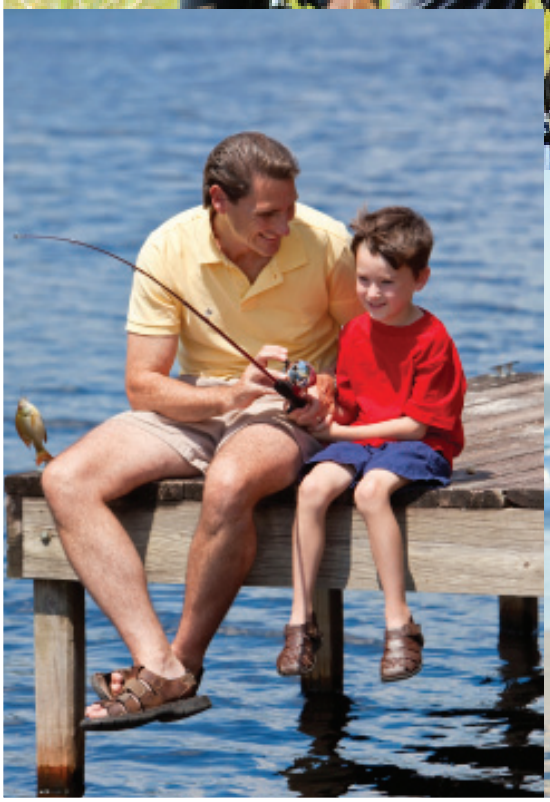
LOUISIANA WORKSITE

WELLNESS TOOLKIT AND RESOURCE GUIDE

2011



In Partnership with the Louisiana Department of Health and Hospitals

Developed by the Department of Health and Family Services
Division of Public Health
Wisconsin Nutrition and Physical Activity Program

Modified by the Louisiana Business Group on Health
Wellness Committee
2011

For more information about this resource kit contact:
Louisiana Business Group on Health
12046 Justice Ave Suite B
Baton Rouge, LA 70816
(225) 291-0085
cheryl@lbgh.org

Visit our website at: www.lbgh.org

This document is the work of the Louisiana Business Group on Health (LBGH) Wellness Committee. The Committee is comprised of professionals from all areas of the health and wellness industry, all of which have a true passion for wellness in the workplace. LBGH thanks the following:

Quinn Banquer, Blue Cross Blue Shield of Louisiana

Brian Bennett, MD, Dow Chemical Company, Committee Chair

Claire Kelbaugh, Sterling Wellness Solutions LLC

Marisa Marino, Department of Health and Hospital, State of Louisiana

Kate Theriot, Coaching for Change, LLC, Committee Co-Chair

Cheryl Tolbert, Louisiana Business Group on Health

Collene Van Mol, Roy O Martin Lumber Company

Stacy White, Department of Health and Hospital, State of Louisiana

Eileen Wilcox, Blue Cross Blue Shield of Louisiana

The Louisiana Business Group on Health (LBGH) is a multi-stakeholder coalition of Louisiana employers working together for a more healthy and productive Louisiana.

Suggested citation: Department of Health and Family Services, Division of Public Health, Nutrition and Physical Activity Program, Wisconsin Partnership for Activity and Nutrition. Wisconsin Worksite Resource Kit to Prevent Obesity and Related Chronic Diseases. December 2010.

Bobby Jindal
GOVERNOR

Bruce D. Greenstein
SECRETARY

State of Louisiana

Department of Health and Hospitals
Office of the Secretary

November 16, 2011

Dear Louisiana Worksites:

A healthy Louisiana workforce is crucial to creating thriving and productive communities across the state. The Louisiana Department of Health and Hospitals (DHH) is excited to support the *Louisiana Worksite Wellness Toolkit and Resource Guide* developed by the Louisiana Business Group on Health (LBGH). DHH is proud to have contributed to the development of the tool by serving on the LBGH Wellness Committee.

This toolkit can be a catalyst for both improved health and reduced costs. It includes guidance on building support for a worksite wellness program, forming a wellness committee and assessing the health status of your workplace and employees. It's important to remember that we all own our own health and you'll find that the toolkit incorporates outreach and education to promote healthy behaviors and drive personal responsibility. LBGH has done a tremendous job to ensure that it includes the necessary tools, supports and resources to help your organization make this a successful endeavor.

I encourage you to use the resources available in the toolkit to implement a worksite wellness program to improve the health of your employees and their families. Your commitment to creating a healthier workforce is an incredibly important step in building a healthier Louisiana.

Sincerely,

Bruce D.Greenstein,
Secretary

Bienville Building ▪ 628 N. 4th Street ▪ P.O. Box 629 ▪ Baton Rouge, Louisiana 70821-0629
Phone #: 225/342-9509 ▪ Fax #: 225/342-5568 ▪ *WWW.DHH.LA.GOV*
"An Equal Opportunity Employer"

PREFACE

It is the belief of the Louisiana Business Group on Health (LBGH) that Wellness programs work and the organization is committed to the promotion of a healthier more productive Louisiana to all of its member groups and to all Louisiana workplaces. It has been documented many times that an estimated 70% of all health care costs can be prevented. Wellness programs are the answer to the question of How. This document will give employers the tools they need to implement a wellness program that fits their workplace environment and to experience the benefits of their investment in their employees and production. A culture of wellness positively affects the individual and helps to lower risk in the areas of worker's compensation, property & casualty insurance claims. The organization will experience fulfillment in knowing they have provided avenues for a healthy, holistic lifestyle.

The best way to stabilize health plan costs is through prevention and accountability; however, our employees need health care for unpreventable illness and need wellness benefits in order to prevent the preventable. When we talk of preventable illness we are targeting chronic diseases such as, diabetes, cardiovascular disease, high risk pregnancy, and obesity, etc. These diseases can be prevented and/or decreased in severity by changing one's lifestyle. Wellness is about changing lifestyle, about changing the culture of the organization.

In 2008, Freeport McMoRan won the LBGH 2008 Small Employer (250 or less employees) Wellness Workplace award for their strong advocacy of health and wellness in the workplace. Not only did they encourage each employee to personally take responsibility for their own health and well-being, but also reinforced these decisions by incorporating prevention into lifestyle choices whenever possible. They did this by implementing and providing tools such as an in-house exercise facility which conducts yearly fitness assessments on members plus conducted corporate health and fitness challenges whereby individuals make lifestyle changes and receive incentive rewards for their efforts. The in-house dining facility provides healthy snacks and meals that are high in nutritional value. Other preventive measures include the influenza vaccine to all employees and spouses plus training in CPR, AED and first aid measures. For Freeport, improved health and well-being in the workplace translates to employees having the opportunity to reach their full potential. The overall effectiveness of health programming has brought about significant changes in knowledge, attitude and health practices.

Georgia Power Company (2005) implemented their SouthernLifeStyle wellness program which included focus on tobacco cessation, stress management, weight management, diet, exercise, and screenings. Their health management programs targeted diabetes, asthma, depression, obesity, hypertension, low back pain along with several others. Due to (after implementing) their weight management challenges and program the employee survey results showed that 83% agreed that the program helped them to meet their healthcare goals and 76% made healthy lifestyle changes as a result of the program.

The Volvo Group launched their wellness program in 2004. Prior to their implementation of the program Volvo's healthcare costs were rising at a rate of 10% each year. By the year 2008 the rise in healthcare costs was only 5.5%. They realized a $249 per participant medical cost savings per year after only 2 years into the program. They also compared the trend of non-participants vs. participants realizing that there was a 3% decrease in healthcare cost for the participant vs. a 5% increase for the non-participant.

These and other documented statistics, form the case for the evolution of and implementation of wellness programs as a necessity for the workplace. And, in doing so the employer will reap the benefits of dollar savings in the areas of health plan costs, disease management costs, worker's compensation, lost time (absenteeism), as well as, enhanced customer service, employee engagement and productivity, a culture and atmosphere of positivity and personal accountability, and an overall environment that promotes holistic and healthy living.

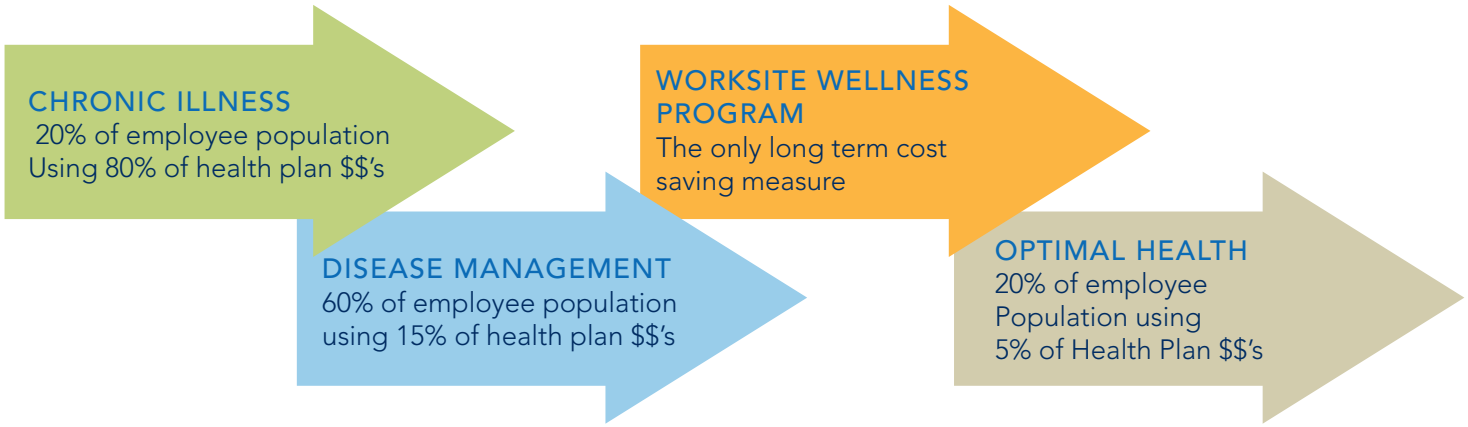


TABLE OF CONTENTS

STEP 1:	BUILD SUPPORT FOR WORKSITE WELLNESS	1
STEP 2:	WELLNESS COMMITTEE	4
STEP 3:	WORKSITE/EMPLOYEE ASSESSMENT	5
STEP 4:	SETTING PRIORITIES	9
STEP 5:	PICK AND CHOOSE COMPONENTS	12
STEP 6:	MAINTAINING INTEREST AND MOTIVATION	14
STEP 7:	EVALUATION	16
APPENDIX A:	Worksite Wellness Assessment Checklist	18
APPENDIX B:	Employee Habits and Interest Survey	24
APPENDIX C:	Disease Management and Health Initiative Resources	30
APPENDIX D:	Sample Policies	32

STEP 1: BUILD SUPPORT FOR WORKSITE WELLNESS

MANAGEMENT BUY-IN

The most important factor for program success is the support and participation from senior level management, as senior level management dictates the culture of the organization. To ensure support, engage management in the development and launch of the program, regularly inform managers about the program's progress and encourage their participation. When management participates, the organization will have a higher return on its investment. Communicate the goals and benefits to the company and participants clearly and often. You will need to direct sufficient resources and staff time to develop and implement your wellness program if you want it to be successful. If you or an outside contract coordinator is not affiliated with the business, it may be worthwhile to list and agree upon your responsibilities and the responsibilities of the worksite at the beginning of your involvement.

The Wellness Council of America (WELCOA) believes that there are four characteristics used to measure senior level management support:

1. Communication practices regarding wellness;
2. Resource and allocation practices;
3. Delegation practices; and
4. Management's personal involvement and health promotion practices.

COMMUNICATING WELLNESS PRACTICES

Communicating the benefits of worksite wellness and established goals is crucial to having the support of upper level management. One of the most important contributing factors to the success of any initiative is communication. Clear and consistent communication from senior management on the importance of protecting and enhancing the health and well-being of all employees leads to more effective wellness initiatives. It is proven that CEOs who communicate the wellness message significantly have more effective results.

RESOURCE ALLOCATION

It is essential that management allocate resources to achieve success in the organization's purpose. It is not necessary to allocate substantial financial resources to a wellness program in order to get started. There are many free resources in all media types available for an organizations use. This document will cite many of these resources. The Louisiana Business Group on Health (LBGH) will act as a consultant for your organization in a limited capacity to get you started.

However, as you see your investment of time increase revenues you may want to allocate money to grow the program and participation. Senior management should allocate a distinct dollar value to each of the following areas: staffing, programming, space and time.

DELEGATION

One person cannot do it all! The more people delegated to complete formal responsibilities for the organization's wellness initiatives, the more likely it is to be successful. Delegation and proper monitoring enhance the success of the wellness initiative. Often, a volunteer wellness committee is formed, but usually does not last due to an increase in normal responsibilities and busy schedules. To ease this burden, it is recommended to formally delegate wellness responsibilities to staff's job duties. A creative way to delegate is to form a team of senior level executives, middle managers, and front-line employees. Including employees at all levels of the organization as part of the committee has proven to be very effective.

PERSONAL APPROACH

Management participation in your wellness program is critical to its success. Many people respond to role models or those who have a personal connection, influence, and credibility.

Executives and managers are the most visible and influential role models in your organization therefore, have the most influence in improving the health of co-workers. If these individuals actively demonstrate their commitment to healthy lifestyles and openly practice good health habits, the rest of the organization is likely to follow that example.

WHAT IS IT GOING TO COST?

STAFF TIME

Building a successful worksite wellness program requires staff time. Appropriate program planning is essential to the success of your wellness program. Staff time allocation is determined by the level of program. The planning stages of implementing a worksite wellness program will utilize more staff time.

BUSINESS COSTS

Program costs can vary widely. Cost will also be affected by whether the program components are done by staff using free resources or through a vendor. The Wellness Council of America estimates that when vendor services are utilized, the cost per employee to be between $100 and $150 per year for an effective wellness program that produces a return on investment of $300 to $450.

SELECTING A PROGRAM TYPE

Program Type	Characteristics	Cost Per Employee/yr
Education and Awareness	Education and Awareness A minimal to moderate program: activity centered, little focus on risk, voluntary, limited resource allocation, unsure employee engagement, no evaluation	$0-$50
Traditional program	A medium to fairly comprehensive program: activity centered and results oriented, some focus on risk, voluntary, reasonable resource allocation, some incentives offered, conducts some outcomes/evaluation	$50-$200
Comprehensive Health & productivity Management	A comprehensive program: results oriented, focus on risk and productivity, extensive budget and staffing resources, multi-faceted programming, incentives offered and outcomes driven	$200+

A FINAL THOUGHT ON START-UP

After you've made the commitment and laid the groundwork to develop a wellness program, take the time to plan the components that will result in a quality program for your organization. Many people want to jump into programming at this point, but following all the steps will ultimately make your program more successful. By assuring that your programming is geared to your employee needs and interests, and that you are using proven strategies, you will greatly increase your likelihood for success.

QUICK RESOURCE

www.prevent.orgt

STEP 2: WELLNESS COMMITTEE

DEVELOPING A WORKSITE WELLNESS PROGRAM

The Wellness Committee is responsible for promoting the worksite wellness program, planning activities, recruiting team leaders, and conducting the evaluation. The size of the committee will depend on the size of your company and the scope of the program or activities. The committee should include staff that represents various employee shifts and departments, such as management, union representatives, Human Resources or administrative assistants. Committee members can focus on recruitment, activities, events, rewards and incentives, and evaluation. There is no minimum or maximum size, but the committee should be large enough to represent your workforce. If you already have a wellness committee or other groups interested in taking on this role, involve them on the committee.

DESIGNATE A COORDINATOR

Member of your Wellness Committee or management team should identify a Wellness Coordinator to manage the program. Although the wellness committee and others can share some of the responsibilities, having the right person coordinating efforts increases the likelihood that the program will be well managed and delivered. The level of success for the wellness program is often linked to the coordinator's time and ability. It is essential that some or all of the coordinator's time be dedicated to the wellness program and that those responsibilities are included in their job description. If this isn't possible, then the company should consider contracting with an outside party to provide programming.

COMMITTEE MEETINGS

The Wellness Committee should meet on a regular basis, at a minimum, on a quarterly basis. The committee may meet more often during peak times when planning or implementing activities or programs. The committee's plans and goals will determine the frequency of meetings.

REVITALIZING THE COMMITTEE

Regularly add new members to the committee and include members of groups that you want to target. Maintain a connection with management and report successes. Make it fun and rewarding.

APPOINT OR RECRUIT TEAM LEADERS

Effective delivery of many wellness initiatives is often dependent on peer leaders that are credible and close to the participants. Depending on the structure of your organization, you may want to develop smaller teams that have peer leaders or captains to help provide motivation, information, and support to the program participants. Peer leaders have a major impact on whether the participants have a positive experience. A team leader can be the point of contact or messenger for information shared between the program participants and the Wellness Committee, and vice versa.

It is important that the team leader is creative, enthusiastic, and committed to the program. The team leaders do not have to be the most active and healthy staff members; it is more important that they have the skills to help motivate their team members to success.

STEP 3: WORKSITE/EMPLOYEE ASSESSMENT

Your worksite assessment should contain three main components:

1. AN ASSESSMENT OF THE CURRENT WORKSITE ENVIRONMENT AND POLICIES (APPENDIX A).

WHY DO AN ASSESSMENT?

The purpose of completing the assessment is to identify your worksite's strengths and areas in need of improvement. The assessment will lead your committee to recommend actions for changes to make the worksite more supportive of healthy behaviors (e.g. healthy food choices in vending machines, policies to enforce no smoking on worksite grounds, or encouraging walking during break times). You may find some of the actions for supporting healthy behaviors are easy to do and others may not be feasible or efficient in your worksite. The assessment results can also be used as a baseline measure for evaluation. The initial assessment can then be compared with a follow-up assessment several months later to measure progress.

WHO SHOULD DO THE ASSESSMENT?

Identify a workgroup (at least four to five members) who will be responsible for completing the assessment. This may be a subset of your wellness committee. Forming a diverse group from all areas and levels of your organization is important for meaningful assessment and successful planning and implementation. Suggested participants include staff from: Human Resources, employees from various departments, administrators, supervisors, employee or wellness representatives.

WHEN SHOULD THE ASSESSMENT BE DONE?

Use the assessment as a starting point for your wellness initiative. Once you have completed the assessment, determine which areas the committee will focus on (e.g. healthy eating, physical activity, general health, etc.). Establish a time for the committee to meet and monitor the progress. Also determine a schedule for annual assessments, so that the assessment can serve as a tool for continuous improvement and accountability over time.

2. AN EMPLOYEE SURVEY, HEALTH RISK APPRAISAL (HRA) AND/OR OTHER MEANS FOR EMPLOYEE INPUT TO IDENTIFY INTERESTS AND THE TYPES OF PROGRAMMING THAT EMPLOYEES ARE WILLING TO PARTICIPATE IN (APPENDIX B).

WHY WOULD WE WANT TO DO AN EMPLOYEE SURVEY?

You should conduct an employee survey to get a better understanding of your target audience (your company's employees) and get an initial idea of their current health habits and interest areas (Appendix B). The survey can be tailored to your worksite and can be done in paper form, through the use of survey instruments on the Internet, or can be purchased. Using a computer survey instrument has the added advantage of being able to collect and analyze data automatically.

Another opportunity to understand the needs of your employees is by offering an incentive program. Incentive programs can be very effective in motivating your employees by providing rewards for participating in the survey and providing an opportunity to issue challenges for groups or teams with the most involvement or achieving a predetermined goal. Incentive programs can be an effective way to increase survey participation levels in your company.

As was the case with the worksite environmental assessment, the employee survey results can also be used as a baseline measure for later evaluation. The initial survey results can be compared with a follow-up survey several months later to note progress.

OTHER SAMPLE SURVEYS CAN BE FOUND AT:

Healthy Workforce 2010: Essential Health Promotion Sourcebook for Employers, Large and Small (pages 62-64)

Take Action CA Worksite Evaluation

The Wellness Councils of America: Free Resources

WHAT DOES IT MEAN TO COMPLETE AN HRA?

Workplace health promotion or wellness programs in most settings conventionally ask participants to complete a brief questionnaire that summarizes key individual characteristics and health information through which a statistical estimate of one's overall health risk status can be determined at the beginning of program participation. These questionnaires (or surveys) are often referred to as health risk assessments.

Most would agree that completion of an HRA alone will not likely result in a significant change in one's overall health risk profile. What most experts recommend is that all HRAs should be followed by specific risk-factor counseling and opportunities to participate in health promotion interventions such as nutrition counseling, organized physical activity, or smoking cessation programs relevant to the significant modifiable risk factors identified through the completion of an HRA. HRA results, when aggregated in a confidential manner across multiple members of a workplace population, and where HRA results are periodically available from the same respondents, can provide useful and powerful means of tracking the impact of workplace health promotion and wellness programs over time. For this reason, most experts in the field recommend that HRAs be the fundamental starting point in any workplace health promotion effort and that these measures serve as the primary measuring gauge of program impact and effectiveness.

HOW DO YOU CHOOSE AN HRA?

Set the goals and objectives of using the HRA (i.e. identify high-risk individuals and interventions to help them, improve the health of high-risk individuals, monitor health changes over time, and evaluate the effectiveness of interventions over time).

- Decide the specific follow-up actions to be taken (i.e. programming).
- Determine whether or not you would like to process your own HRA.
- Create a short list of possible vendors and select a vendor.

WHAT ARE THE DIFFERENT TYPES OF HRAS?

- **Self-reported – Individual focused**– Only self-reported lifestyle information is collected. This type of HRA generates a computer printout to an individual and is only as reliable as the information reported.
- **Self-reported and medical data** – Individual and aggregate focused– Self-reported lifestyle information and medical data are collected. This comprehensive HRA outputs individual health scores, aggregate data (to protect individual confidentiality) for employers, and educational support materials. It allows

individuals to see the cumulative effects of certain lifestyle risk factors. Biometric data included are the following: cholesterol, blood pressure, percent body fat, Body Mass Index (BMI), blood sugar, resting heart rate, frame size, height and weight, carbon monoxide testing, and prostate specific antigen.

HOW DOES AN HRA WORK?

HRAs calculate the probability that a person with certain risk factors will acquire various chronic diseases or die within a given time period. This probability is calculated by comparing lifestyle information, medical data, and health and family history to people with similar demographics.

HOW DO MY SURVEY RESULTS COMPARE TO OTHER GROUPS?

Survey return rates will vary depending on a number of factors: ease and time to complete the survey, survey audience, audience interest, etc. Keep in mind that voluntary survey completion tends to attract those that are most interested in the topic, so your survey results may not be representative of all your employees. Using incentives to increase participation in the survey may give you a better idea of the interests and current health habits of your employees. Survey participation rates above 30 percent are good and rates over 50 percent are excellent.

3. GATHERING CLAIMS DATA, WHICH MAY BE HELPFUL IN YOUR DECISION-MAKING.

EXAMPLES OF WHAT YOU CAN DO WITH THIS DATA

You should also consider engaging employees in focus groups or informal interviews to gather information on their wants and needs. This can be done either before or after the survey, or if you don't have the resources to survey employees, you could use this method to gather information in place of the survey. More information can be collected about how, when and where to implement worksite wellness strategies.

Whatever method you use to gather information, make it as easy as possible for employees to complete and submit so you get a high return rate. For example, consider offering an incentive or prize for people who complete the survey. You may consider adding the HRA to your annual enrollment packet.

OTHER AVAILABLE DATA

You may be able to access other key data that already exists for your worksite. If your company is large enough to have Human Resources and/or information technology staff, check with them to see what information they may already have available. Your health insurer is also a good source for utilization data based on health claims and pharmacy purchases. Viewing this data as an aggregate for your company's employees will also help focus your efforts.

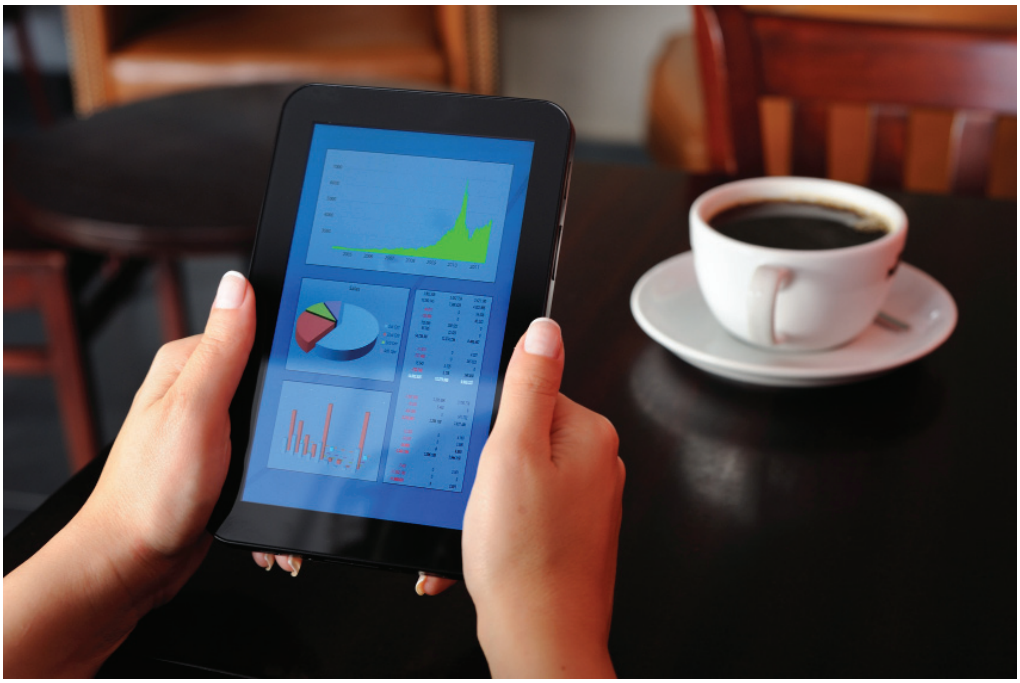
EXAMPLES OF EXISTING DATA MIGHT INCLUDE:

- Demographic data about your employees
- Absentee rate
- Workers compensation claims
- Health claims data
- Pharmaceutical use data

IDENTIFYING THIS DATA WILL SERVE TWO PURPOSES:

It will help you decide what the big health issues are for your employees and it will allow you to better target those issues.

It will serve as baseline data to compare against later to see if your programming has made a difference. Building this evaluation measure in at the beginning will help you prove the value of your wellness program.



STEP 4: SETTING PRIORITIES

Now that you've completed the analysis of the worksite assessment, employee survey/HRA and other available data, and have taken a look at the array of program strategies to be considered, it's time to narrow your focus and collect the resources you will need. This can be a very simple process or can be done in a very structured manner – it's up to you.

At this point you might be able to decide where to focus your efforts. However, an additional step can help you decide where you'll get the biggest return on investment. By considering factors such as importance, cost, time, effort and reach or number of employees likely to participate or be impacted, you can place a defined point value on each strategy and compare the relative value of implementing each strategy. This may be helpful in coming up with a manageable number of strategies.

By looking at your current programming, you should be able to see the gaps in areas where there are additional strategies that could be implemented. By identifying those gaps and comparing them with the current health habits and interests of your employees that were gathered in the employee survey, you should be able to match high priority gaps with high priority employee needs or interests. Finally, by answering questions about the importance, cost, time, effort and potential number of employees that will be reached by your program strategies, you will be ready to select what will be included in your wellness program.

WHAT DO I NEED TO CONSIDER?

As you make plans as to where to focus your wellness efforts, consider that some efforts may have greater impact than others. Your wellness programming can include many components, such as:

- Health screening and assessment
- Education through presentations, printed materials and Web resources
- Program activities, including campaigns, over a specified time period
- Environmental change
- Policy change

All of your programming should involve creation of a supportive social and physical environment where healthy decisions are the norm. Part of creating this environment is to clearly define the organization's expectations regarding healthy behaviors, and implementation of policies that promote health and reduce risk of disease.

All of the components listed above have merit, but changing the environment and changing policy is crucial to affecting change with most health habits. Policies create the opportunity for widespread behavioral change because they change the existing rules, which can have a powerful effect on employee behavior and habits. Environmental changes, both physical and cultural, provide opportunities to adopt healthier habits and can also result in widespread change.

Company policies and changes in the work environment will influence individual behavior at work, which may also lead to changes outside of work. In many cases, policy and environmental changes make it easier to make the better health choice. An example would be serving bagels and fruit instead of pastries at company events. Some other simple examples are:

FORMAL WRITTEN POLICIES:

- Guidelines for ordering food for company events
- No smoking on company property
- Company cost-sharing for health club memberships

ENVIRONMENTAL CHANGES OR CUES:

- Outdoor bike racks
- Labeling or highlighting healthy food choices
- Posters promoting healthy messages
- Areas for relaxation can reduce stress (quiet rooms)

Think about addressing some of the easy changes first to get a taste of success and show that your wellness program is working. As your program develops, you can always tackle some of the more difficult issues.

Employee Readiness: Stages of Change and Program Considerations
Be aware of the fact that people vary greatly in their readiness to change behavior. You may want to use your survey of employees to identify what percent of employees are at the various stages, so that you can gear your program accordingly.

STAGES OF CHANGE MOST PEOPLE GO THROUGH FIVE STAGES IN CHANGING BEHAVIORS:

- **PRE-CONTEMPLATION**– At this stage, they are not thinking about changing their behavior in the near future.
- **CONTEMPLATION**– They are beginning to seriously think about changing their behavior in the near future (next six months).
- **PREPARATION**– At this stage, most people have tried to change their behavior at least once in the past year, and they are thinking about trying again within the next month.
- **ACTION**– Real steps are being actively taken to change behavior. This is the stage where a slip is most likely to occur.
- **MAINTENANCE**– This stage applies to people who have changed their behavior for over six months and are now maintaining that healthy behavior.

People can move from one stage to another in order, but they can also move back and forth between the various stages before they adopt a behavior for good. Again, a slip is not a failure, but an important part of the learning and behavior change process. Most people may attempt healthy behavior change several times before they succeed and the chance of success increases every time.

The survey of employees (Appendix B) has questions for physical activity, nutrition and tobacco use that identify what stage an individual currently is. You should look at the results from these questions to better understand where your employees are and tailor your programming accordingly. As an example, if the majority of employees are over 50 years of age and are only moderately active, a graduated walking program might be a good place to start for physical activity programming.

DEVELOPING THE WELLNESS PLAN CONTENT

One way to develop your program activities is to take your worksite assessment checklist and evaluate the areas where no policy or program exists, or areas where some policy or program exists, but can be improved. For each of these items, ask the following questions:

- How important is the item?
- How much will it cost to implement the item?
- How much time and effort would be needed to implement the item?
- How great is the potential reach, or how many employees would be affected?
- How well does the item match employee's interests and other relevant data? Use the survey results to help answer this question.

You should also package your activities whenever possible so that they build upon each other, rather than pick a set of unrelated activities that are not connected. By providing the right mix of programs, you can get a multiplier effect that is greater than the effect of adding up individual activities. Packaging related strategies will lead to greater participation and long-term success. For instance, having a policy that encourages physical activity on break time, coupled with using pedometers as incentives and then providing maps or on-site trails to get staff out walking, will lead to greater success.

Once you've decided on your priorities, you should develop a specific action plan to implement the programming you've selected. The action plan would include:

- The overall goals and objectives of your wellness program; Specific recommendations on strategies to implement.
- These need to be clearly stated and measurable or your evaluation won't be meaningful;
- The chosen activities;
- The staff, resources and materials needed to make it happen;
- The time frame for completion; and
- The evaluation plan to measure results.

The action plan can also be used as part of a presentation to give to management to reinforce their support of your wellness program and get buy-in for the specific strategies and activities you plan to implement for the program.

STEP 5: PICK AND CHOOSE COMPONENTS

At this point, you have obtained management buy-in, formed a wellness committee, made an assessment of workplace and employee health needs, and established priorities for health goals to work toward for your organization. During this step, you will need to pick specific health education and awareness, health risk assessment, medical screening, counseling, and disease management activities to add to your existing programs and organizational health culture. Optimally, your program components will include a focus on the entire person (mind, body, and spirit) and include a mixture of components that address all of the stages of change such as the examples listed below:

BODY

- **EXERCISE** – health club reimbursement; on site exercise programs/classes
- **NUTRITION** – healthy choice in cafeteria and/or vending machine
- **LAB AND BIOMETRIC SCREENING** – fasting blood screenings onsite/off site
- **HEALTH FAIRS** – family oriented picnic community event
- **DISEASE MANAGEMENT** – wellness for chronic illness
- **SAFETY & ERGONOMICS**
- **AGE RELATED TESTING AND IMMUNIZATIONS**
- **ALTERNATIVE THERAPIES** – Acupuncture, Massage Therapy, Rieki, etc
- **HEALTH CHALLENGES & CORP EVENTS**
- **SELF-CARE**

MIND

- **EMOTIONAL WELLNESS AND EMPLOYEE ASSISTANCE PROGRAMS**
- **WELLNESS COACHING**
- **EDUCATION AND TRAINING PROGRAMS** – Newsletters, etc
- **LIFE BALANCE** – Balancing life in the midst of Everyday Chaos

SPIRIT

- **PERSONAL DEVELOPMENT** – motivational/attitudinal education
- **ORGANIZATIONAL CULTURE** – promotional/educational materials and series for changing the culture of the organization to one of wellness
- **SPIRITUAL DIRECTION** – support from local ministers, clergy or other religious organizations

REVIEW MATERIALS AND PROGRAM COMPONENTS FROM YOUR INSURANCE CARRIER OR ADMINISTRATOR

If you are similar to most employers or organizations, your most costly or concerning health issues likely include some or all of the following conditions: heart disease and strokes (high blood pressure, elevated cholesterol & lipids, sedentary lifestyle), cancer detection and prevention, obesity and weight management, mental health concerns such as stress, depression, and anxiety; healthy pregnancy and maternal health issues, musculoskeletal conditions (arthritis, degenerative back disease), asthma & chronic obstructive lung disease (smoking), and diabetes. Many medical insurance plans or third party medical plan administrators have wellness materials, screening activities, and disease management programs for these conditions since it is typically less expensive to treat these conditions early or prevent them altogether.

Look at the programs, components, and activities offered by your health insurer or administrator to see if they support the health priorities chosen in Step 4. Support of healthy lifestyles and behavior changes that include a program of regular physical activity and good nutrition or eating habits should be key components of almost every wellness program. Other components should be chosen based on identified specific health priorities or disease concerns. Many insurers/administrators have disease management programs that include education, screening, counseling, evaluation, and follow up elements that can be incorporated into your wellness program.

EVALUATE OTHER DISEASE MANAGEMENT TOOLS AND RESOURCES

In addition to insurers, pharmaceutical companies have developed a wealth of free, high quality resources to assist companies in promoting healthy lifestyles and early treatment of illness and chronic disease (see Appendix C – Disease Management and Health Initiative Resources). These resources are clinically up to date and may include on-line risk assessment tools, educational materials, evaluation and screening protocols, counseling and follow-up approaches and program evaluation tools. In addition, the majority of these programs are focused on addressing the management of a particular health risk or disease and are either "non-branded" or can be modified to be "co-branded" to meet your organization's needs and incorporated into a comprehensive wellness program.

REVIEW YOUR MEDICAL BENEFIT PLAN DESIGN

You should review your medical benefit plan and evaluate any plan incentives or disincentives to drive appropriate wellness behavior. Does your plan support appropriate preventive health activities and appropriate health screening activities? Is there any incentive or support of lifestyle behavior changes such as smoking cessation? Are there any elements of the plan that create disincentives for your employees to engage in healthy behaviors or to seek appropriate care for health priorities that you have identified? Engage in a discussion with your insurer about the cost/benefit to your organization in making modifications to your medical benefit plan so that it is supportive of your wellness program.

STEP 6: MAINTAINING INTEREST AND MOTIVATION

Once you start a program, you will have a range of employee participants. Some will already be very engaged in being active, eating well, practicing stress management and your program will only reinforce and enhance their health. On the other end of the spectrum you will have those who may not engage no matter what you do. The largest group in most organizations are those who are at various stages of readiness to improve their health, given the right type of programming and motivation. Summarized below are some tips you may want to employ once your program has begun.

KEY FACTORS

There are many key factors that influence people's health behaviors. Consider the following list in maintaining participation in your program:

- TIME– People are busy, so the more you can work activity and healthy eating into their existing schedules, the better your chances for success. Example: A walk at lunch doesn't take away from existing time; it just uses it differently. Also look at the time of the day and length of any activity you might be promoting, since both time components may be factors.
- ACCESS – How accessible is your programming? Is it onsite or at a nearby site? Do you offer access at breaks or outside of normal work hours?
- KNOWLEDGE – People need to know "why" they are participating (the benefits) and also will need information about the "how to" in areas that are not commonly known.
- COST – Being able to provide no cost or reduced cost programs will help participation rates. Coupled with incentives for participation, rates of participation will likely increase dramatically.
- INCENTIVES – Some people need incentives to get started in a wellness program. A full list of incentive options are listed on the next page.

KEY TIME PERIODS

Good habits are often difficult to develop. For systemic change to take place an individual needs six weeks to six months before a change is permanent.

Consider these time periods and think about how you can boost your employees to get them past these critical time markers. Promoting individual or group challenges, using incentives, or increased publicity and marketing are a few of the things you can do to help get your employees through these key time periods.

GOAL SETTING

Setting goals has been shown to lead to better participation and more people making a strong commitment. Whether it be a team goal of walking the equivalent of once around Louisiana or an individual goal of so many miles or minutes of activity, the fact that there is something concrete to aim for increases the likelihood that people will stick with the program. An example of a simple goal-setting form can be found at American Heart.

BUDDY SYSTEMS OR TEAM GOALS

The social aspects of improving one's health cannot be underestimated. Many studies point to tight social groups being the backbone for a successful campaign, because each individual has a commitment to something bigger than themselves and besides, it's just more fun for most people. Build your program around some type of teams or partners and see what happens.

TEAM CAMPAIGNS

Some people like competition and others don't. Nevertheless, a worksite-wide campaign has the advantage of keeping the message more visible and alive. Encourage campaign participation, but make it voluntary so that those who prefer that type of motivation can join while others can participate in their own way and at their own pace. If the idea of a campaign seems like too much work, consider tapping into existing campaigns where someone else provides resources for you.

A special consideration for campaigns is whether you do one long (several months) campaign per year, or do several shorter (four-six week) campaigns during the course of the year. There are advantages to both, but multiple, shorter campaigns have the following benefits:
Keeping programming fresh
Being able to target different health habits
Keeping people interested and motivated
Recruiting participants more often as new health habits are targeted over the course of the year

INCENTIVES

Incentives are often helpful in maintaining or raising interest. Significant incentives such as cash or health insurance rebates have proven to be very strong motivators for employee participation. However, even smaller incentives can be beneficial. Listed below are some sample incentives that will support your wellness program vision:

- ACHIEVEMENT AWARDS - Verbal praise and a pat on the back are motivational to some, but a token of recognition and achievement may offer more. A colorful certificate to congratulate an employee for achieving a health-related goal is one example.
- PUBLIC RECOGNITION. Announced recognition at campaign mid-point or during wrap-up festivities.
- FOOD. Include some healthy foods to kick-off, revitalize or wrap up a wellness campaign.
- ENTERTAINMENT. Events serve a purpose in jump-starting, re-energizing or wrapping up a campaign. Having entertainment of any kind can boost morale.
- MERCHANDISE. There is a long list of merchandise incentives, including sports equipment and small gift certificates to use at local merchants.
- MONETARY REWARDS. Nothing says incentive better than cash. Worksites that have used cash or rebates as an incentive have shown much higher participation rates.
- TIME OFF. This may be the next best incentive to cash or for some people even better. This type of incentive makes good business sense if the number of absences drops significantly and attendance is used as one of the criteria.

STEP 7: EVALUATION

In setting up your wellness program, you need to also think about how you are going to evaluate your program. Evaluation will provide you with information to modify your program to better meet your employee needs and to measure whether employees' attitudes, behaviors and health indicators have changed as a result of your program.

OTHER TYPES OF EVALUATION

You can measure process and you can measure outcome (or impact). Both are important and should be used. Process indicators will be easier to measure and will give you quicker feedback on how well your program is being accepted by employees. Examples of process measures are:

- Number of staff enrolled and participating (participation rates)
- Web site hits
- Observations or counts (e.g., track number walking at noon)
- Participant satisfaction (via survey, focus groups, interviews, stakeholder survey, etc.)
- Policy or environmental changes/tracking (compare list of policy or environmental changes from initial site assessment using Worksite Wellness Assessment Checklist with later follow-up at one year, two years, etc.)

Outcome evaluation can be more difficult and takes longer to show up in your data. Examples of outcome measures are:

- PRE-/POST-TEST SURVEYS – Can measure changes in attitude, knowledge and current eating, physical activity and mental health status from an initial assessment to completion of a specified program or campaign
- QUIZZES
- PHYSICAL ACTIVITY AND DIET LOG SHEETS
- VENDING ITEMS BEING CHOSEN (arrange with vendor to track selections and sales)
- CAFETERIA MENU OPTIONS
- HEALTH INDICATORS/REDUCED RISK FACTORS. Comparison of company aggregate screening measures such as blood pressure, cholesterol, body weight, BMI, stress or anxiety/depression, etc. before and after a specified program or campaign.
- CORPORATE COSTS AND RETURN ON INVESTMENT. The expense side, or what it costs to run your wellness program, can be fairly easy to quantify. However, computing savings from reduced health care claims, lost workdays or absenteeism may be harder to calculate. Work with Human Resources and benefits providers to determine what can be measured and then setting a baseline figure to compare against later.

Outcome or impact evaluation needs to clearly identify the marker being addressed and have the baseline data for comparison to determine the impact or outcome. One example would be to compare last year's absentee rate with the rate after the wellness program is operational, or compare the absentee rate for employees actively participating in the program with those that are not. This could also be done with health care claims.

EVALUATION RESOURCES

- HEALTH IMPROVEMENT: A Comprehensive Guide to Designing, Implementing and Evaluating Worksite programs. Center for Prevention and Health Services Issue Brief
- WELCOME ARTICLE: Evaluating Your Wellness Program
- EVALUATING COMPREHENSIVE WORKPLACE HEALTH PROMOTION

Appendix A: Worksite Wellness Assessment Checklist

#	COMPONENT	YES	IN PROCESS	N/A	NO	POTENTIAL PRIORITY	COMMENTS
	INFRASTRUCTURE						
1	Have formal commitment from key stakeholders (senior management, human resource managers, safety officers, staff members)?						
2	Representative committee that meets at least quarterly to oversee worksite wellness programs?						
3	Worksite wellness plan in place that addresses the purpose, nature, duration, resources required, participants involved, and expected results of a worksite wellness program?						
4	Mission statement, clearly defined goals, and an action plan to implement the program?						
5	Part-time dedicated staff time to implement a wellness program?						
6	Worksite budget for employee health promotion that includes some funds for programming and/or promotion?						
	Infrastructure area totals (#of Yes, In Process and No items)						
	PROGRAM COMPONENTS						
7	Programs for health promotion (physical activity, nutrition, breastfeeding, stress management and tobacco cessation)?						
8	Promote and encourage employee participation in its physical activity/ fitness, nutrition education/weight management and stress management programs?						
9	Provide or arrange for health counseling, employee assistance programs or other support mechanisms to modify behavior?						

#	COMPONENT	YES	IN PROCESS	N/A	NO	POTENTIAL PRIORITY	COMMENTS
11	Offer or provide healthcare coverage for employees and their families for screenings, prevention and rehabilitation from chronic disease?						
12	Offer wellness programs to family members of employees?						
	Component area totals (# of Yes, In Process and No items)						
	HEALTH SCREENING AND MANAGEMENT						
13	Offer health risk appraisals on a regular basis?						
14	Offer or provide easy access to free or reasonably priced health screenings (height, weight, blood pressure, cholesterol, diabetes/ blood sugar, stress or anxiety/ depression)						
15	Use health risk appraisals and other screenings as a tool for planning their wellness program?						
	Screening area totals (# of Yes, In Process, No items)						
	PHYSICAL ACTIVITY						
16	Support physical activity during duty time (flex-time)?						
17	Provided with breaks during working hours and are employees encouraged to be active during break time?						
18	Allow for "walk and talk" meetings instead of conference room meetings?						
19	Use the worksite's indoor/outdoor physical activity facilities outside of work hours?						

#	COMPONENT	YES	IN PROCESS	N/A	NO	POTENTIAL PRIORITY	COMMENTS
20	Provide free, discounted or employer subsidized memberships to fitness centers?						
21	Map out on-site trails or nearby walking routes or encourage employees to map their own biking or walking route to and from work?						
22	Provide the bike racks in safe and convenient locations?						
23	Provide prompts to promote physical activity near each stairwell or elevator and other key locations?						
24	Provide showers and/or changing facilities?						
25	Provide showers and/or changing facilities?						
27	Provide or contract for fitness assessment (cardiovascular fitness, body fat, strength tests)?						
28	Offer company sponsored fitness oriented programs or clubs for employees other than at an exercise facility?						
29	Provide on-site physical activity classes (aerobics, kick boxing, dancing, yoga)?						
30	Hold long term (several weeks) physical activity campaigns?						
	Activity area totals (# of Yes, In Process and No items)						
	NUTRITION						
31	Promote healthy choices by modifying vending contracts (more healthy options, competitive pricing)?						
32	On-site cafeteria follows nutritional standards that align with Dietary Guidelines for Americans and follow healthy cooking practices?						

#	COMPONENT	YES	IN PROCESS	N/A	NO	POTENTIAL PRIORITY	COMMENTS
33	Provide protected time and dedicated space away from work areas for breaks and lunch?						
34	Advertise or mark healthy options so that they stand out, and limit advertising of less nutrition foods?						
35	Provide nutritional labeling of foods?						
36	Provide appropriate portion sizes or options for smaller portions?						
37	Promote healthy foods in catering/ cafeteria policies through motivational signs, posters, etc.?						
38	Make water available and promote drinking water throughout the day?						
39	Offer healthful food alternatives at meetings, company functions and health events?						
40	Provide on-site gardening?						
41	Make kitchen equipment available for employee food storage and cooking?						
42	Offer local fruits and vegetables at the worksite(farmers market)						
44	Provide interactive food opportunities that focus on healthy eating and weight management?						
45	Have activities or long term campaigns that focus on healthy eating and weight management?						
46	Provide an appropriate place for breastfeeding/pumping?						
47	Provide refrigerated space for breast milk storage?						
48	Provide flex time opportunities for breastfeeding employees to pump or breastfeed during the workday?						

#	COMPONENT	YES	IN PROCESS	N/A	NO	POTENTIAL PRIORITY	COMMENTS
49	Insurance coverage includes employee benefits that cover lactation visits and breast pumps?						
	Nutrition areas totals (# of Yes, In Process, and No items)						
	MENTAL HEALTH/STRESS MANAGEMENT						
50	Provide flexible scheduling to attend or participate in mental health activities offered at work or to allow for medical appointments related to mental health?						
51	Train supervisors to understand mental health issues and better assist employees?						
52	Insurance coverage includes mental health as part of the employee benefits?						
53	Provide or contract for an Employee Assistance Program (EAP)?						
54	Provide stress reduction through "quiet rooms," relaxation classes and proper lighting and sound reduction measures?						
	Mental Health areas totals (# of Yes, In Process and No items)						
	TOBACCO USE						
55	Prohibit tobacco use anywhere on the property?						
56	Promote the Louisiana Tobacco Quit Line?						
57	Support participation in smoking cessation activities during duty time (flex time)?						

#	COMPONENT	YES	IN PROCESS	N/A	NO	POTENTIAL PRIORITY	COMMENTS
59	Provide counseling through an individual, group or telephone counseling program onsite or through health plan?						
	Tobacco are totals (# of Yes, In Process and No items)						
	EMERGENCY MEDICAL RESPONSE						
60	Written plan for emergency response to medical events at their facility?						
61	Provide emergency training in CPR and/or Automated External Defibrillators for response to cardiac events in the facility?						
62	Trained medical responders or equipment such as a defibrillator onsite?						
	Response are totals (# of Yes, In Process and No items						
	ASSESSMENT AND EVALUATION						
63	Completed an employee wellness interest survey within the past year?						
64	Completed a worksite wellness assessment (checklist) within the past year?						
65	Formal evaluation process in place to evaluate its worksite wellness program?						
66	Annual wellness program review and report significant results to management?						
	Evaluation area totals (# of Yes, In Process and No items)						

Appendix B: Employee Habits and Interest Survey

WELLNESS QUESTIONS

1. Current physical activity level.
Please read the statements below. Select the box of the statement that best describes your current level of physical activity. When considering time spent being active, count any time you are active for at least 10 minutes at a time. In other words, if you have three 10 minute "bouts" of activity in a day, record that as 30 minutes in a day. "Vigorous" exercise includes activities like jogging, running, fast cycling, aerobics classes, swimming laps, singles tennis and racquetball. These types of activities make you sweat and make you feel out of breath. "Moderate" exercise includes activities such as brisk walking, gardening, slow cycling, dancing, doubles tennis or hard work around the house.

- ☐ I don't exercise or walk regularly now and I don't plan to start in the near future.
- ☐ I don't exercise or walk regularly, but I've been thinking about starting.
- ☐ I'm doing moderate or vigorous physical activities for at least 30 minutes on some days, but fewer than five days a week.
- ☐ I've been doing moderate or vigorous physical activities for at least 30 minutes in a day, on five or more days a week, and have been doing it for the last one to six months.
- ☐ I've been doing moderate or vigorous physical activities for at least 30 minutes in a day, on five or more days a week, and have been doing it for seven months or longer.

2. When do you get most of your physical activity each day?

- ☐ Before work
- ☐ During work hours on break and lunch times
- ☐ After work
- ☐ None of the above. I am not physically active or am only active on weekends.

3. Vegetables and Fruits.
Please read the statements below. Select the statement that best describes your current intake of 100% juices and fresh, frozen and/or dried fruits and vegetables. A serving is ½ cup or 1 medium piece of most fresh or frozen fruits and vegetables, 6 ounces of 100% juice and ¼ cup of dried fruits or vegetables.

- ☐ I don't eat fruits and vegetables regularly now, and I don't plan to start in the near future.
- ☐ I don't eat fruits and vegetables regularly, but I've been thinking about starting.
- ☐ I'm eating some fruits and vegetables a day (total of two servings or less)
- ☐ I've been eating fruits and vegetables every day (total of three or more servings), for the last 0 to 6 months.
- ☐ I've been eating five or more servings of fruits and vegetables every day, for more than six months.

4. Fat in Foods.
Please read the statement below. Select the statement that best describes your current intake of low fat foods.

- ☐ I don't worry about the fat content of the food I eat & I don't plan to in the near future.
- ☐ I eat high fat foods daily, but I've been thinking about trying to reduce my intake.
- ☐ I limit my intake of high fat foods to one to three times/week.
- ☐ I eat high fat foods less than once/week and have been for the past six months.
- ☐ I eat high fat foods less than once/week and have been for more than six months.

5. Whole grains.
Please read the statements below. Select the statement that best describes your current intake of whole grain foods. The serving size for whole grains is one ounce (ex. 1 slice of bread, 1 oz. of cereal, ½ cup of cooked rice or pasta).

- ☐ I don't cook, eat or purchase whole grain foods now and I don't plan to start in the near future.
- ☐ I don't cook, eat or purchase whole grain foods regularly, but I've been thinking about starting.
- ☐ I'm cooking, eating or purchasing whole grain foods three to four times a week.
- ☐ I've been cooking, eating or purchasing whole grain foods every day, for the past one to six months.
- ☐ I've been cooking, eating or purchasing

6. Tobacco Use.
Please read the statements below. Select the statement that best describes your current tobacco use.

- ☐ I don't smoke.
- ☐ I'm not thinking about quitting, at least not in the next six months.
- ☐ I'm thinking about quitting someday, but not right now.
- ☐ I want to quit within the next month or two, and I want to know more about how to do it.
- ☐ I have just quit and I am going through withdrawal.
- ☐ I have quit smoking and I want to know more about how to never smoke again.

7. Anxiety.
About how often during the past 30 days did you feel nervous or anxious: would you say all of the time, most of the time, some of the time, a little of the time or none of the time?

- ☐ All
- ☐ Most
- ☐ Some
- ☐ A little
- ☐ None
- ☐ Don't know/not sure

8. Depression.
About how often during the past 30 days did you feel sad, blue or depressed - would you say all of the time, most of the time, some of the time, a little of the time or none of the time?

- ☐ All
- ☐ Most
- ☐ Some
- ☐ A little
- ☐ None
- ☐ Don't know/not sure

PARTICIPANT INTEREST AREAS

9. Rate your interest in any of the following individual physical activity resources that might be available	Very Low	Low	Neutral	High	Very High
A. Attending regular presentations on physical activity topics					
B. Receiving regular physical activity tips via email					
C. Having access to web resources on physical activity					
D. Getting information on existing activities in the area					
E. Point of decision prompts to help you be active (stair/elevator signs)					

10. What physical activity topics are you interested in learning more about?

11. Please rate your interest in any of the following group physical activity resources that might be available	Very Low	Low	Neutral	High	Very High
A. Joining small groups for regular activity (walking groups, yoga classes)					
B. Forming clubs for particular physical activities					
C. Discounted memberships at local health clubs, etc.					
D. Participating in division-wide fitness program initiative with friendly competition between groups					

12. Please rate your interest in any of the following nutrition resources that might be available.		Low	Neutral	High	Very High
A. Attending regular presentations on nutrition topics					
B. Receiving regular healthy eating tips via email					
C. Having access to web resources on nutrition/healthy eating					
D. Getting information on existing food/diet groups in the area					
E. Recipes/healthy meal ideas					
F. Prompts to help you eat well (healthy food reminders)					
G. Joining small groups for regular information on diet (weight watchers)					

13. What nutrition topics are you interested in learning more about?

14. Please rate your support for any of the following policy or environmental worksite changes.		Low	Neutral	High	Very High
A. Review healthy food options for the cafeteria and vending machines, healthy food options labeled					
B. Develop an organization recommendation on food choices for meetings and conferences					
C. Schedule meetings within the organization on day/time which allow for open time for wellness activities					
D. Provide preventive wellness screenings (blood pressure, body composition, blood cholesterol, diabetes)					
E. Provide Health Risk Appraisals					
F. Provide incentives for participation					
G. Develop policies to support breastfeeding women					

15. Please rate your interest in any of the following mental health resources that might be available	Very Low	Low	Neutral	High	Very High
A. Attending regular presentations on mental topics					
B. Receiving regular mental health tips via email					
C. Having access to web resources on mental health					
D. Getting information on existing activities in the area					
E. Joining small groups for regular stress reduction classes					

16. If more opportunities were available for wellness at the worksite, when would be the best time for you? Check all that apply:

- ☐ Before work
- ☐ During the workday on break and lunch times
- ☐ After work
- ☐ None of the

17. What other things could be done in the worksite to help promote wellness?

DEMOGRAPHICS.

We would like to get some demographic information as background. The following questions are optional, but will really help tailor programs and potential group areas of common interest.

18. Gender

- ☐ Male
- ☐ Female

19. Age

- ☐ <20
- ☐ 20-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60+

20. Work Unit (customize if units are defined in the organization)

- ☐ Administration
- ☐ Regional staff
- ☐ 1st shift

Appendix C: Disease Management and Health Initiative Resources

When we think of Pharmaceutical companies we usually think of prescription drugs in order to treat illness and chronic disease. We may also think of advertisements promoting the value of certain medications. However, the pharmaceutical companies have a wealth of free resources to assist companies in promoting healthy lifestyles and managing chronic disease conditions. These resources have current, up to date clinical information. Additionally, many of these programs are "non-branded" and focused primarily on educating the employee and driving appropriate healthy behavior. Many of these resources can be modified and/or " co-branded" to meet the goals of your wellness program.

Pharmaceutical resources may include educational materials (on-line and hard copy), interactive web sites for patients and caregivers, interactive risk assessments and health quizzes, downloadable tools, screening programs, and tips on a variety of health topics. Depending on the priorities chosen for your program, these resources can be used for the entire wellness spectrum: from a focus on education and awareness of employees about healthy behavior and prevention prior to onset of a disease to full integration of a disease management program for your employees who already have chronic disease with your medical benefit plan. Furthermore, many of these companies will assist in the understanding and implementation of the materials as stand alone wellness components or with integration into the offerings of your insurance carrier.

Pharmaceutical company materials are typically focused on specific diseases or health risks although a few programs cover a larger number of health conditions in an integrated fashion. Depending on the goals of your program, you may focus on specific health risks or take a more integrated approach. LBGH has partnered with pharmaceutical companies who have identified their willingness to work with employers and has links to these resources on the website. The materials and tools shared are available in the following health risk areas:

- Acute Coronary Syndrome
- Asthma
- Cholesterol
- Diabetes
- Osteoporosis
- Smoking
- And More
- Allergy
- Blood Pressure
- Chronic Obstructive Pulmonary Disease
- Migraine
- Preconception Care
- Weight Management/Obesity

LBGH would like to thank the many pharmaceutical members for sharing their resources for this toolkit including: Abbott Labs, Bayer, Boehringer Ingelheim, Daiichi Sankyo, GSK, Merck, Novartis, Novonordisk, Pfizer and Sanofi.

Track your progress with one of the Living Well in Louisiana Challenges, The Living Well In Louisiana (LWLA) Challenge encourages Louisianans to develop healthy activity and eating habits. Louisianans are encouraged to form teams of 2-10 people or they can compete as individual participants. Kids and teens may have as many as 10-30 members per team. Team and Individual participants can choose from one of the four challenges:

- Healthy Workplace Challenge
- Fit Schools Challenge
- Family Challenge
- Community Weight Challenge

NON PROFIT RESOURCES

- National Alzheimer's Association
- Arthritis Foundation
- The American Cancer Society
- American Diabetes Association
- American Heart Association
- American Dietetic Association
- National Institutes of Health (NIH)
- National Heart, Lung, and Blood Institute (NHLBI)
- Depression
- Stress Management
- Financial Stress
- Mood Disorders
- Eating Disorders

Please visit www.lbgh.org Worksite Wellness for additional information. The LBGH staff will be happy to assist you with assessing components that may be right for your organization.

Appendix D: Sample Policies

GENERAL POLICIES

- California Sample Policies

PHYSICAL ACTIVITY POLICIES

- Policy for Paid Time Off to Attend Worksite-Sponsored Health Promotion Programs/Classes During Work Hours
- Policy Supporting Physical Activity

NUTRITION POLICIES

- CA Healthy Meeting Policies – Snacks, Meals and Physical Activity Breaks
- MN: University of Minnesota School of Public Health: Guideline for offering healthy foods at meetings, seminars, and catered events
- SD: Guidelines for offering healthful food alternatives at meetings, company functions, and health education events
- CO: Guidelines for offering healthful food alternatives at meetings, company functions, and health education events (Page 34)
- NC: Eat Smart Move More North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings, and Events
- CA Vending Machine Food and Beverage Standards
- Sample Vending Standards
- CA Healthy Dining Menu Guidelines
- Establish Workplace Policies & Programs that Promote Breastfeeding

TOBACCO POLICIES

- Policy prohibiting tobacco use anywhere on property
- 100 percent Smoke-Free Workplace
- Smoke-Free Workplace with Designated Outside Smoking Areas