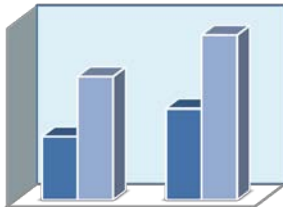


ICAA/ProMatura Wellness Benchmarks



Step-by-Step Guide

- **Enroll in the Benchmarks**

The right fit

Is your community a candidate for the ICAA/ProMatura Wellness Benchmarks?

The system is open to planned retirement communities:

- Independent living
- Assisted living
- Assisted living, memory care
- CCRC
- Active Adult

And, you need a wellness program, which could include activities, fitness, resident life—the lifestyle programs within the dimensions of wellness.

The screenshot shows the website's navigation menu with links for Home, About Wellness Benchmarks, About ICAA, About ProMatura Group, and the ProMatura logo with the tagline 'ANSWERS TO THE AGE OLD QUESTIONS'. A dark blue banner contains a call to action: 'Wellness directors click here to enroll your community in the ICAA/ProMatura Wellness Benchmark System.' To the right is a login box for staff and residents with fields for Login ID and Password, and a Log In button. Below the banner, the page title is 'Wellness Benchmarks by ICAA/ProMatura' with a subtitle 'Metrics for the active-aging industry'. The main content area welcomes users and provides links for more information on the benchmarks, including an overview, a management tool, and the International Council on Active Aging. It also lists two qualifications for joining the system: having a wellness program and having residents in independent living or assisted living. A support section lists resources like a getting started guide, step-by-step guides, worksheets, and webinars.

Benchmarks home page

To enroll in the program, click in the blue box at the top of the page.

You will jump to the next page, which will ask you a couple questions, then guide you in enrolling. Once you are enrolled in the system, you will find helpful instructions and worksheets.

<http://icaa.promatura.net/wellness/>

The screenshot shows the homepage for the ICAA/ProMatura Wellness Benchmark System. At the top, there is a navigation bar with the ICAA logo, a home button, and links for 'About Wellness Benchmarks', 'About ICAA', and 'About ProMatura Group'. The ProMatura logo is on the right, with the tagline 'ANSWERS TO THE AGE OLD QUESTIONS'. Below the navigation bar, there is a dark blue box with white text that reads: 'Wellness directors click here to enroll your community in the ICAA/ProMatura Wellness Benchmark System.' A red box highlights the text 'Enroll here' within this box, and a red arrow points from the text above to this box. To the right of this box is a login section for staff and residents, with fields for 'Login ID:' and 'Password:', and a 'Log In' button. Below the navigation bar, the main content area has the heading 'Wellness Benchmarks by ICAA/ProMatura' and a sub-heading 'Metrics for the active-aging industry'. The main text says 'Welcome to the Wellness Benchmarks by ICAA/ProMatura. This is the entry point for your community, where you can find information for organizations who are measuring the wellness program's contribution to the organization's activities.' Below this, there is a section for 'For more information on the ICAA/ProMatura wellness benchmarks:' with a bulleted list: 'Overview of Wellness Benchmarks by ICAA/ProMatura', 'Using the Benchmarks as a Management Tool', and 'International Council on Active Aging'. There is also an 'Enroll' section with the heading 'There are two qualifications to join the benchmarking system:' followed by two numbered points. The first point states that there must be a wellness program, and the second point states that there must be residents in independent living (IL) and assisted living (AL). Finally, there is a 'Support' section with the heading 'Once you are enrolled, you can log into the system at any time to update your community's information. After you log into the system, you will find support tools for your benchmarking:' followed by a bulleted list: 'Getting started guide', 'Step-by-step guide to each screen', 'Worksheets and forms', and 'Webinars and conference calls'.

Enter the system

Step 1.

Answer the question about whether or not your organization has a wellness program. Wellness is a generic term; in your community, wellness may reside in resident life, fitness, activities, recreation, therapy or a combination of these departments.

How many dimensions of wellness do you plan for? Please click on the number. It does not matter if you use a different name for the dimension, or have more or fewer than seven.

If you answer “yes” to both questions, the community is eligible to participate in the benchmarking system.

For examples of wellness programs, visit http://www.icaa.cc/about_us/wellness-overview.htm

The screenshot shows the ICAA ProMatura website interface. The navigation bar includes links for Home, About Wellness Benchmarks, About ICAA, About ProMatura Group, and the ProMatura logo with the tagline 'ANSWERS TO THE AGE OLD QUESTIONS'. The main content area contains a blue header with the text: 'Please answer the following questions so that we may determine if you qualify for the Wellness Benchmark System'. Below this, there are two questions with radio button options. The first question asks if the organization provides a wellness program for older adults, with 'Yes' and 'No' options. The second question asks about the degree to which the community has a program including seven dimensions of wellness, with options from 'All 7 dimensions' to 'None of the dimensions' and 'Other'. A 'Next >>' button is located at the bottom of the form.

Please answer the following questions so that we may determine if you qualify for the Wellness Benchmark System

Does your organization provide a Wellness Program for older adults? A Wellness Program is a comprehensive health program designed to maintain a high level of well-being. The program may include classes, activities and groups that are scheduled and are led or managed by a paid staff member or independent contractor that encompass any of the elements of the dimensions of wellness (social, emotional, spiritual, environmental, occupational, intellectual and physical).

Yes
 No

To what degree does your community have a program that includes the seven dimensions of wellness (social, emotional, spiritual, environmental, occupational, intellectual and physical). Do you have...

All 7 dimensions
 6 of the dimensions
 5 of the dimensions
 4 of the dimensions
 3 of the dimensions
 2 of the dimensions
 1 of the dimensions
 None of the dimensions
 Other

Next >>

Log-in & password

Step 2.

Assign the username/password for the Administrator of the benchmarks system.

Choose a log-in and password that will stand the test of time, regardless of which staff position is responsible for benchmarking.

This is the only username/password account that can see everything in the system and is authorized to:

- Input the Community Survey
- Assign usernames and passwords to staff and residents
- Access and download reports

The name and email are needed in case the database manager has questions about the data that are entered. This contact information is shared solely with ICAA for customer support.

Your username and password are confidential. You will be entering private, proprietary information about your organization.

The website is secure. You are responsible for keeping the username/password secure.

Community home page

Once you have a username and password, jump to the home page for your community.

This is the page the Administrator will see each time that person logs in. It allows you to access all sections of the benchmarking system.

The Toolkit is here, always available for you to download the support tools you need.

ICAA Home Participants Activities Logout ProMatura
ANSWERS TO THE AGE OLD QUESTIONS

Click on one of the options in the menu above, or browse the helpful links below.

[Check new activities](#) [Update participant profiles](#) [Edit your community profile](#) [Update the Staff](#) [View Reports](#) [Change settings](#)

Benchmarks Support:

Ongoing Email patryan@icaa.cc or info@icaa.cc

New resources!

- [List and costs of the reports from the ICAA/ProMatura Wellness Benchmarks. \(7 pp PDF\)](#)
- [Explore the updates to the system by viewing the slides from the New Features webinar. \(16 pp PDF\)](#)
- [Work effectively with an overview of the reporting functions from the webinar. \(16 pp PDF\)](#)

Benchmarking Toolkit:

Before you begin, print out the Toolkit and save it in a binder for easy access. If possible, print two-sided copies.

Implementation guides

The Step-by-Step Guides are the keys to implementing the system.

- [Manager's Guide to Implementing the Benchmarks \(PDF, 6 pp\)](#)
- [Staff Guide to Implementing Wellness Benchmarks \(PDF, 8 pp\)](#)
- [Step-by-Step Guide: Getting Started and Community Survey \(PDF, 32 pp, landscape\)](#)
- [Step-by-Step Guide: Participants and Activities \(PDF, 56 pp, landscape\)](#)

Worksheets and forms:

- [Community Survey ICAA ProMatura Wellness Benchmarks \(PDF, 8 pp\)](#)
- [How to Figure Average Length of Stay \(PDF, 1 pp\)](#)
- [Activities to Track \(Word, 7 pp\) \(Excel\)](#)
- [Resident Guide to the Online Benchmarking System \(Word, 5 pp\)](#)
- [Resident Satisfaction Survey \(Word, 2 pp\)\(PDF\)](#)
- [Resident Activities Log \(PDF, 2 pp\)](#)
- [For Residents: Information for Residents \(PDF, 2 pp\)](#)
- [For Residents: Resident Privacy Statement \(PDF, 3 pp\)](#)

Benchmarks home page

Once the Administrator has enrolled in the system and chosen a login ID and a password, you will enter the system through the box on the right.

This is also where staff members and residents who are authorized to enter the system will log in.

You will jump to your community's home page.

Wellness directors click here to enroll your community in the ICAA/ProMatura Wellness Benchmark System.

Staff and Residents log in here:
 Login ID:
 Password:
 Log In

Wellness Benchmarks by ICAA/ProMatura
 Metrics for the active-aging industry

Welcome to the home page of the Wellness Benchmarks by ICAA/ProMatura. This is the entry point for your community, where you will join other industry organizations who are measuring the wellness performance of their organization's mission and business objectives.

For more information on the ICAA/ProMatura wellness benchmarks:

- Overview of Wellness Benchmarks by ICAA/ProMatura
- Using the Benchmarks as a Management Tool
- [International Council on Active Aging](#)

Enroll

There are two qualifications to join the benchmarking system:

1. There is a wellness program. It does not matter what the name is, or the department where it resides. For benchmarking, a wellness program is a comprehensive health program designed to maintain a high level of well-being. The program may include classes, activities or groups that are scheduled and are led or managed by a paid staff member that encompass any of the elements of the dimensions of wellness (social, emotional, spiritual, environmental, occupational, intellectual and physical).
2. There are residents in independent living (IL) and assisted living (AL). At this time, these are the only levels of care included in the system because IL and AL residents generally have the functional ability to participate in wellness without relying on others.

Support

Once you are enrolled, you can log into the system at any time to update your community's information. After you log into the system, you will find support tools for your benchmarking:

- Getting started guide
- Step-by-step guide to each screen
- Worksheets and forms
- Webinars and conference calls

Wellness benchmarks

The ICAA/ProMatura Wellness Benchmarks is the method you will use to show the business case for wellness.

The vision is large: a set of national indicators you and many other organizations can use to improve quality and demonstrate the value of investing in older adults.

Your participation brings returns to the older adults you serve, your community, and the active-aging industry.

Benchmarking support

Overview, links to presentations and Toolkit

www.icaa.cc/Management/benchmarks.htm

E-mail: info@icaa.cc

Phone: 866-335-9777

International Council on Active Aging
The ProMatura Group