

Prevention Partners
Coordinator Handbook

How to Organize an Employee Health Promotion Program



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FOREWORD

Prevention Partners is designed to improve the health and well being of public employees. Its programs are offered at more than 900 employers around the state, and it is available to all state-insured employees, retirees and dependents.

The Prevention Partners Coordinator Handbook is designed for use by workplace administrators, Prevention Partners Coordinators, benefits administrators and workplace wellness committee members who want to establish a health promotion program at their workplace.

The handbook is a step-by-step approach to planning, designing, implementing and evaluating a wellness program. It includes tips on gaining management's support, forming an wellness committee, conducting employee interest surveys and needs assessments and determining available resources.

The Prevention Partners Coordinator Handbook provides guidelines on how to support and motivate employees and the importance of lifestyle and behavior modification in adopting a healthier way of life.

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TABLE OF CONTENTS

Chapter One: Introduction to Prevention Partners	1
Chapter Two: Health Promotion in the Workplace	5
Chapter Three: Getting Organized	7
Chapter Four: Building a Workplace Wellness Program	9
Chapter Five: Implementing the Program	12
Chapter Six: Marketing the Program	14
Chapter Seven: Measuring Results	17
Chapter Eight: Setting Up Workplace Screenings	19
Chapter Nine: Lifestyle Change Programs	20
Appendix	23

INTRODUCTION

CHAPTER ONE: INTRODUCTION TO PREVENTION PARTNERS

For more than 20 years, Prevention Partners has been dedicated to building and sustaining first-rate workplace wellness programs. Our staff has assisted hundreds of workplaces in developing and implementing wellness programs that focus on improving the health and well-being of employees and their families. Coordinators, benefits administrators and other staff members at the workplaces have played a key role in our efforts.

In our continuing efforts to promote wellness, we appreciate the dedication our partners at the workplaces have shown in their efforts to improve the health of their coworkers. Prevention Partners wants to help you and your employees lead healthier lives.

Mission Statement

The mission of Prevention Partners is to provide activities, programs and services in:

- Disease Prevention
- Early Detection of Disease
- Chronic Disease Education
- Health Promotion

Prevention Partners administers Preventive Workplace Screenings.

Workplace wellness programs focused on prevention and intervention benefit employees and employers by reducing employees' health risk factors. Some risk factors include:

- Using tobacco products
- Being overweight
- Poor nutrition
- Lack of exercise and
- Complications from a chronic health conditions, such as diabetes, hypertension, and high cholesterol.

While unhealthy behavior can greatly affect an individual's health, it can also be expensive for an employer. Indirect costs associated with employees' unhealthy lifestyles include:

- Decreased productivity
- Training of new staff due to the disability of current staff to perform the job duties
- Work related injuries
- Excessive sick leave usage and
- Increased absenteeism.

Program Goals

The goals of Prevention Partners are to:

- Teach state-insured employees, retirees and dependents how to improve their health
- Increase the number of state-insured employees, retirees and dependents who practice healthy lifestyles
- Encourage early detection of disease and
- Teach appropriate healthcare utilization.



Terms to Know

Health Promotion – Health promotion is the marketing of ideas and attitudes that can improve the quality of life for public employees, retirees and their dependents. It includes personal health management, personal and family health education, workplace policy guidelines and management strategies for a healthy work environment.

Disease Prevention – Disease prevention is behavior that lowers an individual’s risk of chronic disease. It includes aerobic fitness, nutrition and weight management, low-back injury prevention, stress management and self/family care.

Early Detection of Disease – Early detection is recognizing symptoms, getting regular check-ups, and performing self-exams. By using early detection methods, one can improve one’s chances of surviving disease. Treating chronic diseases in the earliest stages can often allow for more cost-effective methods treatment and, in some instances, can improve the quality of life for the patient.

Programs, Services, Resources and Activities – Prevention Partners offers programs, services, resources and activities designed to promote health education, disease prevention and early detection of disease. The programs below are available to all state-insured employers.

Programs, Services, Resources and Activities

Prevention Partners offers programs, services, resources and activities designed to meet goals in the areas of health promotion and education, disease prevention and early detection of disease. Listed below are the services and activities offered. Prevention Partners' programs are available to all active state insured employers and local subdivisions.

Preventive Workplace Screening Program

- Available at workplaces.

Professional Education and Wellness Events:

- Wellness Walks
- Annual Health At Work Conference
- Training workshops upon request
- Consulting
- Incentive Items, such as T-shirts or convertible gym bags, are sold for some events.

Incentive Programs

- Fall Into Fitness - exercise program
- Challenge - total well-being
- Great Weight Maintenance Marathon
- Health for the Holidays – Christmas Weight Management Program.

Online Service Resources

- *Coordinator Communiqué* newsletter
- *Health Bulletin* newsletter
- *Avenues* employee newsletter.

Chronic Disease Workshops

- Body Dynamics
- Caregivers Seminar
- Childhood and Adult Asthma
- Cognitive Health
- Colon Cancer Prevention Education Seminar
- Club Sugar
- Diabetes Prevention Overview
- Free and Clear Information Overview
- Healthy Heart
- Hypertension
- Men's Health
- Move It or Lose It
- Prostate Cancer
- Reproductive Health
- Stress Management
- The Meaning of Your Screening
- Your Lifestyle is Dangerous to Your Health
- Your Role as a Health Consumer
- Weight Loss Skills
- Women's Heart Health.

PROGRAM ORGANIZATION

Coordinators

This is a voluntary program. State agencies, school districts, higher education institutions and participating local subdivisions choose to participate and can select their own coordinator. An employer can become a Prevention Partners site in one of two ways.

1. Anyone interested in becoming a Prevention Partners Coordinator can start the process by signing a [Workplace Coordinator Application](#) and then having his administrator sign it.
2. The agency head, superintendent (principal) or administrator can appoint a coordinator first and then submit a Workplace Coordinator Application.

Both the coordinator and the supervisor or administrator must sign the Workplace Coordinator Application, which states they are willing to receive Prevention Partners materials and participate in activities of their choice to achieve a healthy workplace.

Through the support of the administrator and the efforts of the coordinator, each site adapts Prevention Partners' resources, services and programs to meet its particular needs. Coordinators may also implement activities of their own.

DISEASE PREVENTION

Costs of Chronic Disease

The United States cannot control escalating healthcare costs without addressing the problem of chronic diseases:

- More than 90 million Americans live with chronic illnesses.
- Chronic diseases account for 70 percent of all deaths in the United States..
- The care for people with chronic diseases accounts for more than 75 percent of the nation's \$1.4 trillion medical costs.

HEALTH

CHAPTER TWO: HEALTH PROMOTION IN THE WORKPLACE

Why Workplace Health Promotion?

Employers now see the benefit of workplace health promotion programs. Because many adults spend most of their waking hours at work, this is an excellent time to promote healthy behavior.

Research has shown that many diseases, such as heart disease, cancer, asthma, hypertension, diabetes, stroke and injuries, are linked to lifestyles. Health promotion and education programs can help employees learn ways to reduce their risk of illness and disability.

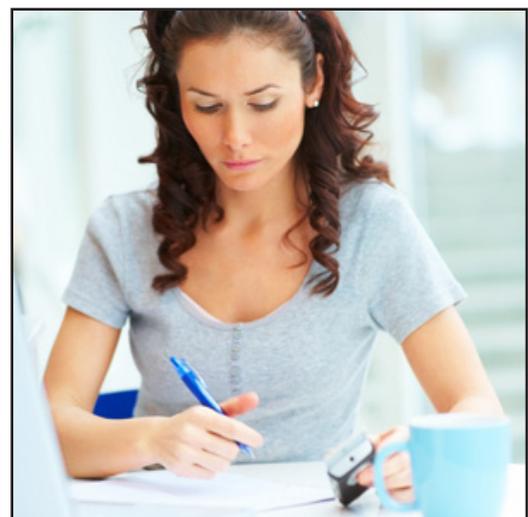
What is a Workplace Wellness Program?

A workplace wellness program is designed to help employees, retirees and their dependents enhance their physical, mental, emotional, professional and spiritual well-being. A major goal is to make the workplace more supportive of healthy behavior and therefore reduce the chances employees will develop chronic diseases.

Many employees want to work in an environment that supports healthy living. Workplace wellness programs can support the organization by targeting individuals who are interested in improving their health. For example, a weight-loss support group can encourage employees to become more active or to eat healthier. Management can help by providing healthy snacks and low-sugar, low-calorie drinks in vending machines or marking out a walking trail for employees.

Benefits of Workplace Health Promotion:

- Convenience
- Higher voluntary participation
- Reduced healthcare cost
- Reduced stress
- Reduced absenteeism
- Increased productivity
- Increased fitness and health awareness
- Reduced illness and disability
- More positive attitude toward work
- Improved quality of life
- Improved morale.



Successful Program Characteristics:

- Offer a supportive environment
- Visible, strong leadership
- Endorsement and involvement of management
- Based on scientific evidence
- Positive, non-blaming, voluntary approach
- Participants actively involved in planning
- Emphasis is on health, prevention and early detection of disease
- Record keeping and tracking of results to see what works
- Specific, attainable objectives
- Variety of delivery methods
- Relevant to employee needs.

The Importance of Workplace Wellness

Workplace wellness provides an opportunity for employees to:

- Receive health information at work
- Participate in health activities
- Participate in early detection programs.

By developing, maintaining and supporting your workplace wellness program, employers are investing in their most valuable asset – their employees!

Much of the illness in the U.S. is preventable. More than 95 percent of our nation's health expenditures, including most of the billions of dollars employers spend on health coverage, is committed to diagnosing and treating disease, not preventing it. The workplace is an ideal setting to address health and well-being.

GETTING ORGANIZED

CHAPTER THREE: GETTING ORGANIZED

This chapter offers some ideas on organizing a health promotion committee, employees who plan and carry out the program. This can be an existing committee on health or safety, or it can consist of anyone interested in health, fitness and helping their coworkers.

Step 1: Contact Prevention Partners

The first step is to complete the [Workplace Coordinator Application](#). The Workplace Coordinator Application is on Prevention Partners' Web page and should be completed and faxed to Prevention Partners. It must be signed by the coordinator and by the division director, agency head, superintendent or principal (the administrator) and returned to Prevention Partners. This form establishes that there is a coordinator and that the program has the support of the administration. This form allows Prevention Partners to send information and materials to the workplace.

Step 2: Choose a Program Coordinator

A contact person or "Prevention Partners Coordinator" can be chosen by the administrator or can be a volunteer from the health promotion committee. Sometimes the benefits administrator is the coordinator. The requirements for this job are empathy, warmth and an interest in helping coworkers. The coordinator should have good communication skills, be capable of managing the committee's activities and able to generate enthusiasm and participation.

Step 3: Form a Wellness Committee

The Wellness Committee should be representative of the workplace. Include employees with a variety of skills, knowledge or interest in nutrition, fitness, planning, budgeting, research and evaluation, weight control, stress management or any other related activities. Include a staff physician, nurse or health educator if you have one. Also include your benefits administrator, since the program is an employee benefit.

Involving as many people as possible at this stage will help sell the program to coworkers and gain their support. The committee meets and plans activities to promote good health for themselves and for their coworkers. Workplace wellness committees should:

- Develop an effective way to communicate with employees to promote workplace wellness, as well as to receive suggestions from employees
- Communicate information to employees about health events, risk factors and the value of workplace wellness initiatives



- Encourage participation in activities that are designed for individuals as well as group activities
- Advocate for workplace policies that influence employees to adopt a healthier lifestyle
- Evaluate wellness activities offered to employees

Step 4: Determine the Goals and Needed Resources of Your Program

The committee should begin by discussing what it would like to accomplish. Determining your goals will give the program direction and will allow you to assess your program's resources and accomplishments.

1. **What workplace resources are available?** Examples: meeting rooms, copy machine access, support for workshops on health promotion planning, walkways or lawns for walking routes, break rooms, cafeterias, basement, hallway or stairway space to use as exercise areas.
2. **What community resources are available?** Examples: nearby fitness facilities, health-related organizations (American Cancer Society, American Heart Association).
3. **What activities and practices can you build on?** Examples: individuals who already walk two or three times each week and health or safety committees already in place.
4. **What financial resources are available?** Some workplaces cover all or part of the cost of health promotion activities; some do not. Remember, nearly all Prevention Partners resources are free.

Note: The Prevention Partners Preventive Workplace Screening benefit is available to all State Health Plan, BlueChoice HealthPlan and CIGNA HMO subscribers, retirees and spouses whose primary health coverage is not Medicare. The screening benefit costs only \$15.

Step 6: People Resources

Match tasks with the skills of the committee members. If some important skills are missing, invite someone who has these skills to join the committee.

List other people at your workplace who may have skills useful for a particular activity or program you might organize. This may be a coworker who is already interested in fitness or nutrition. For example, a walker or jogger who is willing to give tips on proper technique.

Step 7: Register to Attend Prevention Partners Training

The Employee Insurance Program (EIP) Department of Communication, Education and Training (CET) provides classes to help benefits administrators and other staff members learn about the products and services available. As part of CET, Prevention Partners provides an overview of activities designed to help employees lead healthier lives. BAs can register online for the training. If you are not a BA, your BA can register you for the training. If you cannot register online, contact EIP's training coordinator at 803-734-0678 or 888-260-9430.

Included in Chapter Four are some suggested [guidelines](#) for organizing your committee. These can be modified to suit your workplace. Prevention Partners also offers an orientation seminar to help wellness committees get off to a good start.

BUILD

CHAPTER FOUR:

BUILDING A WORKPLACE WELLNESS PROGRAM

Most workplaces offer health promotion activities (lunch-and-learn seminars, paycheck stuffers, electronic health notices, employee walking program, etc.). Health promotion has moved from activity-centered programs to a result-oriented focus, initiatives that have a positive impact on employees' health and behavior.

Developing a Result-Oriented Workplace Wellness Program

1. Focusing on Senior-Level Support

Senior-level support is critical to the success of any workplace wellness program. Management influences the budget, the organization's agenda and employee participation. It is important to connect health promotion to business priorities and goals so management can see the impact on the bottom line.

2. Creating An Organized Wellness Committee

To help ensure that the health promotion initiative is embraced by all employees, involve employees from throughout the workplace. Representation should include employees, supervisors and/or management from areas, such as human resources, safety, occupational health, information technology, janitorial, accounting, etc. This will ensure that responsibilities for health promotion are distributed throughout the organization.

3. Data Should Influence Your Focus

It is important to work smarter to produce results. Workplace wellness programs can gather helpful information by reviewing state health statistics. In addition, it is important to identify employees' individual interests to implement programs that will a big impact.

4. Developing Health Promotion Plan

The health promotion plan tells the wellness committee, as well as the other employees, what to expect. It should say what will be offered by the workplace wellness committee and what employees can expect to be accomplished.

5. Intervention: What Works and What Doesn't?

Each workplace has different needs and its own organizational culture. Keep in mind that what worked last year may not work this year. It is important for the wellness committee to listen to feedback and observe health trends in the workplace and in the media. When it comes to changing behavior, it is important that the focus is the employees and not individual or special-interest agendas.

Suggested Guidelines for Wellness Committees

1. The **name** of this committee shall be: (agency, school, division name) Wellness Committee.
2. The **purpose** of this committee shall be: to plan and implement a health promotion program for improving the health of (agency, school, division) employees.
3. The **functions** of this committee shall be:
 - a. Assess the needs and interest of employees
 - b. Coordinate programs/presentations on health topics based on employee needs and
 - c. Educate employees by providing Prevention Partners' health information.
4. The membership of this committee shall include representatives from all areas of the workplace.
 - a. The Prevention Partners coordinator, as chair of the committee, will preside over meetings and determine the meeting agendas. The coordinator will also be the contact with the administrator and Prevention Partners
 - b. A secretary and treasurer may be appointed. The secretary will keep the minutes of the meetings, reports, materials, etc., while the treasurer will be responsible for the committee's funds. One person may hold both positions.
5. The committee shall hold regular **meetings** to plan and coordinate health promotion activities.
 - a. Any committee member may submit agenda items to the chair before the meeting
 - b. The chair shall arrange a meeting place and notify committee members of the time, date, place and agenda a few days before the meeting
 - c. Copies of minutes, agenda, reports, etc., can be sent to members, administrators and Prevention Partners as needed.

Assessing Needs

Step 1: Survey Employee Interest

Involving employees from all areas of your workplace and asking for ideas before you plan the program will help ensure support and involvement.



Distribute an [employee interest survey](#) to identify the activities in which employees are most interested and in which they are likely to participate, as well as their preferred times and locations. Hold forums or brown bag lunches to discuss ideas about possible health and wellness activities. Ask your coworkers about activities for employees' families. Involvement of family members can reinforce your health promotion efforts and help cut healthcare costs.

Step 2: Survey Employee Health Risk

A Health Risk Appraisal (HRA) is a personal and confidential part of health promotion programs. A typical HRA asks questions about habits, such as smoking, exercise and diet, and for information about weight and blood pressure. This data is analyzed by a computer, which prints an appraisal of the person's health risks and strengths.

The HRA is a tool for individuals to assess their health status. The Health Insurance Portability and Accountability Act (HIPAA) does not allow you, as the Prevention Partners Coordinator, to access your employees' HRA. Employees can complete an online HRA through the BlueCross BlueShield of South Carolina Web site. The HRA is a part of the MyHealth Toolkit and can be accessed at <https://www.myhealthtoolkit.com/wps/portal?referer=SC>. Employees that have a login for BlueCross BlueShield's "My Insurance Manager" can use the same information to log in to the MyHealth Toolkit. Those who haven't used "My Insurance Manager" will need to create an account.

The HRA can help people to recognize the importance of a healthy lifestyle. Those who complete an HRA will see the need to change risky behaviors and adopt healthier ones

Designing the Program

Health Promotion Program Components*	
Component	Example
Assessment	Interest surveys, screenings (blood pressure, cholesterol, etc.)
Education and Information	Newsletters, magazines, lectures, video presentations, screenings, etc.
Behavior Change	Exercise, smoking cessation, nutrition, weight loss, stress management, etc.
Motivation and Incentives	Incentives, changing the environment, values clarification, etc.
Evaluation	Look at process and effectiveness

* Source: Anderson and Anderson: Organization and Planning of the Corporate Wellness Program

Draft and Implement a Health Promotion Program Plan

Now that you have listed your health needs, draft a plan to implement the programs and/or activities identified by the assessment. This plan does not need to be elaborate. It is simply a tool to help you plan the activities and ensure that they are carried out.

IMPLEMENTING

CHAPTER FIVE: IMPLEMENTING THE PROGRAM

This guide can be used to design a comprehensive health promotion program with a wide range of activities for employees in many locations, or a more modest program with a few activities in one agency, division or school.

Whatever the scope of your program, it may be best to start with activities or information for which there is a particular demand. Creating activities that employees have specifically requested will help them feel ownership in the program.

It is important to start simple and leave room for your program to grow. Education, screening and information should be the first part of the program to implement. Increased knowledge can motivate employees to take a greater interest in health issues when you introduce more specific activities later.

Step 1: Make a Timeline

A timeline can be helpful when planning and implementing your health promotion program. Following it will help ensure your projects are completed on time and your goals are reached.

The best approach to implementing a health promotion program is to gradually phase it in. This allows your employees to get acquainted with health promotion and enables you to steadily build momentum.

Remember, it is important that visibility and publicity are consistent. Phasing in the program keeps visibility high.

Step 2: Arrange for Facilities

A variety of facilities can be used for health promotion activities. Survey your workplace to find which conference rooms, break rooms or other large areas are available. Check community facilities, such as the YMCA, spas, health clubs, school gyms or community pools, which may be available for use.

Step 3: Arrange for Staff

Using your workplace's staff has the advantages of convenience and continuity. Outside volunteers can be used to help develop a particular program. Contact your local health department, American Cancer Society or American Heart Association to inquire about any health programs a member of your staff could be trained to present.



Step 4: Schedule Activities

Convenient scheduling is important to the success of your health promotion activities. Events scheduled during work hours or the lunch hour are more likely to be popular. Check to see if your workplace will allow an extended lunch hour. If your administrator will not permit use of work time for activities, schedule activities immediately before or after work, or during the regular lunch hour.

Step 5: Identify Educational Materials and Resources

A key component of your health promotion program is providing employees with information that will help them make intelligent choices about their lifestyles and habits. A variety of free or low-cost educational materials are available to help increase employee awareness and knowledge of lifestyle practices that decrease their risk for disease and disability.

Educational materials are available online from various health organizations. Visit [Prevention Partners Web page](#) and review the [National Health Observances yearly calendar](#) to order health materials.

MARKKKE

CHAPTER SIX: MARKETING THE PROGRAM

Step 1: Motivate Employees to Participate

Motivating people to change their habits is difficult. Workplaces that actively promote and encourage good health and safety can significantly affect employee knowledge, attitudes and behavior. The workplace can support employee attempts to change unhealthy habits through health education, exercise and other health promotion activities.

Adopting an incentive system at the workplace can also motivate employees to participate or change their behavior. Incentives can include certificates, trophies, prizes or simply recognition for a certain level of accomplishment in any health promotion activity. An incentive system can also be useful in maintaining participation in your program if, at the beginning of the activity, all workplace employees are made aware of the incentives and how they can earn them.

Keep employees involved in the planning process. Below are some ideas for involving and motivating employees at each stage of your program.

Planning Your Program

- Involve employees in the committee's planning activities
- Survey employee interest
- Solicit employee ideas.

Starting the program

- Get management participation in the kickoff
- Announce the program in the employee newsletter, post flyers, send e-mails or make special invitations
- Announce or post instructions for earning incentives
- Organize monthly programs or activities based on the [National Health Observances calendar](#).

During the program

- Make sure employees receive information and educational materials
- Recognize individual achievement
- List participants in your newsletter.

After the program

- Give recognition and/or awards for completion
- Continue formal and informal reinforcement of good health behavior

Sample Incentives

- Flexible lunch hours for exercise classes, lunch and learn, or other activities
- Door prizes for participants
- Classes scheduled on company time
- Certificates for completion of programs or recognition in workplace newsletters.
- Trophies for contest winners.

Step 2: Promote Your Program

Special efforts to promote the program are important. With a little effort and creativity, you can effectively promote your employee health promotion program and achieve maximum participation.

Make Your Program Announcements Interesting!

The program announcement is a key promotional tool. It should contain who, what, where and when and registration information. Be concise and only give the most important information. Here are some tips on improving your program advertisement.

1. Use clip art/computer graphics or cut and paste a cartoon or illustration onto your flyer or memo. You can also use catchy phrases to attract attention. This will distinguish your flyer from normal business correspondence.
2. Attach a picture of the workshop presenter or facilitator to personalize the workshop.
3. Provide a brief description or attach an outline of the session so that employees will know what to expect at the workshop.
4. Give the session a catchy/interesting name.
5. To enhance a program's appeal, link program activities to real life concerns. For example, if your coworkers are under a lot of pressure at the end of the year, offer sessions that will help them deal with this stress.
6. Use your workplace's health logo on your stationery to identify the program. Alternate using your stationary and workplace letterhead for memos. This will help you reach employees who tune out health promotion messages.
7. Post the flyer on bulletin boards, at eye level on bathroom doors and the backs of bathroom stall doors. (If needed, get permission to post them.)
8. Send program reminder e-mails a week before the activity and if your workplace has an employee newsletter make sure the announcement is placed in the newsletter.
 - Provide time, date, place and minimum or maximum participants needed.
 - Use underlining, bold type, etc. to emphasize the program's strongest points. For example, "Win prizes while you get fit." Identify any incentives to be awarded.
9. Use the cartoons, graphics and borders from your flyer to make posters.
10. Make short promotional announcements at employee or staff meetings that provide key information; who, what, when, where and why.
11. On the day of the workshop, send an e-mail reminding employees about the event. Also, place marquee-type signs on tripods near employee entrances with the most traffic, as well as near restrooms and elevators.
12. The key to getting maximum participation is advertising. The way you promote your activity will directly affect your success, so use every avenue to get the word out.

Step 3: Provide Innovative Activities

Here is a list of creative and innovative activities that have been developed and successfully used by organizations across the country as part of their employee health promotion programs.

- **Stair climbing competition** (especially for those programs housed in tall buildings)
- **“Quiet rooms”** for employees to seek refuge from the work environment during lunch and breaks
- **Map walking or jogging routes**, including distances, near your workplace



- Create and distribute a **“Heart Healthy Menu,”** listing items in employee cafeterias or lunch-rooms that are recommended for healthy diets
- Create and distribute a **“Spouse Kit”** of information on health promotion for spouses
- Create and distribute a **“Heart Passport”** to each employee to record health exam results and progress in improving health habits related to blood pressure, weight reduction, level of exercise, etc.
- **Walk/Jog-a-thons**
- **Cooking classes** that emphasize good nutritional habits
- **Brown bag lunches with guest speakers** discussing various health topics
- **Fitness trails** with running courses and exercise stops
- Distribute a monthly **health promotion newsletter** to employees
- Develop an **“Incentive Point System”** to encourage participation
- Take advantage of Prevention Partners Programs.

Step 4: Recognition and Appreciation

It is important to recognize both volunteers and participants involved in your health promotion program. This helps motivate employees to initiate healthful behaviors. Show your appreciation to your participants by holding banquets or ceremonies, writing articles in your newsletter, giving certificates, citations or small gifts, or selecting a “Wellness Employee of the Year.”

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CHAPTER SEVEN: MEASURING RESULTS

Evaluating Your Program

Evaluating a new program is important for two reasons:

- To determine if the program is progressing according to plan
- To determine whether it is having the intended impact.

An effective evaluation will determine if the program is meeting participants' needs. It will also consider the long-term effects (i.e. how attitudes, knowledge and behavior have been affected) of the program. This information can show management that your program is effective.

Step 1: Determine if Activities are Happening According to Plan

Begin by examining the activities and resources included in your plan and asking the following questions:

Activities:

- How many employees and families attended?
- Has attendance remained high?
- Are activities held on schedule?
- Are the program times convenient?
- Do participants like the activity?

Resources:

- Are the facilities adequate (location, size, temperature, lighting, etc.)?
- Are the participants learning what was intended from the educational materials?
- Are enough activities being scheduled for the number of people who want to attend?
- Are the participants enjoying the speakers?

A simple tool for obtaining this information is an [evaluation form](#) that is given to employees who participate in the activities.

To track employees' changing interests and willingness to participate in health promotion activities, periodically survey your employees using your own version of an interest survey. Some additional objectives you may want to evaluate include:

- How many people filled out a health risk appraisal?
- Number of brochures distributed?
- Number of program activities requested?
- How many people attended a health fair?
- How many people were trained to lead various activities?
- How many managers participated in programs?
- How much staff time was devoted to each activity?

Step 2: Determine if Knowledge, Attitudes and Behaviors have been Affected

Behavior, knowledge and attitudes are determined by your employee interest survey and your program goals.

Workshop evaluation questions should include:

- Did you learn anything new?
- Do you feel the information presented was beneficial?
- In the future, will you continue to practice (a new skill learned or an exercise regimen)?
- Do you feel better, think you look better, or think better of yourself because of this activity?

Sample Health Promotion Program Coordinator Evaluation

Assessment of Program Activities

Participation

<u>Activity</u>	<u>Employees Participating</u>
Blood pressure screenings	185
Stop smoking clinic	15
Nutrition class	23
Weight loss clinic	18
Exercise program	135

Scheduling

Participation is higher for activities held during lunch and after work.

Facilities

Company facilities may or may not be adequate. Is the conference room big enough for aerobic classes?

Instructors

Do instructors give personal attention to participants? Participant response to the quality of instruction is important. Specific comments can be sent to each instructor.

Employee interest

The employee interest survey indicates an interest in participating in health promotion activities.

In the appendix, you will find samples of a [General Workshop Evaluation Form](#) and an [Individual Workshop Evaluation Form](#), as well as a sample [Workplace Screening Evaluation Form](#) and [Screening Test Evaluation Form](#).

S E T T I N

CHAPTER EIGHT: SETTING UP WORKPLACE SCREENINGS

Workplace Screening Benefit

Prevention Partners administers the Preventive Workplace Screening benefit. This screening is available to employees and retirees enrolled in the State Health Plan, BlueChoice HealthPlan and CIGNA HMO and their dependents, who are not eligible for Medicare. The cost is \$15.

Each participant in a Workplace Screening receives a:

- Health risk appraisal
- Lipid profile
- Chemistry profile
- Hemogram
- Blood pressure measurement
- Height and weight measurement.

To set up a screening at your workplace:

1. Contact the Prevention Partners office at least six weeks in advance. You will need to submit a [Screening Request Form](#), available in the appendix.
2. Prevention Partners will contact a participating provider to confirm the date and location.
3. Our office will send you a confirmation notice and a screening implementation kit. The screening kit will include an appointment schedule, risk education booklet, check receipt form, poster and sample memo.
4. Workplace screening coordinators then register and collect checks for the \$15 copayment from their coworkers and schedule their appointment times. These two documents are then faxed to the Prevention Partners before the screening date. Our fax number is 803-737-0557.

Workplace Screening Results

After the screening results are complete, the provider will mail confidential individual results to the participant.

Our office is available to assist you as you plan your on-site screening. We can also help you invite other eligible workplaces in your area to join your screening. The Preventive Workplace Screening Request Form is on the Prevention Partners' Web page under "[Coordinator Materials.](#)"

LIFE ST

CHAPTER NINE: LIFESTYLE CHANGE PROGRAMS

Tobacco Management

The State Health Plan, BlueChoice HealthPlan and CIGNA HMO offer tobacco-cessation programs specifically designed for their subscribers.

Free & Clear Quit For Life®

The State Health Plan and BlueChoice offer the Free & Clear Quit For Life® Program to subscribers and their covered dependents. A professionally trained Quit Coach works with you to create a personalized quit plan. You may call the Quit for Life toll-free support line as often as you need. As a participant, you will receive a comprehensive Quit Guide and five telephone calls from a Quit Coach. The program provides free nicotine replacement therapy (nicotine patches, gum or lozenges), or the Quit Coach may recommend you see your doctor to find out if a smoking-cessation drug, such as bupropion or Chantix, is right for you. The prescription drugs are available through your prescription drug benefit. If additional help is needed after the 12-month program ends, you can re-enroll. Participants who wish to enroll in the Quit For Life® Program should call 866-QUIT-4-LIFE (866-784-8454).

CIGNA Quit TodaySM Tobacco Cessation Program

CIGNA HMO subscribers can join the Quit TodaySM Tobacco Cessation Program to quit smoking or chewing tobacco. This 12-month program includes unlimited calls to a coach, an optional telephone relapse support group and over-the-counter nicotine gum or patches, if appropriate. Participants who wish to enroll in the Quit TodaySM Tobacco Cessation Program should call 866-417-7848 or go to www.myCIGNA.com.

Weight Management

BlueCross Weight Management Program

The BlueCross Weight Management Program is designed to help you achieve weight-loss goals through small changes you can make while still getting on with your life. You will receive a weight management guide and a tool kit, including a grocery guide, a pedometer and a book that will assist you with food awareness training. A confidential survey will help a registered nurse tailor the program to meet your needs. Program candidates are identified through claim analysis, authorizations, doctor referral or self-referral.

Participants who think they qualify should call Medi-Call at 803-699-3337 (Greater Columbia area) or 800-925-9724 (South Carolina, the U.S. and Canada). Follow the prompts. As a “Member” press 2, then press 2, the number for “all other inquiries.” When you reach an operator, ask to speak with a coordinator in the Weight Management Program.

CIGNA's Healthy Steps for Weight Loss®

CIGNA's free weight management program, Healthy Steps for Weight Loss®, takes a non-diet approach to weight control. You'll learn how to become more active, eat healthier and change bad habits. To enroll, call 866-417-7848 or go to www.myCIGNA.com.

CIGNA's Healthy Rewards® Program

Healthy Rewards® offers discounts on a variety of wellness programs including: Weight Watchers® and fitness club memberships. For more information, call 800-870-3470 or go to www.myCIGNA.com.

Health Initiatives

Great Expectations® for Health

BlueChoice HealthPlan can help you reach your health goals through the Great Expectations® *for Health* programs. They are designed to help you improve your health by providing you with written educational information and professional support from a team of health specialists. BlueChoice HealthPlan members may participate in these programs at no charge or for a small, one-time fee.



Note:

It is important that you refer employees to the current [Insurance Benefits Guide](#) so they can learn exactly what is available to them through their health plan. The *Insurance Benefits Guide* is available under "Publications" at www.eip.sc.gov.

APPENDIX

Workplace Coordinator Application	A2
Sample Wellness Committee Memorandum	A3
Health Promotion Interest Survey	A4
Workplace Wellness Survey	A5
General Workshop Evaluation Form	A8
Individual Workplace Wellness Evaluation Form	A9
Workplace Screening Request Form	A10
Workplace Wellness Screening Survey	A11
Screening Test Evaluation Form	A12
Healthful Web Sites	A13

Prevention Partners

Help for your Health



WORKPLACE COORDINATOR APPLICATION

If you would like to receive the free health services available to state insured employers, please complete the form below and send it to:

Prevention Partners
P.O. Box 11661
Columbia, SC 29211
or fax it to: 803-737-0557

Please make sure to provide your e-mail address. If you have any questions, please contact Prevention Partners at 803-737-0112.

Coordinator Name:	
School District/State Agency/County Government:	
Employer Name:	Workplace Name:
Workplace Mailing Address:	
City, State, Zip:	
Telephone:	Fax:
E-mail Address: <input type="checkbox"/> My e-mail address is _____	
<input type="checkbox"/> I do not have an e-mail address.	
Administrator Name:	
Title:	
Phone:	
Number of Employees at the Workplace:	County:
How many work locations are you responsible for?	
Type of application:	<input type="checkbox"/> New Coordinator <input type="checkbox"/> New Workplace <input type="checkbox"/> Change of Contact Info <input type="checkbox"/> Other:
_____	_____
Coordinator Signature/Date	Administrator Signature/Date



South Carolina Budget and Control Board
 Employee Insurance Program
 P.O. Box 11661
 Columbia, SC 29211
 888-260-9430 | www.eip.sc.gov

Sample Memorandum

MEMORANDUM

TO: Managers, Principals, Teachers

FROM: Agency Head, Division Director, Superintendent or Principal

DATE: January 1, XXXX

RE: (Employer's name) Wellness Committee

Prevention Partners encourages employees to improve their health through programs in exercise, nutrition, stress management, tobacco cessation, weight control and fitness, as well as many others designed to prevent illness.

An employee wellness program can raise awareness and change environments so employees are at a lower risk of developing health problems. A program also can encourage employees with health risk factors to make changes to improve their quality of life. An investment in employees' health may lower healthcare costs or slow the increase in providing benefits. Employees with more risk factors, including obesity, smoking and diabetes, cost more to insure and pay more for healthcare than people with fewer risk factors.

Our (agency, division, school) is organizing a Wellness Committee that will plan and implement a health promotion program for our employees. It will be a part of Prevention Partners.

Any employee may serve on the committee. If you are involved in a personal health improvement program, are knowledgeable in some area of health, have skills in program management or marketing, or if you are enthusiastic about health promotion, I encourage you to become a member of this committee.

A meeting of those interested in the committee will be (time, date, place). During the meeting, we will present an overview of the program and describe the Wellness Committee members' responsibilities. I encourage you to support this effort.

Prevention Partners Health Promotion Interest Survey

We would like your help in planning a health promotion program. Please complete this survey. Your answers will help ensure that our programs will be of interest and meet your needs.

The survey is confidential. Do not sign your name.

Check the type of session you prefer:

1. Single presentation lasting 30-60 minutes
 A group that meets on a regular basis

2. If in a group, I would like to meet:
 Once a week Twice a week Three times a week

 For 15 minutes For 30 minutes
 For 45 minutes For 60 minutes

 For how many weeks? weeks

3. In general, I learn best:
 in a group one-on-one with an instructor on my own

4. In general, I learn best from:
 lectures or demonstrations reading
 hands-on participation trial and error

Topics in which you are interested. Check as many as you like.

- | | |
|--|---|
| <input type="checkbox"/> look better | <input type="checkbox"/> learn how to reduce my risk of cancer |
| <input type="checkbox"/> feel happier about life | <input type="checkbox"/> feel more in control of my life |
| <input type="checkbox"/> quit smoking | <input type="checkbox"/> stay active while avoiding injuries |
| <input type="checkbox"/> lose weight | <input type="checkbox"/> keep control of my temper |
| <input type="checkbox"/> know which diets are safe | <input type="checkbox"/> take up a sport or pastime I used to do |
| <input type="checkbox"/> know the minimum exercise I need to lose or maintain my weight | <input type="checkbox"/> get relief from chronic pain |
| <input type="checkbox"/> feel less depressed | <input type="checkbox"/> have more energy |
| <input type="checkbox"/> find an exercise partner | <input type="checkbox"/> have time to do everything I need to do |
| <input type="checkbox"/> feel less anxious | <input type="checkbox"/> recover quickly after an illness or injury |
| <input type="checkbox"/> learn menus that will help me lose weight and eat the right foods | <input type="checkbox"/> prevent back pain and/or injury |
| <input type="checkbox"/> learn to better deal with my aging parents | <input type="checkbox"/> sleep better at night |
| <input type="checkbox"/> have a flatter stomach | <input type="checkbox"/> stop worrying about my health |
| <input type="checkbox"/> learn to say "no" so I'm not overloaded | <input type="checkbox"/> participate in health screenings (ex: blood pressure, cholesterol) |
| | <input type="checkbox"/> other: _____ |

5. Circle the three topics above that you prefer.

Please return the completed form to: _____

If you have a special need for one of the topics, please contact: _____

Thank you again for your help.
The Wellness Committee

Prevention Partners

Workplace Wellness Survey

1. Which of the following health concerns would you like to know more about or in which you would be interested in a health seminar? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Asthma Management | <input type="checkbox"/> Menopause |
| <input type="checkbox"/> Back Care | <input type="checkbox"/> Men's Health |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Smoking Cessation |
| <input type="checkbox"/> Exercise/Fitness | <input type="checkbox"/> Stress Management |
| <input type="checkbox"/> Healthy Eating | <input type="checkbox"/> Weight Management |
| <input type="checkbox"/> Heart Disease Prevention | <input type="checkbox"/> Women's Health |
| <input type="checkbox"/> High Blood Pressure Management | <input type="checkbox"/> Health Screening |

2. In which of the following categories would you place yourself? (Check only one)

- I am not interested in pursuing a healthier lifestyle.
- I have been thinking about changing some of my health behaviors.
- I am planning to make a health behavior change within the next 30 days.
- I have made some health behavior changes but still have trouble following through.
- I have had a healthy lifestyle for years.

3. I would buy healthy snacks at the workplace if they were available. (For example, low-fat yogurt, low-fat milk, dried fruit and nut mix, fresh fruit, pretzels, *instead of* candy, chips, cookies, cupcakes, etc.)

- Definitely
- Some of the time
- Probably not too often
- Not at all

4. At some workplaces, employees maintain a selection of healthy snacks that are not in a vending machine. Their "healthy snack bowl" has things such as fresh fruit and single-serving packages of raisins, applesauce, cereals and nuts, all at a modest price (typically 25-75 cents.) What is your reaction to this idea?

- I would be more likely to buy fresh fruit and nutritious snacks this way
- I am (still) more likely to use the vending machine (or local convenience store) for any snacks I purchase at work
- I am (still) more likely to bring snacks from home and not purchase them at work
- Other, or don't know

Prevention Partners
Workplace Wellness Survey
(Page 2)

5. Sometimes, employees meet to support each other in various activities. The groups are informal, and any employee is welcome. Often, however, people are not aware of them. In what kind of informal group might you participate if you knew others shared your interest? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Walking | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Stretching | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Meditation | <input type="checkbox"/> Weight Loss |
| <input type="checkbox"/> Nutrition | <input type="checkbox"/> Resistance Training |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Yoga/Pilates |
| <input type="checkbox"/> In-line Skating | <input type="checkbox"/> Dancing |
| <input type="checkbox"/> Running | <input type="checkbox"/> Water Rafting |
| <input type="checkbox"/> Biking | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Hiking | |

6. There are many ways to get health information at the work. Which ways would you prefer? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> A dedicated bulletin board | <input type="checkbox"/> E-mail tips (weekly/monthly) |
| <input type="checkbox"/> Talks by experts (Seminars) | <input type="checkbox"/> Discussion groups |
| <input type="checkbox"/> Classes or courses | <input type="checkbox"/> Screenings |
| <input type="checkbox"/> Contest and incentives programs | <input type="checkbox"/> In a flyer distributed with paychecks |
| <input type="checkbox"/> On the Intranet | <input type="checkbox"/> Discussion at staff meetings |
| <input type="checkbox"/> Other: _____ | |

7. How long should a health promotion activity last at work? (Check only one answer)

- Less than 30 minutes 30 – 45 minutes 45 – 60 minutes

8. What time of the day would be best for you to participate in a health promotion activity?

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Before work | <input type="checkbox"/> Lunch hour |
| <input type="checkbox"/> After work | <input type="checkbox"/> Would not participate |
| <input type="checkbox"/> Other _____ | |

9. Have you recently given serious thought to making a lifestyle change related to better health? (For example, lose weight, change the kinds of foods you eat, become more physically active, reduce stress, stop smoking.)

- Yes, in the past year Yes, a year or more ago No, not in recent memory

10. Making important lifestyle changes is rarely easy. Still, some people have a better chance for success when they work with a buddy or in a group. Others work better by themselves. Which style do you prefer?

- | |
|--|
| <input type="checkbox"/> I am more likely to succeed with a buddy or in a group (either family, friends, or coworkers) |
| <input type="checkbox"/> I am more likely to succeed when I work on my own |
| <input type="checkbox"/> Don't know |
| <input type="checkbox"/> I don't need to make any lifestyle changes |

General Workshop Evaluation Form

Please answer these questions to help us evaluate this workshop. Your feedback will help us improve future workshops. Thank you!

Circle **one** number for each question.

Key:	Not at all	Somewhat	Moderately	A lot	Definitely
	1	2	3	4	5

1.	I enjoyed the workshop.				
	1	2	3	4	5

2.	The workshop was very helpful.				
	1	2	3	4	5

3.	The instructor was well prepared.				
	1	2	3	4	5

4.	The information presented was new to me.				
	1	2	3	4	5

5.	The workshop helped motivate me to change.				
	1	2	3	4	5

6.	I will use the information or skills learned in this workshop.				
	1	2	3	4	5

7.	I would recommend this workshop to friends.				
	1	2	3	4	5

8.	I would suggest the following ways to improve the workshop: (Comment on any of the statements above.)				
----	--	--	--	--	--

**Individual Workplace Wellness
Evaluation Form**

DATE: _____

Location: _____

Your evaluation of this health seminar will assist in planning of programs and services. Please circle one answer for each question.

1. The subject content was practical and useful.
Agree Neutral Disagree
2. I understood the information presented.
Agree Neutral Disagree
3. I learned new information and have a better understanding of the specific topic.
Agree Neutral Disagree
4. The speakers knew the subject matter.
Agree Neutral Disagree

Please provide any additional comments concerning the speaker.

a. Speaker's Name:

5. The time and location of the seminar were convenient for me.
Agree Neutral Disagree

6. To attend this session, did you take:
Annual Leave _____ Sick Leave _____ Other (please explain) _____

7. What did you find most useful?
8. What did you find least useful?

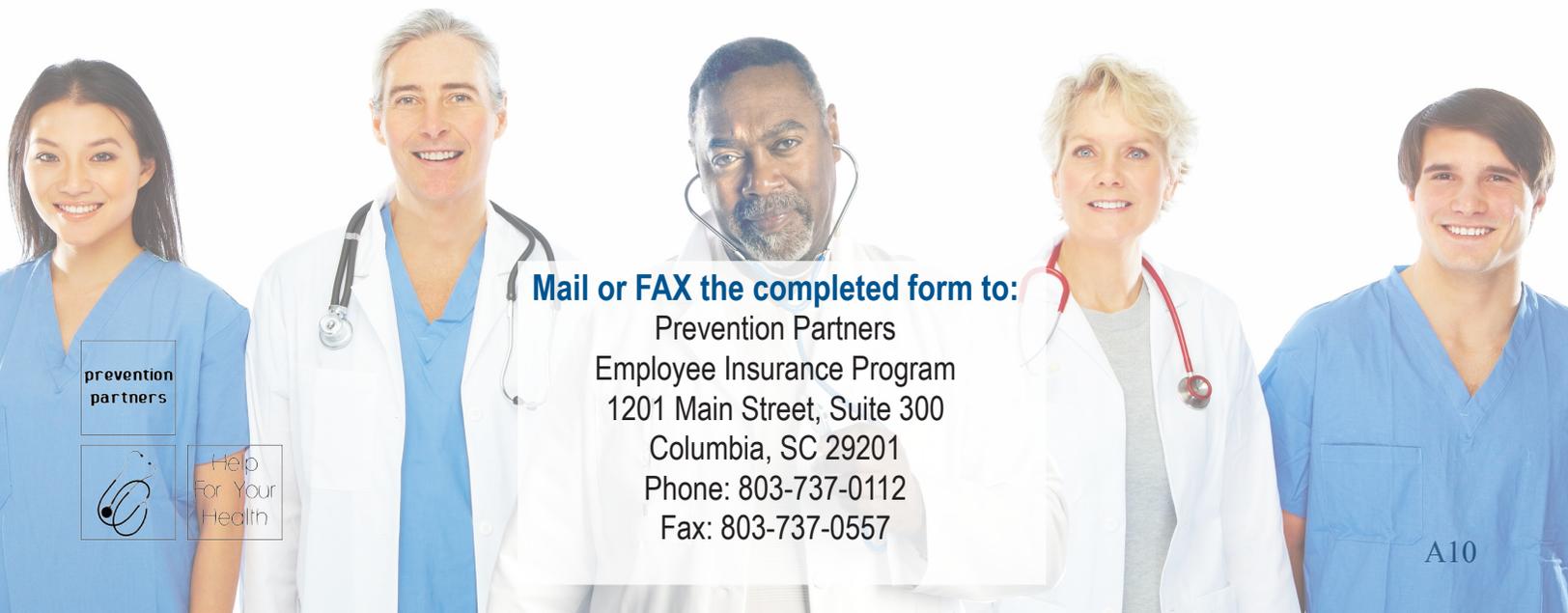
Please provide additional comments about the seminar and ideas you may have for future health seminar topics:



Preventive Workplace Screenings

Please complete this screening request form when you have determined the time, date, location and number of employees who wish to be screened at your workplace. Return the completed form to Prevention Partners six weeks before your proposed screening date.

Your Name:		
Workplace Name:		
Workplace Address:		
City:	State:	Zip:
Telephone:	FAX Number:	
E-mail Address:		
Location of Screening (Please include room name or number and attach directions if necessary):		
Screening Provider: <input type="checkbox"/> Same as last year/last screening <input type="checkbox"/> I would like a different provider from the one that did my last screening; Reason: _____ <input type="checkbox"/> This is my workplace's first screening. <input type="checkbox"/> Special requests/Comments: _____		
Proposed Dates of Screening:		
1 st _____	2 nd _____	3 rd _____ 4 th _____
Starting Time:	Expected Number of Participants:	
How would you like to receive your confirmation letter and screening materials?		
<input type="checkbox"/> Standard Mail <input type="checkbox"/> Email		
Signature:		Date:



Mail or FAX the completed form to:

Prevention Partners
 Employee Insurance Program
 1201 Main Street, Suite 300
 Columbia, SC 29201
 Phone: 803-737-0112
 Fax: 803-737-0557

**Prevention Partners
Workplace Wellness Screening Survey**

Thank you for participating in the preventive workplace screening. We would like your thoughts about the workplace screening.

DATE: _____

Location: _____

1. Have you ever participated in the preventive workplace screening?

Yes No

2. How often do you participate in the preventive workplace screening?

Every year Every other year Other

3. What factors influenced you to participate in the preventive workplace screening?

Price Location
 Scheduling Health Benefit
 Time Other: _____

4. Would you recommend the screening program to others?

Yes No

5. What is your status?

Active Employee Retiree Spouse

6. How did you hear about the preventive workplace screening?

Workplace Announcement Internet/Website
 Friend/Coworker Benefits Administrator
 Prevention Partners

7. What are your suggestions to improve the preventive workplace screening process at your workplace?

Screening Test Evaluation Form

Thank you for participating in our health screening. To improve our program, we would like your thoughts about this session. Please answer these questions.

1. Did you complete the process? ___Yes ___No

Circle only **one** number for each question below.

KEY: Not at all Somewhat Moderately A lot Definitely
 1 2 3 4 5

2. Was the screening well organized?
 1 2 3 4 5

3. Did you understand the test results?
 1 2 3 4 5

4. Did the staff perform in a professional and effective manner?
 1 2 3 4 5

5. Did the process help motivate you to change your behavior?
 1 2 3 4 5

6. Would you recommend this screening to others?
 1 2 3 4 5

7. How would you suggest improving the screening test process at your workplace?

HEALTHFUL WEB SITES

Prevention Partners encourages benefits administrators, employees and retirees to visit the Prevention Partners Web page to access helpful health and wellness online resources. Listed below are a few online resources that provide health and wellness information. To review the complete listing of links [click here](#).

Health Web sites

[American Cancer Society](#)

[Centers for Disease Control and Prevention](#)

[Healthier US](#)

[My Health Toolkit](#)

Diabetes

[American Diabetes Association](#)

[My Food Advisor](#)

[Diabetes At Work](#)

[Diabetes Risk Calculator](#)

Hypertension

[American Heart Association](#)

[National Heart, Lung and Blood Institute](#)

Weight Management

[America On The Move](#)

[CVS Caremark Cool Tools](#)

[Dietary Guidelines](#)

[Food Guide Pyramid](#)

Workplace Wellness

[Health Workplace Initiative](#)

[CDC Lean Works!](#)