



Be Well Scope of Services

Be Well offers a full range of wellness promotion and services throughout the year. **The depth and breath of programming is dependent on employer funding for programming.**

At a minimum a contract with Be Well would provide:

1) Assessment & Evaluation

- a) Health Risk Assessment: A comprehensive and confidential personal on-line tool that provides an individualized report to each employee and an executive report of aggregate data to employers. Provided at no charge to employees, the on-line tool includes an extensive health library, and the option for employees to log onto their personal account and update biometrics (for a new health assessment) when there have been changes to weight, blood pressure, blood glucose, or blood cholesterol levels. Aggregate data is used to determine annual programming and monitor annual outcomes of programming.
- b) Wellness Behavior and Interest Survey: Annual survey of all employees to collect data on current behaviors and interests. Includes questions that assess stages of change / readiness to change, and is collected anonymously. Aggregate data is provided to employer, used to determine annual programming, and monitor annual outcomes of programming.
- c) Review of claim data: Health insurance claim utilization and workers' compensation claims to identify areas of programming needs and monitor annual outcomes of programming.
- d) Program evaluation includes baseline and outcome data collected for all major initiatives.

2) Collaboration

- a) Work with existing worksite wellness committee or assistance provided to establish a wellness committee
- b) Work with existing relationships and local resources (for programs, services, & wellness promotions)
- c) Participate in established meetings with benefits consultant and human resources personnel/administration

3) Promotions and Presence at Worksites* included in basic contract

- a) Customized monthly wellness newsletter with local worksite promotions (electronic)
- b) Fliers (print and electronic) to promote specific initiatives as appropriate
- c) On-site local presence through internal email address for Be Well
- d) Email and telephone coaching provided to program participants
- e) Be Well website with resources and promotions to enhance on-site wellness efforts
- f) Minimum of 4 major initiatives at worksites. This targeted programming throughout the year will utilize established successful initiatives such as:
 - i) Holiday challenge
 - ii) Fitness/step challenge
 - iii) Goal based behavior change challenge
 - iv) On-site health screenings for blood glucose, blood pressure, blood cholesterol
 - v) On-site refresher programs on topics of interest and need (lunch-time programs during in-service days or at other pre-determined times)
 - vi) Other initiatives to promote healthy and active living

*Funding level determines the extent and depth of employee benefit. The list above is the minimum Be Well provides to engage employees in wellness efforts with a basic contract. Additional employer funds can be invested in the Be Well program to directly support employee participation in wellness efforts such as:

- Negotiating a discount to fitness facilities and the administration of a participation agreement with employees to maximize effectiveness of that investment
- Arranging for and promoting discounts and incentives for opportunities to participate in local fitness programs (classes, personal trainer, etc) and healthy eating events
- Coordination of a rewards / incentive program providing either cash pay-outs or discounts on insurance premiums for completing wellness behaviors or meeting other wellness criteria (established programs comply with federal and state mandates)

This range of Be Well services are possible and reach maximum impact with the support and cooperation of worksite and organizational administration.

Specific requirements of participating administration include:

- 1) Provide an **internal** email address for Be Well
- 2) Recognize Be Well as a partner at worksite (or organizational) Safety & Wellness meetings, quarterly benefits review meetings (with HR and benefits consultants), etc.
- 3) Provide support for collaborative effort between Be Well and key staff members (school nurses, administrative assistants, human resources)
- 4) For on-site programming, 'worksites' are identified as those locations with a minimum of 50 employees, or the utilization of a centralized location for smaller sites to join larger worksites for those with less than 50 employees.