

CDC WORKSITE HEALTH SCORECARD

Reinstatement with Revision

Supporting Statement: Part B

Program Official/Project Officer: **Jason Lang, MPH, MS**

Team Lead, Workplace Health Programs

(OD/CDC/NCCDPHP)

Tel: (770) 488-5597

Fax: (770) 488-5962

Email: jlang@cdc.gov

August 18, 2017

Table of Contents

B-1. Respondent Universe and Sampling Methods.....	3
B-2. Procedures for the Collection of Information.....	3
B-3. Methods to Maximize Response Rates and Deal with No Response.....	5
B-4. Tests of Procedures or Methods to be Undertaken.....	6
B-5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data.....	7

Attachments

Attachment A-1.	Authorizing Legislation, Public Health Service Act
Attachment A-2.	Funding Authority - Patient Protection and Affordable Care Act Prevention and Public Health Fund (P.L. 111-148, Section 4002)
Attachment B-1.	Federal Register Notice – 60 day
Attachment B-2.	Summary of Public Comments
Attachment C-1	CDC Worksite Health Scorecard Registration Application Pages
Attachment C-2	CDC Worksite Health Scorecard
Attachment C-3	CDC Worksite Health Scorecard Cognitive Telephone Interview
Attachment C-4	CDC Worksite Health Scorecard Pilot Evaluation
Attachment C-5	CDC Worksite Health Scorecard Sample Benchmark Report
Attachment C-6	CDC Worksite Health Scorecard Resources for Action
Attachment C-7	CDC Worksite Health Scorecard Summary of Revisions and Updates
Attachment C-8	Employer Recruitment Email
Attachment D-1	Institutional Review Board Determination Notice

B-1. Respondent Universe and Sampling Methods

The purpose of this request is to validate and pilot test an updated version of the CDC Worksite Health Scorecard (the “Scorecard”). 200 respondents representing 100 employers will be invited to participate in the pilot study which consists of creating an online Scorecard account, completing the Scorecard instrument, and providing feedback on the updated instrument through telephonic interviews and an online survey. The results from the pilot test will be used to update and finalize the instruments which will be submitted after the first year as a revision to allow a broader group of employers access the online application to regularly assess their workplace health programs and practices.

The respondent universe is employers of various sizes, industry sectors (public, private, and non-profit) and geographic locations in the United States. CDC’s goal is to register a diverse group of employers. Registration is completely voluntary and outreach and recruitment efforts will be conducted through a variety of methods including marketing of the CDC Worksite Health Scorecard through existing employer partnerships; meetings and conferences where employers gather; social media and websites; and through participation in other CDC Workplace Health Program such as CDC’s Work@Health employer training program (OMB No. 0920-1006; Exp. Date: 3/31/2019).

During the pilot-testing of the updated Scorecard, we will seek enroll a separate convenience sample of 100 employers to create online accounts and complete the Scorecard (**Attachment C-1 and C-2**) with two respondents from each employer site for the purpose of inter-rater reliability for a total of 200 respondents. All 200 respondents will be asked to participate the follow up evaluation using the CDC Worksite Health Scorecard Pilot Evaluation (Attachment C-4). A subset of 16 of these employers, 32 total respondents, will be invited to participate in follow-up interviews using the CDC Worksite Health Scorecard Cognitive Telephone Interview (**Attachment C-3**). The validation of the 2014 version of the Scorecard included participation by 93 employers, a response rate of 64%. We anticipate similar results.

While participation by employers is strictly voluntary, CDC will seek to identify employers who have completed the Scorecard before with strong potential for completing the CDC Worksite Health Scorecard annually over the three-year period. During the initial 3-year approval, 1,531 worksites (74% small, 18% mid-size, and 8% large) submitted Scorecards. Therefore, CDC intends to reach out to organizations that represent primarily small employers to enroll them in the pilot study.

The CDC Worksite Health Scorecard project Outreach Team will work with national, regional, and state-based organizations and associations (e.g., chambers of commerce, business coalitions, professional societies) to spread awareness of the online instrument and encourage employer participation. The Outreach Team will work with national, regional, and state based organizations through presentations, Webinars, and electronic communications such as email, and listservs to market the CDC Worksite Health Scorecard, encourage employers to visit the CDC Worksite Health Scorecard website, and invite employers to participate (**Attachment C-8**).

B-2. Procedures for the Collection of Information

Pending OMB approval, the CDC Worksite Health Scorecard will engage, recruit, and register employers across the country and lead them through the process of completing their organizational assessment using the online application. A core principle of the initiative is to

raise awareness of and educate employers about science and practice-based strategies to design and implement a successful worksite health program. The process of participating in the CDC Worksite Health Scorecard pilot will include the following components:

1. Receive and respond to a recruitment email (**Attachment C-8**)
2. Register and create an individual employer log in and register a worksite (**Attachment C-1**). The registration process should take about one minute to complete and includes the employer's contact information and background demographics. Employers will be reached and invited to participate in the pilot study 1) through outreach and engagement at employer meetings; 2) webinars and presentation made by the outreach team to employers describing the pilot test opportunity; and 3) through the population of past Scorecard users. The employer respondents will be a convenience sample but mirror the employer demographics of those who have already completed the Scorecard.
3. Establish an employer profile which includes contact information and organizational characteristics.
4. Access and complete the CDC Worksite Health Scorecard 154 item core organizational assessment with an additional optional 20 demographic questions.
5. Receive immediate feedback and a benchmarking report upon submission which compares the number of strategies the employer is implementing to the number of strategies implemented by other employers in the same employer size category.
6. Access to technical support and key information about the survey questions, health topics, user instructions, scoring methodology, etc.
7. Link to tools and resources based upon survey scores that provide suggestions for improving their workplace health program.
8. Reminders to retake the survey annually, providing a view of the current year and historical survey scores.

Respondents and their respective data collection assessments are categorized as follows:

A convenience sample of 100 employers (2 representatives from each employer for 200 total respondents) will be invited to participate in the pilot testing, validation, and evaluation of the updated version of the CDC Worksite Health Scorecard. We will seek a diversity of employers by size, region and industry mirroring the employer demographic of employer users of the Scorecard found in the original ICR. This process includes creating an online account (**Attachment C-1**), completion of the updated CDC Worksite Health Scorecard (**Attachment C-2**) and a follow-up pilot evaluation (**Attachment C-4**) for all 200 respondents. A telephonic cognitive interview survey (**Attachment C-3**) to test inter-rater reliability with approximately 16 employers (32 total respondents) will further assess the face validity of the instrument and resolve any wording or content issues with the questions. Revisions will be made if necessary to finalize the instrument. A final validated instrument will be submitted as a revised ICR offered to a larger number of employers.

B-3. Methods to Maximize Response Rates and Deal with No Response

CDC designed the procedures for collecting information for the CDC Worksite Health Scorecard to minimize the burden to respondents and to the government, to maximize convenience and flexibility, and to ensure the quality of the information collected. The CDC Worksite Health Scorecard will seek to identify motivated, engaged, and committed employer participants to register and use the online application. The method of data collection will be conducted online to maximize response rates and convenience to respondents. Additionally, the application includes ample instruction, orientation, and access to project team members via telephone or email for answers to their questions to aid respondents in navigating the application and enhancing response rates.

CDC's implementation contractors, Northrup Grumman, Truven Health and Johns Hopkins University (Hopkins), were selected in part because of their experience and expertise in designing and managing similar online surveys and Web-based applications and working successfully with content and technical experts of the type required for the current CDC Worksite Health Scorecard application. Specific methodologies and strategies associated with the CDC Worksite Health Scorecard are described below.

The CDC Worksite Health Scorecard Outreach Team will work with national, regional, and state-based organizations to inform employers and organizations about the online application, encourage them to visit the CDC Worksite Health Scorecard Website, and invite them via email (**Attachment C-8**) to complete the survey (**Attachment C-2**) and validation evaluations (**Attachment C-3 and C-4**). All interested employers will complete this survey online. Participating employers represent a convenience sample of employers.

Specifically, The CDC Worksite Health Scorecard Outreach Team will work with two types of gatekeeper organizations to raise awareness and encourage employers to participate in the validation process and online assessment. The first group includes organizations at the local, state, or national levels that have employers as their members or primary constituents. These groups such as a local chamber of commerce may not have health or health promotion as a primary focus of their member activities while other gatekeepers such as state or local business health coalition is actively working on employee health issues. The second group includes organizations at the local, state, or national levels that support employers in workplace health activities. These groups may be providing program support or education to employers to improve or build their workplace health programs, but not interested in completing the CDC Worksite Health Scorecard on behalf of their own organization. This group would have a health focus and workplace health expertise as part of their organizational mission and include health departments, professional organizations, and/or health management service providers.

All gatekeeper organizations will be provided access to marketing and communications materials that are tailored for the employers they represent or work with. These materials include but are not limited to flyers, e-blasts, videos or presentations regarding the CDC Worksite Health Scorecard – what it is, who is eligible to participate and why it would be beneficial to participate, as well as instructions to access the instrument.

CDC and the implementation contractor will actively encourage employer participants to complete the CDC Worksite Health Scorecard survey (**Attachment C-2**) and will provide

detailed instructions to ensure accurate responses. The survey is designed to be easy to complete and will provide respondents with an opportunity to begin to think about priority issues and action steps in worksite health after completion through an immediate feedback and benchmarking report. Participants will receive annual reminders to retake the CDC Worksite Health Scorecard to monitor progress and track changes over time in their organizations. The application also allows for users to be provided technical support and troubleshooting assistance as well as feedback to be given which should also encourage participants to complete the survey.

Participation of employers in the CDC Worksite Health Scorecard is strictly voluntary. Employers may withdraw at any time simply by closing their account or notifying CDC or the implementation contractor staff.

B-4. Tests of Procedures or Methods to be Undertaken

CDC originally developed the CDC Worksite Health Scorecard organizational assessment and data collection plan in collaboration with subject matter experts at CDC, NIOSH, SAMHSA, Johns Hopkins University,, Emory University Institute for Health and Productivity Studies,, Northrup Grumman, employers, and others. The CDC Worksite Health Scorecard team, including subject matter experts from CDC and Northrup Grumman provided input on the content of the required data and assessment tool to adequately capture the data required for implementation and evaluation of the CDC Worksite Health Scorecard initiative.

CDC has used the CDC Worksite Health Scorecard (OMB# 0920-1014) with employers since 2014 incorporating feedback from them in the instructions and guidance for this submission. The average completion time for this group of employers was 25 minutes. Feedback from this group participating has been positive. Respondents indicated that the instrument was clear and understandable, comprehensive, and educational in terms of identifying an inventory or current practices and areas where workplace health improvements could be made. Respondents also believed that the online version of the instrument is welcomed and enhanced their ability to regularly convene a group of internal stakeholders to complete the assessment on an annual basis as well as make the tool generally easier to administer and complete.

CDC also pre-tested the online survey materials for clarity, organization, and timing with a group of small to mid-size external employers (n=8) who would represent the target audience of the online survey application under the original OMB approval (#0920-1014; Exp 4/30/2017).

CDC has incorporated this input for the revised and updated version of the CDC Worksite Health Scorecard accelerating its development and minimizing the need for additional data collection to revise it. The validation process will involve a minimum number of employers to test the new modular questions and revisions to existing questions. Some reorganization of the instrument including combining modular topics, and eliminating multiple questions from the original version will also streamline future information collection and minimize additional response time.

The proposed project involves the collection of qualitative information. The proposed interview questions have been pilot tested, and in addition the Hopkins moderator has led numerous interviews on the topic of workplace health promotion and will ensure that each interview ends before 60 minutes have elapsed.

B-5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

CDC will provide overall program management for the CDC Worksite Health Scorecard, directing regular planning and coordination meetings with the contractor staff including the data collection plan and reporting to participating employees and the aggregate benchmarking data.

The implementation contractors, Northrup Grumman, Truven Health, and Hopkins, will provide operational management of the CDC Worksite Health Scorecard including development, deployment, and maintenance of the online application; as well as collecting and analyzing Scorecard results from participating employers.

The principal contacts for each organization are listed below:

Staff from CDC	
Jason Lang Team Lead, Workplace Health Programs CDC/ONDIEH/NCCDPHP	Phone: (770) 488-5597 Email: jlang@cdc.gov
Dyann Matson-Koffman Health Scientist Office of the Associate Director for Science CDC/Office of the Director	Phone: (404) 639-4783 Email: DMatsonKoffman@cdc.gov
Implementation Contractor	
Teshome Fesseha Project Manager/Applications Team Northrup Grumman Corporation	Phone: (404) 679-9476 Email: TFesseha@cdc.gov
Ron Goetzel Truven Health Analytics, an IBM Watson Health Business	Phone: (301) 547-4393 Email: rgoetzel@us.ibm.com
Enid Chung Roemer Johns Hopkins University	Phone: (202) 817-3743 Email: eroemer1@jhu.edu