## Microwellness Scorecard

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Business Number: 11</th>
<th>Scorecard Completion Time Period: Formative</th>
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</thead>
</table>

### Level 1

Businesses meeting these criteria by 12/15/2011 will earn a $50/employee rebate. For the full year 2012, businesses meeting these criteria will earn $100/employee.

- The business completed an assessment of employee health needs within the past year.
- The following measures are included in the annual needs assessment:
  - Employee interest surveys or focus groups
  - Employee health risk assessments
  - Assessment of work environment (include community)
  - Assessment of policies related to employee health

- The business has an annual, written workplan for the wellness program.
- The annual workplan has measurable objectives for the following:
  - Implementation of workplan strategies
  - Employee participation in wellness program
  - Employee satisfaction with wellness program
  - Changes in self-reported health risks

- All parts of the wellness program are made available to all employees.
- The wellness program addresses the health needs of all employees, including those who are healthy, at-risk or have chronic conditions.

The business demonstrates commitment and support for wellness in the following ways:
- Business receives regular training and information about wellness and related resources
- Business provides regular communication and support for employee participation in wellness programs
- Business leader(s) actively participate in wellness programs at work or in the community

### Level 2

Businesses meeting both Level 1 and Level 2 criteria by 12/15/2011 will earn a $100/employee rebate. For the full year 2012, businesses meeting these criteria will earn $200/employee.

- The following measures are included in the annual needs assessment:
  - Aggregate regional data on health risk status, including biometric screening data, medical claims, pharmaceutical claims, disability and/or behavioral health data

The business demonstrates commitment and support for wellness in the following ways:
- Key employees have a wellness-related function written into their job description
- Business provides flexible scheduling or company time for employees to participate in wellness programs
- Business provides recognition and rewards for participation and/or achievement of a behavior change

- The business has a wellness team, a designated wellness champion, or some other method for planning and coordinating wellness programs
<table>
<thead>
<tr>
<th><strong>Level 1</strong></th>
<th><strong>Level 2</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Businesses meeting these criteria by 12/15/2011 will earn a $50/employee rebate. For the full year 2012, businesses meeting these criteria will earn $100/employee</strong></td>
<td><strong>Businesses meeting both Level 1 and Level 2 criteria by 12/15/2011 will earn a $100/employee rebate. For the full year 2012, businesses meeting these criteria will earn $200/employee</strong></td>
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<tr>
<td>The work environment supports employee health and well-being in the following ways: □ Physical activity is promoted at or near the worksite (e.g. walking/biking routes, onsite activity area) □ Written tobacco-use policy meets or exceeds the requirements of Maine State law □ Healthy food options are available at work (vending machines, honor system snack program, company meetings/events) □ Safe work environment, in compliance with OSHA standards, is provided □ Business provides a clean and secure room or other location, other than a bathroom, where an employee may express breast milk (Applies only if nursing mothers are employed)</td>
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<tr>
<td>The following are offered to employees by the business or in partnership with a community provider: □ Screenings - Risk assessment and referral □ Risk factor education and counseling/coaching □ Work environment which supports healthy lifestyles □ Policies and incentives to support healthy lifestyles □ Educational programs on prevention and health risk reduction</td>
<td></td>
</tr>
<tr>
<td>For businesses offering health insurance: □ Employees with health insurance are encouraged to use available health insurance benefits and services that support prevention and risk reduction. □ Employees with health insurance are encouraged to use health insurance features designed to support employees in making informed decisions about their healthcare □ Employees with no health insurance are given opportunities to learn from community partners about health insurance options for individuals. □ Health risk assessments are offered to employees by the business or in partnership with a community provider □ Preventive health screenings at the worksite or in the community are promoted to employees</td>
<td><strong>For businesses offering health insurance:</strong> □ Employees with health insurance are encouraged to use health insurance benefits that include evidence-based incentives to select or comply with specific treatments proven effective in the medical literature (example: waived copayments for diabetic supplies) □ 50% of employees must complete the health risk assessment □ 50% of employees participate in on-site and/or community health screening</td>
</tr>
</tbody>
</table>
### Level 1
Businesses meeting these criteria by 12/15/2011 will earn a $50/employee rebate. For the full year 2012, businesses meeting these criteria will earn $100/employee

- ☑️ A process is in place to provide referrals and follow-up for individuals whose health risk assessment or screening results are out of the normal range
- ☑️ Targeted lifestyle behavior change programs, such as coaching or other programs that develop personal action plans for participants, are offered to employees
- ☑️ Employees are provided with information on mental health and substance abuse issues by the employee assistance program (EAP), community provider, or health insurer
- ☑️ Employees are provided information about primary care resources, including health clinics or Federally Qualified Health Centers, available in the community

The following communication strategies are used to promote the wellness program:
- ☑️ Annual or multi-year plan that contains the key themes or messages
- ☑️ Multiple communication strategies or channels are used (newsletters, direct mailings, payroll check stuffers, e-mails, websites, webinars, podcasts, etc)
- ☑️ Year-round communication (on at least a quarterly basis)

Employees receive information at least once per year on the following topics:
- ☑️ Improving health habits contributes to better quality of life
- ☑️ How to appropriately access and utilize the health care system

Program performance data are communicated to business leaders at least once per year

### Level 2
Businesses meeting both Level 1 and Level 2 criteria by 12/15/2011 will earn a $100/employee rebate. For the full year 2012, businesses meeting these criteria will earn $200/employee

- ☑️ Employees are provided with information or programs on safety in the workplace
- ☑️ Employees are provided with information on programs on mental health and substance abuse issues by the employee assistance program (EAP), community provider, or health insurer
- ☑️ Employees are provided information about primary care resources, including health clinics or Federally Qualified Health Centers, available in the community

The following communication strategies are used to promote the wellness program:
- ☑️ Regular stakeholder status reports to inform employees and business leaders on program progress

Employees receive information at least once per year on the following topics:
- ☑️ Poor health choices contribute to higher health care costs
- ☑️ The true cost of health care, such as charges for office visits, prescription drugs, surgery, and other services or the employer's share of premiums
- ☑️ The role consumers play in keeping health coverage affordable for themselves and the organization

Program performance data are communicated to business leaders at least 2 times a year

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