

## Health ScoreCard Assessment

Adapted from the Centers for Disease Control and Prevention Worksite Health ScoreCard. Centers for Disease Control and Prevention. *The CDC Worksite Health ScoreCard: An Assessment Tool for Employers to Prevent Heart Disease, Stroke, and Related Health Conditions.* Atlanta: U.S. Department of Health and Human Services; 2014.

The complete CDC tool can be found at [http://www.cdc.gov/dhdsp/pubs/docs/HSC\\_Manual.pdf](http://www.cdc.gov/dhdsp/pubs/docs/HSC_Manual.pdf)

### EMPLOYER INFORMATION

#### CONTACT INFORMATION

Business/Organization Name:

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Name of Primary Contact:

Position:

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Email:

Phone:

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Mailing Address:

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#### RECOGNITION PROGRAM HISTORY: How have you engaged with Live Well @ Work in the past?

- This is our first time working with Live Well @ Work.
- We have been a recognized Live Well @ Work Model Business before.
- We have been/are a Live Well @ Work worksite.
- We are a designated *Live Well San Diego* partner.

**EMPLOYEE CHARACTERISTICS:** This section of the assessment may be used to capture demographic information about your worksite's population. There are no point values assigned to this section. This section is optional.

**a. Number of employees**

- <100     100-249     250-749     ≥750

**b. Number of worksite locations** \_\_\_\_\_

**c. Do you have locations outside of San Diego County?**

- Yes             No

**d. Sex**

% Male \_\_\_\_\_ % Female \_\_\_\_\_

**e. 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 \_\_\_\_\_

**f. Average age**

Years of age \_\_\_\_\_

**g. 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 \_\_\_\_\_

**h. Work status**

- % Full time \_\_\_\_\_
- % Part time \_\_\_\_\_
- % Temporary \_\_\_\_\_

**i. Job type**

- % Salaried \_\_\_\_\_
- % Hourly \_\_\_\_\_

**j. Education level**

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

**k. Income level**

- % Earn less than \$18.00/hour \_\_\_\_\_

**Industry: What industry does your organization identify with?**

- For profit
- Nonprofit/government
- Nonprofit/other

**Organization's Industry Type:**

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

**Health insurance coverage provided to employees?**

- Yes, fully insured
- Yes, self-insured
- No, not currently
- No, but planning to offer next year

**Do you currently work with an insurance broker?**

- Yes
- No

**Employee Benefits: (check all that apply)**

- Paid family leave
- Paid sick leave
- Childcare
- Paid vacation
- Tuition reimbursement
- Flextime
- Flexible spending account
- Wellness program
- Diabetes Prevention Program (DPP) Coverage

## ORGANIZATIONAL SUPPORT

Organizational support is a critical component for creating and sustaining an employee wellness program. To evaluate your organization's management support, please answer the following questions.

### Management Support (15)

**Our organizational support has been demonstrated through the following: (check all that apply)**

- Organizational commitment and support of worksite health promotion at all levels of management. (2)
- Have an active health promotion committee. (2)
- Have a paid health promotion coordinator whose job (either part-time or full-time) is to implement a worksite health promotion program. (2)
- Have a champion(s) who is a strong advocate for the health promotion program. (2)
- Have an annual budget or receive dedicated funding for health promotion programs. (2)
- Set annual organizational objectives for health promotion. (2)
- Include references to improving or maintaining employee health in the business objectives or organizational mission statement. (1)
- Provide flexible work scheduling policies. (2)

## HEALTH PROMOTION POLICIES AND PROGRAMS

It is important to create policies and programs that are relevant for employees from all levels within your organization.

### POLICIES AND PROGRAMS

**In the last 12 months, we have supported health promotion policies and programs through the following: (check all that apply)**

#### Planning (6)

- Conduct an employee needs and interests assessment for planning health promotion activities. (1)
- Conduct employee health risk appraisals/assessments through vendors, onsite staff, or health plans and provide individual feedback plus health education. (3)
- Conduct ongoing evaluations of health promotion programming that use multiple data sources. (2)

#### Incentives & Promotional Messages for Healthy Behavior (6)

- Use and combine incentives with other strategies to increase participation in health promotion programs. (2)
- Use examples of employees role modeling appropriate health behaviors or employee health-related "success stories" in the marketing materials. (1)
- Tailor some health promotion programs and education materials to the language, literacy levels, culture, or readiness to change of various segments of the workforce. (3)

#### Programs & Services (6)

- Promote and market health promotion programs to employees. (1)
- Use competitions when combined with additional interventions to support employees making behavior changes. (2)
- Make any health promotion programs available to family members. (1)
- Engage in other health initiatives throughout the community and support employee participation and volunteer efforts. (2)

#### On-site Food and Beverage Options (1)

**Does not apply (Remove from wellness component/scorecard and adjust worksite totals)\***

- Provide places to purchase food and beverages. (0)
- Provide employees with food preparation and storage facilities. (1)

## Meetings (1)

- Have a written policy or formal communication which makes healthier food and beverage choices available during meetings when food is served. (1)

## Cafeteria (12)

**Does not apply (Remove from wellness component/scorecard and adjust worksite totals)\***

- Have a written policy or formal communication that makes healthier food and beverage choices available in cafeterias or snack bars. (1)
- 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. (3)  
*\*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.*
- 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. (2)
- Identify healthier food and beverage choices with signs or symbols. ♥ (3)  
*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.*
- Subsidize or provide discounts on healthier foods and beverages offered in vending machines, cafeterias, snack bars, or other purchase points. (3)

## Vending Machines (12)

**Does not apply (Remove from wellness component/scorecard and adjust worksite totals)\***

- Have a written policy or formal communication that makes healthier food and beverage choices available in vending machines. 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. (1)
- 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. (3)  
*\*Answer "yes" if the healthier 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.*
- 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. (2)
- Identify healthier food and beverage choices with signs or symbols. ♥ (3)  
*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.*
- Subsidize or provide discounts on healthier foods and beverages offered in vending machines, cafeterias, snack bars, or other purchase points. (3)

## Education (5)

- Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of healthy eating. (1)
- Provide a series of educational seminars, workshops, or classes on nutrition. (2)
- Provide free or subsidized self-management programs for healthy eating. (2)

## Physical Activity (18)

- Provide an exercise facility onsite. (3)
- Subsidize or discount the cost of onsite or offsite exercise facilities. (3)
- Provide environmental supports for recreation or physical activity. (3)
- Post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs. (3)
- Provide organized individual or group physical activity programs for employees (other than the use of an exercise facility). (3)

- Provide free or subsidized self-management programs for physical activity. (3)

## Lactation Accommodation (15)

- Provide a private space (other than a restroom) that may be used by an employee to express breast milk. (3)
- Provide access to a breast pump at the worksite. (3)
- Provide flexible paid or unpaid break times to allow mothers to pump breast milk. (2)
- Offer paid maternity leave, separate from any accrued sick leave, annual leave, or vacation time. (2)
- Have a written policy on breastfeeding for employees. (2)
- Provide free or subsidized breastfeeding support groups or educational classes. (3)

## Stress Management (14)

- Provide dedicated space that is quiet where employees can engage in relaxation activities, such as deep breathing exercises. (1)
- Sponsor or organize social events throughout the year. (1)
- Provide stress management programs. (3)
- Provide work-life balance/ life-skills programs. (3)
- Provide training for managers on identifying and reducing workplace stress-related issues. (3)
- Provide opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress. (3)

## Occupational Health & Safety (20)

- Include improving or maintaining job health and safety in the business objectives or organizational mission statement. (1)
- Have a written injury and/or illness prevention program. (2)
- Employ or contract for an occupational health and safety professional. (3)
- Encourage reporting of injuries and near misses. (3)
- Provide opportunities for employee input on hazards and solutions. (3)
- Have a program to investigate the causes of injuries or illnesses. (3)
- Provide informational materials about health and safety at work to employees in most departments. (1)
- Provide all new workers formal, comprehensive training on how to avoid accidents or injury on the job. (2)
- Coordinate programs for occupational health and safety with program for health promotion and wellness. (2)

## Diabetes (15)

- Provide free or subsidized pre-diabetes and diabetes risk factor assessment (beyond self-report) and feedback, followed by blood glucose screening and/or clinical referral when appropriate. (3)
- Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of diabetes. (1)
- Provide a series of educational seminars, workshops, or classes on preventing and controlling diabetes. (3)
- Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees who have abnormal blood glucose levels (pre-diabetes or diabetes). (3)
- Provide free or subsidized self-management programs for diabetes control. (3)
- 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). (2)

San Diego Business ScoreCard

Wellness Components	Points	Wellness Strategies
Management Support (15)		
Planning (6)		
Incentives & Promotional Messages for Healthy Behavior (6)		
Programs and Services (6)		
On-Site Food and Beverage Options (1)		
Meetings (1)		
Cafeteria (12)		
Vending Machines (12)		
Education (5)		
Physical Activity (18)		
Lactation Accommodation (15)		
Stress Management (14)		
Occupational Health & Safety (20)		
Diabetes (15)		
WORKSITE TOTALS (146)*		

\*If applicable, remove wellness components/scores that do not apply and adjust worksite totals.