Quick Guide
to HANYS' 2021 Pinnacle Award Electronic Submission

SUBMISSION DEADLINE: JUNE 14, 2021

These instructions will help guide you through the application process using the streamlined electronic award management system, Evalato. Additional information and award criteria are available in the HANYS 2021 Pinnacle Award Call for Nominations.

Assistance using Evalato:

- Contact Allyson Powell, executive assistant, at apowell@hanys.org or 518.431.7712.

Questions about HANYS' 2021 Pinnacle Award for Quality and Patient Safety:

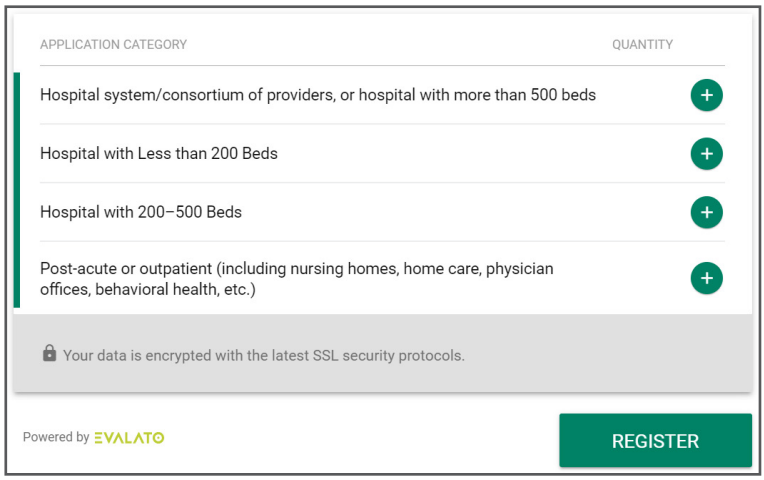
- Contact Erin Gretzinger, director, Quality Advocacy, Research and Innovation, at egretzin@hanys.org or 518.431.7744.

Registration

- Click pro.evalato.com/2707.
- Select the category and quantity of submissions, and click "REGISTER." You will be asked to verify that you are not a robot.

  Note: Up to two applications may be submitted for each organization (stand alone or within a health system) and the health system as a whole.

  For example: A health system that includes two hospitals and a nursing home may submit eight applications: hospital A (2) + hospital B (2) + nursing home (2) + system (2).



- Enter information for the primary contact.

- Click "Access your Registration." This will take you to the submission page. (Important: **Once you register, you will receive an email from "Healthcare Association of New York State <orders@evalato.com>." Keep this email in a safe place, as it contains the link and password you will need to access Evalato and your application(s)**. If you do not receive the email, check your spam or junk folder.

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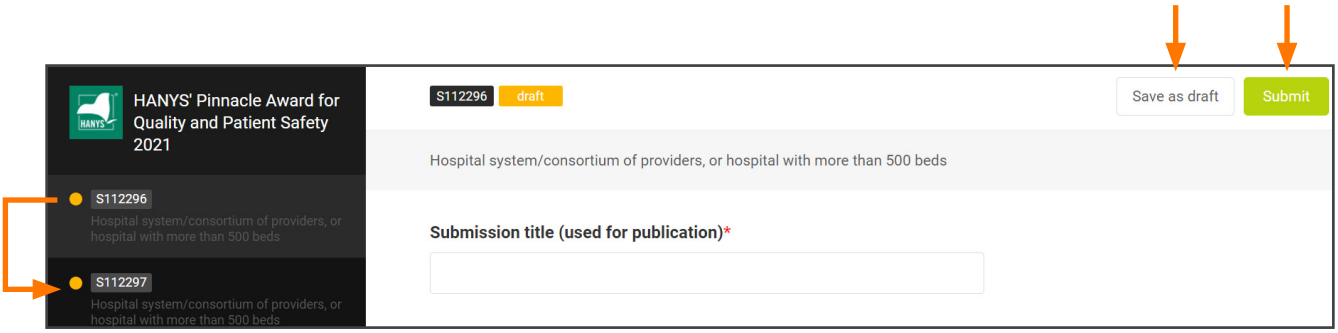
Submissions

- At the top of the page click "Save as Draft" regularly and click "Submit" once the application is complete.
- Applicants can toggle between multiple submissions by clicking on the yellow dot next to each unique submission number on the left side of the screen.



Application section (used for judges)

- Enter text within character limits to describe how your project meets the submission criteria. Character limits for each criteria include: program impact (750), execution techniques (2,000), sustainability and spread (1,000), potential for replication (750), innovation and creativity (750) and data strategy/results (1,000).
- Upload supporting data or graphs to demonstrate a clear trend of quality and/or safety improvement (up to 5 MB each; png, jpg or gif format only). Provide narrative explanation of what the data reveals about the project.

Publication section (used for publication)

- Enter text within character limits. Character limits for each criteria include: project description (1,000), top three outcomes (100 each) and top three lessons learned (100 each).
- Enter details for all applicants that should be published: first name, last name, credentials and title. Only the main contact's email address will be published.

Formatting Guidelines

- Include a comma between applicants' names and credentials; also, between multiple credentials.
- Format telephone numbers as follows: xxx-xxx-xxxx.
- Do not use bullets or numbered lists in your application(s).
- Spell out all acronyms.

Tips

- Character counts can be obtained through Microsoft Word by selecting the text and clicking "WORDS" at the bottom of the page or through other software available online.
- To convert graphs to picture format, take a screen shot or copy the graph into a picture management application.

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