

# **CDC Worksite Health Scorecard Registration Application Pages**

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# Administration

## CDC Administration

This page allows internal CDC administrators to see the employer accounts that have been registered and, for each employer, the number of worksites and the number of scorecards (surveys) submitted.

The screenshot displays the 'CDC Worksite Health ScoreCard Administration' interface. At the top, it shows the CDC logo and the user's name, 'Welcome Robin Crocker'. Below this is a search bar and a table of employer accounts. The table has the following columns: Employer Name, Registration Date, No. of Worksites, No. of ScoreCards Submitted, and Employer Administrators. The table lists various employers such as 'aaaaa', 'ACME, Inc.', 'Allied, Inc.', 'Alon's', 'awera', 'awerawer', 'David Tsao, Inc.', 'Debbie's Test Employer', 'DS Test', 'Employer for TestContactsCRUD', 'Heather's Workforce', 'Jerry's Pet Palace', 'N', 'NG', 'NG Chronic', and 'Northrop Grumman'. To the right of the table is a 'Quick Stats' sidebar with three summary boxes: '1 new employer in the last 30 days', '1 new worksite in the last 30 days', and '0 total scorecards submitted from 0 employers in 2014'. Below the sidebar is a 'Download Benchmark Data' section with two options: 'Topic Scores and Worksite Demographics' and 'Points by Question'. The interface also includes a 'Print' and 'Help' button at the bottom right of the main content area.

Employer Name	Registration Date	No. of Worksites	No. of ScoreCards Submitted	Employer Administrators
aaaaa	05/14/2013	0	0	abc def
aaaaa	05/14/2013	0	0	aaaaa bbbbb
aaaaaa	05/14/2013	0	0	aaaa bbbb
abc	05/29/2013	0	0	
ACME, Inc.	05/17/2013	0	0	Ruby Ebhomielen
Allied, Inc.	05/17/2013	0	0	Ruby Lewis
Alon's	04/28/2013	0	0	
awera	06/03/2013	0	0	awer qasfasdf
awerawer	05/31/2013	2	0	awer5r aert awer asdfaser ,alsdfi awer
David Tsao, Inc.	05/15/2013	8	0	
Debbie's Test Employer	05/13/2013	1	0	Jeanie Barker
Debbie's Test Employer	05/14/2013	1	0	deb smul
Debbie's Test Employer	05/06/2013	0	0	Debbie Smuley
Debbie's Test Employer 2	05/06/2013	0	0	Debbie Smuley
Debbie's Test Employer 3	05/06/2013	1	0	Debbie Smuley
DS Test	05/10/2013	0	0	D S
Employer for TestContactsCRUD	05/17/2013	0	0	
Employer for TestContactsCRUD	05/17/2013	0	0	
Heather's Workforce	04/12/2013	0	0	
Jerry's Pet Palace	05/05/2013	0	0	Denise Best
N	05/15/2013	1	0	b b Jeanie Barker
NG	05/16/2013	1	0	David Tsao
NG	05/16/2013	0	0	
NG Chronic	05/01/2013	3	0	Denise Best debbie Smulevitz
Northrop Grumman	02/03/2013	21	0	werwer 234234 awer 2342awr Richard Brown Tim Cumberland test one New EA Test New EA Test New EA dht4 test SF WTM Test1

## Employer Administration

The employer administrator's page allows the employer to monitor the status of its worksites' scorecards.

The screenshot shows a web browser window titled "CITGO Virtual Desktop - Desktop Viewer" displaying the "CDC Worksite Health ScoreCard" for "Crocker Associates". The page includes a navigation bar with "Welcome Crocker Associates" and a "Log Out" link. A "Manage Employer Account" sidebar offers options like "Update Profile", "Edit Administrators", and "Reset Employer Log-In Code". The main content area features a "Worksites" section with a table listing two sites: "Research & Development" (0% Not Started) and "Sandy Springs Headquarters" (100% Ready for Review).

Worksite	ScoreCard	Report
Research & Development	0% Not Started	
Sandy Springs Headquarters	100% Ready for Review	

## Worksite Administration

The worksite administrator's page allows a worksite to access the worksite's scorecard and track the completion of the scorecard by section. Once a scorecard has been submitted, as shown below, the worksite administrator can see the score for each section.

**2013 ScoreCard**

Congratulations! Your 2013 CDC Worksite Health ScoreCard has been submitted to CDC. You can now view your worksite's benchmark report for this year.

**Submitted to CDC**

Topic	Points
Worksite Demographics	
Organizational Supports	33 of 33
Tobacco Control	19 of 19
Nutrition	8 of 21
Lactation Support	8 of 15
Physical Activity	15 of 24
Weight Management	6 of 13
Stress Management	14 of 14
Depression	8 of 18
High Blood Pressure	10 of 17
High Cholesterol	6 of 15
Diabetes	7 of 15
Signs and Symptoms of Heart Attack and Stroke	2 of 4
Emergency Response to Heart Attack and Stroke	11 of 17
Occupational Health and Safety	11 of 22
Vaccine Preventable Diseases	6 of 18
Community Resources	
<b>View Benchmark Report</b>	<b>164 of 265 Total Points</b>

**View Reports**

**View Benchmark Report**  
See how this worksite's scores compare with other worksites' scores.

**Manage Worksite Account**

- Update Profile
- Edit Team Members
- Reset Log-In Code

**View Other 2013 ScoreCards**

Logistics Central  
Research & Development

**View Employer**

**Crocker Associates**

- Sandy Springs, Georgia
- Number of Worksites: 3
- Number of Employees: 30
- Submits ScoreCards to CDC: Yes
- Employer Administrator(s):
  - Rose Crocker

# Log-in and Registration

## Public Log-in/Registration Page

The screenshot shows a web browser window titled "CITGO Virtual Desktop - Desktop Viewer" displaying the CDC Worksite Health ScoreCard page. The browser address bar shows the URL: [https://hccdq.cdc.gov/DPH\\_WHSC/HealthScoreCard/Home.aspx](https://hccdq.cdc.gov/DPH_WHSC/HealthScoreCard/Home.aspx). The page header includes the CDC logo and the text "Centers for Disease Control and Prevention CDC 24/7. Saving Lives. Protecting People. Saving Money through Prevention.™".

### CDC Worksite Health ScoreCard

Print | Help

Form Approved  
OMB No. XXXX-XXXX  
Exp. Date: XX-XX-XXXX

The CDC Worksite Health ScoreCard is a tool designed to help employers assess whether they have implemented evidence-based health promotion interventions or strategies in their worksites to prevent heart disease, stroke and related conditions such as hypertension, diabetes and obesity. It provides guidance on key evidence-based strategies that employers can put in place to promote a healthy workforce, increase productivity, and reduce the risk and associated cost of poor employee health.

#### Log In

Enter Your Log-in Code:

*Log-In Codes are not case-sensitive*

[Go](#) [Forgot Your Log-In Code?](#)

#### Register

Create a CDC Worksite Health ScoreCard account to assess and build health promotion programs offered to employees, save your information electronically, access reports, and monitor progress over time.

To participate in the CDC Worksite Health ScoreCard, each employer must register two types of accounts:

- **One or more worksite accounts** (one for each worksite) for users who maintain worksite-level information and complete scorecards for individual worksites
- **One employer administrator account** for users who maintain employer-level information or who must review or complete scorecards for multiple worksite accounts

An employer administrator account must be created before you can register a worksite and complete a CDC Worksite Health ScoreCard.

[Get Started](#) [See FAQs for more information](#)

#### Download the Worksite Health ScoreCard

If you want to complete the Worksite Health ScoreCard manually, you can download it here.

[Worksite Health ScoreCard](#)

#### Sample Worksite Health ScoreCard Report

See a sample of a report that would be generated after you register your employer and worksite and submit your scorecard.

[Sample Worksite Health ScoreCard Report](#)

#### Worksite Health ScoreCard Checklist

The following checklist has been prepared for users of the CDC Worksite Health ScoreCard system as they register to the site and prepare to create and submit their Health ScoreCard.

[Registration Checklist](#)

**Conditions of Use and Logon**

This is a U.S. Federal Government system and shall be used only by authorized persons for authorized purposes. Users do not have a right to privacy in their use of this government system. System access, activity, and information stored or transmitted may be monitored for adherence to acceptable use policy. Users of this system hereby consent to such monitoring. Improper or illegal use detected may result in further investigation for possible disciplinary action, civil penalties, or referral to law enforcement for criminal prosecution. This system contains non-public information that must be protected from unauthorized access, disclosure, sharing, and transmission violation of which can result in disciplinary action, fines, and/or criminal prosecution.

By logging into this application, I understand and agree to use the application in the manner in which it is intended. I agree to keep my user ID or password secured, not allowing others access. Unauthorized access to information or information systems is prohibited. Failure to comply with these rules will result in loss of access.

Public reporting of this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (XXXX-XXXX).

Print | Help

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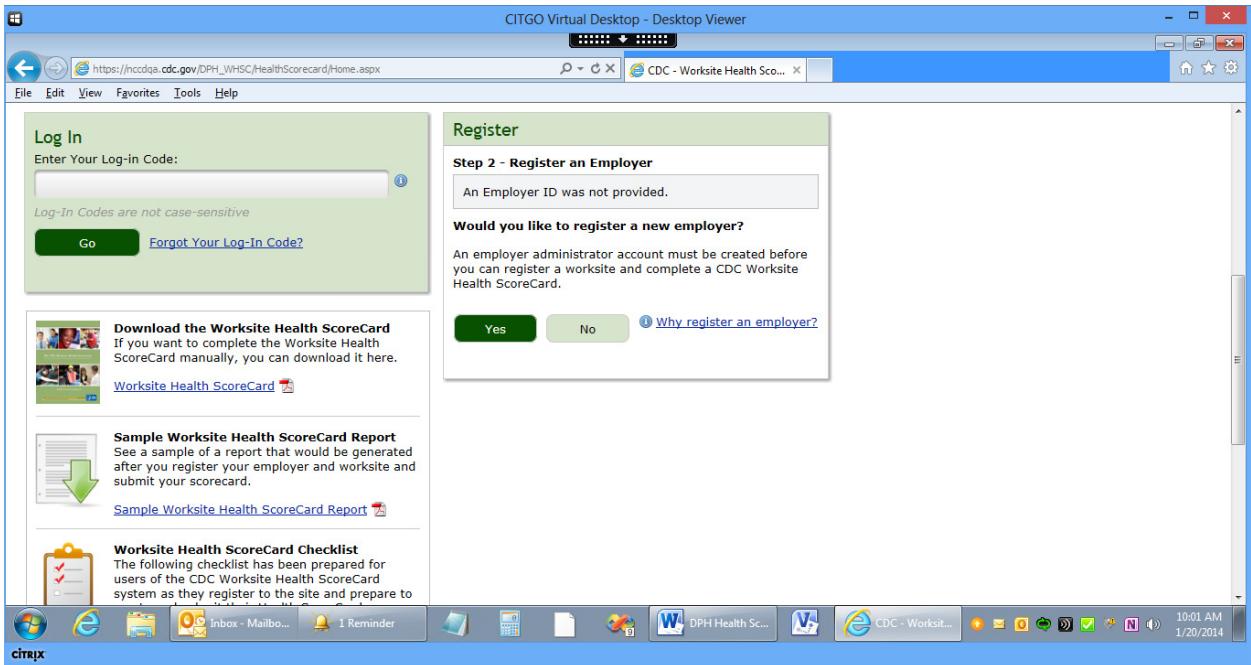
Centers for Disease Control and Prevention 1600 Clifton Rd. Atlanta, GA 30333, USA

Taskbar: Document1 - Mic..., CDC - Worksite H..., 9:59 AM 1/20/2014

# Employer Registration

## Employer Registration Initiation

The following screens show employer registration steps after user clicks “Get Started” button on the log-in page.



## Employer Contact Information

(Note that this pop-up is also used to add/edit team members for a worksite.)

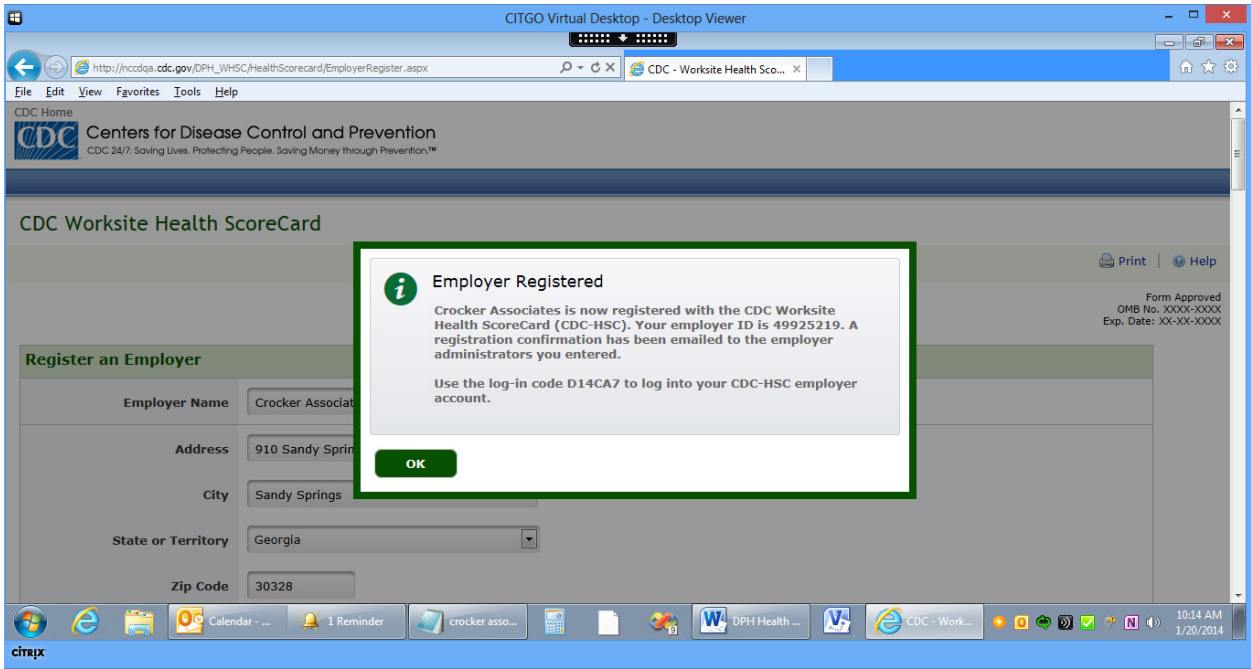
The screenshot shows a web browser window titled "CITGO Virtual Desktop - Desktop Viewer" displaying the CDC Worksite Health ScoreCard Employer Register page. A pop-up form titled "Enter your Contact Information" is overlaid on the page. The form contains the following fields and options:

- First Name:** Rose
- Last Name:** Crockerl
- Email Address:** rcrocker@cdc.gov
- Phone Number (optional):** [Empty] Ext. [Empty]
- Job Type:** Choose the option that best describes this Employer Administrator's primary job responsibilities.
  - Health Promotion/Wellness Program Staff or Volunteer
  - HR/Benefits Personnel
  - Management (e.g. CEO)
  - Medical Personnel (e.g. R.N.)
  - Occupational Health and Safety
  - Other
- ScoreCard Completion:** Will this Employer Administrator be directly involved in scorecard completion?
  - Yes
  - No

Buttons for "Save" and "Cancel" are located at the bottom of the pop-up form. The background page shows the CDC logo, the title "CDC Worksite Health ScoreCard", and a "Register an Employer" section with fields for Employer Name, Address, and City. The taskbar at the bottom shows various application icons and the system clock indicating 10:03 AM on 1/20/2014.



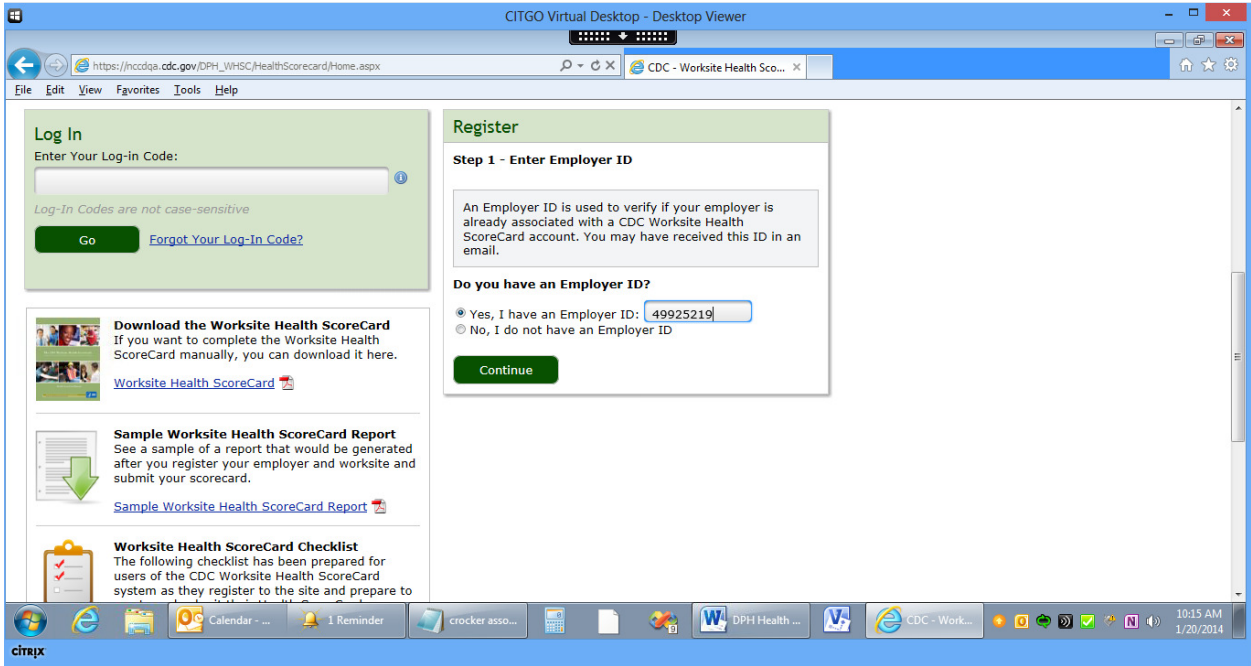
# Confirmation of Employer Registration



# Worksite Registration

## Worksite Registration Initiation

The following screen captures show registration of a worksite after user clicks the “Get Started” button on log-in/registration page. In this scenario, an employer account has been created, so the user enters the employer ID for the account to ensure that the worksite is associated with the correct employer.



# Worksite Profile

The user is prompted to enter basic profile information for the new worksite.

The screenshot shows a web browser window titled "CITGO Virtual Desktop - Desktop Viewer" displaying the CDC Worksite Health ScoreCard registration page. The browser address bar shows the URL: [http://nccdqa.cdc.gov/DPH\\_WHSC/HealthScorecard/WorksiteRegister.aspx](http://nccdqa.cdc.gov/DPH_WHSC/HealthScorecard/WorksiteRegister.aspx). The page header includes the CDC logo and the text "Centers for Disease Control and Prevention" with the tagline "CDC 24/7: Saving Lives. Protecting People. Saving Money through Prevention.™".

The main heading is "CDC Worksite Health ScoreCard". Below this, there is a "Print" and "Help" link. A notice box states: "You can always change the information in this form after completing your worksite registration. Please note a worksite must be registered with an employer before you can begin completing CDC Worksite Health ScoreCards." The text "Form Approved OMB No. XXXX-XXXX Exp. Date: XX-XX-XXXX" is visible in the top right corner.

The "Register a Worksite" section contains the following form fields:

- Employer:** Crocker Associates
- Employer ID:** 49925219
- Worksite Name:** Sandy Springs Headquarters
- Address:** 910 Sandy Springs Place
- City:** Sandy Springs
- State or Territory:** Georgia
- County:** Fulton (Enter "NA" if not applicable.)
- Zip Code:** 30328

The "Team Members" section includes a description: "A worksite team member can access and edit a CDC Worksite Health ScoreCard and view its associated reports. To complete worksite registration, add at least one team member. A 'welcome' email with log-in information will automatically be sent to each new team member." Below this is a link to "Add a Worksite Team Member".

Name	Role	Email Address	Job Type	Phone Number	ScoreCard Completion	Options
Crocker, Rose	Employer Administrator	<a href="mailto:rcrocker@cdc.gov">rcrocker@cdc.gov</a>	HR/Benefits Personnel		Yes	

At the bottom of the form are "Register Worksite" and "Cancel" buttons. Below the form, a disclaimer states: "Public reporting of this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (XXXX-XXXX)."

The footer contains navigation links (Home, A-Z Index, Site Map, Policies, About CDC.gov, Link to Us, All Languages, CDC Mobile, Contact CDC), contact information for the CDC (1600 Clifton Rd, Atlanta, GA 30333, USA; 800-CDC-INFO (800-232-4636) TTY: (888) 232-6348, New Hours of Operation 8am-8pm ET/Monday-Friday; Closed Holidays - [Contact CDC-INFO](#)), the USA.gov logo, and the date and time: 10:17 AM 1/20/2014.

# Confirmation of Worksite Registration

