



Arkansas Healthy Employee
AHELP
Lifestyle Program

Developing the Program

Arkansas Healthy Employee Lifestyle Program (AHELP)

<http://ahelp.arkansas.gov>



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Arkansas Healthy Employee Lifestyle Program

Official Home of the Arkansas Healthy Employee Lifestyle Program (AHELP)

Developing the Program

General Guidelines

Planning a work site health promotion program can be a rewarding experience for both leaders and employees. Whether an agency, board or commission decides to develop a comprehensive work site health promotion program now or to begin with a few ongoing health promotion activities, it will be helpful to use a planning process.

The amount of planning involved for agencies, commissions and boards depends in part on the extent of adoption or adaptation of the Arkansas Healthy Employee Lifestyle Program by the agency, board or commission.

This section presents a simple, nine-step process that can be used by employers of all sizes to increase the success of any health promotion program.

- 1 Establish a Wellness Committee.
- 2 Assess the Needs of Department Leaders and Employees.
- 3 Develop a Mission Statement and a Plan.
- 4 Develop a Timeline and Budget.
- 5 Select Incentives.
- 6 Acquire Programmatic Support.
- 7 Market the Program.
- 8 Implement the Program.
- 9 Monitor the Progress.



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Glossary

AHELP is the Arkansas Healthy Employee Lifestyle Program and refers to the statewide program expanded to all interested state agencies, boards or commissions.

AHELP Administrator – The staff person at Arkansas Department of Health responsible for overall logistics and coordination of AHELP Committee meetings and the overall program activities. Contact information for this person will be provided in AHELP trainings and committee meetings.

AHELP Leader refers to the one contact at each participating agency, board or commission that will participate on the AHELP Statewide Committee.

AHELP Statewide Committee refers to the committee that oversees and coordinates AHELP among agencies, boards and commissions. It includes the AHELP leader(s) for each participating agency, board or commission.

AHELP Team at the Arkansas Department of Health provides on-going training and support as requested/required for all the AHELP Leaders.

Calendar Year refers to January 1 through December 31.

Local AHELP Coordinators refers to individuals who support the AHELP program in their local work site or work unit when the organization is either large or has multiple sites.

Wellness Committee refers to the committee that will oversee AHELP at each agency, board or commission and selects a representative to serve on the AHELP Statewide Committee.





AHELP Timeline Checklist

Tasks	Target Date	Status
Obtain backing of agency director and key management staff		
Select or appoint a Worksite Wellness Coordinator for the agency or group		
Develop an Intra-agency Committee		
Establish a Planning Committee		
Promotions		
Incentives		
Evaluation		
Other		
Involve IT in web site planning/implementation		
Begin employee education/promotion		
Director e-mails		
Develop/distribute PowerPoint presentation		
Distribute employee incentive packet		
Post information on intranet web site		
Promote program in agency newsletters		
Develop/distribute posters		
Recruit or select AHELP Coordinators		
AHELP Coordinators to training		
Update management periodically on progress and milestones		
Determine how you will fund and/or acquire incentives (select budget committee)		
Develop mechanism to distribute incentives to employees		
Designate program start date		
Hold AHELP kickoff event		
Kickoff Program		



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1. Establish a Wellness Committee.

Employee involvement is integral to the planning process. Therefore, a planning committee should be formed as early in the process as possible. It should include:

- A cross-section of potential program participants,
- Individuals who may have a role in program implementation or evaluation (e.g., middle managers, who directly control employee schedules or who have great influence on upper management),
- Someone familiar with budgeting, such as a person responsible for contracting with outside vendors, and
- Someone to represent management (if not already included in one of the above groups).



The planning committee serves several functions.

- First, an employee-driven advisory board encourages “buy-in” from both management and potential program participants.
- Second, a diverse wellness committee will help assure that the program is responsive to the needs of all potential program participants.
- And third, the committee can be responsible for carrying out or overseeing all subsequent steps in the planning process.

The AHELP Statewide Committee will be made up of representatives from each agency, board or commission that chooses to participate in the activities of this comprehensive, voluntary, incentive-based program that focuses on three key areas – increasing physical activity, increasing the consumption of fruits and vegetables and decreasing or eliminating use of tobacco products.

Agencies participating in AHELP are required to establish a wellness committee. The committee should reflect the size and type of agency. Each participating agency is to assign one contact person (AHELP Leader) to serve on the Statewide AHELP Committee as the communication link. Tips and tools provided to all AHELP Leaders are available on the AHELP web site.





Roles and Responsibilities

Wellness Committee

- Oversee implementation of AHELP for the agency, board or commission.
- Serve as a resource to the AHELP leader and coordinators.
- Promote wellness activities in the agency, board or commission.
- Meet regularly to evaluate program progress and modify as needed.

Supervisors

- Encourage employees to participate in healthy lifestyle behavior activities offered in AHELP and other programs. Remind employees periodically during staff meetings, newsletters and e-mails to complete logging activities into AHELP accurately.

Timekeeper

- Keep a copy of certificate and leave request forms.
- Enter into AASIS or non-AASIS payroll system of the agency, board or commission.
- Any other record keeping required by agency for employee leave.

AHELP Leaders/Coordinators

AHELP leaders and local AHELP coordinators will:

- Encourage employee participation and support employee efforts.
- Encourage employee to enter activities into the web-based tracking system.
- Identify needs and interest of employees they coordinate.
- Organize support and training meetings, i.e., brown bag lunches, staff development.



- Distribute incentives earned by the participants, if such incentives are offered.

The AHELP Leader will:

- Serve as a key point of contact and may attend statewide or regional meetings and
- Submit a report quarterly to the AHELP Administrator, provide feedback and share successes with other coordinators.

AHELP Leader/Coordinator Selection

The agency, board or commission Director will seek a volunteer or appoint an individual to serve as the AHELP Leader.

For large or multi-site organizations, in addition to the AHELP leader, there should be AHELP



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Coordinators in all physical locations of work units in each of the participating state agencies, boards or commissions. The AHELP leader/coordinator will facilitate the participation of other members of the work site/work unit, agency, board or commission.

The primary goal of the AHELP Site Leader/Coordinator is to facilitate and encourage employees in working toward meeting the following goals:

- To improve nutritional choices available to, and used by, employees.
- To increase the number of employees who participate in regular physical activity.
- To increase the number of employees who obtain annual age-appropriate/doctor-recommended screenings.
- To increase the number of employees who reduce and/or quit their use of tobacco products.
- To work toward a healthy weight.



AHELP Leader Form

A new AHELP Leader/Coordinator information form should be completed by the newly appointed/selected AHELP Leader and sent to the AHELP Administrator. If the AHELP Leader should change, a new information form should be sent to the AHELP Administrator. Should the AHELP Leader be replaced for any reason, the change should be reported to the AHELP administrator as soon as possible.

The report will include:

- the name and mailing address of the work site/work unit,
- the name of the manager/supervisor making the report,
- the person leaving the AHELP Coordinator position, and
- the name and e-mail address/contact information for the person taking the responsibility for the work site/work unit.

AHELP Leader Reports

In order to maintain the necessary data to meet the requirements of financial accountability and continuous quality improvement, it is **required** that every work site/work unit AHELP Leader complete a work site report survey (Leader/Coordinator Report) quarterly.

The survey will be sent electronically from the AHELP Administrator to all AHELP Leaders. The survey will be web-based and quick and simple to complete and submit.

The data from these surveys will be tabulated and maintained for possible audit and for evaluation purposes.

AHELP Leader "SPECIAL" Incentives

- Each AHELP Leader will receive a special polo-style short-sleeved shirt embroidered with the AHELP logo and has the potential to earn other incentives available only to AHELP Leaders. Additionally, the AHELP Team will provide on-going training and support for all AHELP Leaders.





2. Assess the Interests and Needs of Department Leaders and Employees.

The assessment may address the following questions.

- Are managers willing to take part in the program and encourage others to do so?
- What do they see as the benefits of the program for employees and the organization?
- What kinds of activities are they willing to allow?
- What is the level of employee interest in various types of health promotion activities, the most convenient times and places to schedule activities? and
- Are there suggested changes to promote a more healthful work environment?

All participants will complete the same health risk appraisal (HRA) to determine current employee disease risks, ascertain the level of interest in changing unhealthy behaviors and collect baseline data that can later be used to help evaluate the program. For example, the HRA will help establish the percentage of employees who use tobacco or the percentage of employees who consider themselves in good health. Each participating agency will use the HRA chosen by the AHELP Administration.

Because the work environment is so influential, the wellness committee may wish to periodically assess (or recommend that others assess) how well the organization is doing to support healthy behaviors on and off the job. An Environmental and Policy Survey sample is included in this chapter which could be used for this purpose.

Repeating the same survey at regular intervals can help program planners evaluate the impact of specific organizational changes and help maintain management interest in ongoing health promotion activities.

Formative research (focus groups and surveys) was conducted in the Arkansas Department of Health and Department of Human Services to determine preferred incentives and motivators for their employees. This information is available for use by other agencies, boards or commissions. However, incentives may need to be specific to the agency, board or commission. Samples of the assessments with results used by ADH and DHS are included in this chapter.





3. Develop a Mission Statement and a Plan.

A program mission statement, like an organizational mission statement, briefly lists the overarching values that drive the venture and the ultimate goals or accomplishments that the project will strive to achieve.



The mission statement of the AHELP program is: **“To create a work site culture that supports the workforce to make healthy lifestyle choices.”**

A program plan developed clearly around goals, objectives and action steps can make it easier to see progress when establishing a new program.

Goals are statements of broad, long-term accomplishments expected from the program. Ideally, goals should be unambiguous, time-limited and stated in such a way that it is easily possible to determine whether or not they have been achieved.

Objectives are statements of expected short-term accomplishments related to one or more program goals.

Using the **S.M.A.R.T.** format enables a consistent method for writing objectives:

Specific
Measurable
Achievable
Relevant
Time-specific

Like goals, objectives should be written in such a way that program planners can readily determine if they have been met.

For each objective, a list of more detailed action steps must be developed. At this point, the planning committee may wish to obtain the commitment of specific individuals, divisions or departments to carry out certain steps.

Goals and Objectives may vary from organization to organization. However, they may also be able to be adopted from the HELP pilot program (see examples in this chapter).

Example:

Project Goal: Promote healthy eating habits among employees that work at _____agency_____

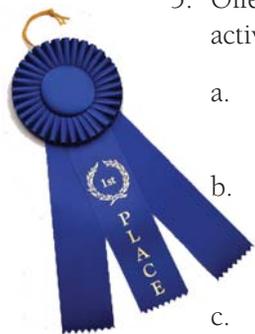
Annual Objective: By __date__ the Arkansas Healthy Lifestyle Program (AHELP) will increase by 2% the number of __agency__ employees participating in the program who eat at least five (5) servings of fruits and vegetables daily.





Sample Action Steps for Wellness Committee

1. Conduct an agency assessment to determine current baseline using the HRA.
2. Provide healthy nutrition choices at work.
 - a. Establish and communicate policies/guidelines for healthy snack choices at work events/meetings to every work site.
 - b. Establish and educate employees about the policies/guidelines for healthy choices that are provided in snack bar/vending machines.
3. Develop a training plan with AHELP Leaders and Coordinators from each agency, board or commission.
 - a. Offer nutrition education workshops at each site including behavior modification, goal setting and skill building in topics of interest such as shopping, reading food labels, eating on the run, healthy cooking demos. A site assessment will help identify the needs and interests of employees at each site. In addition, conducting focus groups will enable representation of employees' input in the decision-making process.
 - b. Conduct statewide video conferences (if agency has more than one site).
 - c. Develop PowerPoint presentations for specific topics based on site assessment survey and focus group results. Make audio-visual recording of presentations available to employees.
4. Use health communication messages.
 - a. Provide healthy recipes, healthy shopping ideas and serving sizes through newsletters, web sites and educational materials.
5. Offer an ongoing incentive-based program, which includes rewards for physical activity, eating fruits and vegetables and no tobacco use.
 - a. Promote a Fruit 'N Veggie Challenge.
 - b. Participate in a team competition and promotion for fruit and vegetables.
 - c. Conduct events to encourage increased physical activity.



Red Apple Golf Course, Heber Springs. (Photo courtesy of Arkansas Department of Parks and Tourism.)





4. Develop a Timeline and Budget.



Develop a realistic timeline to implement and evaluate the program. The activities themselves should be scheduled at times that are convenient for potential participants. Typically, an internal staff person – with input from the wellness committee and management – develops a program budget. A sample timeline is included in this chapter.

A detailed budget will allow the planning committee to better compare program costs and outcomes during the program evaluation. The total program budget could also be translated into a per employee cost or eventually a per participant cost.

Employee cost-sharing for specific activities is also an option. Keep in mind that programs with moderate costs are more likely to demonstrate cost savings.





5. AHELP Incentive at Your Agency, Board or Commission.

Incentive programs attempt to build motivation by offering individuals external rewards for taking steps in the right direction.

Incentives range from recognition in the employee newsletter for participating in the agency's marathon team to a certificate of achievement from management for completing a medical self-care class to a small monetary bonus for quitting smoking.

They can also include contributions to a "health promotion medical savings account," merchandise awards (such as drinking cups, t-shirts, stretch bands), extra time off from work or travel awards.



Agencies, boards, or commissions may elect to offer only the time off incentive or may purchase incentives on their own and/or make cooperative purchases with other agencies for quantity discounts or some combination. While some agencies, boards or commissions with established programs can keep existing incentive programs, all must use the same criteria as AHELP for the time off incentive provided through A.C.A. 21-4-406 ACT 724 of 2005. A sample incentive packet is included in this chapter.



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Enrollment and Participation in the Incentive Component of the Arkansas Healthy Employee Lifestyle Program by Participants

Healthy Employee Lifestyle Program

Department of Finance and Administration – Office of Personnel Management Policy and Procedure for AHELP

Definitions

As used in this section:

1. **State Agency** means a department, agency, bureau, including the Bureau of Legislative Research, board or commission of any branch of state government.
2. **State Employee** means a full-time employee of the State of Arkansas or any branch, department, agency, board, bureau, including the Bureau of Legislative Research, or commission of any branch of state government.
3. **Healthy Employee Lifestyle Program** or **AHELP** means the incentive program of the Department of Health that will reward regular exercise, good nutrition and other healthy lifestyle choices.

The Arkansas Department of Health will:

4. Make the “Healthy Employee Lifestyle Program “ available to all Agency Directors.
5. Assist the agencies in implementation of the program.

Agency Directors shall consider making the Healthy Employee Lifestyle Program available to the agency’s employees.

At the discretion of the Agency Director:

1. An employee may be granted paid leave of up to three (3) days per calendar year for satisfactory compliance with the Healthy Employee Lifestyle Program.
2. The leave shall be used in the calendar year in which it was granted.
3. The leave is not compensable at termination.

Each agency shall identify and maintain, if practicable, in or near each agency building, an area or areas that employees may use for walking exercise.





The Arkansas Department of Health has established the “Arkansas Healthy Employee Lifestyle Program” web site. Employees who participate in the AHELP on-line program will be more aware of:

1. Appropriate nutritional choices.
2. The importance of maintaining a healthy weight.
3. The benefits of regular physical activity.
4. The need to reduce/cease tobacco use.
5. The importance of regular medical screenings.

The AHELP web site allows participants to earn points for positive lifestyle activities and behaviors. Points are awarded according to the time spent performing activities such as:



1. cardiovascular exercises.
2. strength and flexibility exercises.
3. consumption of healthy servings of fruits and vegetables daily.
4. annual health assessments.
5. remaining tobacco free.

Employees who participate in the program will be able to purchase paid leave with the AHELP points they earn and with the approval of their supervisor.

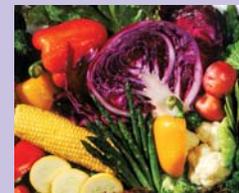
Employees may participate in the “Arkansas Healthy Employee Lifestyle Program” by logging on to the AHELP web site, following the instructions to establish individual profiles and entering positive lifestyle activities and behaviors. The system automatically calculates daily points as well as tracking total points awarded.

Accumulated points will transfer across participating state agencies/institutions.

AHELP Leave Incentive Redemption Process

The time-off incentive is limited by ACA 21-4-106, and the participating employee must meet the requirements for BOTH total number of points AND the time in which they are earned. The necessary points for redemption must have been earned within the 52 weeks prior to the date of requesting/redeeming the points.

The computer program will determine if the points were earned in the time frame necessary. If the participant receives the message “You have not earned enough points within the specified time to earn this prize,” the participant may not redeem the requested time off. The participant may request a lesser amount of time off, if the requirements of total points earned within the specified time are met.



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Redemption of Points	
Total Points	Leave Accrued
600	1 hour (see note)
4750	8 hours
5320	16 hours
5890	24 hours

Note: One hour of leave may be taken up to four times every 52 weeks.

Explanation of Points

Tobacco – Participants earn points for every day they are tobacco free.

Fruits and Vegetables – Participants earn points, depending on their daily intake.

Physical Activity – Participants earn points, depending on the amount of time spent performing an aerobic or strength training physical activity.

Doctor-Recommended/Age-Appropriate Screenings – Participants can earn points annually for completing the screenings.

Annual Health Risk Assessment (HRA) – Participants can earn points annually for completing the required HRA.



Redeeming Time Off

- Using the AHELP web site, the participant will print the redemption certificate.
- Participant will attach an “Employee Request for Leave” form indicating the hours of leave redeemed listed on the certificate.
- Participant will obtain their supervisor’s approval for leave.
- Agency timekeeper will annotate the leave taken.

The AHELP point-keeping system is designed to recognize the points accumulated for each participant for the past 52 weeks of the date the participant is redeeming leave. If a participant has accumulated 4750 points, the total number of points needed to exchange for one day of leave, within the last 52 weeks, he/she can print the certificate. Supervisors will approve the days requested based on usual leave request practices. The same holds true for two days leave, 5320 points required, or three days leave, 5890 points required.



The point system intentionally requires a high number of points. Individual participants will have to demonstrate a serious commitment to a “healthy” lifestyle, which will show in the number of points he/she accrues toward the incentive.

An alternative to a whole day of leave can be achieved by allowing for an hour’s leave (600 points required) up to four times within 52 weeks. The four hours leave are part of the total three days maximum leave per year.

Once a participant has earned and exchanged his/her points for leave and printed the certificate, the actual leave that the participant is away from the job is entirely at the discretion of the participant’s supervisor. Agency, board and/or commission policy and procedures governing leave are in no way altered by the use of leave time earned as a part of the AHELP system.

Explanation for Redeeming Time Off as an Incentive: Arkansas Act 724 of 2005

Participant

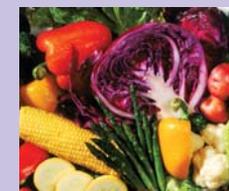
- Prior to choosing the leave time incentive in the AHELP web-tracking system, the participant must consider the restraints as defined in the policy for the leave (time must be used in the calendar year in which it was granted). Granted is defined as the date in which the participant selects the incentive in the AHELP web-tracking program. Once the leave incentive is chosen, the system will number and date the certificate for the leave.
- Print the certificate.
- Attach the “Employee Request for Leave” form with the certificate.
- Participant must schedule and receive the supervisor’s approval for leave time.
- Give the approved form with certificate to your timekeeper.
- Make a copy of both for your personal records.

Supervisors

- Supervisors should give approval of the earned leave in the same manner as any other leave time.
- Supervisors should be aware of the time restraints of the leave (use in the calendar year January 1 through December 31).
- Once the supervisor approves the leave, it must be used within that calendar year.

Timekeeper

- The employee will attach the dated and numbered certificate to an “Employee Request for Leave” form which has been approved by the supervisor.
- The leave code should read “AHELP” and should be entered under “Other” – along with the increment of time the employee is requesting.



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- A copy of the redemption certificate should be given to the AHELP Leader/Coordinator [and maintained on file].
- Division timekeepers should enter AHELP leave time on the weekly CAT2: timesheet as “HELP” after the day(s) are taken.

Loss of AHELP Points for Leave

Every participant needs to be aware of the limitation(s) established in ACT 724 of 2005 with regard to the use of the point system to secure **Leave** as an incentive for participation in the AHELP system.

Act 724 of 2005 specifically limits the time off [leave] that an employee [participant] of the State of Arkansas can take in exchange for points from the AHELP system for up to three (3) days per year.

The AHELP point-keeping system is designed to recognize the points accumulated for each participant for the past 52 weeks from date the participant is redeeming leave. If a participant has accumulated 4750 points [**the total number of points needed to exchange for one day of leave**] WITHIN the last 52 weeks, he/she can print the certificate. Supervisors should approve the days requested based on usual leave request practices. The same holds true for two days leave [5320 points required] or three days leave [5890 points required].

The point system intentionally requires a high number of points. Individual participants will have to demonstrate a serious commitment to a “healthy” lifestyle, which will show in the number of points he/she accrues toward the incentive.

An alternative to a whole day – or days – of leave can be achieved by allowing for an hour’s leave [600 points required] up to four times within 52 weeks. The same system applies to the hour’s time off; each participant must have earned the 600 points within the past 52 weeks. The four hours are part of the total three days maximum leave per year.

Important point to remember: Participants are limited to up to three days of earned leave in any calendar year January 1 through December 31. However, if an agency chooses to offer other incentives, other than the earned leave, these other incentives can be redeemed without regard to time period in which points were earned.

Once a participant has earned and exchanged his/her points for leave and printed the certificate, the actual leave that the participant is away from the job is entirely at the discretion of the participant’s supervisor. After approval by the supervisor, the leave must be used within the calendar year (January 1 through December 31).

Agency, boards’ and/or commissions’ policy and procedures governing leave are in no way altered by the use of leave time earned as a part of the AHELP system.





Other incentives and Points Assigned to Earning Without Regard to Age of Points

Incentive Ideas

Incentives can make or break a program – if you offer incentives employees like, they'll most likely come back for more. However, if you're not in touch with what employees want, you run the chance of losing their interest in the program. You may want to send out a questionnaire ahead of time to get an idea of what employees want for motivating incentives. Below is a list of ideas you may want to consider.

- Pedometers
- Gift certificates for local fitness stores
- Walking videos
- Walking shoes
- Motivational books
- Day passes to the local fitness club
- Exercise equipment (e.g., dumbbells, resistance bands, ankle weights, etc.)
- Walking magazine subscription
- T-shirts
- A “well” day off
- Gym bags
- Free massages
- Ice/heat packs
- First aid kits
- Group pictures
- Buttons
- Water bottles
- Hats/visors
- Sunscreen
- Sunglasses
- Stopwatches
- Lottery tickets
- Gift certificates to a local health food store



Visit your local farmer's market.

Check out your local retailers for these items, or go shopping online for fast and convenient price comparisons and purchases.

Above all, make sure employees are rewarded for their accomplishments in a special ceremony or meeting. The fact that they are being recognized in public can be an incentive in itself.

(Adapted from Wellness Council of America, Incentive Campaigns)



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Arkansas Department of Health Policy and Procedure for Healthy Employee Lifestyle Program (AHELP)

Definitions

State Agency - a department, agency, bureau, including the Bureau of Legislative Research, board, or commission of any branch of state government.

State Employee - a full-time employee of the State of Arkansas or any branch, department, agency, board, bureau, including the Bureau of Legislative Research, or commission of any branch of state government.

Healthy Employee Lifestyle Program or HELP - the incentive program of the Department of Health that rewards regular exercise, good nutrition, and other healthy lifestyle choices.

Granted – the date in which the participant selects the incentive in the AHELP web-tracking program.

Calendar year – January 1 through December 31.

Policy:

The Arkansas Department of Health:

- Makes the “Arkansas Healthy Employee Lifestyle Program” available to all state agency Directors.
- Assists the state agencies in implementation of the program.

State agency Directors shall consider making the Arkansas Healthy Employee Lifestyle Program available to the agency's employees.

At the discretion of the state agency Director:

- An employee may be granted paid leave of up to three days per calendar year for satisfactory compliance with the Arkansas Healthy Employee Lifestyle Program.
- The leave will be used in the calendar year in which it was granted.
- The leave is not compensable at termination.

Each agency shall identify and maintain, if practicable, in or near each agency building, an area or areas that employees may use for walking exercise.

The Arkansas Department of Health has an “Arkansas Healthy Employee Lifestyle Program” web site. Employees who participate in the AHELP on-line program will be more aware of:

- Making appropriate nutritional choices.
- Understanding the importance of maintaining a healthy weight.
- Understanding the benefits of regular physical activity.
- Understanding the need to reduce/cease tobacco use.
- Understanding the importance of regular medical screenings.





The AHELP web site allows participants to earn points for positive lifestyle activities and behaviors. Points are awarded according to the time spent performing activities such as:

- Cardiovascular exercises/physical activity
- Strength and flexibility exercises
- Consumption of healthy servings of fruits and vegetables daily
- Annual health assessments
- Remaining tobacco free

Employees who participate in the program will be able to purchase paid leave with the AHELP points they earn and with the approval of their supervisor.

Employees may participate in the "Arkansas Healthy Employee Lifestyle Program" by logging on to the AHELP web site and following the instructions to establish individual profiles and entering positive lifestyle activities and behaviors. The system automatically calculates daily points as well as tracking total points awarded.

Accumulated points transfer across participating state agencies/institutions.

AHELP Leave Incentive Redemption Process

1. The time-off incentive is limited by ACA 21-4-106, and the participating employee must meet the requirements for BOTH total number of points AND the time in which they are earned. The necessary points for redemption must have been earned within the 52 weeks prior to the date of requesting/redeeming the points.
2. The computer program determines if the points were earned in the time frame necessary. If the participant receives the message "You have not earned enough points within the specified time to earn this prize," the participant may not redeem the requested time-off. The participant may request a lesser amount of time off if the requirements of total points earned within the specified time are met.

Redemption of Points	
Total Points	Leave Accrued
600	1 hour (see note)
4750	8 hours
5320	16 hours
5890	24 hours
Note: One hour of leave may be taken up to four times every 52 weeks.	





6. Identify Resources for Supporting the Programs and Progress of the Wellness Committee

Many high-quality program materials are available free or at low cost from voluntary health organizations, local public health departments and state or national government agencies.

Evidence-based disease management programs for many conditions, including diabetes, high blood pressure, weight management and depression, are also available.

Small employers can often recruit free speakers for health awareness activities (such as monthly brown bag lunch talks) from local hospitals, public health departments, universities, voluntary health associations and private physician practices.

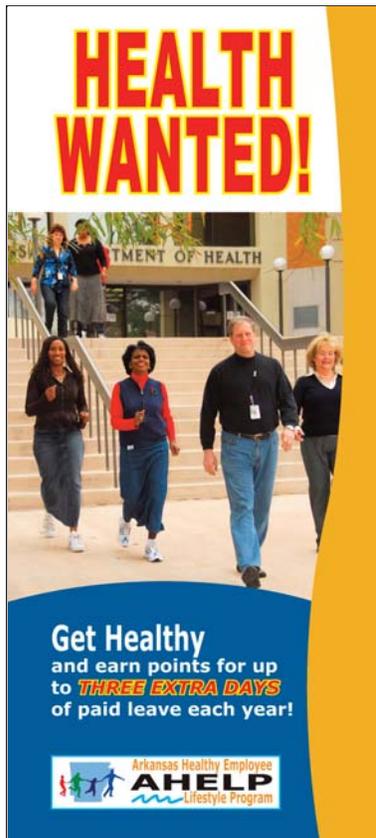
Agencies, boards and commissions may also consider offering health promotion programs in cooperation with health plan providers.

Lunch and learn educational programs conducted by ADH will be available by video conferencing or a copy on DVD. AHELP Leaders and Coordinators will be provided additional tips and information through e-mails and sharing sessions. For topics and resources available to agencies, boards and commissions link to clearinghouse resources: <http://ahelp.arkansas.gov>.





7. Market the Program.



Marketing a health promotion program is extremely important, both to make people aware the program exists and to motivate them to take advantage of it. The planning process itself can be a powerful marketing tool.

For example, broad employee involvement in planning fosters a sense of ownership of the program.

- Selection of a creative name or theme for the health promotion program often excites interest.
- A good needs assessment identifies health issues and program activities in which workers are already interested.
- Dedicated planning committee members are natural program spokespersons.
- An endorsement of the program from agency, board or commission director and/or senior manager is an effective marketing technique.
- Mail, bulletin boards and newsletter announcements are also possible at a very low cost.

Perhaps the best marketing tools of all, however, are pleased program participants, who provide free advertisement for you via word-of-mouth. Sample PowerPoint, communication plan, poster and brochure templates are available to AHELP Leaders and Coordinators for use in each agency, board and commission.





8. Implement the Program: Time for Success.

Starting a new AHELP Program involves putting the plan into action. It may require making arrangements with health promotion vendors, recruiting speakers, negotiating with health plans or health clubs, scheduling health promotion activities and more.

To some extent, implementation, marketing, acquiring resources and evaluation can all occur simultaneously. A good rule of thumb is to begin the program slowly and to lead off with those activities most likely to succeed.

Existing and ongoing programs and ideas will be shared through the AHELP Leaders and Coordinators across agencies, boards and commissions through the Statewide AHELP Committee.

HEALTH WANTED!



Arkansas Healthy Employee Lifestyle Program

Join the Arkansas Healthy Employee Lifestyle Program (AHELP) and start working your way to better health. State employees can get up to **three extra days** of paid leave based on the points earned for healthy behaviors.

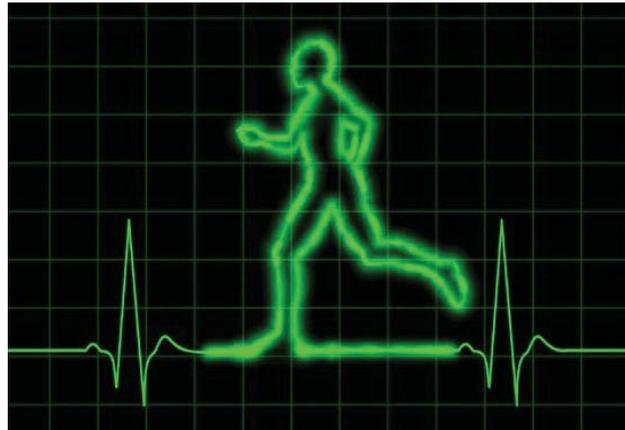
There is no fee to join. Just go online at www.ahelp.arkansas.gov to set up your profile and take the first steps toward better health!





9. Monitor Your Progress.

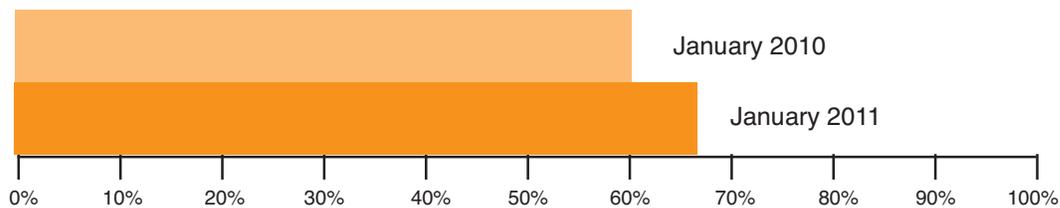
A good program evaluation looks at information to examine both how well the program is working (process measures) and whether or not it is achieving expected results (outcome measures). Program costs and outcomes can also be compared.



ADH is conducting a statewide, aggregate evaluation plan that is through AHELP, which is funded through a grant from Centers for Disease Control and Prevention. Individual state agencies', boards' or commissions' reports will also be available. For information, contact the AHELP Administrator.

Example Evaluation Result/ Outcome: There was a 10% increase in the proportion of program participants who ate three or more servings of fruits and vegetables a day when compared to the year before.

Program Participants Who Ate Fruits and Vegetables Three or More Times a Day



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10. Explanation of Points

Tobacco

When you're ready to quit, we're here to help. Call 1-800-QUIT-NOW (1-800-784-8669) for a free program to help you quit, with free medication while supplies last.



A participant can earn five (5) points per day for every day he/she does not use tobacco. If a participant is in a tobacco cessation program, they may earn points as long as they are committed to and attend the program

Dietary Guidelines for Americans www.DietaryGuidelines.gov

The Dietary Guidelines for Americans are the cornerstone of Federal nutrition policy and nutrition education activities. The U.S. Department of Health and Human Services and the Department of Agriculture joined together to produce the Dietary Guidelines for Americans. Here is an easy-to-read summary of the guidelines:

Make what you eat count.

- 🍎 Eat foods from the basic food groups listed on www.MyPyramid.gov: fruits and vegetables, grains, meat and beans, and milk or dairy products.
- 🍎 Limit saturated fats, trans fats, cholesterol, added sugars, salt and alcohol.
- 🍎 Eat a balanced diet.

Choose foods that are healthy for you.

- 🍎 Fruits and vegetables: Eat about 2 cups of fruit and 2½ cups of vegetables a day (based on a 2,000-calorie diet).
- 🍎 When eating fruits and vegetable eat a variety of colors such as dark green, orange, yellow and purple. Do the same with vegetables.
- 🍎 Eat at least 3 ounces of whole-grain products every day.
- 🍎 Eat or drink 3 cups a day of fat-free or low-fat milk/dairy products such as yogurt, cottage cheese or lactose free or soy-based cheese or milk.

How to choose your fats.

- 🍎 Only 20 to 35 percent of your calories should come from fat and only 10 percent from saturated fat.
- 🍎 Good sources of fat include fish, nuts and vegetable oils like olive oil or canola.
- 🍎 Choose meat, poultry and milk products that are low in fat.
- 🍎 Learn how to read and interpret labels on foods.





Keep your food safe.

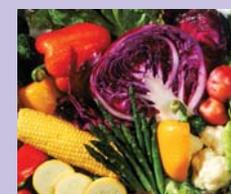
- 🍎 Wash your hands, food surfaces and all fruits and vegetables.
- 🍎 When cutting meat products wash the cutting surface and knife with soap and water before cutting vegetables or fruits.
- 🍎 Keep raw, cooked and ready-to-eat foods separate while shopping, storing and preparing.
- 🍎 Refrigerate foods that will spoil.
- 🍎 Learn the safe temperature to cook meats and poultry.
- 🍎 Avoid unpasteurized milk and raw eggs.

MyPyramid: To learn everything you need to know about how to develop healthy lifestyle habits for Nutrition and Physical Activity, see www.MyPyramid.gov. Develop your own My Pyramid and track and learn more each day about how to become or stay healthy.

A handy tool on serving size(s) to help you in counting is "Fruits and Vegetables in AHELP." Link to the ahelp web site (<http://ahelp.arkansas.gov>) to print your own copy.:

1 Serving Looks Like . . .	1 Serving Looks Like . . .	1 Serving Looks Like . . .	1 Serving Looks Like . . .
GRAIN PRODUCTS 1 cup of cereal flakes = fist 1 pancake = compact disc ½ cup of cooked rice, pasta, or potato = ½ baseball 1 slice of bread = cassette tape 1 piece of cornbread = bar of soap	VEGETABLES AND FRUIT 1 cup of salad greens = baseball 1 baked potato = fist 1 med. fruit = baseball ½ cup of fresh fruit = ½ baseball ¼ cup of raisins = large egg	DAIRY AND CHEESE 1½ oz. cheese = 4 stacked dice or 2 cheese slices ½ cup of ice cream = ½ baseball FATS 1 tsp. margarine or spreads = 1 die	MEAT AND ALTERNATIVES 3 oz. meat, fish, and poultry = deck of cards 3 oz. grilled/baked fish = checkbook 2 Tbsp. peanut butter = ping pong ball

For more information about the Dietary Guidelines for Americans visit www.healthierus.gov or www.mypyramid.gov. This information is meant to be used as an educational tool. If you have specific questions about your nutrition/diet consult a healthcare provider.



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Physical Activity

3 days per week = 100 points/month

5 days per week = 150 points/month

7 days per week = 200 points/month

Approximately 90 minutes daily is recommended for weight loss.

Participants can earn an additional one (1) point per ten (10) minutes of strength/flexibility exercise up to thirty (30) minutes per day [three (3) points].

1. Cardiovascular (Aerobic) Activity: Enter the TOTAL NUMBER OF MINUTES into the system.

Each participant can earn additional points for minutes of activity above the 30 minutes per day. Participants will receive one (1) point per ten (10) minutes of cardiovascular (aerobic) exercise up to an additional thirty (30) minutes per day.

2. Strength/flexibility Activity: Enter the TOTAL NUMBER OF MINUTES into the system. Participants can earn an additional one (1) point per ten (10) minutes of strength/flexibility exercise up to thirty (30) minutes per day.

The AHELP web-based system will automatically add the bonus points, depending on the data entered. The system will allow 90 minutes total credit for one day. Participants should ALWAYS enter data in total number of minutes of both cardiovascular and stretching/flexibility for a single day – such as 30 total minutes of activity – NOT three (3) activities per day.

2008 Federal Guidelines for Physical Activity for Adults

Adults (aged 18–64)

- Adults should do 2 hours and 30 minutes a week of moderate-intensity, or 1 hour and 15 minutes (75 minutes) a week of vigorous-intensity aerobic physical activity, or an equivalent combination of moderate- and vigorous-intensity aerobic physical activity. Aerobic activity should be performed in episodes of at least 10 minutes, preferably spread throughout the week.
- Additional health benefits are provided by increasing to 5 hours (300 minutes) a week of moderate-intensity aerobic physical activity, or 2 hours and 30 minutes a week of vigorous-intensity physical activity, or an equivalent combination of both.
- Adults should also do muscle-strengthening activities that involve all major muscle groups performed on 2 or more days per week.

How much physical activity do you need?

Regular physical activity helps improve your overall health and fitness, and reduces your risk for many chronic diseases.

Fitting regular exercise into your daily schedule may seem difficult at first, but the 2008 Physical Activity Guidelines for Americans are more flexible than ever, giving you the freedom to reach your physical activity goals through different types and amounts of activities each week. It's easier than you think!



Children
Ages 6 - 17



Adults
Ages 18 - 64



Older Adults
Ages 65+





Older Adults (aged 65 and older)

- Older adults should follow the adult guidelines. If this is not possible due to limiting chronic conditions, older adults should be as physically active as their abilities allow. They should avoid inactivity. Older adults should do exercises that maintain or improve balance if they are at risk of falling.

For all individuals, some activity is better than none. Physical activity is safe for almost everyone, and the health benefits of physical activity far outweigh the risks. People without diagnosed chronic conditions (such as diabetes, heart disease, or osteoarthritis) and who do not have symptoms (e.g., chest pain or pressure, dizziness, or joint pain) do not need to consult with a health care provider about physical activity.

Children and Adolescents With Disabilities

Work with the child's health care provider to identify the types and amounts of physical activity appropriate for them. When possible, these children should meet the guidelines for children and adolescents—or as much activity as their condition allows. Children and adolescents should avoid being inactive.

Pregnant and Postpartum Women

Healthy women who are not already doing vigorous-intensity physical activity should get at least 2 hours and 30 minutes (150 minutes) of moderate-intensity aerobic activity a week. Preferably, this activity should be spread throughout the week. Women who regularly engage in vigorous-intensity aerobic activity or high amounts of activity can continue their activity provided that their condition remains unchanged and they talk to their health care provider about their activity level throughout their pregnancy.

Adults With Disabilities

What if you have a disability?

If you are an adult with a disability, regular physical activity can provide you with important health benefits, like a stronger heart, lungs, and muscles, improved mental health, and a better ability to do everyday tasks. It's best to talk with your health care provider before you begin a physical activity routine. Try to get advice from a professional with experience in physical activity and disability. They can tell you more about the amounts and types of physical activity that are appropriate for you and your abilities. If you are looking for additional information, visit The National Center on Physical Activity and Disability <http://www.ncpad.org/>.

Doctor-Recommended/Age-Appropriate Screenings

One-hundred points are available for completing the required annual age-appropriate/doctor-recommended screenings. Points must be entered by the participant using the YEARLY ACTIVITIES selection.

Annual Health Risk Assessment (HRA)

One-hundred points are available for completing the required HRA. Points are automatically generated after completing the HRA into AHELP.

For copies of this document or any documents mentioned in this toolkit and other resources link to <http://ahelp.arkansas.gov> and <http://worksitewellness.arkansas.gov>.

