

**Procedure(s) for Policy 07.056 Wellness@Health Program Activities and Services**

<b>Key Function</b>	<b>Activity</b>	<b>Person(s) Involved</b>
Identification of Wellness@Health activity (activity, product or event)	Activity identified by the Health and Wellness Advisory Committee through assessment of staff surveys, employee demographics, risk factors identified in Health Risk Assessments, staff suggestions, Wellness@Health activity proposals, other department strategies or through other external proposals (e.g.: Health Care Authority).	Health and Wellness Advisory Committee, Wellness@Health Program Coordinator and Other outside entities
Prioritization of Wellness@Health Program Activities	Prioritization determined by Health and Wellness Workgroup and given to Wellness@Health Program Coordinator	Health and Wellness Advisory Committee, Wellness@Health Program Coordinator
Assessment of activity proposal	Qualified activity is submitted for approval/denial. Activity is assessed using the Wellness@Health Activity Proposal Form and criteria.	Wellness@Health Program Coordinator
Initiating Activity	Upon approval, the Wellness@Health Program Coordinator will determine the method of initiating the activity (e.g. contract, procurement) and establish the activity through that method. The Wellness@Health Program Coordinator shall be the contract manager or approver of agreements established.	Wellness@Health Program Coordinator, Contracts and Procurement Office
Review and evaluation	Activities will be reviewed to determine whether to continue, modify or terminate the agreement used. Activity will be terminated if: complaints were received about vendor/provider; a new perspective is needed; performance issues present/statement of work not met; a change in direction of program is needed; there is lack of participation.	Wellness@Health Program Coordinator

**Link(s) to resources:**

[Wellness@Health Program Activity Proposal Form](#)

[Rules and Regulations for Town Center 3 Room 134 "Wellness@Health" room](#)

[DOH Liability Waiver](#)

<b>PROCESS: Approval and implementation of identified activity/event</b>		
<b>Steps</b>	<b>Activity or Event(s)</b>	<b>Person(s) Involved</b>

1	DOH staff or outside parties (if they contact DOH staff) may propose new activities, events or interventions by completing the Wellness@Health Program Activity Proposal form and submitting to Wellness@Health Program Coordinator. Wellness@Health will announce on their internal and external webpages that there are opportunities and the link to the "initiating an activity" process.	DOH staff, Outside Parties, Wellness@Health Coordinator
2	Wellness@Health Program Coordinator will consider proposals for new activities, events, and/or interventions on an on-going basis. Proposals will be submitted by staff or other vendors using the Wellness@Health Program Activity Proposal Form. Proposals will be reviewed to determine alignment with the Health and Wellness priorities and possible implementation options.	Wellness@Health Program Coordinator
3	<p>If the activity aligns with the Health and Wellness Workgroup priorities, that decision will be documented on the proposal form by the Wellness@Health Program Coordinator</p> <p>a. Proposed activities that would involve more than de minimis use of state resources as defined in department policy 07.015, including staff time, must be approved by Deputy Secretary for Administrative Operations, the Deputy Secretary for Public Health Operations, or the Secretary. If the Wellness@Health Program Coordinator determines the activity aligns with workgroup priorities, the program coordinator will submit the proposal to the Deputy Secretary/Secretary for review. The determination by the Deputy Secretary/Secretary to approve or deny will be documented.</p> <p>If it doesn't align, that decision will be documented on the proposal form by the Wellness@Health Program Coordinator and the activity will not be implemented.</p>	Wellness@Health Program Coordinator, Deputy Secretary, Secretary
4	<p>On approved activities, the Wellness@Health Program Coordinator will notify the originator of the proposal form to initiate implementation of the activity.</p> <p>For denied proposals, the Health and Productivity Coordinator will communicate that decision with the originator of the proposal.</p>	Wellness@Health Program Coordinator

**PROCESS: Review of existing vendor contracts**

<b>Steps</b>	<b>Activity or Event(s)</b>	<b>Person(s) Involved</b>
1	Each year, the Wellness@Health Program Coordinator will review all existing contracts for necessary modifications or renewal	Wellness@Health Program Coordinator
2	If the activity or vendor is terminated that decision will be documented by the Wellness@Health Program Coordinator and the activity will be dropped.	Wellness@Health Program Coordinator