

ICAA Online Directory of Successful Programs for Older Adults

Translating the dimensions of wellness into everyday practice

Guide for reviewers

The purpose of the Online Directory of Successful Programs is to provide a one-stop location to find programs that are successful in improving health and well-being among older adults. The directory will include programs that are evidence-based or best practice within 6 dimensions of wellness (physical, social, intellectual, emotional, vocational, spiritual).

The reviewers are the objective observers who insure the programs that are posted on the Directory meet the quality standard and are ready to be used or borrowed by others.

Reviewers are always aware that the directory criteria were established to enable more, rather than fewer, programs to be included. The Directory is not an awards program or a competition. The Directory enables the people who are selecting and delivering programs for older adults to share their successes and learn from others.

However, if the program is not at a stage where it can be disseminated, with written support materials in addition to what is listed in the directory, then it is not ready and should not be listed. The goal of the directory is to feature programs that others can use.

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Responsibilities

1. The primary job of the reviewer is to compare the program description that is submitted to the criteria listed below. If the program meets the criteria, it is “yes.” If the program does not meet the criteria, then the reviewer indicates what is missing, which will be relayed to the person submitting the description.
2. Reviewers also are responsible for:
 - being available to review programs within 14 days of receipt.
 - participating in an orientation to ensure consistency with other reviewers.
 - being fair but firm to the criteria for program inclusion.

Qualifications

Reviewers should have at least 3 years experience working with older adults.

Reviewers must be available for a one-year commitment. They have an option to remain as a reviewer in successive years, or be added to a list of ad hoc reviewers who can review programs occasionally as needed (for example, during vacations or if subject matter expertise is appropriate).

Time commitment

Reviewers can expect to spend up to 30 minutes on each program description.

Program descriptions will be sent to reviewers throughout the year. At this time, each reviewer will receive no more than 20 submissions during a year.

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Successful programs criteria

The criteria were designed to support the goal of maintaining the standard of the successful programs that are posted, while enabling as many programs as possible to complete the review process.

Reviewers match these criteria to the submitted program.

Program Credibility	Yes	No	One or more of the following:	Criterion rationale
			Program is endorsed and/or supported by a major national organization.	<i>Indicates likelihood that program has been reviewed by others and has potential for dissemination.</i>
			Program outcomes have been published in an academic or professional journal.	<i>An editor or peer reviewers found the program had quality. Publication in peer-reviewed journal reports evidence base.</i>
			Program has a proven history of successful application.	<i>Number of participants and frequency of delivery appropriate to the program and population.</i>
			Required: At least 1 Yes	
Plus				
Suitability for Dissemination	Yes	No	All of the following:	Criterion rationale
			Program is suitable for age 50+ population.	<i>Program is age appropriate.</i>
			Program has easily available print and/or Internet resources and guidelines.	<i>The directory provides a brief summary. To implement the program, more details are needed.</i>
			Program is safe and risk management issues have been considered.	<i>Environment, leadership and content have been planned to lower potential risk to participants.</i>
			Required: 3 Yes	

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Review process

Step 1	ICAA administrator alerts reviewers that program is available for review.	
	If needed, a third reviewer with expertise in a specific wellness dimension, eg, spiritual or emotional, may be recruited.	
Step 2	Reviewer reads, compares description to criteria, and decides if program is accepted by indicating yes or no. Review is completed within 14 days of receipt.	
Step 3	If one reviewer accepts and the other reviewer rejects a program, then a third reviewer will make the final recommendation.	
Step 4	Program is accepted.	Program is rejected.
Step 5	Notification emailed to sender.	Reviewers indicate why submitted program did not meet criteria.
Step 6		When program is re-submitted, reviewers check that criteria are met.
Step 7		Program is accepted or rejected.
Step 8		Notification emailed to sender.

1. If a program is not accepted, reviewers indicate why by selecting from an aided list, or adding an additional comment. The administrator will contact the person submitting, indicate why reviewers did not accept the program, and ask the person to fix and resubmit. Reviewers may need to review the program again.
2. If one reviewer accepts and the other reviewer rejects a program, then a third reviewer will make final recommendation.
3. One of the reviewers will be an ICAA staff person who is a subject matter expert. In addition to serving as a content reviewer, the ICAA staff person will ensure any postings conform to professional practices for public postings.