



Illinois Healthy Worksite Designation

Recognizing Workplaces That Make
Employee Health a Priority

SPONSORS



This project is part of the Illinois Department of Public Health's We Choose Health Initiative, which is made possible by funding from the Centers for Disease Control and Prevention.

Illinois Healthy Worksite Designation

Recognizing Workplaces That Make Employee Health a Priority

P.O. Box 101275 ♦ Chicago, IL 60610 ♦ (312) 320 – 6308 ♦ www.wechoosehealth365

July 23, 2014

Dear Applicant:

On behalf of the sponsors of the Illinois Healthy Worksite Designation (Illinois Chamber of Commerce, Illinois Department of Public Health, Governor's Council on Health and Physical Fitness and University of Illinois at Chicago's Department of Kinesiology and Nutrition), I applaud your efforts in promoting a healthy work environment. Your application reflects a commitment to creating a workplace that invites and supports behaviors that contribute to a happier, healthier and more productive workforce. The designation was created to encourage just that. It's not complicated! Eat better, move more, leadership set an example, develop a plan to create a healthy culture, and measure results. That's it! If you do that well, you will join the ranks of other Illinois employers who share your values and who have been recognized for their outstanding health promotion programs.

This Info Pack contains all you need to know to get started. The process could not be simpler. Complete the one page application; prepare evidence that shows you have satisfied the criteria; and then submit it to us via email. Think of "evidence" this way, if you were charged with "living an unhealthy lifestyle", what would your defense be? What would you show as proof that, in fact, you regularly practice healthy behaviors? Convincing proof is what our evaluation team is looking for. It can be presented in different forms, but it has to demonstrate a serious commitment to creating a culture of health in the workplace. Helpful evaluation tips have been included in this document. Please read them carefully!

Thank you for your interest in the Illinois Healthy Worksite Designation, and for your commitment to the health and well-being of your employees! Please contact us, if we can assist your efforts.

Live WELL!

A handwritten signature in black ink that reads "M. J. White". The signature is fluid and cursive, with a long horizontal flourish at the bottom.

Michael White
Worksite Wellness Technical Assistant

Illinois Healthy Worksite Designation

Information for Applicants

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**We Choose Health
“Illinois Healthy Worksite Designation”
Qualification Process**

We Choose Health is a community transformation grant that is funded by the U.S. Centers for Disease Control and Prevention and overseen by the Illinois Department of Public Health. Its purpose is to make communities healthier and reduce chronic disease. Worksite Wellness is one of the statewide strategies to achieve this goal. The *Healthy Worksite* designation was created to engage employers throughout the state in worksite wellness best practices. Sponsors of the designation include the Governor’s Council on Health and Physical Fitness, the Illinois Chamber of Commerce and the Illinois Department of Public Health. The University of Illinois at Chicago’s Department of Kinesiology and Nutrition provides evaluation and research assistance.

The **Illinois Healthy Worksite Designation** is a 3-year award that includes three levels of recognition: Gold, Silver and Bronze. The designation requires satisfying criteria that should be considered as part of creating a worksite culture of health, including:

BRONZE RECOGNITION

- 1.) Actively promote and support healthy nutrition at work.
- 2.) Provide and encourage opportunities for physical activity at work.

SILVER RECOGNITION

Requires satisfaction of bronze criteria plus...

- 3.) Develop a 12-month Health and Wellness Calendar and an ongoing communication plan to promote employee health and well-being throughout the year.
- 4.) Demonstrate a commitment to employee health and well-being by making it part of the organization’s mission statement, goals and operations.

GOLD RECOGNITION

Requires satisfaction of bronze and silver criteria plus...

- 5.) Develop lifestyle and disease management strategies and measure their success annually.

Evidence of satisfying the criteria can be submitted at any time. However, two evaluation periods will be held each year, one during April and the other during October. Deadlines for submissions are April 1 and October 1. The single page, Application Form, should be attached to the submission. The University of Illinois at Chicago’s Department of Kinesiology and Nutrition will evaluate the evidence and determine those

qualified to receive the designation. The application and accompanying evidence should be submitted directly to U.I.C. via email or mail at the following addresses:

Email: jcoumb1@uic.edu

Mail: Worksite Wellness Project Team
C/O John Coumbe-Lilley PhD
University of Illinois at Chicago
Department of Kinesiology & Nutrition
901 W. Roosevelt Road
MC 194
Chicago IL 60608

Confirmation of receipt of the evidence will be provided by U.I.C. Qualifiers will be announced within 30 days of the deadline date for submissions (April 1 and October 1) and Certificates of Achievement will be mailed to recipients at the same time.

Resources and tools are available on the websites listed below to assist employers in qualifying for the designation. The *Criteria Guide* is designed to provide helpful suggestions for satisfying each of the criteria - it is NOT meant to serve as a checklist of requirements.

We Choose Health Illinois website at:

http://www.idph.state.il.us/wechoosehealth/wch_resources.htm

We Choose Health 365 website at:

<http://www.wechoosehealth365.com/asp/asp/Public/Page.aspx?pid=14688>

County health departments and community organizations throughout the state can assist employers with helpful strategies and resources to achieve the designation. In addition, further information is available from the worksite wellness technical assistants listed below.

Michael White

Phone: 312.320.6308

E-mail: michaelwhite@activatehealthcare.com

Nerina Human

Phone: 630.730.1276

E-mail: nerina@humanconnection.biz

"Illinois Healthy Worksite Designation" Criteria Guide

The items listed below indicate "potential" ways that organizations can qualify for the Illinois Healthy Worksite Designation. They are NOT requirements. Rather, they are ideas that can be customized and adapted to any work environment. The employer is responsible for providing evidence for satisfying the criteria at the level that they are seeking recognition for.

1	Actively promotes and supports healthy nutrition at work.	Yes	No	Evidence
a	The benefits of proper nutrition are communicated on a minimum of a monthly basis			
b	Healthy food options are subsidized by the company			
c	The organization participates in community efforts that promote good nutrition			
d	Provides kitchen equipment for the preparation and storage of food			
e	Healthy food options are provided at company meetings/functions/cafeteria			
f	Healthy vending standards have been developed			
g	Access to free drinking water is conveniently available to all employees			
h	Point-of-decision prompts exist to encourage healthy eating, i.e. motivational signage			
i	Vending machine items are labeled to indicate healthy choices			
j	Healthy cooking classes are offered			
k	Locally farmed food or farmers markets are encouraged			
l	A company garden is maintained by employees			
m	Specific policies/guidelines have been developed that support healthy nutrition at work			
n	Other (specify):			
o	Other (specify):			
2	Provide and encourage opportunities for physical activity at work.	Yes	No	Evidence
a	Provides onsite exercise equipment and/or fitness classes			
b	Offers gym discounts			
c	Posts motivational signage throughout the worksite			
d	Provides support for active transportation to and from work (e.g., availability of bike racks, bike repair/safety information, etc.)			
e	Promotes safe walking routes near the worksite			
f	Provides flextime for employees to engage in physical activity			
g	Offers a flexible dress code for physical activity			
h	Promotes walking, stretching or other physical activity breaks			

2	Provide and encourage opportunities for physical activity at work. <i>Continued</i>	Yes	No	Evidence
i	Promotes walking meetings			
j	Communicates the benefits of physical activity on a minimum of a monthly basis			
k	The organization participates in community events that promote physical activity			
l	Provides well lit and accessible stairwells			
m	Provides onsite shower facilities			
n	Specific policies/guidelines have been developed that support physical activity at work			
o	Other (specify):			
p	Other (specify):			
3	Develop a 12-month Health & Wellness Calendar and an ongoing communication plan to promote employee health and well-being throughout the year.	Yes	No	Evidence
a	A 12-month calendar of events and activities has been developed that reflects the goals of the program			
b	A communications plan exists that promotes the wellness program, is frequently communicated, and is available to all employees on all shifts			
c	Senior leadership communicates their support for the wellness program through many different channels			
d	All levels of management are responsible for encouraging wellness participation			
e	Health and wellness information is reinforced at safety meetings			
f	Employees are surveyed at least once per year to measure wellness program participation and satisfaction			
g	New employees are provided with information on the wellness program			
h	Wellness programming and/or communication is available online			
i	Wellness program is available to dependent family members			
j	Specific policies/guidelines have been developed that support wellness program participation			
k	Other (specify):			
l	Other (specify):			
4	Demonstrate a commitment to employee health and well-being by making it part of the organization's mission statement, goals and operations.	Yes	No	Evidence
a	A signed Statement of Alignment from the CEO is shared with all employees			
b	A published mission statement and organizational goals that reflect a commitment to employee health and well-being is shared with all employees			

4	Demonstrate a commitment to employee health and well-being by making it part of the organization's mission statement, goals and operations. <i>Continued</i>	Yes	No	Evidence
c	Funding for the wellness program is included in the company's budget			
d	Senior leadership participates in wellness activities			
e	The goals of the wellness program are measured annually			
f	A wellness team, representative of the company, assists the wellness effort			
g	Staff time is dedicated to the wellness effort			
h	Survey results are shared with all employees			
i	Incentives are offered to encourage participation in the wellness program			
j	A flexible work schedule allows for participation in health and wellness activities			
k	Managers, at all levels, are evaluated on employee health and safety			
l	A safe working environment, with established safety and emergency procedures, is provided			
m	Maternity/paternity support beyond the Family Medical Leave Act (FMLA) is provided			
n	Employee daycare is provided or the costs are subsidized by the company			
o	A private room is available for nursing mothers			
p	Dependent family members are extended the same services			
q	Good hygiene and medical self-care practices are encouraged, i.e. hand washing			
r	Specific policies/guidelines have been developed that support wellness program participation			
s	Other (specify):			
t	Other (specify):			
5	Develop lifestyle and disease management strategies and measure their success annually.	Yes	No	Evidence
a	<i>Organizational Collection of Data, Analysis and Evaluation</i>			
	Collection and analysis of data includes:			
1	Absenteeism records			
2	Health screening results (e.g., BMI, blood pressure, blood panel)			
3	Data from dependent family members			
4	Demographic information			
5	Employee health interests survey			

5	Develop lifestyle and disease management strategies and measure their success annually. <i>Continued</i>	Yes	No	Evidence
Collection and analysis of data includes:				
6	Medical claims			
7	Health culture audit			
8	Health Risk Assessment (HRA)			
9	Return on Investment (ROI) of wellness program			
10	Other (specify):			
11	Other (specify):			
Wellness program evaluation includes:				
1	Use of aggregate reports to measure collective health			
2	Stratification of individuals into risk categories: low, medium and high			
3	Wellness goals are evaluated at least once per quarter			
4	Absenteeism rate			
5	Retention rate			
6	Employee survey results			
7	Leadership survey results			
8	Participation rates			
9	Participant satisfaction			
10	Productivity measures			
11	Use of preventive services			
12	Worker compensation claims			
13	Uses data analysis in evaluating wellness program outcomes			
14	Other (specify):			
15	Other (specify):			
b	Organizational Prevention Strategies			
1	Diabetes screening and management			
2	Ergonomics evaluation			
3	Flu shots			
4	Mammography screening			

5	Develop lifestyle and disease management strategies and measure their success annually. <i>Continued</i>	Yes	No	Evidence
b	Organizational Prevention Strategies			
5	Mental health/depression/stress screening			
6	Musculoskeletal/back pain management			
7	Promotion of age-appropriate health screenings			
8	Self-care education or training			
9	Sleep improvement education			
10	Stress management			
11	Weight management			
12	Specific policies/guidelines have been developed that support wellness program participation			
13	Other (specify):			
14	Other (specify):			
c	Organizational Intervention Strategies			
1	Diabetes management			
2	Health coaching			
3	Tobacco cessation			
4	Smoke free campus			
5	Substance abuse treatment			
6	Specific policies/guidelines have been developed that support wellness program participation			
7	Other (specify):			
8	Other (specify):			
Miscellaneous Qualifying Activities				
Criteria #	Description	Evidence		

Illinois Healthy Worksite Designation

Evaluation Tips

The Illinois Healthy Worksite Designation was created to allow individual worksites to satisfy the criteria in their own unique way. This approach encourages creativity and welcomes new and different strategies for creating a healthy culture at work. However, without clearly defined guidelines on “how” to achieve the criteria, we recognize the need to offer helpful insights into what our evaluation team is looking for. So, please find a few of the most important considerations listed below.

Bronze Level

- Show evidence that is related to the criteria, labeled, and has been demonstrated in the previous 6 months.
- Demonstrate a clear relationship between what is stated on the application and what is provided as evidence, e.g., evidence provided relates to a specific worksite location.
- Give multiple examples of satisfying the criteria.
- Include a description of the population and location(s).
- Provide dates with the initiatives described.
- Indicate the credentials of people leading specific programs, e.g., CHES, RD, MPH, RN, etc.
- Offer a narrative that details what took place.
- Share examples from education programs, websites, outside vendors, etc.

Silver Level

- Provide a 12-month calendar that includes, at a minimum, the previous 6-months.
- Show evidence that the current leadership is supportive, as reflected in the organization’s mission statement, goals and operations, e.g., budget and guidelines.

Gold Level

- Offer evidence of a lifestyle and/or disease management strategy that is being measured annually and has been in place for at least one year of the application.

Illinois Healthy Worksite Designation Application Form

Please provide the information requested below and submit this form with your evidence for satisfying the designation's criteria. If you have multiple worksites, each worksite should submit its own application and evidence to qualify for the designation.

Contact's Name		Date Submitted	
Organization's Name			
Contact's Phone			
Contact's Email			
Organization's Street Address			
Organization's City, State and Zip Code			
Recognition Level Applying For (Check All That Apply)	_____ Bronze	_____ Silver	_____ Gold
Organization Description, e.g., Industry, Government Agency, Type of Manufactured Product or Service etc.			
Does the evidence submitted represent only one location?	Yes	No	How many employees work at the location being evaluated?
How long have you been engaged in worksite wellness efforts at your workplace?			
Were you assisted by an outside organization or vendor to help you qualify for the designation?	Yes	No	If yes, please describe the assistance below.

Evidence for satisfying the designation's criteria can be submitted at any time by email or mail, as indicated below. A confirmation email will be sent from U.I.C. upon receipt of a submission. Qualifiers will be announced within 30 days of the deadline for submission dates of April 1 and October 1 each year. Statewide recognition and certificates of achievement will be issued by the designation's sponsors following the announcement.

- 1.) Send the evidence via email to: **jcoumb1@uic.edu**
- 2.) Or, mail it directly to:

**Worksite Wellness Project Team
C/O John Coumbe-Lilley PhD
University of Illinois at Chicago
Department of Kinesiology & Nutrition
901 W. Roosevelt Road
MC 194
Chicago, IL 60608**

Thank You for Applying!



Sponsors



ILLINOIS CHAMBER
OF COMMERCE



Contact Us

Our organization has resources available to assist you in achieving the **Illinois Healthy Worksite Designation**. Please contact the person listed below for further details.

Name:

Phone Number:

Email Address:



Illinois Healthy Worksite Designation

Recognizing
Workplaces That
Make Employee
Health a Priority

An employer's guide to
qualify for recognition





ILLINOIS CHAMBER
OF COMMERCE

Annual Worksite Recognition Program

Description

“We Choose Health” is a community transformation grant that is administered nationally by the Centers for Disease Control and Prevention and locally by the Illinois Department of Public Health. Its purpose is to make communities healthier and reduce chronic disease. Worksite Wellness is one of the statewide strategies to achieve this goal.

The **Illinois Healthy Worksite Designation** was created to engage workplaces in healthy practices that benefit both the employer and employees. The 3-year designation includes Gold, Silver and Bronze achievement levels. Annual recognition allows worksites to be considered for higher-level honors. An awards program provides statewide publicity from the following sponsors: *Governor’s Council on Health & Physical Fitness, Illinois Department of Public Health, Illinois Chamber of Commerce and UIC’s Department of Kinesiology and Nutrition.*

How It Works

Workplaces seeking to qualify for the designation are invited to work with their county health department or a community health organization to satisfy the requirements of the five criteria. These organizations can provide helpful ideas and resources to assist in achieving the designation.

Evidence of satisfying the criteria can be submitted at any time. Submissions will be evaluated in April and October each year. An evaluation team at the *University of Illinois at Chicago’s Department of Kinesiology and Nutrition* determines those qualified to receive the designation. Qualifiers receive statewide recognition and a Certificate of Achievement from the sponsors.

This project is part of the Illinois Department of Public Health’s We Choose Health Initiative, which is made possible by funding from the Centers for Disease Control and Prevention

Designation Criteria

BRONZE RECOGNITION

- 1.) Actively promote and support healthy nutrition in the workplace.
- 2.) Provide and encourage opportunities for physical activity at work.

SILVER RECOGNITION

Bronze status plus . . .

- 3.) Develop a 12-month Health & Wellness Calendar and an ongoing communication plan to promote employee health and well-being throughout the year.
- 4.) Demonstrate a commitment to employee health and well-being by making it part of the organization’s mission statement, goals and operations.

GOLD RECOGNITION

Bronze & Silver status plus . . .

- 5.) Develop lifestyle and disease management strategies and measure their success annually.



Illinois Healthy Worksite Designation

Recognizing Workplaces That Make
Employee Health a Priority



CRITERIA

- | | |
|---------|--------------------------------------|
| BRONZE: | 1.) Healthy Nutrition |
| | 2.) Physical Activity |
| SILVER: | 3.) Operating and Communication Plan |
| | 4.) Commitment From Leadership |
| GOLD: | 5.) Measured Outcomes |

The “**Illinois Healthy Worksite Designation**” recognizes organizations that engage employees in healthy behaviors at work. The one-page application with evidence can be submitted at any time. Evaluations are conducted each April and October by U.I.C.’s Department of Kinesiology and Nutrition. Qualifiers receive statewide recognition and a Certificate of Achievement from the sponsors.

If your workplace encourages healthy behaviors, please consider applying for the designation. For more information call: 312-320-6308. Or, find details on the website at: www.wechoosehealth365.com

SPONSORS



ILLINOIS CHAMBER
OF COMMERCE

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DESIGNATION AS AN

Illinois Healthy Worksite

In recognition of outstanding employee health promotion practices

AWARDED TO:

SAMPLE



Pat Quinn

Pat Quinn
Governor



LaMar Hasbrouck, MD, MPH
Director



ILLINOIS CHAMBER
OF COMMERCE

Todd Maisch
CEO

UIC
KN

Charles Walter
Department Head

Todd C. Maisch Charles Walter

DESIGNATION AS AN

Illinois Healthy Worksite

In recognition of outstanding employee health promotion practices

AWARDED TO:

SAMPLE



SILVER LEVEL

3-Year Qualification valid from May 1, 2014- May 1, 2017



Pat Quinn

Pat Quinn
Governor



LaMar Hasbrouck, MD, MPH
Director



ILLINOIS CHAMBER
OF COMMERCE

Todd Maisch
CEO

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Charles Walter
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Todd C. Maisch Charles Walter

DESIGNATION AS AN

Illinois Healthy Worksite

In recognition of outstanding employee health promotion practices

AWARDED TO:

SAMPLE



BRONZE LEVEL

3-Year Qualification valid from May 1, 2014- May 1, 2017



Pat Quinn

Pat Quinn
Governor



LaMar Hasbrouck, MD, MPH
Director



ILLINOIS CHAMBER
OF COMMERCE

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Todd C. Maisch Charles Walter

Recognition Badges

