

Get Fit Kaua'i

2018 Worksite Wellness Challenge Scorecard

-- Please keep this working copy for your records --

Company Name: _____ Number of Employees: _____

Contact Name: _____ Position: _____

Phone number: _____ Email: _____

Health Insurance Carrier(s): _____ Beginning Score: _____

Aloha and thank you for participating in the Get Fit Kaua'i 2018 Worksite Wellness Challenge!

- ❖ Please complete the scorecard below: it should take about 20 minutes to complete.
- ❖ It consists of 59 "Yes" or "No" questions and each question has a point value.
- ❖ You will complete the scorecard at the beginning and again at the end of the Worksite Wellness Challenge.
- ❖ Your scorecard total at the end will be compared to your scorecard total at the beginning and the point difference between your scores will be your final Worksite Wellness Challenge score.
- ❖ Your company can raise their final score by changing as many answers as possible from "No" to "Yes".
- ❖ Note: If your answer is "No" to part of a question, the answer to the entire question is "No".
- ❖ Points are based upon: Policy = 4 points; Environment = 3 points; Program = 2 points; Small = 1 point

<i>General Health Environment</i>	<i>Point Value</i>	<i>Your Score</i>
1. Senior leaders/upper management at your company actively support worksite wellness. Answer "yes" if you have "buy-in" from senior leaders/upper management (e.g., support with budget or resource allotment).	4 pts.	
2. Your company has a Worksite Wellness Committee that meets regularly (at least quarterly) and maintains meeting notes.	4 pts.	
3. Your company has a written company wellness plan and/or policy, which is reviewed annually.	4 pts.	
4. Your company conducts an employee needs and interest assessment specifically related to planning health promotion activities.	3 pts.	
5. Your company has written policies to support breast-feeding women (e.g., allows flexible breaks to allow women to breastfeed or express milk).	4 pts.	
6. Your company provides a small, private space for a lactation room (that is not a restroom or closet) with a sink nearby for hand washing and washing of pump parts.	3 pts.	
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.	4 pts.	
8. Your company has a written sustainability plan in place for worksite wellness activities, programs, and staff.	4 pts.	

General Health Environment (continued)	Point Value	Your Score
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).	2 pts.	
10. Your company holds a Kaiser Permanente hosted well-being presentation/information session to introduce all employees to Kaiser Permanente’s free well-being resources from their Choose Better website. You will also be introduced to the “Total Health Assessment” tool on kp.org which is available to all Kaiser Permanente members. There is no charge for this session, no matter what medical insurance carrier you have. To schedule, please contact: Melissa Kunitake, Kaiser Permanente Workforce Health Consultant at (808) 281-2266 or melissa.mh.kunitake@kp.org	7 pts.	
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. To schedule, please contact: Maricel Blackwell, Manager, Well-Being Programs, HMSA at (808) 948-6481 or Maricel_Blackwell@hmsa.com	7 pts.	
12. Your company Worksite Wellness Challenge Team Captain met with their Worksite Wellness Challenge Coach each calendar month from February - October (by phone or in person).	4 pts.	
13. Your company Worksite Wellness Committee / Team Captain reached out to at least one of their medical health insurance provider representatives at least three times during the 2018 Worksite Wellness Challenge.	4 pts.	
TOTAL General Health Environment Score	54 pts.	

Physical Activity	Point Value	Your Score
1. Your company provides an exercise area on-site to which all of your employees have access.	3 pts.	
2. Your company has a written policy that subsidizes or discounts the cost of on-site or off-site exercise facilities.	4 pts.	
3. Your company provides bike racks in safe and convenient locations that are available for employees who ride their bike to work.	3 pts.	
4. Your company has a policy to subsidize bus passes for employees who would like to take the bus to work.	4 pts.	

<i>Physical Activity (continued)</i>	<i>Point Value</i>	<i>Your Score</i>
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).	3 pts.	
6. Your company provides a shower and / or designated changing facility (e.g., a restroom with lockers).	3 pts.	
7. Your company has signs posted at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs.	1 pt.	
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).	2 pts.	
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.	1 pt.	
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.	2 pts.	
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.	4 pts.	
<i>TOTAL Physical Activity Score</i>	30 pts.	

<i>Nutrition (Healthy Eating)</i>	<i>Point Value</i>	<i>Your Score</i>
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).	4 pts.	
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.	1 pt.	

<i>Nutrition (Healthy Eating) (continued)</i>	<i>Point Value</i>	<i>Your Score</i>
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.	2 pts.	
4. Your company has provisions available so employees can bring healthy lunches from home (e.g., provides a refrigerator, a sink to clean dishes/utensils, an eating area with seating, or a microwave and/or toaster oven for warming food).	3 pts.	
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.	4 pts.	
6. Your company provides on-going on-site gardening or access to a community garden (e.g., roof gardens, container and / or herb gardens).	3 pts.	
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).	4 pts.	
8. Your company has written policy to offer meals that include healthy options in cafeteria settings.	4 pts.	
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).	4 pts.	
10. Your company has a water cooler, filtered water, bottled water or drinking fountain available to employees free of charge at all times.	3 pts.	
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.	2 pts.	
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).	4 pts.	
13. Your company held (or plans to hold) a healthy food drive this year.	2 pts.	
<i>TOTAL Healthy Eating (Nutrition) Score</i>	40 pts.	

<i>Tobacco Control</i>	<i>Point Value</i>	<i>Your Score</i>
1. Your company has a written policy banning all tobacco use at your worksite.	4 pts.	

<i>Tobacco Control (continued)</i>	<i>Point Value</i>	<i>Your Score</i>
2. Your company has a written policy banning all Electronic Smoking Device usage at your worksite.	4 pts.	
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).	4 pts.	
4. Your company displays signs (including “No Smoking” signs) with information about your tobacco use policy.	1 pt.	
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).	2 pts.	
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)).	4 pts.	
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).	4 pts.	
<i>TOTAL Tobacco Control Score</i>	23 pts.	

<i>Stress Management</i>	<i>Point Value</i>	<i>Your Score</i>
1. Your company provides dedicated space where employees can engage in relaxation activities, such as meditation, yoga, or biofeedback.	3 pts.	
2. Your company sponsors or organizes at least one social event during the year (e.g., team building events, company picnics, holiday parties, and/or employee sports teams).	2 pts.	
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).	2 pts.	
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).	2 pts.	
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).	2 pts.	

<i>Stress Management (continued)</i>	<i>Point Value</i>	<i>Your Score</i>
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).	2 pts.	
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).	1 pt.	
<i>TOTAL Stress Management Score</i>	14 pts.	

<i>Chronic Disease Prevention (High Blood Pressure, Diabetes, Obesity, High Cholesterol)</i>	<i>Point Value</i>	<i>Your Score</i>
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.)	1 pt.	
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.	2 pts.	
3. Your company promotes the availability of wellness coaching through health insurance company/companies. (Note: Kaiser Permanente and HMSA provide wellness coaching.)	2 pts.	
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.	2 pts.	
<i>Total Score: Chronic Disease Prevention (High Blood Pressure, Diabetes, Obesity, High Cholesterol)</i>	7 pts.	

<i>Signs & Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack and Stroke</i>	<i>Point Value</i>	<i>Your Score</i>
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.	1 pt.	
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.	1 pt.	
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?).	4 pts.	

Signs & Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack and Stroke (continued)	Point Value	Your Score
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).	2 pts.	
5. Your company has one or more functioning AEDs in place.	3 pts.	
Total Score: Signs & Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack & Stroke	11 pts.	

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

Get Fit Kaua'i would like to extend our thanks to our presenting supporter, Kaiser Permanente, and our other awesome partners and agencies that helped make this Challenge happen. Mahalo HMSA, Hawai'i Public Health Institute and Hawaii State Department of Health.

