

VBCH Wellness in the Workplace
Awards 2011 New



1 * What is your name, organization name and address?

Name:

Company:

Address:

City: State: Zip:

2 * What is your office phone number (including area code)?

3 * What is your email address?

4 * How large is your organization?

- <25 people
- 26 - 100 people
- 101 - 300
- 301 - 500
- 501 - 1,500
- >1,501

5 * Does your organization have a Wellness Program for employees?



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6 * If you answered "No" to question #5, is your organization planning to implement a Wellness program this year?

7 * If you answered "Yes" to question #6, come back next year and let us know about your success with your Wellness program! Thank you for completing this survey!



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Senior Management Support

8 * Is senior management engaged in the organization's Wellness initiatives?

9 * How does senior management communicate wellness initiatives/practices? (Select all that apply)

- Not applicable
- Internal communication
- Supports programs as Champion
- Attends meetings
- Supports wellness as budget item
- Other, please specify

10 * What is your ANNUAL budget for wellness initiatives?

- No specific budget for wellness
- \$1 - \$5,000
- \$5,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 +

11 * What is your organization's short-term strategic priorities for wellness program initiatives?

12 * What is your organization's long-term strategic priorities for wellness program initiatives?



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Creating Cohesive Wellness Teams: The Wellness Team develops, guides and oversees the company's wellness efforts; establishes a vision which drives the team; and, decides on goals (i.e. contain health care costs, decrease absenteeism, teach basic nutrition concepts, etc.)

13 * Has your organization assembled a Wellness Team?

Yes

No

Not sure

14 * How is the Wellness Team assembled?

Not applicable

Appointments

Volunteers

Both

Not sure

15 * How many members are on the Wellness Team?

Not applicable

1-5 members

6-10 members

11-15 members

16+ members

Not sure

16 * Who are the Wellness Team members? (Please select all that apply)

Not applicable

Senior and mid-level managers

Front-line employees

Benefits Managers

Union representatives

Human resources personnel

Marketing and communications directors

Safety coordinators

Information systems representatives

Health care representatives

Other, Please Specify

17 * How often does the Wellness Team typically meet?

Not applicable

Monthly

- Bimonthly
- Semi annually
- Annually
- As needed
- Not sure

18 * Does the Wellness Team have decision making authority and veto power on programming matters?

- Yes
- No
- Not sure
- Not applicable

19 * What is your organization's Wellness vision statement? (Please be brief)

20 * Was the Wellness vision statement developed by the company's senior management or the Wellness Team?

- Management
- Wellness Team
- Both
- Not applicable
- Not sure

21 * Has the Wellness Team/Coordinator established a communications plan to promote the company's vision, employee activities, health education, program updates, initiative status, etc.?

- No
- Yes, please briefly describe



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Collecting Data to Drive Health Efforts

22 * Does your organization conduct a health and wellness needs assessment?

- Yes
- No
- Not sure

23 If yes, what assessments are conducted? (Please select all that apply)

- Organizational data/corporate culture information
- Aggregate employee demographics
- Environmental data
- Employee wellness surveys
- Health Risk Appraisals (HRAs)
- Other, please specify

24 * If your organization uses Health Risk Assessments (HRAs), do they include a member's lab work, i.e. is there a blood draw included in the HRA?

25 * Are HRAs done electronically?

- Yes
- No
- Not applicable

26 * How often does the organization perform HRAs?

- Annually
- Every 2 years
- Other

Never

27 * Does your organization measure the effectiveness of the Wellness program?

No

Yes, please briefly describe

28 * How frequently is measurement of the Wellness program performed?

Monthly

Every other month

Every 6 months

Every 1 year mark

Not applicable

29 * How is the effectiveness of the Wellness program measured?
(Please check all that apply)

Employee satisfaction

Utilization of services, education programs, other health programs

Reduction in absenteeism

Increase in productivity

Health risk measurements improved

Containment of health care costs

Measurement is not performed

Other, please specify



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Determining how your program is going to benefit both the employees and the company. Defining the operating plan for the Wellness program.

30 * Does the organization have an operating plan for the Wellness Program?

31 * What areas are addressed in the operating plan? (Please check all that apply)

Establishing/Updating the company's vision statement

Establishing/Updating the Goals of the Wellness program

Establishing the program intended outcomes

Establishing objectives that are specific, measurable, achievable, realistic and time specific

Provide detailed information establishing Implementation and Timeline

Establishing/Updating a plan to perform a "physical" on your workplace environment (i.e. nutrition, tobacco, and alcohol environment; neighborhood, parking, grounds, and fitness center assessments)

Addresses the types of Marketing and Communication mediums that will be used to "get the word out"

Establishing the budget

Establishing an Evaluation Plan that includes measurement and evaluation of program outcomes for determining the success of the Wellness program

My organization does not have an operating plan



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Choosing Appropriate Interventions (Theory Into Practice; Keeping the Wellness Program Current & Measurable)

32 * Is part of the organization's Wellness program determining risk factors prevalent in your population?

Yes

No

33 * What does senior management want the Wellness program to achieve (check all that apply)

Management has not established goals

Short-term health cost savings

Disease management

Employee retention

Increased productivity

Decreased absenteeism

Greater understanding of the population's health status (healthier population)

Not sure

Other, Please Specify

34 * To whom or what does the Wellness Team/Coordinator refer to for the latest health trends? (Check all that apply)

Centers for Disease Control and Prevention (CDC)

American Journal of Health Promotion

Journal of Health Affairs

Virginia Business Coalition on Health

Industry leaders similar to your organization

Virginia Department of Health

WELCOA

WebMD

Plan Provider

Consultants(Mercer, AON, Hewitt)

Not applicable

Other, Please Specify



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Creating a Supportive Environment (an environment that supports healthy lifestyles)

35 * Does the organization have health friendly facilities?

36 * How does your organization promote a healthy environment?
(Please check all that apply)

None

Vending machines with healthy food and beverage choices

Workout area, walking paths, playing fields, basketball hoop, or other exercise opportunities onsite or nearby

Cafeteria offers healthy foods

Natural light is used whenever possible; all lighting is appropriate and adequate

Heating and ventilation is adjustable, comfortable and healthful

No smoking areas onsite

Work station furniture conforms to ergonomic standards

Safety hazards have been eliminated

Lockers and showers are available for employees who work out before work or during breaks

Stairs are clean and well lit, convenient and pleasant to use

Private areas for breastfeeding mothers

On site company health clinic

Signs and bulletin boards are placed in strategic places throughout the worksite promoting nutrition facts/tips, exercise programs, diet programs, walking schedules, fitness center discounts, etc.

Other, Please Specify

37 * Which of these policies does your organization perform to demonstrate support towards wellness (Please check all that apply):

Seatbelt use required in company vehicles

Emergency procedures are developed, known, and practiced

Flexible work schedules allow employees to exercise, attend children's school conferences, etc.

- Nonsmoking policy is enforced at worksite
- Nonsmoking policy is enforced in company vehicles
- Excessive overtime is discouraged
- Membership at a fitness facility is partially reimbursed
- Shift workers are scheduled to allow adequate rest
- Medical care coverage rewards good health
- Absenteeism policy rewards employees who don't use sick days
- Employee assistance program is available to help employees with chemical dependencies, tobacco, depression, family problems
- Prohibited behaviors are promptly confronted
- There are no wellness policies
- Other, Please specify

38 * How does the organization provide an ongoing health promotion program (check all that apply):

- New employees are oriented to the wellness program as one of the employee benefits.
- Employees are familiar with the ongoing programs.
- The programs and wellness staff are well known in the company.
- Opportunities to participate are abundant and it's easy to sign up.
- A wide variety of awareness classes are offered. There are topics of interest for everyone.
- Employees are encouraged to provide feedback about the company's wellness program. The company uses the feedback to determine if changes are needed to improve the wellness program.
- Employees can teach classes in skill areas, from sports to relaxation techniques to budgeting
- Policies are updated to reflect changing trends
- Use intranet to push wellness objectives, information, and programs/activities
- No ongoing health promotion programs are provided
- Other, Please Specify



Consistently Evaluating Outcomes (Determining the value of what you've done)

39 * After performance measurements are gathered and analyzed, were the organization's wellness objectives achieved?

- Some
- About half
- About 75%
- 100%
- No measurement data is compiled

40 Describe and/or list the top outcome measures from your wellness program plan.

41 * Who do you look to for planning and advice regarding having a successful wellness program? (Please check all that apply)

- Health Plan
- Third Party Administrator (TPA)
- Virginia Business Coalition on Health
- National consultants
- WELCOA
- Internet
- Ask a friend
- Compare your outcome with industry standards
- Not applicable
- Other, Please Specify

42 * Who receives reports and information about the performance of the Wellness program (check all that apply)?

- Management
- Stockholders
- Company newsletters
- Staff meetings
- Press
- Participants
- Consultants
- Not applicable



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