

Wellness Program Roadmap Draft

September 16, 2011

Step 1	Form a Wellness Team
Target Date 10/30	<ol style="list-style-type: none"> 1. <u>Senior-level program supporters</u> <ul style="list-style-type: none"> o Dedicate resources for the wellness program o Endorse the program in employee communications and attend the kickoff event o Participate in activities such as screenings and competitions o Participate in meetings with wellness program coordinators 2. <u>Wellness champion or program coordinator</u> <ul style="list-style-type: none"> o Recruit members and manager the wellness team o Be the liaison and be accountable to report progress to executive leadership o Organize the kick off and other events o Manage allocated wellness program resources 3. <u>Wellness team members</u> <ul style="list-style-type: none"> o Partner with and support the wellness program coordinator o Share ideas that contribute to wellness program planning o Spread the word throughout the organization, raising awareness and building participation in upcoming activities o Post promotional materials, send emails, and support activities such as competitions o Assist with collecting and analyzing program data
Step 2	Begin Planning
Target Date 10/30	<ol style="list-style-type: none"> 1. Set objectives and goals for the employee wellness program to align with the County's mission. 2. What do we want to accomplish with an employee wellness program? 3. What are our top priorities? 4. Keep goals easy to achieve so that employees are encouraged to continue their efforts. <ol style="list-style-type: none"> a. At least 20 percent of employees participate in the program b. Healthy snacks are offered in company vending machines. c. Onsite weight-loss group is established. d. Only healthy snacks are served at County sponsored meetings. e. Most employees are now aware of the value of healthy nutrition. 5. Establish timelines for goals.
Step 3	Announce Developing an Employee Wellness Program
Target Date 10/30	<ol style="list-style-type: none"> 1. To Directors, Managers, Supervisors via email will be seeking their and employees input as we design the program. 2. To build strong and sustained senior management support for wellness efforts.
Step 4	Needs Assessment
Target Date 12/30	<ol style="list-style-type: none"> 1. <u>Leadership Survey</u> – to assess where directors, managers stand when it comes to supporting a workplace wellness program at the County. *see samples 2. <u>Employee Needs and Interest Survey</u> – to determine what our employees really want and need from a workplace wellness program. *see samples
Step 5	Analyze surveys
Target Date Jan-Feb 2012	<ol style="list-style-type: none"> 1. Feedback from committee 2. Refine goals, as needed to met employees needs and interests.

Step 6	Define the Program
Target Date?	<p>Promote wellness services already provided by Providence, Kaiser and Cascade</p> <ul style="list-style-type: none"> • Develop new WellBeing website – to include resources by provider <ul style="list-style-type: none"> ○ Health Assessments ○ Coaching ○ On-site services (informational sessions, exercise class, health screenings (mamo van, massage, etc.), flu shots ○ Off-site services available through healthcare providers or local businesses (yoga) ○ Calendar of events ○ Did you know? • Educational piece: <ul style="list-style-type: none"> ○ How to use your benefits wisely for your own health. ie: use the emergency room for life and death situations. ○ What health screenings do you get when and where do you access these services. ○ Understanding your screenings results, what are good health numbers, averages, etc. • Wellness Initiative: <ul style="list-style-type: none"> ○ Walk challenge/competition ○ Think before you drink....the water alternative (Providence) ○ Weight the same Holiday challenge (Providence) ○ Vegetable of the month (Providence) ○ How to read a nutrition label (Providence) ○ Five-a-day challenge – 5 servings of fruits and veggies a day (Providence) ○ Snacks that work (Providence) • Healthy Workplace challenge (Healthy meetings, vending machines, department snack shacks, Cappuccino Corner) • Determine two “Did you know?” topics to focus communication for the year.
	<p>Recommendations from Kaiser workbook -<u>Tools for the worksite</u></p> <ul style="list-style-type: none"> ▪ Promote health coaching for tools and resources on lifestyle change. ▪ Share schedules for on-site or local farmers markets, including Portland, Salem, and Vancouver. ▪ Download Oregon Healthy Worksites Toolkit ▪ Download the Washington State Department of Health Worksite Wellness Resource Kit. ▪ View Guide for Healthy Meetings for tips and ideas o how to have healthy meetings. ▪ Encourage employees to see their doctor for cholesterol, blood sugar, and blood pressure tests. ▪ Hold a potluck using recipes from kp.org/farmersmarketrecipes. ▪ Have employees bring in magazines and books on nutrition to set up a health library. ▪ Organize a trip to a nearby farmers market. ▪ Have employees view “Healthy Eating Made Easy” webinar. ▪ Establish a Weight Watchers group at workplace, or partner with the City of Hillsboro. ▪ Have an onsite care gap analysis or biometric testing. ▪ Schedule a lunch and learn session using the healthy eating plan content from kp.org/nutrition. ▪ Post or email links to healthy nutrition websites. ▪ Add Healthy Picks labels to vending machines. ▪ Get information and sign up for a free newsletter at www.fruitsandveggiesmoremattes.org ▪ Use the HealthWorks communication tools to promote healthy eating.

Step 7	Kick off the Program
March 2012	<ol style="list-style-type: none"> 1. Plan strategy with leadership to get their buy-in and participation in the program. 2. Send out pre-promotion teaser messages 2-3 weeks before the kick off 3. Send out an email announcing the program <ul style="list-style-type: none"> • New Website 4. Create and display flyers announcing the program in break rooms, cafeterias, lobbies, bathrooms, etc. <ul style="list-style-type: none"> • Wellness Initiative/Challenge • WellBeing newsletter • Horizons announcements • Payroll stuffers 5. Have CAO send an email or letter to encourage participation 6. Hold a kickoff meeting.
Step 8	Reward accomplishments and motivate employees
Target Date?	<ol style="list-style-type: none"> 1. There are several no or low-cost rewards: <ul style="list-style-type: none"> • Certificates • Recognition on intranet (with employee permission) • Fruit peelers, veggie magnets, insulated lunch bags, etc. 2. What activities to reward: <ul style="list-style-type: none"> • Completing health assessments • Attending an on-site or off-site healthy living class • Team lunches at the local salad bar • Joining Weight Watchers • Departments to adopt healthy meetings guidelines
Step 9	Evaluate the program
Target Date?	<p>Determine the effectiveness of the workplace wellness program:</p> <ul style="list-style-type: none"> • Analyze the results achieved in the Wellness program <ul style="list-style-type: none"> ○ Have employees complete an employee satisfaction survey ○ Compare before and after results. • Compare goals set at the beginning to what was actually accomplished • Identify what was successful and what needs to be improved
Step 10	Share feedback
Target Date?	<p>Spread the word:</p> <ol style="list-style-type: none"> 1. Send program results to employees 2. Send program results to senior leadership 3. Post program results in break rooms 4. Host a party and recognize those who have made the most dramatic changes in their diets. 5. Other ideas?
Step 11	Beginning Planning for second year