

## **Faculty and Staff Health Promotion District Questionnaire**

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**School Health Policies and Practices Study 2012  
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# Faculty and Staff Health Promotion District Questionnaire

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## Special Instructions

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THIS QUESTIONNAIRE WILL BE ADMINISTERED USING WEB-BASED INTERVIEW TECHNOLOGY. AS THE RESPONDENT TYPES RESPONSES TO THE QUESTIONS INTO THE COMPUTER, THE INTERVIEW PROGRAM WILL 1) DISPLAY THE CORRECT TENSE OF VERBS, 2) PROVIDE ALTERNATE ANSWERS TO QUESTIONS (E.G., NOT APPLICABLE, “I DON’T KNOW”), 3) NAVIGATE COMPLEX SKIP PATTERNS, AND 4) PERFORM OTHER USEFUL FUNCTIONS. THE PROGRAMMING SPECIFICATIONS FOR THE INTERVIEW ARE NOT INCLUDED IN THIS PRINTED VERSION OF THE QUESTIONNAIRE.

1. This questionnaire focuses on your district’s policies and practices regarding faculty and staff health promotion.
2. For the purposes of this questionnaire, “policy” means any law, rule, regulation, administrative order, or similar kind of mandate issued by the local school board or other local agency with authority over schools in your district. SHPPS is most interested in what is required by the district, not what is recommended or contained in non-binding guidance documents, unless the question specifically asks about recommendations.
3. If a district policy is worded in such a way that it requires schools to develop and adopt their own policies on a given topic, for the purpose of this questionnaire please consider it the same as a district-wide requirement.
4. Districts may sometimes grant policy exceptions or waivers, but please answer each question based on what is considered the general policy and standard practice in your district.
5. Please do not consider school practices or policies when answering the questions. This information is gathered during data collection from schools across the country.
6. Please include activities or services offered by your state, district, schools, or by anyone outside the school system. However, please consider only those activities or services that are offered to faculty and staff because they work in your district.

## Health Insurance

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The first questions ask about health insurance that may be offered by your state or district. For the purposes of this question, “offer” means that the state or district pays for some or all of the cost of the insurance or makes the insurance available to faculty and staff at a discounted group rate.

1. Does your state or district offer health insurance to faculty and staff?

Yes.....1

No.....2 →SKIP TO THE  
INTRODUCTION TO Q4

2. Does this health insurance cover the following for faculty and staff?

	Yes	No
a.....Preventive healthcare, such as physicals.....		
.....		2
b.....Prescription drugs..	1	2
c.....Vision care.....	1	2
d.....Dental care.....	1	2
e.....Immunizations.....	1	2
f.....Mental health care..	1	2
g.....Tobacco use cessation	1	2
h.....Alcohol or other drug use treatment.....		
.....		2

The next question asks about sick leave.

3. Does your district allow faculty and staff to use sick leave to care for their own children when they are sick?

Yes.....1

No.....2

## Required Examinations and Screenings

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The next questions ask about policies your district has adopted on health examinations and screenings that faculty and staff are required to receive prior to employment.

4. Which one of the following statements best describes the requirement for physical health examinations of faculty and staff in your district?

The district requires physical health examinations of all faculty and staff prior to employment.....1

The district requires physical health examinations prior to employment depending on the position the person will have.....2

The district requires physical health examinations prior to employment depending on something other than the person's position.....3

The district does not require physical health examinations of any faculty or staff prior to employment.....4

5. The following four statements are related to policies on illegal drug use screening. Which one of the following statements best describes the requirement for illegal drug use screening of faculty and staff in your district?

The district requires drug screening of all faculty and staff prior to employment.....1

The district requires drug screening prior to employment depending on the position the person will have.....2

The district requires drug screening prior to employment depending on something other than the person's position.....3

The district does not require drug screening of any school faculty or staff prior to employment.....4

## Required Examinations and Screenings

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These next questions ask about health examinations and screenings that your district requires faculty and staff to receive periodically while they are employed.

6. Which one of the following four statements best describes the requirement for physical health examinations of faculty and staff while they are employed?

The district requires periodic physical health examinations of all faculty and staff while employed.....1

The district requires periodic physical health examinations depending on the person's position.....2

The district requires periodic physical health examinations depending on something other than the person's position.....3

The district does not require periodic physical health examinations of any faculty or staff while employed.....4

7. The following four statements are related to policies on illegal drug use screening. Which one of the following statements best describes the requirement for illegal drug use screening of faculty and staff in your district?

The district requires periodic drug screening of all faculty and staff while employed.....1

The district requires periodic drug screening depending on the person's position.....2

The district requires periodic drug screening depending on something other than the person's position.....3

The district does not require periodic drug screening of any faculty or staff while employed.....4

The next question asks about your district’s requirements for tuberculosis (TB) screening for faculty and staff prior to employment. For the purposes of this question, “screening” means the identification of staff meeting certain risk criteria, for example those born or recently living in other countries. Faculty and staff meeting these criteria would then be referred for TB testing or required to provide evidence of medical clearance.

8. Which one of the following three statements best describes your district’s requirement for tuberculosis (TB) screening of faculty and staff prior to employment?

The district requires TB screening prior to employment for all faculty and staff.....1

The district requires TB screening prior to employment depending on the person’s position.....2

The district does not require TB screening prior to employment for any faculty or staff.....3

The next question asks about your district’s requirements for tuberculosis (TB) testing for faculty and staff prior to employment. For the purposes of this question, “testing” refers to a clinical test for TB.

9. Which one of the following statements best describes your district’s requirement for TB testing of faculty and staff prior to employment?

DO NOT DISPLAY OPTION 1 IF Q8 = 3

The district requires TB testing prior to employment based on the results of TB screening.....1

The district requires TB testing prior to employment depending on the person’s position.....2

The district requires TB testing prior to employment for all faculty and staff.....3

The district does not require TB testing prior to employment for any faculty or staff.....4

10. Which of the following four statements best describes your district’s requirement for periodic TB testing for faculty and staff while they are employed? Please do not include TB testing that might be done after exposure to TB at school or a school-sponsored event. For the purposes of this question, “periodic” means that the test is repeated at regular intervals (eg., annually) or at a specific time (eg., at the beginning of each school year).

The district requires periodic TB testing  
for all faculty and staff while employed.....1

The district requires periodic TB testing  
for faculty and staff depending  
on the person’s position.....2

The district requires periodic TB testing  
only for faculty and staff previously  
identified through screening.....3

The district does not require periodic  
TB testing for any faculty and staff  
while employed.....4

IF Q9 IS 4 AND Q10 IS 4, SKIP TO THE INTRODUCTION TO Q13.

11. Which method is required to be used to provide evidence of a negative TB test?

PPD skin test done by Mantoux method.....1

Skin test not otherwise specified.....2

Chest x-ray.....3

Blood test (i.e., interferon-gamma  
release assays).....4

No specific testing method is required.....5



12. Which one of the following four statements best describes the requirement for annual influenza vaccinations for faculty and staff while they are employed?

The district requires annual influenza vaccinations of all faculty and staff while employed.....1

The district requires annual influenza vaccinations depending on the person's position.....2

The district requires annual influenza vaccinations depending on something other than the person's position.....3

The district does not require annual influenza vaccinations of any faculty or staff while employed.....4

## Health Promotion Activities and Services

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The remainder of the interview asks about faculty and staff health promotion activities or services. Faculty and staff health promotion activities or services focus on prevention of physical illnesses or injuries, promotion of physical fitness, promotion of mental health, or other activities or services designed to assist faculty and staff experiencing problems that can impact job performance, physical health, or overall well-being. SHPPS is interested in activities and services districts may provide to all faculty and staff regardless of what is provided through their health insurance.

The next questions ask about health screenings for faculty and staff.

13. During the past 12 months, has your district provided funding for or offered the following screenings for faculty and staff?

	<b>Yes</b>	<b>No</b>
a. Oral health screening.....	1.....	2
b.....Weight status screening using body mass index (BMI)	1.....	2
c.....Serum cholesterol screening.....	.....	2
d.....Blood pressure screening.....	.....	2
e.....Diabetes screening.	1	2
f.....Skin cancer screening	1	2
g.....Breast cancer screening.....	.....	2
h.....Colorectal cancer screening.....	.....	2

## Health Promotion Activities and Services

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The next questions ask about health promotion activities for faculty and staff. These activities might include classes, workshops, distribution of materials, or individual or group counseling sessions.

14. During the past 12 months, has your district provided funding for or offered activities for faculty and staff related to the following?

	<b>Yes</b>	<b>No</b>
a. Nutrition education.....	1.....	2
b.....Weight management	1	2
c.....Worksite safety education.....	.....	.....
.....	.....2	
d.....Emergency preparedness.....	.....	.....
.....	.....2	
e.....Infectious disease prevention.....	.....	.....
.....	.....2	
f.....Cardiopulmonary resuscitation (CPR) education		
1.....	.....2	
g.....Stress management education.....	.....	.....
.....	.....2	
h.....Pre- or post-natal education.....	.....	.....
.....	.....2	
i.....Conflict resolution education.....	.....	.....
.....	.....2	
j.....Asthma management education.....	.....	.....
.....	.....2	
k.....Diabetes management education.....	.....	.....
.....	.....2	
l.....Tobacco use cessation	1	2
m.....Physical activity and fitness counseling.....	.....	.....
.....	.....2	
n.....Counseling for emotional disorders, such as anxiety or depression.....	.....1.....	.....2
o.....Crisis intervention for personal problems.....	.....	.....
.....	.....2	

## Health Promotion Activities and Services

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15. During the past 12 months, has your district provided funding for or offered the following services for faculty and staff?

	<b>Yes</b>	<b>No</b>
a. Referrals for child care or elder care.....	1.....	2
b.....Referrals for oral health problems.....		
.....	2	
c.....Immunizations, not including those offered through health insurance, for example flu vaccines.....	1.....	2
d.....Identification of or referrals for physical, sexual, or emotional abuse.....	1.....	2

16. During the past 12 months has your district offered health-related sessions as part of professional development for faculty and staff? These sessions might include motivational speakers, health assessments accompanied by resources to prevent or address health risks, or opportunities to engage in health-promoting behaviors such as physical activity and healthy eating.

Yes.....1

No.....2

17. During the past 12 months, has your district provided funding for or offered any physical activity programs for faculty and staff, such as aerobics classes, basketball leagues, or walking or jogging clubs?

Yes.....1

No.....2

The next question asks about school facilities or equipment that could be used for physical activity and might be made available to faculty and staff. This would include any school facilities or equipment such as gyms, cafeterias, swimming pools, weight-lifting equipment, or cardiovascular exercise equipment.

18. Has your district adopted a policy stating that indoor or outdoor school facilities or equipment that could be used for physical activity will be made available for faculty and staff to use? Include facilities or equipment that are available to faculty and staff only because they work in your district's schools. Do not consider facilities or equipment that are available to all residents of a community.

Yes.....1

No.....2

## Employee Assistance Programs

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The next question asks about Employee Assistance Programs (EAPs). EAPs provide services designed to assist faculty and staff experiencing personal or social problems that can impact work performance, physical health, or overall well-being.

19. During the past 12 months, has your district provided funding for or offered an Employee Assistance Program (EAP) for faculty and staff?

Yes.....1

No.....2

## Health Risk Appraisals

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The next question asks about health risk appraisals. A health risk appraisal is a questionnaire used to assess self-reported risk factors, such as smoking and physical inactivity. Some people may refer to this as a health risk survey.

20. During the past 12 months, has your district provided funding for or offered health risk appraisals for faculty and staff?

Yes.....1

No.....2

## Off-site Health Promotion Activities

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The next question asks about off-site health promotion activities.

21. Do your district's faculty and staff receive any subsidies or discounts for off-site health promotion activities, such as health club memberships, weight loss programs, or tobacco use cessation programs?

Yes.....1

No.....2



## Planning and Coordination

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IF Q13A–H ARE “NO,” Q14A–O ARE “NO,” Q15A–D ARE “NO,” Q17 IS “NO,” Q19 IS “NO,” Q20 IS “NO,” AND Q21 IS “NO,” SKIP TO Q27.

The next questions ask about objectives that are taken into account when planning health promotion activities or services for faculty and staff.

22. How much does your district take into account the following factors when planning activities or services for faculty and staff?

	<b>Not at all</b>	<b>A little</b>	<b>A lot</b>
a. Reducing the number of sick days used.....	1.....	2.....	3
b. Reducing the use or cost of health insurance benefits.....	1.....	2.....	3
c. Reducing the number of faculty and staff injuries.....	1.....	2.....	3
d. Improving faculty and staff morale.....	1.....	2.....	3
e. Creating an environment in which faculty and staff serve as “healthy” role models for students.....	1.....	2.....	3
f. Attracting and retaining good faculty and staff.....	1.....	2.....	3
g. Improving job performance.....	1.....	2.....	3
h. Addressing the health needs of faculty and staff.....	1.....	2.....	3
i. Creating a positive image in the community.....	1.....	2.....	3

The next question asks about needs assessments that collect information that can be used to plan your district’s health promotion activities or services for faculty and staff. For example, such a needs assessment might collect information about your district’s healthcare costs, faculty and staff health concerns and interests, or health promotion activities and services already being offered.

23. Has your district conducted a needs assessment of your district’s health promotion activities or services for faculty and staff?

Yes.....1  
No.....2

24. During the past two years, has your district assessed faculty and staff satisfaction with health promotion activities or services?
- Yes.....1
- No.....2

The next question asks about incentives faculty and staff might receive for participation in health promotion activities.

25. During the past 12 months, has your district provided funding for any of the following incentives for faculty and staff participation in health promotion programs?
- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| a. Monetary incentives.....1.....2             |            |           |
| b.....Gifts.....1 2                            |            |           |
| c.....Paid time off.....1 2                    |            |           |
| d.....Health insurance premium discounts.....2 |            |           |
| e.....Certificates or awards1 2                |            |           |
| f.....Public recognition..1 2                  |            |           |

The next questions ask about organizations or agencies that have helped provide the health promotion activities or services for faculty and staff.

26. During the past 12 months, did each of the following organizations or agencies help provide the health promotion activities or services for faculty and staff offered or funded by your district?
- |   | <b>Yes</b> | <b>No</b> | <b>District does not have this agency or organization</b> |
|---|------------|-----------|---|
| a. A local health department.....1.....2.....3              |            |           |   |
| b.....A local hospital.....1.....2 3                        |            |           |   |
| c.....A mental health or social services agency.....2.....3 |            |           |   |
| d.....A university or medical school.....2.....3            |            |           |   |
| e.....A managed care organization1.....2 3                  |            |           |   |

f.....A health organization, such as the American Heart Association or the American Cancer Society.....1.....2.....3

**(Q26 Continued)**

g.....A local health or fitness club1.....2 3

h.....A local business.....1.....2

27. Currently, does someone in your district oversee or coordinate health promotion activities or services for faculty and staff throughout the district?

Yes.....1

No.....2 →SKIP TO Q29

28. During the past 12 months, has this person worked on health promotion activities or services for faculty and staff with district-level...

	Yes	No	District does not have staff in this area
a. Health education staff?.....	1.....	2.....	3
b. Physical education staff?.....	1.....	2.....	3
c. Health services staff?.....	1.....	2.....	3
d. Mental health or social services staff?.....	1.....	2.....	3
e. Nutrition or food service staff?.....	1.....	2.....	3

29. Has your district adopted a policy stating that each school will have someone to oversee or coordinate health promotion activities or services for their faculty and staff?

Yes.....1

No.....2

Thank you very much for taking the time to participate in this study.

If you would like more information about this study or would like clarification of any questions in this questionnaire, please call 800-287-1815.