

WORKPLACE WELLNESS PROGRAM

roadmap



1 Step 1

PLANNING

Important steps to the planning process include:

- Establish support from company leadership
- Align clear program goals with overall company objectives
- Develop policies that support occupational health and safety programs and healthy behaviors in the workplace
- Provide a physical environment that promotes wellness practices and health behaviors
- Prepare a working plan that includes programming specifications, branding, staffing, vendor specifications, data requirements, evaluation, operating budget, and timelines for implementation
- Review past and present health promotion activities - participation and completion rates of specific initiatives



Before starting the planning process, create a cross-functional wellness team that has a vested interest in employee health. Then if resources are sufficient, consider hiring a wellness consultant or a wellness vendor company that is knowledgeable in population health management/worksite wellness. These services can provide evidence-based advice and strategic guidance.

2 Step 2

NEEDS ASSESSMENT AND DATA COLLECTION

To understand the specific challenges and opportunities within your organization, complete a needs assessment and collect data. Key elements to include are:

- Occupational health and safety programs
- Employee needs and interests
- Biometric screening data
- Health risk appraisals
- Employee wellness/health interest surveys
- Leadership/focus group interviews
- Health claims, pharmacy and absenteeism data
- Workers' compensation and short and long-term disability claims

3 Step 3

PROGRAM DEVELOPMENT AND IMPLEMENTATION

Consider these factors when developing and implementing your worksite wellness program:

- Structure of the program
- Types of programs and activities
- Intensity or frequency of interventions
- Location of program
- Incentive design
- Program marketing and communication
- Continued vendor coordination
- Organizational/cultural support – a culture of health is an integrated effort to align management support, benefit design, policies, environmental support and sponsored programs with the health goals of the organization
- Data management

4 Step 4

PROGRAM MANAGEMENT AND EVALUATION

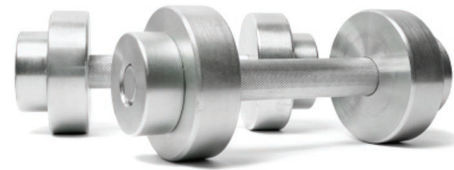
Key elements of the day-to-day management of the program include:

- Vendor relations
- Data collection and assessment policies
- Processes for managing health promotion offerings

Evaluation of the program structure, program process and outcomes is an on-going process and important because:

- It monitors progress and performance and identifies what activities are successful and what needs to be improved
- It measures results
- It shows whether the program meets the defined goals and objectives and verifies the need for the program
- It makes the program credible to upper management/employees

Resources



NATIONAL RESOURCES

WELCOA

www.welcoa.org

CDC Healthier Worksite Initiative

<http://www.cdc.gov/nccdphp/dnpao/hwi/index.htm>

Partnership for Prevention

<http://www.prevent.org>

Healthy Workforce 2010 and Beyond

<http://www.prevent.org/images/stories/2009/healthyworkforce2010%20final%20electronic%20version%2011-17-09%20.pdf>

National Business Group on Health

www.businessgrouponhealth.org

Healthy People 2010:

www.healthypeople.gov

The CDC Community Guide

<http://www.thecommunityguide.org/worksite/ahrf.html>

Integrating Employee Health: A Model for NASA

<http://www.iom.edu/~media/Files/Report%20Files/2005/Integrating-Employee-Health-A-Model-Program-for-NASA/nasaFINAL.ashx>

University of Iowa College of Public Health Healthier Workforce Center for Excellence

www.hwce.org

LOCAL SERVICES

Benefit Solutions, Inc.

Contact: Sara Dykstra
425 Second Street SE, Suite 1150
Cedar Rapids, IA 52401
Phone: (319)398-5793, ext. 34
E-Mail: Sarad@benefitsolutionsinc.com
Website: www.benefitsolutionsinc.com

CarePro Health Risk Management

Contact: Amanda Harty
1014 5th Avenue SE
Cedar Rapids IA 52403
(319) 247-5691
(800) 894-3002
aharty@careprohs.com
website: www.careprohealthservices.com

Mercy Medical Center

Mercy Corporate Wellness
Contact: Kim Frazier
5264 Council Street NE
Cedar Rapids, Iowa 52402
319-221-8877
kfrazier@mercyare.org
Website: www.mercycare.org/

Health Solutions Inc

Contact: Sam Houston
2203 Blairsferry Crossing
Suite A
Hiawatha, IA 52233
(319) 362-2409
888-362-5920
shouston@hsi-rx.com
www.hsi-rx.com

Mercy Iowa City

Contact: Doug Stahl
500 East Market Street
Iowa City, IA 52245
319-339-3338
800-637-2942
doug.stahl@mercyic.org
www.mercyic.org

St. Luke's Hospital

St. Luke's Well Solutions
Contact: Aaron-Marie Thoms
830 First Avenue, NE
Cedar Rapids, IA 52406
319-369-8154
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www.stlukescr.org