

### Perceptions about worksite health promotion and wellness:

	Yes	No	N/A
An implicit understanding that healthy employees have lower healthcare costs and absenteeism.			
A written statement that recognizes the importance of employee health relative to business objectives.			
Personnel and financial resource support sufficient to develop a high-level employee health improvement strategic plan			
To some degree, information is shared among staff responsible for health-related benefits, including health plan, EAP, health promotion, workers compensation and other stakeholders			

For each statement, please indicate whether the following exist within the organization.

### Insurance coverage:

Please indicate whether or not each item is included as a part of your health benefits offerings.

	Yes	No	N/A
Routine preventive care examination – no deductible / co-pay			
Preventive care screenings: Pap smears, mammograms, colon cancer screening, lipid profile, diabetes – no deductible/co-pay			
Health risk assessments			
Aggregate workforce health risk assessment report			
<i>On-site wellness programming:</i>			
• Weight management			
• Smoking cessation			
• Demand management/self-care			
• Stress management			
<i>Internet-based wellness programming:</i>			
• Weight management			
• Smoking cessation			
• Demand management/self-care			
• Stress management			
Health fairs			
Adult immunizations for influenza, pneumonia, or hepatitis B			
Medication coverage for smoking cessation programs and nicotine replacement therapy			
Incentives for mail order use for chronic medications			
Incentives for generic medication use			
<i>Other programs:</i>			
Disease management			
Health coaching			
24/7Nurse call line			
Employee Assistance Program			
Claims data analysis and strategic benefits planning support			

**Health-related incentives:**

	Yes	No	N/A
Reduced health insurance premiums or additional paid time off for participation in health-related programs			
Discounted memberships to off-site exercise facilities			
Discounted memberships to weight management programs			
Material goods or direct cash rewards (water bottles, T-shirts, etc.) for health promotion program participation			
Supervisor/manager incentives for healthy employee behaviors or lower healthcare costs			

Indicate whether or not your company offers any of the following incentives to promote healthy lifestyles.

**Fitness:**

Indicate whether your company offers or supports these health-related services.

	Yes	No	N/A
On-site indoor exercise programs or facilities			
On-site outdoor exercise programs or areas such as a walking path or track			
Access to fitness testing or assessments - either on- or off-site			
Team participation in leagues or corporate fitness challenge events			
Flexible work schedules to permit exercise during the work day			

**Smoking cessation:**

Indicate whether your company offers or supports these smoking cessation services.

	Yes	No	N/A
On-site smoking cessation program			
Discounted access to community smoking cessation programs			
Promotion of state, national, or other smokers' quit lines			
Financial or other incentives for smoking cessation program participation or completion			

**Nutrition:**

Indicate whether your company offers these nutrition options.

	Yes	No	N/A
Food or beverage vending machines			
<i>If yes,</i> 1) are healthy options provided?			
2) are employees incentivized to select healthy options (lower price, wrapper reimbursement)?			
3) is nutrition information provided for each of the available choices?			
Outside vendors that sell food or snack items at your worksite during work days			
<i>If yes,</i> 1) are healthy options provided?			
2) are employees incentivized to select healthy options?			
3) is nutrition information provided for each of the available choices?			
Healthy shopping or eating classes for employees and spouses			

**Stress reduction:**

Indicate which stress reduction offerings are available.

	Yes	No	N/A
On-site classes in time management, relationships, assertiveness training, relaxation skills			
Employer-sponsored social activities, at least on an annual basis			
Quiet room for relaxation			

Conflict management classes for managers			
Employee lounge for work breaks			

### Worksite healthcare services:

Indicate whether your company offers or supports these health-related services.

	Yes	No	N/A
Worksite clinic			
<i>If yes:</i> 1) treatment of work-related injury/illness			
2) treatment of non-work related conditions, such as seasonal allergies, rash or sore throat			
3) flu shot administration			
4) health coaching			
Worksite rehabilitation (physical therapy)			
On-site availability of over-the-counter medications			

### Health-related policies and practices:

Indicate whether your company has any of the following written health-related policies.

	Yes	No	N/A
No smoking policy			
<i>If yes:</i> 1) is smoking prohibited in the building but allowed on the grounds?			
2) is smoking prohibited in the building <u>and</u> on the grounds?			
3) are signs posted informing employees and visitors of the worksite smoking policy?			
4) are punitive measures for noncompliance included in the policy?			
5) are hiring decisions made on the basis of smoking?			
Sexual harassment policy			
Guidelines for food for healthy meetings			
<i>If yes:</i> 1) are the guidelines enforced?			
Lactation/breast feeding policy			
<i>If yes:</i> 1) is a breast pump available for women?			
2) is time and private space provided for lactation during the work day?			
Formal program to promote use of stairs			

**Health-related infrastructure:**

Provide responses to the following questions:

	Yes	No	N/A
Is there formal data aggregation and review process for medical and pharmacy claims data?			
Is medical or other employer-specific data used to design and develop health promotion program activities?			
Is there a scorecard or other formal reporting process to evaluate health promotion program activities?			
Has a formal needs assessment previously been performed to identify opportunities for health improvement programs?			
Does your organization currently have a wellness or health and productivity management committee?			
<i>If yes:</i> 1) is the committee a multidisciplinary group?			
2) does the committee have a charter?			
3) are surveys used to collect needs and interests data for health improvement activities?			
4) is there a formal strategic health management plan in place?			
Are health promotion, health screening or wellness messages conveyed to employees?			
Are health promotion, health screening or wellness messages conveyed to employee family members?			

**Internet health services:**

Indicate whether your company offers any internet-based health-related services.

	Yes	No	N/A
Information regarding reliable, publicly available health information website resources			

**Absence management:**

Indicate whether your company includes any of these absence management service offering components.

	Yes	No	N/A
Tracking and reporting of absenteeism, including incidental absence, for all employees			
Disability management services – internal staffing			
<i>If yes,</i> are disability duration guidelines used to manage cases?			
<i>If yes,</i> are treatment guidelines used to manage cases?			
<i>If yes,</i> are nurse case managers utilized?			
Disability management services – vendor-provided			
<i>If yes,</i> are disability duration guidelines used to manage cases?			
<i>If yes,</i> are treatment guidelines used to manage cases?			
Are work-related and non-work-related disability managed by the same individuals?			
Written physical job requirements as part of job descriptions (particularly for manufacturing facilities)			
Return-to-work program for work-related injury/illness, including job accommodation and transitional duty			
Return-to-work program for non-work-related injury/illness, including job accommodation and transitional duty			

If yes to both of the above, are they managed by the same individuals?			
EAP integration with the disability management process, such that referrals can readily be made by disability case managers			
FMLA integrated with short-term disability			