



## ISM 2023 Awards Information

The intent of this document is to provide you with the general criteria, project eligibility information, timeline for the awards schedule, and the questions you need to be prepared to answer once you start your submission. **NOTE:** It is important to gather all your information prior to starting your submission as the platform does allow you to sign back into an unfinished nomination.

### **Nomination Process and Deadline**

Any person may submit a nomination. There is no limit to the number of nominations a person may submit. A separate nomination for each nomination must be submitted no later than midnight EDT on **Wednesday, June 14, 2023**. Please note: There will be no extensions given for submissions.

### **Awards Schedule**

Task	Date
Nominations Open	Friday, April 21
Nominations Closed	Wednesday, June 14
Peer Review Committee Evaluations	Between June 15 – July 7
Finalists and Winners Notified	Between July 10-14
Videos Due	Friday, August 24
Awards Recognition	Throughout the conference (September 10-13)

### **General Criteria for all awards:**

- For all award categories, other than the Jerry W. Friedman award, the entity must represent federal, state, local government, university, or nonprofit organization. A non-profit or university award applicant must show how their project/initiative benefited the clients of the associated or partner government HHS organization or the organization itself.
- An organization can submit multiple projects for awards, and they can also submit multiple projects for consideration in a single category. The limitation is that any individual project may only be submitted for consideration in one category. If an organization submits the same project for an award in multiple categories, we will contact the organization to make them choose a single category for the project. *For example:*
  - **Allowed:** An organization submits a Child Welfare project for an award and a different SNAP/TANF project for an award. These submittals can be in the same category or in difference categories.
  - **Not Allowed:** An organization submits a Child Welfare for an award in multiple categories.
- The application must show how the project/initiative specifically meets the criteria for each category.
- For the *Collaboration Across Boundaries* award, only one award will be made to the specific collaboration project/initiative. The award will name the entities that participated in the collaboration project/initiative.



### **Project Eligibility:**

The project or initiative must have been completed or deployed in production during the calendar year 2022 to be considered. Any benefits highlighted or derived in the nomination must reflect measurable results, and any supporting data submitted reflect current status of the project at time of application.

To be eligible for an award, the nominated project must stand on its own. If the specific project represents one phase of a larger project or program, the nomination may explain the broader context but should only include benefits realized by the specific project being nominated.

- Project completion and deployed in calendar year 2022.
- The criteria for judging the nominations for initiatives include the following:
  - Results gained from the initiative, such as significant improvement in service delivery and or cost savings,
  - Currency (completed during the last calendar year); if the project does not meet this timeline, it will not be evaluated,
  - Uniqueness,
  - Broad applicability in other jurisdictions, and
  - Standout among similar initiatives.
- We are encouraging nominations which, if selected, can be accepted in person at the conference. However, if accommodations need to be made Show Management will work to provide.

### **Online Submission Guidelines**

The project nomination should include the following elements:

1. Project need, business plan and solution. This description should also include information about how the project meets the criteria for the award category.
2. Significance to the improvement of the operation of government, noting measurable results.
3. Benefits of the Project – In this section please address the financial and non-financial reasons why this project, initiative and or solution was worthy of the investment made.
4. Please make specific note of any marketing or education and awareness strategies to promote adoption and include a brief narrative on the solutions architecture as part of the justification.

Please ensure the attachments do not exceed **three (3)** pages, and no more than **four (4)** pertinent attachments. Attachments should not exceed more than 30 MB.



### **Evaluation and Scoring**

Nominations for each system award category are evaluated on the clarity, quality and completeness of the information presented. Submissions which do not follow the required format or are submitted after the deadline will not be considered.

Each of the following elements will make up a portion of the total score:

1. How well the nomination represents an innovative use of existing technology or a use of new technology
2. Significance to the improvement of the operation of government
3. High level discussion of the benefit of the project

Nominations for The Jerry Friedman Excellence in Leadership Award are evaluated based on the following:

1. How has the individual demonstrated a clear understanding of the fundamental role that information technology can play in efficient and effective operations in the field of human services?
2. How has the individual provided innovative leadership to promote sound information technology solutions, policies, and practices?
3. Resulting benefits, gains, or process improvements?
4. How has the nominee impacted the modernization of health and human services through their leadership?

*Depending on the nature of the nominations, ISM may choose not to make awards in one or more categories.*

### **Questions**

1. For questions or clarity on the individual award criteria or project eligibility: Contact the a member of the ISM Awards Committee [Wayne Salter](#), [Robert Hobbelman](#), [Tricia Cox](#), or [Duane Fontenot](#).
2. For technical assistance: Contact [Donna Jarvis-Miller](#), APHSA Director, Membership and Events and ISM Conference Director.



Gather this information prior to starting to complete your nomination. We suggest that you have everything in a word document to copy and paste into the fields of the form. Have all files you want to upload saved and available at the time you are filling out the form.

**Nominator Questions: (required)**

- Name, Title, Organization, Full Address, Email, and Best Phone Number
- Sector: Public Sector (Federal, State, Local), Private, Community Based/NonProfit, Academia

**Award Categories – Select one per nomination: (required)**

- Project Initiative (**Collaboration Across Boundaries, Best Use of Technology for Operations - Internal, Best Use of Technology for Customers - External**)
- Leadership Award Nomination (**Jerry W. Friedman Excellence in Leadership**)

**Program/Initiative Nominations (these fields only will appear and are required):**

- Name of the Program Being Nominated
- Agency
- Effective Date or Operational Date
- Describe the Business Problem (850 words)
- Describe the Project/Initiative/Solution (850 words)
- Describe and illustrate measurable outcomes, quantifiable results and/or recognized improvements

**Jerry W. Freidman Excellence in Leadership Award Nominations (these fields only will appear and are required):**

- Full Name of Nominee – please include any professional credentials (i.e., MSW, PhD, etc.) and submit the name as it should appear on an award, if selected
- Title of Nominee
- Nominee Organization
- Overview of the Nominee’s Contributions
  1. Describe how this individual/organization has demonstrated innovative, impactful, and excellence in leadership.
  2. Describe how their leadership played a significant role in creating efficient/effective operations and/or achieved exceptional outcomes.
  3. Describe how this person has impacted you personally and why you are recommending them for this award.

*Optional for all nominations*

Additional Attachments – up to four (4) can be uploaded, no longer than 3 pages in length each and no larger than 30MB each