



Entry Form 2018 Annual Awards for Program Excellence

Entry Deadline: Friday, June 15, 2018, Midnight ET

Each entry must include a completed entry form. Please complete a form for each entry your HFA is submitting. The completed entry form will become the first page of your entry.

This form is a fillable PDF. Type your information into the entry form and save it as a PDF. Please do not write on or scan the entry form. **Questions: Call 202-624-7710 or email awards@ncsha.org.**

Entry Title: Enter your entry's title exactly as you wish it to be published on the NCSHA website and in the awards program.

Category:

Subcategory:

Entry Summary: A 15-word (max) summary of the program, project, or practice you are entering.

HFA:

HFA Staff Contact:

Phone:

Email:

Visual Aids:

Are you mailing to NCSHA 10 copies of any visual aids that cannot be included in your entry PDF? Yes No

Payment:

My HFA is mailing a check to NCSHA.

My HFA is emailing the credit card authorization form to awards@ncsha.org.

OVERVIEW

The Ohio Housing Finance Agency (OHFA) recognizes that many of us have job functions which can require us to be sedentary throughout much of our work day. While workplace wellness programs are often seen as added bonuses, growing evidence shows employers worldwide are investing more time, effort and funds than ever before into strategies to improve overall employee health. Additionally, we understand that healthier employees lead to reduced healthcare costs and increased productivity, morale and retention, thus producing a positive return on investment. This is especially true if employees collaborate to empower one another to lead healthier lives in their work and personal lives, resulting in mutual benefits enjoyed by both employees and employers.

Prior to 2018, OHFA offered YMCA instructor led yoga, circuit training, Pilates, walking club and boot camp classes a few times per month. There is an on-site fitness center and eligible employees may partake in an external wellness program conducted by the Ohio Department of Administrative Services titled Take Charge! Live Well! This program offers biometric screenings, health coaching, tobacco cessation support, flu shots clinics, well-being challenges, goal tracking and monetary incentives for involvement. Full-time employees also have one paid half hour per day to use at their discretion for personal health and wellness. Despite having access to all these aids, engagement has steadily decreased over recent years and some fitness classes have since been discontinued.

While a few groups of employees participated in leagues and fitness activities outside of the office, there was nothing in place internally to entice employees to take advantage of their many resources or promote inter-departmental relationships based on health. Having access to wellness support in both the workplace and personal life is a huge determinant of sustained success. This is why OHFA leadership decided to combine the Internal Events and Health and Wellness Committees into one, titled the OHfun Committee, to spearhead an Agency-wide workplace wellness program called Get OHFA Moving which ran from January 29 to April 9, 2018.

At the beginning of this initiative, OHFA had also started coordinating its inaugural philanthropic Race for A Place (to Call Home) 5K co-hosted by the Ohio Capital Corporation for Housing (OCCH), to be held on April 7, 2018). Preceding the 5K, Get OHFA Moving served as a stark reminder to take employee health more seriously and to physically condition their bodies for the race along with physician approval. The OHfun Committee was asked to construct a custom comprehensive wellness program which incorporated numerous options such as nutrition education courses, an intranet activity tracking tool and short exercise breaks. The program will run on a continual basis with targeted campaigns furnished before to the following year's race.

OBJECTIVE

In the Agency's 2018 Annual Plan, four Strategic Priorities were placed for the year, one of which was to, "Strengthen OHFA's culture to encourage personal and professional growth, innovation and collaboration among all staff to advance OHFA's mission." According to Gallup, "Culture is created through the experiences that employees have with the corporation and, just as importantly, with each other - the everyday interactions with peers, managers and executives." We recognized that in order to foster collaboration and spark innovation, we had to first bring employees together who shared a common interest, and if we could encourage more constructive interactions, this would strengthen the personal and professional growth of our employees through relationship building and networking. It was crucial for every department to be represented within the OHfun committee to eliminate any bias or unfair circumstances. We also knew that tailoring the message to meet the needs and wants of our employees was imperative for effective communication and essential to achieve OHFA's strategic priorities.

IMPLEMENTATION

First the OHfun Committee examined the Agency's preferred culture and activity preferences based on surveys and small focus groups. The committee addressed a variety of factors affecting employee health at both the individual and organizational level. They discovered that friendly competition played a major role in motivating the OHFA workforce. Employees also suggested limited duration events so they may have a comfortable work/life balance with their limited spare time during a typical work day. Some fitness classes had low turnouts as employees expressed they felt as though the same exercises were always taught and they favored fresh ideas. Surprisingly, employees also claimed to not use the integrative Take Charge! Live Well! program as they believed it would somehow negatively affect their performance review or longevity at OHFA.

Once the committee had a general plan of action solidified, it was important to find advocates to help with the transition of the culture towards a healthier future. To promote team building and communication, employees were grouped by department with roughly thirty members per team. To serve as leadership for each team, employees who had shown a past or present interest in nutrition, positive lifestyle changes, personal training or regularly attended OHFA's health and fitness activities, were contacted specifically to volunteer as spokespersons for their respective teams as Get Moving Ambassadors. Their objective was to embolden employees to join Get OHFA Moving activities by participating themselves and emailing information on events and resources to encourage increased physical activity. There were five total teams with a male and female lead per team.

Ambassadors were first tasked with choosing a name with their team's input, which resulted in the following: Program Compliance and Directors Office were The Regulators, Homeownership and Hardest Hit Fund were The Mission Slimpossibles, Finance and Internal Audit and Housing Policy were The Health Nutz, Planning, Preservation & Development and Legal were The Walkamolies and Operations were The Slimsons. Meeting with the ambassadors led to further insights from past their experiences. It was recommended that any kind of commitment asked of employees have little responsibility, easy access and visible measurable results for continued participation.

These aspects shaped the first round of the voluntary campaign, which lasted ten weeks leading up to the race. Each team was dedicated a specific color and their results were displayed on a large paper leader board on the first floor for all to view. The leader board persuaded employees to enter their step and activity points to watch their team's markers hopefully move past others' the following week. This increased intranet web traffic and heightened the competitive vibe of the program. The leader board was brightly colored and sophisticated to stimulate their senses and grab their attention as they go about their busy workday

We realize everyone begins a new workout regimen at a different level and that one activity may not be feasible for another. Making changes to one's lifestyle can be confusing and difficult to undo decades of engrained poor health habits cannot be achieved without proper support. Knowing that convenience matters, we wanted to make the transition as easy as possible to follow to fuel prolonged employee success. Many ideas and tools to actually change and track their behaviors were posted on a new intranet page designed to provide an ever-growing list of health resources found internally and externally.

Also, on our intranet, an activity tracking tool was created. Activities ranging from cycling to bowling and steps taken within a given day all counted towards their overall team total based on a point system. Literally any kind of physical activity could be counted, including those completed at home. Employees had the ability to enter their specific activity, duration and intensity level. All ambassadors were granted access to a reporting feature which showed all team totals. To calm fears regarding employee activity levels reflecting their work performance, all individual entries appeared anonymous and employees could only see their own names. Each week was considered a challenge and teams competed to score the most activity points and/or steps which concluded on the following Monday. Winning teams were awarded with email recognition and a poster to hang in their areas as well as on the aforementioned leader board.

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Category: Management Innovation: Human Resources

Entry: Get OHFA Moving: *Empowering Health and Fitness Through Collaboration*



Many other activities and events were created and planned to enrich the experience. A promotional intranet video featuring senior staff members was debuted to spark interest in Get OHFA Moving and the 5k race. A small group of employees who were not ambassadors started fifteen minute dance breaks while another group met in the Agency's fitness center to follow the T25 and P90X DVD series. New gym equipment was also purchased based on employee recommendations and fitness classes began to be offered on various weekdays and times for increased flexibility around inclement weather or prior commitments. Employees were also gifted a pedometer to assist in their journey donated by the Take Charge! Live Well! wellness program.

A certified YMCA nutritionist led a weekly nutrition education course throughout the first round during lunchtime and followed up with participants through email with infographics, weekly goals and personalized meal plans. This offering was the most popular of all. An internal walking path roughly a quarter of a mile was designed and was often utilized by the executive director to visit various departments, which made employees feel less self-conscious and hesitant to taking a fitness break of their own. Each floor had an indoor floorplan with its route highlighted including total step counts. To reduce the anxiety of choosing an activity based on their personal ability, a list of suggested exercises ranging from Beginner to High Impact were posted in conspicuous areas around the Agency. A ten week training schedule was also provided by experience level to serve as a guide for the competitive campaign.

RESULT

Leading up race day, the Get OHFA Moving program not only prepped employees for the race, it also increased engagement, department collaboration, and strengthened healthy lifelong habits. Upon its completion, the program resulted in an outstanding 77% participation rate Agency-wide, meaning that out of 148 total employees, 114 of them used the intranet activity tracker. This statistic proves that the OHfun committee achieved their ultimate goal to maximize the impact of their program to reach as many employees as possible.

The two winning teams, one for activity points and one for step points were recognized in a biweekly message from the executive director and awarded with one free week of dress down days, an incentive which satisfies even the least social employees at OHFA. Ambassadors were awarded personalized certificates commending them for their diligence and hard work, many of which have been proudly exhibited in their cubicles or offices.

Noticeable changes include the existence of healthier food options at potlucks and tailgates, which are known to be quite hearty. We often hear employees encouraging others to take the stairs rather than the elevator and participation has increased in fitness classes with Zumba to be offered soon. As for the nutrition education courses, all participants claim to have been more mindful of their food choices by consuming less sugar, sodium and processed foods while consuming more fruits, vegetables and whole grains. One department even uses a large whiteboard to post questions such as, "What will you do to keep moving?" to remind their teams to stay active even though the first round has concluded.

Moving forward, employees can still track their individual activity and step points and shorter challenges will be offered quarterly. The second round of the Get OHFA Moving campaign will be launched again early in 2019 before the second annual Race For A Place (To Call Home). The OHfun Committee is now looking for Crusaders to carry on the work of the Ambassadors to keep OHFA moving next year.

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VISUAL AIDS

1. **Get OHFA Moving Logo**
2. **Ambassador Poster**
3. **Team Names and Weekly Winners**
4. **Walking Trail Maps**
5. **Training Activities Poster**
6. **Amassador Appreciation Certificate**
7. **Fitness Tracking Tool**
8. **Activity Points Tracker**
9. **Intranet Resources Page**
10. **Leaderboard**
11. **Office of Homeownership's Fitness Whiteboard**
12. **Awards for Weekly Winners in Activities and Steps**

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GET OHFA MOVING LOGO



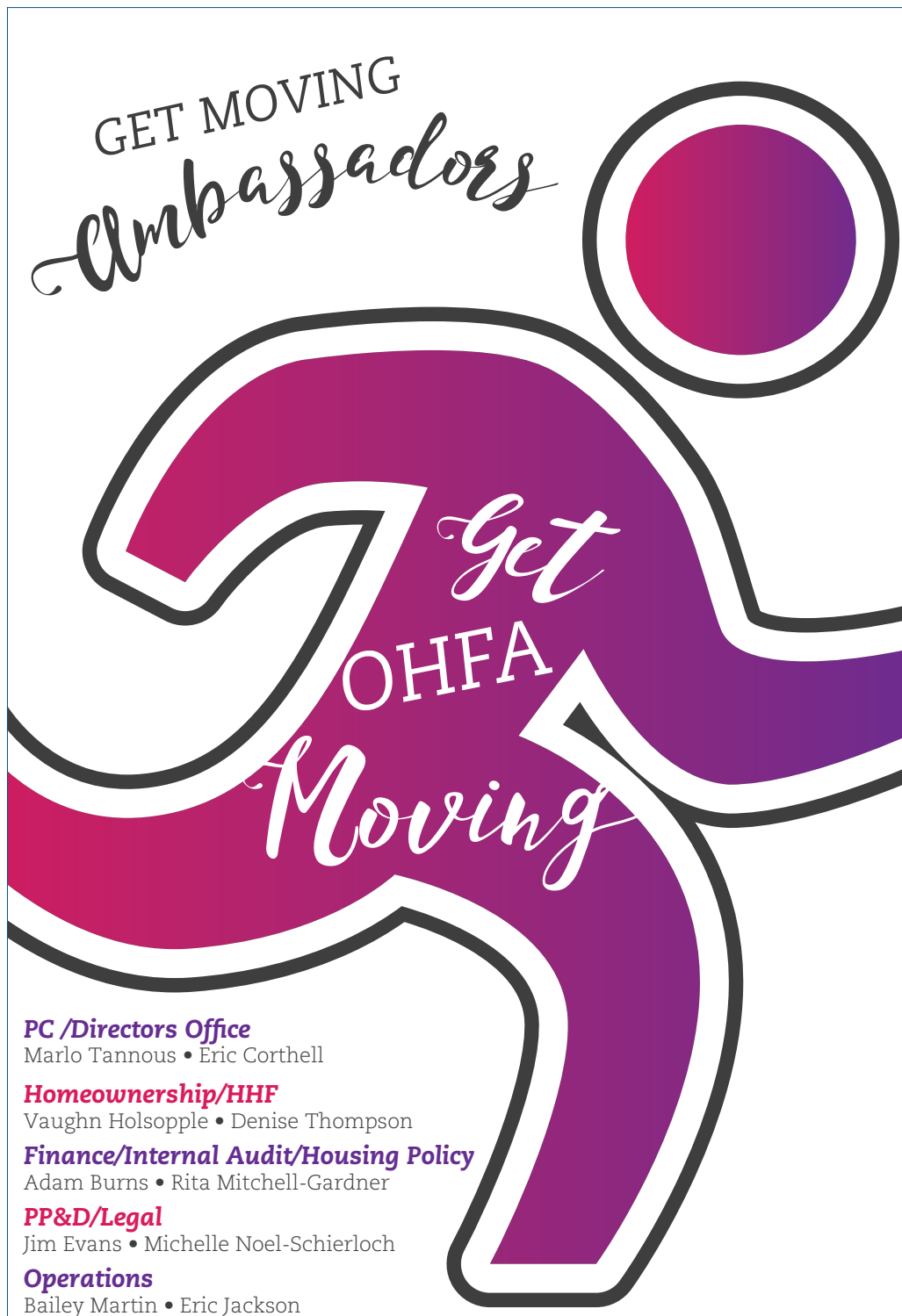
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AMBASSADOR POSTER



TEAM NAMES AND WEEKLY RESULTS



Challenge Results

Week: 1 2 3 4 5 (6) 7 8 9



Team	Minutes	Steps	Points	Entries	# of Movers
The Regulators <i>PC / Directors Office</i>	1,389	401,682	2,671	99	16
The Mission Slimpossibles <i>Homeownership / HHF</i>	3,167	778,799	6,331	236	27
The Health Nutz <i>Finance / Internal Audit / Housing Policy</i>	1,848	758,590	2,672	177	23
The Walkamolies <i>PP&D / Legal</i>	745	73,563	1,395	20	5
The Slimsons <i>Operations</i>	3,587	702,922	7,315	159	17

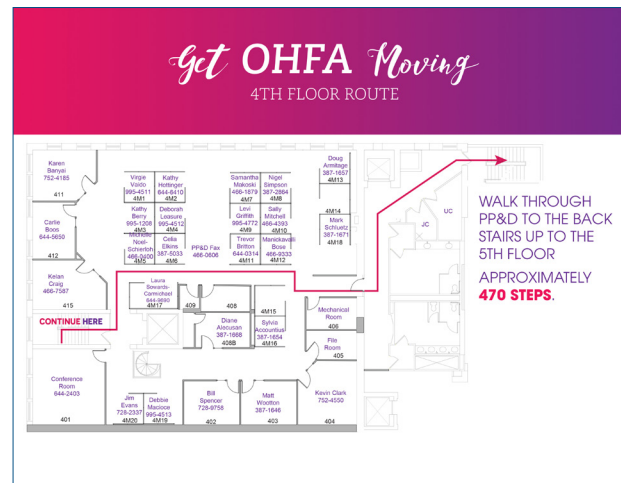
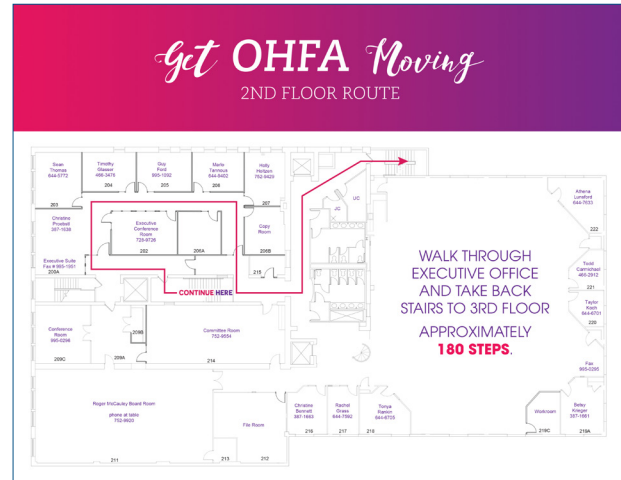
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WALKING TRAIL



TRAINING ACTIVITIES POSTER

Get OHFA Moving TRAINING ACTIVITIES

High Impact

- Run 30 minutes or more*
- Use Elliptical for 30 minutes and Bike for 30 minutes*
- Two T-25 sessions
- Run/Walk Intervals (1 minute each interval) for 32 minutes*
- (10 sit-ups + 5 push-ups + 10 squats + 10 lunges + 3 burpees + 30 second plank + 1 minute rest) x 10
- Or individual high impact circuit or weight training

Medium Impact

- Walk for 40 minutes*
- Use Elliptical for 30 minutes*
- Jim's Boot Camp
- Use Bike for 40 minutes
- T-25 session
- Run/Walk Intervals (1 minute each interval) for 16 minutes*
- Run for 20 minutes*
- (10 sit-ups + 5 push-ups + 10 squats + 10 lunges + 3 burpees + 30 second plank + 1 minute rest) x 6
- Or individual medium impact circuit or weight training

Low Impact

- Walk for 20 minutes*
- Use Elliptical for 15 minutes*
- (10 sit-ups + 5 push-ups + 10 squats + 10 lunges + 3 burpees + 30 second plank) x 3
- Use Bike for 20 minutes
- Low-impact DVD
- Run/Walk Intervals (1 minute each interval) for 12 minutes*
- Run for 10 minutes
- 30 Minutes Yoga

Beginner

- Bowl 3 games (no alcohol or junk food)
- 15 minutes Yoga
- Use Bike for 12 minutes
- Use Elliptical for 8 minutes*
- Walk for 10 minutes*
- Run/Walk Intervals (1 minute each interval) for 8 minutes*
- Run 5 minutes

Bonus: add one circuit (10 sit-ups + 5 push-ups + 10 squats + 10 lunges + 3 burpees + 30 second plank)

* running activities

Recommended for ALL Activities

Warm-Ups (do two or more before workout):

Stretches (do two or more after workout):

Beginner Schedule

- Week 1 – Two Beginner (one running activity), One Low
- Week 2 – Two Beginner (one running activity), One Low
- Week 3 – Two Beginner, One Low (one running activity)
- Week 4 – One Beginner, Two Low (one running activity)
- Week 5 – Three Low (two running activity)
- Week 6 – Two Low (two running activity), One Medium
- Week 7 – Two Low (two running activity), One Medium
- Week 8 – One Low (one running activity), Two Medium (one running activity)
- Week 9 – Three Medium (two running activity)
- Week 10 – One Low (one running activity), Two Medium (one running activity)

Intermediate Scheduler

- Week 1 – One Beginner, Two Low (one running activity)
- Week 2 – One Beginner, Two Low (one running activity)
- Week 3 – Two Low (two running activity), One Medium
- Week 4 – Two Low (two running activity), One Medium
- Week 5 – Three Low (two running activity)
- Week 6 – One Low (one running activity), Two Medium (one running activity)
- Week 7 – One Low, One Medium (one running activity), One High
- Week 8 – One Low, One Medium (one running activity), One High (one running activity)
- Week 9 – Two Medium (one running activity), One High (one running activity)
- Week 10 – Three Medium (two running activity)

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Through Collaboration



AMBASSADOR APPRECIATION CERTIFICATE

Certificate of Appreciation



Marlo Tannous

THE REGULATORS

Thank you for your service as a Team Ambassador for the
Get OHFA Moving initiative! Your hard work and dedication
contributed to the overall success of the program. We appreciate
your commitment to promoting health and wellness amongst the
OHFA staff. Thank you for helping to Get OHFA Moving!



Get OHFA Moving

FITNESS TRACKING TOOL

Enter a date: <input type="text" value="6/13/2018"/>	
Enter total steps for this date: <input type="text"/> <input type="button" value="Add"/>	
AND	As a general guideline to help keep the contest fair and consistent, bowling during the OHFA League should be entered as a <u>low intensity</u> activity at no more than <u>120 minutes</u> .
Enter an activity: <div><div>Bowling</div><div>Boxing</div><div>Circuit Training - a cycle of cardio, resistance or lifting activiti</div><div>Cross Fit</div><div>Cycling</div><div>Dancing</div><div>Elliptical</div><div>Exercise DVD/Tape- P90X, T25, etc.</div><div>Hiking</div><div>Jogging</div><div>Jumping Rope</div></div>	Intensity: <div><div><input checked="" type="radio"/> Low</div><div><input type="radio"/> Moderate</div><div><input type="radio"/> High</div></div> Minutes: <input type="text"/> <input type="button" value="Add"/>
Other Description: <input type="text"/>	
My Activities:	
<input type="button" value="Export to Excel"/>	

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ACTIVITY POINTS TRACKER

Date	Level	Activity	Minutes	Steps	Points	Delete
6/12/2018	Moderate	Walking	22		44	✕
6/12/2018	N/A	Steps		11,476		✕
6/11/2018	Moderate	Exercise DVD/Tape- P90X, T25, etc.	22		44	✕
6/11/2018	N/A	Steps		5,840		✕
6/10/2018	N/A	Steps		5,336		✕
6/9/2018	N/A	Steps		8,660		✕
6/8/2018	N/A	Steps		4,627		✕
6/7/2018	Moderate	Walking	20		40	✕
6/7/2018	N/A	Steps		10,311		✕
6/6/2018	Moderate	Running	22		44	✕
6/5/2018	Moderate	Exercise DVD/Tape- P90X, T25, etc.	20		40	✕
6/4/2018	Moderate	Running	22		44	✕
6/6/2018	N/A	Steps		8,629		✕
6/5/2018	N/A	Steps		6,886		✕
6/4/2018	N/A	Steps		9,047		✕
TOTALS			602	521,775	1,204	

INTRANET RESOURCES PAGE

← → ↺ 🏠 ⓘ intranet/ohfa/getmoving.html

OHFA's Fitness Center

Take advantage of our on-site Fitness Center to get in shape or maintain your fitness. The Fitness Center is open from 5:30am to 7:00pm, Monday through Friday, excluding holidays.

OHFA and the YMCA are working together to provide several employee services as provided by Jacob Hittle, our YMCA fitness center coordinator. If you want to contact Jacob, you can use his YMCA address: jhittle@ymcacolumbus.org. Services include:

- ▶ Orientations to the fitness center for new users (no charge to employees)
- ▶ Advice and guidance for experienced users (no charge to employees)
- ▶ Coordination of yoga classes at OHFA (no charge to employees)
- ▶ Personal training services in our center (employee pays \$17.50/ ½ hour or \$35/full hour)

Other fitness center links include:

- ▶ Fitness Center Guidelines
- ▶ Fitness Center Waiver and Release
- ▶ Waiver of Workers' Compensation Benefits for Recreational or Fitness Activities
- ▶ Health & Wellness Period Program Waiver

Metro Park Resources

Our local Columbus Metro Parks have several resources for activities including great paths, trails and gardens that can be used to get your steps in or log outdoor activities. Visit their website to learn more about the parks and trails and see the flyer about their winter series dates.

- ▶ Metro Park Winter Parks & Trails
- ▶ 2018 Metro Parks Winter Hike Schedule
- ▶ Metro Parks Winter Hike – 13 Hikes of Giving
- ▶ Metro Parks Programs & Activities

Additional Resources

- ▶ How to Exercise When It's the Last Thing You Want to Do
- ▶ Pick Up Trash While You Exercise. It's Called Plogging.



Couch to 5K Resources

C25K is a fantastic program that's been designed to get just about anyone from the couch to running 5 kilometers or 30 minutes in just 9 weeks.

- ▶ The Couch to 5K in 9 Weeks Running Program
- ▶ Apple iOS – Couch to 5K App
- ▶ Google Play – Couch to 5K App

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LEADERBOARD



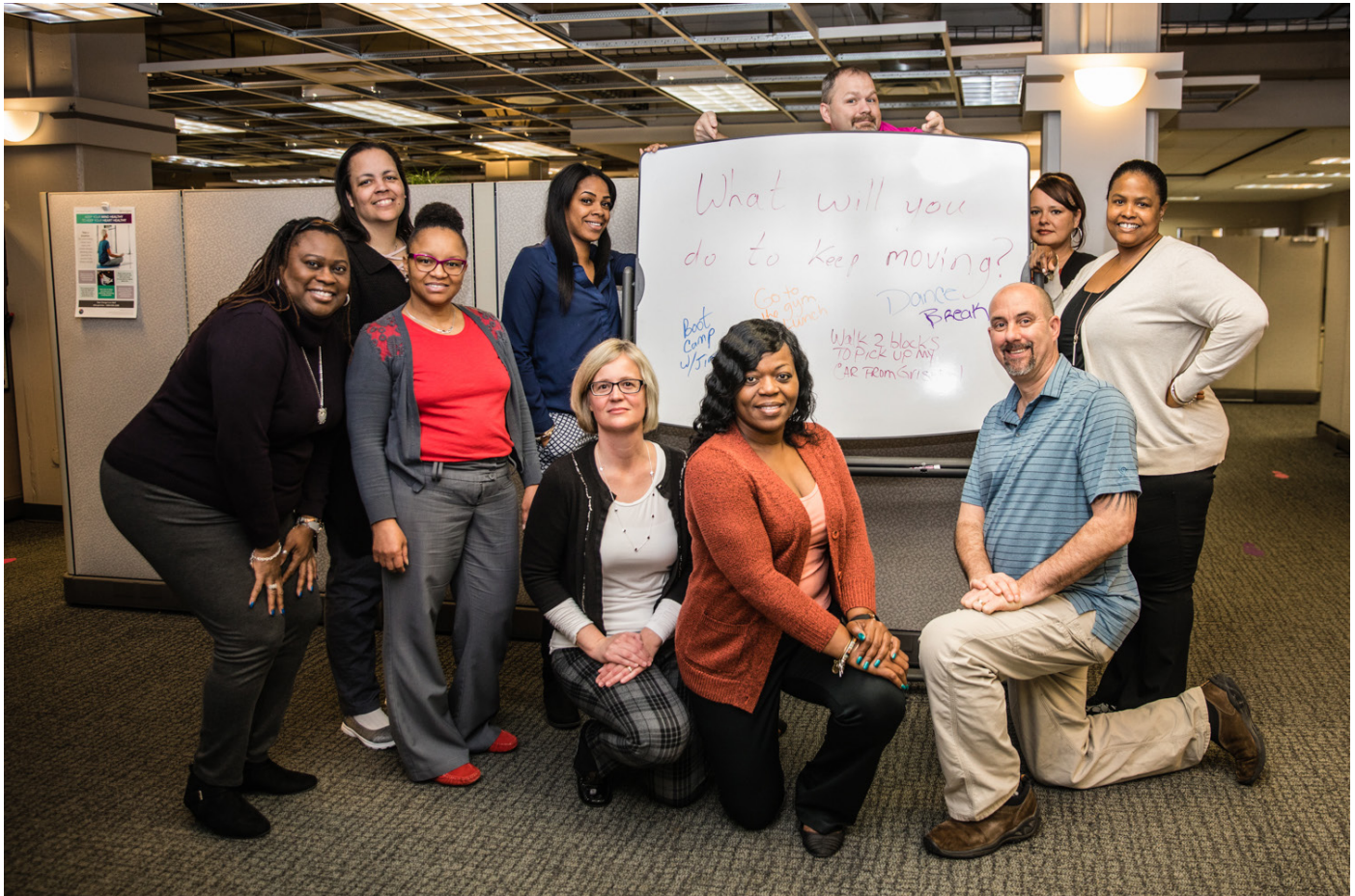
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OFFICE OF HOMEOWNERSHIP'S FITNESS WHITEBOARD



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AWARDS FOR WEEKLY WINNERS IN ACTIVITIES AND STEPS

