

The CDC Worksite Health ScoreCard:

An Assessment Tool for Employers to Prevent Heart Disease, Stroke, & Related Health Conditions



Health ScoreCard Manual

National Center for Chronic Disease Prevention and Health Promotion
Division for Heart Disease and Stroke Prevention



FOREWORD

The purpose of this manual is to assist employers with using *The CDC Worksite Health ScoreCard (HSC)* to assess their health promotion programs, identify gaps, and prioritize high-impact strategies to prevent heart disease, stroke, and related conditions. CDC believes worksite health promotion and wellness programs are essential to maintaining a healthy workforce.

This manual is for CDC guidance only. It does not establish or affect legal or administrative rights or obligations. References within this manual to any specific commercial products, processes, services by trade names, trademarks, or manufacturers do not constitute an endorsement or recommendation by the CDC.

Both *The CDC Worksite Health ScoreCard* manual and tool, in their current forms, may be updated and revised at any time.

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INTRODUCTION

What is *The CDC Worksite Health ScoreCard*?

*The CDC Worksite Health ScoreCard (HSC) is a tool designed to help employers assess whether they have implemented **evidence-based health promotion interventions or strategies** in their worksites to prevent heart disease, stroke, and related conditions such as hypertension, diabetes, and obesity. The tool was developed by the CDC Division for Heart Disease and Stroke Prevention in collaboration with the Emory University Institute for Health and Productivity Studies (IHPS), the Research Triangle Institute, the CDC National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) Workplace Workgroup, and an expert panel of federal, state, academic, and private sector (individuals who contributed to the development of the CDC Worksite HSC are listed on page 4). To ensure the validity and reliability of the tool, a validation study was conducted by Emory University's IHPS. This study involved a national sample of 93 employers of variable size who agreed to pilot test the survey and provide feedback on the survey's content and structure. For more information on how the tool was developed and validated, please refer to the Frequently Asked Questions (FAQs) in Appendix A.*

Why Use *The CDC Worksite Health ScoreCard*?

The United States is facing an unparalleled health epidemic, driven largely by chronic diseases that are threatening American businesses' competitiveness because of lost productivity and unsustainable health care costs. The medical care costs of people with chronic diseases was reported in 2009 to account for more than 75% of the nation's \$2.2 trillion medical care costs.^{1,2} For example:

- Cardiovascular disease (CVD), including heart disease and stroke, is the leading cause of death in the United States and responsible for one out of every three (more than 800,000) reported deaths each year.³ CVD is responsible for 17% of national health expenditures, and as the population ages, these costs are expected to increase substantially.⁴ In 2010, annual direct and overall costs resulting from CVD in the United States were estimated at \$273 billion and \$444 billion, respectively.⁴
- In 2008 dollars, the medical costs of obesity were estimated at \$147 billion.⁵
- In 2007, the economic costs related to diabetes were estimated at \$174 billion including \$116 billion in direct medical expenses and \$58 billion in indirect costs attributed to disability, work loss, and premature mortality.⁶
- Between 2000–2004, the economic costs related to tobacco use were estimated at \$192.8 billion per year including \$96 billion per year in direct medical costs and \$96.8 billion per year in lost productivity.⁷

Although chronic diseases are among the most common and costly of all health problems, adopting healthy lifestyles can help prevent them. A wellness program aimed at keeping employees healthy is a key long-term human asset management strategy. To curb rising health care costs, many employers are turning to workplace health programs to make changes in the worksite environment, help employees adopt healthier lifestyles and, in the process, lower their risk of developing costly chronic diseases.

The approach that has proven most effective is to implement an **evidence-based comprehensive health promotion program** that includes individual risk reduction programs, coupled with environmental supports for healthy behaviors and is coordinated and integrated with other wellness activities.⁸⁻¹⁰ However, only 6.9% of employers offer a comprehensive worksite health promotion program, according to a 2004 national survey.¹¹

Several studies have concluded that well designed worksite health promotion programs can improve the health of employees and save money for employers instituting these programs. For example:

- In 2005, Chapman summarized results from 56 qualifying financial impact studies conducted over the past two decades and concluded that participants in workplace programs had 25%–30% lower medical or absenteeism expenditures than non-participants.¹²
- In 2010, Baicker et al. published a literature review in *Health Affairs* focused on cost savings garnered by worksite wellness programs. The investigators found the medical costs return on investment (ROI) to be \$3.27 for every dollar spent and the absenteeism ROI to be \$2.73 for every dollar spent.¹³

Note that worksite health promotion programs may take 2 to 5 years to realize positive ROIs.¹⁴⁻¹⁶

While employers have a responsibility to provide a safe and hazard-free workplace, they also have abundant opportunities to promote individual health and foster a healthy work environment. CDC encourages employers to provide their employees with preventive services, training and tools, and an environment to support healthy behaviors.

The CDC Worksite Health ScoreCard, includes questions on many of the key evidence-based and best practice strategies and interventions that are part of a comprehensive worksite health approach that address the leading health conditions driving health care and productivity costs.

Who can use *The CDC Worksite Health ScoreCard*?

Employers, human resource managers, health benefit managers, health education staff, occupational nurses, medical directors, wellness directors, or others responsible for worksite health promotion in an organization can use The CDC Health ScoreCard to establish benchmarks and track improvements (evaluation) over time. State health departments may assist employers and business coalitions in using the tool and help find ways to establish healthier workplaces. State health departments also can use the tool for monitoring worksite practices, establishing best practice benchmarks, and to track improvements in worksite health promotion programs over time to more effectively direct resources to support employers.

What can *The CDC Worksite Health ScoreCard* tell you?

The tool contains 100 questions that assess how evidence-based health promotion strategies are implemented at a worksite. These strategies include health promoting counseling services, environmental supports, policies, health plan benefits, and other worksite programs shown to be effective in preventing heart disease, stroke, and related health conditions. Employers can use this tool to assess how a comprehensive health promotion and disease prevention program is offered to their employees, to help identify program gaps, and to prioritize across the following health topics:

- Organizational Supports (18 questions)
- Tobacco Control (10 questions)
- Nutrition (13 questions)
- Physical Activity (9 questions)
- Weight Management (5 questions)
- Stress Management (6 questions)
- Depression (7 questions)
- High Blood Pressure (7 questions)
- High Cholesterol (6 questions)
- Diabetes (6 questions)
- Signs and Symptoms of Heart Attack and Stroke (4 questions)
- Emergency Response to Heart Attack and Stroke (9 questions)

Steps for Using the Health ScoreCard to Improve Your Worksite's Health Promotion Programs

1. Complete the Health ScoreCard (HSC) using the instructions in the next section of this manual. See page 8.
2. Calculate your worksite's scores using the Scoring Guide on page 9.
3. Review your HSC scores and use them as a planning tool. Your scores are intended to assist you in prioritizing strategies as you set near- and long-term goals for developing your worksite's comprehensive health promotion program. Review your scores to identify potential gaps in your worksite's health promotion program (that is, topic areas where your organization currently has few strategies in place).
4. Determine and prioritize which strategies your worksite will implement.
 - a. Identify the highest impact strategies not currently in place at your worksite.
 - b. Use this information and your scores to prioritize future strategies that are relevant, feasible, and consistent with your organization and employee needs, health issues, and health promotion budget.
 - c. Identify which of your priority strategies are feasible for short- or long-term accomplishments.
 - d. Use this information to develop an Annual Worksite Health Improvement Plan and Budget.
5. Consult the Resources for Action section (Appendix B) in this report for guidance on developing strategies.
6. Contact your State Health Department for technical assistance as needed to improve your worksite health promotion program. State Health Departments can be valuable resources for offering additional tools and resources as well as for providing technical guidance around program design, performance, and evaluation; check with your local health departments for more information. You may find contact information for your state program at <http://www.cdc.gov/workplacehealthpromotion/organizations/index.htm> <http://www.chronicdisease.org/search/>
7. Create a baseline report to demonstrate progress in adopting these strategies over time. Complete the survey again in a year to document and report progress. You also may evaluate how your HSC scores correlate with improvements in aggregated health risk scores among employees who were exposed to the strategies.
8. Inform and educate employees and management about your organization's health promotion program by presenting and disseminating your worksite's HSC scores.

Instructions

Instructions for completing *The CDC Worksite Health ScoreCard*

- Answer “yes” or “no” for each question on the tool. Consult the Glossary (Appendix C) to help you understand terms used in the questions. All questions should be answered consistently with your worksite practices and programs that are currently in place (i.e., on-going activities, services) or have occurred within the last 12 months (e.g., annual 12-week walking challenges).
- There are 12 topic sections to the tool; you may complete each section in separate sittings and in any order. Individual topic scores can be tallied for each section and combined for a total HSC score once all sections are completed. The entire survey will take approximately 30 minutes to complete.
- We recommend that you form a small team, representing different organizational units to complete this survey together. A team-based approach will allow for more accurate responses, increase ownership and involvement amongst the team, and decrease effort for any single team member. Because a strong knowledge of your organization and its health promotion program(s) is recommended to accurately complete the tool, strive to pick team members who occupy the following positions:
 - Members of a worksite health promotion committee
 - Human resource managers
 - Health benefits managers
 - Health education staff
 - Occupational nurses
 - Medical directors
 - Wellness directors
 - Health promotion coordinators
 - Building facilities managers
- Scan each section before attempting to respond. Answers to most questions are readily available following a review of organizational health policies (e.g., a policy handbook), benefit plan designs, interviews with key stakeholders, and direct observation. In some cases, answers may not be immediately obvious to the person assigned to complete the section. If you do not know the answer to the question, leave the box empty, and then engage others at the worksite to help you answer it.
- Some questions ask you to describe your health insurance plan. If your organization offers more than one health insurance option, base your responses on the health insurance plan with the highest enrollment.
- Throughout the survey, questions refer to “health promotion” at your worksite. This also is known as “worksite wellness” or “wellness programs.”
- If you are a large organization with multiple worksites, consider completing this tool for each worksite separately, or select the particular worksite of interest. A worksite is a building, unique location, or business unit within the organization where work occurs. A worksite can include a campus of multiple buildings as long as all the buildings are in close proximity (walking distance) and defined as part of the

organization. For example, a shipping company should consider a single retail store, distribution center, or corporate office park as an individual worksite unless they are geographically adjacent. By completing the tool separately for each worksite, you can identify different areas of strengths and opportunities for improvement across the worksites within your organization.

- After completing the HSC tool and scoring your answers, you can compare your scores with employers that participated in the validation study. The Validation Study Benchmarking Report on page 35 summarizes the total and individual topic scores of a convenience sample of 93 worksites across the United States. For a sample of an individualized benchmarking report that employers who participated in the validation study received, please review <http://www.sph.emory.edu/ihrs/projects.php#7>

Do not interpret this benchmark as a recommended score. It is intended to provide a reference where your worksite stands compared to a small sample of other worksites.

Scoring Your Survey

The Health ScoreCard scoring system was developed to reflect the relative impact of proven health promotion strategies. Each item on the HSC survey has been assigned a point value between 1 and 3 (where 1=good, 2=better, and 3=best). This point value reflects the level of impact that the strategy has on the intended health behaviors or outcomes *and* the strength of scientific evidence supporting this impact. For example, awareness-building materials such as brochures (1 point) have less of an affect on employee health than lifestyle counseling or self-management programs (3 points). For more information about the evidence and impact rating systems, please see Appendix D. For the citations used as evidence to assign scores for each of the items on the HSC, please see *The CDC Worksite Health ScoreCard Scoring Methodology: Evidence and Impact Ratings and Supporting Citations*.

The HSC tool below shows the point value is assigned to each strategy. When scoring your completed HSC, you will be able to determine two scores—a total HSC score and individual scores for each of the 12 topic sections.

- To calculate your total HSC score, add the point values of all the questions to which you responded YES.
- To calculate individual topic section scores, add the point values of all of the questions to which you responded YES in a particular section (e.g., organizational supports).
- Questions that are skipped are counted as “no,” whether or not the strategy is applicable to your worksite. You will receive 0 points for skipped questions. When you review your total HSC score and individual topic scores, please keep in mind that your scores may be lower because of the questions that were not applicable to your worksite.

The CDC Worksite Health ScoreCard: An Assessment Tool to Prevent Heart Disease, Stroke, and Related Conditions Worksheet

OPTIONAL BACKGROUND INFORMATION

This section of the tool may be used to capture demographic information about your worksite's population. Please complete the contact information section if you are completing this tool for a state health department or are working with other partners. If you want to skip this section, please proceed to page 14 to begin completing the HSC.

1. CONTACT INFORMATION

Name: _____

Job Title: _____

Address: _____

Telephone number: _____

E-mail address: _____

2. EMPLOYEE CHARACTERISTICS

2a. Number of employees

< 100 100–249 250–749 ≥750

2b. Gender

% Male _____

% Female _____

2c. Age group

% <18 years of age _____

% 18–34 years of age _____

% 35–44 years of age _____

% 45–64 years of age _____

% ≥65 years of age _____

2d. Average Age

Years of age _____

2e. Racial/ethnic group

% Non-Hispanic White _____

% Non-Hispanic Black/African American _____

% Hispanic/Latino _____

% Asian/Asian American _____

% American Indian/Alaska Native _____

% Native Hawaiian/Pacific Islander _____

% Other _____

2f. Work status

% Full-time _____

% Part-time _____

% Temporary _____

2g. Job type

% Salaried _____

% Hourly _____

2h. Education level

- % Less than high school _____
- % High school graduate/GED _____
- % Some college/technical school _____
- % College graduate _____
- % Post-graduate/advanced degree _____

3. Your Organization’s Business Type

- For-profit
- Nonprofit/government
- Nonprofit/other
- Real Estate & Rental & Leasing
- Finance and Insurance
- Information
- Construction

4. Your Organization’s Industry Type:

- Agriculture, Forestry, Fishing and Hunting
- Mining, Quarrying, and Oil and Gas Extraction
- Retail/Wholesale Trade
- Accommodation & Food Services
- Professional, Scientific, & Technical Services
- Transportation, Warehousing, & Utilities
- Health Care & Social Assistance
- Educational Services
- Manufacturing
- Administrative & Support & Waste Management & Remediation Services
- Arts, Entertainment, and Recreation
- Other Services (except Public Administration): _____
- Public Administration

5. Health insurance coverage provided to employees?

- Yes
- No

6. Elements of worksite health promotion programs offered at your organization:

(check all that apply)

- Health education (e.g., skills development and behavior change classes; awareness building brochures, posters)
- Links to related employee services (e.g., referral to employee assistance programs (EAPs))
- Supportive physical and social environment for health improvement (e.g., tobacco free policies, subsidized gym memberships)
- Integration of health promotion into your organization's culture (e.g., health promotion being part of business' mission statement)
- Employee screenings with adequate treatment and follow up (e.g., Health Risk Assessments (HRAs) and biometric screenings)

The CDC Worksite Health ScoreCard:

An Assessment Tool to Prevent Heart Disease, Stroke, and Related Conditions Worksheet

Organizational Supports



Organizational Supports <i>During the past 12 months, did your worksite:</i>	Yes	No	Score
<p>1. Conduct an employee needs and interests assessment for planning health promotion activities? <i>Answer “yes” if, for example, your organization administers focus groups or employee satisfaction surveys to assess your employee health promotion program(s). Answer “no” if your organization administers general surveys that do not assess your employee health promotion program(s).</i></p>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
<p>2. Conduct employee health risk appraisals/assessments through vendors, on-site staff, or health plans and provide individual feedback plus health education? <i>Answer “yes” if, for example, your organization provides individual feedback through written reports, letters, or one-on-one counseling.</i></p>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
<p>3. Demonstrate organizational commitment and support of worksite health promotion at all levels of management? <i>Answer “yes” if, for example, all levels of management participate in activities, communications are sent to employees from senior leaders, the worksite supports performance objectives related to healthy workforce, or program ownership is shared with all staff levels.</i></p>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
<p>4. Use and combine incentives with other strategies to increase participation in health promotion programs? <i>Answer “yes” if, for example, your organization offers incentives such as gift certificates, cash, paid time off, product or service discounts, reduced health insurance premiums, employee recognition, or prizes.</i></p>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
<p>5. Use competitions when combined with additional interventions to support employees making behavior changes? <i>Answer “yes” if, for example, your organization offers walking or weight loss competitions.</i></p>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	

Organizational Supports During the past 12 months, did your worksite:	Yes	No	Score
6. Promote and market health promotion programs to employees? <i>Answer “yes” if, for example, your worksite’s health promotion program has a brand name or logo, uses multiple channels of communication, or sends frequent messages.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
7. Use examples of employees role modeling appropriate health behaviors or employee health-related “success stories” in the marketing materials?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
8. Tailor some health promotion programs and education materials to the language, literacy levels, culture, or readiness to change of various segments of the workforce? <i>Answer “no” if you do not perceive a need for your organization to tailor its health promotion programs and education materials to any specific group(s).</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
9. Have an active health promotion committee? <i>Answer “yes” if your health promotion committee exists and has been involved in planning and implementing programs.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
10. Have a paid health promotion coordinator whose job (either part-time or full-time) is to implement a worksite health promotion program? <i>Answer “yes” if implementing the employee health promotion program(s) at your worksite is included in a paid staff member’s job description or performance expectations.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
11. Have a champion(s) who is a strong advocate for the health promotion program? <i>Answer “yes” if there is someone at your worksite who actively promotes programs to improve worksite health promotion.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
12. Have an annual budget or receive dedicated funding for health promotion programs?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
13. Set annual organizational objectives for health promotion?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
14. Include references to improving or maintaining employee health in the business objectives or organizational mission statement? <i>Answer “no” if your organization’s business objectives or mission statement only reference occupational health and safety, without reference to improving the workforce’s health.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	

Organizational Supports During the past 12 months, did your worksite:	Yes	No	Score
15. Conduct ongoing evaluations of health promotion programming that use multiple data sources? <i>Answer “yes” if, for example, your organization collects data on employee health risks, medical claims, employee satisfaction, or organizational climate surveys.</i>	<input type="checkbox"/> (2 pt.)	<input type="checkbox"/> (0 pts.)	
16. Make any health promotion programs available to family members?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
17. Provide flexible work scheduling policies? <i>Answer “yes” if, for example, policies allow for flextime schedules and work at home.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
18. Engage in other health initiatives throughout the community and support employee participation and volunteer efforts? <i>Answer “yes” if, for example, your organization supports participation in community events and school-based efforts, such as corporate walks, collaborate with state and local advocacy groups, health and regulatory organizations, and coalitions.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite’s Organizational Supports Section Score:			
Maximum Organizational Supports Section Score:			33

Tobacco Control



<i>Tobacco Control</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
19. Have a written policy banning tobacco use at your worksite? <i>Answer "yes" if your worksite adheres to a statewide, countywide, or citywide policy banning tobacco use in the workplace.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
20. Actively enforce a written policy banning tobacco use? <i>Answer "yes" if, for example, your worksite posts signs, does not have ashtrays, or communicates this written policy banning tobacco use through various channels at your worksite.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
21. Display signs (including 'no smoking' signs) with information about your tobacco-use policy?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
22. Refer tobacco users to a state or other tobacco cessation telephone quit line? <i>Answer "yes" if, for example, your worksite refers tobacco users to 1-800-QUIT NOW or smokefree.gov.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
23. Provide health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement? <i>Answer "yes" if, for example, your organization provides coverage for inhalers, nasal sprays, bupropion (e.g., Zyban) and varenicline (e.g., Chantix).</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
24. Provide health insurance coverage with no or low out-of-pocket costs for FDA-approved over-the-counter nicotine replacement products? <i>Answer "yes" if, for example, your organization provides coverage for nicotine replacement gum, patches, or lozenges.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
25. Provide or promote free or subsidized tobacco cessation counseling? <i>Answer "yes" if these programs are provided on- or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	

Tobacco Control				
During the past 12 months, did your worksite:		Yes	No	Score
26.	Inform employees about health insurance coverage or programs that include tobacco cessation medication and counseling?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
27.	Provide incentives for being a current nonuser of tobacco and for current tobacco users that are currently involved in a cessation class or actively quitting? <i>Answer "yes" if, for example, your organization provides discounts on health insurance, increases in disability payments or additional life insurance for non-smokers and tobacco users who are actively trying to quit.</i>	<input type="checkbox"/> (1 pts.)	<input type="checkbox"/> (0 pts.)	
28.	Do not allow sale of tobacco products on company property? <i>Answer "yes" if, for example, your worksite does not sell tobacco products on company property in vending machines or through on-site vendors.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
Your Worksite's Tobacco Control Section Score:				
Maximum Tobacco Control Section Score:				19

Nutrition



Nutrition During the past 12 months, did your worksite:	Yes	No	Score
29. Provide places to purchase food and beverages? <i>Answer "yes" if, for example, your worksite provides vending machines, cafeterias, snack bars, or other purchase points. IF NO, PLEASE SKIP TO QUESTION 36.</i>	<input type="checkbox"/> (0 pts.)	<input type="checkbox"/> (0 pts.)	question not scored
30. Have a written policy or formal communication that makes healthier food and beverage choices available in cafeterias or snack bars? <i>Answer "yes" if, for example, the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items and trans fat-free or low-sodium snacks available in cafeterias or snack bars.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
31. Have a written policy or formal communication that makes healthier food and beverage choices available in vending machines? <i>Answer "yes" if, for example, the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items and trans fat-free/low-sodium snacks available in vending machines.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
32. Make most (more than 50%) of the food and beverage choices available in vending machines, cafeterias, snack bars, or other purchase points be healthier food items? <i>Answer "yes" if the healthy foods are items such as skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit. (See Dietary Guidelines for Americans, 2010, or GSA/HHS Health and Sustainability Guidelines for Federal Concessions and Vending Operations.)</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
33. Provide nutritional information (beyond standard nutrition information on labels) on sodium, calories, trans fats, or saturated fats for foods and beverages sold in worksite cafeterias, snack bars, or other purchase points?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
34. Identify healthier food and beverage choices with signs or symbols? <i>Answer "yes" if, for example, your worksite puts a heart next to a healthy item near vending machines, cafeterias, snack bars, or other purchase points.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	

Nutrition During the past 12 months, did your worksite:	Yes	No	Score
35. Subsidize or provide discounts on healthier foods and beverages offered in vending machines, cafeterias, snack bars, or other purchase points?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
36. Have a written policy or formal communication which makes healthier food and beverage choices available during meetings when food is served? <i>Answer “yes” if, for example, the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans fat-free/low-sodium snacks available during meetings.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
37. Provide employees with food preparation and storage facilities? <i>Answer “yes” if your worksite provides a microwave oven, sink, refrigerator, or kitchen.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
38. Offer or promote an on-site or nearby farmers’ market where fresh fruits and vegetables are sold?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
39. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of healthy eating? <i>Answer “yes” if these health promotion materials address the benefits of healthy eating as a single health topic or if the benefits of healthy eating are included with other health topics.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
40. Provide a series of educational seminars, workshops, or classes on nutrition? <i>Answer “yes” if these sessions address nutrition as a single health topic or if nutrition is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
41. Provide free or subsidized self-management programs for healthy eating? <i>Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans and programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite’s Nutrition Section Score:			
Maximum Nutrition Section Score:			21

Physical Activity



Physical Activity During the past 12 months, did your worksite:	Yes	No	Score
42. Provide an exercise facility on-site?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
43. Subsidize or discount the cost of on-site or offsite exercise facilities?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
44. Provide <u>other</u> environmental supports for recreation or physical activity? <i>Answer "yes" if, for example, your worksite provides trails or a track for walking/jogging, maps of suitable walking routes, bicycle racks, a basketball court, open space designated for recreation or exercise, a shower and changing facility.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
45. Post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs? <i>Answer "no" if your worksite is located in a one-story building.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
46. Provide organized individual or group physical activity programs for employees (other than the use of an exercise facility)? <i>Answer "yes" if, for example, your worksite provides walking or stretching programs, group exercise, or weight training.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
47. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of physical activity? <i>Answer "yes" if these health promotion materials address the benefits of physical activity as a single health topic or if the benefits of physical activity are included with other health topics.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
48. Provide a series of educational seminars, workshops, or classes on physical activity? <i>Answer "yes" if these sessions address physical activity as a single health topic or if physical activity is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	

<i>Physical Activity</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
49. Provide or subsidize physical fitness assessments, follow-up counseling, and physical activity recommendations either on-site or through a community exercise facility?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
50. Provide free or subsidized self-management programs for physical activity? <i>Answer "yes" if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite's Physical Activity Section Score:			
Maximum Physical Activity Section Score:			24

Weight Management



Weight Management <i>During the past 12 months, did your worksite:</i>	Yes	No	Score
51. Provide free or subsidized body composition measurement, such as height and weight, Body Mass Index (BMI) scores, or other body fat assessments (beyond HRAs) followed by directed feedback and clinical referral when appropriate?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
52. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of overweight or obesity? <i>Answer “yes” if these health promotion materials address the risks of overweight or obesity as a single health topic or if the risks of overweight or obesity are included with other health topics.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
53. Provide a series of educational seminars, workshops, or classes on weight management? <i>Answer “yes” if these sessions address weight management as a single health topic or if weight management is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
54. Provide free or subsidized one-on-one or group lifestyle counseling for employees who are overweight or obese? <i>Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
55. Provide free or subsidized self-management programs for weight management? <i>Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite’s Weight Management Section Score:			
Maximum Weight Management Section Score:			12

Stress Management



<i>Stress Management</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
56. Provide dedicated space where employees can engage in relaxation activities, such as meditation, yoga, or biofeedback?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
57. Sponsor or organize social events throughout the year? <i>Answer “yes” if, for example, your worksite sponsors or organizes team building events, company picnics, holiday parties, or employee sports teams.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
58. Provide stress management programs? <i>Answer “yes” if these programs address stress management as a single health topic or if stress management is included with other health topics. Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
59. Provide work-life balance/ life-skills programs? <i>Answer “yes” if, for example, your worksite provides elder care, child care, referrals, tuition reimbursement, or other programs that are offered through vendors, on-site staff, or employee assistance programs.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
60. Provide training for managers on identifying and reducing workplace stress-related issues? <i>Answer “yes” if, for example, your worksite provides training on performance reviews, communication, personnel management, assertiveness, time management, or conflict resolution.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
61. Provide opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress? <i>Answer “yes” if, for example, your worksite provides opportunities for employees to participate in decisions about work processes and environment, work schedules, participative problem-solving, and management of work demands.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite’s Stress Management Section Score:			
Maximum Stress Management Section Score:			14

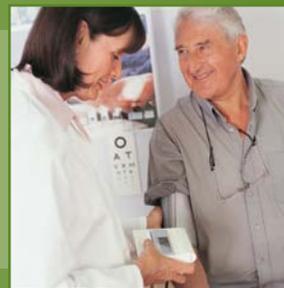
Depression



<i>Depression</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
62. Provide free or subsidized clinical screening for depression (beyond HRAs) followed-by directed feedback and clinical referral when appropriate? <i>Answer “yes” if these services are provided directly through your organization or indirectly through a health insurance plan.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
63. Provide access to online or paper self-assessment depression screening tools?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
64. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address depression? <i>Answer “yes” if these health promotion materials address depression as a single health topic or if depression is included with other health topics.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
65. Provide a series of educational seminars, workshops, or classes on preventing and treating depression? <i>Answer “yes” if these sessions address depression as a single health topic or if depression is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
66. Provide one-on-one or group lifestyle counseling for employees with depression? <i>Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans and programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
67. Provide training for managers on depression in the workplace? <i>Answer “yes” if, for example, your worksite provides managers with training on how to recognize depression, productivity or safety issues, and company or community resources for managing depression.</i>	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	

<i>Depression</i>				
<i>During the past 12 months, did your worksite:</i>		<i>Yes</i>	<i>No</i>	<i>Score</i>
68.	Provide health insurance coverage with no or low out-of-pocket costs for depression medications and mental health counseling?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite's Depression Section Score:				
Maximum Depression Section Score:				18

High Blood Pressure



<i>High Blood Pressure</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
69. Provide free or subsidized blood pressure screening (beyond HRAs) followed by directed feedback and clinical referral when appropriate?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
70. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of high blood pressure? <i>Answer “yes” if these health promotion materials address the risks of high blood pressure as a single health topic or if the risks of high blood pressure are included with other health topics.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
71. Provide a series of educational seminars, workshops, or classes on preventing and controlling high blood pressure? <i>Answer “yes” if these sessions address preventing or controlling high blood pressure as a single health topic or if preventing and controlling high blood pressure are included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
72. Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees with high blood pressure or pre-hypertension? <i>Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
73. Provide free or subsidized self-management programs for blood pressure control? <i>Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	

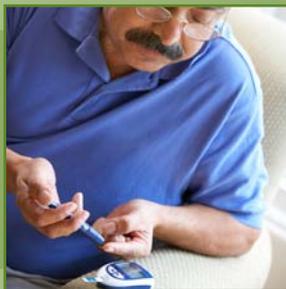
<i>High Blood Pressure</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
74. Make blood pressure monitoring devices available with instructions for employees to conduct their own self assessments?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
75. Provide health insurance coverage with no or low out-of-pocket costs for blood pressure control medications?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite's High Blood Pressure Section Score:			
Maximum High Blood Pressure Section Score:			17

High Cholesterol



High Cholesterol During the past 12 months, did your worksite:	Yes	No	Score
76. Provide free or subsidized cholesterol screening (beyond HRAs) followed by directed feedback and clinical referral when appropriate?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
77. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of high cholesterol? <i>Answer "yes" if these health promotion materials address the risks of high cholesterol as a single health topic or if the risks of high cholesterol are included with other health topics.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
78. Provide a series of educational seminars, workshops, or classes on preventing and controlling high cholesterol? <i>Answer "yes" if these sessions address preventing and controlling high cholesterol as a single health topic or if preventing and controlling high cholesterol are included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
79. Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees who have high cholesterol? <i>Answer "yes" if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
80. Provide free or subsidized self-management programs for cholesterol or lipid control? <i>Answer "yes" if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans and programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
81. Provide health insurance coverage with no or low out-of-pocket costs for cholesterol or lipid control medications?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite's High Cholesterol Section Score:			
Maximum High Cholesterol Section Score:			15

Diabetes



Diabetes During the past 12 months, did your worksite:	Yes	No	Score
82. Provide free or subsidized pre-diabetes and diabetes risk factor self-assessments (paper/pencil or online) and feedback, followed by blood glucose screening and clinical referral when appropriate?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
83. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of diabetes? <i>Answer "yes" if these health promotion materials address the risks of diabetes as a single health topic or if the risks of diabetes are included with other health topics.</i>	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
84. Provide a series of educational seminars, workshops, or classes on preventing and controlling diabetes? <i>Answer "yes" if these sessions address preventing and controlling diabetes as a single health topic or if preventing and controlling diabetes are included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
85. Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees who have abnormal blood glucose levels (pre-diabetes or diabetes)? <i>Answer "yes" if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
86. Provide free or subsidized self-management programs for diabetes control? <i>Answer "yes" if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
87. Provide health insurance coverage with no or low out-of-pocket costs for diabetes medications and supplies for diabetes management (glucose test strips, needles, monitoring kits)?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
Your Worksite's Diabetes Section Score:			
Maximum Diabetes Section Score:			15

Signs and Symptoms of Heart Attack and Stroke



<i>Signs and Symptoms of Heart Attack and Stroke</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
88. Have posters or flyers in the common areas of your worksite (such as bulletin boards, kiosks, break rooms) that identify the signs and symptoms of a heart attack and also convey that heart attacks are to be treated as emergencies?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
89. Have posters or flyers in the common areas of your worksite (such as bulletin boards, kiosks, break rooms) that identify the signs and symptoms of a stroke and also convey that strokes are to be treated as emergencies?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
90. Provide any other information on the signs and symptoms of heart attack through emails, newsletters, management communications, Web sites, seminars or classes?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
91. Provide any other information on the signs and symptoms of stroke through e-mails, newsletters, management communications, Web sites, seminars or classes?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
Your Worksite's Signs and Symptoms of Heart Attack and Stroke Section Score:			
Maximum Signs and Symptoms of Heart Attack and Stroke Section Score:			4

Emergency Response to Heart Attack and Stroke



<i>Emergency Response to Heart Attack and Stroke</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>	<i>Score</i>
92. Have an emergency response plan that addresses acute heart attack and stroke events?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
93. Have an emergency response team for medical emergencies?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
94. Offer access to a nationally-recognized training course on Cardiopulmonary Resuscitation (CPR) that includes training on Automated External Defibrillator (AED) usage?	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
95. Have a policy that requires an adequate number of employees per floor, work unit, or shift, in accordance with pertinent state and federal laws, to be certified in CPR/AED?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
96. Have one or more functioning AEDs in place? <i>IF NO, PLEASE PROCEED TO THE END OF THE SURVEY.</i>	<input type="checkbox"/> (3 pts.)	<input type="checkbox"/> (0 pts.)	
97. Have an adequate number of AED units such that a person can be reached within 3–5 minutes of collapse?	<input type="checkbox"/> (2 pts.)	<input type="checkbox"/> (0 pts.)	
98. Identify the location of AEDS with posters, signs, markers, or other forms of communication other than on the AED itself?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
99. Perform routine maintenance or testing on all AEDs?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
100. Provide information to your local community Emergency Medical Service providers so they are aware that your worksite has an AED in place for an emergency response?	<input type="checkbox"/> (1 pt.)	<input type="checkbox"/> (0 pts.)	
Your Worksite’s Emergency Response to Heart Attack and Stroke Section Score:			
Maximum Emergency Response to Heart Attack and Stroke Section Score:			17

Lactation Support



<i>Lactation Support</i> <i>During the past 12 months, did your worksite:</i>	<i>Yes</i>	<i>No</i>
101. Develop a written policy on lactation support.	<input type="checkbox"/>	<input type="checkbox"/>
102. Private space (other than a restroom) that may be used by an employee to express breast milk.	<input type="checkbox"/>	<input type="checkbox"/>
103. Provide access to a breast pump at the worksite.	<input type="checkbox"/>	<input type="checkbox"/>
104. Provide flexible break times to allow mothers to pump breast milk.	<input type="checkbox"/>	<input type="checkbox"/>
105. Promote free or subsidized breast feeding support groups or educational classes.	<input type="checkbox"/>	<input type="checkbox"/>
106. Offer paid maternity leave, separate from any other accrued leave.	<input type="checkbox"/>	<input type="checkbox"/>

**END OF SURVEY
THANK YOU FOR COMPLETING THIS SURVEY!**