

SAMPLE WORKSITE PARTNER ANNUAL REPORT

(Sample Questions. Survey link with final questions will be sent in January 2009.

At this point, just keep track using the form on page two of the number of worksites and employees that you are doing outreach to).

1. Provider name: _____
2. In the last 6 months (July 1, 2008 – December 31, 2008), did you do outreach and/or provide worksite wellness services to other businesses or employer groups?
 Yes
 No. If no, skip to the end and submit.
3. Did you use the Wisconsin Worksite Wellness Resource Kit as part of your outreach efforts?
 Yes
 No. If no, skip to question #11
4. How many worksites did you do outreach to in the last 6 months (July 1, 2008 – December 31, 2008)?
_____.
5. Approximately how many employees were associated with those worksites?
_____.
6. If you used the kit as part of your outreach efforts, which of the six steps or sections did you use or promote regularly? (check all that apply)
 I used the entire kit regularly – all six steps (If you answered yes here, move on to the next question)
 I used Step 1: Why have a worksite wellness program
 I used Step 2: How to get started
 I used Step 3: Assessing your worksite
 I used Step 4: Programming for your worksite
 I used Step 5: Making decisions: where to focus your efforts
 I used Step 6: Evaluating my program – Is it doing any good
7. If you used the kit, which of the following appendices did you use regularly? (check all that apply)
 I used all of the appendices regularly (If you answered yes here, move on to the next question)
 I used Appendix A: Disease Specific Resources
 I used Appendix B: Worksite Wellness Assessment Checklist
 I used Appendix C: Employee Survey
 I used Appendix D: Recommendation Table
 I used Appendix E: Action Plan Worksheet
 I used Appendix F: Wellness at Home
 I used Appendix G: Sample Policies
 I used Appendix H: Coordinator's Guide
8. Which parts of the Resource Kit have your clients found to be most useful?

9. Which parts of the Resource Kit do you feel need improvement (and in what way)?

10. What feedback have you gotten from your outreach clients on the Resource Kit?

11. Please share with us what you feel to be your greatest success using the Wisconsin Worksite Wellness Resource Kit.

Note: Some of these comments might be used as quotes (with permission) for ongoing and future promotion.

12. Are there any specific additional resources or topics you'd like added to the Kit or the Nutrition and Physical Activity website (<http://dhs.wisconsin.gov/health/physicalactivity/index.htm>)?

13. If you did not use the Wisconsin Worksite Wellness Resource Kit, is there any particular reason why you did not use the kit?

2008 Wellness Partner Outreach Tally Sheet

#	Outreach Date(s)	Employer Group or Business	Number of Employees
	<i>Ex.: August-May</i>	<i>ABC Insurance</i>	<i>110</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
		<i>Total # of Businesses</i>	<i>Total # of Employees</i>