CDC Worksite Online ScoreCard

USER GUIDE

m1 DEPARTMENT OF HEALTH

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Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.

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Why the CDC ScoreCard

The MDH Workplace Wellness Team is replacing the current Blue Cross Blue Shield Organizational Assessment with the CDC ScoreCard. Why the switch?

The Blue Cross Blue Shield Organizational Assessment has been used since 2014 for a variety of purposes:

- **ASSESS**: Assist employer and grantee in learning about each employer's current state
- **EDUCATE:** Educate employers about the breadth of strategies they can use
- **SHOW PROGRESS**: The post-collaborative survey shows the changes made by employer

While the BCBS tool has helped with these purposes, there were limitations such as:

- **REPORTING:** Employer needs a better format for planning and would benefit from benchmarking from like industries/types of employers
- **SURVEY LENGTH**: Long, and redundant with demographics for baseline and post
- **ADMINISTRATION:** Limitations in how we can add/change items

The CDC ScoreCard provides the basic needs of "assess, educate and show progress" and addresses the limitations of reporting and administration with a much more robust report over many program areas, providing a more in-depth look at workplace wellness programs.

And as a bonus, the ScoreCard provides:

- **CONTROL:** Grantee can control all data from your employer cohort.
- **ADDITIONAL WELLNESS STRATEGIES**: It educates employers on other wellness areas to learn about a well-rounded program.
- **PLATFORM**: A public platform for employers to check on their progress year over year, past their involvement with SHIP. They receive comparisons of their progress over the years, and will be using a tool that is continually updated.
- **PRIVACY**: Some employers have been concerned about MDH having their data, and MDH will receive only de-identified data. The local public health entity will see each employer's data, however.

The ScoreCard consists of 16 topic areas related to the leading health conditions driving health care and productivity costs. The ScoreCard includes 125 yes/no questions based on many key evidence-based and best-practice strategies and interventions that are part of a comprehensive worksite health approach specific to the topic areas.

Scoring for the Worksite Health ScoreCard

The point value reflects:

1) The level of impact that the strategy has on the intended health behaviors or outcomes

2) The strength of scientific evidence supporting this impact.

A value ranging from 1 to 3 points is given for each question, based on whether it represents a good, better, or best practice. A question worth 1 point signifies it is a good practice. A question worth 2 points signifies it is a better practice. A question worth 3 points signifies it is a best practice. There are a total of 264 possible points.

How to Use the ScoreCard

Directions on setting up an account will be provided for you to give your workplace partners. It is recommended that your county's health and wellness committee set up an account in order to become familiar with the account set up process and reporting.

Structure of the on-line account

There are two levels to the account, the employer level and the worksite level.

The employer account will have designated account administrators. ==Lia Yang (*SHIP staff)* will be one of those administrators.== The worksite account will have a designated team member. Details regarding the differences in the two will be highlighted later in this guide.

Creating an on-line account

Before employers get started, they will need the following information:
- Names of 1-2 people within the organization to be the account administrator(s)
- Employee demographics
- Current support for workplace health promotion in the workplace
- Health programs currently offered to employees

Employers will need to set up an employer account and then add their worksite to the account. Go to http://www.cdc.gov/workplacehealthpromotion/initiatives/healthscorecard/index.html to create an on-line account

1. From the home page select the right arrow tab on the photo banner
2. Select "Worksite Health ScoreCard"
3. Select "New User" on the right hand bar
4. Select "Get Started"
5. Select "I do not have an employer ID" and press "Continue"
6. Answer "Yes" to "Would you like to register an employer?" Once this step is completed, the employer profile page will appear.

When the profile opens, the first section is to add an employer administrator. The employer must add ==Lia Yang (Saint Paul – Ramsey County Public Health partner) a==s one of the account administrators on the account. This allows you to see the scorecard has been completed for each of your employer partners. You will see their results, and can offer feedback on how to move their work forward.

==*Employers MUST add SHIP to their name when creating their account. For example, "ABC Company SHIP".*== If this is a barrier for them filing out the scorecard, they can skip that step, but they will not be included in the DE identified, aggregate results MDH receives each year to determine the success of the SHIP worksite strategy.

Required Employer information

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- Company name with SHIP added
- Company address and location
- Business type and industry type
- Number of employees eligible for health programs
- Health insurance coverage

Employer information that is optional, but strongly encouraged

- Gender
- Age range and average age
- Education level
- Race and ethnicity
- Support for workplace health programs
- Importance placed on maintaining workplace health programs
- Financial investment
- Types of incentives offered for participation
- Types of health programs offered

The employer profile information can be updated at any time.

After completing the profile, click **"Register Employer"** A pop up window will confirm the account has been set up. The account log in code will be displayed on this window and will be sent to the employer administrator(s) in an auto-generated welcome e-mail.

Once the account has been created, the employer administrator can return to the CDC Worksite Health ScoreCard webpage, click on **"Returning User"** and enter the log-in code to access the account.

Adding the Worksite

In order to finish setting up the account, the employer administrator must add at least one worksite to access the ScoreCard.

Employers can enter one main worksite, or if they have more than one location they can enter multiple sites. If the workplace has one centralized wellness program that makes most of the decisions for all divisions, departments, sites, have them only enter one worksite.

If an employer has a variety of sites with different wellness committees doing different things, have that employer enter each site separately.

To add a new worksite:

1. Click on **"Register a New Worksite"** link from the employer dashboard

2. Fill in the worksite profile screen and then select **"Register Worksite".**

3. Repeat steps one and two to add additional worksites to the employer account.

4. For each worksite entered, select a worksite team member to be on the worksite account.

If the team member will be answering ScoreCard questions, select "yes" to the question, "Will this team member be directly involved in scorecard completion?"

The team member will receive an automated welcome e-mail from the CDC that will have his/her log in code.

Completing the ScoreCard

There are several topics covered in the ScoreCard. The first section covers worksite demographics. The demographics are optional and not factored into the overall results.

All topic areas must be filled in to submit the scorecard. If an employer does not answer a section, the submit button will remain gray and they will not be able to submit their scorecard to the CDC. Once the ScoreCard has been submitted, answers cannot be changed.

We recognize there are topic areas that don't fit in with the SHIP model. Our hope is that SHIP be used as a launching pad for a more comprehensive workplace program. Answering all sections in the scorecard can give workplaces guidance beyond SHIP.

The ScoreCard can only be completed once per year. Workplaces will receive an auto generated e-mail when it is time to fill out the ScoreCard again.

Navigating the ScoreCard Account

The ScoreCard account has two levels: *employer and worksite*. Each level has a landing page with a dashboard that enables users to access account features and the ScoreCard. Each level has different views when logging in to the account.

Employer administrators: They are directed to the employer dashboard and the employer level. Employer administrators can access the worksite dashboard by clicking on the worksite name from the employer dashboard. The worksite dashboard is where the ScoreCard is located.

Team members: They are directed to the worksite dashboard at the worksite level.

Managing the ScoreCard account

Employer level

The employer administrator can access the account management features by selecting one of the account tools under **"Employer Account".** Here the administrator can edit the employer profile information, add or delete employer administrators and reset the account log in.

Worksite level

The management features found at the worksite level are the same as those found at the employer level but apply only to that worksite. The team member can access the account management feature by selecting **"Manage Worksite Account".** *An employer administrator or team member can update the worksite profile.*

ScoreCard Reporting

Once a ScoreCard has been submitted the results are immediately available for viewing. The employer administrator can access the results from the both the employer and worksite dashboards. The team member can only view the results from the worksite dashboard.

There are four reports:

1. Summary benchmark report: Shows the ScoreCard results by topic.
2. Detailed benchmark report: Allows the employer to view their answers to the topic questions and total points.
3. Interventions in place report: Allows the worksite to see how many of the interventions are currently in place.
4. Scores for Employer (ONLY for employer accounts with multiple worksites): Allows the employer administrator to view side-by-side comparisons of the worksites within the organization.

More Detailed Information or Questions

If you would like more in depth information about using the scorecard beyond this guide, please go to: Detailed Users Guide

For video tutorials go here: Video Tutorials on Using the ScoreCard