



Healthy Workplace Initiatives Program

Mental Health Funding Toolkit

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BACKGROUND

Since its establishment in 2008, the Healthy Workplace Initiatives Program (HWIP) has funded over 175 grass-roots initiatives at UBC, totalling close to half a million dollars.

This fund is guided by one of UBC HR's Focus on People strategies: *"To develop a sustainable, healthy workplace"*. The purpose of the fund is to encourage the development of programming within units and departments to support and encourage healthy behaviours and workplace practices.

This programming works to support the development of UBC staff and faculty through:

- Healthy skill building and development
- Opportunities for team building and social connection
- Encouraging sustainable behaviour change
- Reducing health risks

THE EVIDENCE

"Health is created and lived by people within the settings of their everyday life: where they learn, work, play and love." (World Health Organization (WHO), 1986 Ottawa Charter for Health Promotion)

Health promotion requires a positive, proactive approach, moving "beyond a focus on individual behaviour towards a wide range of social and environmental interventions"⁶ that create and enhance health in settings, organizations and systems (Okanagan Charter of Health Promoting Universities, 2015)

Workplace Mental Health Programs

"Mental health is the capacity of each and all of us to feel, think, and act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of emotional and spiritual wellbeing that respects the importance of culture, equity, social justice and interconnections, and personal dignity."— The Public Health Agency of Canada

- Increased mental health literacy has been found to improve emotional exhaustion and increase levels of personal accomplishment for participants¹
- Employees trained in mental health education and information report improved ability to manage their work environment, improved clarity in their perception of stressful job characteristics, and reduced emotional exhaustion and somatic complaints.²

¹ Unterbrink, T. *et al.* Burnout and effort-reward imbalance improvement for teachers by a manual-based group program. *Int. Arch. Occup. Environ. Health* **85**, 667–74 (2012).

² Żołnierczyk-Zreda, D. An Intervention to Reduce Work-Related Burnout in Teachers. *Int. J. Occup. Saf. Ergon.* **11**, 423–430 (2015).

KEY CONTACT INFORMATION

Miranda Massie
Health Promotions Specialist
Miranda.massie@ubc.ca
604-822-8762
<http://www.hr.ubc.ca/health/health-and-wellbeing/healthy-workplace-initiatives-program-fund/>

UBC Okanagan support

Tracey Hawthorn
Director of Wellbeing
Tracey.hawthorn@ubc.ca
604-827-8183

IMPORTANT DATES & DEADLINES

FUNDING ROUND	APPLICATION DEADLINE	ALL FUNDING MUST BE SPENT BY	ALL FINANCIAL DOCUMENTATION MUST BE SUBMITTED BY
FALL 2017	December 1, 2017	March 1, 2018	March 31, 2018

In order to ensure that all funds can be paid out by the end of the fiscal year, successful departments will need to book and pay for their training programs by March 1, 2018. However, the programs themselves can take place after this date if that timing is more convenient or preferable.

Training should provide key information and tools for understanding mental health issues, increasing mental health literacy, reducing stigma or building individual resilience skills.

You can apply for up to a maximum of \$3000.

Approved Uses of HWIP Mental Health Funding

- Facilitator fees for mental health training or education programs from one of the following organizations:
 - Canadian Mental Health Association
 - Shepell (UBC's Employee and Family Assistance Provider)
 - MindwellU (Mindfulness Programs)
 - Mental Health Commission of Canada
- Training material costs
- Catering (up to a maximum of \$200)
- Training group with a minimum of 10 participants

Non-approved uses of this funding

- Facilitator for mental health training or education programs from an organization other than those listed above, unless approved by the Health Promotions Specialist.
- The purchase of gift cards or certificates of any denomination (these are considered taxable benefits by the CRA and are no longer eligible for reimbursement from HWIP funding).

Implementation Support

- Review training topics offered by the approved list of providers
- Select the training(s) best suited for your departmental needs. Consider booking a series of sessions throughout the year.
- Contact the organization to book the training
 - Have a range of dates to offer (when possible)
 - Ensure that you check which dates work best for participants
 - Check the AV/Room set-up requirements from the facilitator
- **Arrange for payment before March 1, 2018**, even if the scheduled date(s) is after this.
- Book a training room
 - Can use UBC Scheduling Services or an internal booking system
- Promote the training date(s):
 - Send Save the Dates, Outlook invites or email reminders
 - Put up event posters, ask for promotion support from a director, dean or department administrator
- Have participants fill out the pre-survey **before** attending the training session(s)
- Have participants fill out the post-survey **after** attending the training session(s)
- Connect with UBC's Health, Wellbeing and Benefits team (Vancouver) or WRAP (Okanagan). They have a number of free presentations and workshops to compliment your mental health programming.

Contacts for Implementation

Canadian Mental Health Association:

UBC Vancouver: <http://www.cmha.bc.ca/types-programs-services/workplace/>

UBC Okanagan: <http://cmhakeLOWna.com/workshops/>

Shepell, UBC's Employee and Family Assistance Program:

Please contact UBC's Health and Wellbeing Associate: efap.info@ubc.ca for a full list of available training workshops (free and fee for service).

MindwellU:

30 Day online mindfulness challenge and workplace mindfulness programs:

<http://www.mindwellu.com/challenge/>

Mental Health Commission of Canada:

Training tools: <https://www.mentalhealthcommission.ca/English/focus-areas/workplace>

SmartEducation (Smart Resiliency and Mindfulness Training)

UBC information and contact: <https://education.ok.ubc.ca/research/smartineducation.html>

Other program providers or organizations:

To be approved by the UBC Health Promotions Specialist, prior to booking.

Please email Miranda.massie@ubc.ca

EVALUATION

Evaluation of health promotion initiatives is an important step to long term success. Evaluation can help to identify ways to improve programs, justify the use of resources, assess the efficacy of an intervention and help to identify outcomes. (O'Connor-Fleming ML et al., A framework for evaluating health promotion programs. Health Promotions Journal of Australia (2006), 17(1):61-66.)

HR's Evaluation

As part of the Healthy Workplace Initiatives Program, you will be required to submit evaluation surveys.

Pre-Surveys: These are surveys to be filled out before you begin your training.
<ul style="list-style-type: none">• Participant Pre-Survey (Minimum of 10 to be submitted): https://survey.ubc.ca/s/HWIPpreMH2017/
Post Surveys: These are surveys to be filled out after your training is complete. They allow us to see what kind of impact or behaviour changes have resulted from participation and engagement in the program.
<ul style="list-style-type: none">• Participant Post-Survey (Minimum of 10 to be submitted): https://survey.ubc.ca/s/HWIPpostMH2017/

FINAL REIMBURSEMENT

Completion Checklist

To be completed before your training:

- Complete and submit a minimum of 10 participant pre-surveys

To be completed and submitted by March 1, 2018:

- Submit copies of program receipts and additional documentation as stated in **reimbursement guidelines**
- Submit budget report

To be completed after your training:

- Complete and submit a minimum of 10 participant post-surveys
- Submit final report

Funding will be reimbursed to the participating department once all financial documentation has been submitted.

For HR use only:

Date of completion: _____

Follow up required: _____

Signature of HP Specialist: _____

REIMBURSEMENT GUIDELINES

For reimbursement, please provide the following financial documentation:

- Speedchart and Account Code for reimbursement
- Copy of Invoice or Receipt of purchase for each transaction
- Screenshot of General Ledger > FMS Detail Transactions from FMS nQuery for each transaction (See example)
- If purchased by PCard, include Statement of Account and screenshot of transaction in General Ledger > FMS Detail Transactions
- If purchased by an employee, include original receipt, proof of the expense claim reimbursement and screen shot of transaction in General Ledger
- If purchased by Journal Voucher, include a copy of the JV and one of the following:
 - Journal ID # OR
 - Screenshot of transaction in General Ledger > FMS Detail Transactions

The Journal ID # and screenshot of the transaction in the General Ledger will not be available until after the Journal Voucher has been data inputted. Therefore, if you are acquiring services or goods from another UBC department by Journal Voucher, we recommend confirming when they'll be able to process your payment.

The HWIP Fund will reimburse all approved transactions less the GST rebate (if applicable).

Your Department will not be reimbursed until all the necessary documentation has been submitted for each transaction.

The HWIP Fund will not reimburse for alcohol under any circumstances. If included, this will be deducted from the total amount.