

## Workplace Wellness Grant program glossary

**Absenteeism** – The average number of sick days or disability days per employee in a given time period (total sick and disability days taken during time period/total number of employees during the time period)

**Aggregate data** – The averaging and categorizing of a particular data element for the population of participating employees

**Application** – The application employers complete to determine eligibility for the first year of the program

**Biometric data** – Individual measures of blood pressure, cholesterol, body mass index (BMI), blood glucose and triglycerides

**BMI** – A number calculated from a person's weight and height, which is an indicator of body fat for most people. Equation:  $\text{weight (lbs)}/[\text{height (in)}]^2 \times 703$

**Case study report (annual)** – A report summarizing the activities completed in the previous year; participation rates in the various activities, activities planned for the upcoming year and any other unique features of the wellness program

**Eligibility criteria** – The requirements an employer needs for eligibility to apply for the grant

**Employer/BWC grant agreement** – The legal agreement between the employer and BWC that specifies requirements for participation in the Workplace Wellness Grant program

**Employer/wellness program vendor contract** – The legal contract between the employer and the wellness program developer that specifies the services that will be provided and the cost of those services

**Health awareness training** – Training to make employees aware of health-risks and resources for assistance

**Health-care-utilization costs** – The total amount of money paid by the health-insurance company for the employees' health-related products and services

**Health coaching** – Individual or group discussion and counseling services provided to help people achieve their personal health goals

**Health-promotion activities** – Activities and workshops that are geared toward "... the process of enabling people to increase control over, and to improve, their health. To reach a state of complete physical, mental and social well-being, an individual or group must be able to identify and to realize aspirations, to satisfy needs, and to change or cope with the environment..." (World Health Organization, The Ottawa Charter for Health Promotion, First International Conference on Health Promotion, Ottawa, 21 November 1986) <http://www.who.int/healthpromotion/conferences/previous/ottawa/en/index.html>

**Health-risk assessment (HRA)** – A questionnaire completed by each individual employee that is designed to help assess current health status and build motivation to improve

**Health-risk factors** – Physical and mental characteristics that can be modified, nearly always with much less cost compared to waiting for sickness and then attempting to treat the disease

**Health Insurance Portability and Accountability Act (HIPAA)** – The Act regulates the use and disclosure of protected-health information (PHI) held by "covered entities," generally, health-care clearinghouses, employer sponsored health plans, health insurers and medical service providers that engage in certain transactions. HIPAA addresses wellness programs: [http://www.dol.gov/ebsa/faqs/faq\\_hipaa\\_ND.html](http://www.dol.gov/ebsa/faqs/faq_hipaa_ND.html)

**Industry bucket** – This is the industry sector that the company represents

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**Legal requirements** – Requirements related to confidentiality of PHI and the use of incentives, as well as wellness program operations that implicate other laws such as Employment Retirement Income Security Act (ERISA), the American Disabilities Act (ADA), Civil Rights Act of 1965, and Genetic Information Nondiscrimination Act of 2008 (GINA)

**National Committee for Quality Assurance (NCQA)** – A private, 501(c)(3) not-for-profit organization dedicated to improving health-care quality. Although it is not required, some wellness program developers are NCQA certified.

**On-line portal** – A secure, Internet-based interface for employees to complete health-risk assessments and receive confidential, individualized resources for health improvement

**Participating employee** – An employee who completes a yearly HRA, undergoes a biometric screening, and engages in activities that show progress toward health improvement goals

**Participation incentive** – Monetary or material incentives for participation in the workplace wellness grant program

**Pre-existing workplace wellness program** – Used to identify an existing wellness program, as defined by BWC (See “Workplace Wellness Program” below.)

**Presenteeism** – The loss of worker productivity due to health-related problems usually expressed as number of hours per employee or cost per employee in a given time period

**Program plan** – A summary of the planned activities for the upcoming year of the wellness program

**Program start date** – The date stated on the grant award letter. This date marks the three-month time period an employer has to contract with a wellness program vendor, administer the HRAs and biometric screenings, and provide the required data elements to BWC.

**Proof of purchase** – Copies of canceled checks and paid invoices for the wellness services received

**Safety Management Self-Assessment survey** – An electronic form an employer submits to BWC with the workplace wellness grant application to help BWC assess his/her current processes for safety and claims management

**Utilization Review Accreditation Commission (URAC)** – An independent, non-profit organization that promotes health-care quality through its accreditation, education and measurement programs

**Vendor information form** – The form in the BWC workplace wellness grant application that employers complete so BWC can issue the grant check

**Wellness grant approval board** – BWC staff members who review the grant applications and decide on approval

**Wellness program coordinator** – The individual at the organization who coordinates the wellness program and communicating with the wellness program developer and BWC

**Wellness program plan** – A summary of the planned activities for the upcoming year of the program, based on results of HRAs, biometric findings, employee interests, and planned programs

**Wellness program vendor** – The organizations that assists employers in the development of effective workplace wellness programs

**Wellness program rule** – The administrative rule that establishes the wellness grant program and outlines how to administer the program

**Wellness team/committee** – A group of individuals responsible for helping the organization develop and maintain an effective wellness program

**Workplace wellness program, BWC definition** – A workplace wellness program consists of tools such as a HRA and a biometric assessment, both of which measure health-risk factors, and programs designed to address those health-risk factors.