WORKSITE WELLNESS Toolkit

messa.org/wellness
MESSA wants to empower people to live long — and live well. That’s why we’ve created this Worksite Wellness Toolkit.

In the United States, 6 in 10 adults are living with a chronic disease, and 4 in 10 adults are living with two or more, according to the Centers for Disease Control and Prevention. Among the leading causes of death are cardiovascular disease, diabetes and cancer. The good news is that cardiovascular disease, diabetes and most cancers are preventable.

Healthy lifestyle choices and early detection can save your life. Arming yourself with knowledge about mindfulness, movement and nutrition — and putting that knowledge into action — can dramatically reduce your risk for these chronic diseases, as well as others.

Healthy people create healthy worksites, and healthy worksites create healthy people. By using this toolkit to help design your own worksite wellness program, you and your colleagues can be healthier and create a culture that promotes healthy lifestyles.

Improving your health is ultimately your responsibility, but we know that a supportive culture makes it easier. Use these MESSA resources to reduce your risks by making healthy changes in your life.

Be there for yourself — and remember that MESSA is there for you, too.

Julia Spalding, M.D.
MESSA Medical Director

MESSA wants to empower people to live long — and live well.
MESSA Health Promotions
MESSA Health Promotion Consultant Rhonda Jones is a registered nurse with a passion for health and wellness. She is available to help your wellness committee set up a worksite wellness program at no cost to you. Contact her at 800.292.4910 or healthy@messa.org.

Case Management Programs
MESSA members and their dependents with some of the most common chronic conditions can receive one-on-one support from a MESSA nurse and specialist. The following programs are all free:

- Asthma Case Management Program
- Diabetes Case Management Program
- Cardiovascular Case Management Program
  - Coronary Artery Disease
  - Hypertension

Contact MESSA’s case management nurses at 800.336.0022 and select prompt 3.

Medical Case Management
This program provides members and their dependents who have serious illnesses or injuries with personal support from a registered nurse, who can help you navigate the complexities of acute care. Contact MESSA’s Medical Case Management team at 800.441.4626.

MESSA NurseLine (24 hours per day, 7 days per week)
NurseLine is a free service staffed around the clock by registered nurses trained to answer medical questions and offer guidance. Call NurseLine at 800.414.2014.
Congratulations on starting a worksite wellness program!

The three keys to worksite wellness are mindfulness, movement and nutrition. This MESSA Worksite Wellness Toolkit can help set you up for success as you work to create an environment that promotes a healthier lifestyle focusing on those three key elements.

To start building a solid foundation for your wellness program, follow these four simple steps.

1. Choose a wellness leader

Get your wellness program started by selecting a wellness leader. This person will be responsible for sharing and delegating wellness program tasks and responsibilities with the wellness committee. They should be someone with a strong interest in health, physical fitness and wellness, as well as strong organization, management and budgeting abilities.

Suggested responsibilities and activities:

- Lead regularly scheduled wellness committee meetings to implement and evaluate employee wellness activities.
- Develop and administer a budget for the wellness program. The budget should provide funds for prizes, awards and incentives for members who engage in wellness program activities.
- Communicate with employers about the status of the wellness program, and make recommendations and suggestions for program planning.
- Coordinate the development, implementation and evaluation of the employee wellness program.
- Delegate tasks for planning and arranging health promotion and wellness activities to Wellness Committee members.
The wellness committee should include colleagues who have diverse individual skills and backgrounds. Examples include members with athletic and workout skills, those with nutritional and cooking skills, and members with health education backgrounds. Committee members are expected to be active and enthusiastic advocates of the worksite wellness program, and visible participants in wellness events and activities.

Suggested responsibilities and activities:

- Plan a calendar of monthly wellness activities, events and promotions. The National Health Observance Calendar provides a useful listing of recognized health observances. You can find it at [www.healthfinder.gov/nho](http://www.healthfinder.gov/nho).
- Launch a campaign to encourage colleagues to take a health risk assessment.
- Communicate regularly with school employees about wellness events and activities via email, newsletters, posters, etc.
- Identify community allies and resources such as parks, pools, tennis courts and walking trails, and arrange for their use for wellness activities.
- Identify local health clubs and fitness centers willing to provide membership discounts.
- Identify nutrition, exercise and fitness instructors who are colleagues or members of the local community to provide instruction on activities of interest to the employees.
- Schedule employee health fairs, health and fitness presentations, exercise and nutrition groups and other activities.

A survey about health concerns is an excellent way to stimulate interest in your new wellness program and identify areas of need. The survey should seek information about:

- Perceptions of personal wellness.
- Possible financial or time constraints.
- Readiness to participate in a wellness program.
- Preferences for physical activity and exercise groups.
- Weight management and nutrition programs.

MESSA can provide a wellness report card for your group that highlights the most pressing risk factors. This information can help determine which wellness activities would be most beneficial in supporting good health and controlling health care costs. To protect members’ privacy, personal data is not accessible by MESSA, the employer or any other third party.
MESSA partners with MediKeeper to give our members a helpful tool to assess their health status and identify risks for certain cancers, diabetes, heart disease, osteoporosis, depression and other illnesses. MESSA members can access the health risk assessment tool by logging into their online MyMESSA accounts at messa.org. Personal data is not accessible by MESSA, the employer or any other third party.

Encourage participants to take a health risk assessment.

What’s your risk?
Learn more about your risk for heart disease, certain cancers and depression with the free MediKeeper app.

MESSA has partnered with MediKeeper to give our members a helpful tool for assessing their health and identifying risks for certain cancers, diabetes, heart disease, osteoporosis, depression and other illnesses.

Users fill out a detailed questionnaire, which is used to generate a personal health profile, including their lifetime risk for up to 16 major diseases and conditions.

MediKeeper also gives users individual feedback, suggestions to lower their risks and a personal wellness plan. Users can share the reports with their doctor to address any concerns. To protect your privacy, your personal data is not accessible by MESSA, your employer or any other third party.

The MediKeeper health risk assessment is accessible on a smartphone, tablet or computer. To access the tool, members should log into their online MyMESSA account at messa.org.
Tap into MESSA’s expertise

Once you have established your wellness committee, invite MESSA’s health promotion consultant to a meeting. She can work with the committee to identify resources and steps to form a vibrant wellness program that brings a health focus on movement, mindfulness and nutrition into your workplace.
Your worksite wellness program should include goals that have the greatest potential to reduce participants’ risk factors for chronic disease and require very little labor to execute. You may wish to include goals that target specific health issues important to your group, which can be determined by your MESSA wellness report card and the health risk assessment.

At a minimum, the following four goals should be included:

1: Know your MESSA benefits
Knowledge is power when it comes to your MESSA health and wellness benefits. The wellness committee may not get 100% participation in a walking challenge or lunch-and-learn, but information about your MESSA benefits can be easily shared with all of your colleagues.

For example, a yearly physical exam is free under all MESSA plans. This is a benefit that every MESSA member should use, every year. Seeing your doctor regularly will help cultivate a relationship with your primary health care provider, who can make sure you’re following through on proper health screenings. Educating employees about their MESSA benefits will help ensure they get the most out of the benefits they deserve.

2: Create a culture of mindfulness
Stress is an inevitable part of our daily lives, but too much can take a toll on your mental health. Left unabated, high stress levels can lead to serious mental illness, such as depression or anxiety. Approximately one in five adults suffers from mental illness, which can lead to serious chronic health conditions such as obesity, diabetes and heart disease.

The effects of chronic stress can affect the health and well-being of employees, causing burnout, lack of engagement, job dissatisfaction and the development of chronic health conditions. It is essential to address mental health in the workplace and create an environment where employees can thrive. You can do this by increasing awareness about the causes of stress and incorporating stress management and mindfulness practices into the worksite.
3: Increase movement
Physical activity guidelines recommend a minimum of 150 minutes of aerobic exercise every week, which breaks down to about 22 minutes per day. Experts also recommend strength training for all the major muscle groups at least twice a week. Unfortunately, too few adults are hitting those goals. According to studies, just 23% of adults meet physical activity guidelines, while less than 5% perform 30 minutes of physical activity per day.

Research consistently finds that a sedentary lifestyle can cause obesity, diabetes, hypertension, low back pain and some cancers. Increasing both awareness and worksite opportunities for physical activity and movement will help promote health and wellness for employees.

4: Prioritize good nutrition
MESSA members spend a lot of their waking hours at work, where they too often have limited access to healthy food options — and unfettered access to vending machines full of unhealthy snacks. Compounding the problem, many working adults have limited knowledge and time to create healthy, nutritious meals that they can take to work.

Having access to healthy food options — whether available at work or brought from home — is essential to maintaining a healthy lifestyle. Providing information about and increasing access to healthy food options will help encourage better choices for employees.

Try to build a culture of wellness in your workplace that will help employees maintain healthy lifestyle choices. MESSA members spend a lot of time at work, and it is nearly impossible to sustain healthy changes if the culture does not change to support a new lifestyle. Employers and employees should agree that building a culture of wellness is an economic strategy to minimize health care costs, as well as a caring strategy to increase employees’ well-being.
Get your colleagues excited about your wellness program by using informational posters, email blasts and mailbox flyers. Share the calendar of activities you have planned for the upcoming year and outline the goals you have created for the wellness committee. Most importantly, let them know that participating in the worksite wellness program will help them make meaningful changes that will lead to a healthier life.

Suggested activities that will help promote the program and maintain momentum include:

**Plan a health fair as a kick-off event**
Include information tables that feature health topics such as healthy diet, cardiovascular risk factors and cancer screenings. Set up a refreshment table with healthy foods and beverages, as well as recipe cards for healthy lunch and dinner options. Provide information on wellness events and activities that will be sponsored by the wellness committee. Invite MESSA’s health promotion consultant to host a booth with information on health plans and services available to participants.

**Hold regular meetings**
Establish a weekly lunchtime or afterschool meeting for co-workers to join together for conversation and support to help encourage good habits that will maintain a healthy lifestyle.

**Holiday challenge: maintain, don’t gain**
Starting with Thanksgiving, it’s common to overindulge and gain weight during the holiday season. This holiday challenge motivates participants to make smart choices that will help maintain their weight within a couple pounds.
A “bike-or-feet” event could be arranged for a weekend in October, close to Halloween, at a park or trail. Everyone would be required to either walk or ride a bike. Employees should be encouraged to bring family members. Healthy snacks and trail maps should be offered to participants. Get creative and hold a costume contest in conjunction with the event!

An activity challenge is a great way to get members involved in a walking program. You may wish to start with a weekend step challenge and then try a 10,000 steps per day challenge. The wellness committee can award prizes for activity challenge winners or participants.

A health professional from MESSA is available to speak to your group about a variety of health topics, from stress control to the science of weight loss. Arrange for a guest speaker on a professional development day or during a lunch-and-learn session.
The value of wellness

There is great value in creating a wellness culture at your worksite. Employees will feel the benefits both mentally and physically, allowing them to give greater focus to their work. Employers will see the financial benefit through less use of sick time and lower employee turnover.

Creating a wellness culture will involve a commitment from top management, as well as those employees serving on the wellness committee. Organization leaders must commit to establishing a healthy workplace culture, and communicate that commitment to employees. The goal for everyone should be to help employees improve their health and wellness by ensuring the worksite culture encourages mindfulness, movement and nutrition.
In this section of the MESSA Wellness Toolkit you will find informational handouts to share with your wellness team members and co-workers. You can print from this document or request printed handouts from MESSA. Please send requests to healthy@messa.org, and specify the name of the handout and the quantity needed.

Allow two weeks for shipping.

» Asthma Case Management Program
» Diabetes Case Management Program
» Cardiovascular Case Management Program
» Medical Case Management
» MESSA NurseLine
» Online Visits
» Omada
» Livongo
» Ovia Health
» Employee Wellness Survey
» Activity challenge
» Bike-or-feet activity challenge
» Scorecard challenge
» Self-care to-do list
» Share a wellness tip
» Build your own workout
» Sample evaluation
» Health promotion campaign: Adult Health Maintenance Exam and Preventive Screenings
» Health promotion campaign: Diabetes, asthma and cardiovascular case management programs
» Health promotion campaign: Emergency Services Education
» Health promotion campaign: Stress Management
MESSA’s Asthma Case Management Program provides one-on-one help for MESSA members and their dependents who wish to effectively manage their asthma-related health issues.

MESSA’s certified asthma nurse educator, Susan Jahn, R.N., can help you:

- Understand asthma and common asthma triggers.
- Learn how to monitor asthma.
- Figure out the right questions to ask at doctor visits.
- Obtain a written asthma plan from your doctor and help implement that plan, which is integral to controlling asthma throughout the year.

MESSA’s program emphasizes education as a major component of managing asthma, which protects your health and saves you both time and money. By enrolling in the program, you receive asthma education materials that can help you understand the chronic nature of asthma, guidelines for treatment and information about MESSA’s asthma-related benefits.

Along the way, Susan will be available to provide information, guidance and encouragement to help you reach your health goals.
MESSA members and their dependents with diabetes can get personal help through MESSA’s Diabetes Case Management Program.

MESSA’s program is based on the latest guidelines from the American Diabetes Association, and is appropriate for individuals with any type of diabetes, including Type 1, Type 2 and gestational.

Members who sign up for the free program will be contacted by Rachelle Twichell, R.N., MESSA’s certified diabetes nurse educator. Rachelle can provide important information, guidance and encouragement to help you reach your diabetes health goals, including:

- One-on-one coaching to help you take control of your diabetes and avoid health complications, understand blood sugar tests and insulin injections, and develop nutrition strategies to support good health.
- Helpful information to help you better communicate with your health care providers.
- An assortment of materials to help you learn more about diabetes self-management.

Millions of children and adults in the United States have diabetes — and many more have prediabetes and are at risk for developing Type 2 diabetes. Diabetes can take a toll on your health, according to the American Diabetes Association, leading to heart attacks, strokes, kidney failure, vision loss, nerve damage and more.

Rachelle is here to help you manage your diabetes and reduce the risk of more serious complications.
MESSA’s Cardiovascular Case Management Program can provide members and their dependents with free personal support from a nurse educator to help reduce the risk of heart attack or stroke and get high blood pressure under control.

**Personalized, targeted support**
MESSA’s cardiovascular nurse educator, Cathy Scott-Lynch, is a registered nurse who helps participants develop personal heart health action plans. She works with participants to identify strategies that can lead to better lifestyle choices and result in an overall healthier and productive life.

Participants will learn how to:

- Identify key health risk numbers, including blood pressure, blood sugar, and good and bad cholesterol.
- Effectively communicate needs and concerns to health care providers.
- Recognize health complications that may arise.

In addition to healthy lifestyle measures, some people may need prescription medications to control blood pressure. Cathy can help members partner with their physicians to develop an effective blood pressure management strategy.

For those who have suffered a heart attack or stroke, Cathy can help participants access specific MESSA benefits, such as cardiac rehabilitation, that can dramatically reduce the risk of another attack.
MESSA’s Medical Case Management (MCM) program provides members with serious illnesses or injuries with personal support from a registered nurse.

MESSA’s MCM nurses work directly with members and their families to ensure they access the right care at the right time and return to their highest quality of life.

The nurses work with members who have had a variety of catastrophic injuries or illnesses, including head injuries, spinal cord injuries, amputations, severe burns, multiple fractures, cancer, ALS, multiple sclerosis, stroke, muscular dystrophy and infants with complex medical issues.

Through our MCM program, our nurses can assist you in navigating the health care system, identifying local resources, and serving as your personal advocate during a difficult and often stressful time.

MESSA members can enroll in MCM by calling 800.441.4626. Nurse coordinators are available 8 a.m.-5 p.m., Monday through Friday, to answer MCM-related questions.

The nurse case managers can act as your advocate, provide resources and help you navigate the complex health care system.
FAQs
Medical Case Management

What is the Medical Case Management program?
MESSA’s Medical Case Management (MCM) program provides support, education and advocacy to members with complex illnesses or injuries. Members who enroll in MCM work with a nurse coordinator in the MESSA office, as well as an external nurse case manager in their local community. Together, the nurses assist the member in navigating the health care system, identifying local resources, accessing benefits, and understanding their diagnosis and various treatment options.

How does MCM work?
The first step is speaking with a MESSA nurse coordinator to determine whether you meet the eligibility criteria for the program. Once enrolled, you’ll be contacted by an assigned external nurse case manager from your local area and an initial visit will be scheduled. The external nurse case manager will gather information from you and discuss your plan of care, including your individual goals and preferences. Throughout your MCM enrollment, the external nurse case manager and the MESSA nurse coordinator will collaborate to support you in achieving the goals in your care plan.

Why do I need MCM?
Medical treatment can be overwhelming, expensive and complicated. This is especially true when you are already coping with the many challenges of an accident or illness. People are not often aware of all the resources available. Nurse case managers can identify and recommend facilities, specialists and services to assist you.

Who are the case managers?
Case managers can be nurses, social workers or other health care workers. At MESSA, all of our nurse coordinators are registered nurses who are board certified in case management or in the process of earning board certification.

What is the relationship between the case managers and my doctors?
Your case managers will collaborate with you and your physician to find the most appropriate medical services, equipment and supplies to meet your specific needs.

Do I have to follow the case manager’s recommendations?
No. All decisions are still made by you and your doctor. Our role is to help you explore your treatment options and assist you with coordinating your chosen care plan.

What are the goals of the MCM program?
The Medical Case Management program aims to help you during a time that can seem overwhelming. The flexibility of the program allows your case manager to increase or decrease their involvement as your needs change. The ultimate goal is to provide enough support and resources to help you regain your independence and feel confident in making your own treatment decisions.
Ask a registered nurse 24/7

Is this a cold or something more serious?
Should I call our doctor?
Should we go to the emergency room?

MESSA NurseLine: 800.414.2014

Call MESSA NurseLine—a member service offered in partnership with our underwriter, Blue Cross Blue Shield of Michigan.

NurseLine is a health information phone line staffed around the clock by registered nurses trained to answer medical questions and offer guidance. When you call, a registered nurse will listen to your questions and discuss your health concerns with you. The nurse may provide some at-home health care measures or suggest you contact your personal physician. NurseLine may help you avoid unnecessary emergency room visits and expenses.

NurseLine is not a 911 service and is not intended to replace qualified medical care given by your doctor or other medical professional. If you have an illness or injury that requires immediate attention, please go directly to an emergency room.
Online care for body and mind

Visit a doctor or therapist on your smartphone or computer

You and your covered family members can see and talk to:

- A doctor for minor illnesses such as a cold, flu or sore throat.
- A behavioral health therapist or psychiatrist to work through difficult challenges such as anxiety, depression and grief.

Download the Blue Cross Online Visits mobile app or access on the web at messa.org/onlinevisits.

Call 844.606.1608 if you have questions or need technical assistance.

Call MESSA’s Member Service Center at 800.336.0013 if you have questions about your coverage or copayments for online visits.

Powered by a partnership between MESSA and Blue Cross.
MESSA has partnered with Omada to help eligible members make small, gradual progress toward a healthier future. Participation in the Omada program is free for eligible MESSA members (a $650 value).

Omada combines the latest technology with ongoing coaching and support to help participants make the health changes that matter most — whether that’s around eating, activity, sleep or stress. Omada’s approach has been proven to help enrollees lose weight and reduce the risk of chronic disease.

• EAT HEALTHIER
  Learn the fundamentals of making smart food choices.

• INCREASE ACTIVITY
  Discover easy ways to move more and boost your energy.

• OVERCOME CHALLENGES
  Gain skills that allow you to break barriers.

• STRENGTHEN HABITS
  Figure out what works for you and find lasting motivation.

• STAY HEALTHY FOR LIFE
  Continue to set and reach your goals with strategies and support.
Diabetes Management, Simplified

A simple, advanced blood glucose meter, and as many strips and lancets as you need, 100% paid for by MESSA.

It’s all in the meter and on the house.

- Personalized tips with each blood glucose check
- Real-time support when you’re out of range
- Strip reordering, right from your meter
- Optional family alerts keep everyone in the loop
- Send a health summary report directly from your meter
- Automatic uploads mean no more paper logbooks

Unlimited strips. Unlimited lancets. It’s all free for you.

Join today at join.livongo.com/MESSA/register or call (800) 945-4355

Use registration code: MESSA

MESSA is offering the Livongo program as a covered benefit for members and their dependents who have diabetes. For questions about your MESSA coverage, call the MESSA Member Service Center at 800.336.0013.
maternity and family support at your fingertips

Ovia Health has partnered with MESSA to provide maternity and family benefits that support you through your entire parenthood journey. Here's how to download Ovia and launch your account:

1. Download the app that's right for you
   - Ovia Fertility
   - Health & Fertility
   - Ovia Pregnancy
   - Pregnancy & Postpartum
   - Ovia Parenting
   - Family & Working Parents

2. When signing up, choose “I have OviaHealth as a benefit” and enter MESSA as your health plan before tapping “Sign up”

3. Already have an Ovia app on your phone?
   1. Open your app and tap “Health.”
   2. Tap “Update my healthcare information” and enter MESSA as your health plan.
If you don’t update your health care information in Ovia, you’ll only be able to access some of the features available to you:

- ✔️ Health and menstrual cycle tracker
- ✔️ Pregnancy calendar and daily baby updates
- ✔️ Child’s development checklist
- ✔️ Daily health and wellness content
- ✔️ Data and symptom feedback

With Ovia Health, you’ll have access to enhanced, personalized health and wellness features:

- **Health assessment and symptom tracking**
  Receive alerts and predictive, personal coaching when Ovia detects a potential medical issue.

- **Over 50 physician-developed clinical programs**
  Engage with personalized health and wellness programs to help you navigate infertility, sexual health, birth planning, preterm delivery, mental health, breastfeeding, and more.

- **Unlimited 1-on-1 coaching**
  Message instantly with registered nurse health coaches to ask all your questions.

- **Benefits library**
  Learn about and access your other MESSA benefits from one centrally located, easy to find place. If you have any questions about your MESSA benefits, call MESSA’s Member Service Center at 800.336.0013.

- **Career and return-to-work programs**
  Find coaching and career advice for preparing for maternity leave, returning to work, and being a working parent.

We understand that your personal health is private, and we take that seriously. You can find out more by reading our Privacy Policy at www.oviahealth.com/dynamic-privacy.
Employee Wellness Survey

Which of the following best describes your interest in health promotion/wellness activities:

☐ I do not feel the need for help with my lifestyle or health.
☐ I have been thinking about changing some of my health behaviors.
☐ I am planning on making a behavior change in the next 30 days.
☐ I have made some behavior changes but still have trouble following through.
☐ I have had a healthy lifestyle for years.

I would rank my personal health/wellness concerns, in order of priority as:

1. __________________________
2. __________________________
3. __________________________

If wellness activities were offered at my worksite, I would be likely to participate:

☐ before work
☐ after work
☐ during the lunch hour

I would be likely to participate in the following activities:

☐ a walking program
☐ a physical activity program such as __________________________
☐ health nutrition programs
☐ other

I am willing to contribute

☐ up to $5 per wellness activity
☐ a higher amount for health screenings, such as $ __________________________
☐ I am not willing to contribute for any wellness activities

I am interested in serving on the wellness committee. Please contact me:

Name: __________________________
Phone/email: __________________________
Activity Challenge

A great way to interest your members in increasing their activity levels is to sponsor an activity challenge. One of the goals of the activity challenge is to make members aware of how many steps (or how few) they make in their daily activities.

Members should be asked to wear their activity trackers while they go about their usual activities for two or three days. This will establish a baseline activity level for each member. When members are aware how many steps are required to complete their usual activities they can are prepared for the activity challenge.

The first activity challenge may be simply challenging each member to increase their steps by 30% each day. After a week, they may be challenged to try increasing by 50% each day. Another challenge may be to increase steps by 50% and reduce calories by 20% each day for 2 weeks. This will take off some unwanted pounds!

Other popular activity challenges are to ask each member to log 10,000 steps or more per day on their activity tracker for a specified period of time. Ten thousand steps on the activity tracker is roughly the distance of 4 miles. If members do this they will greatly improve their fitness and lose some pounds as well. Daily and weekly step totals can be submitted to the wellness committee for small prizes. A larger prize can be awarded for the person with the most steps at the end of the competition.

Another popular activity challenge is the Weekend Activity Challenge. Members are asked to start their activity trackers at 6 p.m. on Friday and to try to log as many steps as possible by 6 p.m. on Sunday. Everyone tries to increase their activity over the weekend to compete for the most steps. The person with the most steps is awarded a prize.

Materials required for the activity challenge:

- Activity tracker
- Journals for logging steps or minutes of walking activities
Bike-or-Feet Event

Bike-or-feet is an event for your wellness participants that should take place toward the end of the month of October. The phrase “bike-or-feet” is a play on the old “trick-or-treat.” A bike-or-feet party or event is intended as a healthy alternative to a traditional Halloween Party that would have candy, desserts and sugary or alcoholic beverages.

A bike-or-feet party is typically held at a local park that has walking and biking trails. Everyone is asked to ride or walk the trails for a certain distance or time that they choose. Members can state their distance or time when they arrive. Everyone is provided a map of the trails.

During the walking and biking, the wellness committee can set up or prepare a healthy barbeque or picnic for the member and their families. The meal should feature healthy recipes, snacks and desserts as an alternative to the traditional Halloween fare. Members may be asked to bring healthy potluck dishes and desserts to contribute to the meal.

The wellness committee can also set up games and events such as bobbing for apples, sack races and costume contests. The creative possibilities are endless for a bike-or-feet party!

Materials required for a bike-or-feet event:

- Posters and flyers to advertise the event
- Trail maps for participants
- Running or walking shoes for walkers
- Bicycles and helmets for cyclers
- Potluck dishes and picnic utensils
- Sacks, tubs, apples and other items for games
## Scorecard challenge

The challenge is to engage in a minimum of 15 activities from the five categories listed below each month, choosing at least three activities from each category. You can do more, but doing at least 15 activities gets you entered to win a prize. Examples of wellness activities for each category are included.

Track your activities on the scorecard. At the end of each month, submit your completed card to be entered to win a prize, and start another card for the next month.

Email your card to: ____________________________

### MINDFULNESS

The practice of being fully present, aware of where we are and what we are doing, and not overly reactive or overwhelmed by what is going on around us.

- I put down my electronic device when my child asked for my attention.
- I concentrated on my breathing when I felt stressed out.
- I put on my headphones and listened to my favorite songs for 30 minutes.
- I sat in my back yard at night and listened to nature.

- I wrote a list of things I am happy about.
- I meditated twice today.
- I spent time writing in my gratitude journal.
- I sat outside, away from electronics and was mindful of all my senses.
- I focused on putting love and care into my dinner as I made it.

### MOVEMENT

All forms of physical activity, including non-exercise activity and the absence of movement in the form of rest and sleep.

- I took several breaks in the workday just to go outside in my yard and get fresh air.
- I threw in a load of laundry in between phone calls and emails (or while I am on the phone).
- I did arm circles after sitting for a long time with my laptop.

- I danced to my favorite song.
- I weeded my flower beds.
- I did jumping jacks in the pool.
- I tried a new workout on YouTube.
- I set a goal of 15,000 steps and achieved it.
- I stood during all of my Zoom meetings.
NUTRITION

Food choices in the form of appropriately sized meals and snacks that lead to a healthy mind and body.

- I avoided sugar all day.
- I made a nutrient-rich meal for dinner with plenty of vegetables.
- I drank eight glasses of water today.
- I ate breakfast today.
- I had one less cup of coffee today.
- I shared a small dessert instead of eating the whole thing.
- I tracked my calories today.
- I practiced a meatless Monday.
- I tried a new recipe from a healthy food blog.

SOCIAL

Connecting with other people at work, at home or in your neighborhood in a fashion that leads to healthy, nurturing and supportive relationships and fosters a genuine connection with those around you.

- I planned a trip with my kids to see extended family members.
- I reached out to friends with group text messages to let them know I care about them and how they're doing.
- I set aside time for just my husband and me without kids.
- I wrote a letter to a childhood friend.
- I did a virtual happy hour with my siblings.
- I sat in the backyard with my daughter and her friends and talked about their goals.
- I wrote an out-of-the-blue note to my best friend.
- I met my friends for a hike in the woods.
- I volunteered at a local food bank.

FINANCIAL

Money plays a critical role in our lives, and not having financial security impacts our health. Practicing financial wellness empowers us to better enjoy life.

- I paid all my monthly bills before they were due or on the due date.
- My husband and I discussed purchases we want to budget for.
- I discussed costs of numerous items with my kids.
- I made a list of things I should not spend my money on.
- I helped my daughter understand our mortgage payment.
- I balanced my accounts.
- I called my insurance agent and asked for a new insurance quote.
- I invested in an account that rounds up my purchases.
- I donated to a charity instead of buying coffee.
- I met with my financial advisor to discuss my retirement goals.
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<tr>
<th>Time</th>
<th>Mindfulness activity</th>
<th>Movement activity</th>
<th>Nutrition activity</th>
<th>Social activity</th>
<th>Financial activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 min.</td>
<td>Meditation</td>
<td>Walk outside</td>
<td>Had a salad for lunch</td>
<td>Wrote to a childhood friend</td>
<td>I balanced my accounts</td>
</tr>
<tr>
<td>15 min.</td>
<td></td>
<td></td>
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Self-care to-do list

Taking time to focus on yourself is an important part of feeling balanced. Be mindful about choosing a variety of self-care activities, and keep track of them on this sheet. It should get easier over time to prioritize taking care of yourself.

<table>
<thead>
<tr>
<th>Time</th>
<th>Mindfulness activity</th>
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<tbody>
<tr>
<td>2 min.</td>
<td>Meditation</td>
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</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Movement activity</th>
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</thead>
<tbody>
<tr>
<td>15 min.</td>
<td>Walk outside</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Nutrition activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.18.20</td>
<td>Replaced deli sandwich and chips with a salad for lunch</td>
</tr>
<tr>
<td>Date</td>
<td>Social activity</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>8.18.20</td>
<td>Wrote to a childhood friend</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Financial activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.18.20</td>
<td>I balanced my accounts</td>
</tr>
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</table>
Share a wellness tip

The Wellness Committee will share a wellness tip with staff once a week, using your committee’s preferred platform – email, Facebook group, bulletin board, etc. Each member of the committee will sign up to share at least one tip, but you can sign up for more if you’d like. The tips should fit within the five wellness categories: mindfulness, movement, nutrition, social and financial. Suggested topics include healthy recipes, inspirational quotes, articles (include both the text of the article and the link), business appropriate cartoons, holiday themes, etc.

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee member</th>
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</table>
Exploring new exercises is a fun way to expand your fitness options. The lists below provide a variety of exercise options for all fitness levels. You can use them to create your very own workout or spice up your existing routine. Instructional how-to descriptions and videos for these exercises can be found online. One good resource is ExRx.net. Have fun exploring new options and developing your very own workout.

BEGINNER LEGS
- Air squats
- Wall sit
- Leg kick backs
- Fire hydrants
- Step ups
- Calf raises
- Lunges
- Fast feet
- Glute bridge

BEGINNER ARMS
- Modified push ups (on knees)
- Rows (light weight)
- Overhead press/tricep extension (light weight)
- Power punches
- Arm circles

BEGINNER CORE
- Sit-ups
- In and out
- Plank
- Toe taps
- High plank (push up position hold)

Check with your health care provider before starting any exercise or activity program.
INTERMEDIATE LEGS
- Side lunges
- Reverse lunges
- Weighted air squats/goblet squats
- Weighted step ups
- Sumo squats
- Bulgarian split squats
- High knees

INTERMEDIATE ARMS
- Chair tricep dips
- Shoulder taps
- Push ups
- Close grip push ups

INTERMEDIATE CORE
- Crunches
- Russian twists
- Bicycle crunches
- Plank/side plank
- Leg raises
- Flutter kicks

ADVANCED LEGS
- Box jumps
- Jump squats
- Sprints
- Deadlifts

ADVANCED ARMS
- Chest to ground push ups
- Burpees
- Curls
- Up downs/plank to elbow
- Pull ups

ADVANCED CORE
- Mountain climbers
- Banana crunches
- V-ups
- Windshield wipers
- Plank jacks
- Hollow hold
- Plank hip dips
Sample Evaluation

Date: ________________

Name of program/activity: ______________________________________________________________

Did this program/activity help you to achieve a healthier lifestyle?

☐ Yes ☐ No

Did you learn valuable health information?

☐ Yes ☐ No

Please provide any comments or suggestions to improve the program.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If offered again in the future, would you participate in this program?

☐ Yes ☐ No
HEALTH PROMOTION CAMPAIGN:

Adult Health Maintenance Exam and Preventive Screenings

Preventive care is one of the most important ways to improve individual health and control rising health care costs. Health care costs can be controlled by shifting spending from high-cost disease treatment to low-cost early detection or intervention. All MESSA health plans cover health maintenance exams, specific preventive screenings and recommended immunizations at 100 percent — not subject to deductible — when performed by in-network providers.

Mechanics of running a campaign:

• Determine your goal/purpose of your campaign.
• Determine what human and material resources you have/need to successfully execute your plan.
• Determine what activities you want to incorporate into your wellness plan.
• Determine how you will communicate with your members. How will you promote member education and involvement activities?
• Create a campaign calendar containing information release dates and planned activity dates.
• Evaluate your efforts through surveys and measurements indicated on next year’s report card.

Campaign goal:

• Educate members about coverage for health maintenance exams and preventive care.
• Educate members about importance of routine preventive care.
• Increase use of health maintenance exam benefits.
• Increase use of preventive screening health benefits.

MESSA contacts and resources:

• MESSA field representatives can help members get the most value from their health plan. Contact your local representative at 800.292.4910.
• MESSA’s health promotion consultant can assist you with wellness and health promotions. Call 800.292.4910 or email healthy@messa.org.
• MESSA member service representatives can inform members about benefit coverage and in-network providers. Contact them at 800.336.0013.
• Blue Cross Online Visits for medical and behavioral health visits. Enroll at messa.org/onlinevisits.
• Contact MESSA member services to preauthorize your flu shot clinic. Flu shots are covered at 100 percent — not subject to plan deductibles — when administered by a covered health provider. Call 800.336.0013 for more information.
• NurseLine is a 24/7 help line staffed by registered nurses. Contact NurseLine at 800.414.2014.

MESSA material resources:

• Health maintenance exam poster
• Health maintenance exam and adult immunization flyers
• Avoid the flu posters
• Healthy lifestyle posters
MESSA material resources (continued):

• Blue Cross Online Visits posters and flyers
• NurseLine posters and flyers
• MESSA phone list magnets
• Cancer screening brochure

MESSA health promotion consultants:

Your health promotion consultant will advise your group/wellness committee on planning, implementing and evaluating your health/wellness needs and then the campaign(s) to begin addressing these needs.

Campaign activity suggestions:

INCREASE AWARENESS OF HME/PREVENTIVE SCREENINGS

• Include program information in staff newsletters.
• Display posters in prominent staff areas.
• Schedule a health presentation with your health promotion consultant.

INCREASE AWARENESS ABOUT MESSA WELLNESS BENEFITS

• Newsletters
• Flyers
• Posters
• Presentations

INCREASE AWARENESS OF ONLINE DOCTOR AND THERAPIST VISITS

• Newsletters
• Flyers
• Posters
• Presentations

Related activity suggestions:

• Lunch and learn seminar
• Worksite flu shot clinic
HEALTH PROMOTION CAMPAIGN:
Diabetes, asthma and cardiovascular case management programs

Chronic conditions such as heart disease, asthma, and diabetes are common and, if unmanaged, costly. With education and proper self-management, individuals can improve health, increase productivity and have a better quality of life.

**Mechanics of running a campaign:**
- Determine the goal/purpose of your campaign.
- Determine what human and material resources you have/need to successfully execute your plan.
- Determine what activities you want to incorporate into your wellness plan.
- Determine how you will communicate with your members. How will you promote member education and involvement activities?
- Create a campaign calendar containing information release dates and planned activity dates.
- Evaluate your efforts through surveys and measurements indicated on next year’s report card.

**Campaign goal:**
- Educate members about MESSA’s condition-specific (diabetes, asthma and cardiovascular) case management programs that help members better manage chronic conditions.
- Increase enrollment in MESSA’s case management programs.
- Increase use of Blue Cross Online Visits.
- Decrease emergency department visits for chronic conditions.

**MESSA contacts and resources:**
- MESSA field representatives can help members get the most value from their health plan. Contact your local representative at 800.292.4910.
- MESSA’s health promotion consultant can assist you with wellness and health promotions. Call 800.292.4910 or email healthy@messa.org.
- MESSA member service representatives can inform members about benefit coverage and in-network providers. Contact them at 800.336.0013.
- Blue Cross Online Visits for medical and behavioral health visits at messa.org/onlinevisits.
- NurseLine is a 24/7 help line staffed by registered nurses. Contact NurseLine at 800.414.2014.
- MESSA case management nurse educators can be reached at 800.336.0022, prompt 3.

**MESSA material resources:**
- Posters for our asthma, diabetes and cardiovascular case management programs
- Flyers for our asthma, diabetes and cardiovascular case management programs
- Blue Cross Online Visits posters and flyers
- Healthy lifestyle posters
- Posters and flyers for NurseLine
- MESSA phone list magnets
MESSA health promotion consultants:
Your health promotion consultant will advise your group/wellness committee on planning, implementing and evaluating your health/wellness needs and then the campaign(s) to begin addressing these needs.

Campaign activity suggestions:

INCREASE AWARENESS OF MESSA’S CASE MANAGEMENT PROGRAMS
- Include program information in staff newsletters.
- Display posters in prominent staff areas.
- Schedule a health presentation with your health promotion consultant.

INCREASE AWARENESS ABOUT MESSA WELLNESS BENEFITS
- Newsletters
- Flyers
- Posters
- Presentations

INCREASE AWARENESS OF ONLINE DOCTOR AND THERAPIST VISITS
- Newsletters
- Flyers
- Posters
- Presentations

Related activity suggestions:
- Wear Red Day
- Walking/Fitness challenge
- Healthy cooking seminars
- Lunch and learn seminars
- No Weight-Gain Holiday Challenge
- National Health Observance (i.e., Diabetes Awareness Month)
HEALTH PROMOTION CAMPAIGN:
Emergency Services Education

Sudden illness or injury is never convenient and the most effective measures to take are not always clear. This campaign educates members about MESSA resources that support effective and well-informed decision making in the event of a medical emergency.

Mechanics of running a campaign:
- Determine the goal/purpose of your campaign.
- Determine what human and material resources you have/need to successfully execute your plan.
- Determine what activities you want to incorporate into your wellness plan.
- Determine how you will communicate with your members. How will you promote member education and involvement activities?
- Create a campaign calendar containing information release dates and planned activity dates.
- Evaluate your efforts through surveys and measurements indicated on next year’s report card.

Campaign goal:
- Educate members about ER, urgent care, primary care physician, and utilization behavior.
- Educate members about using MESSA’s 24/7 NurseLine service to help determine appropriate level of care.
- Educate members about Blue Cross Online Visits.
- Increase utilization of 24/7 NurseLine.
- Increase utilization of Blue Cross Online Visit services.
- Decrease number of unnecessary ER visits.

MESSA contacts and resources:
- MESSA field representatives can help members get the most value from their health plan. Contact your local representative at 800.292.4910.
- MESSA’s health promotion consultant can assist you with wellness and health promotions. Call 800.292.4910 or email healthy@messa.org.
- MESSA member service representatives can inform members about benefit coverage and in-network providers. Contact them at 800.336.0013.
- Blue Cross Online Visits for medical and behavioral health visits at messa.org/onlinevisits.
- NurseLine is a 24/7 help line staffed by registered nurses. Contact NurseLine at 800.414.2014.

MESSA material resources:
- Healthy lifestyle posters
- Blue Cross Online Visits posters and flyers
- NurseLine posters and flyers
- MESSA phone list magnets
MESSA health promotion consultants:

Your health promotion consultant will advise your group/wellness committee on planning, implementing and evaluating your health/wellness needs and then the campaign(s) to begin addressing these needs.

Campaign activity suggestions:

INCREASE AWARENESS OF EMERGENCY SERVICES EDUCATION

• Include program information in staff newsletters.
• Display posters in prominent staff areas.
• Schedule a health presentation with your health promotion consultant.

INCREASE AWARENESS ABOUT MESSA WELLNESS BENEFITS

• Newsletters
• Flyers
• Posters
• Presentations

INCREASE AWARENESS OF ONLINE DOCTOR AND THERAPIST VISITS

• Newsletters
• Flyers
• Posters
• Presentations
HEALTH PROMOTION CAMPAIGN:
Stress Management

Stress is inevitable, so finding ways to manage and reduce it is essential.

**Mechanics of running a campaign:**
- Determine the goal/purpose of your campaign.
- Determine what human and material resources you have/need to successfully execute your plan.
- Determine what activities you want to incorporate into your wellness plan.
- Determine how you will communicate with your members. How will you promote member education and involvement activities?
- Create a campaign calendar containing information release dates and planned activity dates.
- Evaluate your efforts through surveys and measurements indicated on next year’s report card.

**Campaign goal:**
- Educate members about strategies for coping with stress.
- Educate members about MESSA resources: Blue Cross Online Visits, NurseLine, behavioral health benefits, and other stress management resources available at messa.org.

**MESSA contacts and resources:**
- MESSA field representatives can help members get the most value from their health plan. Contact your local representative at 800.292.4910.
- MESSA’s health promotion consultant can assist you with wellness and health promotions. Call 800.292.4910 or email healthy@messa.org.
- MESSA member service representatives can inform members about benefit coverage and in-network providers. Contact them at 800.336.0013.
- Blue Cross Online Visits for medical and behavioral health visits at messa.org/onlinevisits.
- NurseLine is a 24/7 help line staffed by registered nurses. Contact NurseLine at 800.414.2014.
- MESSA case management nurse educators can be reached at 800.336.0022, prompt 3.

**MESSA material resources:**
- Healthy lifestyle posters
- Stress management brochures
- Blue Cross Online Visits posters and flyers
- NurseLine posters and flyers
- MESSA phone list magnets
MESSA health promotion consultants:

Your health promotion consultant will advise your group/wellness committee on planning, implementing and evaluating your health/wellness needs and then the campaign(s) to begin addressing these needs.

Campaign activity suggestions:

INCREASE AWARENESS OF STRESS MANAGEMENT STRATEGIES
- Include program information in staff newsletters.
- Display posters in prominent staff areas.
- Schedule a health presentation with your health promotion consultant.

INCREASE AWARENESS ABOUT MESSA WELLNESS BENEFITS
- Newsletters
- Flyers
- Posters
- Presentations

INCREASE AWARENESS OF ONLINE DOCTOR AND THERAPIST VISITS
- Newsletters
- Flyers
- Posters
- Presentations

Related activity suggestions:
- Walking/Fitness challenge
- Lunch and learn seminars
The three keys to worksite wellness are mindfulness, movement and nutrition. MESSA’s worksite wellness program can help set you up for success in creating a healthier lifestyle at work and at home.

For more information, contact MESSA’s health promotion consultant at healthy@messa.org or 800.292.4910.