



WELLNESS  
COUNCIL  
OF INDIANA™



YOUR JOURNEY BEGINS HERE  
**MEMBER GUIDE**



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## CONNECT WITH US!

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Dear Friends,

Welcome to the Wellness Council of Indiana! We're glad to have your organization as a member. My name is Lisa Day and I am the president of the Wellness Council of Indiana (WCI) board of advisors.



Personally, I strive to promote the health and well-being in my workplace, community and own personal connections. Professionally, in my role at Kimball International, I coordinate, communicate and lead several key wellness initiatives and strategies to assist employees in adopting healthier lifestyles. As there is no single way to achieve health, I welcome the diversity of helping others at different stages of their wellness journey, just as the Wellness Council of Indiana helps guide organizations through their personalized wellness journeys.

The WCI is here to improve the quality of life for Indiana residents by empowering employers and communities to create thriving places to live, work, learn and play through opportunities for connection, collaboration, education and evaluation

The WCI focuses on supporting organizations, like Kimball International and yours, through the development, maintenance and evolution of strategic workplace well-being strategies. Employees, organizations and communities benefit when we prioritize individual health needs and make commitments to well-being.

Let the WCI guide you along the pathway toward the goal of a well workplace.

Once again, thank you for joining us. Wellness is evolving rapidly, and your own workplace efforts should too. We look forward to providing you with a positive and valuable member experience.

Let's work together to make Indiana a healthier place to live, work, learn and play.

Lisa Day, Board President  
Wellness Council of Indiana





# MEMBER CONNECTIONS

## RECOGNITION

**AchieveWELL** is the Wellness Council's assessment, evaluation and recognition program that recognizes excellence in the field of workplace well-being.

**Indiana Healthy Communities** provides Hoosier communities with the data, evaluation and strategy to become a healthier place to live, work, learn and play.

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## BEST PRACTICE SHARING

**IdeaShares** are informal roundtable discussions on workplace well-being topics held throughout the state.

**Special Interest Groups** convene organizations of similar industries and size to discuss best practices, challenges and successes.

**Monthly webinars** and training provide educational and networking opportunities for members.

## EMPLOYER SOLUTIONS

**Indiana Workforce Recovery** provides the education, best practices and advocacy to help employers navigate workplace substance misuse, treatment and recovery support conversations.

**Member-only access** to templates for wellness programs and challenges, compliant smoking cessation programming, research, workbooks and inventories.

New Wellness Council partnership with **On Target Health** provides member-exclusive discounts to targeted obesity intervention program.

**Onsite Consultations** provide free, personalized strategic guidance regarding diabetes and tobacco use in the workplace.

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## ANNUAL WELLNESS SUMMIT

The **Indiana Wellness Summit** is the largest gathering of wellness professionals in the state. Learn and connect with professionals to share challenges, successes and best practices.





# MEMBER BENEFITS

<p><b>AchieveWELL 3, 4 or 5 Star Designation</b> Comprehensive assessment and evaluation of organization’s current workplace well-being culture</p>
<p><b>Annual Indiana Wellness Summit</b> The largest gathering of wellness professionals in Indiana which allows well-being enthusiasts to learn, collaborate and celebrate workplace wellness</p>
<p><b>IdeaShare and Best Practice Sharing</b> Informal roundtable discussion series aims to bring together wellness professions to share ideas, challenges and best practices on worksite wellness topics</p>
<p><b>Indiana Healthy Communities</b> Community assessment and recognition program designed to help Hoosier communities become better places to live, work, learn and play</p>
<p><b>Indiana Workforce Recovery</b> Providing employers with tools and resources to address substance use in the workplace through prevention, policies and recovery supports</p>
<p><b>On-line Resource Center</b> Member-only access to template programs, turnkey solutions and program ideas to guide successful implementation and management of wellness programs</p>
<p><b>On Target Health</b> New Wellness Council partnership with On Target Health provides member-exclusive discounts to targeted obesity intervention program</p>
<p><b>Quit Now Tool</b> An interactive, educational, on-line program focused on tobacco cessation and prevention</p>
<p><b>Wellness Communications and Webinars</b> Monthly member-only briefs, newsletters and webinars covering wide-ranging and relevant workplace well-being issues</p>
<p><b>Wellness Consultation</b> Strategic advice, best practice scenario coaching and assistance in developing operational plans for the management and execution of a workplace wellness strategy</p>
<p><b>Wellness Helpline</b> Quick and reliable answers to your wellness questions</p>

\*Corporate sponsorship and partnership opportunities are available.





# INDIANA HEALTHY COMMUNITIES

## THE PROCESS:

**Indiana Healthy Communities (IHC)** is the Wellness Council of Indiana's evidence-based collaboration process designed to help communities focus on implementing and sustaining a culture of health and well-being to spur economic and workforce vitality. IHC helps communities:

- **Assess** their programs, services and infrastructure in four domains: Health, Economy, Environment and Community
- **Use data** from the assessment and other sources to determine community needs
- **Take action** by assisting key stakeholders in developing a Healthy Community Action Plan with goals and objectives
- **Gain recognition** for the steps taken to improve community health and quality of life with the Indiana Healthy Community designation from the Wellness Council of Indiana

Contact the Wellness Council of Indiana

Convene key community leaders and stakeholders to complete the assessment

Receive assessment analysis and scorecard

Complete Healthy Community Action Plan

Receive Indiana Healthy Community designation



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## ASSESSMENT, EVALUATION, RECOGNITION

### WHAT IS ACHIEVEWELL?

AchieveWELL is the Wellness Council of Indiana's workplace wellness assessment, evaluation and recognition program. It meets organizations where they are and guides them to the next level of well-being by using tools, templates and personal coaching to help deliver comprehensive and consistent workplace well-being efforts.

### WHY PARTICIPATE?

Being recognized as one of the healthiest workplaces in Indiana offers significant competitive advantages in recruiting and retaining your best employees! The healthiest workplaces gain additional benefits through better health outcomes, lower absenteeism and higher productivity.

### DESIGNATION LEVELS

- 3 Star establishes a blueprint to lay the foundation for your strategic workplace wellness program.
- 4 Star analyzes how wellness initiative positively affects workplace health policies and environmental well-being.
- 5 Star evaluates how you have cultivated a culture of wellness throughout the organization.

### WHO IS ELIGIBLE?

- Any for profit or not-for-profit business with at least five employees
- Governmental entities
- School corporations, including universities and colleges
- Organizations with existing employee health and well-being efforts
- Organizations just starting employee health and well-being efforts



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3Rivers Federal Credit Union  
– 5 Star AchieveWELL  
Organization (designated 2018)

## ASSESSMENT, EVALUATION, RECOGNITION

### 3 STAR – LAYING THE FOUNDATION

Companies should address or have plans to address the 10 Foundational Steps of AchieveWELL.

- Leadership throughout the organization
- Wellness team
- Measure what matters
- Data driven decision making
- Integrate with your organization's mission/vision
- Operating plan
- Communication strategy
- Reward optimization
- Align with safety and injury prevention
- Creating responsible, accountable and supportive environments

### 4 STAR – WORKPLACE WELLNESS POLICIES

- All 3 Star criteria must be satisfied
- Proof of specific program(s) addressing chronic disease management issues
- Wellness efforts focus on all dimensions of well-being and not exclusively on reducing costs
- Minimum of five programmed activities for employees ongoing throughout the year
- Demonstrate evidence of community involvement
- Documentation of increased awareness toward safety, ergonomics and/or corporate risk mitigation
- Completed 24 months of continuous program activity
- On-site or phone evaluation will be conducted, depending on the workplace

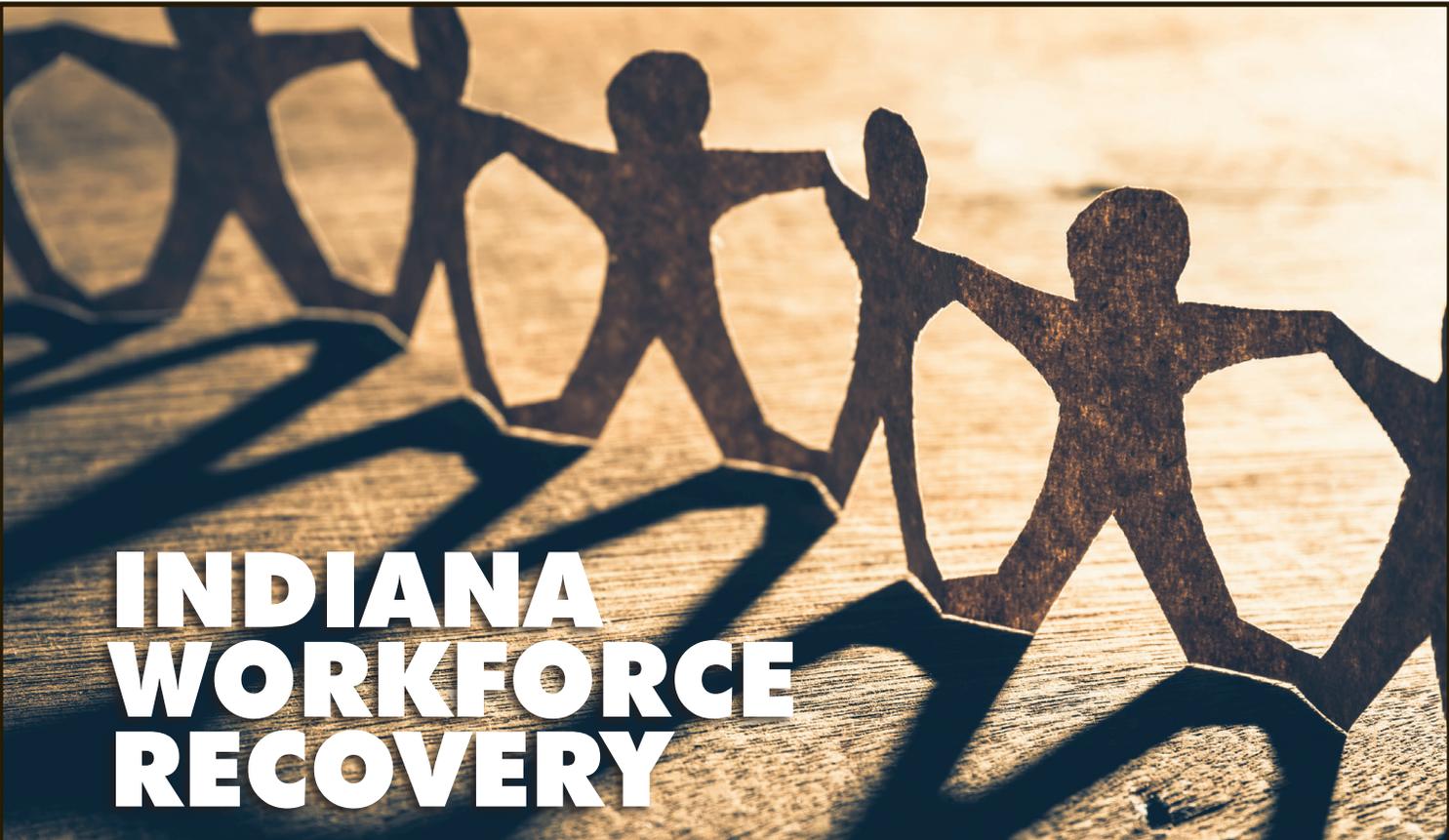
### 5 STAR – WELLNESS CULTURE IN THE ORGANIZATION

- All 4 Star criteria must be satisfied
- Complete 60 months of continuous program activity
- Create a narrative highlighting evolution of wellness initiative
- Demonstrate proof of community involvement beyond financial support
- Demonstrate movement from extrinsic motivation-based to intrinsic motivation-based programming
- Show that wellness is part of the company culture
- Show evidence of senior leader involvement
- On-site evaluation will be conducted at the workplace



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# INDIANA WORKFORCE RECOVERY

**Indiana Workforce Recovery (IWR)** was launched by the Wellness Council of Indiana in February 2018 in cooperation with the Indiana Chamber of Commerce with support from Gov. Holcomb's administration. The mission of IWR is to equip employers with the tools and resources they need to combat the impact of substance misuse in the workplace.



**80%**

of Indiana employers are directly affected by opioid abuse

**58%**

of Hoosiers with active substance use disorder are currently in the workplace

**16.8%**

of unemployed individuals and 9% of individuals not engaged in the labor force nationally have substance use disorder

**\$1.5**

billion spent in direct costs due to opioid misuse in Indiana

**1/3**

of supervisors and managers know how to detect substance use

## Strategic and Tactical Goals:

1. Analyze the Hoosier workplace: Build statistically sound and comprehensive data
2. Establish, educate and disseminate best practices
3. Coordinate the employer response to the opioid epidemic
4. Build a workplace environment that is substance misuse free and recovery friendly
5. Advocate for change in policy or statute to support business in its actions to create and maintain a healthy workforce



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# INDIANA WORKFORCE RECOVERY

## ACTIONS EMPLOYERS CAN TAKE TODAY

The Wellness Council of Indiana recommends employers implement the following actions to address opioid misuse in the workplace. A comprehensive approach includes efforts to improve awareness, update company policies and offer support. Once established, these changes should result in reduced health care costs, turnover and employee absences; improved workplace culture, morale and wellness; and increased productivity and service measurements.

1. **Review and update your company policy on prescription drug use in the workplace.** Many employers include drug screens for illegal drugs and have existing policies for illegal drug use, but few have policies to include prescription drug use at work or return to work policies. Identify what a drug free workplace means for your organization.

- National Safety Council Employer Toolkit: [www.nsc.org/work-safety/safety-topics/drugs-at-work](http://www.nsc.org/work-safety/safety-topics/drugs-at-work)
- Substance Abuse and Mental Health Services Administration Drug Free Workplace Toolkit: [www.samhsa.gov/workplace/toolkit](http://www.samhsa.gov/workplace/toolkit)

2. **Offer employee education to raise awareness about opioid use and misuse.** Destigmatizing substance abuse disorders through education can encourage those in need to seek treatment. Provide employees resources for prescription drug takeback programs, alternative options for pain medication and online resources. Communicate new policies on prescription drug use in the workplace.

- BitterPill.IN.gov for prescription takeback locator
- Walgreens.com for takeback information

3. **Review hiring and retention practices to accommodate workforce needs.** Update your screening process to include opioids. Use disorder treatment program. Include substance use disorder treatment in your Employee Assistance Program (EAP).

- Indiana Next Level Recovery treatment locator: [in.gov/recovery/index.html](http://in.gov/recovery/index.html)
- Indiana Family & Social Services Administration for treatment locations and types: [www.in.gov/fssa/addiction](http://www.in.gov/fssa/addiction)
- Indiana Division of Mental Health & Addiction hotline: 800-662-HELP (4357)





# QUIT NOW!

## INTRODUCTION

The QUIT NOW Tool is a web-based program to help you, or someone you care about, quit using tobacco. Even if you are not a smoker, you're still invited to participate. It takes 10-15 minutes per week to experience the program, and you can access it from any location with an internet connection.

## WHAT TO EXPECT

The Wellness Council of Indiana will create a login account for you to get started. Using your login information, you can participate whenever it's convenient for you.

## HOW TO GET STARTED

After expressing interest, either to your employer or to the Wellness Council, go to [www.quitnowtool.com](http://www.quitnowtool.com) and enter your login information, which will be provided for you in an email.

To begin, log in with the username and password emailed to you from the QUIT NOW Tool system.

Before you get started with the program, we'll ask you a few questions. Your answers are private and do NOT identify you in any way. We use this information only to learn more about how to best serve you. Your employer will NOT know how you've answered the questions.

## FUNCTIONS OF THE EMPLOYEE PROGRAM

The QUIT NOW Tool offers quick video vignettes and brief tobacco-related information in each chapter of the program. You can participate every five days, for a total of 12 chapters. Non-tobacco users are invited to participate in the first three chapters.

We've designed this program to be interactive, easy to use and a link to other resources to support you in quitting.



QUIT NOW Tool Helpline | [quitnow@wellnessindiana.org](mailto:quitnow@wellnessindiana.org) | (317) 264-2165

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## OUR MISSION

The Wellness Council of Indiana (WCI) works collaboratively to positively impact the economic vitality of the state of Indiana by evaluating and guiding workplaces and communities through the development of their own comprehensive health and wellness strategy. WCI members and staff inspire active living, community engagement and corporate social responsibility.

**Check us out at [www.wellnessindiana.org](http://www.wellnessindiana.org)**



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