

Sarasota County School Board (SCSB) Employee Wellness Program Work Plan

Goal 1: Continue to Establish a SCSB District Culture that Recognizes the Importance of a Healthy Lifestyle			
objective 1.1: Monthly SCSB Employee Wellness Committee Meetings			
Rationale for objective: The Employee Wellness Committee represents a variety of stakeholders, brings diverse skills and interests to the group, and plans programming for the District.			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<p>Members of Committee include:</p> <ul style="list-style-type: none"> ▪ Representatives of the people the program will affect ▪ Representatives of the other components of the coordinated school health program ▪ Administrators and Managers that have an interest or stake in the program ▪ Representatives of community resources 	<p>a. An active list of wellness committee contacts</p> <p>b. Minutes and notes from committee meetings scheduled to plan, develop, review, and evaluate activities</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Sarasota County School Board Employee Wellness Committee</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Sarasota County School Board Employee Wellness Committee</p>
Activities in support of this objective		Activity time line	
<p>Further strengthening the committee with inclusion of new members, when appropriate. Letter, email, telephone, and direct invitation to individuals and groups identified as possible resources or appropriate participants in the wellness committee.</p>		<p>August 2009 to June 2010</p>	

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objective 1.2: Provide Regular SCSB Employee Wellness Program Updates to Administration			
Rationale for objective: Maintains support by illustrating importance and benefits of program activities			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<p>a. Report updates biannually to the Board</p> <p>b. Report updates quarterly to district administrators</p> <p>c. Report updates to worksites via Wellness Contacts</p>	<p>a. Meeting agendas</p> <p>b. Presentations and resources developed</p> <p>b. Wellness Contact communications</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p>
Activities in support of this objective		Activity time line	
<p>Wellness Coordinator to ensure participation in meetings and place on agenda when appropriate. Coordinator to provide and keep record of communications with worksites and wellness contacts.</p>		<p>July 2009 to June 2010</p>	

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objective 1.3: School Health Policy and Environment			
Rationale for objective: The SCSB recognizes and participates in activities that represent wellness behaviors, from pre-school to high school and in all levels of employment			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<p>a. Review and reinforce current wellness policies in place</p>	<p>a. School Board Governance and Organization Wellness Program policy, Chapter 2/Section 2.95</p> <p>b. Messages, emails and communications with wellness contacts and SCSB that reinforce wellness policy</p> <p>c. Efforts and communications that support current tobacco policies</p> <p>d. Conversion of the ‘smoking area’ at the SCSB administrative offices to a ‘wellness area’.</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p>
Activities in support of this objective		Activity time line	
<p>Review and reinforce the School Board Governance and Organization Wellness Program policy and SCSB Wellness Procedures Manual. Evaluate for additional policy needs and plan for any future additions or changes.</p>		<p>July 2009 to June 2010</p>	

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Goal 2: Use Baseline Data and Formative Research to Direct Program Development			
objective 2.1: Analyze Health Risk Assessments Completed by SCSB Employees			
Rationale for objective: To identify those individuals at increased risk for chronic disease and ensure objectives are data driven			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<p>a. Continue partnership with insurance carrier, Blue Cross Blue Shield (BCBS), and provide HRAs to worksites</p> <p>b. Collection and analysis of data</p> <p>c. Identification of populations at increased risk for chronic disease, particularly heart disease and stroke</p>	<p>a. HRA summary reports</p> <p>b. Health Risk Assessment Executive Summary Report</p> <p>c. Health Dialog Program Report</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Blue Cross Blue Shield Health Promotion Team</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Blue Cross Blue Shield Health Promotion Team</p>
Activities in support of this objective		Activity time line	
<p>Meet with BCBS representatives to review resources, programs, and services provided, and set up screening calendar. Communicate HRA information and timeline with Wellness Committee, Administrators, staff, and any additional coordinated school health personnel to ensure knowledge and support. Use Executive Summary Report to drive programming. Use the Health Dialog Report to ensure tertiary interventions/follow-up.</p>		<p>August 2009 to June 2010</p>	

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objective 2.2: Plan and Provide Programming Based on Results of the Employee Interest Survey (EIS)			
Rationale for objective: To ensure that programming meets needs and interests and is data driven			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<p>a. EIS reports that identify preferred areas of wellness programming</p>	<p>a. Wellness Committee Minutes and programming information</p> <p>b. Activities Calendars</p> <p>c. Communications with Wellness Contacts and staff</p> <p>d. Program evaluations</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>SCSB Employee Wellness Committee</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>SCSB Employee Wellness Committee</p>
Activities in support of this objective		Activity time line	
<p>Monthly Wellness Committee meetings to plan program activities. Activity calendars, program descriptions, and marketing/communication information. Evaluation of activities.</p>		<p>August 2009 to June 2010</p>	

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objective 2.3: Establish Process for Review of Financial/Personnel Data and Health Claims			
Rationale for objective: To ensure that programming is data driven			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<ul style="list-style-type: none"> a. Adequate employee demographic data b. Healthcare utilization and claims data c. SCSB Substitute staff costs 	<ul style="list-style-type: none"> a. Timely and useful reports of utilization, claims, personnel, and financial data b. Employee Assistance Program reports c. Blue Cross Executive Summary reports d. SCSB Financial Svcs reports with substitute cost data d. Meeting agendas and minutes 	<ul style="list-style-type: none"> Employee Wellness Coordinator, Suzanne Dubose Blue Cross Blue Shield Human Resources, SCSB Risk Management, SCSB Financial Services, SCSB 	<ul style="list-style-type: none"> Employee Wellness Coordinator, Suzanne Dubose Blue Cross Blue Shield Human Resources, SCSB Risk Management, SCSB Financial Services, SCSB
Activities in support of this objective		Activity time line	
		July 2009 to June 2010	

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Goal 3: Provide Comprehensive and Evidence-Based Employee Wellness Programs			
objective 3.1: Provide primary intervention programs through out the district			
Rationale for objective: To increase knowledge of the benefits of a healthy lifestyle and facilitate positive behavior change			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<p>a. Utilize worksite wellness contacts and bulletin, information, or community boards to provide wellness information</p> <p>b. Distribute BCBS health newsletter to employees both online and hard copy</p> <p>c. Work with BCBS to provide one to three district wide educational events</p> <p>d. Work with EAP to provide one to three wellness/educational events</p> <p>d. Partner with local and state resources to provide health related classes and programs</p>	<p>a. Rosters, sign in sheets, participation reports</p> <p>b. Course surveys and evaluations</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Blue Cross Blue Shield Health Promotion Team</p> <p>Sarasota County School Board Employee Assistance Program</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Blue Cross Blue Shield Health Promotion Team</p> <p>Sarasota County School Board Employee Assistance Program</p>
Activities in support of this objective		Activity time line	
Promote primary SCSB Employee Wellness programs and activities via wellness contacts, intranet, benefits corner, posters, and flyers.		August 2009 to June 2010	

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objective 3.2: Provide secondary and tertiary intervention programs through out the district			
Rationale for objective: To provide targeted interventions to individuals at increased risk for chronic disease			
Measure of accomplishment	Data sources to measure accomplishment	Primary person(s) responsible to gather data	Primary person(s) responsible for accomplishing objective
<p>a. Partner with BCBS to provide Health Risk Assessment and biometric screening to SCSB employees at multiple sites through out the district</p> <p>b. Employees identified as high risk receive individual counseling with RNs or health educators following completion of HRA and biometric screenings</p> <p>c. High risk employees are eligible to participate in BCBS lifestyle management programs of: tobacco cessation, weight management and physical activity, nutrition and healthy eating, stress management, and low back care</p> <p>d. Employees at risk are referred to local services by Employee Assistance Program</p>	<p>a. Rosters, sign-in sheets, and participation reports</p> <p>b. BCBS generated participation and Executive Summary reports</p> <p>c. BCBS Health Dialog reports</p> <p>c. Quarterly EAP reports</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Blue Cross Blue Shield Health Promotion Team</p> <p>SCSB Employee Assistance Program</p>	<p>Employee Wellness Coordinator, Suzanne Dubose</p> <p>Blue Cross Blue Shield Health Promotion Team</p> <p>SCSB Employee Assistance Program</p>
		<p>Activity time line August 2009 to June 2010</p>	