail Matillo.
- Include additional information or supporting materials specific to your submission (forms, job descriptions, training materials, etc.).
- All materials should be sent electronically.
- Submissions should not include information that identifies residents by name.
- If supporting data / research results are available, include with submission.

Format for Submission:

Each submission must be on the *FAHSA Innovation Exchange Submission Form* and include a signed copy of the consent form / cover page. Both are included in this document.

Review Process:

- Upon receipt of a submission via email, the packet will be forwarded to members of FAHSA's Professional Development Committee for review.
- FAHSA's Professional Development Committee reserves the right to select and post submissions on its website based on the needs and mission of the members.

Recognition:

- Each person who submits an application will receive a \$25 credit to offset tuition to a FAHSA educational meeting of his/her choice.
- A drawing for \$250 in cash will be held at the Annual Meeting for persons who are showcased at the convention.
- Selected innovations will be posted on the FAHSA Website.
- Based on interests of members, some of the innovations submitted each year will be showcased at the Annual Meeting and, to the extent they are available, at other educational sessions.
- Innovations will be showcased in the *FAHSA LINK* as they are submitted and accepted by FAHSA's Professional Development Committee.
- Approved innovations will be shared with AAHSA for possible publication in its quarterly magazine.

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Consent Form

The Florida Association of Homes and Services for the Aging reserves the right to select a submission to *The FAHSA Innovation Exchange* based on the needs and mission of its members. By submitting a paper describing an innovation, idea or best practice to *The FAHSA Innovation Exchange*, you are giving permission to FAHSA to post the paper on the *FAHSA Members Only* website and to duplicate and distribute it to members upon request. You are also giving us the right to duplicate and distribute your submission at educational seminars and workshops sponsored by the Association. By your signature below, you are asserting that you are the author of the paper and that there are no copyright restrictions on its use. You are further acknowledging that acceptance of the innovation you are submitting does not imply endorsement by FAHSA. *The FAHSA Innovation Exchange* is strictly a service that allows members to share ideas and best practices and to learn from each other's experience.

If you agree with these terms, please sign and date this form:

Name/Title

Date

Note: This page must be **signed and faxed (850/671-3790) or mailed** to FAHSA, attention Gail Matillo. If you have any questions, please contact Gail Matillo, FAHSA's Director of Education, Phone: 850/671-3700; email gmatillo@fahsa.org