

# Prepare a Wellness Plan

1. Assemble a planning team
2. Planning meeting preparation
3. Brainstorm and prioritize possibilities
4. Put pencil to paper
5. Implement
6. Evaluate for next year's planning
7. Report to committee and leaders

## Background Information:

Value of Planning

Policy, Systems and Environment Change

Assessment, Motivation, Skills and Opportunity

Health Assessment Summary

Work Well calendar

## Prepare a Wellness Plan

### 1. Assemble a planning team

Appoint several committee members that can devote the time and energy needed to meet several times to hammer out a plan. Include managers, supervisors, executive office staff person

### 2. Planning meeting preparation

- a. Share wellness mission statement
- b. Provide background
  - i. Make healthy the default
  - ii. Build program goal into the AMSO framework (see details below)
- c. Policy/System/Environment Change (see definitions below)
- d. Provide worksheets/calendars

### 3. Brainstorm possibilities

Your sources may include:

- a. The wellness mission
- b. What does the customer want?
- c. What are the health and wellness issues and priorities (see health assessment summary below)?
- d. What does the boss want?
- e. Where can you partner? (Health Plans, etc.)
- f. National campaigns (<http://www.welcoa.org/observances/>)
- g. Non-profit partners  
(American Heart Association, Arthritis Foundation, American Diabetes Association, etc.)
- h. Local partners (local fitness and wellness, businesses)
- i. Other state agencies
- j. Leave space for opportunities
- k. With each possibility, how can you measure success?

#### Prioritize

- a. K.I.S.S.
- b. Don't take on more than you can do well.
- c. Places to start:
  - i. Build a strong committee
  - ii. Strengthen management, facilities, communications support
  - iii. Learn and promote what you have

### 4. Put pencil to paper

### 5. Implement

### 6. Evaluate for next year's planning

**7. Report to committee and leaders**

## Value of planning

- Focus
- Sets limits
- Aligns work with mission
- Can measure
- Gives lead time to implementing
- Creates buy-in

## Awareness, Motivation, Skills and Opportunity (A.M.S.O.)

Include each of these elements in each of the opportunities you provide in your plan.

### Awareness 5%

Awareness helps us make the link between behavior and health. Insufficient by itself, an awareness campaign tailored to employees' interests is often necessary and will help build support for change. (E.g. HRAs, health fairs, posters, brown bags)

### Motivation 30%

Moving beyond awareness, motivation links our passion to our health. Motivating programs answers the question "What's in it for me?" Motivated people will do what is necessary to learn, gain skills, and create opportunities. (E.g. incentives to get people started, motivational interviewing)

### Skill Building 25%

The third element of effective health promotion, skill-building, is telling people how, when, where and with whom to make the desired change. This means creating opportunities for experiential learning and practice overcoming barriers. (E.g. preparatory clinics, setting performance goals or action plans, coaching.)

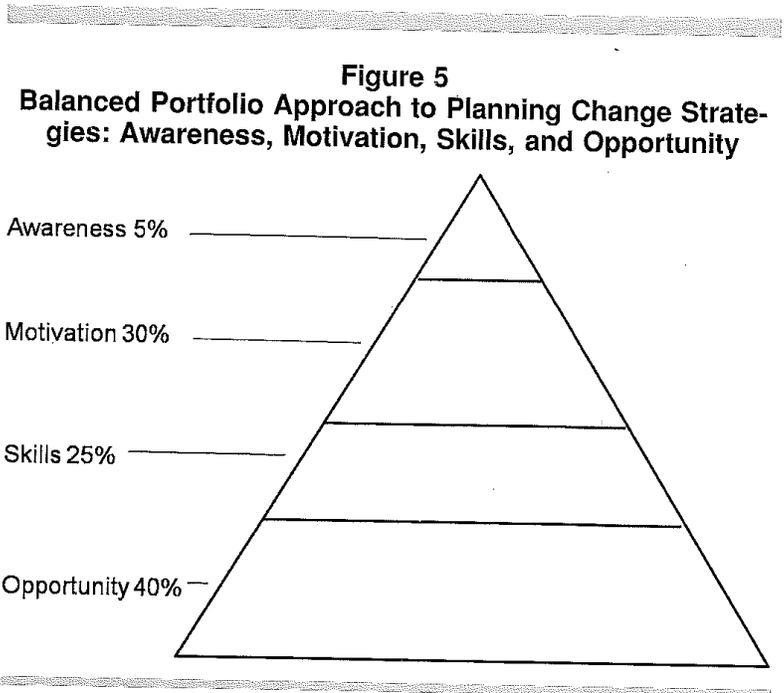
### Opportunity 40%

Providing opportunities means providing access to an environment that makes choosing the healthy choice as easy as possible. When worksite cultural norms support making healthy choices, employees have more opportunities to change. Healthy worksite policies, environments and procedures are one way to shape these norms. (E.g. safe, convenient stairways, smoke-free campuses, healthy cafeteria offerings)

For example, Mn/DOT offers the State Capital Run @ Work each fall. Let's put this through the AMSO model:

- Awareness: In invitation to state employees through posters, emails, intranets and wellness champions, include information on the benefits of running and fitness
- Motivation: create competition between agencies and Commissioners. Give age and place awards.
- Skill Building: provide a 5K clinic for beginning or returning runners.
- Opportunity: create an event for people to put their acquired awareness, motivation and skills into practice.

The State Capital Run @ Work passes the AMSO test with flying colors!



Adapted from Michael O'Donnell "The Face of Wellness...: in *The Art of Health Promotion*, Nov/Dec 2008. <http://www.ncbi.nlm.nih.gov/pubmed/19004165>

## Policy, Systems and Environment Change

The primary reason to spend energy pursuing policy, systems and environment change is so that our wellness programs are sustainable.

**Policy interventions** may be laws, ordinances, resolutions, mandates, regulations, or rules (both formal and informal). Examples are laws and regulations that restrict smoking in public buildings and organizational rules that provide time off during work hours for physical activity.

**Systems interventions** are changes that impact all elements of an organization, institution, or system; they may include a policy or environmental change strategy. Two examples include a school district implementing healthy lunch menu options in all school cafeterias in the district and a health plan implementing a health reminder intervention system wide.

**Environment interventions** involve physical or material changes to the economic, social, or physical environment. Examples are incorporating sidewalks, walking paths, and recreation areas into community development design; and a high school making healthy snacks and beverages available in all of its vending machines.

Some examples of these kinds of changes in the workplace include:

Every MDH building has a lactation room. This complies with a law and is an **environment** change that makes continuing to breastfeed and work easier.

MDH modified its catering **policy** so that any meal that is catered included healthy options in food and beverage, and considers environmentally friendly options.

Taking the stairs at MDH has become common so a norm, and the **environment** has changed.

MMB is remodeling its space. There have been requests to set aside a small space for fitness and relaxation. This would be an **environment** change.

Partnering with human resources in your agency, or building a wellness team, would be a **systems** change.

Working with your cafeteria manager to offer, feature, and even favorably price healthy foods would be an **environment** change.

Source: MDH: Guide to Implementing and Evaluating Interventions, Statewide Health Improvement Program ([www.health.state.mn.us/healthreform/ship](http://www.health.state.mn.us/healthreform/ship))

## Health Assessment Summary

✘ The top three health risks for MN state employees are:

- Poor nutrition
- Overweight or obese
- Inactivity

✘ Aggregate Health Risk Factors

- 77% of men and 58% of women report being either overweight or obese
- 65% eat less than 5 servings of fruits and veggies each day.
- 30% fall below the guideline for physical activity
- 3% are sedentary
- 9% smoke
- 51% score “poor” on nutrition quality
- 39% suffer from back pain problems
- 35% at high-risk for dental cavities
- 42% indicate emotional health concerns
- Majority does not “know their numbers” (i.e., cholesterol, blood pressure, LDL, HDL, triglycerides, and blood glucose)
- 11% use tobacco. One in five employees are exposed to second-hand smoke
- 27% suboptimal sleep (optimal sleep is 7-8 hours each night)
- 71% have at least one of the following risk factors: inactivity, being overweight or obese, smoking, and high-risk alcohol use
- 25% at risk for receiving a diagnosis of diabetes or heart disease in the next 2.5 years

Work Well  
2011 Calendar of Events\*

<a href="#"><u>JANUARY</u></a>	<a href="#"><u>FEBRUARY</u></a>	<a href="#"><u>MARCH</u></a> Deadline to join a CSA
<a href="#"><u>APRIL</u></a>	<a href="#"><u>MAY</u></a> 19 Walk @ the Capitol	<a href="#"><u>JUNE</u></a>
<a href="#"><u>JULY</u></a>	<a href="#"><u>AUGUST</u></a>	<a href="#"><u>SEPTEMBER</u></a> 16 5K Capitol Run @ Work
<a href="#"><u>OCTOBER</u></a>	<a href="#"><u>NOVEMBER</u></a> Open Enrollment	<a href="#"><u>DECEMBER</u></a>

\*click on each month for link to Health Observances in that month.