

## **THE PERSONAL WELLNESS PROFILE OVERVIEW**

The *Personal Wellness Profile (PWP)* is a comprehensive wellness assessment and planning tool using software developed by Wellsource, Inc. All information and every PWP report are confidential. Data is collected by the Work Life Health Promotion Manager (HPM). Data is *not* entered into medical or personnel records. The HPM will process results and print individual reports.

Assessment is based on three parts:

- 1- Self-reporting lifestyle questionnaire. The PWP Questionnaire takes about 30 minutes to complete.
  - 2- Clinical screening.
    - a. Lipids panel- Cholesterol (HDL,LDC), Triglycerides
    - b. Blood pressure
    - c. Waist-hip ratio- a risk assessment for cardiovascular disease
    - d. Height & weight
    - e. Body fat composition
  - 3- \*Fitness Testing
    - a. 1.5 mile run or 1 mile walk
    - b. Push-ups
    - c. Sit-ups- one minute test
    - d. Flexibility
- *Fitness Testing does not have to be completed in order to obtain a PWP report.*

Data is compiled into a **Comprehensive Report**. The *PWP* gives an overall Wellness Score and a rating in seven categories- *coronary risk, cancer risk, nutrition status, fitness status, substance use, stress status, and safety status*. Explanations and recommendations for improvement are provided in each category.

The **Health Guide** section discusses behavior change in six areas- *cancer prevention, weight control, physical fitness, heart health, managing stress, and physical activity*. Behavior change and goal setting are the keystones of personal program planning.

An **Executive Summary** is produced for commands when more than 50% of the unit participate. The report summarizes the primary health findings for the unit. Group health needs and risks are presented along with recommendations for initiating risk reduction and health enhancement programs. Graphs will be generated using the group statistical information. Executive and group summaries do not disclose personal information

**Samples** of a PWP report are available from the Health Promotion Manager and Division Health Promotion Coordinators. Participants will be provided instructions for correctly completing the questionnaire.

A **Follow-up Session** can be scheduled for all hands. Individual sessions can also be arranged. This includes an explanation of the PWP report, a summary of unit results (when applicable), personal goal-setting, and Q&A.

**Additional Information** can be obtained by contacting Mr. Dan Blaettler, Work Life Health Promotion Manager, (510) 437-2736.

## **INSTRUCTIONS FOR COMPLETING THE PERSONAL WELLNESS PROFILE**

### **1. Complete the Questionnaire.**

A. ***Use only a #2 pencil.***

B. Enter the following information on Page One. BE SURE TO BUBBLE IN INFORMATION.

1. *Name and Address*

Print Name and Unit (for address)

2. *Personal ID:*

**Participant's 7-digit Employee ID #**

3. ***Group ID No.:***

A- ***OFFICER:***           ***1120XXX***

B- ***ENLISTED:***       ***1220XXX***

C- ***CIVILIAN:***       ***5320XXX***

4. *Required Data:*

The following information is ***required:***

**Personal ID- Name- Age- Gender- Frame Size- Height- Weight**

5. *To Determine Frame Size:*

*Small:* thumb & middle finger overlap when placed around narrowest circumference of the opposite wrist

*Medium:* thumb & middle finger just touch when placed around narrowest circumference of the opposite wrist

*Large:* thumb & middle finger do not touch when placed around narrowest circumference of the opposite wrist

C. Page 3. Question #9: If the response is #5 be sure to bubble in #5 AND **frequency**

### **2. Clinical and Fitness Testing:**

A. Enter data on Pg. 10 (clinical data)

B. Follow instructions provided by Unit Health Promotion Coordinator or Work Life Health Promotion Manager

## WELLSOURCE GROUP ID # CODING

The Wellsource Group ID Number consists of 7 required spaces. Each of the 7 spaces has been designated specifically for the following categories. Space 8 is used only if there are more than 10 of the same kind of unit. (There are none in ISC Alameda AOR). Accuracy with the group code is extremely important for queries and data analysis. **Each class at a TRACEN Petaluma school shall be given a separate file that indicates the class no. (e.g. HS21= HS A School Class No. 21).**

### Space 1:

- 1 = Active Duty
- 2 = Dependant
- 3 = Retiree
- 4 = Reservist/Auxil
- 5 = Civilian
- 6 = Other

- ISC Alameda- 191
- JIATF West- 751
- LORAN Stations
  - Fallon- 201
  - Middletown- 202
- MLC PAC Staff- 241
- MSD Concord- 171

### Space 2:

- 1 = Officer
- 2 = Enlisted
- 3 = Other

- MSO San Francisco- 161
- MSST SF- 891
- NAVCEN West- 501
- NESU Alameda- 231
- PACAREA Staff- 761
- Pacarea TRATEAM- 571
- Pacific Strike Team- 101
- Port Security Unit 312- 730

### Spaces 3 and 4 (ISC/Location)

- 20 = Alameda

- Recruiting Offices
  - San Jose- 511
  - San Leandro- 512
  - Sacramento- 513
  - Humboldt Bay- 514
  - Salt Lake City- 515

### Spaces 5, 6, 7:

- Air Stations
  - Humboldt Bay-221
  - San Francisco-222
  - Sacramento- 223
- ANT Teams
  - 121- Humboldt Bay
  - 122- San Francisco
- CAMSPAC- 341
- CEU Oakland- 311
- CGIS- 801
- Cutters
  - Aspen- 521
  - Barracuda- 431
  - Boutwell- 381
  - Dorado- 432
  - Hawksbill- 433
  - Morgenthau- 382
  - Munro- 383
  - Sherman- 384
  - Sockeye- 434
- D11 Staff- 181
- ESD Petaluma- 141
- ESD Humboldt Bay- 142
  
- ESU Alameda- 151
- Groups
  - Humboldt Bay- 261
  - San Francisco- 262

- Stations
  - Bodega Bay- 111
  - Carquinez- 112
  - Golden Gate- 113
  - Humboldt Bay- 114
  - Lake Tahoe- 115
  - Noyo River- 116
  - Monterey- 117
  - Rio Vista- 118
  - San Francisco- 119
- Training Center Petaluma
  - Permanent Detail- 279
  - CPOA- 277
  - ET School- 278
  - FS School- 275
  - HS School- 271
  - IT School- 274
  - OS School- 273
  - SK School- 276
  - YN School- 272
- VTS SF - 601

**Clinical Data - Staff Use Only**

*round off to nearest half inch*

*Culiper's trained screener*

Height		Weight		Waist Girth	Hip Girth	Body Composition Testing Method	Sum of skinfolds	Known % fat	Other	Desired Weight		Desired % fat	
ft	ins	lbs	lbs							low	high	low	high
5	06	1	90	38.0	45.5	1 skinfolds	23						
1	1	1	1	1	1	3-site UML	1	1	1	1	1	1	
2	2	2	2	2	2	2 skinfolds	2	2	2	2	2	2	
3	3	3	3	3	3	3-site UMM	3	3	3	3	3	3	
4	4	4	4	4	4	3 skinfolds	4	4	4	4	4	4	
5	5	5	5	5	5	7-site	5	5	5	5	5	5	
6	6	6	6	6	6	known % fat	6	6	6	6	6	6	
7	7	7	7	7	7	other 1	7	7	7	7	7	7	
8	8	8	8	8	8	other 2	8	8	8	8	8	8	
9	9	9	9	9	9		9	9	9	9	9	9	

Resting Pulse	Blood Pressure		PSA	Hemgl	Blood Tests	Cholesterol			Triglycerides	Glucose	Guaiaac Test (plod in stool)
	systolic	diastolic				Total	HDL	LDL			
50	130	80			nonfasting	165	62	90			
1	1	1	1	1	3 hr. fasting	1	1	1	1	1	1
2	2	2	2	2	12 hr. fasting	2	2	2	2	2	2
3	3	3	3	3	Blood Test Decimal Use	3	3	3	3	3	3
4	4	4	4	4	mg/dL	4	4	4	4	4	4
5	5	5	5	5	(ignore decimal)	5	5	5	5	5	5
6	6	6	6	6	mmol/L	6	6	6	6	6	6
7	7	7	7	7	(use decimal)	7	7	7	7	7	7
8	8	8	8	8		8	8	8	8	8	8
9	9	9	9	9		9	9	9	9	9	9

*if use clinic blood draw - it may be 12 hour fast*

*you may get triglycerides / glucose from a full lab profile*

Graded Exercise Test (GXT) Method	Exercise Treadmill			Bicycle			VO2 max	Exer. Time	CAFF	Stress Test ECG
	HR	mph #1	% grad #1	HR	mph #2	% grad #2				
1 treadmill, Bruce	150							13:16		normal
2 treadmill, Balke										borderline
3 treadmill, other max										abnormal
4 treadmill, sub-max										
5 treadmill, walk test										
6 1 mile walk										Check with doctor before beginning exercise program
7 1.5 mile run										
8 CAT step test										
9 The STEP FIT test										
10 cycle, Astrand										
11 cycle, Small sub-max										
12 cycle, AGOM max										
13 cycle, sub-max										
14 cycle, APTHERD										
15 known VO2 max										

*choose one*

Cholesterol Diet Plan	Lung Function			Exercise Intensity (mark only one)	Specified Intensity (HR range % HR max)		Grip	Curl	Push-ups	Sit-ups	Flex
	FVC (L)	FEV1 (L)	FEF25-75 (L)		low	high					
1 step 1				HR range							
2 step 2				% HR max							
3 step 3				% HR reserve							
4 Omph				% HR max							
				light 50-60							
				moderate 60-75							
				vigorous 70-90							
				% HR reserve							
				light 40-50							
				moderate 50-70							
				vigorous 70-85							

*round to nearest half inch*

## **How to Coordinate a PWP Assessment For Your Unit**

The health risk assessment (HRA) currently used by the CG Health Promotion Program is called the **Personal Wellness Profile (PWP)**. Here are the steps for planning a successful unit assessment:

1. **Support.** Obtain Command approval and support- including their participation. Discuss and select the best date that does not conflict with other unit activities or training and will accommodate the entire crew. Try to schedule the test as either “all hands” or “command required” to maximize participation.
2. **Coordinate.** There are 3 parts to the PWP: (1) a **lifestyle questionnaire**; (2) **fitness testing**; and (3) **clinical assessments**. Coordinate an assessment date with Mr. Dan Blaettler, Work Life Alameda Health Promotion Manager (HPM) (510) 437-2736.
3. **Schedule.** Plan on a 2 hr. time block for the **fitness testing**. Either the HPM or the unit Health Promotion Coordinator must administer the tests. There must be accurately marked 1 mile and 1.5 mile courses. The HPM will provide the other testing equipment. Schedule **clinical assessments**- cholesterol, blood pressure, body composition, waist-hip ratio- at 10 min. intervals.
3. **Advertise.** Inform the crew about the test. Explain the purpose, benefits, and components. Be sure to emphasize that the assessment is **confidential** and **voluntary**. A sample Comprehensive PWP Report is available. Start a sign-up sheet. Schedule clinical assessments.
4. **Facilities, equipment, and supplies.** Ensure appropriate facilities location, and equipment for testing- soft surface for sit ups, flat course for run, privacy for health screenings, testing equipment. Inform and train staff and volunteers regarding testing protocols. This ensures results are valid.
5. **Questionnaires.** Obtain copies of the PWP questionnaire from the HPM and distribute to participants **at least 3 days** ahead of the assessment date. They should bring the completed questionnaire to the assessment. The questionnaire takes approx. 30 min. to complete.
  - a. **Required information.** The following information **MUST** be entered on page 1: a) *Personal ID*- use SSN; b) *Age*; c) *Gender*; d) *Frame Size*; e) *Height*; f) *Weight*.
  - b. **Clinical and Fitness Data.** Enter on the test day. It is advisable for the unit HPC to enter the information. If participants enter their own data the HPC should check the clinical data sheet (page 10) for accuracy of entry.
  - c. **Group ID No.** The HPC will provide the unit HPC with a unique Group ID No. This must be entered on Page 1 of the Questionnaire.
5. **Clinical Data.** Normally the HPC will conduct the clinical testing. Personnel may arrange to have a Coast Guard clinic or personal medical provider conduct the tests. This should *at least* include: cholesterol panel and blood pressure. Participants must transfer the information to the PWP questionnaire (pg. 10).
6. **Coding.** Ensure the Health Risk Appraisal Forms are coded correctly. Health reports cannot be generated from miscoded forms.
7. Adequately “over” prepare participants (clothing, rest protocols, eating protocols, alcohol, tobacco, caffeine). Pregnant women should not participate in fitness testing unless doctor’s permission is obtained. PAR Q’s should be used to screen for health and injury issues.
8. **Safety.** Ensure emergency protocols are in place (CPR trained tester desired etc).

9. **Reports.** Inform participants when and how they will receive their results.
10. **Screening.** Participants with health problems (bad back, flu etc) should not participate in the fitness assessment portion of the health screening.
11. **Follow-up Information.** To assist members with PWP recommendations, plan in advance for the provision of referral information.
12. **Fitness Tests.** Four tests are administered: cardiovascular (1 mile walk or 1.5 mile run); sit ups; pushups; and sit and reach.
13. **Comprehensive Reports.** The fitness test and the clinical assessments are not required. However, all parts are essential for obtaining the most comprehensive report.
14. **Review.** The PWP reports take approx. 10 working days to be returned to the unit HPC. A 30-minute group follow-up session should be scheduled. The session should include: a.) distribute individual reports; b.) explain the PWP scoring and components; c.) answer general questions about the PWP (specific questions and concerns should be directed to the HPM or a CG Medical Officer); d.) review the PWP *Health Guide* included at the end of the PWP report; and d.) review the personal planner, *Your Wellness Goals* (found on the inside of the back cover of the PWP report).
15. **Executive Summary.** The unit command will be provided with a summary. It does **not** include any personally identifying information.