

# **CDC WORKSITE HEALTH SCORECARD COGNITIVE INTERVIEW TELEPHONE GUIDE**

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## ***Introduction***

Purpose of the study:

Johns Hopkins University, in collaboration with the Centers for Disease Control and Prevention (CDC), is asking your worksite to volunteer for a research study that will examine the reliability and validity of the CDC Worksite Health ScoreCard (HSC) survey tool in order to further refine this tool before it is released to the general public. The HSC instrument was developed by the CDC to help businesses evaluate their health promotion programs, policies, and environmental supports for preventing heart disease, stroke, and related conditions. The HSC will also provide businesses with customized feedback on high-impact interventions that they can implement to promote a healthy and productive workforce.

## ***Informed consent***

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

- 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 approximately 60 minutes.
- 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 CDC Worksite Health ScoreCard for future participants. Please feel free to contact Dr. Enid Roemer at Johns Hopkins University. Her phone number is 202-817-3743 and her email is [eroemer1@jhu.edu](mailto:eroemer1@jhu.edu).

<b>Organization</b>	
<b>Interviewee(s)</b>	
<b>Interviewers</b>	
<b>Contact information</b>	
<b>Interview time &amp; date</b>	

### ***First, introduce yourself***

*Thank you for taking the time to talk with us today. We really appreciate you taking the time to revisit the answers that you provided on the online CDC Worksite HealthScoreCard tool.*

*The purpose of this interview is to gather your general impressions of the HSC—particularly the new modules— and also to discuss the items where there were discrepancies (and items that were left blank). The goal is not necessarily to resolve the differences, but to understand your interpretation and perspective as you answered these questions.*

### ***Background info - Ask both interviewees***

1. Please confirm your title for us.

*Probe:* Can you describe your role in the company/organization?

2. What specific worksite did you have in mind as you answered the questions on the HSC?

3. Did you consult with other staff members to complete the online tool?

*Probe:* What are the titles/roles of those you consulted with?

*Probe:* Were there other individuals you would have liked to have talked to? Whom? What are their roles?

4. About how long did it take you to complete the HealthScoreCard online (including time spent consulting with colleagues)?

### ***Issue probing***

***Now, we're going to move to some of the substantive areas that are discussed in the tool. What we want to do here is clarify some of your answers and get your feedback on each section of the tool.***

This section will ask you to think about \_\_\_\_\_ policies and interventions in your company/organization.

1. You didn't answer the following question(s)\_\_\_\_\_. Can you explain to us why you weren't able to answer this question?

**Check all that apply:**

- Did not understand the question
- Question did not directly apply
- Did not have the information to answer the question
- Other (specify)

*Probe:* Do you have any new information on this question?

*Probe:* Would you want to change any of your previous answers?

**Repeat for each unanswered question.**

2. The other respondent from your organization, \_\_\_\_\_, answered the following questions differently than you did. Can you provide some clarification on this question?

*Probe:* How confident are you in your response?

*Probe:* Do you need additional information to confirm this?

*Probe:* Why do you think that the answers may have differed?

**Repeat for each discrepancy.**

3. Were there any items that you answered YES or NO, but answered with uncertainty?

*Probe:* What was the reason for your uncertainty? (Clarity or knowledge issue? Other?)

4. Given your current understanding of the questions, would you change any of your responses?

*Probe:* How do you think these questions could be presented more clearly?

## Wrap up

1. Is there any other general feedback that you would like to offer about the tool?

*Thank the interviewee for his/her time.*