





Get Fit Kaua'i

2018 Worksite Wellness Challenge Scorecard

The Scorecard Resource List below was provided by HMSA. This resource list contains links to their website and other resources that can help your company change a “No” answer on the scorecard to a “Yes” answer.


Questions? Please contact your HMSA Well-Being Consultant or Maricel_Blackwell@hmsa.com

General Health Environment	Point Value
<p>2. Your company has a Worksite Wellness Committee that meets regularly (at least quarterly) and maintains meeting notes.</p>  <p>4000-5405 Well-being Advocate</p>	4 pts.
<p>3. Your company has a written company wellness plan and/or policy, which is reviewed annually.</p>  <p>policy-template.doc</p> <p>A.</p> <p>B. Sample Policy 1: http://health.hawaii.gov/physical-activity-nutrition/files/2013/08/Hawaii-Government-Agency-Worksite-Wellness-Plan-2010.pdf</p> <p>C. Sample Policy 2: https://dhrd.hawaii.gov/wp-content/uploads/2012/10/801.001-Worksite-Wellness.pdf</p>	4 pts.
<p>4. Your company conducts an employee needs and interest assessment specifically related to planning health promotion activities.</p>  <p>Sample Employee Interest Survey10-2-</p>	3 pts.
<p>5. Your company has written policies to support breast-feeding women (e.g., allows flexible breaks to allow women to breastfeed or express milk).</p>  <p>Sample text of a workplace breastfeed</p> <p>A.</p> <p>B. Toolkit: https://www.businessgrouphealth.org/pub/?id=f2ffe4f0-2354-d714-5136-79a21e9327ed</p> <p>C. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/lactation-support.html</p>	4 pts.



General Health Environment (continued)	Point Value
<p>7. Your company has a policy and conducts employee health risk appraisals/assessments through vendors, on-site staff, or health plans, and provides individual feedback plus health education.</p> <p>A. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/assessment-tools.html</p> <p>B. HMSA Sharecare Employer Resource Page: https://hmsa.com/employer/materials/sharecare/</p>	4 pts.
<p>8. Your company has a written sustainability plan in place for worksite wellness activities, programs, and staff.</p> <p>CDC Tools: https://www.cdc.gov/nccdphp/dch/programs/healthycommunitiesprogram/pdf/sustainability_guid_e.pdf</p>	4 pts.
<p>9. Your company engages in other health initiatives throughout the community and supports employee participation and volunteer efforts (e.g., Mayorathon, the Visitor Industry Charity Walk, Kauai Keiki Bike & Safety Day).</p> <p>Kauai Events Calendar: http://www.kauaieventscaendar.com/</p>	2 pts.
<p>11. Your company holds an HMSA hosted well-being presentation/information session to introduce all employees to HMSA’s free well-being tools from Sharecare. There is no charge to any of your employees for the Sharecare activity tracker, customizable health content, symptom checker and the RealAge Test, no matter what medical insurance carrier your company has.</p> <p>To schedule, please contact: Maricel Blackwell, Manager, Well-Being Programs, HMSA at (808) 948-6481 or Maricel_Blackwell@hmsa.com</p> <p>A. HMSA Sharecare Registration: https://hmsa.sharecare.com/?cmpid=hi-ob-ws-wb-sc-12012017-sc</p> <p>B. HMSA Well-Being: https://hmsa.com/well-being/hmsa365/</p> <p>C. HMSA Sharecare Employer Resource Page: https://hmsa.com/employer/materials/sharecare/</p>	7 pts.

Physical Activity	Point Value
<p>2. Your company has a written policy that subsidizes or discounts the cost of on-site or off-site exercise facilities.</p> <p>A. HMSA Discounts: https://hmsa.com/well-being/hmsa365/</p> <p>B. SHRM Tools: https://www.shrm.org/resourcesandtools/legal-and-compliance/state-and-local-updates/pages/fitting-in-fitness-on-company-time.aspx</p> <p>C. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/physical-activity.html</p>	4 pts.


Physical Activity (continued)	Point Value
<p>3. Your company provides bike racks in safe and convenient locations that are available for employees who ride their bike to work.</p> <p><u>Bike Handbook:</u> http://www.bikeleague.org/sites/default/files/bikeleague/bikeleague.org/programs/bicyclefriendlyamerica/bicyclefriendlybusiness/pdfs/handbook_for_employers.pdf</p>	3 pts.
<p>4. Your company has a policy to subsidize bus passes for employees who would like to take the bus to work.</p> <p><u>TheBus Program:</u> http://www.thebus.org/EmpProgram/BonusAdmin.asp?l=</p>	4 pts.
<p>5. Your company provides environmental resources for recreation or physical activity (e.g., your worksite provides trails or a track for walking / jogging, or maps of suitable walking routes around the area so employees can walk on their break, lunch hour, before work or pau hana).</p> <p>A. <u>Guide to Walking Meetings:</u> http://www.feetfirst.org/walk-and-maps/walking-meetings B. <u>CDC Tools:</u> https://www.cdc.gov/physicalactivity/worksite-pa/toolkits/walkability/index.htm C. <u>CDC Walking:</u> https://www.cdc.gov/physicalactivity/worksite-pa/toolkits/pa-toolkit.htm D. <u>DOH Hawaii:</u> http://health.hawaii.gov/physical-activity-nutrition/ E. <u>Heart.org:</u> http://www.heart.org/HEARTORG/HealthyLiving/WorkplaceHealth/EmployerResources/The-American-Heart-Associations-Workplace-Walking-Program-Kit_UCM_460433_Article.jsp#.WIF9ibT82fV</p>	3 pts.
<p>7. Your company has signs posted at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs.</p> <p>A. <u>Healthy Hawaii:</u> http://www.healthyhawaii.com/get-active/ B. <u>CDC Tools:</u> https://www.cdc.gov/physicalactivity/worksite-pa/toolkits/stairwell/index.htm</p>	1 pt.
<p>8. Your company provides social support resources to encourage physical activity at work (e.g., walking groups, wellness champions, physical activity partner agreements, and /or lifestyle improvement pledges).</p> <p>A. <u>HMSA Well-Being:</u> https://hmsa.com/well-being/hmsa365/ B. <u>Sharecare:</u> https://www.sharecare.com/health/wellness-healthy-living/how-support-team-help-change</p>	2 pts.
<p>9. Your company provides brochures, videos, physical activity promotion posters, pamphlets, newsletters, or other written or online information that address the benefits of physical activity.</p> <p>A. <u>Well-Being HI:</u> https://www.wellbeinghi.com/fitness B. <u>Guide to Walking Meetings:</u> http://www.feetfirst.org/walk-and-maps/walking-meetings C. <u>CDC Tools:</u> https://www.cdc.gov/physicalactivity/worksite-pa/index.htm D. <u>DOH Hawaii:</u> http://health.hawaii.gov/physical-activity-nutrition/</p>	1 pt.

Physical Activity (continued)	Point Value
<p>10. Your company provides two or more educational seminars, workshops, or classes on physical activity. Answer “Yes” if these sessions address physical activity as a single health topic or if physical activity is included with other health topics. These sessions can be provided in-person or online, on-site or off-site, in individual or group settings, through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</p>  <p>Health Education Catalog - 030116 - Er</p> <p>Minimum Participation Requirements Apply</p>	2 pts.
<p>11. Your company has either a separate written physical activity policy or includes a physical activity policy in the overall written company wellness plan / policy / strategic plan.</p> <p>A. CDC Tools: https://www.cdc.gov/physicalactivity/worksite-pa/index.htm</p> <p>B. Sample Policy: http://goodandhealthysd.org/content/uploads/2014/09/ModelPolicy_WorksitePhysicalActivity.pdf</p>	4 pts.



Nutrition (Healthy Eating)	Point Value
<p>1. Your company has a written policy for the provision of healthy food and beverage options at employee meetings and events (e.g., the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans fat-free / low-sodium snacks available during meetings).</p> <p>A. DOH Hawaii: http://health.hawaii.gov/physical-activity-nutrition/home/policy-work/</p> <p>B. Healthy Hawaii: http://www.healthyhawaii.com/eat-healthy/</p> <p>C. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/nutrition.html</p> <p>D. Heart.Org: http://www.heart.org/HEARTORG/HealthyLiving/WorkplaceWellness/WorkplaceWellnessResources/Healthy-Workplace-Food-and-Beverage-Toolkit-Resources_UCM_465206_Article.jsp#.WIF_EbT82fX</p>	4 pts.
<p>2. Your company promotes healthy eating to employees through the use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a company website, etc.</p> <p>A. Well Being HI: https://www.wellbeinghi.com/food</p> <p>B. DOH Hawaii: http://health.hawaii.gov/physical-activity-nutrition/home/policy-work/</p> <p>C. Healthy Hawaii: http://www.healthyhawaii.com/eat-healthy/</p> <p>D. Heart.Org: http://www.heart.org/HEARTORG/HealthyLiving/WorkplaceWellness/WorkplaceWellnessResources/Healthy-Workplace-Food-and-Beverage-Toolkit-Resources_UCM_465206_Article.jsp#.WIF_tbT82fX</p>	1 pt.


Nutrition (Healthy Eating) (continued)	Point Value
<p>3. Your company provides two or more educational seminars, workshops, or classes on nutrition (e.g., sessions that address nutrition as a single health topic or if nutrition is included with other health topics). These sessions can be provided in-person or online, on-site or off-site, in individual or group settings, through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</p> <p> Health Education Catalog - 030116 - Er</p> <p>Minimum Participation Requirements Apply</p>	2 pts.
<p>5. Your company has a written policy to offer an on-site farmers market or offers flex time to attend a nearby farmers market where fresh fruits and vegetables are sold.</p> <p> Flexible Schedules_ Alternative Work Sch</p> <p>A. B. Kauai Farmers Market: http://www.kauai.com/kauai-farmers-markets</p>	4 pts.
<p>6. Your company provides on-going on-site gardening or access to a community garden (e.g., roof gardens, container and / or herb gardens).</p> <p>Please refer to your HMSA rep for more info.</p>	3 pts.
<p>7. Your company has a written policy stating that more than 50% of the food and beverage choices available in vending machines, snack bars, or other points of purchase are healthy food items (e.g., skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit).</p> <p>A. DOH Tools: http://health.hawaii.gov/physical-activity-nutrition/home/policy-work/ B. CDC Tools: https://www.cdc.gov/nccdphp/dnpao/state-local-programs/pdf/current-practices-worksite-wellness-initiatives.pdf C. Health.gov Tools: https://health.gov/dietaryguidelines/dga2005/healthieryou/contents.htm</p>	4 pts.
<p>8. Your company has written policy to offer meals that include healthy options in cafeteria settings.</p> <p>A. DOH Tools: http://health.hawaii.gov/physical-activity-nutrition/home/policy-work/ B. CDC Tools: https://www.cdc.gov/nccdphp/dnpao/state-local-programs/pdf/current-practices-worksite-wellness-initiatives.pdf</p>	4 pts.

Nutrition (Healthy Eating) (continued)	Point Value
<p>9. Your company has a written policy to identify healthier food and beverage choices with signs or symbols (e.g., the “Choose Healthy Now” program or your company puts a “heart” next to a healthy item in vending machines, cafeterias, snack bars, or other points of purchase).</p> <p>A. Choose Healthy Now: http://www.healthyhawaii.com/choose-healthy-now/</p> <p>B. DOH Tools: http://health.hawaii.gov/physical-activity-nutrition/home/policy-work/</p> <p>C. Health.gov Tools: https://health.gov/dietaryguidelines/dga2005/healthieryou/contents.htm</p>	4 pts.
<p>11. Your company provides access to free or subsidized self-management programs to live a healthy lifestyle (nutrition, exercise and weight management). For example, your employees participate in the Wilcox Health free program, “A Healthier You”. Teams may also be eligible for a corporate discount for Weight Watchers.</p> <p>HMSA Discounts: https://hmsa.com/well-being/hmsa365/?Island=Kauai</p>	2 pts.
<p>12. Your company has a written policy or plan for hosting a minimum of one healthy food drive per year (see the “Healthy Food Drive” flyer on www.GetFitKauai.com).</p> <p>Hawaii Foodbank Kauai: http://www.hawaiifoodbank.org/kauai</p>	4 pts.
<p>13. Your company held (or plans to hold) a healthy food drive this year.</p> <p>Hawaii Foodbank Kauai: http://www.hawaiifoodbank.org/kauai</p>	2 pts.


Tobacco Control	Point Value
<p>1. Your company has a written policy banning all tobacco use at your worksite.</p> <p>A. CDC Tools: https://www.cdc.gov/sustainability/worksitewellness/index.htm</p> <p>B. Sample Policy: http://action.lung.org/site/DocServer/tobacco-free-workplace.pdf</p>	4 pts.
<p>2. Your company has a written policy banning all Electronic Smoking Device usage at your worksite.</p> <p>A. Sample Policy: http://www.astho.org/Programs/Prevention/Tobacco/E-Cigarettes/Resources/Hi-Sample-Smokefree-Workplace-Policy/</p> <p>B.  modelworkplacepolicy NSR.pdf</p>	4 pts.
<p>3. Your company reinforces a written policy banning all tobacco and/or Electronic Smoking Device usage (e.g., your company does not provide ashtrays, or your company communicates this written policy banning tobacco use through various channels at your worksite).</p> <p>A. Lung.org Toolkit: http://www.lung.org/local-content/minnesota/documents/worksitewellness-toolkit.pdf</p> <p>B. Healthy Hawaii: http://www.healthyhawaii.com/tobacco-free/</p>	4 pts.

Tobacco Control (continued)	Point Value
<p>4. Your company displays signs (including “No Smoking” signs) with information about your tobacco use policy.</p> <p>A. Healthy Hawaii: http://www.healthyhawaii.com/tobacco-free/</p> <p>B. DOH Tools: http://health.hawaii.gov/tobacco/home/laws/</p> <p>C. DOH Sign: http://health.hawaii.gov/tobacco/files/2013/10/New-law.pdf</p>	1 pt.
<p>5. Your company provides or promotes free or subsidized tobacco cessation counseling (e.g., the Hawaii Tobacco Quitline at 1-800-QUIT-NOW, other local programs, or through medical insurance carriers).</p> <p>A. HMSA Smoking Cessation: https://hmsa.com/well-being/stop-smoking/</p> <p>B. Hawaii Quitline: https://hawaiiquitline.org/</p>	2 pts.
<p>6. Your company provides health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement (e.g. inhalers, nasal sprays, bupropion (Zyban) and varenicline (Chantix)).</p> <p>A. HMSA Smoking Cessation: https://hmsa.com/well-being/stop-smoking/</p> <p>B. Hawaii Quitline: https://hawaiiquitline.org/</p>	4 pts.
<p>7. Your company provides health insurance coverage with no or low out-of-pocket costs for FDA-approved over-the-counter nicotine replacement products (e.g., nicotine replacement gum, patches, and/or lozenges).</p> <p>Check your HMSA coverage https://hmsa.com/health-plans/employers/?</p>	4 pts.


Stress Management	Point Value
<p>3. Your company provides two or more stress management programs each year (e.g., stress management programs can range from general stress release to financial stress management).</p> <div style="text-align: center;">  Health Education Catalog - 030116 - Er </div> <p style="background-color: yellow;">Minimum Participation Requirements Apply</p>	2 pts.
<p>4. During the last nine months, your company provided two or more work-life balance/life-skills programs (e.g., elder care, child care, referrals, tuition reimbursement, and/or other programs that are offered through vendors, on-site, or employee assistance programs).</p> <div style="text-align: center;">  Health Education Catalog - 030116 - Er </div> <p style="background-color: yellow;">Minimum Participation Requirements Apply</p>	2 pts.

Stress Management (continued)	Point Value
<p>5. Your company provides at least one training session for managers on identifying and reducing workplace stress-related issues (e.g., training on performance reviews, communication, personnel management, assertiveness, time management, and/or conflict resolution).</p> <div data-bbox="168 327 375 457">  <p>Health Education Catalog - 030116 - Er</p> </div> <p>Minimum Participation Requirements Apply</p>	2 pts.
<p>6. Your company provides opportunities for employee input regarding workplace issues that affect job stress (e.g., work processes and environment, work schedules, participative problem-solving, and/or management of work demands).</p> <p><u>Ideas on gathering employee feedback: https://learn.infusionsoft.com/business-management/culture/6-methods-to-collect-employee-feedback</u></p>	2 pts.
<p>7. Your company posts signs or provides brochures, videos, posters, pamphlets, newsletters, or other written or online information that addresses the benefits of stress management (e.g., posters that promote serenity in the workplace).</p> <p>A. <u>CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/stress.html</u></p> <p>B. <u>Heart.org Stress: http://www.heart.org/idc/groups/heart-public/@wcm/@hcm/documents/image/ucm_300690.pdf</u></p> <p>C. <u>Heart.org Healthy: http://www.heart.org/idc/groups/heart-public/@wcm/@hcm/documents/image/ucm_300674.pdf</u></p>	1 pt.

Chronic Disease Prevention (High Blood Pressure, Diabetes, Obesity, High Cholesterol)	Point Value
<p>1. Your company provides brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of two or more of these chronic diseases: high blood pressure, diabetes, high cholesterol and obesity. (Note: the Center for Disease Control will mail free chronic disease prevention posters.)</p> <p>A. <u>CDC BP: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/blood-pressure.html</u></p> <p>B. <u>Heart BP: http://www.heart.org/HEARTORG/Conditions/HighBloodPressure/High-Blood-Pressure-or-Hypertension_UCM_002020_SubHomePage.jsp</u></p> <p>C. <u>CDC Diabetes: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/diabetes.html</u></p> <p>D. <u>Diabetes.org: http://www.diabetes.org/in-my-community/awareness-programs/stop-diabetes-at-work/employer-log-in-to-stop-diabetes.html</u></p> <p>E. <u>CDC Cholesterol: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/cholesterol.html</u></p>	1 pt.

Chronic Disease Prevention (continued)	Point Value
<p>F. Heart Cholesterol: http://www.heart.org/HEARTORG/Conditions/Cholesterol/Cholesterol_UCM_001089_SubHomePage.jsp</p> <p>G. CDC Obesity: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/obesity.html</p>	
<p>2. Your company provides two or more educational seminars, workshops, or classes on prevention and control of high blood pressure, diabetes, obesity and high cholesterol.</p> <div data-bbox="159 491 363 617" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  Health Education Catalog - 030116 - Er </div> <p style="background-color: yellow;">Minimum Participation Requirements Apply</p>	2 pts.
<p>3. Your company promotes the availability of wellness coaching through health insurance company/companies. (Note: Kaiser Permanente and HMSA provide wellness coaching.)</p> <p>HMSA Health Coaching: https://hmsa.com/well-being/health-coaching/</p>	2 pts.
<p>4. Your company hosts a health fair for employees that provides screenings for two or more of the following chronic diseases: high blood pressure, diabetes, obesity and high cholesterol.</p> <p style="background-color: yellow;">Contact your HMSA rep for more info.</p>	2 pts.

Signs & Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack and Stroke	Point Value
<p>1. Your company has posters or flyers in the common areas of your worksite (such as bulletin boards, kiosks, break rooms) that identify the signs and symptoms of a heart attack and of a stroke and also convey that heart attacks and strokes are to be treated as emergencies.</p> <p>A. Heart.org: http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/CorporateTraining/UCM_477670_Corporate-Training.jsp</p> <p>B. Heart Stroke Flyers: http://www.strokeassociation.org/STROKEORG/Professionals/Stroke-Prevention-Resources_UCM_451918_SubHomePage.jsp</p>	1 pt.
<p>2. Your company provides any other information on the signs and symptoms of heart attack and of stroke through emails, newsletters, management communications, websites, seminars and/or classes.</p> <p>A. Heart.org: http://cpr.heart.org/jdc/groups/heart-public/@wcm/@ecc/documents/downloadable/ucm_488988.pdf</p> <p>B. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/heart-attack-stroke.html</p>	1 pt.

Signs & Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack and Stroke (continued)	Point Value
<p>3. Your company has a policy that includes a written emergency response plan that addresses acute heart attack and stroke events (e.g., who needs to be notified?).</p>  <p>CDC Sample ER Action Plan.doc</p>	4 pts.
<p>4. Your company offers access to a nationally recognized training course on Cardiopulmonary Resuscitation (CPR) that includes training on Automated External Defibrillator (AED) usage. Courses are available on-island at no cost (see the “Resource List” on GetFitKauai.com).</p> <p>A. Heart.org: http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/CorporateTraining/UCM_477670_Corporate-Training.jsp</p> <p>B. Heartsaver: http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HeartsaverCourses/UCM_473174_Heartsaver-Courses.jsp</p>	2 pts.

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Points are based upon: Policy = 4 points; Environment = 3 points; Program = 2 points; Small = 1 point

2018 Scoring Levels:

- Platinum** = 151 – 179 points
- Gold** = 124 - 150 points
- Silver** = 97 – 123 points
- Bronze** = 70 - 96 points
- Copper** = 69 or less points

Mokihana Status = Platinum for 3 years.

General Health	Physical Activity	Nutrition	Tobacco Control	Stress Management	Chronic Disease Prevention	Heart Attack and Stroke	Total
54 points	30 points	40 points	23 points	14 points	7 points	11 points	179 points