



# Wellness Programs Checklist

---

**This checklist will help guide you to create a wellness program suited to your unique business and employee needs.**

## Designing an employer-sponsored wellness program requires considerable thought and planning.

Gather feedback from this checklist to help you select a program that fits with your organization's strategies while providing a valuable benefit to employees.

### Take the following steps to help decide whether your company should sponsor a wellness program:

- Decide what outcomes are most important, such as improving safety, reducing healthcare costs, decreasing absenteeism, or increasing employee morale, to name a few.
- Consider surveying employees, reviewing benefits use, or conducting a health risk assessment to determine areas of interest.
- Collaborate with stakeholders on how a wellness program may fit in with the organization's goals and the value it may bring to the company.
- Consider creating a wellness committee of various stakeholders.
- Establish a budget for funding a program.
- Consider common wellness program types, such as those promoting weight loss, smoking cessation, better nutrition, health screenings, disease management, or exercise programs.
- Decide whether offering incentives or rewards to employees is warranted, and evaluate the additional compliance considerations involved, such as those under the Americans with Disabilities Act (ADA), Genetic Information Nondiscrimination Act (GINA), Affordable Care Act (ACA), and Health Insurance Portability and Accountability Act (HIPAA).
- Meet with your insurance broker, who can provide assistance with research and recommendations of external vendors.
- Create a communication plan for sending surveys, launching the program, gathering feedback, and regularly reminding employees about the plan and its features.

### Once your program is in place, take these steps to maintain the program and ensure its success:

- Gather feedback from all stakeholders to ensure the organization's goals and desired outcomes are being met while providing a valuable benefit to employees.
- Compare your outcome goals with employee participation in the program.
- Continue consistent communication with employees about the program for increased participation.
- Consider a midyear employee survey to gather feedback about the program.
- Review metrics to help determine if the right program is in place.
- Confirm that any notice and other compliance requirements, such as those under the ADA, GINA, ACA, and HIPAA, have been met.
- Review budget allowance and employee feedback prior to plan renewal to determine whether changes are needed.
- Schedule a meeting with your insurance broker and external vendors prior to plan renewal to review participation, feedback, and potential changes.
- Review and update your plan to communicate program changes to employee's well before the plan renewal date.