

CDC Work@Health™ Case Study Interviews with Selected Trainees

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Respondents/Sources	Method	Content	Timing	Respondents	Time per respondent
Training Program Participants -- case study worksites	Case study interview (conducted by RTI)	<ul style="list-style-type: none"> • Program expectations • Outcomes • Challenges & strategies for success • Plans for sustainment 	March – June 2015	30	1 hour

Introduction

This interview will ask about your experience with the Work@Health™ Program. This interview, which should take about one hour to complete, is funded by the Centers for Disease Control and Prevention and is being conducted by RTI International (RTI). RTI is an independent, non-profit organization headquartered in Research Triangle Park, NC.

Informed consent

Before you get started, we'd like need to give you some more information to help you decide whether or not you would like to participate.

- This project is funded by the Centers for Disease Control and Prevention. Many parts of the project are being managed by Research Triangle Institute International (RTI). RTI is an independent, non-profit institute headquartered in Research Triangle Park, NC. RTI

provides technical services to clients worldwide. They are helping CDC evaluate the Work@Health™ program.

- You were asked to complete the interview because of your role as a training participant in the program.
- Your participation is voluntary. In the course of this discussion, you may refuse to answer specific questions. You may also choose to end the discussion at any time.
- The discussion is designed to take about one hour.
- All of the comments you provide will be maintained in a secure manner. We will not attribute your responses to your or your organization without your permission unless we are compelled by law.
- There are no right or wrong answers or ideas—we want to hear about YOUR experiences and opinions.
- CDC is authorized to collect information for this project under the Public Health Services Act.
- There are no risks or benefits to you personally for participating in this discussion.
- We are interested in your comments so that we can improve the Work@Health™ program for future participants. Please feel free to contact Dr. Laurie Cluff at RTI. Her toll-free number is 1-800-334-8571 x 6514. You can also call RTI's Office of Research Protection and Ethics toll-free at 1-866-214-2043.

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Section	Interview Guide Questions
Respondent Background	<ol style="list-style-type: none"> 1. Can you please tell me a little about your organization and your role in it? 2. How would you describe your current role in your organization's health promotion efforts?
Decision to Participate	<ol style="list-style-type: none"> 1. What aspects of the Work@Health™ program influenced your decision to participate in the training?

	<ol style="list-style-type: none"> 2. How were you selected to participate? 3. Did anyone have to convince you to participate/overcome some of your reservations? <ol style="list-style-type: none"> a. If so, who convinced you and what strategies/case did they use?
Readiness to Implement	<ol style="list-style-type: none"> 1. How ready would you say leadership at your worksite was to make changes to promote employee health? <ol style="list-style-type: none"> 1-Not at all ready; 2- Not quite ready; 3-Somewhat ready; 4- Almost ready; 5- Completely ready <ol style="list-style-type: none"> a. What actions, behaviors, or statements led you to think this? 2. How ready would you say employees at your worksite were to make changes to improve their health? <ol style="list-style-type: none"> 1-Not at all ready; 2-Not quite ready; 3- Somewhat ready; 4- Almost ready; 5- Completely ready <ol style="list-style-type: none"> a. What actions, behaviors, or statements led you to think this?
Expectations	<ol style="list-style-type: none"> 1. What were your expectations about the Work@Health™ Program in terms of how much you would learn? 2. What were your expectations for worksite changes as a result of participating in Work@Health™? 3. In what ways did the Work@Health™ program meet your expectations? 4. In what ways did the Work@Health™ program differ from your expectations?
Program	<ol style="list-style-type: none"> 1. How would you describe the overall goals of your organization's health promotion efforts?

	<ol style="list-style-type: none"> 2. What would you say are the most important components of your organization’s health promotion efforts? Why? 3. Which program activity/policy/support was the easiest to implement? Why? 4. Which program activity/policy/support was the most difficult to implement? Why? 5. What healthy worksite activities/programs do you personally participate in, if any? 6. To what extent do you agree with the following statements: <ol style="list-style-type: none"> a. Management and supervisors encourage healthy behaviors. Would you say: Strongly Disagree; Disagree; Neutral; Agree; or Strongly Agree b. My organization encourages employees to make suggestions about employee safety, health and well-being. Would you say: Strongly Disagree; Disagree; Neutral; Agree; or Strongly Agree c. In this facility, management considers worksite health and safety to be important. Would you say: Strongly Disagree; Disagree; Neutral; Agree; or Strongly Agree
<p>Facilitators & Barriers to Implementation and Participation</p>	<ol style="list-style-type: none"> 1. What factors do you think were most important for making healthy changes at your worksite? [probe for rationale for each factor] <ol style="list-style-type: none"> a. The efforts of the staff who participated in the training b. The knowledge/expertise I gained from

	<p>Work@Health™ training</p> <ul style="list-style-type: none"> c. The expertise and insights I gained from Work@Health™ technical assistance d. Leadership support e. Having the facilities/equipment/resources in place to promote changes f. Funding support provided by Work@Health™ g. Links to Community-based organizations or other employers through the peer learning network <p>2. What were the biggest challenges to making healthy changes at your worksite?</p> <ul style="list-style-type: none"> a. How were each of these addressed? b. Were they overcome? Why? Why not?
<p>Outcomes</p>	<p>1. How would you describe the results of your organization's participation in the Work@Health™ Program?</p> <ul style="list-style-type: none"> a. Can you describe any new/enhanced programs, policies or supports your organization has put in place: <ul style="list-style-type: none"> i. How satisfied do you think employees are with any new/enhanced healthy offerings? ii. What is the level of employee participation in healthy activities? b. Has your worksite established any new partnerships with outside organizations related to employee health? Why? Why Not? Please describe. c. What changes in the social norms or work environment of your organization have you noticed since participating in the program? Please describe/provide examples. d. What personal changes have employees expressed in their own health or attitudes toward health as a result of the changes implemented at your worksite since participating in the Work@Health™ program?
<p>Sustainability</p>	<p>1. What level of support do you expect your worksite to provide for these health promotion activities over the next few years? (e.g. about the same as currently provide/more/less)</p> <ul style="list-style-type: none"> a. Have you set goals for the future of your health promotion efforts? If so, what are they?

	<ol style="list-style-type: none"> 2. To what extent would you say these healthy activities/supports are becoming part of how your organization operates? <ol style="list-style-type: none"> a. Is employee health/wellness part of the mission/strategic plan/objectives? b. Is employee health promotion a line item in the annual organizational budget? c. Is a description of the activities part of new employee orientation? 3. How would you like to see the health promotion activities and program offerings expanded over the next few years? 4. How can ongoing/additional training and technical assistance help your organization sustain health promotion activities? <ol style="list-style-type: none"> a. What other supports do you think are necessary in order for your organization to sustain your health promotion efforts over the next few years? 5. How does your organization plan to maintain the program over the next few years?
<p>Conclusion</p>	<p>What did we leave off that you think is important to include or mention about your organization's health promotion activities?</p>