



SmartHealth Worksite Wellness Roadmap



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Get leadership support

Find out what **leadership** needs so you gain their buy-in and **support**



Form a team

Form a diverse **team** to increase your reach and creativity

2**3**

Collect information

Collect staff input and review SmartHealth data to plan your program



Make a plan

Make a plan so your team can work toward shared goals

4**5**

Promote activities

Use SmartHealth **activities** and create your own, then find several ways to **promote** them



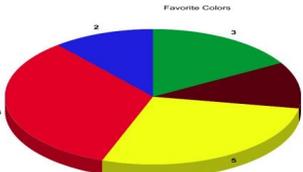
Create policies

Reduce worksite barriers by **creating policies** to maximize staff participation

6**7**

Evaluate progress

Use your wellness plan and SmartHealth data to **evaluate** what did and did not work



Share results

Share evaluation **results** so you can tell your wellness story

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What is the SmartHealth Worksite Wellness Roadmap?

Using best practices from the wellness industry, we created an eight-step process for you to follow to build the infrastructure for a sustainable worksite wellness program. All the groups we work with must use, complete, and submit this SmartHealth Worksite Wellness Roadmap **each year**. By completing the roadmap, your organization has the chance to earn an award for all of your hard work.

Who we help

Washington Wellness works organizations receiving health benefits through the [Public Employees Benefits Board \(PEBB\) Program](#). These organizations include higher education institutions, state agencies, and public employers.

What we do

We help you start or grow worksite wellness programs. We understand each of your organizations have different wellness goals. Regardless of where you are on your wellness journey, we are here to help.

Earn an award

By following and completing this roadmap and submitting your work each year, your organization can achieve recognition with our annual [Zo8 Award](#). The [Zo8 Award](#) certifies the great work you do. Go to [Washington Wellness website](#) for more details on the award, roadmap, and other resources we offer.

How to report your work and apply for the Zo8 Award

1. Complete the SmartHealth Worksite Wellness Roadmap (see page 3).
2. Organize your wellness plan with the samples the SmartHealth Worksite Wellness Roadmap requests.
3. Send your wellness plan, SmartHealth Worksite Wellness Roadmap, and related samples in one packet to wawellness@hca.wa.gov by **February 1 each year** to report your progress.

If you have questions, contact wawellness@hca.wa.gov.

Instructions

Follow these instructions to report your progress and apply for our award:

- A. Fill in **Y**, **N**, **N/A**, or **In Progress** in the first column titled **Complete**.
- Choose **Y** if you **did** the task (Yes)
 - Choose **N** if you **did not** (No)
 - Choose **N/A** if the task **does not apply** to your organization
 - Choose **In Progress** if you are still working on the task
- B. Use the **Date** column to track either when you completed the task or filled out the field.
- C. **Samples:** If you see a star ★ next to a **Task**, label and send a sample.
 - **For example**, you would label the sample for Task 3.1 as **Sample 3.1**.
- D. **Send one packet** of your completed roadmap and samples **with** a copy of your wellness plan to wawellness@hca.wa.gov by **February 1 each year** to report your progress.

Name: _____

Date: _____

Organization: _____

Email: _____

Step 1: Get leadership support

You need leadership support for sustained success. Your leader might be a single sponsor or an executive leadership team. Once leadership buys-in, everything becomes easier. Involve leadership up front to find out what they need, which will shape your wellness goals.

Complete	Date	Task	Description
		1.1	Ask and capture what your leadership needs from your program.
		1.2	Get leadership to sign a letter or send an email of support.

Step 2: Form a team

A wellness team makes everything easier. A team can reach more people, accomplish more tasks, and reach sustained success by sharing the load. When your team grows together, you are better prepared to handle changes.

Complete	Date	Task	Description
		2.1	Form a diverse team with staff from different units (if possible).
		2.2	Pick a wellness contact to work with us.

Step 3: Collect information

Ask your audience what they want in a wellness program. Using this collaborative approach gives them a voice in shaping the program, making it more likely for them to join. Collecting information will give you information you need to create a sound wellness plan.

Complete	Date	Task	Description
		3.1 ★	Send a wellness interest survey to your staff.
		3.2	Give your staff multiple ways to share input or suggestions (email, phone, drop box, etc.).
		3.3	Request access to the SmartHealth dashboard (if possible).
		3.4	Use the dashboard to review your SmartHealth data (if possible).

Step 4: Make a plan

A good plan makes it easier for everyone to work toward shared goals. Your wellness plan mirrors a good project management plan. Follow the principle of starting slow to move fast. This extra work up front will help you work faster and smarter down the line.

Complete	Date	Task	Description
		4.1	Review your wellness interest survey results.
		4.2	Find ways to combine leadership needs and goals with your interest survey results.
		4.3	Plan how and when to communicate with your staff.
		4.4	Plan how and when to incorporate SmartHealth.
		4.5	Plan how and when leadership can help promote.
		4.6	Create a wellness plan using the plan pieces (mission, goals, objectives, etc.) that fit your organization.
		4.7 ★	Get leadership to review, approve, and sign the wellness plan.

Step 5: Promote activities

Promote wellness activities that interest your staff. Use your interest survey results and SmartHealth data to help plan these activities and events. Find ways for leadership to get involved with promotions. Their voice carries weight and creates the momentum you need. Use multiple communication channels to maximize your reach and staff participation.

Complete	Date	Task	Description
		5.1	Use multiple communication channels (email, flyer, intranet, etc.).
		5.2	Promote SmartHealth news and activities.
		5.3	Create a customized SmartHealth activity (if possible).
		5.4 ★	Use the SmartHealth activity calendar to promote a SmartHealth activity as your own.
		5.5 ★	Get leadership to promote one activity.

Step 6: Create policies

You need to create or update wellness policies to reduce the barriers for your staff. By making it easier for staff to participate, you give them the access they need to explore your wellness activities and events.

Complete	Date	Task	Description
		6.1 ★	Find and organize your current wellness policies.
		6.2	Review your policies. Use the information you collected from the previous steps (leadership needs, staff interests, etc.) to find opportunities to increase access to your wellness activities.
		6.3	Create or update wellness policies to meet your needs.

Step 7: Evaluate progress

You need to evaluate your progress so you can share what did and did not work. Use a collaborative approach in this process to increase the accuracy of your evaluation.

Complete	Date	Task	Description
		7.1	Send an evaluation survey to staff.
		7.2	Use the SmartHealth dashboard to evaluate SmartHealth data.
		7.3	Use your wellness plan to evaluate your measurable goals.
		7.4	Evaluate your team structure and workflow process.
		7.5	Evaluate the effectiveness of your communication channels.
		7.6 ★	Create an evaluation report summarizing the pieces above so you can share what did and did not work.

Step 8: Share results

You need to share your results so you can tell your wellness story. Communicate to both leadership and staff to keep your organization connected to every phase of your program. This process will build a sense of ownership for everyone involved.

Complete	Date	Task	Description
		8.1	Give recognition to your wellness team.
		8.2	Share evaluation results with leadership.
		8.3	Share evaluation results with staff.

Next steps

We want to thank you for following and completing our SmartHealth Worksite Wellness Roadmap. You can grow your worksite wellness program even more by adopting and implementing the Healthy Nutrition Guidelines (HNG). Go to the next page to see what HNG is, who it is for, and more. To find out your next steps for the SmartHealth Worksite Wellness Roadmap, go back to page 2 to see how to report your work each year.



Healthy Nutrition Guidelines

A healthy eating environment is an important component to creating wellness in the workplace and improving employee health and wellbeing. As stated in [Executive Order 13-06](#), cabinet agencies must adopt and implement a healthy food and beverage service policy that meets the [Healthy Nutrition Guidelines \(HNG\)](#), developed by the Department of Health.

Who these guidelines are for

Only cabinet agencies are **required** to complete the following HNG checklist. Check to see if you are an [executive cabinet](#) or [small agency cabinet](#). If you are not a cabinet agency, consider adopting and implementing HNG in your organization.

Use this checklist and [online resources](#) to adopt and implement HNG. Submit the completed checklist with your Worksite Wellness Roadmap for HNG recognition.

ACTIVITY
<input type="checkbox"/> Adopt a healthy nutrition policy ★
<input type="checkbox"/> Communicate policy to employees ★
<input type="checkbox"/> Complete workplace assessments ★ (check all that apply): <input type="checkbox"/> Environmental assessment (required for all) <input type="checkbox"/> Implementation Tool for Cafeterias <input type="checkbox"/> Implementation Tool for Institutions
<input type="checkbox"/> Implement all applicable guidelines (check all that apply): <input type="checkbox"/> Vending <input type="checkbox"/> Meetings and Events <input type="checkbox"/> Cafeterias <input type="checkbox"/> Institutions
<input type="checkbox"/> Promote SmartHealth
<input type="checkbox"/> Complete at least four activities to promote healthy eating in the workplace (describe activities below): <input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.
<input type="checkbox"/> Submit a success story using the Success Story Template ★
<input type="checkbox"/> Submit with your Worksite Wellness Roadmap and your wellness plan

Questions?

Send all questions for the Healthy Nutrition Guidelines to choosewell-livewell@doh.wa.gov. Send all questions for the SmartHealth Worksite Wellness Roadmap to wawellness@hca.wa.gov.