

Staff Wellness Subcommittee Goals and Activities

GOAL #1

Develop a process to communicate classes and programs available through the AACPS healthcare carrier (CareFirst) to principals/supervisors.

Activities:

- 1.1 Determine amount of wellness credits available through CareFirst.
- 1.2 Obtain updated list of course offerings from CareFirst.
- 1.3 Communicate list to Regional Assistant Superintendents.
- 1.4 Identify work locations.
- 1.5 Finalize logistics of the programs with CareFirst.



GOAL #1 - Develop a process to communicate classes and programs available through the AACPS healthcare carrier (CareFirst) to principals/supervisors.

| Activity 1.1 – Determine amount of wellness credits available through CareFirst. | | In place by | Responsibility |
|---|--|---|-----------------------|
| | | December/July each year | HR/Benefits |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> Contact CareFirst to determine amount of wellness credits available for next year. Allocate half of funds to Spring and half to Fall. Develop spreadsheet to track usage of credits | <ul style="list-style-type: none"> Amount of wellness credits verified and divided. Spreadsheet developed. | <ul style="list-style-type: none"> Classes and costs tracked by work location. | |

| Activity 1.2 – Obtain updated list of course offerings from CareFirst. | | In place by | Responsibility |
|---|--|--|-----------------------|
| | | December/July each year | HR/Benefits |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> Contact the Senior Wellness Consultant from CareFirst to obtain the most up-to-date course listing. Review the list to determine the appropriate courses to offer. | <ul style="list-style-type: none"> Summary list of courses AACPS would offer. | <ul style="list-style-type: none"> Course listing is up-to-date and accurate. | |



| Activity 1.3 – Communicate list to Regional Assistant Superintendents. | | In place by | Responsibility |
|--|--|---|-------------------------|
| | | January/August | HR (Executive Director) |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> 1. Provide list of courses to Deputy Superintendent. 2. Deputy Superintendent makes list available to Regional Assistant Superintendents and supervisors. 3. Allocate wellness credits equally between clusters. | <ul style="list-style-type: none"> • Regional Assistant Superintendents/ Principals respond to Wellness Office before deadline. | <ul style="list-style-type: none"> • Course listing is shared with principals/supervisors by end of January/August. • Responses obtained. | |

| Activity 1.4 – Identify work locations. | | In place by | Responsibility |
|---|--|--|-----------------------|
| | | February/September | HR/Benefits |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> 1. Follow up with Regional Assistant Superintendents as necessary. 2. Identify work locations. | <ul style="list-style-type: none"> • Work locations identified. • Work locations notified. | <ul style="list-style-type: none"> • Prompt notification of applicants. • Monitor wellness budget to make sure credits available are not exceeded. | |



| Activity 1.5 - Finalize logistics of the programs with CareFirst. | | In place by | Responsibility |
|---|--|--|-----------------------|
| | | February/ September | HR/Benefits/CareFirst |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> 1. Obtain questionnaire from CareFirst. 2. Share questionnaire with each approved work location. 3. Email questionnaire back to CareFirst. 4. Resolve any outstanding questions from CareFirst. 5. Communicate class/instructor details with work location. | <ul style="list-style-type: none"> • Classes organized for the calendar year. | <ul style="list-style-type: none"> • Feedback from work locations. • Budget adherence. | |

