

## FOUNDATION BEST PRACTICES

- **Have you completed a Foundation Assessment for your worksite ?** *(If it has been more than a year since you last participated in a Foundation workshop, you are eligible to complete a one-year follow up assessment. Upon completion, you will receive a comparative report showing progress that has been made over the past year! There is no cost for the assessment/report. If you are unsure about your eligibility, contact us.)*
- **As a committee, review your Foundation Assessment Report or Follow-Up Assessment Report. Do you have a strong foundation in place for worksite wellness?** *(Do you need to complete an assessment? Contact us.)*
- **What are your strengths? What elements are missing/can you work on?**
- **Have you developed a Foundation Plan for your worksite?** *(The next pages are the Foundation Plan Development Tool. Use this tool as an outline for your own Foundation Plan. If you have completed this or are able to, your worksite may be ready to move on to a health topic. Check out the website for our workshop schedule or connect with us to learn more about the available options.)*

 **Visit the WorkWell KS website for more information**

We are constantly updating our website to reflect the most recent information about additional resources available to worksites participating in the initiative and working to improve the health of their employees.

**[www.workwellks.com](http://www.workwellks.com)**

**Community:** \_\_\_\_\_

**Worksite Name:** \_\_\_\_\_

**Number of employees:** \_\_\_\_\_

**Timeframe {for Foundation plan completion}** \_\_\_\_\_

**1. Wellness Committee**

- a. What is your wellness committee’s vision? \_\_\_\_\_  
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- b. What is your “Building the Foundation” goal? \_\_\_\_\_  
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 \_\_\_\_\_
- c. What is the composition of the wellness committee? (attach worksheet page 4 from Foundation toolkit)
  - i. How were committee members identified [*volunteer, assigned*]? \_\_\_\_\_
  - ii. Is the committee representative of your worksite? \_\_\_\_\_
- d. For how long are committee members committed to serving on the committee? \_\_\_\_\_
- e. How frequently does your committee meet? \_\_\_\_\_
- f. What on-going training or support opportunities have been provided to the committee?  
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 \_\_\_\_\_  
 \_\_\_\_\_

**2. Exercising Leadership**

- a. What factions are being engaged? How? (refer to worksheet page 5 from Foundation toolkit) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b. Are upper and middle management being engaged? (attach worksheet page 6 from Foundation toolkit) \_\_\_\_\_
- c. Are wellness committee members’ responsibilities included in job descriptions? \_\_\_\_\_
- d. Do you have a budget for worksite wellness? \_\_\_\_\_

**3. Communication**

- a. What is your message to your employees? [*Our worksite wellness committee is under construction.*]  
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 \_\_\_\_\_
- b. What four channels will be used, and who will deliver each of the messages?  
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**4. Incentives**

- a. What financial and non-financial incentives are of interest to employees? \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**5. Data**

- a. What data did you collect? What was the response rate? What did you learn? For example, “*We administered an Overall Needs and Interests assessment and achieved a 76% response rate. We identified two strong needs (physical activity and tobacco) and a strong interest in physical activity. Additionally, multiple worksites within our community are electing to address physical activity. Therefore, we decided to proceed with physical activity as our health priority for the year.*” \_\_\_\_\_  
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