

## Microwellness Scorecard

**Business Name:**

**Business Number:** 11

**Scorecard Completion Time Period:** Formative

Level 1	Level 2
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	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
<input checked="" type="checkbox"/> The business completed an assessment of employee health needs within the past year	
The following measures are included in the annual needs assessment: <input checked="" type="checkbox"/> Employee interest surveys or focus groups <input checked="" type="checkbox"/> Employee health risk assessments <input checked="" type="checkbox"/> Assessment of work environment (include community) <input checked="" type="checkbox"/> Assessment of policies related to employee health	The following measures are included in the annual needs assessment: <input type="checkbox"/> <b>Aggregate regional data on health risk status, including biometric screening data, medical claims, pharmaceutical claims, disability and/or behavioral health data</b>
<input checked="" type="checkbox"/> The business has an annual, written workplan for the wellness program	
The annual workplan has measurable objectives for the following: <input checked="" type="checkbox"/> Implementation of workplan strategies <input checked="" type="checkbox"/> Employee participation in wellness program <input checked="" type="checkbox"/> Employee satisfaction with wellness program <input type="checkbox"/> <b>Changes in self-reported health risks</b>	
<input checked="" type="checkbox"/> All parts of the wellness program are made available to all employees	
<input checked="" type="checkbox"/> 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: <input checked="" type="checkbox"/> Business receives regular training and information about wellness and related resources <input checked="" type="checkbox"/> Business provides regular communication and support for employee participation in wellness programs <input checked="" type="checkbox"/> Business leader(s) actively participate in wellness programs at work or in the community <input type="checkbox"/> <b>Business leader(s) provide endorsement and communication of the wellness plan</b> <input type="checkbox"/> <b>Business provides a budget for wellness resources and programs</b>	The business demonstrates commitment and support for wellness in the following ways: <input type="checkbox"/> <b>Key employees have a wellness-related function written into their job description</b> <input checked="" type="checkbox"/> <b>Business provides flexible scheduling or company time for employees to participate in wellness programs</b> <input type="checkbox"/> <b>Business provides recognition and rewards for participation and/or achievement of a behavior change</b>
<input checked="" type="checkbox"/> The business has a wellness team, a designated wellness champion, or some other method for planning and coordinating wellness programs	

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<p>The work environment supports employee health and well-being in the following ways</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Physical activity is promoted at or near the worksite (e.g. walking/biking routes, onsite activity area)</li> <li><input type="checkbox"/> Written tobacco-use policy meets or exceeds the requirements of Maine State law</li> <li><input type="checkbox"/> Healthy food options are available at work (vending machines, honor system snack program, company meetings/events)</li> <li><input type="checkbox"/> Safe work environment, in compliance with OSHA standards, is provided</li> <li><input checked="" type="checkbox"/> 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)</li> </ul>	
<p>The following are offered to employees by the business or in partnership with a community provider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Screenings - Risk assessment and referral</li> <li><input checked="" type="checkbox"/> Risk factor education and counseling/coaching</li> <li><input checked="" type="checkbox"/> Work environment which supports healthy lifestyles</li> <li><input checked="" type="checkbox"/> Policies and incentives to support healthy lifestyles</li> <li><input checked="" type="checkbox"/> Educational programs on prevention and health risk reduction</li> </ul>	
<p>For businesses offering health insurance:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Employees with health insurance are encouraged to use available health insurance benefits and services that support prevention and risk reduction.</li> <li><input checked="" type="checkbox"/> Employees with health insurance are encouraged to use health insurance features designed to support employees in making informed decisions about their healthcare</li> </ul>	<p>For businesses offering health insurance:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>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)</b></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Employees with no health insurance are given opportunities to learn from community partners about health insurance options for individuals.</li> </ul>	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Health risk assessments are offered to employees by the business or in partnership with a community provider</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>50% of employees must complete the health risk assessment</b></li> </ul>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Preventive health screenings at the worksite or in the community are promoted to employees</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>50% of employees participate in on-site and/or community health screening</b></li> </ul>

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<p><input type="checkbox"/> 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</p>	
<p><input checked="" type="checkbox"/> Targeted lifestyle behavior change programs, such as coaching or other programs that develop personal action plans for participants, are offered to employees</p>	
	<p><input checked="" type="checkbox"/> <b>Employees are provided with information or programs on safety in the workplace</b></p>
<p><input checked="" type="checkbox"/> Employees are provided with information on mental health and substance abuse issues by the employee assistance program (EAP), community provider, or health insurer</p>	
<p><input checked="" type="checkbox"/> Employees are provided information about primary care resources, including health clinics or Federally Qualified Health Centers, available in the community</p>	
<p>The following communication strategies are used to promote the wellness program:</p> <p><input checked="" type="checkbox"/> Annual or multi-year plan that contains the key themes or messages</p> <p><input checked="" type="checkbox"/> Multiple communication strategies or channels are used (newsletters, direct mailings, payroll check stuffers, e-mails, websites, webinars, podcasts, etc)</p> <p><input type="checkbox"/> Year-round communication (on at least a quarterly basis)</p>	<p>The following communication strategies are used to promote the wellness program:</p> <p><input type="checkbox"/> <b>Regular stakeholder status reports to inform employees and business leaders on program progress</b></p>
<p>Employees receive information at least once per year on the following topics:</p> <p><input checked="" type="checkbox"/> Improving health habits contributes to better quality of life</p> <p><input checked="" type="checkbox"/> How to appropriately access and utilize the health care system</p>	<p>Employees receive information at least once per year on the following topics:</p> <p><input checked="" type="checkbox"/> <b>Poor health choices contribute to higher health care costs</b></p> <p><input type="checkbox"/> <b>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</b></p> <p><input type="checkbox"/> <b>The role consumers play in keeping health coverage affordable for themselves and the organization</b></p>
<p><input checked="" type="checkbox"/> Program performance data are communicated to business leaders at least once per year</p>	<p><input type="checkbox"/> <b>Program performance data are communicated to business leaders at least 2 times a year</b></p>

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