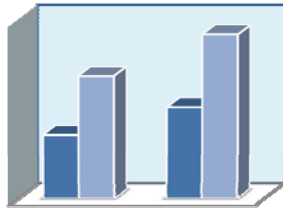


ICAA/ProMatura Wellness Benchmarks



Step-by-Step Guide

- **Enroll in the Benchmarks**

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.

Wellness directors click [here](#) to enroll your community in the ICAA/ProMatura Wellness Benchmark System.

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

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

Welcome to the ICAA/ProMatura Wellness Benchmarks by ICAA/ProMatura. This is the entry point for your community, where you can find information and resources for organizations who are measuring the wellness program's contribution to the active-aging industry.

Enroll here

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](#)

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 for participation in the benchmarking system.

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

ICAA Home About Wellness Benchmarks About ICAA About ProMatura Group ProMatura ANSWERS TO THE AGE OLD QUESTIONS

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 >>

Enter the system

Step 2.

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

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
- Assign usernames and passwords to residents

Choose names that will stand the test of time, regardless of which staff position is responsible for benchmarking.

ICAA

Home Participants Activities Logout

ProMatura
ANSWERS TO THE AGE OLD QUESTIONS

Congratulations! Your community qualifies for the Wellness Benchmark System. Please create your username and password below. (We recommend using your work email address for your username)

Create A Username:

Create Password:

Repeat Password:

First Name:

Last Name:

Email:

Next >>

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The name and email are needed in case the database manager has questions about the data that are entered. This contact information will not be shared with anyone else.

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.

Next step:

Step-by-Step Guide: Getting Started and Community Survey

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.

It's time to update your community profile!

Check new [activities](#) Update [participant](#) profiles Update the [Staff](#)

Benchmarking support tools:

- Getting started guide
- Step-by-step guide to each screen

Worksheets and forms:

- How to calculate average length of stay
- Wellness Program Worksheet - Activities to track in wellness program benchmarks
- Resident Satisfaction Form
- Resident Participation Log

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Wellness benchmarks

The ICAA/ProMatura Wellness Benchmarks are 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.

Thank you.

Toolkit

Manager's Guide to Implementing the Benchmarks
Staff Guide to Implementing Wellness Benchmarks

Step-by-Step Guide: How to Enroll in the Benchmarking System (PDF)

Step-by-Step Guide: Getting Started and Community Survey (PDF)
Community Survey ICAA ProMatura Wellness Benchmarks (PDF)
How to Figure Average Length of Stay (PDF)

Step-by-Step Guide: Participants and Activities (PDF)
Activities to Track (Word) (Excel)
Resident Guide to the Online Benchmarking System (Word)
Resident Satisfaction Survey (Word) (PDF)
Resident Activities Log (Word)