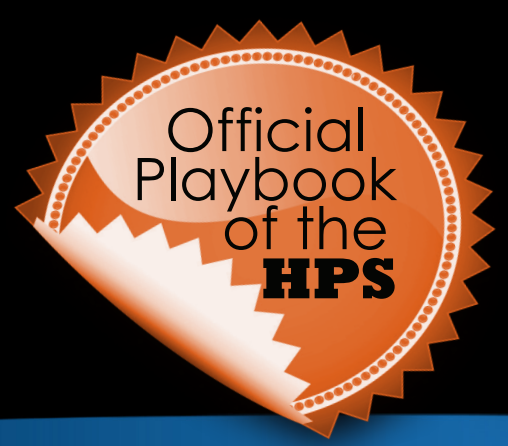




LGRMS
RISK CONTROL
ACCG | GMA



Training Manual

CHAMPION

Tackling our
way into
2023



Table of Contents

●Welcome! Hut, Hut, Hike!.....	3
○Congratulations!	
○Your 2022 Health Promotion & Wellbeing Grant	
○Before We Start	
●Line Assignment: Subdue the Opponent.....	5
○Using Your Wellbeing Program to Tackle Challenges Coming Out of COVID-19	
●On the Sidelines.....	7
○Featuring Your Coaching Staff and Playbook	
○LGRMS HPS and Local Government Partnership	
●It's Time to Take the Field!.....	10
○Importance of Beginning or Resuming Your Wellbeing Program	
○Why Tackle Our Way Into 2023?	
●Huddle Up.....	12
○Strategize Your Wellbeing Program	
○Decide Upcoming Plays: 7 Dimensions of Wellbeing	
○Create a Culture of Wellbeing: Where to Start and What's Next?	
●In the Field of Play.....	14
○HPS Field Representatives	
○HPS Support, Services, and Resources	
○Workplace Health Promotion Offerings	
●Line of Scrimmage: Gain Yards.....	19
○Grant Requirements	
○Grant Year Timeline	
○Grant Monetary Distribution	
○Grant Funds Usage	
●Special Teams.....	22
○ACCG, GMA, and Anthem	
○Community Resources and Groups	
●Touchdown!.....	24
●Appendix.....	26
A. ACCG Grant Press Release Example	
B. GMA Grant Press Release Example	
C. Tier Point Action Plan Example	
D. Mid-Point Check (Fillable)	
E. Year-End Report (Fillable) and Grant Requirements Checklist (Fillable)	
F. How to Write a Workplace Wellness Policy	
G. Example Policy Template	
H. Health Promotion Interest Surveys	
I. National Health Observances	
J. Community Resources and Groups	
K. Evaluation Form	
L. Anthem BCBS Programs	
M. LGRMS HPS Training Programs	
N. HRA Request Form (Fillable) and Eligibility File (Fillable)	
O. HRA Flow Chart	
P. Health Fair Flyer Example	
Q. Release Form	



LGRMS
RISK CONTROL
ACCG | GMA



WELCOME!
HUT, HUT, HIKE!

WELCOME! HUT, HUT, HIKE!

Congratulations, Health Promotion Champions!

You are on your way to enhancing your employees' health! As the Health Promotion Champion, and quarterback of your workplace wellbeing program, you are over your organization's commitment to creating a culture that promotes and affirms the importance of employee wellbeing. Organizational procedures, policies, cultures, and behaviors strongly impact the health and wellbeing of employees. And you are uniquely positioned to call plays that have a profound impact through your program. Now that you have been awarded the *2022 Health Promotion & Wellbeing Grant*, let's learn a little more about it.

Your 2022 Health Promotion & Wellbeing Grant

The Health Promotion & Wellbeing Grant Program was designed to help members conduct new or improve existing workplace health promotion and wellbeing programs. A workplace wellbeing program offers many benefits. First and foremost, improved health of the employee, including reduced stress and increased skills for health protection. These skills can also lead to decreased health insurance, reduced medical claims, and declined worker's compensation requests for your organization as well.

Before We Start

Let's talk about personal health information. When implementing a workplace wellbeing program, you may come into contact with employees' personal health information. It is very important to protect this information and to know how it can and cannot be used. You can learn more about personal health information privacy rights and compliances under the Federal law: Health Insurance Portability and Accountability Act (commonly known as HIPAA) at www.hhs.gov/ocr/privacy. If you have any questions or need more information, please talk to your legal advisor. Also, there are incentives for nondiscriminatory wellness programs in group health plans. To learn more about healthcare reform incentives and wellness programs, you may go to the Federal Register.



LGRMS
RISK CONTROL
ACCG | GMA



Health Promotion
CHAMPION



LANE ASSIGNMENT: SUBDUE THE OPPONENT

LINE ASSIGNMENT: SUBDUE THE OPPONENT

Using Your Wellbeing Program to Tackle Challenges Coming Out of COVID-19

Employees are navigating the aftereffects of coming out of COVID-19. These times may be stressful for some. There may be hardships. Others may feel like they are in an unending cycle of one issue after another.

Now is the time to tackle them. Prepare your employees with the tools they'll need to stand firm. Aid them in adjusting to the defenses of challenges. Change the game play. Employees may be more receptive as they look for ways to ease their minds and relieve stress.

You are in an excellent position to call and run plays that will be effective in reshaping the way employees think about, and handle, health and hardships. Pay particular attention to financial, mental, and social health; especially concerning the challenges facing most of the world today. This is a key opportunity to boost your employees' confidence and determination.



LGRMS
RISK CONTROL
ACCG | GMA



ON THE SIDELINES

ON THE SIDELINES

Featuring Your Coaching Staff and Playbook

Healthy organizations have personnel and leadership staff that act as important supporters of the goals of the workplace wellbeing program. They manage for health and not against employee productivity. LGRMS Health Promotion Services (HPS is your Coaching Staff and we're committed to assisting leadership develop their local government's capacity to support the health, wellbeing, and safety of its employees. We are committed to helping you make plays and gain yards. We're here if you need to move into the pocket, run a Hail Mary, or just check on information in the program's playbook.

This *2022 Health Promotion Champion Training Manual* is a guide for Health Promotion Champions acting as points of contact with Local Government Risk Management Services, Inc. (LGRMS). Your Manual goes into detail about workplace wellbeing programs. It assists you in helping your local government support the health and productivity of its greatest asset: its employees.

LGRMS HPS and Local Government Partnership

A partnership between local governments and LGRMS HPS is the foundation to building an effective workplace wellbeing program. We will provide valuable expert consultation to your local government and offer additional support to personnel.

LGRMS HPS Roles and Responsibilities

- Provide consultation, assistance, and guidance in building a workplace wellbeing program.
- Consult with local government's staff in building employee productivity.
- Develop partnerships with local community health agencies.
- Supply promotional media for distribution to employees.

LGRMS will also assist local government management by providing and/or identifying resources to achieve the following goals:

- Local governments will have high quality employee personnel resources to support employee health and wellbeing.
- Employees will be competent in appropriate medical self-care.
- Provide resources that support employees in their adoption of new health behaviors.
- Provide resources that increase employees' abilities to be effective health consumers.

Your Role as Local Government

As the Health Promotion Champion of your workplace wellbeing program, there are certain maneuvers to help keep everyone on the field.

- **Leadership Support:** Key leadership and management staff will act as a resource in the establishment and maintenance of the workplace wellbeing program. They will identify a workplace Health Promotion Champion. *For all Health Promotion Grant recipients, management should send out a Grant Press Release announcing and supporting the program (Appendix A and B).

- **Health Promotion Champion:** A key contact from the local government will provide onsite leadership and act as a point of contact for LGRMS. Responsibilities include supporting the logistics of program delivery. You are the primary link to the local government leadership (personnel, management) and LGRMS. You partner with LGRMS in program planning, assessment, and evaluation.
- **Wellbeing Committee:** The primary role of the Wellbeing Committee is to assist the Health Promotion Champion in organizing and promoting activities. They also provide feedback to LGRMS on the design of planned programs. The committee can exist as a formal group who meets on a regular basis or as a task force called into action when needed. Some organizations combine the safety committee with wellbeing.
- **Tier Point Action Plan:** Create a plan of action outlining your program goals for the year (Appendix C).
- **Mid-Point Check:** At the mid-point of the Grant year, the Health Promotion Champion provides LGRMS with a status report of program activities thus far (Appendix D).
- **Year-End Report:** At the end of the Grant year, the Health Promotion Champion provides LGRMS with a status report of program activities, attached receipts, and checklist (Appendix E).



LGRMS
RISK CONTROL
ACCG | GMA



**IT'S TIME TO
TAKE THE
FIELD!**

IT'S TIME TO TAKE THE FIELD!

Importance of Beginning or Resuming Your Wellbeing Program

The workplace wellbeing program is designed to enhance the health of an organization and its most important asset: its employees. The average adult spends almost two-thirds of their waking hours at work, thus the workplace offers an ideal setting and infrastructure. However, COVID-19 has changed the way organizations across the world function.

Some organizations have employees working virtually. Other organizations have employees coming in on alternate days. Many organizations have employees back in-person working as before. And the aftereffects of the pandemic has impacted employees in ways beyond imaginable. Thus, it's time to take the field. Develop your workplace wellbeing program. Address employee concerns. Encourage positive change. Build a resilient workforce.

Build a Resilient Workforce that Thrives

Wolfgang Seidl (2020) stated that, "According to psychological research, there are four elements that are essential to building the resilience needed to stay healthy under pressure. Known as the 4Cs, these are our need for positive interaction with others (community, wanting to feel part of something important (commitment, the chance to stretch ourselves without feeling overwhelmed (challenge, and the need to have a sense of control over our daily lives (control."

Foster community, commitment, challenge, and control through your workplace wellbeing programs:

- Lead by example and build your own personal resilience.
- Encourage social support among employees.
- Help your employees find meaning in what they do.
- View the changes due to COVID-19 as a challenge.
- Help employees develop a sense of control and self-confidence.
- Be optimistic and use positive messaging.
- Encourage healthy habits across all dimensions.

Why Tackle Our Way Into 2023?

Tackling an issue head-on stops it in its progress and helps employees figure out how to best approach it in a very determined and/or efficient way. It can be difficult, but being resilient allows you to manage both mind and emotion in high stress situations and quickly switch gears from worry and stress mode to problem-solving mode.



LGRMS
RISK CONTROL
ACCG | GMA



HUDDLE UP

HUDDLE UP

Strategize Your Workplace Wellbeing Program

Wellbeing is the active pursuit to understand and fulfill your individual human needs—which allows you to reach a state where you are flourishing and able to realize your full potential in all aspects of life. Wellbeing and resilience are vital to developing efficient problem-solving skills, building and maintaining interpersonal relationships, and setting realistic goals. All of which greatly enhance an individual's ability to perform and contribute meaningfully in daily life. Strategize your program. Show your employees a level of execution that meets the demands of the pro wellbeing game. Every person has wellness aspirations. And successful workplace wellbeing initiatives require supporting employees in fulfilling their needs in seven areas.

Decide Upcoming Plays: 7 Dimensions of Wellbeing

Play 1. HEALTH - Beyond the absence of mental and physical illness, health is a feeling of strength and energy from your body and mind.

Play 2. MEANING - Feeling part of something bigger than yourself. Knowing that your work matters. Having purpose in your life.

Play 3. SAFETY - Knowing that you are safe from physical and psychological harm at work. Feeling secure enough to take calculated risks and show vulnerability. Free of concern about meeting basic life needs.

Play 4. CONNECTION - Experiencing positive, trusting relationships with others. Feeling a sense of belonging, acceptance, and support.

Play 5. ACHIEVEMENT - Feeling you have the support, resources, and autonomy to achieve your goals. Succeeding at meeting your individual goals and work aspirations.

Play 6. GROWTH - Feeling like you are progressing in your career. Learning and being challenged to use and expand on your strengths.

Play 7. RESILIENCY - Viewing life with optimism. Feeling grateful and expressing appreciation. Feeling validated and encouraged.

Create a Culture of Wellbeing: Where to Start and What's Next?

Now that you have received the Health Promotion & Wellbeing Grant and sent out your Grant Press Release (Appendix A and B), what happens next? Form a Wellbeing Committee! It is a lot of work implementing a workplace wellbeing program. However, it is much easier to do if a group of people are involved.

Next, set goals for your program. Goals should be based on your employees' biggest health concerns. Use aggregate data to help understand what those concerns are. Let your program's goals reflect your organizational culture and resonate with your government.

Then it is time to plan, plan, plan! Action planning is one of the most important aspects of a successful workplace wellbeing program. Your action plan should list events and activities to help you reach your program's goals (Appendix C). Tie in your mission and vision. This will help create the foundation of the program.

Allow employee input and ideas. Let them fill out each of the Health Promotion Interest Surveys (Appendix H). It promotes a sense of ownership. Learn what your employees are most concerned about and what they need. You can enlist the help of other organizations too. Look at National Health Observances to get ideas (Appendix I) and check out Community Resources and Groups (Appendix J).



LGRMS
RISK CONTROL
ACCG | GMA



IN THE FIELD OF PLAY

IN THE FIELD OF PLAY

LGRMS HPS is here to support you during every play. Regardless of the yard you're on, your coaching staff is right on the sidelines. Helping you coordinate, motivate, and organize your workplace wellbeing program.

HPS Field Representatives

FIELD REPRESENTATIVE REGIONS

Health Promotion Services



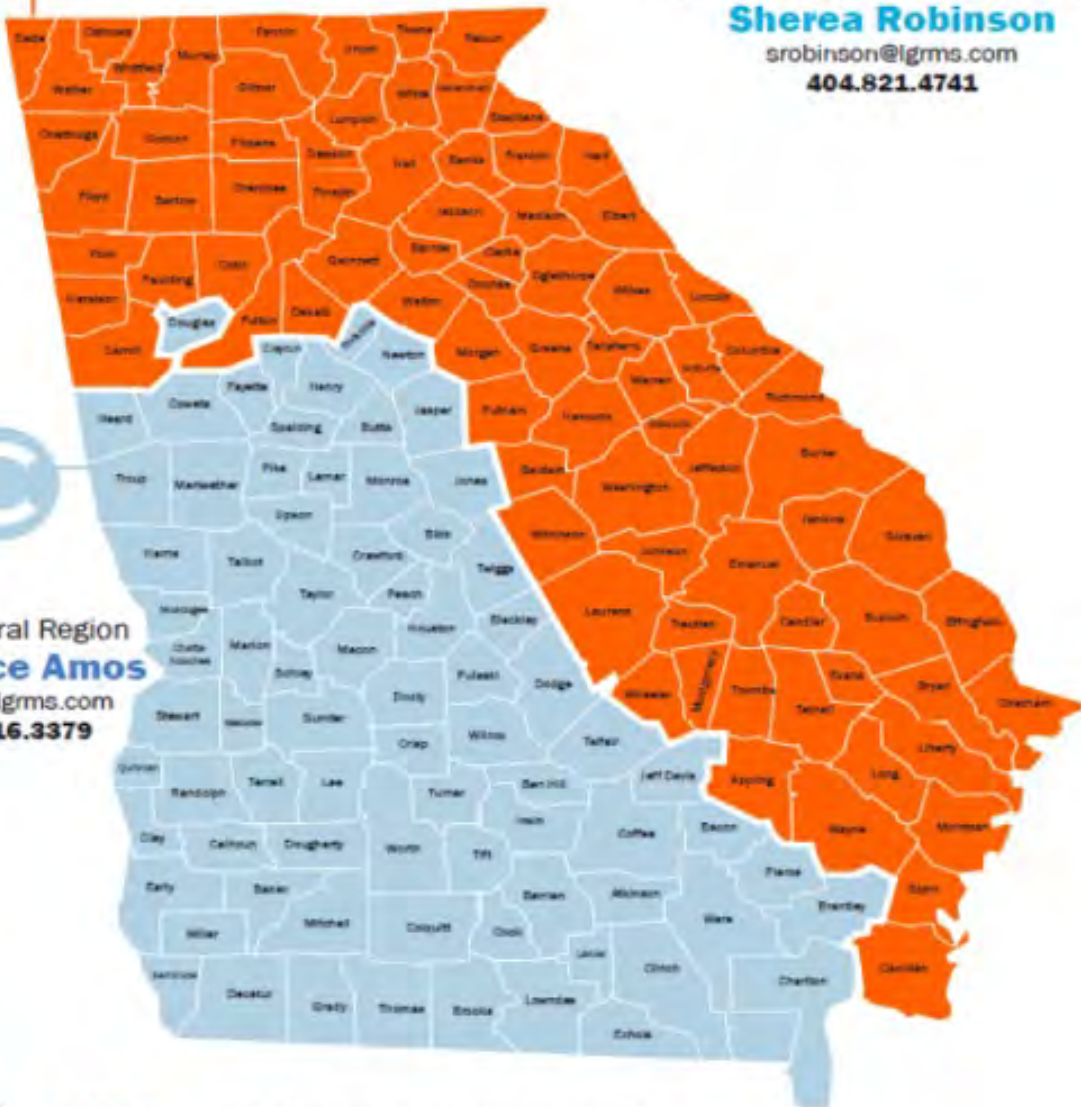
NE Central Region
Paige Rinehart
prinehart@lgrms.com
404.295.4979

Health Promotion Services Manager

Sherea Robinson
srobinson@lgrms.com
404.821.4741



SW Central Region
Candace Amos
camos@lgrms.com
404.416.3379



LGRMS
RISK CONTROL
ACCG | GMA

Local Government Risk Management Services
3500 Parkway Lane, Suite 110, Norcross, GA 30092
Ph: 678.686.6279, Toll Free: 800.650.3120, Fax: 770.246.3149
www.lgrms.com

HPS Support, Services, and Resources

We offer many services and resources to help you throughout the game. Our mission is to: “Proactively create opportunities for ACCG and GMA Life and Health Insurance Program members to enhance their health and productivity through leadership and the delivery of innovative health promotion services.” And our aim is to reach the following goals:

Goal 1: Enhance medical self-care knowledge and skills among members.

Goal 2: Reduce demand for unnecessary health services.

Goal 3: Ensure the delivery of quality health care.

Goal 4: Increase the utilization of appropriate preventive care services.

Goal 5: Increase member knowledge of health insurance benefits.

Goal 6: Control health care costs.

Workplace Health Promotion Offerings

Awareness Resources

- **Health Information Website**

Go to www.lgrms.com. You will need to request a LGRMS Account if you have not done so. Sign-in. Click on “Health Promotion Services” at the top of the page. The site includes current health events, resources, publications, national health observances, online elearning, training programs, workplace health promotion services, workplace wellbeing program point system, links to various health promotion sites, and important forms.

- **Health Promotion Interest Surveys**

Learn what your employees are looking for in your program (Appendix H).

Health Communication Campaigns

- **Health & Wellbeing Program Health Scoops**

Weekly Health Scoops help keep wellness on the mind with health topics that align with National Health Observances (Appendix I). They also coincide with the Health and Wellbeing Poster Campaign. Health Scoops are emailed weekly to all Health Promotion Champions and health contacts, but can be downloaded from the website at www.lgrms.com.

- **Health and Wellbeing Poster Campaign**

Posters featuring health and wellbeing topics with supporting health materials. They align with the National Health Observances Calendar (Appendix I) and coincide with the Health Scoops. Health and Wellbeing Posters can be downloaded from the website at www.lgrms.com.

- **Living Well Georgia in the SHARE Newsletter**

A fun, interactive monthly newsletter emailed to Health Promotion Champions and health contacts. The newsletter contains articles on a variety of self-care, consumer health, wellbeing, and employee benefits. It is also available on the website at www.lgrms.com.

- **Monthly Forum Call**

There are many ways you can protect yourself, as well as your employees' health. You can start by participating in the LGRMS HPS Forum Call, in which we'll go over a Health Toolkit that provides “tools” to promote health in your organization. The Health Toolkit will be placed in the next issue of the SHARE newsletter, following the Forum Call, but it will be for the upcoming month. You'll receive all the tools you'll need beforehand to start planning. The Forum Call is for Health Promotion Champions and individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit coordinators. All are welcome to participate. You'll receive an invite each month. Please stay on the lookout!

Prevention and Health Education Trainings

• **LGRMS Training – Health Promotion Services**

Trainings focus on learning and screening activities that impact knowledge, skills, beliefs, and health habits. We have classes in mental health, physical health, as well as trainings on LiveHealth Online, Workplace Ergonomics, and the Health Risk Assessments (HRAs). See Appendix M for a complete list of trainings. Trainings are offered onsite and virtually.

• **HRAs**

The HRAs will be offered in three ways: (1) LGRMS Electronic, (2) LGRMS Paper, and (3) Anthem BCBS Online.

For LGRMS HRAs, you may choose which type. The types of HRAs are:

- Health Assessment
- Short Health Assessment without Biometrics
- Financial Health
- Financial and General Health
- Short Financial and General Health without Biometrics
- Coping & Resilience

If you'd like to see the HRA type, in a brief approximately 10-minute virtual meeting, please contact your HPS Representative to schedule. We also have the ability to adjust the questions on the HRA to get the exact data you need.

For Anthem BCBS Online HRAs, the assessments will be accessed through www.anthem.com (Appendix L).

To request the HRAs, submit the completed HRA Request Form (Appendix N).

• **LocalGovU E-Learning** (www.localgovu.com)

Provides the nation's largest selection of city and county government-specific e-learning. They offer online training courses with topics in: Health Promotion & Wellness, Employee Safety, Corrections, Law Enforcement, and Management. Classes are provided at no cost to ACCG & GMA Risk Management Fund Members. You will need to request an account if you have not done so. If you do not have an account set up, go to this link:

<https://www.lgrms.com/Online-Training.aspx>, scroll down, and there's a number you can call to get started. Save time and money by training your staff, your department, or yourself online.

• **Safety National** (www.safetynational.com)

Specializes in providing long-term solutions. They offer training and education, including classes and seminars on safety and risk control topics geared toward managers, supervisors, and employees. Safety National website (training and other resources) are all free to ACCG & GMA Members. LGRMS sponsored a webinar on Safety National. Here is the link to the webinar recording:

<https://attendee.gotowebinar.com/recording/6460624077807545857>. It provides more information and details about the organization and services.

Behavior Change/Disease Management Programs

• **Heart Health**

Your Heart... Your Lifeline... is a 6-week heart health program that helps employees gain a better understanding of how the heart works, cardiovascular disease, and what they can do to keep their heart healthy. It also helps employees reduce their cardiovascular disease risk by encouraging them to get regular blood pressure checks. Also provided as an abridged 1-hour training. See Appendix M for more details on this program.

- **Team Building Challenges and Opportunities**

Morale boosting program that fosters effective working relationships. Employees engage in various activities that encourage and promote team building. See Appendix M for more details on this program.

- **Freshstart Tobacco Cessation**

Freshstart was created by American Cancer Society Workplace Solutions. It is a 4-week group-based tobacco cessation counseling program designed to help participants quit tobacco by providing essential information, skills for coping with cravings, and group support. See Appendix M for more details on this program.

- **National Cancer Institute (NCI) Smokefree**

Quitting smoking will benefit your health, your life, and your loved ones. Deciding to quit is a big step, but following through is just as important. For smoking cessation information, materials, and local resources, call: 1-800-QuitNow (1-800-784-8669) or visit www.smokefree.gov.

- **Anthem Blue Cross Blue Shield**

Health and wellness programs designed for your unique needs. Services, tools, and resources that help promote better health and save money. See Appendix L for a complete list of programs.

- **University of Georgia (UGA) Extension**

Provides free, reliable, research-based information using the latest scientific research in language that anyone can understand. Who better knows how to help than someone close by? UGA Extension has personnel in all 159 Georgia counties, and their team of agents, specialists, and trained volunteers are there to take your call. Find Your County Office or look for Personnel by County. You may call 1-800-ASK-UGA1 as well. Go to <https://extension.uga.edu/> for additional information. See Appendix J for a complete list of community resources and groups.

Healthy Workplace Consultations and Honors

- **Wellbeing Program Action Planning**

LGRMS HPS can help you create and meet goals for your workplace wellbeing program through setting up year-long action plans and organizing your program.

- **Workplace Health Audit**

LGRMS HPS can assess the health resources currently available at your organization and make recommendations to growing your workplace wellbeing program.

- **HRA Group Summary Report Analysis**

Review the aggregate data from the employee Health Risk Assessments and determine key areas to focus on each year.

- **Eudaemonia Award Program***

As human beings, we have a responsibility to create a culture where we care for one another. To create a culture where we help each other. As employers that responsibility extends to employees. The Eudaemonia Awards recognizes Local Government organizations that are committed to creating a healthy workplace. It rewards employers who go above and beyond when it comes to their employees' health and wellbeing.



LGRMS
RISK CONTROL
ACCG | GMA



LINE OF SCRIMMAGE: GAIN YARDS

LINE OF SCRIMMAGE: GAIN YARDS

Gain at least 9 yards to satisfy the Health Promotion & Wellbeing Grant requirements.

Grant Requirements

Yard 1. Designate a Health Promotion Champion.

Yard 2. The designated Health Promotion Champion must attend one of the Health Promotion Champion Training workshops.

Yard 3. Management will: (a) Distribute an initial Grant Press Release to local media and all employees announcing support of the program and (b) Implement at least two communications to employees promoting the Anthem Blue Cross Blue Shield 24/7 NurseLine and four other Anthem health communications during the year.

- Grant Press Release to local media and all employees
- 24/7 NurseLine Communication 1
- 24/7 NurseLine Communication 2
- Anthem Health Communication 1
- Anthem Health Communication 2
- Anthem Health Communication 3
- Anthem Health Communication 4

Yard 4.

- Complete Health Risk Assessment (HRA).
- HRA Results Review

Yard 5.

- Implement a Workplace Wellness Policy.
- Participate in Wellbeing Committee Meetings.

Yard 6. Offer at least two other of several approved health promotion programs to all employees: immunization program (flu shots), cancer screenings, CPR/First-Aid training, tobacco use reduction program, nutrition-weight programs, stress management programs, etc.

- Program 1
- Program 2

Yard 7. The designated Health Promotion Champion must create a 12-month Action Plan for their workplace wellbeing program; including awareness, communication, prevention programs, behavior change, HIPAA, etc.

Yard 8. The designated Health Promotion Champion must complete and submit the Mid-Point Check, Year End Report, and Grant Requirements Checklist on the health promotion activities conducted.

- Mid-Point Check (Due January 1)
- Year-End Report (Due June 1)
- Receipts (Due June 1)
- Grant Requirements Checklist (Due June 1)

Yard 9. The Health Promotion Champion must attend at least one other LGRMS HPS Regional Training class during the current Grant year.

Grant Year Timeline

- Start of Current Grant Year.....July 1, 2022
- Health Promotion Champion Training Workshop.....September 2022
- 12-Month Action Planning.....Schedule with Your HPS Representative
- Monthly Forum Call.....Exact Dates TBD
- Mid-Point Check Due.....January 1, 2023
- HPS Regional Training.....Spring 2023 (Exact Dates TBD)
- Year-End Report Due (Report, Checklist, Receipts).....June 1, 2023
- End of Current Grant Year.....June 30, 2023

Grant Monetary Distribution

ACCG

All award recipients will receive 50% of their initial grant amount at the Health Promotion Champion Training Workshop. The remaining 50% will be received after the Mid-Point Check has been submitted.

GMA

All award recipients will receive 50% of the initial grant amount via mail after the Health Promotion Champion Training Workshop. The remaining 50% will be received after the mid-point check has been submitted.

Grant Funds Usage

Below is a list (not all-inclusive) of acceptable items that you may purchase using the Grant funds. If you have any questions about something that is not on the list, please don't hesitate to contact us.

- PPE
- Exercise equipment (Commercial Grade)
- Healthy food for Training
- Door prizes
- Sunscreen
- Ergonomic chairs (only if have the Ergonomics training offered through LGRMS)
- Reusable lunch totes
- Pedometers
- Tobacco cessation aids (only if have the Tobacco Cessation training offered through LGRMS)
- Keyboard wrist support (only if have the Ergonomics training offered through LGRMS)
- Water
- Blood pressure cuffs
- AED
- Computer desk (only if have the Ergonomics training offered through LGRMS)
- Hand sanitizer
- *Health screenings and immunizations can usually go through the insurance.



LGRMS
RISK CONTROL
ACCG | GMA



SPECIAL TEAMS

SPECIAL TEAMS

There is technique involved, fortitude, and a specific skill set that caters to the pro wellbeing game itself. And these Special Teams have it all to help you get the "W".



www.accg.org

Ben Pittarelli
Health Program and Insurance Marketing
Director
(404) 589-7840
bpittarelli@acccg.org

Joe Dan Thompson
Marketing and Field Services Representative
(404) 589-7862
jthompson@accg.org



www.gacities.com

Randy Logan
Deputy Executive Director
(678) 686-6253
rlogan@gacities.com

Denise Joyce
Director, Life and Health Services
(678) 686-6231
djoyce@gacities.com



www.anthem.com
(Appendix L)

Paige Kirk
Clinical Account Executive
(404) 606-2903
paige.kirk@anthem.com

Stephany Sherry
Health Promotion Manager
(404) 323-1985
stephany.sherry@anthem.com

**Community
Resources and
Groups
(Appendix J)**

UGA Extension and a team of
additional Community Health
Promotion Resources and Community
Support Groups



LGRMS
RISK CONTROL
ACCG | GMA



TOUCHDOWN!

TOUCHDOWN!

Workplace wellbeing programs make healthy living, stress-less living that much easier by empowering employees. “Employers who can connect their people to a sense of purpose and invite them to rise to the challenge will not only give them a sense of direction that will protect their mental health, but also will allow them to emerge stronger from the crisis as a result” (Seidl, 2020). Although we’ve made it to the end zone, it doesn’t mean that our game is over. Wellbeing is unending. We’re tackling our way into 2023!

Be on the lookout for the Monthly Forum Calls and 12-Month Action Planning!

LGRMS Health Promotion Services
www.LGRMS.com



*Seidl, Wolfgang. (April 12, 2020). Partner at Mercer. In Practice – How to Protect Your Workers' Mental Health During Coronavirus. Retrieved from: <https://www.brinknews.com/how-to-protect-the-mental-health-of-the-workforce-during-coronavirus-workers-employees-social-distancing/>



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX A

ACCG Grant Press Release Example

**COUNTY
RECEIVES
ACCG Group Health Benefits Program (GHBP)
HEALTH & WELLBEING INCENTIVE GRANT**

ATLANTA, GA – **County** has been selected by the Association County Commissioners of Georgia (ACCG) to receive one of the Employee *Health & Wellbeing Incentive Grants* awarded statewide to promote workplace programs designed to enhance the health and wellbeing of county employees and family members.

Awards are made to members of the ACCG Group Health Benefits Program (GHBP), underwritten by Anthem Blue Cross Blue Shield, based on a county's commitment to employee health and demonstrated collaboration with other community groups and organizations engaged in health promotion.

As part of the grant process, the county designated a Health Promotion Champion to develop a workplace health promotion action plan and to attend Local Government Risk Management Services' (LGRMS) *Health Promotion Champion Training* workshop.

Workplace wellbeing programs have a demonstrated track record of improving employee health and quality of life while reducing medical claims and improving workplace morale. The ACCG offers wellbeing services to all member counties through LGRMS, a not-for-profit agency operated jointly with the Georgia Municipal Association.

Employees will be offered a confidential health assessment program using a Health Risk Appraisal, with blood pressure screening and health improvement feedback. _____
_____ said, "We are pleased that ACCG recognizes our interest in employee health and in managing health care costs. This grant will help us provide new programs to our staff and their families."

The ACCG – GHBP is available to all Association County Commissioners of Georgia members. Currently, several counties and authorities participate in the health plan. All counties and authorities participating in the ACCG – GHBP are eligible to apply for the *Health & Wellbeing Incentive Grants* on an annual basis. ACCG is pleased to support **County** in this important endeavor.



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX B

**GMA Grant Press Release
Example**

**CITY
RECEIVES
GMA GMEBS Life and Health Insurance Fund
HEALTH & WELLBEING INCENTIVE GRANT**

ATLANTA, GA – **City** has been selected by the Georgia Municipal Association (GMA) to receive one of the Employee *Health & Wellbeing Incentive Grants* awarded statewide to promote worksite programs designed to enhance the health and wellbeing of city employees and family members.

Awards are made to members of the GMA GMEBS Life and Health Insurance Fund, underwritten by Anthem Blue Cross Blue Shield, based on a city’s commitment to employee health and demonstrated collaboration with other community groups and organizations engaged in health promotion.

As part of the grant process, the city designated a Health Promotion Champion to develop a workplace health promotion action plan and to attend Local Government Risk Management Services’ (LGRMS) *Health Promotion Champion Training* workshop.

Workplace wellbeing programs have a demonstrated track record of improving employee health and quality of life while reducing medical claims and improving workplace morale. The GMA offers wellbeing services to all member cities through LGRMS, a not-for-profit agency operated jointly with the Association County Commissioners of Georgia.

Employees will be offered a confidential health assessment program using a Health Risk Appraisal, with blood pressure screening and health improvement feedback. _____
_____ said, "We are pleased that GMA recognizes our interest in employee health and in managing health care costs. This grant will help us provide new programs to our staff and their families."

The GMA – GMEBS is available to all Georgia Municipal Association members. Currently, several cities, authorities, and regional commissions participate in the health plan. All cities, authorities, and regional commissions participating in the GMA – GMEBS are eligible to apply for the *Health & Wellbeing Incentive Grants* on an annual basis. GMA is pleased to support **City** in this important endeavor.



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX C

Tier Point Action Plan Example

Workplace Wellbeing Program Tier Point EXAMPLE

*“It is easier to maintain good health through proper exercise, diet, and emotional balance than to regain it once it is lost.”
– Kenneth H. Cooper, M.D., M.P.H.*

The workplace wellbeing program is designed to empower employees to take personal control over their own health. By participating in a variety of health promotion programs and activities, employees can earn points. The Tier Point allows every employee who participates in the wellbeing program to achieve a reward. There are 3 levels in the tier:

Yellow: 5-50 points *** **Red:** 51-100 points *** **Blue:** 101+ points

- Participants with 5-50 points at the end of the grant year will receive the Yellow award
- Participants with 51-100 points at the end of the grant year will receive the Red award
- Participants with 101+ points at the end of the grant year will receive the Blue award

Employees keep a track of their points on a log sheet. The Health Promotion Champion keeps a log of everyone’s points as well to determine who receives the Yellow, Red, or Blue awards. Participation is encouraged so that employees can partake of the activities thus reaping the benefits of optimal health.

Wellbeing Event	Points
1. Complete LGRMS Health Risk Assessment (HRA) with onsite counseling or Anthem BCBS online HRA	25
2. Participate in Anthem BCBS Health and Wellbeing Program	15
3. Participate in Approved Health Education Program/Activity (at least 2)	10
Examples include:	
a. CPR/First Aid/AED Training	
b. Immunizations (such as Flu Shots, Hepatitis, Tetanus)	
c. Tobacco Cessation Program	
d. Stress Management	
e. Diabetes Management	
f. Workplace Ergonomics	
4. Participate in a Wellbeing Committee Meeting	5
5. Read Workplace Wellness Policy and Sign-Off	1
6. Read and Sign-Off on Two 24/7 NuresLine Communications	2
	(1 point each)
7. Read and Sign-Off on Four Anthem BCBS Health Communications	4
	(1 point each)
8. Health Fair/Wellbeing Screenings	20
9. Exercise Challenge	20
10. Weight Loss Challenge	20
11. Additional Approved Health Education Program/Activity	10
12. Volunteer Effort for Local Charity Organization	5

Workplace Wellbeing Program Tier Point Action Plan EXAMPLE

Program Goals:

1. _____
2. _____
3. _____

Activities to Accomplish Goals:

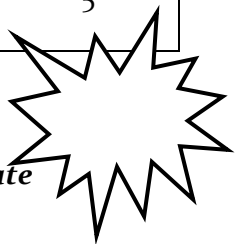
Wellbeing Event	Program Title (If Applicable)	Date	Location	Points
Complete LGRMS Health Risk Assessment (HRA) with onsite counseling or Anthem online HRA				25
Participate in Anthem Health and Wellbeing Program				15
Participate in Approved Health Education Program/Activity (at least 2)				10
Participate in a Wellbeing Committee Meeting				5
Read Workplace Wellness Policy and Sign-Off				1
Read and Sign-Off on Two 24/7 NuresLine Communications				2 (1 point each)
Read and Sign-Off on Four Anthem Health Communications				4 (1 point each)
<i>Health Fair/Wellbeing Screenings</i>				20
<i>Exercise Challenge</i>				20
<i>Weight Loss Challenge</i>				20
<i>Additional Approved Health Education Program/Activity</i>				10
<i>Volunteer Effort for Local Charity Organization</i>				5

Workplace Wellbeing Program Employee Activity Log EXAMPLE

Name: _____ Department: _____

Wellbeing Event	Program Title (If Applicable)	Date	Location	Points
Complete LGRMS Health Risk Assessment (HRA) with onsite counseling or BCBSGA online HRA				25
Participate in Anthem Health and Wellbeing Program				15
Participate in Approved Health Education Program/Activity (at least 2)				10
Participate in a Wellbeing Committee Meeting				5
Read Workplace Wellness Policy and Sign-Off				1
Read and Sign-Off on Two 24/7 NuresLine Communications				2 (1 point each)
Read and Sign-Off on Four Anthem Health Communications				4 (1 point each)
<i>Health Fair/Wellbeing Screenings</i>				20
<i>Exercise Challenge</i>				20
<i>Weight Loss Challenge</i>				20
<i>Additional Approved Health Education Program/Activity</i>				10
<i>Volunteer Effort for Local Charity Organization</i>				5

Total Points:



By signing this form, you agree that the above information is honest and accurate to the best of your knowledge.

Signature: _____ Date: _____

Workplace Wellbeing Program

Employee Tracking Chart EXAMPLE

Employee Name	Department	Wellbeing Event	Title (if Applicable)	Date	Points	Total Points	Yellow, Red, or Blue Award



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX D

Mid-Point Check (Fillable)

Workplace Wellbeing Program - MID-POINT CHECK

Local Government: _____ Date: _____

Key Manager(s): 1. _____ 2. _____

Health Promotion Champion: _____

July, August, September	Date(s)	# of Participants	Cost
Awareness Resources: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Health Communication Campaigns: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Prevention and Health Education Trainings: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Behavior Change/Disease Management Programs: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
October, November, December	Date(s)	# of Participants	Cost
Awareness Resources: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Health Communication Campaigns: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Prevention and Health Education Trainings: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Behavior Change/Disease Management Programs: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Notes/Comments: _____ _____ _____ _____	Total Cost = _____		
	Grant Amount = _____		
	Remaining Funds = _____		



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX E

**Year-End Report (Fillable)
and Grant Requirements
Checklist (Fillable)**

Workplace Wellbeing Program - YEAR-END REPORT

Local Government: _____ Date: _____

Key Manager(s): 1. _____ 2. _____

Health Promotion Champion: _____

July, August, September	Date(s)	# of Participants	Cost
Awareness Resources: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Health Communication Campaigns: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Prevention and Health Education Trainings: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Behavior Change/Disease Management Programs: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
October, November, December	Date(s)	# of Participants	Cost
Awareness Resources: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Health Communication Campaigns: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Prevention and Health Education Trainings: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Behavior Change/Disease Management Programs: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
January, February, March	Date(s)	# of Participants	Cost
Awareness Resources: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

Health Communication Campaigns: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Prevention and Health Education Trainings: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Behavior Change/Disease Management Programs: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

April, May, June	Date(s)	# of Participants	Cost
Awareness Resources: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Health Communication Campaigns: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Prevention and Health Education Trainings: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Behavior Change/Disease Management Programs: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

Were all the Grant Requirements completed? Yes or No: _____
Submit completed Checklist with report.

Was all the grant money used? Yes or No: _____ If not, how do you plan on using the remainder? _____ _____ _____	Total Cost = _____
	Grant Amount = _____
	Remaining Funds = _____

Grant Requirements Checklist

1. Designate a Health Promotion Champion. **Date Completed:** _____

2. The designated Health Promotion Champion must attend one of the Health Promotion Champion Training Workshops.

Date Completed: _____

3. Management will: (a) Distribute an initial Grant Press Release to local media and all employees announcing support of the program and (b) Implement at least two communications to employees promoting the *Anthem BCBS 24/7 NurseLine* and four other Anthem BCBS health communications during the year.

Grant Press Release to local media and all employees – **Date Completed:** _____

24/7 NurseLine Communication 1 – **Date Completed:** _____

24/7 NurseLine Communication 2 – **Date Completed:** _____

Anthem BCBS Health Communication 1 _____ **Date Completed:** _____

Anthem BCBS Health Communication 2 _____ **Date Completed:** _____

Anthem BCBS Health Communication 3 _____ **Date Completed:** _____

Anthem BCBS Health Communication 4 _____ **Date Completed:** _____

4. Complete Health Risk Assessment (HRA). **Date Completed:** _____

HRA Results Review **Date Completed:** _____

5. Implement a Workplace Wellness Policy. **Date Completed:** _____

Participate in Wellbeing Committee Meetings. **Date Completed:** _____

6. Offer at least two approved health promotion programs to all employees: immunization program (flu shots), health trainings, lunch and learns, cancer screenings, CPR/First-Aid training, tobacco use reduction program, nutrition-weight programs, stress management programs, etc.

Program 1: _____ **Date Completed:** _____

Program 2: _____ **Date Completed:** _____

7. The designated Health Promotion Champion must create a 12-month Action Plan for their workplace wellbeing program; including awareness, communication, prevention programs, behavior change, HIPAA, etc.

Date Completed: _____

8. The designated Health Promotion Champion must complete and submit a Mid-Point Check, Year-End Report, and Grant Requirement Checklist on the health promotion activities conducted.

Mid-Point Check (*Due January 1*) – **Date Completed:** _____

Year-End Report (*Due June 1*) – **Date Completed:** _____

Receipts (*Due June 1*) – **Date Completed:** _____

Grant Requirements Checklist (*Due June 1*) – **Date Completed:** _____

9. The Health Promotion Champion must attend at least one other LGRMS HPS Regional Training class during the current Grant year.

Date Completed: _____



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX F

How to Write a Workplace Wellness Policy

A “How To” Guide for Local Governments

❑ Section 1: Background

⇒ The “Background” forms the setting with information that is essential to understanding current health problems and situations in your County or City

❑ Section 2: Purpose and Goal

⇒ The “Purpose and Goal” is the result or aim of a plan of action intentionally undertaken; it is the object towards which an endeavor is directed

❑ Section 3: Policy

⇒ The “Policy” is the plan of action intended to influence and determine decisions and events that address components of a healthy lifestyle

❑ Section 4: Roles and Responsibilities

⇒ The “Roles and Responsibilities” are the duties and tasks to carry forward an assigned plan of action to completion; with this section goes authority to direct and take action to ensure success

❑ Section 5: Adoption

⇒ “Adoption” is when the governing board and/or entity has read, approved, and signed the policy on a specific date as well as the attesting individual



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX G

Example Policy Template

Letterhead

*****Example Template*****

Workplace Wellness Policy

With the rising onset of health problems and the top three being _____, _____, and _____ in _____; _____ have a growing concern for their employees' health and wellbeing. Therefore, _____ is dedicated to helping employees reach optimal health and improve their quality of life.

_____ recognizes the benefits, to both employees and employers, of programs that promote and support workplace health promotion and wellness. _____ workplace wellbeing program is designed to provide employees with the tools and resources they need to make positive lifestyle changes that result in better physical and emotional health and wellbeing. The program's goals are to:

_____ intends to partake of the following actions _____ to achieve desired goals.

As part of _____ commitment to wellness, a Health Promotion Champion has been appointed and a Wellbeing Committee formed that will:

Adopted by the _____, _____, Georgia.

This _____ day of _____, _____.

Attest



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX H

Health Promotion Interest Surveys

Needs & Interest Survey

Please Return By: _____

	Extremely	Likely	Somewhat	Unlikely
<i>Please indicate how likely you would be to participate in each of the following if they were offered at work during the next year.</i>				
1. Educational Programs:				
a) Back Injury Prevention	4	3	2	1
b) Cancer Prevention	4	3	2	1
c) Heart Health Management	4	3	2	1
d) Sun Safety	4	3	2	1
e) Cholesterol Reduction	4	3	2	1
f) Sleeping Better	4	3	2	1
g) Substance Abuse	4	3	2	1
h) Tobacco Cessation	4	3	2	1
i) Office Ergonomics	4	3	2	1
2. Employee Assistance Programs:				
a) Depression Treatment	4	3	2	1
b) Financial Management	4	3	2	1
c) Stress Management	4	3	2	1
e) Managing Chronic Health Conditions (diabetes, hypertension, ...)	4	3	2	1
3. Fitness Programs:				
a) Gym Memberships	4	3	2	1
b) On-Site, Exercise Facility	4	3	2	1
c) Exercise Challenge	4	3	2	1
d) Weight Loss Challenge	4	3	2	1
4. Immunization Programs:				
a) Flu Shots	4	3	2	1
b) Tetanus Shots	4	3	2	1
c) Hepatitis 'B' Vaccine	4	3	2	1
5. Nutrition Education Programs:				
a) Healthy Cooking (meals/snacks)	4	3	2	1
b) Healthy Eating (do's & don'ts)	4	3	2	1
c) Weight Management Programs (diet & exercise)	4	3	2	1
d) Onsite Vending Machines with Healthy Choices	4	3	2	1
e) Healthy Grocery Shopping	4	3	2	1
f) Vitamin Deficiency	4	3	2	1

	Extremely	Likely	Somewhat	Unlikely
6. Screening Programs:				
a) Blood Pressure Checks	4	3	2	1
b) Blood Sugar (diabetes)	4	3	2	1
c) Cholesterol Levels	4	3	2	1
d) Complete Blood Profile	4	3	2	1
e) Body Mass Index (BMI)/Percent Body Fat	4	3	2	1
g) Prostate Checks (PSA)	4	3	2	1
h) Hearing	4	3	2	1
i) Mammograms	4	3	2	1
j) Vision	4	3	2	1
k) Bone Density	4	3	2	1
7. One-on-One Wellbeing Consultations/Coaching	4	3	2	1
8. Self-Help/Health Care Consumerism	4	3	2	1
<i>Please indicate how likely you would be to participate in health promotion programs during the following times:</i>				
9. Health Promotions Programs				
a) Before Work	4	3	2	1
b) During Work	4	3	2	1
c) Lunch Break	4	3	2	1
b) After Work	4	3	2	1
<i>Please indicate what would motivate or incentivize you to participate in the wellbeing program offerings:</i>				
10. Incentive Programs				
a) Improving Personal Health	4	3	2	1
b) Paid Time Off Work	4	3	2	1
c) Gift Cards	4	3	2	1
d) Flex Spending Account Contribution	4	3	2	1
<i>Please indicate (by circling) if you have any of the following:</i>				
11. Communication Methods				
a) Cell Phone				
b) Smart Phone				
c) Computer				
e) Email Address				
ANY OTHER INTEREST OR SUGGESTIONS (PLEASE SPECIFY) Please list any positive (or negative) comments regarding the impact of the current Wellbeing Program. Include how this program may have affected you personally. List any suggestions on how we can improve the current program or things you would like to see implemented. Your input is an IMPORTANT element to the success of our program.				

Tobacco Cessation Interest Survey

Please circle your answer.

1. Do you smoke or use smokeless tobacco? Yes • No

2. Do you want to quit? Yes • No

If yes, please continue...

3. Why do you want to quit? List all reasons.

4. Have you tried to quit before? Yes • No

5. If yes,

a. How many times? 1 • 2 • 3 • 4 • 5 or more

b. What method(s) did you use to quit?

Cold Turkey • Counseling/Therapy • Nicotine Gum • Nicotine Inhaler • Nicotine Lozenge • Nicotine Nasal Spray • Nicotine Patch • Prescription Medications • Other: _____

6. How long have you been smoking or using smokeless tobacco?

Less than 1 year • 1-2 years • 3-5 years • 6-10 years • 11-20 years • More than 20 years

7. How many packs do you have a day?

Less than 1 pack • 1-2 packs • 3-4 packs • 5 packs • More than 5 packs

8. Would you be interested in participating in a Tobacco Cessation program? Yes • No

9. If yes,

a. What days are you available to meet?

Mondays • Tuesdays • Wednesdays • Thursdays • Fridays

b. What times are you available to meet?

Mornings • Afternoons • Evenings

10. Would you like to receive information on how to quit? Yes • No

11. If yes, what is your:

Name: _____

Department: _____

Phone Number: _____

Thank you!

Please return survey to your Health Promotion Champion.



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX I

National Health Observances

NATIONAL HEALTH OBSERVANCES

Click on image to open website.

! Visit [covid.gov](https://www.covid.gov) for the latest Coronavirus Disease (COVID-19) updates.

U.S. Department of Health and Human Services | ODPHP | Office of Disease Prevention and Health Promotion

health.gov | Our Work | News & Events | About ODPHP | Search

health.gov » News & Events » National Health Observances

News & Events


[Blog](#)

[News & Announcements](#)

[Webinars & Events](#)

National Health Observances

[Healthy People in Action](#)

 **Get updates**

Sign up for weekly emails about new health.gov blog posts

[Subscribe to our RSS feed](#)

[Social media & email updates](#)

National Health Observances Archive

- [August 2022](#)
- [July 2022](#)
- [June 2022](#)
- [May 2022](#)
- [April 2022](#)
- [March 2022](#)
- [February 2022](#)
- [January 2022](#)

National Health Observances

National Health Observances (NHOs) are special days, weeks, or months dedicated to raising awareness about important health topics.

[Check out the 2019 NHO calendar](#) [Archived]

Each month, we feature select National Health Observances (NHOs) that align with our priorities for improving health across the Nation. See our [criteria for highlighting NHOs](#).

September National Health Observances: Healthy Aging, Substance Use Recovery, Food Safety, and more

Posted on August 29, 2022 by ODPHP



[Read more](#)

Each month, we feature select National Health Observances (NHOs) that highlight important health issues affecting the nation. In September we're raising awareness about healthy aging, substance use recovery, food safety, and childhood obesity.

Categories: [National Health Observances](#)

Tags: [Health Literacy](#)



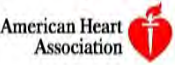










LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX J

Community Resources and Groups

Community Health Promotion Resources				
Organization	Topics	Phone Number	Web Site	Resources
	Breast cancer, prostate cancer, skin cancer, lung cancer, smoking cessation, and smoke-free workplace policy design	800-ACS-2345	www.cancer.org	Posters, printed materials, mammographies, prostate screenings, seminars, and speakers
	Diabetes care & management and patient education	800-Diabetes or 800-342-2383	www.diabetes.org	Printed materials, speakers, health care referral, and screenings
	High blood pressure, stroke, heart disease prevention, nutrition, CPR, exercise, children and heart disease, and healthy cooking	800-AHA-USA1	www.americanheart.org	Brochures, posters, cookbooks, screenings, speakers, and videos
	Asthma, environmental health, smoking cessation, and chronic lung diseases	800-LUNG-USA	www.lungusa.org	Brochures, smoking cessation classes, and speakers
	Fitness, food & nutrition, money management, child safety, and parenting	1-800-ASK-UGA1	https://extension.uga.edu	Online resources, in-person meetings, and events
	Childbirth, birth defects, maternal and child health, genetics, prenatal care, and environmental toxins	888-663-4637	www.marchofdimes.com	Information and referrals from counselors available from 9:00 a.m. - 6:00 p.m. EST
	Child safety & injury prevention, parenting, and child advocacy	800-854-7897 or 404-321-KIDS	www.safekidsgeorgia.org	Seminars, printed materials, and interactive exhibits
	Heart disease prevention, cancer prevention, injury prevention, nutrition, poison control, infectious disease, Aids, and immunization	See local listing	See local listing	Varies by County: Speakers, immunizations, and printed materials
	Blood pressure screenings	See local listing	See local listing	Blood pressure screenings
	Education, information, mother-to-mother support, and encouragement to women who want to breastfeed	800-LA-LECHE	www.llofga.org	Mother-to-mother forums, podcasts, publications, press releases, and answer pages
	Improving access to healthcare for Georgia's families through innovative programs	770-451-0020	www.hmhbg.org	PowerLine: statewide healthcare referrals and information

Community Support Groups

Organization	Topics	Phone Number	Web Site	Resources
	Men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism	Not Applicable	www.aageorgia.org	Support groups and recovery program
	Provides a setting in which cancer patients can talk about living with cancer with others who may be having similar experiences	See local listing	See local listing	Support groups and recovery program
	Men and women who share their experience, strength, and hope with each other so that they may solve their common problem and help others to recover from their addiction	Not Applicable	www.georgiaca.org	Support groups and recovery program
	Alternative to the destruction of compulsive gambling	888-GA-HELPS	www.gamblersanonymous.org	Support groups and recovery program
	Provides services for victims of rape and child sexual abuse and their families	800-656-HOPE (4673)	www.gnesa.org	Support groups and recovery program
	24-hour, toll-free suicide prevention service available to anyone in suicidal crisis	800-273-TALK (8255)	www.suicidepreventionlifeline.org	Support groups and recovery program
	Individuals who share their experience, strength, and hope with each other that they may solve their common problems and help others to recover from workaholism	404-731-3399	www.workaholics-anonymous.org	Support groups and recovery program
	National substance abuse and mental health hotline that directs people to get help wherever they are in the nation	800-662-4357	www.samhsa.gov	Web sites, vouchers, programs, interactive tools, publications, directories, and peer-to-peer recovery support services



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX K

Evaluation Form

Workplace Wellbeing Program

Health Promotion Program/Activity Evaluation

Program/Activity: _____

Date: _____

Location: _____

Presenter(s) (if applicable): _____

Evaluation Form

Please take a minute to give us your comments on this program/activity. This will help us to improve existing and prepare future programs. Please check one of the five rating levels under each question: (5) being the best and (1) being the worst.

1. Visuals and/or printed material(s) were helpful and easy to understand.

5 4 3 2 1

2. The presenter/vendor(s) were prepared and easy to understand.

5 4 3 2 1

3. I learned something new/useful from this program.

5 4 3 2 1

4. Information from this program will help me improve and/or maintain my health.

5 4 3 2 1

5. Your overall evaluation of this program:

5 4 3 2 1

6. Your comments are welcomed!

Thank you! Please return this form to your Health Promotion Champion.



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX L

Anthem BCBS Programs

Anthem Blue Cross Blue Shield (BCBS) Programs

1 Your path to better health starts here: Taking the Health Assessment is your first step
The Health Assessment is like a quiz with no wrong answers. You're asked questions about your overall health, medical history and things like diet and exercise habits. Just answer as honestly as you can. Each question helps create an overall view of where your health is today.

2 Simple, smart – and all about you
Get instant access to your health plan info at anthem.com or with Sydney, our new app.

3 No waiting room, no need to leave home.
When you're not feeling well you can get the support you need easily using LiveHealth Online. Whether you have a cold, you're feeling anxious or need help managing your medication, doctors and mental health professionals are right there, ready to help you feel your best. Using LiveHealth Online you can have a video visit with a board-certified doctor, psychiatrist or licensed therapist from your smartphone, tablet or computer from home or anywhere.

4 Nine months. Many Questions.
Ever wish you had a go-to source for all of your questions about pregnancy? Now, you do. Future Moms is a program that can answer your questions, help you make good choices and follow your health care provider's plan of care. And it can help you have a safe delivery and a healthy child.

5 Finding care options is now easier
Choosing a provider who is right for you makes a difference — and choosing a provider in your plan can help keep your costs under control. You can easily find high-quality, cost-effective care using our Find Care tool on the Sydney Health mobile app or anthem.com.

6 Save money with discounts at anthem.com
As an Anthem member, you qualify for discounts on products and services that help promote better health and well-being.* These discounts are available through SpecialOffers to help you save money while taking care of your health.

7 Choose an easier way to better health
Whether you're suffering from asthma, expecting a baby, or just fighting a cold, our health and wellness programs can help. They even include toll-free access to a nurse any time, any day.

8 Get round-the-clock peace of mind: 24/7 NurseLine has you covered anytime, anywhere
What if you had a nurse in your back pocket — someone knowledgeable you could talk to any time of the day or night, 365 days a year?

9 24/7 NurseLine: Always here for you
Call the 24/7 NurseLine to talk with a registered nurse about your health concerns.

10 Time Well Spent: All the tools you need for your workplace wellness program
Building a wellness culture in your workplace just got easier. With our web-based resource, Time Well Spent®, you can create programs that engage and inspire your employees to be their healthy best.

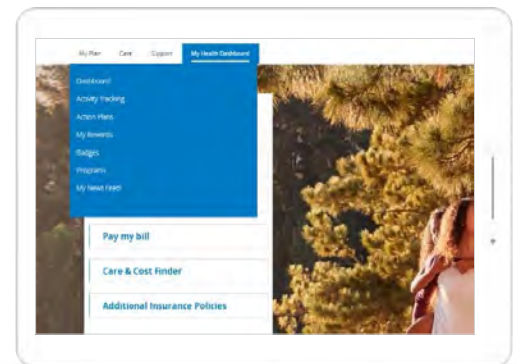


Your path to better health starts here

Taking the Health Assessment is your first step

Want to be more energetic? More balanced? Happier? Whatever your goal, the Health Assessment can help you make a plan to get there.

The Health Assessment is like a quiz with no wrong answers. You're asked questions about your overall health, medical history and things like diet and exercise habits. Just answer as honestly as you can. Each question helps create an overall view of where your health is today.



It takes just 10 minutes to complete.



It's confidential, secure, easy to navigate and there's no extra cost.



You get a personal report that shows you what's going well and where you can make improvements in areas that affect your health, like diet, stress, sleep patterns and exercise.



If you have health risks, you're guided to resources that can help you improve your health and overall well-being. Having this vital information in hand empowers you to work toward being your healthy best.

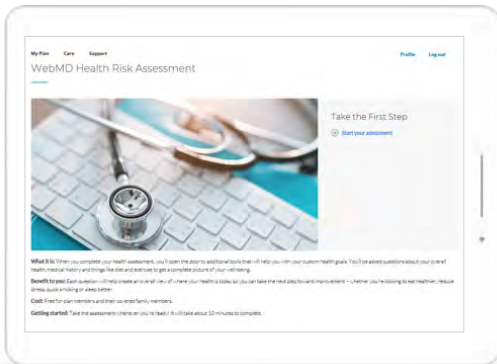
Visit anthem.com to get started

Log in with your Anthem username and password. Then select *My Health Dashboard* and *Programs*. If you haven't already set up a user name and password, select Register Now.



Dont have 10 minutes?

We get it. But don't worry – if you need to step away, you can save your answers – then later you can pick up right where you left off.



The Health Assessment is easy to complete. You'll be guided through the questions. And if you need help, you can use the tutorial.

Your journey to better health is just a step away. Take that step and start your Health Assessment today.

You can also Get started with Sydney Health
Download the app today!



You have options! For a link to download Anthem's free mobile app for IOS & Android OR Text SYDHEALTH to 268436 , or visit anthem.com/signup



Simple, smart – and all about you

Get instant access to your health plan info at anthem.com or with Sydney, our new app

Check claims

See what's covered and what you owe.

Find a doctor

Look for doctors in your plan.

Get discounts

Save on health-related products and services.

See benefits

Check what your plan covers and how much you might pay.

Get medicine

Refill your prescriptions online.

Manage health care accounts

Pay or reimburse yourself for health care expenses. See your account balance anytime.

Get your ID card

Share, fax or email your ID card right from your device.

Estimate costs

Compare costs and quality for common procedures.

It's easy. Everything you need to know about your Anthem benefits – all in one place. It's simple, personal and all about you.



sydney



You can do more in less time – just log in at anthem.com.

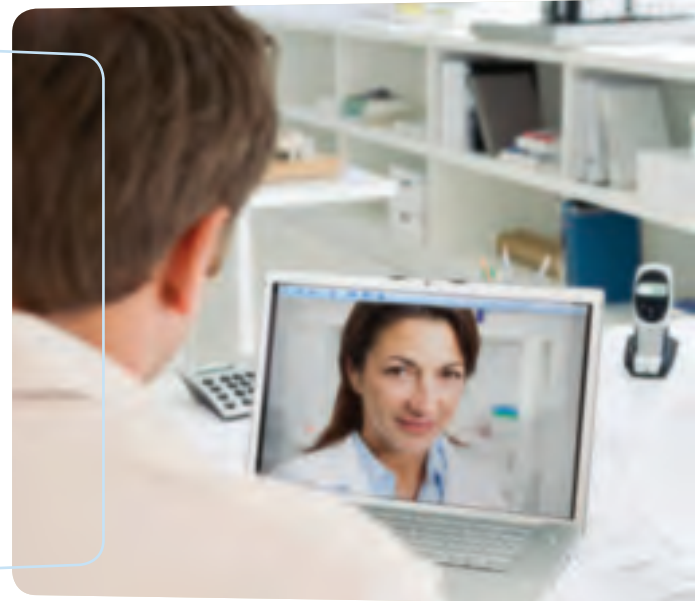
Don't forget: You can have your health information at your fingertips anytime through the Sydney mobile app.

Get started today by
downloading Sydney Health

**You have options! For a link to download Anthem's free Sydney Health mobile app for
IOS & Android, Text **SYDHEALTH** to **268436** or visit anthem.com/signup**

No waiting room, no need to leave home.

You can also meet with board-certified Psychiatrists using LiveHealth Online!



When you're not feeling well you can get the support you need easily using LiveHealth Online. Whether you have a cold, you're feeling anxious or need help managing your medication, doctors and mental health professionals are right there, ready to help you feel your best. Using LiveHealth Online you can have a video visit with a board-certified doctor, psychiatrist or licensed therapist from your smartphone, tablet or computer from home or anywhere.

On LiveHealth Online, you can:

- **See a board-certified doctor 24/7.** You don't need an appointment to see a doctor. They're always available to assess your condition and send a prescription to the pharmacy you choose, if needed.¹ It's a great option when you have pink eye, a cold, the flu, a fever, allergies, a sinus infection or another common health issue.
- **Visit a licensed therapist in four days or less.**² Have a video visit with a therapist to get help with anxiety, depression, grief, panic attacks and more. Schedule your appointment online or call **1-888-548-3432** from **8 a.m. to 8 p.m.**, seven days a week.
- **Consult a board-certified psychiatrist within two weeks.**³ If you're over 18 years old, you can get medication support to help you manage a mental health condition. To schedule your appointment call **1-888-548-3432** from **8 a.m. to 8 p.m.**, seven days a week.

You've got access to affordable and convenient care

Your Anthem plan includes benefits for video visits using LiveHealth Online, so you'll just pay your share of the costs — usually \$59 or less for medical doctor visits, and a 45-minute therapy or psychiatry session usually costs the same as an office mental health visit.

Sign up for LiveHealth Online today – it's quick and easy

Go to livehealthonline.com or download the app and register on your phone or tablet.

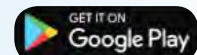
You have options! Simply access through Sydney Health! For a link to download Anthem's free mobile app for iOS & Android

OR

Text SYDHEALTH to 268436, or visit anthem.com/signup



Sydney Health



60019ANMENABS_MPS VP00 06/17



LiveHealth
ONLINE

¹ Prescription availability is defined by physician judgment and state regulations. Visit the home page of livehealthonline.com to view the service map by state.
² Appointments subject to availability of a therapist.

³ Prescriptions determined to be a "controlled substance" (as defined by the Controlled Substances Act under federal law) cannot be prescribed using LiveHealth Online. Psychiatrists on LiveHealth Online will not offer counseling or talk therapy. Appointments subject to availability.

Online counseling is not appropriate for all kinds of problems. If you are in crisis or have suicidal thoughts, it's important that you seek help immediately. Please call 1-800-784-2433 (National Suicide Prevention Lifeline) or 911 and ask for help. If your issue is an emergency, call 911 or go to your nearest emergency room. LiveHealth Online does not offer emergency services.

If you're a retiree or have coverage that complements your Medicare benefits, your employer sponsored health plan may not include coverage for online visits using LiveHealth Online. Check your plan documents for details. You can still use LiveHealth Online, but you may have to pay the full cost of a visit. Online visits using LiveHealth Online may not be a covered benefit for HRA and HIA+ members.

LiveHealth Online is the trade name of Health Management Corporation, a separate company, providing telehealth services on behalf of Anthem Blue Cross and Blue Shield.

Anthem Blue Cross and Blue Shield is the trade name of: In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

Nine months. Many questions.

Future Moms can help — any time, any day

Ever wish you had a go-to source for all of your questions about pregnancy? Now, you do. Future Moms is a program that can answer your questions, help you make good choices and follow your health care provider's plan of care. And it can help you have a safe delivery and a healthy child.

Sign up as soon as you know you're pregnant. Just call us toll free at **800-828-5891**. One of our registered nurses will help you get started. You'll get:

- A toll-free number so you can talk to a nurse coach 24/7 about your pregnancy. A nurse may also call you from time to time to see how you're doing.
- *The Mayo Clinic Guide to a Healthy Pregnancy* book that shows changes you can expect for you and your baby during the next nine months.
- A screening to check your health risk for depression or early delivery.
- Other useful tools to help you, your doctor and your Future Moms nurse keep track of your pregnancy and help you make healthier choices.
- Free phone calls with pharmacists, nutritionists and other specialists, if needed.
- A booklet with tips to help keep you and your new baby safe and well.
- Other helpful information on labor and delivery, including options and how to prepare.

Visit with a lactation or nutrition consultant online

Using Future Moms with Breastfeeding Support on LiveHealth Online, you can make appointments for free video visits with a certified lactation consultant, counselor or registered dietitian at no extra cost to you! These professionals can provide personalized support to help you with breastfeeding techniques, learn about milk production, baby hunger cues, foods to avoid, nutrition while breastfeeding and more.



It's easy to join

Sign up for Future Moms by calling us toll free at **800-828-5891**. There's no extra cost to you.

Once your baby is born, get lactation support with LiveHealth Online.

Sign up now for livehealthonline.com or use the free mobile app and enter your health plan information. Once you've created an account, select Future Moms with Breastfeeding Support to view the available lactation consultants, counselors and registered dietitians. Appointments are available 7 days a week and evenings, too. Schedule your appointment at any time by logging in to **LiveHealth Online**.

Simply access through Sydney Health!

For a link to download Anthem's free mobile app for IOS & Android OR Text SYDHEALTH to 268436 , or visit anthem.com/signup

Finding care options is now easier

Our Find Care tool helps you find doctors and compare costs

Choosing a provider who is right for you makes a difference — and choosing a provider in your plan can help keep your costs under control. You can easily find high-quality, cost-effective care using our Find Care tool on the Sydney Health mobile app or [anthem.com](https://www.anthem.com).

How you can use Find Care

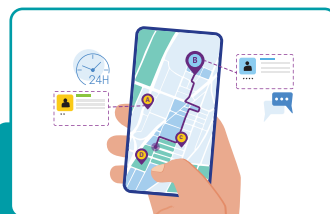
The Find Care tool brings together details about doctors, hospitals, labs and other health care facilities in your plan. You can easily compare what's important to you, like cost, location and office hours. Find Care helps you:



Search for providers and facilities in your plan by name, specialty or procedure.



Compare costs for health care services based on your plan.



Find providers near you and explore virtual care options.



Review details about doctors, such as their specialties, gender, languages spoken and contact information.

Choose with confidence

You can start using **Find Care** by downloading the Sydney Health app to your mobile device or logging in to [anthem.com](https://www.anthem.com). Select **Find Care** and the tool will guide you through the steps.

We're ready to help you

If you have questions, you can reach us using the interactive chat feature on the Sydney Health app or through the Message Center on [anthem.com](https://www.anthem.com).



Sydney Health
Download the app today!

You have options! For a link to download Anthem's free mobile app for IOS & Android OR Text SYDHEALTH to 268436 , or visit [anthem.com/signup](https://www.anthem.com/signup)



Save money with discounts at [anthem.com](https://www.anthem.com)

As an Anthem member, you qualify for discounts on products and services that help promote better health and well-being.* These discounts are available through SpecialOffers to help you save money while taking care of your health.

Vision, hearing and dental

Glasses.com™ and 1-800-CONTACTS® — Shop for the latest brand-name frames at a fraction of the cost for similar frames at other retailers. You are also entitled to an additional \$20 off orders of \$100 or more, free shipping and free returns.

EyeMed — Take 30% off a new pair of glasses, 20% off non-prescription sunglasses and 20% off all eyewear accessories.

Premier LASIK — Save \$800 on LASIK when you choose any “featured” Premier LASIK Network provider. Save 15% with all other in-network providers.

TruVision — Save up to 40% on LASIK eye surgery at more than 1,000 locations.

Nations Hearing — Receive hearing screenings and in-home service at no additional cost. All hearing aids start at \$599 each.

Hearing Care Solutions — Digital instruments start at \$500, and a hearing exam is free. Hearing Care Solutions has 3,100 locations and eight manufacturers, and offers a three-year warranty, batteries for two years and unlimited visits for one year.

Amplifon — Take 25% off, plus an extra \$50 off one hearing aid; \$125 off two.

ProClear™ Aligners — Take \$1,200 off a set of custom aligners. You can improve your smile without metal braces and time-consuming dental visits. Your order is 50% off and comes with a free whitening kit.



Fitness and health

Active&Fit Direct™ – Active&Fit Direct allows you to choose from more than 11,000 participating fitness centers nationwide for \$25 a month (plus a \$25 enrollment fee and applicable taxes). Offered through American Specialty Health Fitness, Inc.

FitBit – Work toward your fitness goals with Fitbit trackers and smartwatches that go with your lifestyle and budget. Save up to 22% on select Fitbit devices.

Garmin – Take 20% off select Garmin wellness devices.

Jenny Craig® – Join this weight loss program for free. Jenny Craig provides you with everything you need, making it easier to reach your goals. You can save \$200 in food, in addition to free coaching, with minimum purchase. Save an extra 5% off your full menu purchase. Details apply.

ChooseHealthy® – Discounts are available on acupuncture, chiropractic, massage, podiatry, physical therapy and nutritional services. You also have discounts on fitness equipment, wearable trackers and health products, such as vitamins and nutrition bars.

GlobalFit – Discounts apply on gym memberships, fitness equipment, coaching and other services.

Family and home

23andMe – Take \$40 off each Health + Ancestry kit. Save 20% on a 23andMe kit and learn about your wellness, ancestry and more.

Safe Beginnings® – Babyproof your home while saving 15% on everything from safety gates to outlet covers.

Nationwide Pet Insurance – Receive an automatic 5% discount when you enroll through your company or organization. Save up to 15% when you enroll multiple pets.

ASPCA Pet Insurance – Take 5% off pet insurance. You can choose from three levels of care, including flexible deductibles and custom reimbursements.

WINFertility® – Save up to 40% on infertility treatment. WINFertility helps make quality treatment affordable.

LifeMart® – Take advantage of great deals on beauty and skin care, diet plans, fitness club memberships and plans, personal care, spa services and yoga classes, sports gear and vision care.

Medicine and treatment

SelfHelpWorks – Choose one of the online Living programs and save 15% on coaching to help you lose weight, stop smoking, manage stress or diabetes, restore sound sleep or face an alcohol problem.

Brevena – Enjoy a 41% discount on BREVENA® skin care creams and balms for smooth, rejuvenated skin from face to foot.

Puritan's Pride® – Choose from a large selection of discounted vitamins, minerals and supplements from Puritan's Pride.

Allergy Control Products and National Allergy Supply – Save up to 25% on select doctor-recommended products such as allergy-friendly bedding, air purifiers and filters, asthma products and more. Orders over \$59 ship for free by ground within the contiguous U.S.

To find the discounts available to you, log in to [anthem.com](https://www.anthem.com), choose **Care** and select **Discounts**.

Your SpecialOffers discounts are part of our effort to support your personal health journey. Taking care of your health can be easier with the savings offered through your health plan.

*** All discounts are subject to change without notice.**

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. Copies of Colorado network access plans are available on request from member services or can be obtained by going to [anthem.com/co/networkaccess](https://www.anthem.com/co/networkaccess). In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company. In Virginia: Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in POS policies offered by CompCare Health Services Insurance Corporation (CompCare) or Wisconsin Collaborative Insurance Corporation (WCIC). CompCare underwrites or administers HMO or POS policies; WCIC underwrites or administers Well Priority HMO or POS policies. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

Choose an easier way to better health

Health and wellness programs designed for your unique needs



Whether you're suffering from asthma, expecting a baby, or just fighting a cold, our health and wellness programs can help. They even include toll-free access to a nurse any time, any day.

Condition Care

If you have a long-term health problem, ConditionCare is for you. It's a program that helps people with asthma, chronic obstructive pulmonary disease (COPD), diabetes, heart failure, coronary artery disease (CAD) and more. When you join the program, we'll give you the tools and resources you need to take charge of your health. You'll also get:

- 24/7 phone access to a nurse care manager who can answer your questions and give you up-to-date information about your condition.
- A health review and follow-up calls if you need them.
- Tips on prevention and lifestyle choices to help you improve your quality of life.

Future Moms

Having a baby is an exciting time! Future Moms can help you have a healthy pregnancy and a healthy baby. Sign up as soon as you know you're pregnant. You'll get:

- 24/7 phone access to a nurse coach you can talk to about your pregnancy and your health. A nurse may also call you from time to time to see how you're doing.

- A book that shows changes you can expect for you and your baby over the next nine months.
- Useful tools to help you, your doctor and your Future Moms nurse coach track your pregnancy and spot possible risks. You'll also get tips and resources to help you make better decisions and prepare for the birth of your baby.

24/7 NurseLine

You can call any time to talk to a registered nurse about your health concerns. You can get answers to questions, whether you're sick or not.

Need health care right away? A nurse can help you decide where to go if your doctor isn't available. Going to the right place can save you time and money. And you can access better care, too.

Get the support you need

Call us to sign up and use these programs at no extra cost:

- ConditionCare: 866-962-0952
- Future Moms: 800-828-5891
- 24/7 NurseLine: 800-711-5947

You can also Get started with Sydney Health
Download the app today!



You have options! For a link to download Anthem's free mobile app for IOS & Android OR Text SYDHEALTH to 268436 , or visit [anthem.com/signup](https://www.anthem.com/signup)

Get round-the-clock peace of mind

24/7 NurseLine has you covered anytime, anywhere

Whether it's 3 a.m. or a lazy Sunday afternoon with the family, health issues can crop up at the most inconvenient times and places.

What if you had a nurse in your back pocket — someone knowledgeable you could talk to any time of the day or night, 365 days a year?

That's why Blue Cross and Blue Shield of Georgia (BCBSGa) offers 24/7 NurseLine, a resource you call when life throws you a curve ball.

While 24/7 NurseLine may be your first line of defense for the unexpected, it's also part of BCBSGa's whole-health approach. The registered nurses can help you with your baby's fever, give you allergy relief tips and advise you where to go for care.



They can also:

- Help you find providers and specialists in your area.
- Give you referrals to LiveHealth Online, a tool that allows you to have live video chats with board-certified doctors using a smartphone, tablet or computer and webcam.*
- Enroll you and your dependents in valuable health management programs for certain health conditions.
- Remind you about scheduling important screenings and exams, including dental and vision checkups.
- Provide guidance during natural catastrophes and health outbreaks.
- Offer links to health-related educational videos or audio topics.

24/7 NurseLine can connect you to BCBSGa's other health and wellness programs, so you have access to the best resources for the best health results.

Got health questions?

Answers are at your fingertips.

Add 888-724-2583 to your contacts today!

You can also get started with Sydney Health
Download the app today!



You have options! For a link to download Anthem's free mobile app for iOS & Android OR Text SYDHEALTH to 268436 , or visit anthem.com/signup

24/7 NurseLine Always here for you

Health concerns can happen when you least expect them. You might be on vacation or even on a business trip. Or your child may have a fever in the middle of the night. But there's somewhere you can turn for help any time of the day or night.

Call the **24/7 NurseLine** to talk with a registered nurse about your health concern. Whether it's a question about allergies, fever, types of preventive care or any other topic, nurses are always there to provide support and peace of mind. And, if you want, a nurse will call you later to see how you're doing.

Our nurses can help you choose the right place for care if your doctor isn't available and you aren't sure what to do. Do you need to head straight to the emergency room? Is urgent care best? Or do you need to see your doctor? Making the right call can save you time and money – and give you access to the best possible care.

Do you speak Spanish or another language other than English? We have Spanish-speaking nurses and translators on call. TTY/TDD services are available, too.

If you'd prefer not to talk about your health concern over the phone, the AudioHealth Library might be for you. These helpful prerecorded messages cover more than 300 health topics in English and Spanish. Just call the 24/7 NurseLine number and choose the AudioHealth Library option.



Health questions?

**24/7 NurseLine is always here for you.
Call toll free at 800-711-5947.**

**85% of members like you would recommend
24/7 NurseLine to others.**



Time Well Spent



All the tools you need for your workplace wellness program

Building a wellness culture in your workplace just got easier. With our web-based resource, Time Well Spent®, you can create programs that engage and inspire your employees to be their healthy best.

It's available at no extra cost to you at timewellspent.anthem.com. You'll find ways to:

Learn

A step-by-step guide to building your wellness strategy, plus tips for getting executives on board and webinars to learn more

Plan

All you need to plan or grow your wellness strategy – calendars, challenges, health kits and more

Share

Educational materials you can pass along to your employees



Here are just a few of your Time Well Spent tools



Health kits

Share informative, interactive campaigns on important health topics like nutrition, emotional health, quitting smoking, substance abuse and more.



Wellness calendar

Create a year-long wellness strategy with this calendar full of health education to share with your employees. It includes monthly topics aligned with national health observances.



FitLife podcasts

Podcasts are a great way to share wellness topics with your employees. They can tune in to learn practical and fun tips about exercise, weight management, healthy eating and more.



Wellness on the run webinars

Want to take your employees' health to the next level? These quick webinars are packed with smart insights for today's most pressing wellness challenges.

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. Copies of Colorado network access plans are available on request from member services or can be obtained by going to anthem.com/co/networkaccess. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company. In Virginia: Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in POS policies offered by CompCare Health Services Insurance Corporation (CompCare) or Wisconsin Collaborative Insurance Corporation (WCIC). CompCare underwrites or administers HMO or POS policies; WCIC underwrites or administers Well Priority HMO or POS policies. Independent licensees of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc.

TIME WELL SPENT

Click on image to open website.

The screenshot shows the top of the Anthem Time Well Spent website. On the left is the Anthem logo with a cross and shield icon. To its right is the text "Time Well Spent®". Further right is a search bar with the word "Search" and a magnifying glass icon. Below the logo and search bar is a purple navigation bar with two links: "Employer Tools and Wellness Calendar" and "Employee Education". Below the navigation bar is a central text block: "Time Well Spent® is a toolkit focused on building a healthier, more productive workforce." Underneath this text are three image-based tiles. The first tile shows three men in a workshop setting, with the text "Learn: Building a Healthier Workplace". The second tile shows a woman with glasses looking at a laptop, with the text "Plan: Employer Planning Tools". The third tile shows three people (two men and one woman) looking at a laptop together, with the text "Share: Employee Education Resources". Below these tiles is a line of text: "or search by topic to find tools or resources you need to start helping your employees live better". At the bottom of the screenshot is a search bar containing the text "Search for tools and resources" and a blue button labeled "Search »".

or search by topic to find tools or resources you need to start helping your employees live better



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX M

LGRMS HPS Training Programs

LGRMS On-Site Training List – HEALTH PROMOTION SERVICES

Table of Content

1. Physical Health

- a. Be Active Your Way
- b. Dogs Lose, You Win!
- c. Nutrition and Physical Activity Recommendations
- d. Supermarket Survival Training
- e. What's in That?
- f. Myth Busters (Food and Nutrition)
- g. Be Good on the Go
- h. LunchWell
- i. Cooking Made Healthy
- j. What's on Your Plate?
- k. Eat This, Not That
- l. Healthy Holiday Eating
- m. Healthy Through the Holidays
- n. Weight Gain Shockers
- o. Weight Management
- p. Losing Weight the Healthy Way
- q. The Elusive Metabolism Boost
- r. Vitamin Deficiency
- s. Water and Hydration
- t. The Truth About GMOs & Organics
- u. Anthem Health and Wellbeing
- v. LiveHealth Online
- w. Health Care Consumerism

2. Emotional/Mental Health

- a. Stress Management
- b. Dynamic Equilibrium: Work-Life Balance
- c. Wellness, Fitness, and Lifestyle Management
- d. What's Holding You Back?
- e. Sweet Dreams
- f. Emotional Intelligence
- g. The Power of Positivity
- h. Mental Health Awareness
- i. Surviving the Holidays
- j. LiveHealth Online Psychology

3. General Health

- a. Cardiovascular System
- b. Heart Health
- c. Heart Smart
- d. Save A Life: Heart and Stroke Education
- e. The Silent Killer: Quiet Truths About Hypertension (High Blood Pressure)
- f. Understanding Diabetes
- g. Eating to Avoid Diabetes
- h. Know Yourself
- i. Health Risk Assessment
- j. Breast Cancer
- k. Prostate Cancer
- l. Nutritional Guidelines for Reducing Your Risk of Cancer
- m. Freshstart
- n. Tobacco Awareness
- o. Substance Abuse

- p. Substance Abuse: What Supervisors Need to Know
 - q. How to Age Gracefully
 - r. Say Ahh: Think Mouth, Think Health
 - s. Thyroid Health
 - t. Nervous System Disorders
4. **Occupational Health**
 - a. A Guide to Back Injury Prevention and Safe Lifting
 - b. Workplace Ergonomics
 - c. Exercise at Your Desk
 - d. Yoga at Your Desk
 - e. Working in Cold Environments (Cold Stress and Safety)
 - f. Here Comes the Sun (Sun and Heat Safety)
 - g. Team Building Challenges and Opportunities
 5. **Leadership and Wellbeing Committee Training**
 - a. High Impact Health Promotion Champion
 - b. Health Promotion Leader I
 - c. Health Promotion Leader II
 - d. Health Promotion Leader III
 6. **Fast Forward Series**
 - a. Workplace Ergonomics *Fast Forward*
 - b. Cooking Made Healthy *Fast Forward*
 - c. Mental Health Awareness *Fast Forward*
 - d. Supermarket Survival Training *Fast Forward*

1. **Physical Health**

a. **Be Active Your Way**

Participants will learn the physical activity guidelines for adults. How much activity you need each week, where to begin if you want to get physically active, tips on how to keep it up or step it up if you have already started a program and being active for life are key points of this training. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

b. **Dogs Lose, You Win!**

This course explores techniques to slim your dog and shape up yourself. It encourages participants to focus on their dogs' eating and exercise habits, which leads to better health behaviors for themselves too. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

c. **Nutrition and Physical Activity Recommendations**

This program provides recommendations about nutrition and physical activity from the American Cancer Society. What you eat and how you live affects your risk for cancer. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

d. **Supermarket Survival Training**

This training covers how supermarkets are designed and strategies to avoid over-purchasing, from planning ahead to being aware of impulse marketing. Optional field trip to the local grocery store available. Taught by LGRMS Health Promotion Services staff. (45 minutes-1 hour; will vary if field trip to the local grocery store is provided)

e. **What's in That?**

Participants will learn about reading and understanding nutrition labels. Calories, serving size, nutrients, and packaging are some points discussed in this program. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

f. **Myth Busters (Food and Nutrition)**

This course focuses on debunking the myths and exposing the truths about your diet. It takes a look at popular health claims to decipher fact from fiction. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

g. **Be Good on the Go**

Is there such a thing as healthy fast food? Participants will learn healthy fast food tips and healthier options for a variety of cuisines. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

h. **LunchWell**

What does your lunch look like? Unhealthy lunch habits can contribute to a number of long-term health problems. This course deals with, "How do you spend your lunch break?" Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

i. **Cooking Made Healthy**

This program explores healthy cooking methods. These methods are meant to give you a variety of ways that you can prepare a healthy meal. Optional food demonstration available. Taught by LGRMS Health Promotion Services staff. (45 minutes-1 hour; will vary if food demonstration is provided)

j. **What's on Your Plate?**

This course is made up of tips to build a healthy plate, including: cutting back on foods high in solid fats, added sugars, and salt. Also, covered is information about vending machines, organization meetings, and finding a balance. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

k. Eat This, Not That

Making better choices one step at a time. Participants will learn food choices and swapping items aimed at improving health. This program highlights the good and the bad in our current food culture. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

l. Healthy Holiday Eating

This course focuses on 12 healthy tips to survive a holiday eating frenzy. Also, included is information about sugary foods, food allergies, and alcohol intake. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

m. Healthy Through the Holidays

How do you maintain your healthy eating habits during a family feast? How can you make sure the turkey is the only one stuffed during the holiday season? This training deals with how to maintain healthy eating habits during feasts. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

n. Weight Gain Shockers

You're not taking in more calories than usual, nor cutting back on exercise, but... Your weight still goes up and the numbers on the scale keeps creeping higher to prove it. Why? This program covers surprising reasons you're gaining weight. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

o. Weight Management

This training explores understanding what healthy weight is and keys to reaching it. Everyone is different in their own ways, but also the same. Therefore, the bottom line is that healthy lifestyles require balance. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

p. Losing Weight the Healthy Way

This course provides information about weight and the importance of making changes that will create a difference. Concentrate on the healthy changes and not the weight loss. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

q. The Elusive Metabolism Boost

Simply put, metabolism is the process of breaking down proteins, carbohydrates, and fats to yield the energy your body needs to maintain itself. This training course emphasizes several ways to rev up your metabolism. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

r. Vitamin Deficiency

Vitamins are organic substances that cannot be synthesized by humans. Thus, they need to be ingested in the diet to prevent disorders of metabolism. Participants will learn about various vitamins, foods rich in those vitamins, and why it is important to get enough of each vitamin. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

s. Water and Hydration

This program deals with how water affects various parts of the body, the importance of staying properly hydrated, and how much water is needed each day. Our body is nearly two-thirds water, so drinking enough fluid to stay hydrated is very important. Water is essential for life and it is very important to get the right amount of fluid to be healthy. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

t. The Truth About GMOs & Organics

This course covers facts about genetically modified foods, organic foods, and the techniques used to produce each kind. Many factors influence the decision to choose genetically modified or organic foods. Weigh the pros and cons and decide what is best for you. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

u. Anthem Health and Wellbeing

Mounting evidence indicates that lifestyle choices have a large impact on morbidity and mortality. This training brings people closer to their care givers while nurturing self-care. It is designed to provide more information about services and benefits available to you through one of the most comprehensive health management programs in the industry. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

v. LiveHealth Online

Participants will learn about the online, two-way video that connects participants with U.S. Board Certified medical doctors over the Internet. Visit with a doctor online, anytime. From work, at home, or on the go. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

w. Health Care Consumerism

Be proactive and completely involved in your health care decisions. Each year, millions of people use tools and resources to manage their health, make better health decisions, and live healthier lives. This program deals with how to better care for yourself, your loved ones, and help decrease emergency room visits. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

2. **Emotional/Mental Health**

a. **Stress Management**

Stress is linked to the six leading causes of death and 75% to 90% of all physician office visits are for stress-related ailments and complaints. This training will take you through recognizing common signs of stress and how to manage them using special techniques. Available for target-specific departments: Office/Administration, Law Enforcement, EMS, and Public Works. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

b. **Dynamic Equilibrium: Work-Life Balance**

This course takes participants through a process to re-evaluate their lives and develop strategies that enable them to focus on what matters most at work and at home. It is likely to be particularly valuable for people who: (1) Are stressed and/or anxious too often. (2) Find themselves rushing around a lot. (3) Feel that there aren't enough hours in the day. (4) Suffer from restlessness. (5) Have increased responsibilities. Taught by LGRMS Health Promotion Services staff. (4 hours)

c. **Wellness, Fitness, and Lifestyle Management**

This program is an introduction to wellbeing dimensions and health goal planning. It covers managing life to accomplish health goals. Participants will learn about stages of change, moving forward in the cycle of behavior change, and reaching wellness through lifestyle management. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

d. **What's Holding You Back?**

By understanding ourselves and others better, we help ourselves to build happier, healthier, and more productive lives. This program focuses on knowing what motivates you, stages of change, and tips for exercise and nutrition success. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

e. **Sweet Dreams**

Half of Americans are sleep deprived and at least 50% of all insomnia is stress-related. This training deals with how to get better sleep for a better you. It covers the purpose of sleep, stages of sleep, types of insomnia, what's keeping you up, and what to do if you're still having sleep troubles. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

f. **Emotional Intelligence**

Participants will learn about the attributes of emotional intelligence. This course examines reasons behind difficult customers, discusses successful strategies for dealing with difficult people, discusses the differences in Customer Service and Customer Experience, and evaluates your current customer service skills. Taught by LGRMS Health Promotion Services staff. (45 minutes-1 hour)

g. **The Power of Positivity**

People who think more positively have a lower risk of heart problems, are less depressed, and have a better immune system. It is true, positivity affects your overall wellbeing. This program uses various engagement activities to explore compassion and gratitude. A "team-builder" in disguise. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

h. **Mental Health Awareness**

This training emphasizes what mental health is and breaking the stigma. If you experience mental health problems, your thinking, mood, and behavior could be affected. Participants will learn why mental health is important, myths and facts about it, warning signs, and how friends and loved ones can make a big difference. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

i. Surviving the Holidays

The holiday season can bring mixed emotions for many, as well as a great deal of stress. Feeling depressed or anxious is not unusual during the holiday season. This course focuses on 12 tips to beat the holiday blues. Participants will learn about holiday emotional wellbeing. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

j. LiveHealth Online Psychology

Participants will learn about the online, two-way video that connects participants with U.S. Board Certified therapists, psychologists, and psychiatrists over the Internet. Visit with a therapist, psychologist, and psychiatrist online, anytime. From work, at home, or on the go. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

3. **General Health**

a. **Cardiovascular System**

Your cardiovascular system, also called circulatory system, carries blood throughout your body. This training is an overview of the cardiovascular system and the role of blood. It covers diseased vessels, structural problems, and heart conditions. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

b. **Heart Health**

This is a 6-week heart health program to gain a better understanding of how the heart works, cardiovascular disease, and what you can do to keep your heart healthy. Each week, participants will learn about the elements of a healthy heart, conditions affecting the heart, and how to protect their heart. Taught by LGRMS Health Promotion Services staff. (30-45 minutes each week; also provided as an abridged 1-hour training)

c. **Heart Smart**

As remarkable as the heart is, it can be damaged. This extraordinary structure is vulnerable to breakdown from a variety of factors. This course deals with risk factors and facts about the heart. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

d. **Save A Life: Heart and Stroke Education**

This training shares with you some information developed by the American Heart Association. It should give you a better understanding of heart disease and stroke, including risk factors, treatments, and resources available. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

e. **The Silent Killer: Quiet Truths About Hypertension (High Blood Pressure)**

Over time, uncontrolled high blood pressure increases the risk of heart disease, stroke, and kidney disease. This program covers what hypertension is, how to manage it, and ways to prevent or reduce it. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

f. **Understanding Diabetes**

Participants will learn about the most common form of diabetes, complications, symptoms, and diagnosis. This course also covers medical care, self-care, and diabetic emergencies. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

g. **Eating to Avoid Diabetes**

This training focuses on diabetes and how nutrition plays an integral role. With these tips, you can still enjoy your favorite foods and take pleasure from your meals without feeling hungry or deprived. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

h. **Know Yourself**

Do you know the most critical numbers for your health? When was the last time you had your numbers checked? Participants will learn the importance of knowing their numbers and family medical history. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

i. **Health Risk Assessment (HRA)**

This program is a brief confidential lifestyle questionnaire in which participants will receive advice from a private wellness report. Your organization will get an aggregate report that summarizes health and safety practices in your employee population. It also identifies costly risk areas of the group. Provided by LGRMS Health Promotion Services staff. (Time varies)

j. Breast Cancer

Breast cancer occurs mainly in women, but men can get it too. This program, from the American Cancer Society, focuses on what breast cancer is, early detection, and ways of prevention. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

k. Prostate Cancer

Prostate cancer is the second leading cause of cancer-related deaths among men in the U.S. This program, from the American Cancer Society, focuses on what prostate cancer is, early detection, and ways of prevention. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

l. Nutritional Guidelines for Reducing Your Risk of Cancer

Scientific evidence suggests that about one-third of cancer deaths will be related to nutrition, physical inactivity, obesity, and other lifestyle factors and could also be prevented. This program, from the American Cancer Society, provides guidelines on nutrition for cancer prevention. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

m. Freshstart

This program, created by the American Cancer Society Workplace Solutions, is a 4-week group-based tobacco cessation counseling program designed to help participants quit tobacco. It focuses on: motivational intervention activities, practical counseling (problem solving skills), social support, and education about medication and approaches to quitting. Facilitated by LGRMS Health Promotion Services staff. (45 minutes-1 hour each week)

n. Tobacco Awareness

Cigarette smoking is the number one cause of preventable disease and death worldwide. This training deals with facts about tobacco, related diseases, and quitting methods. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

o. Substance Abuse

This training helps participants understand the impact of substance abuse in the workplace and to suggest ways that they can help us deal with this serious problem. Participants will be able to: comprehend the harmful impact of substance abuse in the workplace, understand the requirements of the law and company policy, identify the ways in which alcohol and drugs impair job performance, recognize signs of substance abuse, and take appropriate action to deal with abuse problems. Taught by LGRMS Health Promotion Services staff. (45 minutes-1 hour)

p. Substance Abuse: What Supervisors Need to Know

For nearly everyone, substance abuse is a difficult and sensitive subject to discuss. This training provides supervisors with important facts about substance abuse in the workplace and to show them how they can help deal with this serious problem. Supervisors will be able to: identify the harmful effects of substance abuse in the workplace, enforce the requirements of their policy and the law, recognize signs of an abuse problem, and take effective steps to assist employees in getting help, while protecting other workers and the organization. Taught by LGRMS Health Promotion Services staff. (45 minutes-1 hour)

q. How to Age Gracefully

Aging is an inevitable part of living, so it is important to understand how to age gracefully. This course discusses ways of aging gracefully from good skin care to managing stress and everything in between. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

r. Say Ahh: Think Mouth, Think Health

This program is an overview of oral health. Oral health includes everything related to the mouth. The mouth is a gateway. Taking care of the mouth is essential to quality of life and helps keep the rest of the body healthy. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

s. Thyroid Health

The thyroid gland is one of the largest endocrine glands. This program focuses on the basics about the thyroid, conditions affecting it, and how to keep it healthy. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

t. Nervous System Disorders

When something goes wrong with a part of your nervous system, you can have trouble moving, speaking, swallowing, breathing, or learning. You can also have problems with your memory, senses, or mood. This course covers various neurological disorders and their impact on the ability to perform daily activities. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

4. **Occupational Health**

a. **A Guide to Back Injury Prevention and Safe Lifting**

Back injury is the #1 leading cause of missed work days. This training will review the parts that make-up your back, causes and types of injuries, how you can prevent injuries, and proper lifting techniques. Taught by LGRMS Health Promotion Services staff. (1 hour)

b. **Workplace Ergonomics**

This course is designed to provide employees techniques on how to work smarter, not harder by fitting the task to the employee. Optional assessments provided. Available for target-specific departments: Office/Administration, Law Enforcement, EMS, and Public Works. Taught by LGRMS Health Promotion Services staff. (1 hour; will vary if assessments are provided)

c. **Exercise at Your Desk**

This program is about the “sitting diseases” and ways to move more while at work. The average American will sit anywhere from 7.7 to 15 hours a day without moving. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

d. **Yoga at Your Desk**

The purpose of yoga is to build strength, awareness, and harmony in both the mind and body. This program emphasizes ways to reduce stress, relieve discomfort, and re-energize while at work. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

e. **Working in Cold Environments (Cold Stress and Safety)**

This training covers how the body maintains thermal (heat) balance, constant internal temperature, how the body reacts to cold conditions, injuries and illnesses caused by exposure to cold, and preventive measures to minimize the hazards from cold exposure. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

f. **Here Comes the Sun (Sun and Heat Safety)**

This training covers the “dark side” of the sun, types of skin cancer, hazards of excessive heat, and heat disorders symptoms. Also, included is prevention and safety measures. Taught by LGRMS Health Promotion Services staff. (30-45 minutes)

g. **Team Building Challenges and Opportunities**

This program is designed to enhance workplace communication and collaboration to improve effectiveness and efficiency. Participants will engage in various activities that encourage and promote team building. Taught by LGRMS Health Promotion Services staff. (3-4 hours)

5. **Leadership and Wellbeing Committee Training**

a. **High Impact Health Promotion Champion**

Workplace health promotion/wellness programs save health care dollars, improve employee health morale, and productivity. Local governments are assisted in building comprehensive wellness programs and educated on how to implement effective solutions to help control increasing health care costs. Participants will learn: to identify workplace assets, needs, and community resources; leadership skills for health promotion; to plan and implement effective programs; about LGRMS Health Promotion Services no-cost resources; how other local governments have built effective programs; and updates to health care solutions. They will leave with: tools to access program support; twelve-month action plan and Health Promotion Grant checklist; resource and reference manual; keys to successful programming and management; and being a "Champion" of wellness. This training is useful for individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit coordinators. Taught by LGRMS Health Promotion Services staff. (3 hours)

b. **Health Promotion Leader I**

In this interactive workshop, participants will learn: to identify and create "Wellness Champions" in their organization; shift their definition of "wellness" to "wellbeing"; about LGRMS Health Promotion Services no-cost resources; how other local governments use incentives to increase participation and outcomes; how to use incentives to increase engagement; and program incentive ideas. They will leave with: tools to access program support; incentive suggestions; resource and reference materials; keys to successful programming and management; and practical skills for advocating wellbeing. This training is useful for individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit coordinators. Taught by LGRMS Health Promotion Services staff. (3 hours)

c. **Health Promotion Leader II**

In this interactive workshop, participants will learn: to identify employee engagement initiatives; how Anthem health and wellbeing programs empower employees; what care options are available through LiveHealth Online; insights into UGA Extension free, reliable, research-based information; about LGRMS Health Promotion Services no-cost resources; and updates to mental health reform solutions. They will leave with: tools to access program support; resource and reference materials; tips to create a comprehensive culture of wellness; keys to successful programming and management; and practical skills encompassing health promotion. This training is useful for individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit coordinators. Taught by LGRMS Health Promotion Services staff. (3 hours)

d. **Health Promotion Leader III**

In this interactive workshop, participants will learn: to identify areas for collaboration and coordination between health promotion and safety; how other local governments have built effective combined programs; leadership and program management skills for joint efforts; about LGRMS Health Promotion Services no-cost resources; how to have a cohesive Wellness and Safety Team; and ways of discussing risks, developments, and potential new directions. They will leave with: tools to access program support; resource and reference materials; tips to customize strategies tailored to fit their unique wellness and safety needs; keys to successful programming and management; and practical skills to develop an operational action plan. This training is useful for individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit coordinators. Taught by LGRMS Health Promotion Services staff. (3 hours)

6. **Fast Forward Series**

a. **Workplace Ergonomics *Fast Forward***

Employees having ergonomic issues? In this virtual home-working environment, this is a mobile way to address ergonomic issues remotely or at the office. LGRMS will assess employees' workstation virtually and will email assessment findings to the Health Promotion Champion. For employees needing additional equipment, they will be contacted by the Health Promotion Champion.

b. **Cooking Made Healthy *Fast Forward***

Employees aspiring to make healthier meals? This 30-minute speed video virtually does that. Jump in the kitchen with LGRMS Health Promotion Services staff as they show you healthy cooking methods and food demonstrations.

c. **Mental Health Awareness *Fast Forward***

Employees wanting to understand more about mental health? This accelerated training does that. Everything you need to quickly gain knowledge on myths/facts of mental health problems, risk factors, and how you can be an important influence.

d. **Supermarket Survival Training *Fast Forward***

Employees interested in learning how to survive the supermarket? This 30-minute speed video virtually does that. Follow LGRMS Health Promotion Services staff as they walk through the grocery store showing you how to "shop" supermarkets.



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX N

**HRA Request Form (Fillable) and
Eligibility File (Fillable)**

Demographics

First: _____ Middle: _____ Last: _____

Date of Birth: _____ Male Female

Home Address: _____ Work Address: _____

City: _____

Race / Ethnicity: _____

HEALTH IMPROVEMENT SOLUTIONS

Login

Login ID or Email

Password

Remember Me

[Forgot Password?](#)

HRA REQUEST FOR LGRMS HEALTH PROMOTION SERVICES

I, _____, would like to request a Health Risk Assessment (HRA) be conducted by

Member Contact Name

a member of LGRMS Health Promotion Services team. The Health Risk Assessment shall be conducted for

_____ which is located at _____

Member Name

Member Address

_____ on _____

Member Address Continued

Date

at _____ I would like to do the _____ Health Risk Assessments.

Time

AM or PM

Paper or Electronic

If **Electronic**, which method would you prefer? _____

Anonymous Link* or Individual Login ID and Password**

***Anonymous Link** – The vendor can set-up an anonymous link that employees go to and complete the HRA. The link will only be formatted for your employees.

****Individual Login ID and Password** – The vendor can create an individual login ID and password for each employee. They will use the login ID and password to sign-in to the platform and complete the HRA.

What type of HRA?

(1) Health Assessment, (2) Short Health Assessment without Biometrics, (3) Financial Health, (4) Financial and General Health, (5) Short Financial and General Health without Biometrics, or (6) Coping & Resiliency

Thank you,

Signature

Title

Date

Physical Mailing Address (no P.O. Boxes): _____

Number: _____ (Work Phone/Extension) _____ (Fax)

Email: _____

**Remember to submit the Eligibility File (p. 88) along with this form to complete your HRA set up. If you would like to use the Excel document, please email your HPS Representative.*

Email or fax completed HRA Request Form and Eligibility File to:

Sherea Robinson • Local Government Risk Management Services, Inc. • Work: 678.686.6281 • Fax: 678.686.6381 • Email: srobinson@lgrms.com



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX O

HRA Flow Chart

GUIDELINES

FOR COMPLETING THE HEALTH RISK ASSESSMENTS (HRAs)

I. INSTRUCTIONS FOR PARTICIPANTS

to begin

01

Use a pen or pencil to complete paper Health Risk Assessment.

02

Obtain Login Credentials from the LGRMS-HPS Rep. to complete electronic Health Risk Assessment.

03

Using the paper Health Risk Assessment, complete the Demographics, Biometrics, Lifestyle, Personal History, and Preventable Health sections with a pen or pencil.

04

Using the electronic Health Risk Assessment, complete the Demographics, Biometrics, Lifestyle, Personal Health History, and Preventable Health Sections .

05

Question: (Name), (Gender) (Date of Birth), and (Street Address). Must be answered

06

Let each participant put their paper HRA in a manila envelope and seal it.

07

Gather sealed manila envelopes, bundle together, and place in a larger envelope or box.

II. INSTRUCTIONS FOR ADMINISTRATOR

If using electronic Health Risk Assessments, please email Employee Eligibility file containing: Name, Street Address, and Date of Birth to:

Sherea Robinson
Health Promotion Services Manager
LGRMS
3500 Parkway Lane
Suite 110
Peachtree Corners, GA 30092

once finished

III. QUESTIONS?

If you have any questions, please contact Sherea Robinson at:

- **Phone:** (678) 682-6281
- **Fax:** (678) 682-6381
- **E-mail:** srobinson@lgrms.com



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX P

Health Fair Flyer Example

WellCheck & Benefits

Fair

Main Attraction

Wellbeing & You

Learn what Wellness can do for You

Keep Fit

Stay Healthy

Special Features

Wellness Profile

- ♥ Lower Cholesterol
- ♥ Exercise
- ♥ Control Blood Pressure
- ♥ Maintain Healthy Weight
- ♥ Healthy Eating
- ♥ Relax
- ♥ Stop Smoking
- ♥ **HAVE FUN**

Date
Time
Place

Brought to you by:



LGRMS
RISK CONTROL
ACCG | GMA



APPENDIX Q

Release Form

LGRMS

RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE

READ CAREFULLY BEFORE SIGNING

I hereby acknowledge my awareness that my participation in the _____ Employee Health Fair, held _____ shall be at participants own risk. LGRMS, its Parent Organizations, Administrators, Officers, Committee Members, Elected Officials, Vendors and/or Agents shall not be liable of any damages arising from personal injuries of damages sustained by Participant in or during his/her active or passive participation in the aforementioned event(s) held during the _____ Employee Health Fair.

Participant assumes full responsibility for any injuries or damages, and does hereby release and discharge LGRMS, its Parent Organizations, Administrators, Officers, Committee Members, Elected Officials, Vendors, and/or Agents from any and all claims, demands, damage rights, or causes of action present or future resulting from participation in _____ Employee Health Fair.

This _____ day of _____, 20_____

Signature _____

Printed Name _____



LGRMS
RISK CONTROL
ACCG | GMA



SEASON TICKET HOLDER

WELLBEING PROGRAM vs. CHALLENGES

SEPTEMBER 2022 / 9:00AM-12:00PM

SEC	ROW	SEAT	PRICE	ACCT#
149	V	7	\$51	000000



1234567890987654321



LGRMS HPS

Admit
One



LGRMS
RISK CONTROL
ACCG | GMA



Official
Playbook
of the
HPS

Training Manual

CHAMPION

Training

Tackling our
way into
2023

