

# 2014

## Employer Manual

# Healthy Maine Works



Maine Center for Disease  
Control and Prevention  
An Office of the  
Department of Health and Human Services

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

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## Healthy Maine Works Overview

Significant research on worksite wellness programs over the past 30 years has led to three important conclusions. First, employee health risks are directly linked to healthcare and productivity costs. Second, worksite wellness programs can reduce employee health risks, leading to lower healthcare costs, decreased workers compensation and disability expenses, and reduced absenteeism. Third, worksite wellness programs produce savings that are many times greater than the costs, from \$3 to \$6 saved for every \$1 invested. Despite the potential to reduce healthcare use and improve productivity, a vast majority of Maine employers do not have wellness programs in place.

The purpose of **Healthy Maine Works (HMW)** is to guide and support Maine employers in developing worksite wellness programs that support the health of employees. **Supporting employee health can improve employee on-the-job performance, impact the bottom line, and help individuals and families stay well.** HMW is a project of Maine’s Center for Disease Control, Office of Substance Abuse, and Department of Education, and is delivered in collaboration with local Healthy Maine Partnerships (HMP) across the state.

This **online, easy-to-use software tool** is available **free of charge** to employers of all sizes across the state. The tool offers

1. Employee Health Needs and Interest Surveys
2. An Organizational Assessment to identify health-related priorities
3. A Customizable Wellness Work Plan
4. A wide selection of Wellness Resources any sized employer can utilize.

For **employers just getting started**, the simple, guided and no-cost process for developing a worksite wellness plan is a great first step. For **worksites with existing programs**, the tried and tested wellness activities combined with the expertise and resources provided by Healthy Maine Partnership staff will give any wellness program a boost.

If you would like to get started using Healthy Maine Works or have questions about its use, contact your local [Healthy Maine Partnership](#) or [Meredith Backus](#), Public Health Educator at DHHS / Maine CDC MCVHP.

## Accessing the website

**Step 1:** Go to Healthy Maine Works at: <https://www.healthymaineworks.org/>

## Creating an Account

**Step 1:** Select the [SIGN UP](#) link to create your new account.

**Step 2:** Complete all of the required fields in the registration form.

**Step 3:** Click submit to create your account.

**Step 4:** The Worksite Health Specialist will review your registration form and activate your account. Once approved, you will receive an activation link via email from [MaineGoodWork@kitsolutions.net](mailto:MaineGoodWork@kitsolutions.net).

**Step 5:** Click the activation link in the email message. This will activate your account.

**Step 6:** Once your account is activated, you will receive a second email from [MaineGoodWork@kitsolutions.net](mailto:MaineGoodWork@kitsolutions.net) with your login information (Login Name and Password).



Healthy Maine Works (HMW) is a FREE on-line tool designed to guide Maine employers in developing an effective worksite wellness plan. The program offers Maine employers a variety of resources, including:

- Employee health needs and interest surveys
- An organizational assessment to identify health-related priorities
- Detailed wellness strategies and helpful resources
- A customizable, downloadable wellness action plan

New to Healthy Maine Works?

[SIGN UP](#) to create your new account.

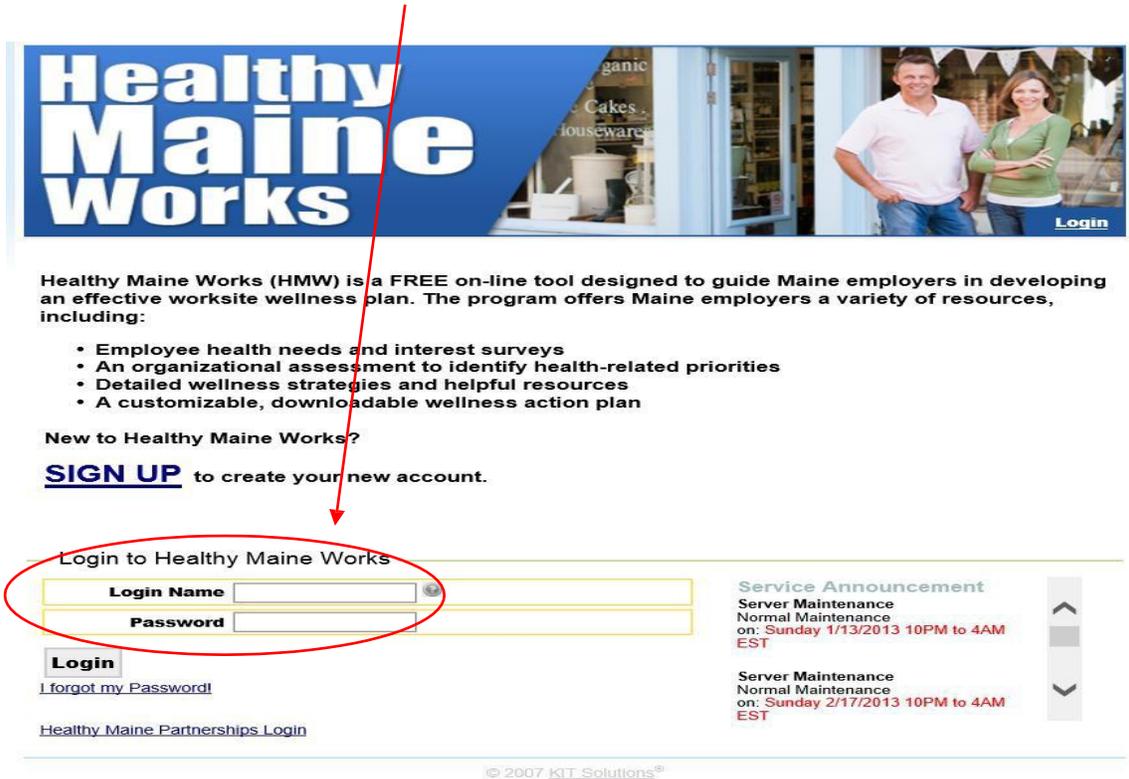
Login to Healthy Maine Works

<p><b>Login Name</b> <input type="text"/></p> <p><b>Password</b> <input type="password"/></p> <p><b>Login</b></p> <p><a href="#">I forgot my Password!</a></p> <p><a href="#">Healthy Maine Partnerships Login</a></p>	<p><b>Service Announcement</b></p> <p><b>Server Maintenance</b> Normal Maintenance on: Sunday 1/13/2013 10PM to 4AM EST</p> <p><b>Server Maintenance</b> Normal Maintenance on: Sunday 2/17/2013 10PM to 4AM EST</p>
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## Logging in as an Employer

**Step 1:** Enter Login Name and Password. Note: You should have received an e-mail from [MaineGoodWorks@kitsolution.net](mailto:MaineGoodWorks@kitsolution.net) providing your login and password. If you have any questions, contact your HMP.



**Healthy Maine Works**

Healthy Maine Works (HMW) is a FREE on-line tool designed to guide Maine employers in developing an effective worksite wellness plan. The program offers Maine employers a variety of resources, including:

- Employee health needs and interest surveys
- An organizational assessment to identify health-related priorities
- Detailed wellness strategies and helpful resources
- A customizable, downloadable wellness action plan

New to Healthy Maine Works?  
**[SIGN UP](#)** to create your new account.

Login to Healthy Maine Works

**Login**

[I forgot my Password!](#)

[Healthy Maine Partnerships Login](#)

**Service Announcement**  
Server Maintenance  
Normal Maintenance  
on: **Sunday 1/13/2013 10PM to 4AM EST**

Server Maintenance  
Normal Maintenance  
on: **Sunday 2/17/2013 10PM to 4AM EST**

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## Key Elements of Employer Homepage

### **Administration**

Used for Business Registration, Managing User, and Password Changes.

### **Employee Survey Management**

Used to distribute employee surveys (electronic or hard copy), and to review aggregate survey results.

### **Worksite Inventory**

Used to complete worksite inventory for recommendations.

### **Worksite Work Plan**

Used for choosing which recommendations to implement, also to view work plan at any time.

### **Help**

This function is not being used at this time.

## Administration

### Changing Business Information

**Step 1:** From the Employer Homepage choose the [Administration](#) link.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Administration

- **Business Registration**  
Business Registration Module
- **Business Staff/User**  
Business Staff/User Module
- **Change Password**  
Change Password Module

▼ Show SiteMap

**Step 2:** Click the [Business Registration](#) link.

**Step 3:** To edit information click **Edit This Record**.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Administration > Business Registration

**Edit This Record**

General Information

<b>Worksite Name</b>	MCD Public Health
<b>Address</b>	11 Parkwood Drive
<b>City*</b>	Augusta
<b>State</b>	ME
<b>Zip</b>	04330 (xxxxx or xxxxx-xxxx)
<b>Web Site</b>	www.mcdph.org
<b>Worksite Contact Name</b>	Phil DiRuisso (first last)

**Step 4:** After editing click **Save**.

## Managing Users

**Step 1:** From the Employer Homepage click the [Administration](#) link

**Step 2:** Select [Business/Staff User](#)

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Administration

- [Business Registration](#)  
Business Registration Module
- [Business Staff/User](#)  
Business Staff/User Module
- [Change Password](#)  
Change Password Module

▼ Show SiteMap

**Step 3:** To add a new employee click on **Create New Staff Member**. To edit or delete an employee, click on the first name of the individual. Note: The following steps will be the same for creating a new staff member, or editing an existing staff member.

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Administration > Business Staff/User

**Create New Staff Member**

First Name	Last Name	Date Created	Date Last Changed
Phil	DiRusso	1/30/2013	1/30/2013
Jo-Anne	Bushey	1/30/2013	1/30/2013

▼ Show SiteMap

**Step 4:** Enter the employee's information into each field.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Administration > Business Staff User

You may now Add an item

**General Information**

First Name

Last Name

Title

Status Active

**Login Information**

Login Name

Password

**Contact Information**

Work Phone 1-  (xxx-xxx-xxxx)

Email

Save Cancel

Show SiteMap

**Step 5:** When finished click **Save**.

**Step 6:** An email will be sent requesting the user to activate the account.

**Step 7:** Click the activation link in the email.

**Step 8:** This link will prompt a success page on Healthy Maine Works.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

**Success!**  
Activation was successful.

To begin using Healthy Maine Works, please close this window and check your e-mail for your Healthy Maine Works login and password.

Show SiteMap

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**Step 9:** Another Email will be sent confirming the User Name and Login Information.

**Step 10:** This user will now be able to go to the Healthy Maine Works Homepage and login as an employer.

## Changing Password

**Step 1:** From Employer Homepage click the [Administration](#) link.

**Step 2:** Click the [Change Password](#) link.

The screenshot shows the Healthy Maine Works Employer Homepage. The header includes the logo and a navigation bar with links for Employee Survey Management, Worksite Inventory, Worksite Work Plan, Administration, and Help. The Administration link is circled in orange. Below the navigation bar, the breadcrumb trail reads "Home > Administration". A list of menu items is displayed, with "Change Password" circled in red. The "Change Password" item is described as "Change Password Module". A "Show SiteMap" link is visible at the bottom left.

**Step 3:** Enter current password and then enter the new password in the two boxes.

**Step 4:** Click Save when finished.

The screenshot shows the "Change Password" form within the Administration menu. The breadcrumb trail is "Home > Administration > Change Password". A message states "You may now Edit this item". The form is titled "Password Information" and contains three input fields: "Current Password", "New Password", and "Confirm New Password". The "Current Password" field is circled in red. At the bottom right of the form, the "Save" button is circled in orange. A "Show SiteMap" link is visible at the bottom left, and the copyright notice "© 2007 KIT Solutions®" is at the bottom center.

**Step 5:** Within the same window a Success box will be displayed confirming your password change.

## Employee Survey Management

### Administering an Employee Survey

Step 1: From the Employer Homepage click Employee Survey Management.



Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home

Worksite Initiative Steps

- **Employee Survey Management**  
Click here to administer a paper or electronic employee survey.
- **Worksite Inventory**  
Click here to complete a worksite wellness assessment.
- **Worksite Work Plan**  
Click here to review detailed strategies and build a worksite wellness action plan.

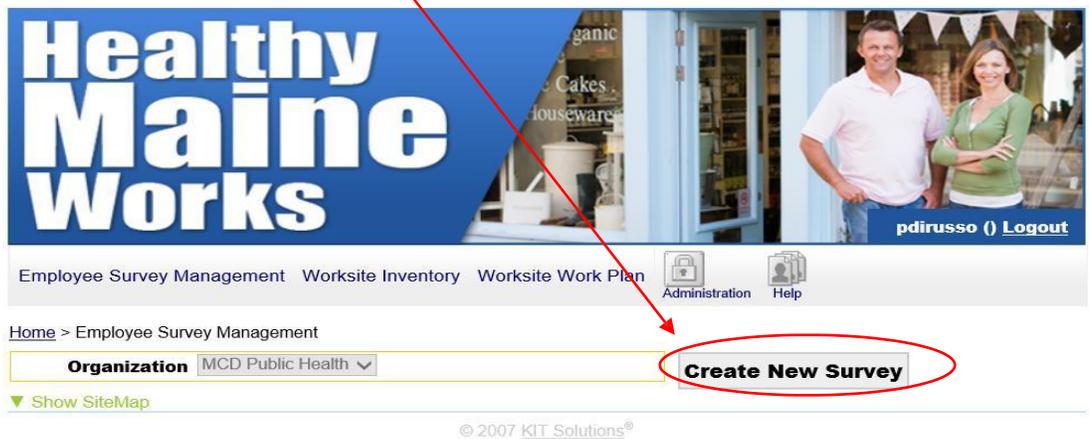
Other Tools

- **Administration**  
Functions that are management tools.
- **Help**  
Help Module

▼ Show SiteMap

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Step 2: Click **Create New Survey**.



Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Employee Survey Management

Organization MCD Public Health ▼

**Create New Survey**

▼ Show SiteMap

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**Step 3:** Fill in **Survey Name** field. You may name the survey anything you wish. For example Total Health Employee Survey 2012.

**Step 4:** Select either **Employee Survey Basic** or **Employee Survey Comprehensive** by clicking the corresponding circle,.

*Basic Survey* - The Basic Employee Survey has 8 questions and is intended to provide employers with information on employee health priorities and program preferences. This tool also has questions that will allow employers to measure the impact of wellness programs over time.

*Comprehensive Survey* - The Comprehensive Employee Health Survey has 28 questions and is intended to provide a broader look at employees' self-reported health status, preventive care activities, readiness to change, demographics, and interests. The aggregate results of this survey will identify priority health topics and will establish a baseline for which to measure the impact of wellness programs.

Employee Survey Management

Worksite Name Dummy Test

Survey Name

Number Of Started 0

Number Of Completed 0

If you are having trouble opening the Excel or PDF files, try one of the following:  
 1. While holding the control key, click Excel or PDF. You must continuously hold the control key down until the file is open.  
 Or...  
 2. Click [here](#) for instructions on changing Internet Explorer settings.

Employee Survey Basic

The Basic Employee Survey has 8 questions and is intended to provide employers with information on employee health priorities and program preferences. This tool also has questions that will allow employers to measure the impact of wellness programs over time.

[Click to preview Basic Survey](#)

Employee Survey Comprehensive

The Comprehensive Employee Health Survey has 28 questions and is intended to provide a broader look at employees' self-reported health status, preventive care activities, readiness to change, demographics, and interests. The aggregate results of this survey will identify priority health topics and will establish a baseline for which to measure the impact of wellness programs.

[Click to preview Comprehensive Survey](#)

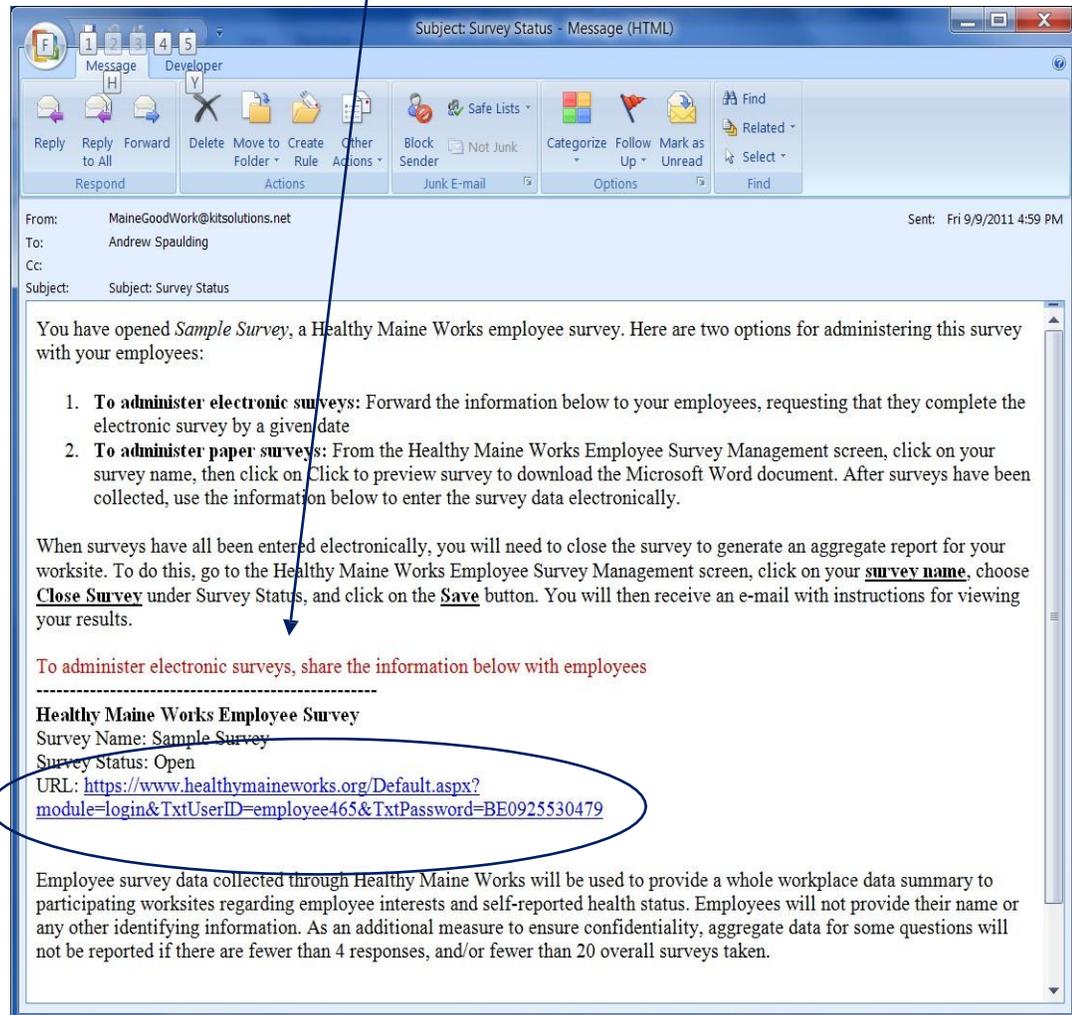
Survey Status  Open  Closed

Save Cancel

**Step 5:** Set the **Survey Status** to **Open**. Click **Save** to create.

**Step 6:** An email confirming the opened survey will be sent to employer and HMP contacts. This email contains information on how to administer the survey, both in an electronic form and physical paper form.

**Step 7:** The second half of the email is intended to be forwarded to employees instructing them on opening the survey. Use this for administering surveys electronically.



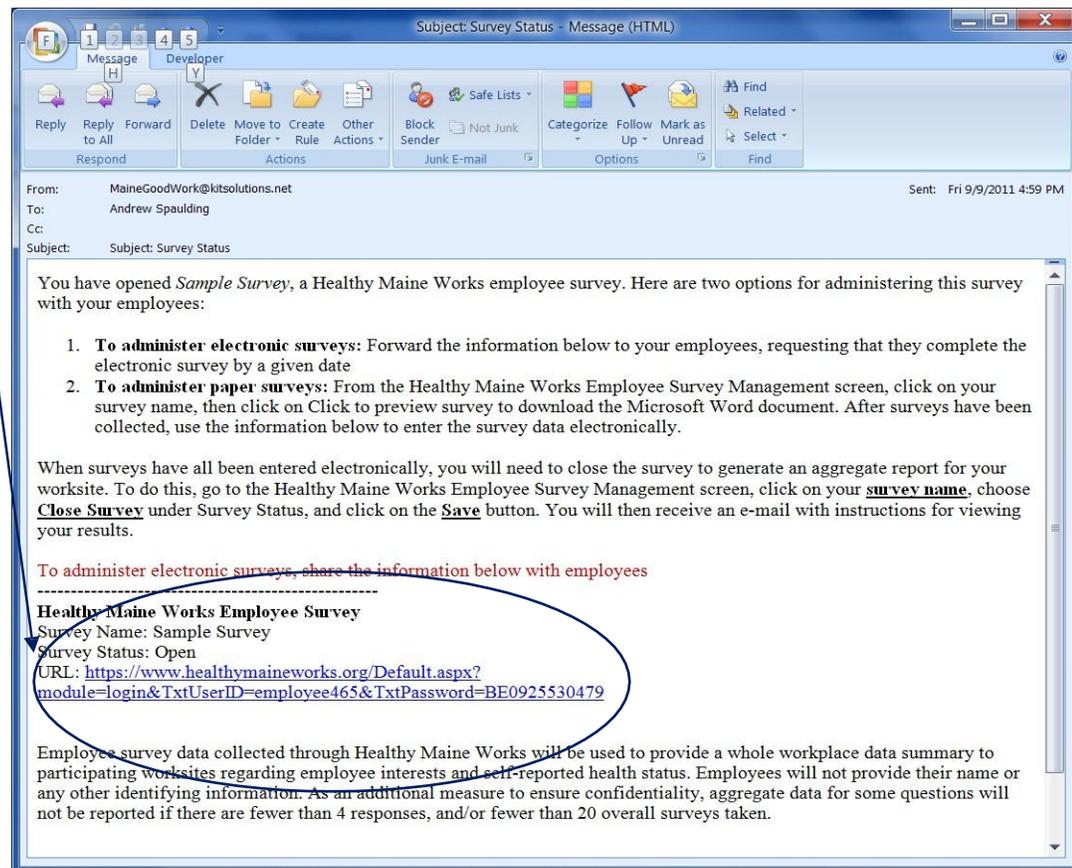
## Taking an Employee Survey Electronically

**Step 1:** Click the link provided in the forwarded email to access the login page.

**Step 2:** Complete the survey.

**Step 3:** Click **Submit Survey**.

**Step 4:** This will prompt a window to confirm completion, click **OK**.



## Administering surveys in Paper Form

Step 1: Refer to “Administer an Employee Survey” (Page 2). Complete steps 1-5.

Step 2: Before step 6 **click to preview** the survey you wish to administer. This will open a copy on your computer. Print the survey.

Step 3: Click **Save** on step 6 to open the survey.

Step 4: You will receive an email containing the Username and Password for the survey, do not forward to employees.

Step 5: Administer the paper form of the survey to employees.

Step 6: After collecting the surveys, key in the results manually following the steps of “Taking an Employee Survey” (Page 4).

Step 7: When finished keying in all the different surveys, follow the steps for Closing then Viewing Survey Results (Pages 5 & 6).

## Closing a Survey

Step 1: From the Employer Homepage click [Employee Survey Management](#).

The screenshot shows the Healthy Maine Works Employer Homepage. At the top, there is a navigation bar with links for 'Employee Survey Management', 'Worksite Inventory', and 'Worksite Work Plan'. Below this, the 'Home' section contains a 'Worksite Initiative Steps' list. The first item, 'Employee Survey Management', is circled in red and has a red arrow pointing to it. The other items are 'Worksite Inventory' and 'Worksite Work Plan'. Below this is an 'Other Tools' section with links for 'Administration' and 'Help'. At the bottom, there is a 'Show SiteMap' link and a copyright notice for KIT Solutions.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home

Worksite Initiative Steps

- **Employee Survey Management**  
Click here to administer a paper or electronic employee survey.
- **Worksite Inventory**  
Click here to complete a worksite wellness assessment.
- **Worksite Work Plan**  
Click here to review detailed strategies and build a worksite wellness action plan.

Other Tools

- **Administration**  
Functions that are management tools.
- **Help**  
Help Module

▼ Show SiteMap

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Step 2: Click on the name of the open survey.

The screenshot shows the Healthy Maine Works Employer Homepage with the 'Employee Survey Management' page open. The 'Organization' dropdown menu is set to 'MCD Public Health'. Below this is a 'Create New Survey' button. A table lists the surveys, with the first row circled in red. The table has columns for 'Survey Name', 'Survey Type', 'Status', and 'Report'. The first row contains 'Employee Survey March 2013', 'Comprehensive', 'Open', and 'View Report'. At the bottom, there is a 'Show SiteMap' link and a copyright notice for KIT Solutions.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Employee Survey Management

Organization MCD Public Health Create New Survey

Survey Name	Survey Type	Status	Report
Employee Survey March 2013	Comprehensive	Open	View Report

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**Step 3:** From this window click the **Closed** option. **Save.** *NOTE: The survey can be reopened at anytime by repeating these steps and selecting Open instead of Close (followed by clicking the Save button).*

**Healthy Maine Works**

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Employee Survey Management

You may now Edit this item

**Employee Survey Management**

Worksite Name MCD Public Health

**Survey Name** Employee Survey March 2013

Number Of 0 Completed

If you are having trouble opening the Excel or PDF files, try one of the following:  
1. While holding the control key, click Excel or PDF. You must continuously hold the control key down until the file is open.  
Or...  
2. Click [here](#) for instructions on changing Internet Explorer settings.

**Employee Survey Comprehensive**

The Comprehensive Employee Health Survey has 28 questions and is intended to provide a broader look at employees' self-reported health status, preventive care activities, readiness to change, demographics, and interests. The aggregate results of this survey will identify priority health topics and will establish a baseline for which to measure the impact of wellness programs.

[Click to preview Comprehensive Survey](#)

**Survey Status**  Open  Closed

[Show SiteMap](#)

**Save** **Cancel** **Delete**

**Step 4:** An email will be sent to the employer confirming the closed survey.

## Viewing Survey Results

Step 1: From the Employer Homepage click [Employee Survey Management](#).

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home

Worksite Initiative Steps

- **Employee Survey Management**  
Click here to administer a paper or electronic employee survey.
- **Worksite Inventory**  
Click here to complete a worksite wellness assessment.
- **Worksite Work Plan**  
Click here to review detailed strategies and build a worksite wellness action plan.

Other Tools

- **Administration**  
Functions that are management tools.
- **Help**  
Help Module

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Step 2: Click the [View Report](#) link for the survey. You can also access this by clicking the survey name, and then clicking the [Click to the View Survey Results](#) link.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Employee Survey Management

Organization MCD Public Health Create New Survey

Survey Name	Survey Type	Status	Report
Employee Survey March 2013	Comprehensive	Open	<a href="#">View Report</a>

▼ Show SiteMap

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**IMPORTANT NOTE:** If you are using Internet Explorer versions 7 or 8, hold down on your Control (Ctrl) key prior to clicking on this link, and do not let off until the report has opened. The default permissions in Internet Explorer versions 7 and 8 will not allow these reports to open otherwise.

Step 3: This will open a window displaying aggregate Survey Results.

## Worksite Inventory

**Step 1:** From the Employer Homepage click [Worksite Inventory](#).

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home

Worksite Initiative Steps

- **Employee Survey Management**  
Click here to administer a paper or electronic employee survey.
- **Worksite Inventory**  
Click here to complete a worksite wellness assessment.
- **Worksite Work Plan**  
Click here to review detailed strategies and build a worksite wellness action plan.

Other Tools

- **Administration**  
Functions that are management tools.
- **Help**  
Help Module

▼ Show SiteMap

Messages  
Safari Users 5/24/2012

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**Step 2:** For first time users the only option will be **Click here to Take the Inventory**. Otherwise, choose **Click here to Start a New Inventory**

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Healthy Maine Works

Home > Worksite Inventory

- Worksite Inventory

My Current Inventory - CDM TEST (01/2011)

Click here to View/Print your current Inventory Click here to Start a New Inventory

My Previous Inventory(s)

Inventory Name	Date Completed
<a href="#">New New Baseline Test</a>	8/24/2011
<a href="#">test</a>	8/24/2011
<a href="#">New Baseline Test</a>	8/24/2011
<a href="#">Baseline Test</a>	8/24/2011

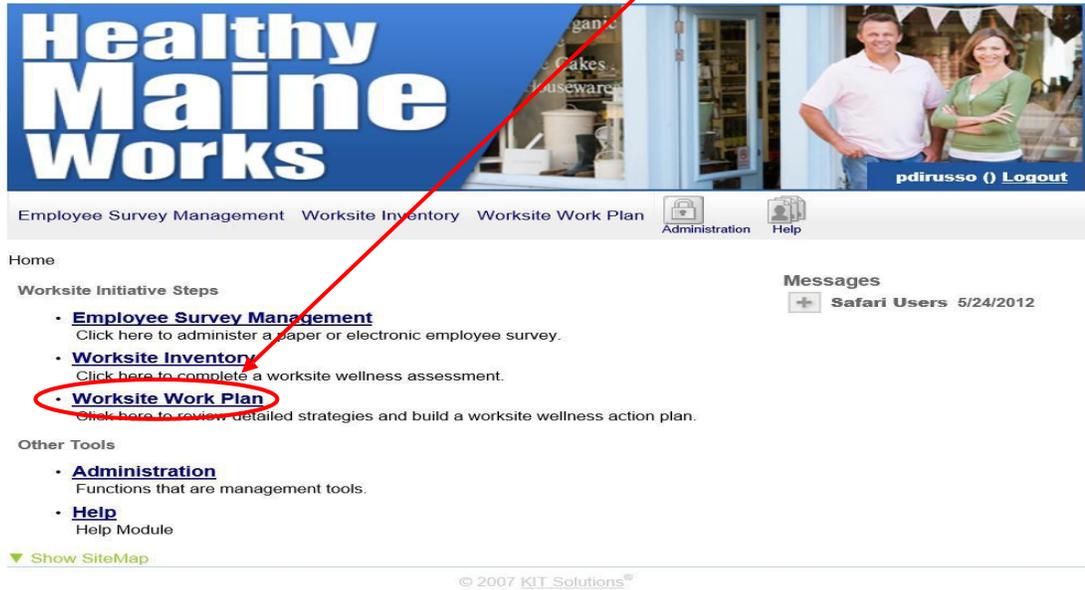
**Step 3:** Complete the worksite inventory and choose **Submit** on the last page when it is completed, or choose **Save and Return Later** to save your work and finish later.

**Step 4:** Choose **Click here to View/Print your current Inventory** to view or print your current Inventory, or click on the name of a previous inventory.

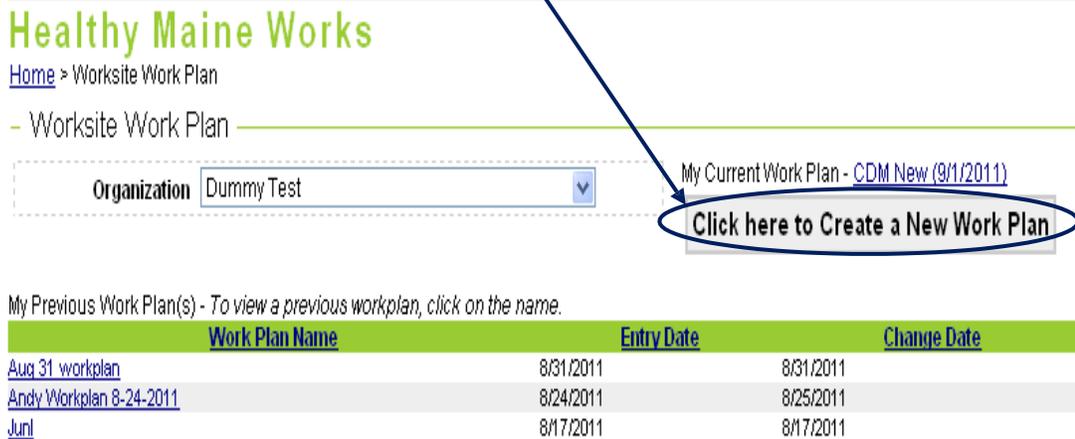
## Worksite Work Plan

### Creating a Work Plan

**Step 1:** From the Employer Homepage click on **Worksite Work Plan**.



**Step 2:** Choose **Click here to Create a New Work Plan**.



**Step 3:** The next screen will show filter options, a list of recommended items that are based on answers from the Worksite Inventory, and a list of optional items. Name the work plan and select strategies to implement by clicking in the corresponding box.

**Healthy Maine Works**  
Here are the results from your worksite inventory. This module allows you to filter strategies by health Categories and by Ease of Implementation, simply by checking/un-checking the applicable boxes. Once selections have been made, click Go.

**Save** **Cancel**

**Filter**

Categories

Tobacco  Diabetes  Heart Health  Schools  
 Asthma  Health Insurance  Nutrition  Substance Abuse  
 Cancer  Health Risks  Physical Activity  Worksite Support

Ease Of Implementation - This allows you to view the list of recommendations by ease of implementation. Strategies associated with a "1" are easier to implement and lower-cost, while those with a "2" or "3" increase in complexity and/or cost.

1  2  3

**Go**

Work Plan Name

From the list below please choose strategies that you want in your workplan by clicking the check boxes. For more information about a strategy, click on the links in the Resource column. Please click Save when done.

**Recommended Items** - the following strategies are recommended based on your responses to the Worksite Inventory.

**Optional Items** - the following are additional strategies for you to consider adding to your Workplan.

**Tobacco**

Strategy	Resource
<input type="checkbox"/> Consider expanding the written tobacco use policy to cover all types of tobacco use, not just smoking.	<a href="#">Maine Workplace Smoking Act - Partnership For A Tobacco-Free Maine</a>
<input type="checkbox"/> Consider expanding the written tobacco use policy to prohibit smoking on all owned property, including outdoors.	<a href="#">Maine Workplace Smoking Act - Partnership for a Tobacco-Free Maine</a> <a href="#">Good Work resource kit - Tobacco Cessation Success Stories</a>

**Step 4:** When finished click **Save**.

## Using the Work Plan

**Step 1:** After you click Save, the next screen will show the work plan you created including all of the strategies you selected. You can choose **Edit Completed** to check or uncheck **Completed**.

**Step 2:** You can also return to the Recommendations/Options page by choosing **Add/Edit Strategies** and Add or Remove strategies for the work plan.

**Step 3:** Resource links are provided to further research the suggestion and possible implementation strategies.

### Healthy Maine Works

**Edit Completed** **Add/Edit Strategies** [Excel PDF](#)

If you are having trouble opening the Excel or PDF files, try one of the following:  
 1. While holding the control key, click Excel or PDF. You must continuously hold the control key down until the file is open.  
 Or...  
 2. Click [here](#) for instructions on changing Internet Explorer settings.

Organization

Work Plan Name

#### Workplan Items

##### Tobacco

Strategy	Resource	Completed
Consider expanding the written tobacco use policy to cover all types of tobacco use, not just smoking.	<a href="#">Maine Workplace Smoking Act - Partnership For A Tobacco-Free Maine</a>	<input type="checkbox"/>

##### Asthma

Strategy	Resource	Completed
Assess your workplace for the presence of common agents used that are known to cause asthma in some people. These agents (asthmagens) include wood dust, isocyanates, certain cleaning agents, animal dander and flour dust.	<a href="#">EPA HealthySEAT software</a> <a href="#">Occupational Asthmagens listing</a> <a href="#">Haz-Map: Occupational Exposure to Hazardous Agents</a>	<input type="checkbox"/>

## Exporting the Work Plan

**Step 1:** To view the worksite work plan in another format (Excel or PDF) click on the link at the top of the page.

*IMPORTANT NOTE: If you are using Internet Explorer versions 7 or 8, hold down on your Control (Ctrl) key prior to clicking on this link, and do not let off until the report has opened. The default permissions in Internet Explorer versions 7 and 8 will not allow these reports to open otherwise.*

### Healthy Maine Works

Edit Completed Add/Edit Strategies **Excel PDF**

If you are having trouble opening the Excel or PDF files, try one of the following:  
 1. While holding the control key, click Excel or PDF. You must continuously hold the control key down until the file is open.  
 Or...  
 2. Click [here](#) for instructions on changing Internet Explorer settings.

**Step 2:** Once in Excel, users can edit the work plan as desired. The user can add columns and rows to make the plan more detailed if preferred. An example of a more detailed work plan may be...

### Healthy Maine Works Work Plan

Organization Name: ABC Employer

Work Plan Name: Bee Well Work Plan 2013

Date Created: 12/15/12

Topic Area: Physical Activity

Strategy	Person		Resources	Budget	Progress
	Responsible	Timeline			

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