



Federal agencies are encouraged to develop and sustain programs that address the current and future needs of their employees to produce the healthiest possible workforce. The U.S. Office of Personnel Management (OPM) is committed to helping agencies integrate prevention strategies into their worksite health & wellness programs. Evaluation is critical to achieving that goal. **The purpose of WellCheck 2014 is to help agencies monitor progress towards goals, find opportunities for improvement, and ensure effective programs are built and sustained.**

What is WellCheck?

WellCheck is an online assessment offered to Federal agencies by the OPM. WellCheck 2014 is an evidence-based tool that combines the CDC Worksite Health ScoreCard, previous WellCheck surveys, and other questions specific to worksite health & wellness efforts in the Federal Government. This web-based tool supports the implementation and improvement of Federal worksite health and wellness efforts by assessing programs, identifying gaps, and prioritizing high-impact health and wellness strategies. WellCheck 2014 can help agencies determine if their programs are comprehensive and effective in developing a healthy workforce.

WellCheck 2014 focuses on addressing leading causes of preventable death and major illness in the United States. The categories of WellCheck 2014 are:

- Worksite Background Information
- Tobacco Free Living
- Nutrition
- Lactation Support
- Physical Activity
- Weight Management
- Stress Management
- Depression
- High Blood Pressure
- High Cholesterol
- Diabetes
- Signs, Symptoms, and Emergency Response to Heart Attack and Stroke
- Occupational Health and Safety
- Vaccine-Preventable Diseases
- Occupational Supports
- Linkages to Related Programs

Why is WellCheck Important?

This web-based tool supports the implementation and improvement of Federal worksite health and wellness efforts by:

- Assessing programs
- Identifying gaps
- Identifying best practices among Federal worksites
- Prioritizing high-impact health and wellness strategies
- Determining if programs are comprehensive and effective in developing a healthy workforce
- Assessing the impact of worksite size and location on health and wellness efforts
- Benchmarking with the private sector

WellCheck Scoring

The scoring system used for WellCheck 2014 is based on the scoring system of the CDC Worksite Health ScoreCard. CDC developed its scoring to reflect the relative impact of proven health promotion strategies. Each item 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 effect on employee health than lifestyle counseling or self-management programs (3 points).

REPORTING INSTRUCTIONS (Please Read Carefully)

The questions in WellCheck ask for information about your worksite health & wellness program. Please answer every question accurately and respond by referring to current practices.

Report at the worksite level

Because worksite health & wellness programs vary across worksites, WellCheck is specific to individual worksites. Only the designated WellCheck POC for a worksite should complete the WellCheck survey. If you are responsible for multiple worksites, you will receive a unique WellCheck link for each worksite. *A worksite is defined as a building, unique location, or business unit within an agency where work employees have access to the same wellness services, facilities, and programs. A worksite can include a campus of multiple buildings if all buildings are in close proximity (walking distance) and defined as part of the organization.*

Report completely & based on common definitions

We encourage agencies to avoid skipping items when responding to WellCheck. It is important for us to have the best, most complete information possible. The answers you provide will help us develop worksite health & wellness guidance and resources for the Federal Government, assess programs Governmentwide, identify gaps and best practices, prioritize high-impact strategies, benchmark with the private sector, and more. **TIP:** Review and have the answers to the questions available before opening your WellCheck link to complete the survey.

Unless indicated otherwise, please select only one response to each item. Some items do allow more than one response and will include special instructions such as “Mark all that apply.”

Read the [definitions](#) carefully before responding to WellCheck and refer to them as needed as you complete the survey.

Report numbers accurately

A few questions ask for percentages of your worksite population. For example, you are asked to identify what percentage of your worksite is male and what percentage is female. If you do not have such information available to report accurately, leave the response blank.

Saving Your WellCheck Survey

Hit the Save button at the bottom of the page to save your WellCheck Survey and return to it later. Your original link will take you back to your WellCheck survey with all responses saved. When you reopen the survey, you will be returned to the beginning of the survey and have to page through to the page where you left off.

Submitting WellCheck

You must click the submit button for your responses to be submitted to OPM.

WELLCHECK 2014 QUESTIONS

Worksite Information—Employee Characteristics

Size of the worksite (please check one):

Small (less than 100 employees) [checkbox]

Medium (100-999 employees) [checkbox]

Large (1,000 or more employees) [checkbox]

Sex

Leave blank if you don't have the information available.

% Male:

% Female:

Age Group

Leave blank if you don't have the information available.

% younger than 18 years of age:

% 18-34 years of age:

% 35-44 years of age:

% 45-64 years of age:

% older than 65 years of age:

Racial/ethnic group

Leave blank if you don't have the information available.

% Non-Hispanic White:

% Non-Hispanic Black/African American:

% Hispanic/Latino:

% Asian/Asian American:

% American Indian/Alaskan Native:

% Native Hawaiian/Pacific Islander:

% Other:

Tobacco Free Living

During the FY 2014, did your worksite:

Have a written policy banning tobacco use at your worksite?

Answer "yes" if your worksite adheres to a Federal regulation, statewide, countywide, or citywide policy banning tobacco use in the workplace.

Actively enforce a written policy banning tobacco use?

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.

If yes, mark all that apply. During the FY 2014, did your worksite...

(Optional: Answering this question will not affect your score.)

- Post signs regarding ban of tobacco use
- Not have ashtrays
- Communicate this written policy banning tobacco use through various channels at your worksite
- Other: _____

Display signs (including 'no smoking' signs) with information about your tobacco-use policy?

Refer tobacco users to a tobacco cessation telephone quitline?

Answer "yes" if, for example, your worksite refers tobacco users to 1-800-QUIT NOW or smokefree.gov.

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of tobacco free living?

Answer "yes" if these health promotion materials address the benefits of tobacco free living as a single health topic or if the benefits of tobacco free living are included with other health topics.

Provide a series of educational seminars, webinars, workshops, or classes on tobacco free living?

Answer "yes" if these sessions address tobacco free living as a single health topic or if tobacco free living 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.

Inform employees about health insurance coverage or programs that include tobacco cessation medication and counseling?

Nutrition

During FY 2014, did your worksite:

Have food or beverages available for purchase?

Answer "yes" if your worksite has a cafeteria, snack bar(s), vending machine(s), or other purchase location(s).

Have a written policy or formal communication that makes healthier food and beverage choices available in cafeterias or snack bars?

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.

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.

Make most (more than 50%) of the food and beverage choices available in vending machines, cafeterias, snack bars, or other purchase points healthier food items?

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.)

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?

Identify healthier food and beverage choices with signs or symbols? ♥

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?

Have a written policy or formal communication which makes healthier food and beverage choices available during meetings when food is served?

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.

Provide employees with food preparation and storage facilities?

Answer “yes” if your worksite provides a microwave oven, sink, refrigerator and/or kitchen.

Offer or promote an on-site or nearby farmers’ market where fresh fruits and vegetables are sold?

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of healthy eating?

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.

Provide a series of educational seminars, webinars, workshops, or classes on nutrition?

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.

Provide free or subsidized self-management programs for healthy eating?

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.

Lactation Support

During FY 2014, did your worksite:

Have a written policy on lactation supports for employees?

Answer “yes” if the policy is included as a component of other employee policies or is a separate policy related to lactation support.

Provide a private space (other than a restroom) that may be used by an employee to express breast milk?

Answer “yes” if your worksite has a permanent lactation room or a temporary space that can be used by employees as needed.

Provide access to a hospital grade breast pump at the worksite?

Provide flexible scheduling, unpaid break times, and/or paid break times to allow mothers to express breast milk?

If yes, mark all that apply. During the FY 2013, did your worksite provide...

(Optional: Answering this question will not affect your score.)

- Flexible scheduling
- Unpaid break times
- Paid break times
- Other: _____

Provide free or subsidized breastfeeding support groups or educational classes?

Answer “yes” if these sessions address breastfeeding as a single health topic or if breastfeeding is included with other health topics. These sessions can be provided in-person or online; onsite or offsite; in group or individual settings; through vendors, on-site staff, health insurance plans/programs, community groups, or other practitioners.

Physical Activity

During FY 2014, did your worksite:

Have a written policy supporting engagement in physical activity for employees?

Answer “yes” if the policy is included as a component of other employee policies or is a separate policy related to physical activity.

Provide an exercise facility on-site?

Subsidize or discount the cost of on-site or offsite exercise facilities?

Provide environmental supports for recreation or physical activity?

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, space designated for recreation or exercise, a shower and changing facility.

If yes, mark all that apply. During the FY 2013, did your worksite...

(Optional: Answering this question will not affect your score.)

- Provide trails or a track for walking/jogging
- Maps for suitable walking routes
- Bicycle racks
- Basketball Court
- Space designated for recreation or exercise
- A shower and changing facility
- Agency sponsored/supported athletic groups
- Other: _____

Post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs?

Answer “no” if your worksite is located in a one-story building.

Provide organized individual or group physical activity programs for employees (other than the use of an exercise facility)?

Answer “yes” if, for example, your worksite provides walking or stretching programs, group exercise, or weight training.

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of physical activity?

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.

Provide a series of educational seminars, webinars, workshops, or classes on physical activity?

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.

Provide or subsidize physical fitness assessments, follow-up counseling, and physical activity recommendations either on-site or through a commercial or community exercise facility?

Provide free or subsidized self-monitoring programs for physical activity?

Answer “yes” if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through wellness contractors and/or vendors, USDA’s SuperTracker, on-site staff, health insurance plans or programs, community groups, or other practitioners.

Weight Management

During FY 2014, did your worksite:

Provide free or subsidized body composition measurement, such as height and weight, Body Mass Index (BMI) scores, or other such assessments (other than self-report) followed by directed feedback and clinical referral when appropriate?

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of overweight or obesity?

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.

Provide a series of educational seminars, webinars, workshops, or classes on weight management?

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.

Provide free or subsidized one-on-one or group lifestyle counseling for weight management risks associated with overweight or obesity?

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.

Provide free or subsidized self-management programs for weight management?

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.

Stress Management

During FY 2014, did your worksite:

Provide opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress?

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.

Provide dedicated space that is quiet where employees can engage in relaxation activities, such as deep breathing exercises?

Sponsor or organize social events throughout the year?

Answer "yes" if, for example, your worksite sponsors or organizes team building events, company picnics, holiday parties, or employee sports teams.

Provide stress management programs?

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.

Provide work-life balance/life-skills programs?

Answer "yes" if, for example, your worksite provides elder care, child care, or other programs that are offered through vendors, on-site staff, or employee assistance programs.

If yes, mark all that apply. During the FY 2013, did your worksite provide...

(Optional: Answering this question will not affect your score.)

- Elder Care
- Child Care
- Other Dependent Care
- Telework
- Work Schedule Flexibilities (Alternative work schedules, flexible work schedules, etc.)
- Community Service
- Other: _____

Provide training for managers on identifying and reducing workplace stress-related issues?

Answer "yes" if, for example, your worksite provides training on performance reviews, communication, personnel management, assertiveness, time management, or conflict resolution.

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information on stress management?

Answer "yes" if these health promotion materials address the risks of stress management as a single health topic or if the risks of stress management are included with other health topics.

Provide a series of educational seminars, webinars, workshops, or classes on stress management?

Answer "yes" if these sessions address stress management as a single health topic or if stress 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.

Depression

During FY 2014, did your worksite:

Provide free or subsidized clinical screening for depression (other than self-report) followed by directed feedback and clinical referral when appropriate?

Answer “yes” if these services are provided directly through your organization or indirectly through a health insurance plan.

Provide access to online or paper self-assessment depression screening tools?

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address depression?

Answer “yes” if these health promotion materials address depression as a single health topic or if depression is included with other health topics.

Provide a series of educational seminars, webinars, workshops, or classes on prevention and treatment of depression?

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.

Provide one-on-one or group lifestyle counseling for employees with depression?

Answer “yes” if these programs are provided in-person or online; onsite or off-site; in group or individual settings; through vendors, Employee Assistance Program, onsite staff, health insurance plans and programs, community groups, or other practitioners.

Provide training for managers on depression in the workplace?

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.

Inform employees about health insurance coverage or programs that include depression medication and mental health counseling?

High Cholesterol

During FY 2014, did your worksite:

Provide free or subsidized cholesterol screening (other than self-report) followed by directed feedback and clinical referral when appropriate?

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of high cholesterol?

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.

Provide a series of educational seminars, webinars, workshops, or classes on preventing and controlling high cholesterol?

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.

Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees who have high cholesterol?

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.

Provide free or subsidized self-management programs for cholesterol or lipid control?

Answer “yes” if these programs are provided in-person or online; onsite or off-site; in group or individual settings; through vendors, onsite staff, health insurance plans and programs, community groups, or other practitioners.

Inform employees about health insurance coverage for cholesterol or lipid control medication?

High Blood Pressure

During FY 2014, did your worksite:

Provide free or subsidized blood pressure screening (other than self-report) followed by directed feedback and clinical referral when appropriate?

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of high blood pressure?

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.

Provide a series of educational seminars, webinars, workshops, or classes on preventing and controlling high blood pressure?

Answer “yes” if these sessions address preventing and 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.

Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees who have high blood pressure?

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.

Provide free or subsidized self-management programs for blood pressure control and prevention?

Answer “yes” if these programs are provided in-person or online; onsite or off-site; in group or individual settings; through vendors, onsite staff, health insurance plans and programs, community groups, or other practitioners.

Make blood pressure monitoring devices available with instructions for employees to conduct self assessments?

Inform employees about health insurance coverage for blood pressure control medication?

Diabetes

During FY 2014, did your worksite:

Provide free or subsidized pre-diabetes and diabetes risk factor assessment (other than self-report) and feedback, followed by blood glucose screening and/or clinical referral when appropriate?

Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of diabetes?

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.

Provide a series of educational seminars, webinars, workshops, or classes on preventing and controlling diabetes?

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.

Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees who have abnormal blood glucose levels (pre-diabetes or diabetes)?

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.

Provide free or subsidized self-management programs for diabetes control and prevention?

Answer “yes” if these programs are provided in-person or online; onsite or off-site; in group or individual settings; through vendors, onsite staff, health insurance plans and programs, community groups, or other practitioners.

Inform employees about health insurance coverage for diabetes medications and supplies for diabetes management (glucose test strips, needles, monitoring kits)?

Signs, Symptoms, and Emergency Response to Heart Attack and Stroke

During FY 2014, did your worksite:

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?

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?

Provide any other information on the signs and symptoms of heart attack through emails, newsletters, management communications, websites, webinars seminars or classes?

Provide any other information on the signs and symptoms of stroke through e-mails, newsletters, management communications, websites, webinars, seminars or classes?

Have an emergency response plan that addresses acute heart attack and stroke events?

Have an emergency response team for medical emergencies?

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 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)?

Have one or more functioning AEDs in place?

Have an adequate number of AED units such that a person can be reached within 3–5 minutes of collapse?

Identify the location of AEDs with posters, signs, markers, or other forms of communication other than on the AED itself?

Perform routine maintenance or testing on all AEDs?

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?

Offer access to a nationally-recognized training course on CPR that includes training on AED usage?

Occupational Health and Safety

During FY 2014, did your worksite:

Coordinate programs for occupational health and safety with programs for health promotion and wellness?

Answer “yes” if, for example, a new safety initiative also includes a wellness component such as attention to diet, physical activity, smoking, etc.).

Include improving or maintaining both employee health and safety in the business objectives or organizational mission statement?

Answer “yes” if any written vision, planning, or guideline documents include language about improving or maintaining worker health and safety.

Have a written injury and/or illness prevention program?

Answer “yes” if there is a written policy, whether or not it is posted.

Employ or contract for an occupational health and safety professional?

Answer “yes” if anyone is employed or contracted whose job includes improving health safety: examples include occupational nurse, safety manager, environmental health manager, ergonomist, an insurance safety specialist who visits regularly.

Encourage reporting of injuries and near misses?

Answer “yes” if there is written and/or verbal encouragement to report injuries, illnesses, or near misses.

Provide opportunities for employee input on hazards and solutions?

Answer “yes” if, for example, there were all-hands meetings, toolbox meetings, surveys, or focus groups for discovering and solving job health and/or safety issues.

Have a program to investigate the causes of injuries or illnesses?

Answer “yes” if, for example, there were all-hands meetings, tool box meetings, surveys, or focus groups for discovering and solving job health and/or safety issues.

Provide informational materials about health and safety at work to employees in most departments?

Answer “yes” if, for example, there are health and safety newsletters, fact sheets, posters, LED displays, emails, letters, broadcast messages, or other communications provided to employees.

Provide all new workers with formal, comprehensive training on how to avoid accidents or injury on the job?

Vaccine-Preventable Diseases

During FY 2014, did your worksite:

Conduct influenza (flu) vaccinations at your worksite?

Answer “yes” if these offerings happen one or more times a year; are set up as either a temporary vaccine clinic run by an outside organization, internal occupational health staff or other arrangement.

Provide influenza (flu) vaccinations at your worksite with no or low out-of-pocket costs to employees?

Answer “yes” if these offerings happen one or more times a year; are set up as either a temporary vaccine clinic run by an outside organization, internal occupational health staff or other arrangement.

Provide vaccinations other than seasonal influenza (e.g. pneumococcal or Tdap) at your worksite with no or low out-of-pocket costs to employees?

Answer “yes” if these offerings happen one or more times a year; are set up as either a temporary vaccine clinic run by an outside organization, internal occupational health staff or other arrangement.

Promote influenza (flu) vaccinations through brochures, videos, posters, pamphlets, newsletters or other written or online information that address the benefits of influenza vaccinations?

Answer “yes” if these health promotion materials address the benefits of influenza vaccination as a single health topic or if the benefits of influenza vaccinations are included with other health topics.

Organizational Supports

During FY 2014, did your agency and/or worksite:

Have a comprehensive health and wellness policy?

Answer “yes” if your agency and/or worksite has a formal, written health and wellness policy.

Have a champion(s) who is a strong advocate for the worksite health and wellness program?

Answer “yes” if there is someone at your worksite who actively promotes programs to improve worksite health promotion.

Have a paid worksite health and wellness coordinator whose job (either part-time or full-time) is to implement a worksite health and wellness program?

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.

Have an active worksite health and wellness committee?

Answer “yes” if your health promotion committee exists and has been involved in planning and implementing programs.

Brief senior leadership on worksite health and wellness programs and services?

Set annual organizational objectives for health promotion?

Include references to improving or maintaining employee health in the business objectives or organizational mission statement?

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.

Engage in other health initiatives throughout the community and support employee participation and volunteer efforts?

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.

Have a budget or dedicated funding for the worksite health and wellness program?

Provide training for managers on the value of worksite health and wellness programs?

Answer “yes” if, for example, you provide training for supervisors, group managers, team leaders senior leaders, or any other management personnel.

Tailor some worksite health and wellness programs and education materials to the language, literacy levels, culture, or readiness to change of various segments of the workforce?

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).

Have a policy that allows employees to use flexible scheduling or excused absence to participate in worksite health and wellness activities?

Conduct an employee needs and interests assessment for planning health promotion activities?

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).

Conduct employee health risk appraisals/assessments through vendors, on-site staff, or health plans and provide individual feedback plus health education?

Answer “yes” if, for example, your organization provides individual feedback through written reports, letters, or one-on-one counseling.

Involve all levels of management in the implementation of worksite health and wellness?

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.

Have an official communications process or strategy to promote and market worksite health and wellness programs to employees?

Answer “yes” if, for example, your worksite’s health promotion program has a brand name or logo, uses multiple channels of communication, or an official marketing plan.

Provide, use and combine incentives with other strategies to increase participation and engagement in worksite health and wellness programs?

Answer “yes” if, for example, your organization offers incentives such as ribbons, levels of awards, patches, gift certificates, cash, paid time off, product or service discounts, reduced health insurance premiums, employee recognition, or prizes.

Make any worksite health and wellness programs available to family members?

Answer “yes” if, for example, your organization markets FEHB no or low cost benefits to family members or invites family members to participate in activities and services.

Use competitions when combined with additional interventions to support employees making behavior changes?

Answer “yes” if, for example, your organization offers walking or weight loss competitions.

Use examples of employee health-related “success stories” in the marketing materials?

Systematically gather data to evaluate worksite health and wellness programs?

Answer “yes” if, for example, your organization collects data on employee health risks, medical claims, employee satisfaction, or organizational climate surveys.

Linkages to Related Programs

During FY 2014, did your agency's worksite health and wellness program partner and/or coordinate efforts with:

Federal Employee Health Benefits Program (FEHB)

Flexible Spending Accounts (FSA)

Employee Assistance Program (EAP)

Occupational Health and Safety

Drug-free Workplace Program and/or substance abuse prevention program

Internal employee interest groups (such as Recreation Programs, Federal Employee Women (FEW), Blacks in Government (BIG), etc.)

State/local public health agency

Health-related organizations (such as the American Heart Association, American Cancer Society, etc.)

WELLCHECK 2014 DEFINITIONS

Automated External Defibrillator (AED): A portable electronic device that delivers a brief electric shock to the heart designed to be used by persons without substantial medical training who are responding to a cardiac emergency.

Body Mass Index (BMI): A number calculated from a person's weight and height. BMI provides a reliable indicator of excess body weight for most people. It is used to screen for weight categories that may lead to health problems. For more information, visit <http://www.cdc.gov/healthyweight/assessing/bmi/index.html>.

Drug-free Workplace Program and/or substance abuse prevention program: A comprehensive program to address illicit drug use by federal employees, certification of Executive Branch agency Drug-Free Workplace Plans, and identification of safety-sensitive positions subject to random drug testing. These programs also address substance abuse prevention in the workplace through comprehensive drug-free and health & wellness workplace programs.

Emergency response plan: Plans that are created to protect people, property and the environment when an emergency arises. Plans should include evacuation, sheltering in place and lockdown as well as plans for other types of threats identified during a risk assessment.

Employee Assistance Program (EAP): A voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAP counselors also work in a consultative role with managers and supervisors to help address employee and organizational challenges and needs. Many EAPs are active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations.

Federal Employee Health Benefits Program (FEHB): Plans that provide comprehensive health insurance coverage to Federal employees and their family members. It can be a complement to worksite health & wellness programs by offering screenings, health risk appraisals, and preventive care at low or no cost to Federal employees and their families.

Flexible Spending Accounts (FSA): A tax savings account available to most Federal employees for the purpose of paying qualified medical expenses for self, spouse, and dependents. This type of account allows pre-tax salary to be set aside to pay for eligible dependent care expenses.

Hazard: Anything that presents a potential threat to employee health and safety, whether physical or psychological.

Health risk appraisals/assessments: A tool that identifies demographic, medical and lifestyle information and quantifies a participant's health compared to public health standards or good health recommendations. Also referred to as a health risk appraisal or HRA.

Incentive: Method or tool used to influence an individual to engage in a suggested activity or behavior change.

Lifestyle counseling: A communication process between a trained health professional and an individual or group. A patient education approach offers information and technical skills. The stages of counseling include 1) building a relationship, 2) making an informed assessment, 3) establishing agreed upon goals and objectives, and 4) developing an implementation plan.

Occupational Health and Safety: Deals with all aspects of health and safety in the workplace and has a strong focus on prevention of any disease or injury contracted primarily as a result of an exposure to risk factors arising from work activity.

Quitline: Telephone-based tobacco cessation services that are usually accessed through a toll-free telephone number. They provide callers with several services, such as educational materials, referral to local programs, and individualized telephone counseling (including a personalized plan for quitting).

Screening: A medical assessment (e.g., osteoporosis bone density scans, skin cancer checks, blood sugar/diabetes checks, or blood pressure readings) to detect a disease or serious health condition when signs or symptoms may not be visible. Other types of assessments include evaluating completed questionnaires to identify individuals' signs or symptoms of depression and conducting substance abuse screening.

Self-management programs: A collaborative, interactive, and ongoing process that involves educators and people with health problems. The educator provides program participants with the knowledge, problem-solving skills, and tools they need to successfully manage their health problems, avoid complications, make informed decisions, and engage in healthy behaviors.

Worksite health and wellness program: A coordinated and comprehensive set of strategies which include programs, policies, environmental supports, and links to related agency programs and the surrounding community designed to meet the health and safety needs of all employees.

Worksite: A building, unique location, or business unit within an agency where work employees have access to the same wellness services, facilities, and programs. A worksite can include a campus of multiple buildings if all buildings are in close proximity (walking distance) and defined as part of the organization.