

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.

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
Unscheduled Hours [spot consults] (hrs)	11
Overages (hrs)	+1.5
Unique Users in Company in Q3/Q4	31
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 & August Wednesdays	Email Campaigns	Summer Safety	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	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	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	Ashley DeFranco was onsite with	35	60	X	Ashley DeFranco

Date	Type	Event Name	Description	#s	Duration (min)	Added	EWS Rep
			healthy homemade vitamin water and recipes for staff.				
Aug 1, 2013 12:30 – 1:30	Group Exercise	Functional Fitness Exercise Class	Ashley led 2x 30 minute functional fitness classes.	3	60	X	Ashley DeFranc o
Aug 8, 2013 12:30 – 1:30	Group Exercise	Functional Fitness Exercise Class	Ashley led 2x 30 minute functional fitness classes.	2	60	X	Ashley DeFranc o
Aug 15, 2013 12:30 – 1:30	Group Exercise	Functional Fitness Exercise Class	Ashley led 2x 30 minute functional fitness classes.	2	60	X	Ashley DeFranc o
Aug 29, 2013 12:30 – 1:30	Group Exercise	Functional Fitness Exercise Class	Ashley led 2x 30 minute functional fitness classes.	5	60	X	Ashley DeFranc o
Aug 29, 2013 2:00 – 2:30	Walk Around	Lemonade Promo	Ashley was onsite handing out samples of healthy lemonade to all staff.	20	30	X	Ashley DeFranc o
September All Month	Kiosk/Poster Display	De-Stress Yourself Kiosk	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	Jasna Res led two 30 minute yoga sessions.	3	60	X	Heather Barrett
Sep 5, 2013 12:30 – 2:30	Admin	Admin	Ashley wrapped up consulting with some admin, some spot consults.	All	120	X	Ashley DeFranc o
Sep 18, 2013 10:00 1:30	Walk Around	Initial tour of new location	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	12	30	X	Leah Van Ooyen

Date	Type	Event Name	Description	#s	Duration (min)	Added	EWS Rep
			with her during future shifts.				
Sep 18, 2013 12:30 – 1:30	Group Exercise	Yoga with Jasna Res	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	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	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	Jasna Res led two 30 minute yoga sessions.	3	60	X	Heather Barrett
Sep 25, 2013 12:30 – 2:00	Admin	Portal admin	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	Bi-monthly wellness committee meeting with Heather Barrett and Meaghan Jansen of EWSNetwork	6	60	X	Heather Barrett
October All Month	Kiosk/Poster Display	De-Stress Yourself Kiosk	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	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	Portal updates	N/A	30	X	Leah Van Ooyen
Oct 2, 2013 11:30 – 12:00	Consultation	Consultation	Consultation	1	30	X	Leah Van Ooyen
Oct 2, 2013 12:30 – 1:00	Outreach	Outreach	Introduced self to employees walking around	10	90	X	Leah Van Ooyen

Date	Type	Event Name	Description	#s	Duration (min)	Added	EWS Rep
			and in the lunchroom.				
Oct 2, 2013 1:30 – 2:00	Admin	Outreach	Email to arrange next week appointment with staff.	5	30	X	Leah Van Ooyen
Oct 16, 2013 10:00 – 10:30	Admin	Portal admin	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	Re-bookings	4	30	X	Leah Van Ooyen
Oct 16, 2013 12:00 – 12:30	Walk Around	walk around	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	Leah led a workshop on stress management.	3	30	X	Leah Van Ooyen
Oct 16, 2013 1:00 – 1:30	Workshop	De-Stress Out	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	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	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	45	120	X	Leah Van Ooyen

Date	Type	Event Name	Description	#s	Duration (min)	Added	EWS Rep
			Lakeside staff members in the office.				
Oct 30, 2013 12:30 – 1:00	Workshop	De-stressed Out Workshop	Leah led a workshop on stress management.	6	30	X	Leah Van Ooyen
Oct 30, 2013 1:00 – 1:30	Workshop	De-Stress Out	Leah Van Ooyen led a 30 minute workshops on stress management.	2	30	X	Leah Van Ooyen
November All Month	Individual Challenge	Lower Your Stress IC w/Ballots	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	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	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	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 – Dec Wednesdays	Email Campaigns	Holiday De-Stress EC	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	Leah had a spontaneous discussion with an employee	1	30	X	Leah Van Ooyen

Date	Type	Event Name	Description	#s	Duration (min)	Added	EWS Rep
			about fitness workout schedules.				
Nov 13, 2013 12:30 – 1:00	Walk Around	walk around	Discussed recipe ideas with employee and shared cook books.	1	30	X	Leah Van Ooyen
Nov 20, 2013 10:30 – 11:00	Outreach	Outreach	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	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	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	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	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	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	Admin, portal updates, appointment bookings during a cancelled health coaching slot.	N/A	30	X	Leah Van Ooyen

Date	Type	Event Name	Description	#s	Duration (min)	Added	EWS Rep
Dec 18, 2013 12:30 – 1:30	Spot Consultations	spot consultation	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

**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