



Getting started with your workforce health program

Assess-Plan-Engage-Measure checklist

Assess	Steps	Actions	Tools
	<ul style="list-style-type: none"> ○ Get leadership endorsement 	<p>Present a business case for workforce health to your leadership team. Your program has a better chance of success when the company owner or CEO is on board, and leadership buy-in makes it easier to get things done.</p>	<ul style="list-style-type: none"> • How to build a case for workforce health • WELCOA's seven benchmarks of results-oriented workplace wellness programs
<ul style="list-style-type: none"> ○ Target the most important health issues in your workforce 	<p>Use our worksite health survey to evaluate your company's workforce wellness needs. And find out what health issues matter the most to your employees with our employee interest survey.</p>	<ul style="list-style-type: none"> • Worksite health survey • Employee interest survey • WELCOA's Needs & Interest Survey • A Prevention and Lifestyle Risk report shows which risk factors—such as weight, cholesterol, blood pressure, and smoking—are affecting your employees with Kaiser Permanente coverage the most.* Contact your Kaiser Permanente representative for more information. 	

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Plan	Steps	Actions	Tools
	<ul style="list-style-type: none"> ○ Form a wellness committee 	<p>Recruit a dedicated wellness champion or program coordinator and a wellness team. An active wellness committee is an important part of a successful workforce health program.</p>	<ul style="list-style-type: none"> • Workforce wellness committee toolkit • Healthy meetings toolkit
	<ul style="list-style-type: none"> ○ Set goals and agree on clear definitions of success 	<p>Based on the results of your worksite health and employee interest surveys, set goals for your program and agree on benchmarks that will help you evaluate your program's success.</p>	<ul style="list-style-type: none"> • Goal-setting worksheet • Hint: Keep your goals easy to achieve so employees are encouraged to continue their efforts.
	<ul style="list-style-type: none"> ○ Determine incentives 	<p>Offer rewards and incentives to motivate your employees to participate in your workforce health program.</p>	<ul style="list-style-type: none"> • Reward and incentive ideas
	<ul style="list-style-type: none"> ○ Develop a program calendar 	<p>Develop a calendar of workforce health engagements and plan your communications schedule for the first year of your program.</p>	<ul style="list-style-type: none"> • Monthly health topics

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	Steps	Actions	Tools
Engage	<ul style="list-style-type: none"> ○ Implement your workforce health program 	Launch and engage employees in your workforce health program. Visit our workforce health topic center to find educational resources, tools, and programs to encourage participation.	<ul style="list-style-type: none"> • Workforce health topic center
	<ul style="list-style-type: none"> ○ Keep employees engaged 	Send out periodic emails or company newsletters, and post flyers and posters throughout your workplace. Ongoing communication will help to promote your program, keep the excitement going, and celebrate successes.	<ul style="list-style-type: none"> • WELCOA's increasing participation checklist
Measure	<ul style="list-style-type: none"> ○ Evaluate your program 	Track progress, participation, and interest in your program by filling out the worksite health survey again. Evaluate your program's success based on before-and-after survey results.	<ul style="list-style-type: none"> • Worksite health survey
	<ul style="list-style-type: none"> ○ Share the results 	Communicate program participation rates and positive outcomes with your employees.	<ul style="list-style-type: none"> • WELCOA's increasing participation checklist

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Links	
1	https://businessnet.kp.org/health/plans/nw/workforcehealth/resourcecenter?contentid=/html/workforce-health/nw/resourcecenter/build_a_case.html
2	http://www.welcoa.org/wellworkplace/index.php?category=16
3	https://businessnet.kp.org/static/pdfs/multiregion/healthWorks_workbook_worksite_survey.pdf
4	https://businessnet.kp.org/static/pdfs/multiregion/healthWorks_workbook_employee_interest_survey.pdf
5	http://www.welcoa.org/freeresources/pdf/ni_survey.pdf
6	https://businessnet.kp.org/health/plans/nw/workforcehealth/resourcecenter?contentid=/html/workforce-health/multiregion/wellness_committee.html
7	https://businessnet.kp.org/health/plans/nw/workforcehealth/resourcecenter?contentid=/html/workforce-health/multiregion/healthymeetings.html
8	https://businessnet.kp.org/static/pdfs/multiregion/HWWksiteHealthGoal-settingWksheet_HI.doc
9	https://businessnet.kp.org/static/pdfs/multiregion/healthWorks_workbook_rewards_and_incentives.pdf
10	https://businessnet.kp.org/health/plans/nw/workforcehealth/resourcecenter?contentid=/html/workforce-health/multiregion/library_monthly_health_topics.html
11	https://businessnet.kp.org/health/plans/nw/workforcehealth/resourcecenter
12	http://www.welcoa.org/freeresources/pdf/increaseparticipationchecklist.pdf

* You must have a minimum of 200 employees with Kaiser Permanente coverage to receive this report.