

Get Fit Kauai Worksite Wellness Challenge 2020

Worksite Wellness Evaluation Guide for Teams and Coaches

This is a brief worksite wellness evaluation guide for teams participating in the Worksite Wellness (WSW) Challenge. We strongly encourage teams to evaluate their WSW strategies, activities and programs. Teams will be awarded points if they successfully implement worksite wellness evaluation policies or activities by the end of the challenge.

Why evaluate worksite wellness programs?

Evaluation helps determine the value and effectiveness of the program implemented. It provides information to improve the program and helps monitor progress towards goals. The data gathered can also help justify organizational investment in worksite wellness programs.

Types of Evaluation and Measures

(Note: For the purpose of this guide, we will discuss process and outcome evaluations.)

- 1) Process Evaluation – These evaluations can provide information on how well the program was implemented, how many employees participated, and how satisfied they were with the activities/initiatives offered. Process evaluation tend to focus on program “outputs.”

The following are examples of what to measure.

- a) Participation
 - i) Number/percentage of workforce population that participated
 - ii) Frequency of participation
 - iii) Completion rates – did the participant(s) complete the series of wellbeing classes or challenge?
 - b) Satisfaction
 - i) Participation satisfaction
 - ii) Best day or time to schedule program
 - iii) Accessibility
 - iv) Employee inters in topic/intervention
 - c) Promotion of the Program
 - i) How employees learned of the program
 - ii) Why employees were willing to participate
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- 2) Outcome Evaluation – This type of evaluation assesses progress towards the overall goals of the programs, and it usually focuses on changes that occur over longer periods of time. Some worksite wellness program outcome measures include:
 - a) Behavioral changes
 - b) Biometrics
 - c) Productivity
 - d) Financial Outcomes – did medical or disability claims /costs reduce?

How to evaluate?

There are many methods to evaluate worksite wellness programs, including behavioral change and satisfaction surveys, focus groups, reach measurements (i.e. tracking or observing number of participants/users). The table below provides some examples of how to evaluate worksite wellness activities.

(Table adapted from Minnesota Department of Health Worksite Wellness Strategy Evaluation Tool Kit)

WSW Activity/Event/Program Implemented	Evaluation Methods	Example Survey Questions
Walking route or path	<ul style="list-style-type: none"> • Behavioral Change Survey • Reach - # of people observed walking on path during breaks or lunch; number of organized walking events using the path, etc. 	<ol style="list-style-type: none"> 1) Are you aware of the new walking route/path? 2) How often have you used the walking path in the last month? 3) How satisfied are you with the path?
Fitness room or class	<ul style="list-style-type: none"> • Reach - Registration sheets, Daily Sign-in sheets, observation • Behavioral Change surveys 	<ol style="list-style-type: none"> 1) How often have you used the walking path in the last month? 2) Please check the equipment you have used - stability ball, stationary bike, treadmill, weights, etc. 3) Are the class hours or fitness room hours satisfactory?
Healthy Eating 1) Healthy food at meetings policy 2) Cafeteria healthy food menu 3) Water bottle stations 4) Vending machine	<ul style="list-style-type: none"> • Behavioral Change and Satisfaction surveys • Reach - # of healthy items sold, # of healthy snacks or food options on menu, # of meetings offering healthy snacks, etc. 	<ol style="list-style-type: none"> 1) How satisfied are you with the healthy food options at the cafeteria? 2) How often do you select healthy snacks from the vending machines? 3) Would you like to see healthier food options at meetings?

WSW Activity/Event/Program Implemented	Evaluation Methods	Example Survey Questions
Breastfeeding Support 1) BF Policy 2) BF- friendly room	<ul style="list-style-type: none"> • # of managers and employees aware of policy • Satisfaction Survey • Reach – # of employees using room 	1) Are you satisfied with the size of the room? 2) Did the room provide adequate privacy and comfort?
Tobacco Cessation 1) Tobacco use policy 2) Tobacco cessation classes, etc.	<ul style="list-style-type: none"> • # of managers and employees aware of policy • Behavioral Change Surveys • Reach – # of employees enrolled and completing classes; # classes offered, etc. 	1) Are you aware of our tobacco use policy? 2) Are you aware of our tobacco cessation resources? 3) Would you like to see more tobacco cessation information or classes available?
Chronic Disease Prevention and Education	<ul style="list-style-type: none"> • Behavioral Change Surveys • Satisfaction Surveys • Reach –# of classes offered, # of employees attending, 	1) How often have you attended a employer-sponsored chronic disease prevention class in the last year? 2) Please check the health topic you are most interested in - controlling blood pressure and cholesterol; managing stress; eating healthy; preventing diabetes, etc.

References:

1. Minnesota Department of Health - Worksite Wellness Strategy Evaluation Toolkit
2. U. S. Office of Personnel Management: Evaluation Overview for Work Health and Wellness Programs – Prevention Campaign Factsheet
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3. Evaluating Your Worksite Wellness Program – Healthy Howard Workplaces
<http://ways2wellness.org/wp-content/uploads/2016/06/Evaluating-Your-Workplace-Wellness-Program-Toolkit.pdf>
4. CDC Workplace Health Promotion - Evaluation
<https://www.cdc.gov/workplacehealthpromotion/model/evaluation/index.html>
5. CDPHP Worksite Wellness Resource Guide
<https://www.cdphp.com/~media/Files/Employers/WorksiteToolkits/Worksite-Wellness/Worksite-Wellness-Resource-Guide.ashx>
6. Worksite Wellness Workbook – hap.org
<https://www.hap.org/~media/files/hap/for-employer/workbook-2013.pdf>