



**Case Manager of the Year
(CMOY) Award**

Nomination Guide

This guide provides an overview of what to expect when submitting a Nomination for the Case Manager of the Year.

Helpful Hints:

- **Submission deadline is February 14, 2025**
- Gather all information needed before beginning the electronic submission process.
- The link to begin your nomination is: <https://cmsa.org/membership/awards/>
- Reach out to those writing Nomination Letters with ample time for them to return before your submission deadline.
 - **Professional References and Letters of Recommendation** – In addition to your Nomination letter, you will need to submit three (3) letters from professional individuals who can confirm the basis for this individual to be submitted for this award nomination.
- If submitting an AOSE Nomination in addition to a CMOY Nomination, each submission will require a separate set of letters related to the type of award and criteria.
- Committee members will only be able to score on the responses you provide for each of the application questions. They will not search the CV or letters for the information on those specific questions.
- CMSA will contact the Award Recipient and all nominees once the final results are made.

AWARD CRITERIA

National Case Manager of the Year (CMOY)

Minimum Criteria:

- Current Class “A” member of CMSA for two years and currently in good standing.
- At least one national healthcare-related certification at time of nomination (*i.e.*, CCM, CDMS, CRC, CRRN, COHN, *etc.*).
- Current Curriculum Vitae validating the Nominee has two (2) years of current and engaged experience in case management.
- Three (3) letters of recommendation from those professionals that can provide additional information to support the nominee for this award.

Award Criteria:

- Participation in CMSA and/or other professional organizations at the national, state, or local level in one or more of the following areas:
 - Officer
 - Member of the Board of Directors
 - Committee Chair/Committee Member
 - Task Force Chair/Task Force Member
 - QP, QI, *etc*
 - Relevant community organizations
 - Volunteer services
 - Collaboration on interdisciplinary team
- Authored an article published in current literature for national, state, or local distribution. This can include a blog post, column, intranet contribution for an organization, *etc.* This does not have to be a formal publication.
- Must hold a health certification or professional degree
- Nominee can be retired, but must be retired within one year of nomination.
- Conducted educational/professional presentation(s) related to CM at one or more of the following:

- National conference/seminar
- State or local conference/seminar
- Group of professionals outside of normal job duties; related to CM (*i.e. academic training program; meeting with public officials*)

CMOY Nominee may Demonstrate Excellence in Case Management Leadership through any of these Activities:

- Significantly enhances the body of CM knowledge.
- Supports research in the study of case management.
- Significantly and positively impacts case management practice in a particular work setting.
- Develops a new & innovative management approach to a commonly recognized barrier to wellness.
- Provides CM service to all clients or family or group of clients which are considered to exceed usual expectations & which has resulted in significant improvement in quality of care.
- Provides case management service to a client or family or group of clients which is considered to exceed usual expectations, and which has resulted in significant cost savings.
- Exceeds usual expectations in the training of case managers, as a supervisor or manager of a staff of case managers.
- Impacts the clients of case managers through the initiation or enhancement of community service (*i.e., a support group, etc.*).
- Significantly impacts communication with other professional groups.

Nomination Questions

In addition to the Nominees contact information, CV, and Letters of recommendation the questions below will be asked on the application form.

- **Nominees CMSA Leadership Positions:**
 - *List the titles, affiliation such as either National or Local, term of office dates within the last five (5) years.*
- **Nominees Other Leadership Positions:**
 - *List leadership positions with other national, state, or local level healthcare organizations on Board, or Committee roles, as well as any advisory task force panels or national initiative programs within the past 5 years.*
 - *List title(s), organization(s), and term of office dates.*
- **Published Articles:**
 - *List any case management articles authored by this nominee within the past five (5) years in a nationally recognized professional journal. This can also include a blog, column, intranet, training guide, etc.*
- **Educational/Professional Presentations:**
 - *List any programs this nominee conducted at a national or local conference or event related to case management.*
 - *List program name, organization, and type of event presented within the last five (5) years.*
- **OTHER Educational/Professional Presentations:**
 - *List any programs this nominee presented NOT at a conference or seminar but related to case management, providing academic/educational programs to case*

managers, healthcare professionals or other audiences (i.e., academic course, meeting with public officials, training programs, etc...).

- *List program name, organization, and type of event that was presented within the last five (5) years.*
- **Collaborative Practice Models:**
 - *Describe any collaborative practice models in which the nominee facilitated with interdisciplinary teams, including administrators and payors. These programs should be recognized for mentoring, the inspiration of others to lead or become involved in case management along nurturing growth and development in others within the last five (5) years.*
- **Outcome Studies:**
 - *Provide a summary of how the Nominees research findings were incorporated into clinical practice and/or how the research was conducted to improve patient care or increase professional knowledge within the past five (5) years.*
 - *Provide examples of an outcomes study.*
- **Tool of Measurement:**
 - *Share information on the Nominees patient outcomes that are directly related to care rendered and how they are measured or assessed on a continuous basis within the past five (5) years.*
- **Concept or White Papers:**
 - *List any activities of involvement of the Nominees participation with an advisory/task force to address barriers and/or write concept papers or white paper briefs within the past five (5) years.*
 - *Please include titles, dates, and a description.*
- **Wide Reaching Programs:**
 - *Describe any programs developed by the nominee based on common needs for clients, families, and/or communities, including dates or timelines of programs within the last five (5) years.*
- **Cost Savings:**
 - *Provide a summary of information from any reports the nominee has used to measure cost savings provided by service interventions documented in standard reporting formats within the last five (5) years.*
- **Clinical Teaching/Mentoring:**
 - *Describe any program overviews the nominee has provided for clinical teaching/mentoring and any design or implementation of staff development activities within the last five (5) years.*
- **Academic/Educational Programs:**
 - *Describe any academic/educational programs the nominee has provided for case managers, health care professionals, or other audiences.*
 - *Explain the method of presentation within the last five (5) years.*
- **Community Service:**
 - *List any community service initiatives the nominee has provided that impacted the clients of case managers through the initiation or enhancement of a program within the last five (5) years (i.e., support group, etc...).*
 - *Include dates or timelines of program.*
- **Professional Groups:**
 - *List any involvement the nominee has had within the last five (5) years which significantly impacts communication with other professional groups. Include an*

overview of involvement, information on other groups, and dates or timelines of communications.