**WCHD Wellness Operating Plan 2018**

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Revised 8/15/18

# Background

WCHD Wellness is the name of the Washington County Health Department’s (WCHD) employee wellness initiative. WCHD Wellness is developed and implemented by the Wellness Committee, which was established in August 2017. The committee is made up of volunteers and is open for any employee to join. Wellness committees are most effective when they involve employees from all divisions and levels of an organization. The committee currently meets monthly.

Please see the official policy on the WCHD intranet at <http://wchdnet.dhmh.maryland.gov/Documents/hd-policies/29%20-%20WCHD%20Wellness%20Policy.pdf>

Workplace wellness programs typically include four types of strategies: programs, policies, health benefits, and environmental supports. The state of Maryland has an employee wellness program, separate from WCHD Wellness, which provides health benefits to WCHD employees. WCHD Wellness focuses on programs, policies, and environmental supports.

The Washington County Health Department is a member of, and the headquarters for the Western Region of, Healthiest Maryland Businesses, which is a statewide initiative to promote worksite wellness in Maryland organizations. As part of Healthiest Maryland Businesses, member organizations are required to take the CDC Worksite Health ScoreCard (ScoreCard) annually. WCHD first took the ScoreCard in 2014.

# Vision

Making the healthy choice the easy choice.

# Mission Statement

Enhance the health, wellness, and well-being of all WCHD employees.

# Goals

These are the general goals of WCHD Wellness:

1. To make healthy choices convenient and easy and reward them and make unhealthy choices inconvenient and do not reward them (but don’t punish them).
2. To offer programs that will enhance the health, wellness, and well-being of all employees and to offer programs that address the needs and interests of the employees and the organization.

# Evaluation Methods

The methods used by the Wellness Committee to evaluate and improve the quality of WCHD Wellness are:

1. CDC Worksite Health ScoreCard – The Wellness Committee will complete the ScoreCard every year to assess the quality of workplace wellness at the WCHD. ScoreCard questions are all evidence-based best practices and the Wellness Committee will attempt to implement these strategies whenever possible.
2. Health Interest Survey – The Wellness Committee will put out an annual survey to gauge the needs and interests of WCHD employees as well as the culture of the organization. The committee will use the results to develop and plan future programs and activities.
3. Program Evaluations – After each program, participants will fill out a questionnaire to assess participant satisfaction and changes in knowledge, attitudes, and behaviors. The Wellness Committee will use the results to plan and improve future programs.
4. Employee Satisfaction Survey – WCHD conducts a regular Employee Satisfaction survey which includes questions the Wellness Committee will use to assess culture changes.

# Evaluation Goals

There are four main areas of evaluation: participation; participant satisfaction; changes in knowledge, attitudes, and behavior; and culture. The Wellness Committee will use the methods listed above to evaluate each of these areas, in addition to using registration forms and other specific program documents to track participation. Evaluation will be completed at the time the ScoreCard is taken. As this is the first year of WCHD Wellness and any data collected will be primarily used as baseline and quality improvement data, specific measurable objectives were not set for all evaluation goals.

Goals related to each evaluation area are:

**Participation**

1. At least 10 employees (around 5%) will participate in and complete every program. Measured by program registration forms and other program documents for each program.

**Participant Satisfaction**

1. On average, participants will rate WCHD Wellness programs at least 4 out of 5, with 5 being the best rating. Measured by the question “Overall, how well did you like the program?” on program evaluations.

**Changes in Knowledge, Attitudes, and Behaviors**

1. Participants will gain and enhance their knowledge, attitudes, and behaviors that contribute positively to their health, wellness, and well-being as a result of WCHD Wellness. Measured by the question “How did your knowledge, attitudes, or behaviors related to this topic change as a result of this program?” on program evaluations and relevant questions on the Health Interest Survey.

**Culture**

1. More employees will agree and fewer will disagree with this question on the Health Interest Survey: “How much do you agree with this statement: Our organization cares about employee health and wellness.” Measured by comparing the results of this question on the Health Interest Survey with the same question on the previous year’s Health Interest Survey.
2. More employees will agree and fewer will disagree with this question on the Health Interest Survey: “How much do you agree with this statement: Our work environment supports healthy eating and active living.” Measured by comparing the results of this question on the Health Interest Survey with the same question on the previous year’s Health Interest Survey.
3. More employees will agree and fewer will disagree with this question on the Health Interest Survey: “How much do you agree with this statement: I am encouraged to take work breaks and adequate time for lunch away from my desk as allowed in my job description.” Measured by comparing the results of this question on the Health Interest Survey with the same question on the previous year’s Health Interest Survey.
4. More employees will respond that WCHD Wellness has had a positive impact on their experience at WCHD than no impact or a negative impact on this question on the Health Interest Survey: “What impact has WCHD Wellness overall had on your experience at WCHD?”
5. More participants will respond yes than no to this question on program evaluations: “Do you feel the environment and culture at WCHD supported your participation in this program?”
6. More employees will agree and fewer will disagree with this question on the Employee Satisfaction Survey: “The health department cares about my well-being.”
7. More employees will agree and fewer will disagree with this question on the Employee Satisfaction Survey: “I am able to balance my work and personal life.”
8. More employees will agree and fewer will disagree with this question on the Employee Satisfaction Survey: “My work environment is pleasant and calm.”
9. More employees will agree and fewer will disagree with this question on the Employee Satisfaction Survey: “I feel valued for my contributions at work.”
10. More employees will answer very satisfied or satisfied than very dissatisfied or dissatisfied to this question on the Employee Satisfaction Survey: “Overall, how satisfied are you with the culture at WCHD?”

# Evaluation Results

The results of the evaluations of WCHD Wellness will be completed by the Wellness Committee by the end of the year. The committee will use the results to develop, plan, and improve future and ongoing programs and activities. An overview of the evaluation results will be compiled into a report to be shared with senior management and all employees. After evaluation is complete, this operating plan should be updated for the upcoming year. Goals may be adjusted for each year as needed.

# 2018 Timeline

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| **Date** | **Name** | **Description** | **Promotion** | **Incentives** |
| Ongoing | Fruit of the Month | Samples of fruit available on the 1st Wednesday of every month | Email on that day | None |
| September-Ongoing | Lunchtime Stretching and Meditation | 5 minutes of stretching and 5 minutes of meditation during lunch every Monday | 8/22 - 9/3 | WCHD water bottles |
| 1/8 – 3/19 | New Year, New You | 10-week step challenge and weight loss challenge; midpoint 2/12 | Start of January | Grand prizes, 2 raffles, weekly giveaways, other prizes |
| 2/13 – 3/5 | Kindness Challenge | Daily kindness challenge emails from [kindspring.org](http://www.kindspring.org/challenge/) | 2/1 – 2/7 | None |
| April-October | Take a Walk Thursdays | Lunch time 10-minute walk on the WMHC trail every Thursday | 3/26 - 4/4 | WCHD water bottles, cell phone arm bands (until they run out) |
| 4/9 – 5/28 | Finding Balance | 8-week stress management program with weekly emails; from [kaiserpermanente.org](https://business.kaiserpermanente.org/thrive/resource-center?topic=stress-management) | 3/27 – 4/6 | Participation prizes, raffle |
| 6/5 – 6/25 | Mindfulness Challenge | Daily mindfulness challenge emails from [kindspring.org](http://www.kindspring.org/challenge/) | 5/28 – 6/4 | None |
| 7/1 – 8/25 | Summer Health Challenge | 8-week activity, nutrition, and wellness challenge with weekly activities | 6/20 – 7/1 | Grand prizes, raffles, weekly giveaways, participation prizes |
| 9/16 – 10/27 | Rest and Revive | 6-week sleep management program with weekly emails; from [kaiserpermanente.org](https://business.kaiserpermanente.org/thrive/resource-center?topic=sleep-management) | 9/6 – 9/14 | Participation prizes, raffle |
| October | Evaluation | Evaluate WCHD Wellness with ScoreCard and Health Interest Survey | 10/1 – 10/26Share results in Year in Review | Survey raffle |
| October | Mental Health Awareness | Use materials from [rightdirectionforme.com](http://rightdirectionforme.com) to promote awareness of mental health issues during the month | Announcement 10/1 | None |
| 11/1 – 11/21 | Gratitude Challenge | Daily gratitude challenge emails from [kindspring.org](http://www.kindspring.org/challenge/) | 10/18 – 11/1 | None |
| November | Healthier Holiday Recipe Booklets | Healthier holiday recipe booklets given out | TBD | None |
| 11/19 – 12/29 | Maintain, Don’t Gain | 6-week weight maintenance / loss program; from [ibx.com](https://www.ibx.com/wellness_partners/employer_toolkits/weight_mgmt.html) | 11/7 – 11/19 | Grand prize, raffle, TBD |
| January 2019 | Year in Review | Complete evaluation and share results | At the time of completion | None |

# Roles and Responsibilities

The Wellness Committee will delegate specific responsibilities as needed for implementing programs. Hannah Person will be responsible for scheduling Wellness Committee meetings and sending meeting notes to committee members. Hannah Person is responsible for maintaining the WCHD Wellness bulletin boards at the main building. Jeanne Doney is responsible for maintaining the WCHD Wellness bulletin board at Behavioral Health.

# Budget

WCHD Wellness has an annual budget of $1,500, which comes from the Health Planning (E887N) budget. Around $100 a year will go towards purchasing the fruit for Fruit of the Month. The remaining money will be for program incentives and any supplies needed to implement programs. The budget will begin in FY19. Prior to July 1, 2018; WCHD Wellness will use funds from the ledger account (L1091) that is currently funding it.

# Marketing Strategies

Programs will be announced and promoted by email and in the WCHD Wellness section of the monthly newsletter. WCHD Wellness bulletin boards will also be used to promote programs. With the exception of awareness-raising and educational information and event announcements, all marketing for programs should include a call to action and a specific date by which to do the action.

# Rules and Guidelines

1. Wellness Committee members are able to participate in wellness activities and receive prizes as long as they did not have an unfair advantage by being in the Wellness Committee. For each activity, it should be determined beforehand whether committee members will be able to participate and receive prizes. Wellness Committee members are generally encouraged but not required to participate in wellness initiatives.
2. Information and documents from the Wellness Committee should not be shared outside the committee until it is shared with the whole agency or if the committee determines it is ok to share. The most recent version of this operating plan should always be available to all employees.
3. An employee can only win a grand prize once a year. Grand prize winners can participate in other challenges during the year and can win raffle prizes, but will not be able to receive a grand prize.
4. Challenges should give prizes so that both achievement and effort are rewarded. This may mean having multiple categories for winners or raffling a prize to the top 3 competitors.
5. Non-employees who work at WCHD (interns, health insurance navigators, etc.) are eligible to participate in programs and challenges.