

WorkWell NYC Culture of Health Planning Tool

Date	
Agency	
Name of person(s) completing the Score Card	
Role of person(s) completing the Score Card	
Email address of person(s) completing the Score Card	

INSTRUCTIONS:

The WorkWell NYC Culture of Health Planning Tool is designed to help City of New York agencies create action plans for their agency wellness programs. The tool allows an agency to identify opportunities to implement key strategies to improve the health and well-being of their employees. The tool is comprised of 34 questions and organized around the 8 principles of a [Culture of Health](#).

Please form a small team of staff (representing different roles and worksites/locations) to complete this tool together. This can be done as part of a Wellness Committee meeting. A collaborative approach will allow for more accurate responses, increase accountability and involvement among the team, foster rich ideas on next steps and goals, and decrease the burden on any single team member. Request staff complete the planning tool on their own and then come together to compare and come to a final consensus.

Based on your team's review of each Culture of Health principle, assign "Agency pts." (points) for your agency, from 0 to the maximum number indicated.

In the NOTES section, please indicate the rationale or specific examples to support your response.

Please assign points to each item. **After completing this document, please submit this form to the following [link](#) in order to get a summary to inform wellness goal setting for your agency.**

1. Visible commitment of organizational leaders.

Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Point information, rationale, examples, etc.)
2		1. Does your agency have at least one executive leader identified who serves as an Executive Wellness Sponsor of worksite wellness initiatives? This Executive Sponsor must be registered with WorkWell NYC and receive monthly emails targeted to Executive Wellness Sponsors and Ambassadors.	2 pts = Completely 1 pt = Somewhat 0 pts = No <i>It is important to engage leadership by sharing the benefits of employee health and wellbeing. Executive leaders include a Commissioner of any level, Chief, Executive Director, etc. An agency with more than 10K staff may identify more than one Executive Wellness Sponsor.</i>
2		2. To what degree does the Executive Wellness Sponsor(s) at your agency:	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Adapted from: Tahir Abbas, 7 key roles of sponsor in change management, changemanagementinsight.com</i>
2		a. Provide visible leadership?	
2		b. Communicate the wellness vision?	
2		c. Allocate resources (e.g. financial, in-kind such as space and staff for programming)?	
2		d. Remove obstacles and barriers?	
2		e. Support and advocate for policy change?	
2		f. Monitor progress?	
2		g. Encourage a mindset that values feedback, learning and refinement as an ongoing process?	
4		3. Do executive leaders at your agency promote wellness programming through regular and various communications at least four times per year?	1 pt. for each occurrence in the last year <i>When leaders promote and participate in wellness programming, it sends a clear message to staff that it is okay to focus on your health and wellness at work.</i>
4		4. Do executive leaders at your agency actively participate in worksite wellness initiatives at least four times per year?	
Please provide notes and examples relevant to your responses above.		Notes:	

2. Dedicated team of managers, union representatives, and workers collaboratively developing, implementing, and evaluating wellness programming.

Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Scoring, rationale, examples, etc.)
2		5. Does your agency have two or more identified staff members who serve as WorkWell NYC Ambassadors and lead wellness initiatives?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Ambassadors lead the charge towards increasing workplace wellbeing. They act as their site's point person for any wellness initiatives and communicate with WorkWell NYC. These staff members should ideally represent different functions and worksites.</i>
2		6. Does your agency have two or more identified staff members who serve as WorkWell NYC Champions and support wellness initiatives?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Champions are cheerleaders for workplace wellness! They receive resources and support to implement challenges and other initiatives.</i> <i>These staff members should ideally represent different functions and worksites.</i>
2		7. Does your agency's Executive Wellness Sponsor, lead Ambassador and/or dedicated wellness staff attend all applicable WorkWell NYC convenings such as the bi-annual partner meetings (for Partners only), annual Ambassador Summit and convenings for executive leadership?	2 = Consistently 1 = Sometimes/inconsistently 0 = Not at all <i>These meetings are opportunities to network with colleagues leading wellness work throughout NYC government and learn about resources to support wellness work at your agency.</i>
2		8. Does your agency's Executive Wellness Sponsor or lead Ambassador or dedicated wellness staff communicate with WorkWell NYC staff regularly and as needed?	2 = Consistently 1 = Sometimes/inconsistently 0 = Not at all

2		9. Does your agency have an assigned Wellness Coordinator (<i>that is, a full-time employee primarily responsible for the employee wellness program</i>) who has access to the executive leadership team?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>An agency wellness coordinator is beneficial to the sustainability and growth of the agency worksite wellness program. Ensuring this person has access to senior leadership reduces the barrier to implement wellness programming.</i>
2		10. Has your agency identified a wellness committee ?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all
2		11. Does your wellness committee membership reflect a cross-section of functions , worksites and job levels of agency personnel?	<i>A wellness committee is a team of employees who reflect a cross-section of function, location and job level of agency personnel. They work to plan and implement wellness activities that are tailored to the unique needs of their agency.</i>
2		12. Does your agency's wellness committee meet at least quarterly and pursue their identified goals ?	
2		13. Does your agency's lead Ambassador and/or dedicated wellness staff meet at least annually with executive leaders to obtain feedback and secure endorsement of the agency wellness plan?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all
Please provide notes and examples relevant to your responses above.		Notes:	

3. Data-driven strategy built on workplace health assessment.

Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Scoring, rationale, examples, etc.)
6		14. Does your agency use regular assessments of employee wellness interests, goals and unique needs (e.g., based on job type and worksite issues and conditions) to drive programming and policy?	1 pt. for each type of assessment used in the last year, up to 6 pts. <i>This might include, for example:</i> • Employee surveys • Employee interviews • Discussions with the wellness committee

			• <i>Site observations</i> • <i>Staff forums</i> • <i>Data and/or literature review</i>
Please provide notes and examples relevant to your responses above.		Notes:	

4. Operating plan that includes program and implementation planning and management.			
Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Scoring, rationale, examples, etc.)
2		15. Does your agency have a short-term (6-month) wellness plan that includes programming, strategic, and policy goals for the development of the wellness program?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Planning in advance is a helpful practice to keep organized and manage deadlines with external resources.</i>
2		16. Does your agency have a long-term (1 year) wellness plan that includes programming, strategic, and policy goals for the development of the wellness program.	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>A well thought out plan helps to secure the necessary agency approvals, and aid in the organized delivery and promotion of programs.</i>
2		17. Does your agency's wellness committee hold annual planning meetings to evaluate progress toward and inform the agency wellness plan?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all
Please provide notes and examples to provide context for your responses above.		Notes:	

5. Comprehensive, varied, integrated programs and activities.

Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Scoring, rationale, examples, etc.)
4		18. Does your agency provide in-house wellness programming regularly and at least once per quarter?	1 pt. for each quarter with programming in the last year. <i>An in-house wellness event is an initiative that is not staffed by WorkWell NYC staff or vendors.</i>
2		19. Does your agency provide wellness programming targeted to all staff , at all worksites, during all shifts (if applicable)?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>It is important to ensure that all staff have access to wellness programming, including hard-to-reach demographics like telecommuters, field workers, and night shift workers).</i>
4		20. Does your agency host WorkWell NYC programming regularly and at least once per quarter?	1 pt. for each quarter with programming in the last year.
8		21. Does your agency produce varied programming using the 8 dimensions of wellness to inform topics?	1pt. for each dimension of wellness addressed in programs in the last year, up to 8 pts. <i>The 8 dimensions of wellness are: emotional, physical, occupational, social, spiritual, intellectual, environmental, and financial.</i>
2		22. Does your agency have a policy regarding incentives and rewards for participation and is this implemented regularly?	1 pt. for policy and additional 1 pt for implementation. <i>An incentive and reward procedure is an important tool to entice employees to attend and promote wellness programming.</i>
Please provide notes and examples to provide context for your responses above.		Notes:	

6. Policies and practices that support workplace wellness goals.

Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Scoring, rationale, examples, etc.)
2		23. Does your agency convey its health and well-being values ?	2 pts = Completely (3 or more ways) 1 pt = Somewhat (1-2 ways) 0 pts = Not at all <i>Examples: agency mission; vision statement; goals, values, or belief statements; public reports; and internal communications to employees.</i>
2		24. Does your agency prioritize the health of worksites by improving the physical space and general physical safety and health of its staff?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Examples: signage encouraging walking, food and water availability, access to stairs, ergonomic workstations, etc.</i>
2		25. Does your agency commit financial resources to their wellness program?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>WorkWell NYC offers seed money and resources to assist agencies in getting started. It is WorkWell NYC's intention for agencies to invest financial resources in their initiatives. Some agencies are able to identify budget and/or fundraise for wellness programming.</i>
2		26. Has your agency identified a wellness room/area at each worksite.	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>This might include a small area for staff to reflect and/or larger spaces for exercise and educational programs.</i>
Please provide notes and examples to provide context for your responses above.		Notes:	

7. Strategic communications.

Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Scoring, rationale, examples, etc.)
2		27. Does your agency have designated wellness committee members who oversee the agency-wide and worksite communication of the wellness programming?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Prioritizing dissemination of information using multiple communication vehicles is important to reaching all staff who work in and outside the office. Additionally, empowering several committee members, relieves the burden of one person.</i>
2		28. Has your agency created an agency-specific wellness communication strategic plan , which is targeted at various employee populations?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>The communication strategic plan provides a blueprint for communicating wellness information to the agency staff. This plan is often created by the wellness committee with support from internal agency communications department.</i>
4		29. Does your agency use multiple channels of communication to inspire and connect employees to health promotion resources and programming?	1 pt. for each communication channel used in the last year: <i>This might include, for example:</i> • email • intranet posting • flyer posting • roll call • staff meetings • Microsoft Teams chat <i>Utilizing several means of communication to increase participation of wellness events ensures employees are aware what is being offered.</i>

2		30. Does your agency communicate monthly and as needed with employees to inspire and connect employees to health promotion resources and programming?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all
2		31. Does your agency create an agency-specific wellness report that is updated and shared with executive leaders at least twice per year?	1 pt. for once in the last 6 months, 2 pts. for twice in the last year. <i>Keeping executive leadership up to date regarding wellness program development is key to securing continuous resources and staying on track with agency goals.</i>
Please provide notes and examples relevant to your responses above.		Notes:	

8. Evaluation that determines impact and allows for program refinement.

Available pts.	Agency pts.	Culture of Health Principles & Criteria	Additional information (Scoring, rationale, examples, etc.)
2		32. Does your agency supply monthly programming reports to WWNYC?	2 = Consistently 1 = Sometimes/inconsistently 0 = Not at all <i>WWNYC acts as a clearinghouse for wellness initiatives citywide in an effort to promote, learn from and expand wellness activities.</i>
2		33. Does your agency have an evaluation plan to evaluate their worksite wellness activities?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Regularly assessing the needs of employees and tracking progress towards goals is essential to the efficient use of resources.</i>

2		34. Does your agency collect qualitative and quantitative feedback ?	2 pts = Completely 1 pt = Somewhat 0 pts = Not at all <i>Ensuring that all staff have access to wellness programming.</i>
Please provide notes and examples relevant to your responses above.		Notes:	

Pilot Feedback

Thank you for piloting this self-administered form. Your feedback will inform future iterations of this form:

1. Was this form easy to complete? Why or why not?	
2. Where were clearer instructions needed?	
3. How useful was this tool in understanding where your wellness program is now?	
4. Additional comments	

Please submit this form to the following [link](#).