

2013

Employer Manual

Healthy Maine Works



Philip DiRusso

2/1/2013

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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 [Phil DiRusso](#), Worksite Health Specialist 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.

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 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

Login Name	<input type="text"/>	
Password	<input type="password"/>	

[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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Logging in as an Employer

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



Healthy Maine Works

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- An organizational assessment to identify health-related priorities
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New to Healthy Maine Works?
[SIGN UP](#) to create your new account.

Login to Healthy Maine Works

Login Name

Password

Login

[I forgot my Password!](#)

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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.

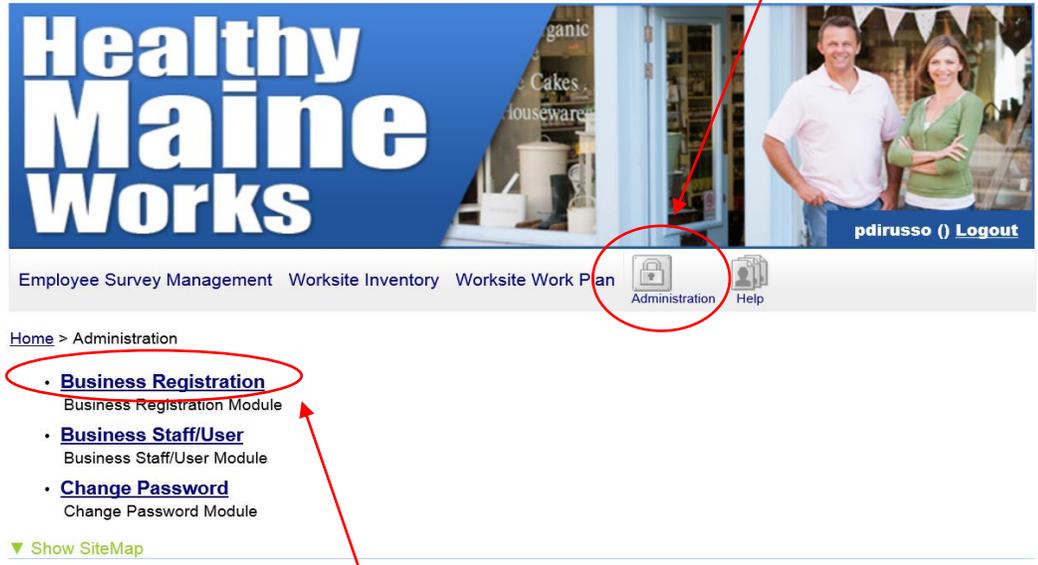
Help

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

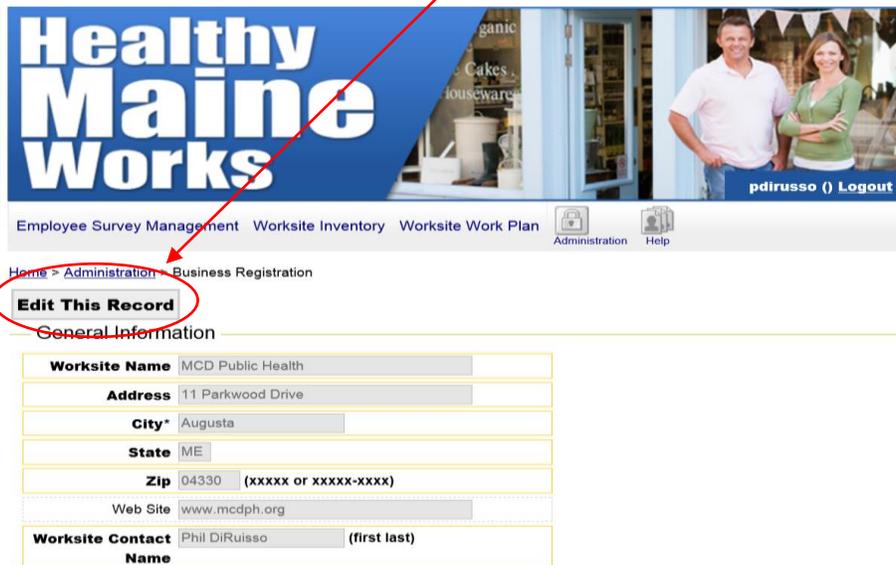
Home > Administration

- **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

Worksite Name	MCD Public Health
Address	11 Parkwood Drive
City*	Augusta
State	ME
Zip	04330 (xxxxx or xxxxx-xxxx)
Web Site	www.mcdph.org
Worksite Contact Name	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](#)



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.



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

Show SiteMap

Save Cancel

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

pdirusso () Logout

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.

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

Step 4: Click Save when finished.

Healthy Maine Works

Employee Survey Management Worksite Inventory Worksite Work Plan Administration Help

Home > Administration > Change Password

You may now Edit this item

Password Information

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

Save Cancel

▼ Show SiteMap

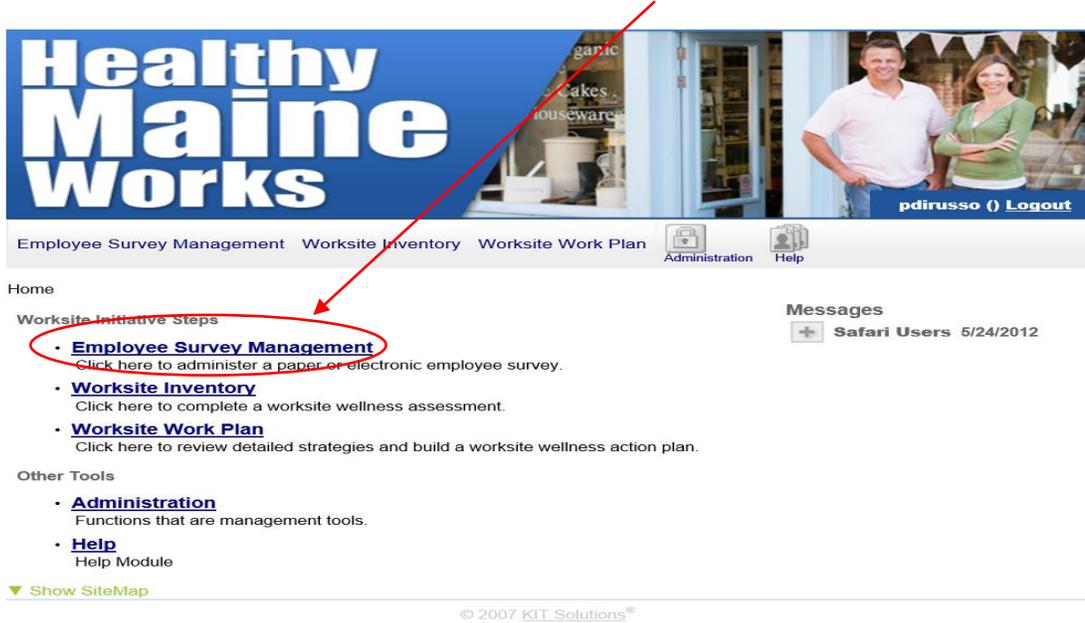
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Step 5: Within the same window a Success box will be displayed confirming your password change.

Employee Survey Management

Administering an Employee Survey

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



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", along with "Administration" and "Help" icons. Below the navigation bar, the page is divided into sections. The "Worksite Initiative Steps" section contains three items: "Employee Survey Management" (circled in red), "Worksite Inventory", and "Worksite Work Plan". The "Other Tools" section contains "Administration" and "Help". A "Messages" section shows a message from "Safari Users" dated 5/24/2012. At the bottom, there is a "Show SiteMap" link and a copyright notice for "© 2007 KIT Solutions®".

Step 2: Click [Create New Survey](#).



The screenshot shows the Healthy Maine Works Employer Homepage with the "Employee Survey Management" link selected in the navigation bar. Below the navigation bar, the page shows the "Home > Employee Survey Management" breadcrumb. A dropdown menu for "Organization" is set to "MCD Public Health". The "Create New Survey" button is circled in red, with a red arrow pointing to it from the text above. At the bottom, there is a "Show SiteMap" link and a copyright notice for "© 2007 KIT Solutions®".

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](#)

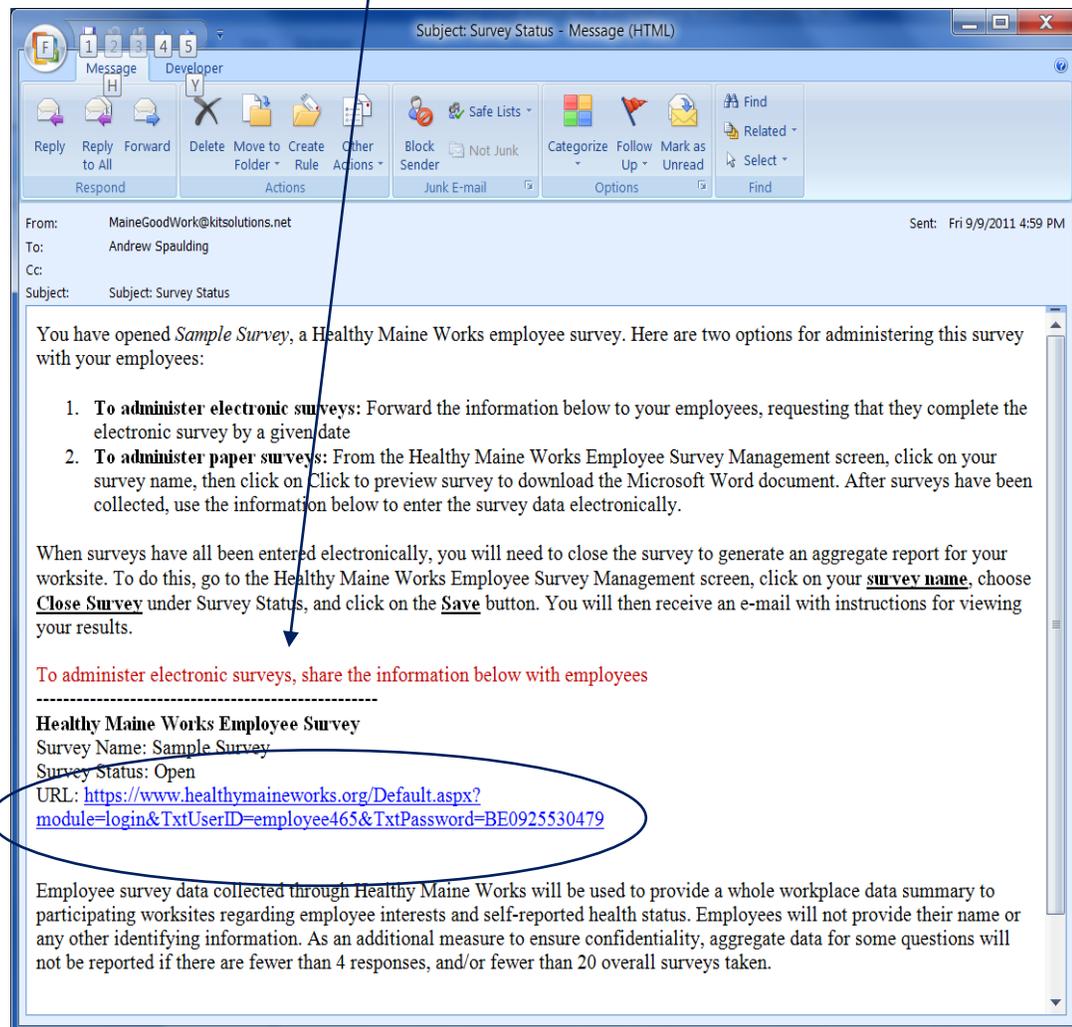
Survey Status: Open Closed

To download and preview hard copies of either survey before deciding which to use, click the link below the respective descriptions.

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.



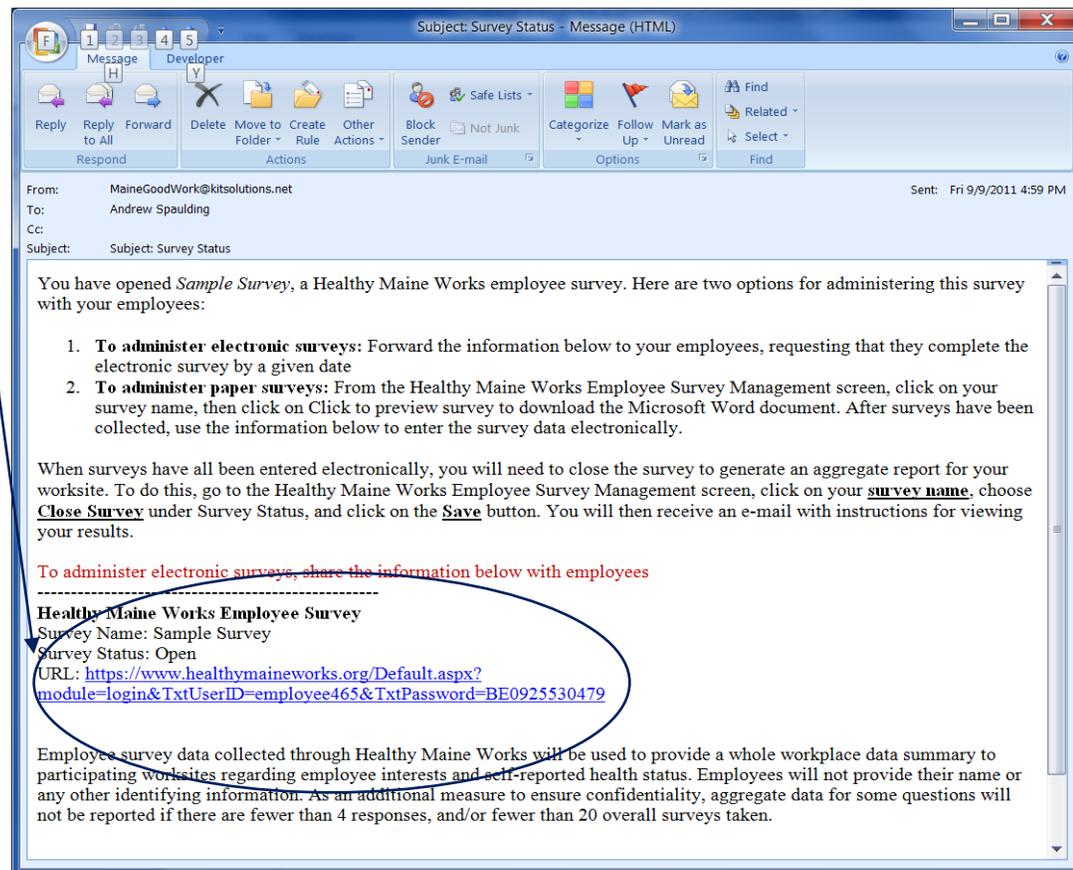
Taking an Employee Survey Electronically

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](#).

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: Click on the name of the open 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

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

▼ Show SiteMap

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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

Save Cancel Delete

Show SiteMap

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](#).

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', along with 'Administration' and 'Help' icons. Below this, the 'Home' section features a 'Worksite Initiative Steps' list. The first item, 'Employee Survey Management', is circled in red. Below it are 'Worksite Inventory' and 'Worksite Work Plan'. The 'Other Tools' section includes 'Administration' and 'Help'. A 'Messages' section shows 'Safari Users 5/24/2012'. At the bottom, there is a 'Show SiteMap' link and a copyright notice for '© 2007 KIT Solutions®'.

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.

The screenshot shows the 'Employee Survey Management' page. At the top, there is a navigation bar with links for 'Employee Survey Management', 'Worksite Inventory', and 'Worksite Work Plan', along with 'Administration' and 'Help' icons. Below this, the 'Home > Employee Survey Management' breadcrumb is visible. There is a dropdown menu for 'Organization' set to 'MCD Public Health' and a 'Create New Survey' button. Below this is a table with the following data:

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

The 'View Report' link in the table is circled in red. At the bottom, there is a 'Show SiteMap' link and a copyright notice for '© 2007 KIT Solutions®'.

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 (8/1/2011)

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

My Previous Inventory(s)

Inventory Name	Date Completed
New New Baseline Test	8/24/2011
test	8/24/2011
New Baseline Test	8/24/2011
Baseline Test	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**.

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

Healthy Maine Works

[Home](#) > Worksite Work Plan

- Worksite Work Plan -

Organization

My Current Work Plan - [CDM New \(9/1/2011\)](#)

[Click here to Create a New Work Plan](#)

My Previous Work Plan(s) - To view a previous workplan, click on the name.

Work Plan Name	Entry Date	Change Date
Aug 31 workplan	8/31/2011	8/31/2011
Andy Workplan 8-24-2011	8/24/2011	8/25/2011
Jun1	8/17/2011	8/17/2011

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.

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

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:
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 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.	Maine Workplace Smoking Act - Partnership For A Tobacco-Free Maine	<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.	EPA HealthySEAT software Occupational Asthmagens listing Haz-Map: Occupational Exposure to Hazardous Agents	<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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