

Montana Excellence in Worksite Health Promotion Award's Criteria

Worksite Wellness Quality Standards	Bronze Award Criteria <i>Basic "Good" Wellness Services</i>	Silver Award Criteria <i>Enhanced "Better" Wellness Services</i>	Gold Award Criteria <i>Comprehensive "Best" Wellness Services</i>
Management Commitment	<ul style="list-style-type: none"> <input type="checkbox"/> Bronze program in operation a minimum of 1 year documented senior management support <input type="checkbox"/> At least 3 documented wellness policies/practices 	<ul style="list-style-type: none"> <input type="checkbox"/> Silver program in operation a minimum of 1 year <input type="checkbox"/> Documented senior management support <input type="checkbox"/> At least 6 documented wellness policies/practices 	<ul style="list-style-type: none"> <input type="checkbox"/> Gold program in operation a minimum of 1 year <input type="checkbox"/> Documented senior management support <input type="checkbox"/> At least 9 documented wellness policies/practices
Program Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Onsite wellness champion(s) ("Champion" is employed staff - job duties include wellness activities) <input type="checkbox"/> Onsite committee recommended 	<ul style="list-style-type: none"> <input type="checkbox"/> Onsite health promotion professional; or onsite champion plus professional strategic planning consultant <input type="checkbox"/> Require wellness committee, one supporting document 	<ul style="list-style-type: none"> <input type="checkbox"/> Onsite health promotion professional; or onsite champion plus professional strategic planning consultant <input type="checkbox"/> Require wellness committee, two supporting documents
Strategic Plan, Mission, and Target Audience	<ul style="list-style-type: none"> <input type="checkbox"/> One-year Strategic Plan <input type="checkbox"/> Clear mission statement for Wellness Program only <ul style="list-style-type: none"> o Focus on evidence-based, general information to keep healthy people healthy <input type="checkbox"/> Target audience incorporated here – <ul style="list-style-type: none"> o Interested Employees, voluntary participation 	<ul style="list-style-type: none"> <input type="checkbox"/> Three-year Strategic Plan <input type="checkbox"/> Clear mission statement for Wellness Program only <ul style="list-style-type: none"> o Focus on evidence-based, <i>targeted</i> information for healthy and high risk groups <input type="checkbox"/> Target standard incorporated here – <ul style="list-style-type: none"> o Healthy Employees, voluntary participation, High Risk 	<ul style="list-style-type: none"> <input type="checkbox"/> Five-year Strategic Plan <input type="checkbox"/> Clear mission statement for Wellness Program only <ul style="list-style-type: none"> o Focus on changing behaviors of healthy and high risk individuals and creating a cultural wellness <input type="checkbox"/> Target audience incorporated here – <ul style="list-style-type: none"> o Healthy Employees, voluntary, High Risk (HRA-based)
Assessment Tool	<ul style="list-style-type: none"> <input type="checkbox"/> Require 1 assessment tool (choose from list: Employee Interest survey, Health Screenings, HRA, Medical Claims, or Culture Assessment) 	<ul style="list-style-type: none"> <input type="checkbox"/> Require 2 assessment tools, minimum HRA (choose from list: Employee Interest survey, Health Screenings, HRA, Medical Claims, or Culture Assessment) 	<ul style="list-style-type: none"> <input type="checkbox"/> Require 3 assessment tools, minimum HRA (choose from list: Employee Interest survey, Health Screenings, HRA, Medical Claims, or Culture Assessment)
Interventions	<p>At least 6 of the following Bronze options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advertise/Promote Community Health/Wellness Services or Professionally-run Support Groups <input type="checkbox"/> Educational/Informational sessions (minimum 3 topics) Focus: Education and awareness-building on single topics <input type="checkbox"/> Wellness Classes (minimum 2 topics, in series or course) Focus: skill-building, integrating lifestyle changes, goals <input type="checkbox"/> Health Education Resources (e.g., canned newsletters or brochures, health campaigns, free online resources) <input type="checkbox"/> Health Promotion Product Sales/Give-aways (pedometers, fitballs, Relaxation CD) <input type="checkbox"/> Fitness Activities: Classes, Campaigns, Walking Club <input type="checkbox"/> Annual Health Fair (information, health screenings, flu shots) <input type="checkbox"/> Ergonomic Assessments (onsite by trained specialist) <input type="checkbox"/> Promote/Refer Employee Assistance Program (EAP) <input type="checkbox"/> Relaxation / Meditation Room or Chair Massages <input type="checkbox"/> Healthy Eating Promotion (mtg snacks, vending machines) <input type="checkbox"/> Health/Wellness Lending Library (books, videos) <input type="checkbox"/> Other (subject to approval by review committee) 	<p>At least 6 Bronze options</p> <p>Plus at least 4 of the following Silver options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Referrals to Physicians (based on Health Screenings or HRA) <input type="checkbox"/> Internal Wellness Website (not a vendor's website) <input type="checkbox"/> Fitness Facility: Onsite or Employer Co-Sponsored Discount <input type="checkbox"/> Self-Care (online product or books purchased from vendor) <input type="checkbox"/> 1-on-1 Educational Consults with Credentialed Professional: <ul style="list-style-type: none"> o Dietitian/RD, Exercise Specialist, Nurse/RN, Other <input type="checkbox"/> Diabetes Prevention Program – state program <input type="checkbox"/> Disease Prevention Program – targeted prevention program for lifestyle-related diseases, with documented outcomes <input type="checkbox"/> Disease Management Program – Care management of chronic diseases and conditions, targeted, qualified case managers <input type="checkbox"/> Short-term Incentive Program designed to increase class, program or event participation, with specific program name, focus/goal(s), timeframe and rewards <input type="checkbox"/> Other (subject to approval by review committee) 	<p>At least 6 Bronze options</p> <p>Plus at least 5 Silver options</p> <p>Plus the following 2 required Gold options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health Coaching (by credentialed health coaches): <ul style="list-style-type: none"> o Focus on providing long-term support, accountability, goal-setting – not on information or education, not as in "1-on-1 Consults" in Silver criteria section o Coach Aggregate Report required o In-house/contracted, target audience, incentive, number of participants to total eligible participants, % participation, delivery method <input type="checkbox"/> Comprehensive Annual Incentive Program: <ul style="list-style-type: none"> o Focus on increasing total Wellness program participation in health-related activities, HRA, or meeting certain health criteria/outcomes o Indicate incentive type, participation rate/ incentive completion rate
Tracking System	<ul style="list-style-type: none"> <input type="checkbox"/> One method for tracking utilization: Class, Program, Health Screening, HRA, HRA Cohort Summary (if over 2 years to show risk migration), Website Utilization, Coaching Utilization, or Other (subject to approval by review committee) 	<ul style="list-style-type: none"> <input type="checkbox"/> Two methods (HRA minimum) for tracking utilization: Class, Program, Health Screening, HRA, HRA Cohort Summary (if over 2 years to show risk migration), Website Utilization, Coaching Utilization, or Other (subject to approval by review committee) 	<ul style="list-style-type: none"> <input type="checkbox"/> Three methods (HRA minimum) for tracking utilization: Class, Program, Health Screening, HRA, HRA Cohort Summary (if over 2 years to show risk migration), Website Utilization, Coaching Utilization, or Other (subject to approval by review committee)
Measure Outcomes	<ul style="list-style-type: none"> <input type="checkbox"/> Participant satisfaction (class/program evaluations) 	<ul style="list-style-type: none"> <input type="checkbox"/> Participant satisfaction (class/program evaluations) <input type="checkbox"/> HRA utilization 30% participation, include cohort if >2yrs 	<ul style="list-style-type: none"> <input type="checkbox"/> Participant satisfaction (class/program evaluations) <input type="checkbox"/> HRA utilization 40% participation, include cohort if >2yrs <input type="checkbox"/> Financial Cost/Benefit analysis (claims, ROI, risk migration, coaching, program)
Communicate Results	<ul style="list-style-type: none"> <input type="checkbox"/> Annual Wellness Report (accomplishments, challenges, goals) 	<ul style="list-style-type: none"> <input type="checkbox"/> Annual Wellness Report additions: Participant utilization, satisfaction, HRA Aggregate Corporate Report 	<ul style="list-style-type: none"> <input type="checkbox"/> Annual Wellness Report additions: Health Coaching Aggregate Summary Report
Internal Marketing	<ul style="list-style-type: none"> <input type="checkbox"/> At least 4 internal marketing strategies (flyer, brochure, emails, paycheck stuffers, table tents, and more) 	<ul style="list-style-type: none"> <input type="checkbox"/> At least 5 internal marketing strategies (flyer, brochure, emails, paycheck stuffers, table tents, and more) 	<ul style="list-style-type: none"> <input type="checkbox"/> At least 6 internal marketing strategies (flyer, brochure, emails, paycheck stuffers, table tents, and more)

The mission of the Montana Worksite Health Promotion Coalition is to be a resource for Montana employers regarding the art and science of health promotion and wellness at work.

The mission of the Excellence in Worksite Health Promotion Awards is to educate, encourage, recognize, and create a standard of excellence for worksite wellness programs in MT.

Purpose of the Awards:

- To be used as an **educational** tool for organizations wanting to start or improve a worksite wellness program. The awards reflect three distinct worksite wellness models, incorporating 9 quality standards that provide a framework and **standard of excellence**. They can be used initially to **encourage** and guide employers (CEO's) to implement current industry best practices and/or as the program's strategic operating plan.
- To **recognize** (award) organizations that have designed programs aligned with their values or expected outcomes based on three distinct models. Bronze represents organizations wanting to enhance humanitarian or quality of work-life efforts. Silver represents those wanting to focus more on skill-building and targeting certain risky behaviors. Gold represents a population health and productivity management approach, currently the highest industry standard. Applicants must determine which award level best matches their goals and is feasible for their organization to achieve. A Bronze or Silver award may be the most appropriate and ultimate goal for many businesses.
- To **recognize** (award) organizations that are taking progressive steps towards improving employee health and productivity gradually over time. Applicants in this track usually start with a Bronze (basic/good) level program, then strive for Silver (enhanced/better) and then Gold (comprehensive/best) in succession.

Location of Awards Application:

www.montanaworksitewellness.org

Awards Application Changes and Deadline:

The Coalition has revised the combined application, created a renewal application for those reapplying for the same award. New for this award cycle is an online application process. Assistance will be provided for employers applying in **December 2013**. If you are interested in applying, please contact the CVH Program and request to be added to the "Worksite Health Promotion Listserv" used to communicate tutorial sessions and other resources.

Applications Accepted: December 16, 2013 - January 17, 2014

Contact Information:

Cardiovascular Health Program (CVH)
Department of Public Health & Human Services (DPHHS)
1400 Broadway, Cogswell Building; P.O. Box 202951
Helena, MT 59620-2951
(406) 444-5508; hswellnessawards@mt.gov

Worksite Wellness Quality Standards*

The following are essential to effective programming and foundational to the Montana Worksite Health Promotion Coalition award's criteria:

- Management Commitment**
Commitment from senior management that support organizational policies and dedicate sufficient resources-equipment/tools, personnel, facilities, and funding.
- Program Leadership**
Leadership from well-qualified wellness professionals in the program's design, implementation and ongoing operations.
- Strategic Plan & Mission Statement**
A strategic plan with goals, objectives and implementation timeline for the next 1-5 years; a clear statement of the Wellness program's mission and purpose (who you are & what you do). **Incorporating the Target Audience further supports the direction of the organization toward wellness.**
- Assessment Tool**
A process of assessing organizational and individual needs, risks and costs to ensure appropriate interventions are offered to that employee population.
- Interventions**
High quality and convenient programs that motivate participants to achieve lasting behavioral changes
- Tracking System**
Efficient systems to track program operations, utilization and administration.
- Measure Outcomes**
Procedures for evaluating program quality and outcomes.
- Communicate Results**
A system for communicating the program results to employees and senior management.
- Internal Marketing**
Effective marketing to achieve and maintain high participation.

*Association for Fitness in Business, *Guidelines for Employee Health Promotion Programs*; Champaign, IL; Human Kinetics Books; 1992.

Montana Excellence in Worksite Health Promotion Awards Bronze ~ Silver ~ Gold



offered by:



Healthy People. Healthy Communities.

Department of Public Health & Human Services

Cardiovascular Health Program

offered to:

**Montana Employers who create and
sustain Worksite Wellness Programs**

2014

