3 ye

**Sample**

**SnapShot Participation Report**

**July - December 2013**

Employee Wellness Solutions Network [EWSNetwork] is presenting highlights from some of the collected health coaching data, summary of event initiatives and participation rates.

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| **Some 2013 Highlights** |
| Consultant transition in July/August [Leah VanOoyen replaced Ashley DeFranco] |
| Health coaching engagement of 75%  |
| Offering of all group programs over two time slots to accommodate coverage |
| Main source of feedback in Q4 – stress, workload, etc..  |
| Well-rounded wellness committee [replacement of two members] |
| **2014 Objectives** |
| Quarterly wellness re-caps as part of staff meeting agendas |
| 2014 focus de-stress, healthy balance, dealing with change |
| Assistance in Wellness Policy writing for new orientation package |
| Researching various professionals as extended assistance for those requiring it [in lieu of EAP] |

**Wellness Consultation Summary**

The wellness consulting summary report and time allocations, outlining July - December 2013, is presented below:

|  |  |
| --- | --- |
| Number of Employees | 58 |
| Program Hours (per week) | 4 |
| Timeframe (months) | 5.6 |
| Program Hours per Timeframe | 98 |
|  |  |
| Potential Apt | 147 |
| Potential Hrs for Apts | 73.5 |
|  |  |
| Bookings | 122 |
| % Booked | 83% |
|  |  |
| Attended | 98 |
| % Attended | 80% |
| Hours of Attended Apts | 49 |
|  |  |
| Actual Cancelled or No-Show Apts | 21 |
| % Actual Cancelled or No-Show Appointments | 17% |
|  |  |
| Hours for Events (hrs) | 49 |
| Scheduled Hours Used from Events (hrs) | [39.5](https://login.ewsnetwork.com/report-groups.php) |
| Unscheduled Hours [spot consults] (hrs) | 11 |
| Overages (hrs) | +1.5 |
|  |  |
| Unique Users in Company in Q3/Q4 | [31](https://login.ewsnetwork.com/report-groups.php) |
| Percentage of Company | 53% |
| Unique Users in 2013 | 43 |

**Wellness Initiative Summary Report**

**\*\*Newsletters and Virtual Wellness Challenges are Circulated Monthly**

| **Date** | **Type** | **Event Name** | **Description** | **#s** | **Duration (min)** | **Added** | **EWS Rep** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |
| July & AugustWednesdays | Email Campaigns | [Summer Safety](https://login.ewsnetwork.com/create-new-events2.php?eID=3742) | 8 week email campaign on summer safety issues. | All |  |  | Heather Barrett |  |
| Jul 18, 2013 12:00 – 1:00 | Meeting | [Healthy Lifestyle Poker Winner\\\'s Lunch](https://login.ewsnetwork.com/create-new-events2.php?eID=4530) | EWSNetwork provided a catered lunch to the winning team of the Healthy Lifestyle Poker challenge. | 10 | 60 | X | Heather Barrett |  |
| Jul 18, 2013 2:00 – 3:00 | Walk Around | [Desk Stretching Walk Around](https://login.ewsnetwork.com/create-new-events2.php?eID=4180) | Ashley DeFranco was onsite and walked through the office teaching employees how to do some stretches at their desk. | 50 | 60 | X | Ashley DeFranco |  |
| Jul 25, 2013 2:00 – 3:00 | Walk Around | [Vitamin Water Promo](https://login.ewsnetwork.com/create-new-events2.php?eID=4168) | Ashley DeFranco was onsite with healthy homemade vitamin water and recipes for staff. | 35 | 60 | X | Ashley DeFranco |  |
| Aug 1, 2013 12:30 – 1:30 | Group Exercise | [Functional Fitness Exercise Class](https://login.ewsnetwork.com/create-new-events2.php?eID=5871) | Ashley led 2x 30 minute functional fitness classes. | 3 | 60 | X | Ashley DeFranco |  |
| Aug 8, 2013 12:30 – 1:30 | Group Exercise | [Functional Fitness Exercise Class](https://login.ewsnetwork.com/create-new-events2.php?eID=5870) | Ashley led 2x 30 minute functional fitness classes. | 2 | 60 | X | Ashley DeFranco |  |
| Aug 15, 2013 12:30 – 1:30 | Group Exercise | [Functional Fitness Exercise Class](https://login.ewsnetwork.com/create-new-events2.php?eID=5869) | Ashley led 2x 30 minute functional fitness classes. | 2 | 60 | X | Ashley DeFranco |  |
| Aug 29, 2013 12:30 – 1:30 | Group Exercise | [Functional Fitness Exercise Class](https://login.ewsnetwork.com/create-new-events2.php?eID=4257) | Ashley led 2x 30 minute functional fitness classes. | 5 | 60 | X | Ashley DeFranco |  |
| Aug 29, 2013 2:00 – 2:30 | Walk Around | [Lemonade Promo](https://login.ewsnetwork.com/create-new-events2.php?eID=5479) | Ashley was onsite handing out samples of healthy lemonade to all staff. | 20 | 30 | X | Ashley DeFranco |  |
| SeptemberAll Month | Kiosk/Poster Display | [De-Stress Yourself Kiosk](https://login.ewsnetwork.com/create-new-events2.php?eID=4905) | Informational kiosk and handouts related to stress management onsite for the entire month. | All |  |  | Heather Barrett |  |
| Sep 4, 2013 12:30 – 1:30 | Group Exercise | [Yoga with Jasna Res](https://login.ewsnetwork.com/create-new-events2.php?eID=5469) | Jasna Res led two 30 minute yoga sessions. | 3 | 60 | X | Heather Barrett |  |
| Sep 5, 2013 12:30 – 2:30 | Admin | [Admin](https://login.ewsnetwork.com/create-new-events2.php?eID=6120) | Ashley wrapped up consulting with some admin, some spot consults. | All | 120 | X | Ashley DeFranco |  |
| Sep 18, 2013 10:00 1:30 | Walk Around | [Initial tour of new location](https://login.ewsnetwork.com/create-new-events2.php?eID=6008) | Leah VanOoyen first consultation shift at Lakeside. Walked around to meet with staff and completed a meet and greet in the staff lunch room. Took tour of the building and health coaching space/resources. Booked staff in for initial consultations with her during future shifts. | 12 | 30 | X | Leah Van Ooyen |  |
| Sep 18, 2013 12:30 – 1:30 | Group Exercise | [Yoga with Jasna Res](https://login.ewsnetwork.com/create-new-events2.php?eID=5471) | Jasna Res led two 30 minute yoga sessions. | 3 | 60 | X | Heather Barrett |  |
| Sep 25, 2013 11:00 – 11:30 | Admin | [Posted appt sign up sheets](https://login.ewsnetwork.com/create-new-events2.php?eID=6014) | Leah created and posted available health coaching spots for shift. | All | 30 | X | Leah Van Ooyen |  |
| Sep 25, 2013 12:00 – 12:30 | Walk Around | [introductions](https://login.ewsnetwork.com/create-new-events2.php?eID=6015) | Leah introduced herself to more onsite staff. | 10 | 30 | X | Leah Van Ooyen |  |
| Sep 25, 2013 12:30 – 1:30 | Group Exercise | [Yoga with Jasna Res](https://login.ewsnetwork.com/create-new-events2.php?eID=5472) | Jasna Res led two 30 minute yoga sessions. | 3 | 60 | X | Heather Barrett |  |
| Sep 25, 2013 12:30 – 2:00 | Admin | [Portal admin](https://login.ewsnetwork.com/create-new-events2.php?eID=6016) | Leah booked more appointments for staff. Completed research for staff questions and answered questions. | 7 | 90 | X | Leah Van Ooyen |  |
| Sep 27, 2013 10:00 – 11:00 | Wellness Committee | [Wellness Committee Meeting](https://login.ewsnetwork.com/create-new-events2.php?eID=5307) | Bi-monthly wellness committee meeting with Heather Barrett and Meaghan Jansen of EWSNetwork | 6 | 60 | X | Heather Barrett |  |
| OctoberAll Month | Kiosk/Poster Display | [De-Stress Yourself Kiosk](https://login.ewsnetwork.com/create-new-events2.php?eID=4983) | Informational kiosk and handouts related to stress management onsite for the entire month. | All |  |  | Heather Barrett |  |
| Oct 2, 2013 10:00 – 10:30 | Outreach | [Outreach](https://login.ewsnetwork.com/create-new-events2.php?eID=6017) | Leah connected with onsite staff to book health coaching sessions. | 12 | 30 | X | Leah Van Ooyen |  |
| Oct 2, 2013 10:30 – 11:00 | Admin | [emails and events admin](https://login.ewsnetwork.com/create-new-events2.php?eID=6018) | Portal updates | N/A | 30 | X | Leah Van Ooyen |  |
| Oct 2, 2013 11:30 – 12:00 | Consultation | [Consultation](https://login.ewsnetwork.com/create-new-events2.php?eID=6019) | Consultation | 1 | 30 | X | Leah Van Ooyen |  |
| Oct 2, 2013 12:30 – 1:00 | Outreach | [Outreac](https://login.ewsnetwork.com/create-new-events2.php?eID=6021)h | Introduced self to employees walking around and in the lunchroom. | 10 | 90 | X | Leah Van Ooyen |  |
| Oct 2, 2013 1:30 – 2:00 | Admin | [Outreach](https://login.ewsnetwork.com/create-new-events2.php?eID=6023) | Email to arrange next week appointment with staff. | 5 | 30 | X | Leah Van Ooyen |  |
| Oct 16, 2013 10:00 – 10:30 | Admin | [Portal admin](https://login.ewsnetwork.com/create-new-events2.php?eID=6436) | Leah reviewed client notes history in preparation for upcoming consultations. | N/A | 30 | X | Leah Van Ooyen |  |
| Oct 16, 2013 11:00 – 11:30 | Admin | [Admin](https://login.ewsnetwork.com/create-new-events2.php?eID=6435) | Re-bookings | 4 | 30 | X | Leah Van Ooyen |  |
| Oct 16, 2013 12:00 – 12:30 | Walk Around | [walk around](https://login.ewsnetwork.com/create-new-events2.php?eID=6437) | Leah introduced herself to employees in the staff kitchen. | 3 | 30 | X | Leah Van Ooyen |  |
| Oct 16, 2013 12:30 – 1:00 | Workshop | [De-stressed out](https://login.ewsnetwork.com/create-new-events2.php?eID=6989) | Leah led a workshop on stress management. | 3 | 30 | X | Leah Van Ooyen |  |
| Oct 16, 2013 1:00 – 1:30 | Workshop | [De-Stress Out](https://login.ewsnetwork.com/create-new-events2.php?eID=6241) | Leah Van Ooyen led a 30 minute workshops on stress management. | 1 | 30 | X | Leah Van Ooyen |  |
| Oct 23, 2013 10:30 – 11:00 | Outreach | Outreach | Waiting for client for health coaching session. Unfortunately not onsite – connected with other staff to try to re-book session time slot. | 2 | 30 | X | Leah Van Ooyen |  |
| Oct 23, 2013 11:30 – 12:00 | Walk Around | [walk around](https://login.ewsnetwork.com/create-new-events2.php?eID=6438) | Leah introduced herself and chatted with employees in the staff kitchen. | 3 | 30 | X | Leah Van Ooyen |  |
| Oct 23, 2013 12:00 – 2:00 | Walk Around | [Dark Hot Chocolate Promo](https://login.ewsnetwork.com/create-new-events2.php?eID=5431) | Leah prepared dark hot chocolate in the kitchen at Lakeside and walked around the office to pass around samples along with handouts to each of the Lakeside staff members in the office. | 45 | 120 | X | Leah Van Ooyen |  |
| Oct 30, 2013 12:30 – 1:00 | Workshop | [De-stressed Out Workshop](https://login.ewsnetwork.com/create-new-events2.php?eID=6988) | Leah led a workshop on stress management. | 6 | 30 | X | Leah Van Ooyen |  |
| Oct 30, 2013 1:00 – 1:30 | Workshop | [De-Stress Out](https://login.ewsnetwork.com/create-new-events2.php?eID=6242) | Leah Van Ooyen led a 30 minute workshops on stress management. | 2 | 30 | X | Leah Van Ooyen |  |
| NovemberAll Month | Individual Challenge | [Lower Your Stress IC w/Ballots](https://login.ewsnetwork.com/create-new-events2.php?eID=5048) | Month long individual challenge. Designed to have staff complete one de-stressing activity per day. Ballots provided and winner (with most ballots) was awarded a prize. | All |  |  | Heather Barrett |  |
| Nov 6, 2013 10:00 – 10:30 | Posters | [Poster display](https://login.ewsnetwork.com/create-new-events2.php?eID=6774) | Displayed poster promoting Wellness Consultations with ideas for consultations. | 1 | 30 | X | Leah Van Ooyen |  |
| Nov 6, 2013 12:30 – 1:30 | Workshop | [De-Stress Out](https://login.ewsnetwork.com/create-new-events2.php?eID=6091) | Leah Van Ooyen led two 30 minute workshops on stress management and prep | 4 | 90 | X | Leah Van Ooyen |  |
| Nov 6, 2013 1:30-2:00 | Walk Around | [walk around](https://login.ewsnetwork.com/create-new-events2.php?eID=6991) | Leah discussed a variety of topics including Halloween candy "switch witch" with a small group of employees in the lunch room. | 4 | 30 | X | Leah Van Ooyen |  |
| Nov – DecWednesdays | Email Campaigns | [Holiday De-Stress EC](https://login.ewsnetwork.com/create-new-events2.php?eID=5049) | 6 week email campaign designed to manage stress levels over holiday season. | All |  |  | Heather Barrett |  |
| Nov 13, 2013 11:30 – 12:00 | Walk Around | [walk around](https://login.ewsnetwork.com/create-new-events2.php?eID=6583) | Leah had a spontaneous discussion with an employee about fitness workout schedules. | 1 | 30 | X | Leah Van Ooyen |  |
| Nov 13, 2013 12:30 – 1:00 | Walk Around | [walk around](https://login.ewsnetwork.com/create-new-events2.php?eID=6584) | Discussed recipe ideas with employee and shared cook books. | 1 | 30 | X | Leah Van Ooyen |  |
| Nov 20, 2013 10:30 – 11:00 | Outreach | [Outreach](https://login.ewsnetwork.com/create-new-events2.php?eID=6659) | Emails sent to staff to book in one remaining health coaching time slot. | All | 30 | X | Leah Van Ooyen |  |
| Nov 20, 2013 1:00 – 1:30 | Walk Around | [walk around](https://login.ewsnetwork.com/create-new-events2.php?eID=6661) | Let had spontaneous discussions with employees having lunch in the kitchen. Recipe ideas shared on healthier versions. | 2 | 30 | X | Leah Van Ooyen |  |
| Nov 27, 2013 10:00 – 10:30 | Admin | [Admin](https://login.ewsnetwork.com/create-new-events2.php?eID=6812) | Leah sent out an email reminder to recruit participants to join the de-stress workshop that day. | All | 30 | X | Leah Van Ooyen |  |
| Nov 27, 2013 12:30 – 1:30 | Workshop | [De-Stress Out](https://login.ewsnetwork.com/create-new-events2.php?eID=6092) | Leah Van Ooyen led two 30 minute workshops on stress management. | 3 | 60 | X | Leah Van Ooyen |  |
| Nov 29, 2013 10:00 – 11:00 | Wellness Committee | [Wellness Committee Meeting](https://login.ewsnetwork.com/create-new-events2.php?eID=6101) | Bi-monthly wellness committee meeting with Heather Barrett and Meaghan Jansen of EWSNetwork. | 4 | 60 | X | Heather Barrett |  |
| Nov 29, 2013 12:00 – 12:30 | Admin | [Appointment rescheduling](https://login.ewsnetwork.com/create-new-events2.php?eID=6775) | Emails send out to all onsite staff to book cancelled appointment time slot. | All | 30 | X | Leah Van Ooyen |  |
| Dec 18, 2013 11:00 – 11:30 | Admin | [Admin](https://login.ewsnetwork.com/create-new-events2.php?eID=7218) | Admin, portal updates, appointment bookings during a cancelled health coaching slot. | N/A | 30 | X | Leah Van Ooyen |  |
| Dec 18, 2013 12:30 – 1:30 | Spot Consultations | [spot consultation](https://login.ewsnetwork.com/create-new-events2.php?eID=7219) | Leah met up with employees in the lunch room which led to spot consultations. 1. Talk with client regarding target HR ranges for workouts and how to calculate resting HR. Will calculate is HRR at his next appt with the data. 2. Discussed favorite healthy soup recipes with another client. | 2 | 60 | X | Leah Van Ooyen |  |

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| **Sample – July-Dec 2014 At-A-Glance [*subject to change as per wellness committee, needs and interests*]****PWP Focus [weight management, fitness, nutrition, heart health, smoking]** |
| **Initiative** | **Jan** | **Feb** | **March** | **April** | **May** | **June** |
| **INDIVIDUAL** |
| **Consultations** | One-on-One Consultations – on-site |
| **Individual**  | NEW Virtual Online Profile, Wellness Tracking, Calendar of Events  |
| **PWP** | March 2014 |
| **GROUP** |
| **Exercise Class/Series** |  |  |  |
| **Lunch n’ Learns/Webinars** | Fit and Lean in 2014 – 3 month webinar |  |  |  |
| **Workshop**  | Fit and Lean in 2014 – 9 week program  |  |  |  |
| **Group Challenge****[team]** |  |  | Spring Spell-Off Challenge |
| **Virtual Challenge****[team]** | Portal and Challenge tba |
| **AWARENESS** |
| **Newsletter** | Ongoing Monthly Newsletter |
| **Kiosk / Poster Display** |  |  |  | Staying Motivated |  |
| **POD Posters** | Healthy lifestyle - ongoing |
| **Sleeve Posters** | n/a |
| **Email/On-site/Pay-Stub Campaign** | Weight Management Success 8-week e-campaign |  |  |  |  |
| **Walk Around** |  | Salsa and Chip WA | PWP WA and promotion | Exercise free Apps |  |
| **Promo Day** | Fit and Lean Launch promo |  |  |  |  |  |
| **Wellness Challenge****[Individual]** |  |  | PWP |  |
| **Virtual Challenge****[individual]** | Virtual or Individual Challenge |
| **Health Fair** | TBA with Wellness Committee |
| **Corporate Reporting** | Q2/3 progression |  | Q1 snapshot |  | Q2 snapshot |