Plan Ahead

Successful applications take time to write and finalize. This Roadmap is intended to help in planning your application journey and breaking it down to month-by-month steps.

Key Dates

Note the following key dates to stay on track:
- July 9, 2024 - Application Launch
- August 2024 - Quality Award Portal Opens
- ⭐ **November 14, 2024 - Intent to Apply Deadline**
- ⭐ **January 23, 2025 - Application Deadline**
- Summer 2025 - Bronze Notifications

2025 Bronze Roadmap

Membership

The Quality Award Program is only open to AHCA/NCAL members.
- If your center is not currently a member, click **here** for information on becoming a member.
- Ensure your membership status is up to date and reflects the category you intend to apply for (ie. SNF, AL, or SNFAL).

Resources

Along with the Application Packets, applicants are encouraged to use Bronze level resources available on the **Quality Award Website**, including the Bronze Criteria Series.

Bronze Quality Award Workshops

Check with your local State Affiliate to see if they will be offering a Bronze Quality Award Workshop, if so, register!
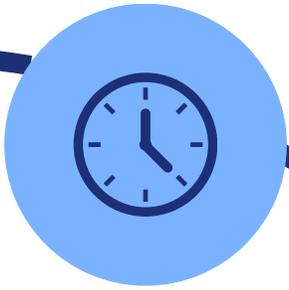
2025 Bronze Roadmap
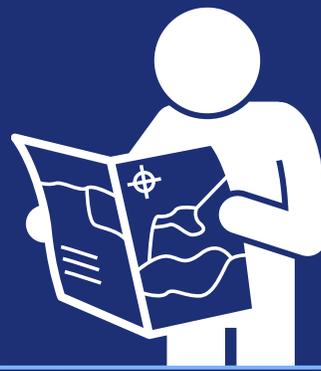
Begin your application journey here:

JUNE-JULY

- Create your application writing team, include members from center leadership and staff.
- Attend the **2025 Quality Award Program Kick-Off Webinar** to learn more about the application process.
  July 9, 2024 at 2pm EST

AUGUST

- Ensure your team members are connected to **ahcancalED** and the **Quality Award Portal**.
- Download the appropriate **Application Packet** and begin reading the packet in its entirety.

SEPTEMBER

Complete the Introduction module to P.1.a.4 of the **Bronze Criteria Series**.

OCTOBER

Complete modules P.1.a.5 - P.1.b.2 of the **Bronze Criteria Series** and draft your responses in the Quality Award Portal.

NOVEMBER

Complete modules P.1.b.3 - P.2.a.3 of the **Bronze Criteria Series** and draft your responses in the Quality Award Portal.

Submit the Intent to Apply by **November 14, 2024, 8pm EST**

NOVEMBER-DECEMBER

Review the Intent to Apply Email Series sent by the Quality Award Program for reminders, tips, and best practices.

DECEMBER

Complete modules P.2.b.1 - Conclusion of the **Bronze Criteria Series** and draft your responses in the Quality Award Portal.

JANUARY

Register for the **Virtual Bronze Award Workshop** hosted by Quality Award speakers.
January 8, 2025 at 2pm EST

- Review your draft application one last time to finalize.
- Submit your application and payment in the Quality Award Portal.
  January 23, 2025, 8pm EST

Questions? The Quality Award Team is here to help. Please contact us at qualityaward@ahca.org

2025 Bronze Roadmap
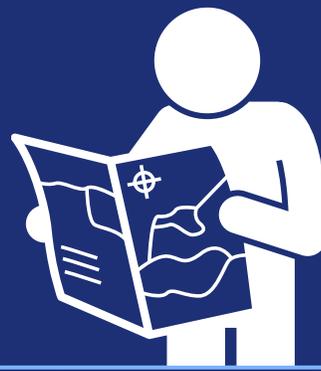
Post-Application Submission

FEBRUARY 2025

Congratulate your team on completing the Bronze application!
- Discuss any opportunities for improvement identified while completing the application.
- Consider how you can share about your application with those in your organization, including:
  - discussing the contents of your application during an all-staff meeting.
  - modifying your application so it can be shared with new employees during orientation and onboarding to help them learn more about your organization.

SUMMER 2025

Award notifications and feedback reports are distributed.
- If you received the award, plan promotional activities and consider the next steps in your Quality Award journey.
  - Ensure you stay up to date on Recipient next steps.
- If you were not recommended for an award, review your feedback report to understand where the criteria was not met. Develop a plan to address these areas and to resubmit your Bronze application in 2026.
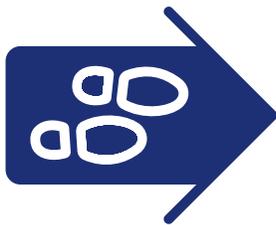
OCTOBER

Attend AHCA/NCAL's Delivering Solutions 25 and the Elevating Excellence Award Ceremony in **October 2025.**