Toolkit

NEVADA
Wellness

STEP 4
Programming for My Worksite

STEP 4: STRATEGIES FOR MY WORKSITE
PROGRAMMING

Step Four will provide you with background information for specific program strategies that you should consider. After reading through this chapter, you should go through the prioritizing exercise in Step Five to narrow your focus and put your written action plan in place. DON'T PRIORITIZE YET – wait until you have a good idea of what programming options are available and then walk through the process in Step 5 to choose the best options for your worksite.

PROGRAM STRATEGIES

Now that you've completed the worksite assessment, servied employees, reviewed other available data and compiled the results, it's time to look at the program strategies that have been proven to work or are best practices from other worksites. This chapter lists a number of strategies to consider for your wellness program. You should be able to use the Worksite Scorecard at the end of the Worksite Assessment Checklist to get an overview of your current worksite wellness programs or strategies. For those programs or strategies that were checked as either in process or not existing at your worksite, you will have the opportunity to get an overview of the relative resource costs needed to implement the strategy and see what reference or resource materials are available to help with implementation.

WHAT ABOUT SMALL BUSINESSES?

The question of whether there is a separate resource kit or section for small businesses has been asked at training classes and through email requests. The decision to not have a separate kit or specific section of strategies for small businesses was done for two main reasons:

1. Although small businesses may not have the resources available to larger businesses, they do have 2 distinct advantages. First, because of their size, it's easier to make policy or environmental changes. They don't have a large bureaucracy that needs to approve changes. Secondly, it's easier to implement smaller initiatives that can affect the majority of the employees in a small business setting.

2. The strategies in the kit are split into low, medium and high resource commitments. If small businesses are looking for easy and inexpensive strategies they can concentrate their efforts in the low and medium listings. However, they may find that some of the high resource items are really not that hard to implement because of their small staff numbers. The strategies are all presented together, so any size worksite can determine for themselves which ones they want to pursue or ignore.
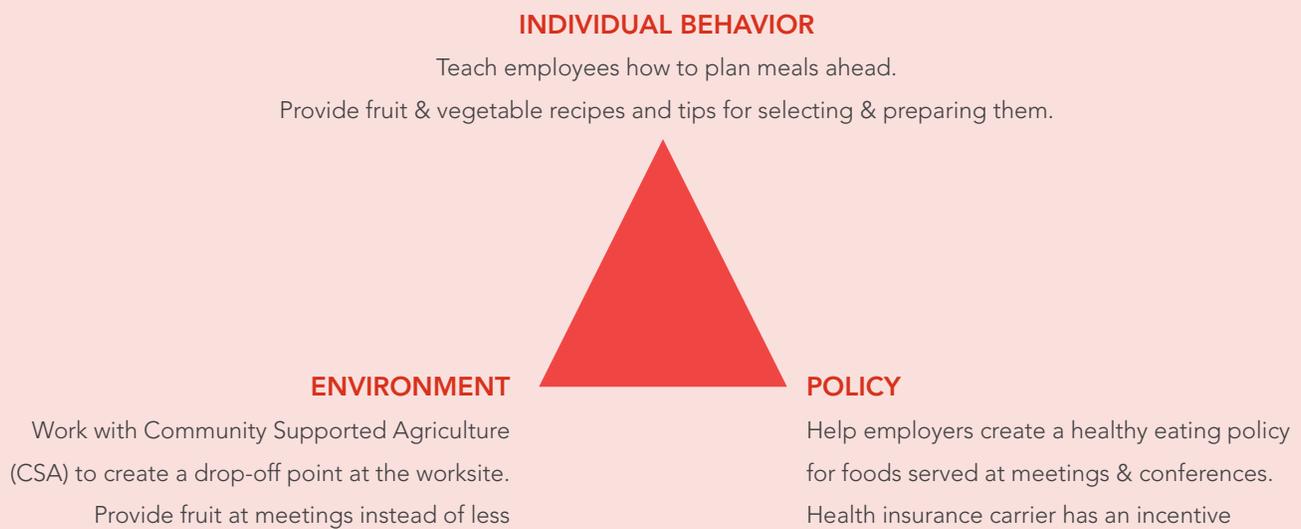
A 3-PRONGED APPROACH

An important concept to include in your programming is to combine individual strategies with environmental and policy changes as a way to increase impact by making it easier to achieve the behavioral change. Rather than pick unrelated strategies, think about having strategies that build off of, or complement, each other.

Here's one example for a physical activity focus:

- Individual - conduct a six-week walking campaign that tracks steps or mileage
- Environment - map distances and routes for walking near the worksite.
- Policy – implement a written policy that allows and encourages staff to walk over the noon hour.
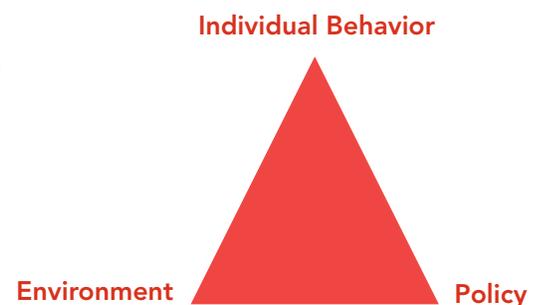
This type of 3-way approach is likely to be more successful because it addresses the issue from multiple perspectives. A more detailed example of a nutrition initiative is illustrated below.

INDIVIDUAL BEHAVIOR

Teach employees how to plan meals ahead.

Provide fruit & vegetable recipes and tips for selecting & preparing them.

ENVIRONMENT

Work with Community Supported Agriculture (CSA) to create a drop-off point at the worksite. Provide fruit at meetings instead of less

POLICY

Help employers create a healthy eating policy for foods served at meetings & conferences. Health insurance carrier has an incentive

FOCUS AREAS

Wellness programming can include many components and activities. This resource kit focuses on prevention and behavior change to reduce chronic diseases. The following areas are highlighted, using specific activities or strategies to address each area:

- Health risk assessment (HRA), Medical care and Self-care
- General health education for disease risk factors
- Physical activity
- Nutrition
- Mental health and stress management
- Alcohol and other drug abuse
- Tobacco cessation
- Maintaining interest and motivation

Each focus area has its own distinct section that contains strategies on the first page and references to additional resources on the second page. The resources are highlighted by a shaded color to distinguish them. By looking at the first page of each focus area, you will get an overview of things that can be done in the workplace. If you need additional information or resources to implement a strategy, look to the second page for more detailed information. Examples of the strategy page and the resource page are shown on the following two pages.

PROGRAMMING STRATEGIES: SAMPLE OF PAGE ONE

Illustrated below is a sample of what you will find in the six focus areas that follow this introduction.

① **Strategies arranged by resource level.** This provides a summary of programming that you can do at your worksite. The components have been split into low, medium and high resource needs, so you can get a quick glance at what you might be able to quickly implement, and what might take more time or be too costly to include at this time. The three levels indicate the relative amount of staff and financial resources that will be needed to implement the program.

② **Influencing change on a variety of levels.** The options are further classified by the level where change takes place. In Step Five, there is a summary of the need for change to occur at the individual, environmental and policy levels. The tables that follow will indicate which level is being influenced for the related activity.

① List of strategies arranged by level of resources (Low, Medium, High) Needed.

② Box indicating at what level change takes place.

First Page Sample of Strategies

LOW RESOURCES	I	E/O	P
1. Offer flexible work hours to allow for physical activity during the day.			*
2. Support physical activity breaks during the workday, such as stretching or walking.			*
3. Map out on-site trails or nearby walking routes.	*	*	
MEDIUM RESOURCES			
1. Provide shower and/or changing facilities on-site.		*	
2. Implement incentive-based programs to encourage physical activity, such as pedometer walking challenges.		*	
HIGH RESOURCES			
1. Provide an on-site exercise facility.		*	

TABLE KEY

I = Individual Level

E/O = Environmental / Organizational Level

P = Policy Level

PROGRAMMING STRATEGY RESOURCES: SAMPLE OF PAGE TWO

Page one provides a sample of how strategies for each of the six focus areas (general wellness components for disease risk factors, health risk assessments, physical activity, nutrition, mental health and tobacco cessation) are shown. This page provides a sample of what the second page looks like. The second page will repeat the strategy list, but it will also provide:

- links to additional resources;
- examples or links to examples, and;
- greater details for each of the program areas listed.

By looking at the first page of each program area, you will get an overview of things that can be done in the workplace. If you need additional information or resources to implement a strategy, look to the second page for more detailed information. An example of the second page is shown on the next page.

PHYSICAL ACTIVITY RESOURCES FOR THE RECOMMENDED STRATEGIES

Low Resources

1. Offer flexible work hours to allow for physical activity during the day. Supervisors will support this as a standard work practice.
2. Support physical activity breaks during the workday. Supervisors will support this as a standard work practice.
3. Map out on-site trails or nearby walking routes.
   http://www.nvtrailmaps.com/

Medium Resources

1. Provide shower and/or changing facilities on-site.
2. Implement incentive-based programs to encourage physical activity, such as pedometer walking challenges.

High Resources

1. Provide an on-site exercise facility.
   http://www.cdphe.state.co.us/pp/COPAN/resourcekits/resourcekits.htm (page 42)
2. American College of Sports Medicine's Fitness Facility Standards:
   http://standards.nsf.org/apps/group_public/download.php/6159/341i1r13.pdf

TWO FINAL REMINDERS:

1. Communication is Key

Regardless of what programming you choose to do, communication is essential to make your program more successful. It is likely that there are some employees that are very experienced in communications and marketing. Make sure you recruit them to be on the wellness committee.

There are many ways to get the word out about your program, including:
- Place information in the company newsletter
- Announce the wellness program through company-wide email
- Announce program information at staff meetings and electronically
- Promote monthly topics and screenings
- Provide educational/awareness trainings using local speakers or providers
- Place informational posters in the hallways or common areas
- Place information in payroll envelopes
- Organize a kick-off event or health fair as part of a larger initiative

2. Wellness Coordinator

This was highlighted in Step Two, but it bears repeating. The level of success for the wellness program is often linked to the coordinator's time and ability. It is essential that some or all of the coordinator's time be dedicated to the wellness program. If this isn't possible, then the company should consider contracting with an outside party to provide programming.

Outside parties that may provide selected wellness programming or complete wellness services include:
- Local healthcare organizations
- Health insurance agencies
- Hospital educational outreach
- YMCAs
- Local health coalitions – check with your health department or UW Extension Office
- Independent contractors or consultants

Check with your local contacts to see if any of these sources might be an option.

GENERAL COMPONENTS

WHAT: A well-defined program with management support is essential to be successful. Including educational efforts that address knowledge, attitude and behavior change and that are assisted by skill building sessions and social support set the groundwork for a wellness program.

WHY: Organizations that have well-defined
Worksite wellness programs and policies in place will have a greater chance of being successful. Creating a company culture where wellness is encouraged will reinforce healthy behavior

HOW: ....

TABLE KEY

I = Individual Level

E/O = Environmental / Organizational Level

P = Policy Level

LOW RESOURCES	I	E/O	P
1. Have a current policy outlining the requirements and functions of a comprehensive worksite wellness program			*
2. Have a worksite wellness plan in place that addresses the purpose, nature, needed resources, participants, and expected results of your wellness program.		*	
3. Orient employees to the wellness program and give them copies of the physical activity, nutrition, and tobacco use policies.	*	*	
4. Promote and encourage employee participation in its physical activity/fitness and nutrition education/weight management program.		*	
5. Provide health education information through newsletters, publications, websites, email, libraries, and other company communications.	*	*	
6. Provide specific information and resources to employees who are looking for additional resources to be involved in self-care.	*		
MEDIUM RESOURCES			
1. Have a representative committee that meets at least once a month to oversee worksite wellness program.		*	
2. Offer regular health education presentations on various physical activity, nutrition, and wellness-related topics. Ask voluntary health associations, health care providers, and/or public health agencies to offer onsite education classes.	*	*	
3. Host a health fair as a kick-off event or as a celebration for completion of a wellness campaign.	*	*	
4. Designate specific areas to support employees such as diabetics and nursing mothers.		*	
5. Conduct preventive wellness screenings for blood pressure, body composition, blood cholesterol, and diabetes.		*	
6. Provide confidential health risk assessments.	*	*	
7. Offer on-site weight management/maintenance programs for employees.	*	*	
HIGH RESOURCES			
1. Have a worksite budget for employee health promotion that includes some funds for programming and/or a portion of a salary for a coordinator.		*	
2. Provide adequate healthcare coverage for employees and their families for prevention and rehabilitation of chronic disease.		*	*
3. Provide wellness programming to employee family members (spouse & children)		*	*
4. Add employee counseling as a member benefit in health insurance contracts.		*	

RESOURCES FOR THE WELLNESS COMPONENT RECOMMENDED STRATEGIES

Best Resources

Wellness Council of America (WELCOA) for a variety of general wellness information:

http://www.welcoa.org/freeresources/index.php?category=12

Low Resources

1. Policies outlining the functions of a comprehensive worksite wellness program.
2. Worksite wellness plan summary.
3. Employee orientation to the wellness program and wellness policies.
4. Promotional materials.
5. Health education and information samples.
6. Self-care resources. See the section on Self-care (page 15) for resources.

Medium Resources

1. Representative wellness committee.
   http://www.fitfirstnevada.com/

2. Health education presentation resources.

3. Health fair as a kick-off or celebration event or an on-line health fair planning guide:
   http://fcs.tamu.edu/health/hfpg/

4. Designate specific areas to support employees such as diabetics and nursing mothers.
   Diabetes: http://www.eeoc.gov/facts/diabetes.html

5. Nursing mothers:
   http://www.opm.gov/Employment_and_Benefits/WorkLife/OfficialDocuments/HandbooksGuides/Nursing/index.asp

6. Preventive wellness screenings for blood pressure, body composition, blood cholesterol, and diabetes.
   Screening list:
   http://www.cdphe.state.co.us/pp/copan/resourcekits/WorksiteWEllnessResourceKit.pdf (pages 8-9)

7. Confidential health risk assessments.
   http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/health_risk_appraisals.htm

8. On-site weight management/maintenance programs at a convenient time for employees. Lighten Up
   Wisconsin – an employee wellness campaign: http://www.lightenupwisconsin.com/

HIGH RESOURCES

1. Worksite wellness budget considerations.

2. Provide healthcare coverage for prevention and rehabilitation of chronic disease.
   http://www.prevent.org/downloadStart.aspx?id=28

3. Provide wellness programming for family members. See ideas in Appendix I.

4. Add weight management/maintenance, nutrition, and physical activity counseling as a member
   benefit in health insurance contracts.

LOOKING FOR SAMPLE LESSONS AND MATERIALS?
- See pages 13-16 and pages 54-57 in the Arkansas Worksite Wellness tool kit:
  http://www.arkansas.gov/ha/pdf/worksite_wellness.pdf

HEALTH RISK ASSESSMENT
WHY:
A Health Risk Assessment (HRA) is a technique for determining the presence of disease and estimating the risk that someone with certain characteristics will develop disease within a given time span.   Employers and their employees can use the HRA to identify people at risk and target specific strategies that will keep them well and reduce health care costs.

WHAT:
The three components of a Health Risk Assessment are: 1) questionnaire, 2) risk calculation, and 3) educational reports. Normally individual clients will receive confidential reports and the employer will receive an aggregate report with grouped statistics from all employees. On average, a Health Risk Assessment costs $15-$50 per employee.

Health Risk Assessments are appealing for several reasons:
- They are easy to complete and are popular with employees.
- They may increase individual motivation and participation in health promotion programs because of risks that are identified.
- They provide group data that can be used by the employer to identify major health problems and risk factors that can be addressed in wellness programming.

Depending on the type of assessment, data may be available just for the individual or the company may receive aggregate data to guide programming and evaluation. Online individual assessments are fast and often free, but most do not provide the employer with aggregate results. See Step 6 Evaluation for a more detailed description of how you can use HRAs.

HOW: ....
Assessments can be done with paper and pencil surveys or on a computer. Electronic assessments are usually less expensive and provide faster, electronic feedback of results.

TABLE KEY
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E/O = Environmental / Organizational Level
P = Policy Level

LOW RESOURCES	I	E/O	P

1. Web based assessments for individuals:
  • Provide individuals with an assessment of their current and future health
  • Provide individual assessments and suggest specific strategies to improve health.
		*	*

MEDIUM RESOURCES			
1. Send employees to a physician as part of annual physical • Monitor the health of an individual over time and note any changes as the result of specific strategies.		*	*
2. Have a follow-up plan for HRAs and biometric screenings that actively involves the employee's healthcare provider.		*	
HIGH RESOURCES			

1. Hire an organization to do worksite wellness assessments on-site
  • Provide aggregate data to the company to determine wellness programming.
  • Provide aggregate assessment data over time to determine the effectiveness of wellness programming.
		*	*

WHERE CAN I GET HELP?

Many local health plans and health care systems have health risk assessment or assessment programs for worksites. Contact your local health plan or health care provider to see what services they offer. Online resources are another source for health risk assessments. Several online HRAs are listed below.

HEALTH ASSESSMENT RESOURCES FOR THE RECOMMENDED STRATEGIES
Low Resources
1. Web based assessments.
   http://www.asnwellness.com/hra.php
   http://www.realage.com/ralong/entry4.aspx
   http://www.healthstatus.com/index.html
   http://www.hmrc.umich.edu/content.aspx?pageid=19&fname=hra.txt

Medium Resources
1. Send employees to a physician as part of annual physical. As part of the HRA, have each employee identify a primary care physician that they can follow-up with to discuss the results and any follow-up steps they should take to reduce risk.
2. Have a follow-up plan for HRAs and biometric screenings that actively involves the employee's healthcare provider. Work with your healthcare insurer, healthcare provider(s) and your employees to integrate results with follow-up visits with the healthcare provider for further education, medication or treatment.

High Resources
1. Hire an organization to do worksite wellness assessments on-site.
There are a number of online companies that provide HRAs as part of their consulting services. Check with local health insurance companies and healthcare providers to see if they provide this service.

LOOKING FOR TIPS ON PICKING THE RIGHT HRA?
- How Health Risk Assessments Can Take Your Program To The Next Level
http://www.welcoa.org/freeresources/pdf/Edington_INTERVIEW_2.pdf

PHYSICAL ACTIVITY
WHAT:
People who are physically active reduce their risk for heart disease, diabetes and some cancers and reduce their stress levels. The recommended level of physical activity to produce some health benefits is 30 minutes of moderate activity, at least five times per week. Only 47% of Nevada adults are meeting that recommendation. Even fewer meet the 60-90 minutes of activity recommendation to lose weight or maintain weight loss.

WHY:
People who stay fit will cost the organization less, affecting the bottom line and ultimately saving the company money through their benefits and compensation plan. It can also reduce absenteeism and create a more productive workforce.

HOW: ....

TABLE KEY
I = Individual Level
E/O = Environmental / Organizational Level
P = Policy Level

LOW RESOURCES	I	E/O	P
1. Create a company culture that discourages sedentary behavior, such as TV viewing on breaks and sitting for long periods of time.			*
2. Offer flexible work hours to allow for physical activity during the day.			*
3. Support physical activity breaks during the workday, such as stretching or walking.			*
4. Map out on-site trails or nearby walking routes.		*	
5. Host walk-and-talk meetings.		*	
6. Post motivational signs at elevators & escalators to encourage stair use.		*	
7. Provide exercise/physical fitness messages and information to employees	*	*	
8. Have employees map their own biking or walking route to and from work.	*		
9. Provide bicycle racks in safe, convenient, and accessible locations.		*	

MEDIUM RESOURCES	I	E/O	P
1. Provide shower and/or changing facilities on-site.		*	
2. Provide outdoor exercise areas such as fields and trails for employee use.		*	
3. Provide or support recreation leagues and other physical activity events (on-site or in the community).		*	
4. Start employee activity clubs (e.g., walking, bicycling).	*	*	
5. Explore discounted or subsidized memberships at local health clubs, recreation centers, or YMCAs.		*	
6. Implement incentive-based programs to encourage physical activity, such as pedometer walking challenges.	*	*	
HIGH RESOURCES			
1. Offer on-site fitness opportunities, such as group classes or personal training.		*	
2. Provide an on-site exercise facility.		*	
3. Provide incentives for participation in physical activity and/or weight management/ maintenance activities.		*	
4. Allow for use of facilities outside of normal work hours (before/after work).		*	
5. Provide on-site childcare facilities to facilitate physical activity.		*	

RESOURCES FOR THE RECOMMENDED PHYSICAL ACTIVITY STRATEGIES
Low Resources

1. Company culture that discourages sedentary behavior.

2. Offer flexible work hours to allow for physical activity during the day. http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/alt_work_schedules.pdf

3. Support physical activity breaks during the workday. Supervisors will support this as a standard work practice. http://possibility.com/PowerPause/

4. Map out on-site trails or nearby walking routes. http://www.nvtrailmaps.com/

5. Host walk-and-talk meetings. Employees are encouraged to participate in "walking" meetings for short check-ins with other staff and supervisors. Rather than sit in an office for a quick discussion, go for a walk in the hallway or on a short outside route to cover the same content, but in a nicer environment with the added benefit of a little physical activity. Supervisors will support this as a standard work practice. http://www.cdc.gov/women/planning/walk.htm

6. Post motivational signs at elevators and escalators to encourage stair usage. http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/motivational_signs.htm

7. Have employees map their own biking route to and from work. http://www.nvtrailmaps.com/

Medium Resources

1. Provide shower and/or changing facilities on-site.

2. Provide outdoor exercise areas such as fields and trails for employee use.

3. Support recreation leagues and other physical activity events (on-site or in the community).

4. Start employee activity clubs (e.g., walking, bicycling).
   http://aom.americaonthemove.org
   http://www.startwalkingnow.org/
   A Guide to Creating Worksite Walking Clubs
   http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-WalkingClubTool.pdf
   Pedometer walking program http://dhs.wisconsin.gov/forms/F4/F40075.pdf

5. Explore discounted or subsidized memberships at local health clubs. Contact your local YMCA, fitness centers or other health groups to discuss reduced group rates.

High Resources

1. Offer on-site fitness opportunities, such as group classes or personal training.
   http://www.acefitness.org

2. Provide an on-site exercise facility.
   http://www.cdphe.state.co.us/pp/copan/resourcekits/WorksiteWEllnessResourceKit.pdf (pages 45-46)

3. Provide incentives for participation in physical activity and/or weight management/maintenance activities. http://www.wellnesscouncilwi.org

4. Allow for use of facilities outside of normal work hours (before or after work).

5. Provide on-site childcare facilities to facilitate physical activity.

LOOKING FOR SAMPLE LESSONS AND MATERIALS?

- See pages 46-53 in the Arkansas Worksite Wellness tool kit:
  http://www.arkansas.gov/ha/pdf/worksite_wellness.pdf

- See the Eat Smart, Move More...North Carolina in the Worksite site:
  http://www.eatsmartmovemorenc.com/NCHealthSmartTlkt/WorksiteTlkt.html

NUTRITION
WHAT:
Both healthy eating and physical activity are associated with the prevention and management of overweight and obesity and other chronic diseases. Healthy eating includes eating a variety of foods and beverages such as fruits and vegetables, whole grains, lean meats and low-fat dairy products. It also means limiting the amount of sweetened beverages consumed and to choose the portion size of foods carefully.

Worksites that support healthy food choices also support employee efforts to achieve and maintain a healthy weight. Having fresh fruits and vegetables available in the workplace helps to improve access, which ultimately

can help people consume more fruits and vegetables. Worksite cafeterias or vending machines can be stocked with healthier alternatives for employees. Moreover, pricing healthier foods lower than non-nutritious foods and promoting healthier choices can encourage employees to make better decisions.

Supporting breastfeeding employees by reducing worksite barriers is essential, as workplace barriers can create added stress for a woman who is trying to do her best for both her employer and family.
Many women choose not to breastfeed or to discontinue breastfeeding because of workplace constraints.

WHY:

Employees are likely to eat or drink snacks and meals at work. Thus, offering appealing, low-cost, healthful food options at the worksite is one way to promote healthful eating. Vending machines or cafeterias are a quick and convenient way for employees to purchase these types of food.

By offering healthful food choices at company meetings and functions, employees have increased opportunities for making healthy food choices at work, that in turn, benefit their health. By increasing opportunities for employees to store and prepare food at work, the less likely they are to choose to eat out. Women who breastfeed after returning to work miss less time caring for sick children and their family health care costs are less. Women whose breastfeeding is supported at work are happier, more productive and less likely to resign. Breastfeeding also promotes weight loss and a quicker return to pre-pregnancy weight. A new federal law requires employers with 50 employees or more to provide an accommodation for breastfeeding mothers.

HOW: ....

TABLE KEY

I = Individual Level

E/O = Environmental / Organizational Level

P = Policy Level

LOW RESOURCES	I	E/O	P
1. Send healthy food messages to employees via multiple means (i.e. email, posters, payroll stuffers, etc.).	*	*	
2. Promote the consumption of fruit & vegetables in catering/cafeteria through motivational signs, posters, etc.	*	*	
3. Provide protected time and dedicated space away from the work area for breaks and lunch.			*
4. Offer appealing, low-cost, healthful food options, such as fruits and vegetables, juices, and low-fat dairy products in vending machines, snack bars and break rooms.		*	
5. Promote healthy choices by: • Increasing the percentage of healthy options that are available • Using competitive pricing to make healthier choices more economical • Advertise or mark healthy options so that they stand out		*	
6. Have on-site cafeterias follow healthy cooking practices.		*	
7. Have on-site cafeterias follow nutritional standards that align with dietary guidelines for Americans.		*	

LOW RESOURCES (continued)	I	E/O	P
8. Provide appropriate portion sizes and provide portion size information via labeling food to show serving size and calories and by using food models and pictures or portable food scales for weighing portion sizes.		*	*
9. Offer healthful food alternatives at meetings, company functions, and health education events.		*	*
10. Make water available throughout the day.		*	
11. Track or log food intake	*		
MEDIUM RESOURCES			
1. Make kitchen equipment (refrigerators, microwaves, stoves, etc) available for employee food storage and preparation.		*	
2. Offer local fruits and vegetables at the worksite (i.e. farmer's market or a community-supported agriculture drop-off point.)		*	
3. Provide on-site gardening.		*	
4. Provide interactive food opportunities such as taste testing and food preparation skills.		*	
5. Provide opportunities for peer-to-peer modeling of healthy eating.			
6. Establish workplace policies and programs that promote and support breastfeeding.		*	*
7. Provide an appropriate place for breastfeeding/pumping.		*	
HIGH RESOURCES			
1. Provide incentives for participation in nutrition and/or weight management/maintenance activities (these can range from inexpensive low resource items (water bottles) to high resource items (health insurance rebates).	*	*	
2. Include the employees' family members in campaign promoting fruit and vegetable consumption (worksite plus family strategy).	*	*	
3. Provide lactation education programs.		*	

RESOURCES FOR THE RECOMMENDED NUTRITIONAL STRATEGIES
Low Resources

1. Send healthy food messages to employees via multiple means (i.e. email, posters, payroll stuffers, etc.).
   http://health.nih.gov/
   NC: Eating Smart Posters and Handouts
   http://www.eatsmartmovemorenc.com/NCHealthSmartTlkt/EatSmartWrkBk.html

2. Promote the consumption of fruit & vegetables in catering/cafeteria through motivational signs, posters, etc.

3. Provide protected time and dedicated space away from the work area for breaks and lunch.

4. Offer appealing, low-cost, healthful food options, such as fruits and vegetables, juices, and low-fat dairy products in vending machines and snack bars and break rooms.
    CA: Vending Machine Foods and Beverage Standards
    http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-VendingMachineStandards.pdf

5. Promote healthy choices by:
    Increasing the percent of healthy options that are available
    - http://www.eatsmartmovemorenc.com/NCHealthSmartTlkt/EatSmartWrkBk.html
    - http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-VendingMachineStandards.pdf
    Using competitive pricing to make healthier choices more economical
    - http://www.tompkins-co.org/wellness/worksite/workwell/snackbowl.html
    Advertise or mark healthy options so that they stand out
    - CA: Healthy Menu Dining Guidelines
      http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-HealthyDiningMenuGuidelines.pdf

6. Have on-site cafeterias follow healthy cooking practices. www.gsa.gov/portal/content/104429

7. Have on-site cafeterias follow nutritional standards that align with dietary guidelines for Americans.
    http://health.gov/dietaryguidelines/

8. Provide appropriate portion sizes and provide portion size information via labeling food to show serving size and calories and by using food models and pictures or portable food scales for weighing portion sizes.

9. Offer healthful food alternatives at meetings, company functions, and health education events.
    http://www.cdphe.state.co.us/pp/copan/resourcekits/WorksiteWEllnessResourceKit.pdf (page 34)
    CA: Healthy Meeting Policies
    http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-HealthyMeetingPolicies.pdf
    NC: Eat Smart North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings, and Events http://www.eatsmartmovemorenc.com/HealthyMeetingGuide/HealthyMeetingGuide.html

10. Make water available throughout the day.
    http://www.mayoclinic.com/health/water/NU00283

11. Track/log intake http://www.choosemyplate.gov/ ; http://www.fitday.com/

Medium Resources
1. Make kitchen equipment (refrigerators, microwaves, stoves, etc) available for employee food storage and preparation.

2. Offer local fruits and vegetables at the worksite (i.e. farmer's market or a community-supported agriculture drop-off point)
    CA: Simple Steps to Ordering Farm Fresh Produce for the Worksite
    http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-ProduceDelivery.pdf
    CA: A Guide to Establishing a Worksite Farmers' Market
    http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-FarmersMarketTool.pdf
3. Provide on-site gardening
    http://www.dhs.wisconsin.gov/physical-activity/FoodSystem/Gardening/GotDirt/index.htm

4. Provide interactive food opportunities such as taste testing and food preparation skills. Taste testing and food preparation skills increase the likelihood for trying and continuing to eat new foods.

5. Provide opportunities for peer-to-peer modeling of healthy eating. Provide opportunities during lunch time to have employees share how they've adopted healthy eating habits and show what they're eating and any changes they had to make to change their diet.

6. Establish workplace policies & programs that promote breastfeeding. http://nevadabreastfeeds.org/employers/business-case-toolkit/

7. Provide an appropriate place for breastfeeding/pumping. New federal requirement for employers with 50 or more employees: http://nevadabreastfeeds.org/current-legislation/

High Resources
1. Provide incentives for participation in nutrition and/or weight management/maintenance activities (these can range from inexpensive low resource items (water bottles) to high resource items (health insurance rebate). (See page 16 for incentive information)

2. Include the employees' family members in campaign promoting fruit and vegetable consumption (worksite plus family strategy).

3. Provide lactation education programs.

LOOKING FOR SAMPLE LESSONS AND MATERIALS?
- See pages 46-53 in the Arkansas Worksite Wellness tool kit: http://www.arkansas.gov/ha/pdf/worksite_wellness.pdf

- See the Eat Smart, Move More...North Carolina in the Worksite site: http://www.eatsmartmovemorenc.com/NCHealthSmartTlkt/WorksiteTlkt.html

- Wisconsin: Building Breastfeeding-Friendly Communities (sample policies) http://dhfs.wisconsin.gov/health/Nutrition/Breastfeeding/bffriendlycomm.htm

MENTAL HEALTH
WHAT:
Mental health is a state of well-being in which a person realizes their own abilities, can cope with the normal stresses of life, can work productively, and is able to contribute to his or her own community. Mental health is the foundation for well-being and effective functioning for an individual and community (Healthiest WI 2020). Addressing mental health and physical health as interlinked, is key to overall health and wellness. Mental health issues such as stress, anxiety, depression and other conditions are routinely listed as top concerns in employee health surveys.

WHY:
Mental health conditions are the second leading cause of worksite absenteeism. Estimated costs for untreated and mistreated mental illness total approximately $150 billion in lost productivity each year in the

U.S. and businesses pay up to $44 billion of this bill. Additionally there are indirect costs to employers such as absenteeism, work impairment, and disability benefits.

However, the total health care costs for workers who receive treatment for depression are two-thirds less than the medical costs of untreated individuals (JOEM, 2005). Effective treatment potentially can save direct and indirect costs for employers and can improve quality of life for all employees.
More than 90 percent of employees agree that their mental and personal problems spill over into their professional lives, and have a direct impact on their job performance. Even moderate levels of depressive or anxiety symptoms can affect work performance and productivity. It is in the employer's best interest to address mental health as part of a worksite wellness program.

A positive work environment decreases stress, improves overall health, and boosts productivity (NMHA 2006). Most mental illnesses are highly treatable at 70-90 percent; however, untreated mental illness can increase the risk for possible suicide.

Employers can do more to promote integrated mental and physical health care by creating supportive workplaces that destigmatize mental illness, encourage self-screening, and connect employees to resources. These successful businesses will not only generate cost savings seen in improved employee engagement and well-being, results will be shown in higher product quality, better cost control, greater employee loyalty, and healthier workplaces.

HOW ....

TABLE KEY

I = Individual Level

E/O = Environmental / Organizational Level

P = Policy Level

LOW RESOURCES	I	E/O	P
Provide materials and messages about mental health, mental illnesses, suicide prevention, substance use, trauma, and health promotion through various means: brochures, fact sheets, paycheck stuffers, intranet, etc.	*	*	
Provide resources for confidential screenings for depression, anxiety, post-traumatic stress disorder, etc. (personal, on-line, print)	*	*	
Encourage the use of telephone help lines - 800 numbers	*	*	
Provide a variety of mental health presentations and trainings with an emphasis on prevention, treatment, and recovery messages for all staff including supervisors/managers, and executive leadership.	*		
Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, parenting, etc.	*	*	
Provide flexible scheduling during work for lunch and learn and other trainings such (yoga, meditation, physical activity, self-help groups, etc.)		*	*
Provide a quiet room or stress reduction room at the worksite.	*	*	

MEDIUM RESOURCES	I	E/O	P
Create and sustain a mental health-friendly workplace that provides support and accommodations for employees who are returning to work after receiving or are in mental health/alcohol treatment and recovery. Provide family/employee flexibility allowing schedule accommodations for medical/treatments, sessions, and appointments, as needed.		*	*
Provide trainings specific to educating managers/supervisors in recognizing mental health as a factor in performance issues and offer interactive training components and information for supervisors/managers on how to engage EAP, HR and other resources. Provide targeted mental health support for supervisors/managers and executive leadership addressing mental health issues specific to their needs and stressors.	*	*	*
Create policies and practices that provide guidance to supervisors/managers on how to address performance issues, which include offering consultation, accommodation, and information through EAP or include the HR staff.		*	
Review policies and practices concerning employee privacy and confidentiality, return to work and HIPAA, accommodation and ADA guidelines.			*
Evaluate or reevaluate the workplace environment, the organization, and its culture with a focus on reducing workplace stress, workload issues, performance reviews, address employee engagement and concerns.		*	*
HIGH RESOURCES			
Provide onsite or off-site Employee Assistance Program (EAP).	*	*	
Provide confidential Employee Assistance Coordinators (EACs) to help staff obtain information about supportive resources in their community.	*	*	
Provide and maintain comprehensive health insurance coverage, which includes mental health as part of employee benefits packages. Include screening, brief intervention and referral (SBIRT) as a covered evidence-based benefit.	*	*	*
Provide and maintain comprehensive health insurance coverage with referral mechanisms to connect employees easily to mental health treatment services.	*	*	*
Become a workplace that is able to provide assistance to serious mental illnesses and major traumatic events.		*	*

BEST GENERAL RESOURCES:

Calculators:

Log on to these free calculators to find out how depression and alcoholism are affecting your organization's bottom line: www.depressioncalculator.com

- Partnership for Workplace Mental Health. A program of the American Psychiatric Foundation, which advances effective employer, approaches to mental health by combining the knowledge and experience of the American Psychiatric Association and employer partners. The quarterly journal is: Mental Health Works. www.workplacementalhealth.org

- The Department of Employment, Training & Rehabilitation (DETR) consists of divisions that offer assistance in job training and placement, vocational rehabilitation, workplace discrimination and in collecting and analyzing workforce and economic data. Many of these services are provided through DETR's partnership with the Nevada JobConnect system http://detr.state.nv.us/ Phone: (775) 684-3849

Low Resources

1. Provide mental health and mental illness materials through various means – brochures, fact sheets, paycheck stuffers, intranet, health fairs, etc.

2. Mental Health America: http://www.nmha.org
   This link will take employers directly to a comprehensive site offering fact sheets on mental illnesses and other mental health information and stress. Site offers Mental Health in the Workplace toolkit and other helpful information provided by Mental Health America to businesses/employers.

3. American Psychiatric Association: www.healthyminds.org

4. Resources and information on mental illness/mental disorders across the life span.

5. National Institute on Mental Health: www.nimh.nih.gov

6. Current health information, articles, and research. www.webmd.com
   Encourage the use of telephone help lines - 800 numbers

- Nevada has a comprehensive statewide provider of information and referrals for Nevadans: 2-1-1 information and referral lines. 2-1-1 in some communities, United Way in other communities.

- National Suicide Prevention Lifeline: 1-800-273-TALK www.suicidepreventionlifeline.org

- Maternal and Child Health Hotline (MCH): 1-800-722-2295 www.mch-hotlines.org

- Referrals to services and county specific resources

- Nevada's Division Of Mental Health and Developmental Services: 775-684-5943

- Local mental health departments/crisis numbers: http://www.crisiscallcenter.org

Provide a variety of mental health presentations and trainings with an emphasis on prevention, treatment, and recovery messages for all staff including supervisors and management.

- Check with local health insurance providers to see if they offer classes and resources

7. Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc.

8. Check with local health insurance providers to see if they offer classes and resources.

9. A local listing of stress management program http://www.professionalcounselinginhenderson.com/

10. http://www.nevada211.org

11. Mindfulness-based Stress Reduction www.sharpbrains.com

12. Provide flexible scheduling for access to classes during work or childcare after work for yoga, meditation, physical activity, etc. Need supervisory buy-in and encouragement.

13. Provide a quiet room or stress reduction room at the worksite. Set aside a room in a quiet place to provide short stress breaks for employees

Medium Resources

1. Create and support a mental health friendly work environment that provides family/employee friendly accommodations for medical appointments when needed.

- Workplaces That Thrive: A Resource for Creating Mental Health-Friendly Work Environments http://www.promoteacceptance.samhsa.gov/publications/business_resource.aspx

- Mental Health Association of Minnesota (MHAM) offers a toolkit and mental health resources/links for employers for mentally healthy workplaces. http://www.mentalhealthmn.org

- The Healthy Mind Connection, a collaborative effort between Mental Health America of Wisconsin and the business community, provides education, tools and resources to address mental health in the workplace. This site offers fact sheets, links, and mental health friendly workplace resources for employers nationally and in Wisconsin.

- Mental Health America of Wisconsin: http://www.mhawisconsin.org/Content/

2. Provide mental health friendly presentations and mental health trainings for supervisors, business leadership team or management. Check with EAP, local health providers for speakers or trainers.

3. Create policies that provide guidance to supervisors on mental health consultation and information, and improve their skills to intervene or supervise an employee with mental health

- Mental Health Works. Complex issues. Clear solutions. Offers an Interactive course for supervisors/managers with resources CD-ROM. http://www.mentalhealthworks.ca

- Employers and educators need practical information about reasonable accommodations for people who have psychiatric disabilities. http://cpr.bu.edu/

4. Review policies and practices concerning employee privacy and confidentiality, return to work and HIPAA, accommodation and ADA guidelines.

- National Alliance on Mental Illness: www.NAMI.org

- Division of Public and Behavioral Health: http://mhds.state.nv.us/

- Department of Labor, Office of Disability Employment Policy. A robust site with comprehensive information for employers on accommodation and workplace information. www.dol.gov/odep

5. Evaluate or reevaluate the workplace environment, the organization, and its culture with a focus on reducing workplace stress, workload issues, performance reviews, address employee engagement and concerns.

High Resources

1. Provide onsite or off-site Employee Assistance Program (EAP)

2. Employee Assistance Professionals Association www.eapassn.org

3. Provide Employee Assistance Coordinators (EACs) to help staff obtain information about treatment and recovery resources in their community. http://www.eac.org

4. Provide and maintain comprehensive health insurance coverage, which includes mental health and substance abuse as part of the employee benefits package

5. Information about federal health care requirements and resources: http://www.healthcare.gov

6. Health Insurance-Provision of Mental Health and Substance Abuse Frequently asked questions at: http://www.mentalhealth.samhsa.gov

7. Mental Health Insurance Pays: http://www.webmd.com/news/20060329/mental-health-insurance-pays

8. Offer health insurance coverage with referral mechanisms to connect employees easily to mental health services. Include Screening and Brief Intervention and Referral to Treatment (SBIRT) for substance abuse as a covered benefit service for your employees.

9. Become a workplace that is able to provide assistance to serious mental illnesses and major traumatic events. Trauma can have a significant impact on a person's well-being, mental health, and use of substances. The website for the National Center for Trauma-Informed Care includes information about the effects of trauma and how workplaces can create trauma sensitive and informed environments: http://www.samhsa.gov/nctic/

- Handling Traumatic Events: A Manager's Handbook, a U.S. Government publication with guidance on anticipating and reacting to traumatic events such as suicides, assaults, and natural disasters. http://www.opm.gov/employment_and_benefits/worklife/officialdocuments/handbooksguides/trauma/index.asp

- Supported Employment: Workplace Accommodations and Supports. Provides information to employers on how to help persons with mental illnesses in the workplace who require a more structured strategy for assistance for persons who have more serious mental illnesses to obtain and maintain employment through the provision of ongoing support.

- Disability.Gov: https://www.disability.gov/employment

- Substance Abuse and mental health Services Administration: http://mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/employement

ALCOHOL AND DRUG ABUSE
WHAT:
Substance abuse is the unhealthy use of alcohol, drugs, or other substances that negatively interfere with a person's functioning or well-being. A person could experience negative effects in one or many parts of his or her life, including his or her physical or emotional well-being; significant relationships; spiritual beliefs or connectedness; educational achievements; vocational, financial, or legal issues; or in his or her role as a caregiver or homemaker. Alcohol-related problems also affect worker productivity, workplace safety, and health care costs.

Nevada's employers can play an important role in lowering the social and financial burden of substance abuse and guiding the development of a healthy and productive workforce.

In 2011, 7% of Nevadans reported being heavy or high consumers of alcohol. Those with the highest prevalence of heavy or excessive drinking ages 25-54 (8%) followed by 18-24 years (7%) and whose income ranges from $15,000 to $34,000 (8%).

WHY:

Individual alcohol use is influenced by employers' expectations. Employers should consider whether official policy, sanctioned activities, or common practice creates a culture that condones or contributes to alcohol or drug abuse or creates an environment that embraces prevention messages, encourages alternatives to substance abuse, and supports healthy lifestyles.

Substance abuse is both preventable and treatable, with recovery rates comparable to other chronic health problems like diabetes and asthma. If employers incorporate prevention messages and activities, assist employee access to treatment, and support employee recovery from substance abuse, they can help create healthier and more productive employees, workplaces, and communities.

HOW ....

TABLE KEY

I = Individual Level

E/O = Environmental / Organizational Level

P = Policy Level

LOW RESOURCES	I	E/O	P
Provide materials and messages about substance abuse prevention, treatment, and recovery through various means - brochures, fact sheets, paycheck stuffers, intranet, health fairs, posters, signs, etc.	*	*	
Provide resources for alcohol use self-screening (on-line / print)	*	*	
Encourage the use of telephone help lines - 800 numbers	*		
Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc.	*	*	
Provide flexible scheduling during work for training, yoga, meditation, physical activity, treatment sessions, or self-help groups.		*	*
Provide information about the appropriate disposal of prescription medications, including publication of prescription drug disposal drop-off locations and times in your community.	*		
Evaluate or reevaluate the workplace alcohol environment.		*	*
MEDIUM RESOURCES			
Create and support a substance abuse prevention, treatment, and recovery friendly work environment that provides family/employee friendly accommodations for medical or therapy appointments or other meetings when needed.		*	*
Advocate for insurance companies to provide screening, brief intervention, and referral to treatment (SBIRT) services.		*	*
Create policies that provide guidance to supervisors on signs or indicators of substance abuse issues and improve their skills to intervene or supervise an employee who is experiencing or in recovery from substance abuse.		*	

MEDIUM RESOURCES (continued)	I	E/O	P
Provide presentations and trainings that support prevention, treatment and recovery messages for supervisors, business leadership team, or management.	*		
Review policies and practices concerning employee privacy, return to work and HIPAA, accommodation, ADA guidelines.			*
HIGH RESOURCES			
Provide an onsite or off-site Employee Assistance Program (EAP).	*	*	
Provide confidential Employee Assistance Coordinators (EACs) to help staff obtain information about supportive resources in their community.	*	*	*
Provide and maintain comprehensive health insurance coverage, which includes substance abuse treatment resources as part of the employee benefits package.			*
Offer health insurance coverage with referral mechanisms to connect employees easily to substance abuse treatment services.	*	*	*

BEST GENERAL RESOURCES:

Calculators:

The Business calculator: Log on to these free calculators to find out how alcoholism may be affecting your organization's bottom line: www.alcoholcostcalculator.org

National Resources:

National Institute on Drug Abuse (NIDA) http://www.nida.nih.gov

National Institute on Alcohol Abuse and Alcoholism (NIAAA) http://www.niaaa.nih.gov

National Substance Abuse Index: http://nationalsubstanceabuseindex.org/nevada/offices.php

Legal Action Center. Helping people rebuild their lives with dignity. http://www.lac.org

Nevada Resources:

Division of Public and Behavioral Health, Substance Abuse: http://mhds.state.nv.us/index.php?option=com_content&view=article&id=7:substance-abuse&catid=14:substance-abuse

Low Resources

1. Provide substance abuse prevention, treatment, and recovery materials through various means - brochures, fact sheets, paycheck stuffers, intranet, health fairs, etc. The list below includes a variety of sources for information about substance abuse prevention, treatment, and recovery messages.

- Alcohol Awareness Month http://ncadi.samhsa.gov/seasonal/aprilalcohol
- Recovery Month http://www.recoverymonth.gov
- Substance Abuse and Mental Health Services Administration (SAMHSA) http://www.samhsa.gov
- Faces and Voices of Recovery http://www.facesandvoicesofrecovery.org
- Join Together Northern Nevada http://www.jtnn.org
- Current health information, articles, and research. www.webmd.com

10. Provide resources for alcohol use self-screening (online/print). The web site below connects people to a free alcohol screening service provided by Join Together, a project of the Boston University School of Public Health. AlcoholScreening.org helps individuals assess their own alcohol consumption patterns to determine if their drinking is likely to be harming their health or increasing their risk for future harm: www.alcoholscreening.org

11. Encourage the use of telephone help lines - 800 numbers.
- Crisis Call Center: http://www.crisiscallcenter.org/
- Nevada 211: http://www.nevada211.org/

12. Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc.

13. A local listing of stress management programs can be found at:

14. Stress Management Center of Nevada

15. http://www.professionalcounselinginhenderson.com/

16. Mindfulness-based Stress Reduction www.sharpbrains.com

17. Provide flexible scheduling during work for training, yoga, meditation, physical activity, treatment sessions, or self-help groups.

18. Provide information about the appropriate use and disposal of prescription medications, including publication of prescription drug disposal drop-off locations and times in your community. The local county agency or public health department should know of drop off locations in your community.

19. Evaluate or reevaluate the workplace alcohol environment.

20. Examine agencies policies related to alcohol and drug use such as: prohibit serving alcohol to anyone under the age of 21 at company events, provide a variety of nonalcoholic beverage choices, amend company personnel policies to suggest respect for those who chose not to drink alcohol for any reason, adopt policy requiring absolute sobriety for employees during business hours, and ask supervisors to model appropriate alcohol use.

Medium Resources

1. Create and support a substance abuse prevention, treatment, and recovery friendly work environment that provides family/employee friendly accommodations for medical or therapy appointments or other meetings when needed.

2. Advocate for insurance companies to provide screening, brief intervention, and referral to treatment (SBIRT) services. More information about SBIRT is available on the SAMHSA web site at the following link: http://www.samhsa.gov/prevention/sbirt/

3. Create policies that provide guidance to supervisors on signs or indicators of substance abuse issues and improve their skills to intervene or supervise an employee who is experiencing or in recovery from substance abuse. These policies should emphasize that employees may access different types of treatment and recovery services that are appropriate with their cultural background, beliefs, and practices.

4. Provide presentations and trainings that support prevention, treatment and recovery messages for supervisors, business leadership team, or management. Check with local health providers for speakers or trainers.

5. Review policies and practices concerning employee privacy, return to work and HIPAA, accommodation, ADA guidelines.

High Resources
1. Provide an onsite or off-site Employee Assistance Program (EAP).

2. Employee Assistance Professionals Association www.eapassn.org

3. Provide confidential Employee Assistance Coordinators (EACs) to help staff obtain information about treatment and recovery resources in their community.

4. EACs provide employees and their family members confidential consultation about personal and work-related concerns, and help find resources to deal with those issues. They participate in a two-day training course to learn how to conduct interviews, assess problems, find community resources and make referrals. EACs are held to strict standards of confidentiality and must sign and adhere to the Employee Assistance Code of Ethics.

5. Provide and maintain comprehensive health insurance coverage, which includes substance abuse treatment resources as part of the employee benefits package.

6. Information about federal health care requirements and resources: http://www.healthcare.gov

7. Health Insurance-Provision of Mental Health and Substance Abuse Frequently asked questions

8. www.mentalhealth.samhsa.gov

9. Offer health insurance coverage with referral mechanisms to connect employees easily to substance abuse treatment services.

TOBACCO CESSATION
WHAT:
The negative health effects of smoking are well known. Smoking is the leading cause of preventable death each year in the United States and the associated diseases and health care costs are significant. Smokers tend to require more medical costs, see physicians more often and be admitted to hospitals for longer periods than nonsmokers. In addition to direct health effects to tobacco users, other employees are impacted by second-hand smoke. So tobacco cessation in your workplace will positively affect all employees.

To have a successful tobacco free facility and campus companies need to provide information and support that allows employees to be successful with ceasing all forms of tobacco usage. This includes smokeless tobacco use.

WHY:
The business case for covering tobacco cessation is clear. According to the Centers for Disease Control, smoking costs the nation $193 billion a year in healthcare costs and lost worker productivity. The CDC

estimates each employee that smokes costs your company $3,856 per year -- including lost productivity and excess medical expenses. Smoking cessation programs have shown some immediate return on investment and a significant return on investment in a relatively short time (as little as two years).

HOW ....

LOW RESOURCES	I	E/O	P
1. Policy prohibiting tobacco use anywhere on property			*
2. Provide prompts/posters to support no tobacco use policy		*	
3. Promote the Wisconsin Tobacco Quit Line (800-QUIT-NOW)		*	
MEDIUM RESOURCES			
1. Policy supporting participation in smoking cessation activities during duty time (flex-time)			*
HIGH RESOURCES			
1. Provide counseling through an individual, group, or telephone counseling program on-site.	*	*	
2. Provide counseling through a health plan sponsored individual, group, or telephone counseling program.	*	*	
3. Provide cessation medications through health insurance.	*	*	

BEST GENERAL RESOURCES:

1.   Nevada Tobacco Users Helpline http://www.livingtobaccofree.com/Default.aspx?id=IamanEmployer

2.   Professional Assisted Cessation Therapy (PACT) resource guide
http://www.endsmoking.org/resources/employersguide/pdf/employersguide-2nd-edition.pdf

3.   Nevada Tobacco User Helpline Employer Resources and Links
http://www.livingtobaccofree.com/Default.aspx?id=EmployerResourcesandLinks

RESOURCES FOR THE RECOMMENDED TOBACCO CESSATION STRATEGIES

Low Resources
1. Policy prohibiting tobacco use anywhere on property.
   http://www.cdc.gov/tobacco/research_data/environmental/etsguide.htm

2. Provide prompts and posters to support a no tobacco use policy.
   http://www.wellnessproposals.com/tobacco/tobacco-cessation-posters.htm

3. Nevada Tobacco User Helpline (1-800-QUIT NOW).
   http://www.livingtobaccofree.com/Default.aspx?id=index

Medium Resources
1. Policy that supports participation in smoking cessation activities during duty time (flex-time).

High Resources
1. Provide counseling through an individual, group, or telephone counseling program on-site.
   http://www.opm.gov/Employment_and_Benefits/WorkLife/OfficialDocuments/handbooksguides/Tobacco_Cessation/Smoking2.asp#Program

2. Provide counseling through a health plan sponsored individual, group, or telephone counseling program.

3. Provide cessation medications through health insurance.

LOOKING FOR SAMPLE LESSONS AND MATERIALS?
- See pages 17-26 in the Arkansas Worksite Wellness tool kit:
  http://www.arkansas.gov/ha/pdf/worksite_wellness.pdf

Tools and Calculators

TOOLS & CALCULATORS – Listed below are a variety of calculators you can use in conjunction with your wellness program. On the following page is a summary of free or low-cost campaigns you can use with your program.

GENERAL CALCULATORS
- BMI, BMR, Body Fat, Waist to Hip Ratio: www.bmi-calculator.net
- Interactive Menu Planner: http://hp2010.nhlbihin.net/menuplanner/menu.cgi
- ChooseMyPlate.gov—Online dietary and physical activity assessment tool:
  https://www.supertracker.usda.gov/default.aspx

Alcohol Misuse

- George Washington University Alcohol Treatment ROI Calculator
  http://www.alcoholcostcalculator.org/roi/

Depression

- Productivity Impact Model: Calculating the Impact of Depression in the Workplace and the Benefits of Treatment
  http://www.depressioncalculator.com/Welcome.asp

Diabetes

- Diabetes at Work, Conducting a Diabetes Assessment. General Assessment Tool
  http://www.diabetesatwork.org

- Agency for Healthcare Research and Quality: Diabetes Cost Calculator for Employers
  http://www.ahrq.gov/populations/diabcostcalc

Mental Health

- Productivity Impact Model
  Calculating the Impact of Depression in the Workplace and the Benefits of Treatment
  http://www.depressioncalculator.com/Welcome.asp

Obesity and Physical Activity

- CDC's LEAN Works Obesity Cost Calculator
  http://www.cdc.gov/leanworks/

- Quantifying the Cost of Physical Inactivity
  http://www.ecu.edu/picostcalc

Return on Investment of Wellness Programs

- Blueprint for Health: A Framework for Total Cost Impact
  https://secure.hhcfoundation.org/dframe/

- CDC's Chronic Disease Cost Calculator
  http://www.cdc.gov/nccdphp/resources/calculator.htm

Tobacco

- America's Health Insurance Plans (AHIP) and Center for Health Research,
  Kaiser Permanente Tobacco ROI calculator
  http://www.businesscaseroi.org/roi/default.aspx

NO COST OR LOW COST TRACKING CAMPAIGNS (COVERS BOTH ACTIVITY & NUTRITION)

CAMPAIGN TITLE / WEBSITE	INDIVIDUAL OR GROUP	TYPES OF TRACKING	CAMPAIGN TIMEFRAME	COST	DESCRIPTION OR KEY FEATURES
"START " American Heart Association	Individual or Group	Distance walked Dietary intake	Open all year	$0	• Log times/distance in activity diary • Weekly summary of progress • Plot walking routes on personal map • Enter foods in diary • Corporate/group component
MyPyramid Tracker	Individual	Activity Nutrition	Open all year	$0	• Track and assess diet and dietary needs • Track and assess physical activity (Note: use condensed option) • Links to nutrient & physical activity information • Has tutorial
Fit Day	Individual	Activity Nutrition Weight	Open all year	$0	• Track food, exercise, weight, BMI and other goals • Nutrition detail for 1,000's of foods • Long term diet analysis • View calories, nutrition, weight loss & more • Personal calendar feature
The Fitness Journal	Individual or Group	Activity Nutrition Weight Other	Open all year	$40/yr fee. Free, 30-day trial	• Comprehensive tracking, reports and journals available • Corporate wellness packages available • Also tracks smoking & other health factors • Has guided tour on web site

CAMPAIGNS THAT COVERS PHYSICAL ACTIVITY & WEIGHT ONLY

America On the Move	Individual or Group	Individual or Group progress	6-week	$0	• Monitor weight • Activity levels by individual & team • T-shirt
Lighten Up Wisconsin	Group	Weight, Activity	100 days	$15/person	• Monitor weight • Activity levels by individual & team • T-shirt
Traineo	Individual or Group	Activity Calories Weight	Open all year	$0	• Online tour • Motivation based • Group forums (Avoid advice from lay people)

PHYSICAL ACTIVITY AND NUTRITION CAMPAIGNS:
- "START" American Heart Association - http://startwalkingnow.org/
- ChooseMyPlate.gov - https://www.supertracker.usda.gov/default.aspx
- Fit Day - http://fitday.com/
- The Fitness Journal - http://www.fitnessjournal.com/

PHYSICAL ACTIVITY AND WEIGHT LOSS CAMPAIGNS ONLY:
- America On the Move - https://aom3.americaonthemove.org/default.aspx
- Lighten Up Wisconsin - http://www.lightenupwisconsin.com/
- Traineo - http://traineo.com/

STEP 1
Why? ▶

STEP 2
Starting Up ▶

STEP 3
Assessing ▶

STEP 4
Strategies ▶

STEP 5
Making Decisions ▶

STEP 6
Evaluation

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