

# CDC Worksite Health ScoreCard Registration Application Pages

Updated 12/16/2021

## Contents

Administration .....	3
CDC Administration.....	3
Employer Administration.....	4
Worksite Administration.....	5
Log-in and Registration.....	6
Public Log-in/Registration Page .....	6
Employer Registration .....	7
Employer Registration Initiation.....	7
Employer Contact Information .....	8
Confirmation of Employer Registration.....	9
Worksite Registration .....	10
Worksite Registration Initiation.....	10
Worksite Profile .....	11
Confirmation of Worksite Registration.....	12

# 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 shows a Windows desktop environment with a web browser window titled "CDC - Worksite Health Sco...". The URL is [http://mcoddev.cdc.gov/DPH\\_WHSC\\_Admin/HealthScorecardAdmin/AdminHome.aspx](http://mcoddev.cdc.gov/DPH_WHSC_Admin/HealthScorecardAdmin/AdminHome.aspx). The browser has tabs for "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area is titled "CDC Worksite Health ScoreCard Administration". It displays a table of employer information with columns: Employer Name, Registration Date, No. of Worksites, No. of ScoreCards Submitted, and Employer Administrators. The table lists numerous employers, many with placeholder names like "aaaaa" and "bbbb". To the right of the table is a "Quick Stats" section with three 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 this is a "Download Benchmark Data" section with two options: "Topic Scores and Worksite Demographics" (using XLS format) and "Points by Question" (using XLS format). At the bottom of the page are "Print" and "Help" links, and a standard Windows taskbar with icons for Start, Task View, File Explorer, DPH HealthScore..., Calendar - Mailbox, All Applications, CDC Mobile, Google+, and CDC. The date and time on the taskbar are 6:45 AM 1/22/2014.

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 bbbb
aaaaaaa	05/14/2013	0	0	aaaaa bbbb
abc	05/29/2013	0	0	
ACME, Inc.	05/17/2013	0	0	Ruby Ebbomieni
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 jalsdfi 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	werner 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 Windows desktop environment with a Citgo Virtual Desktop - Desktop Viewer window open. The window displays the CDC Worksite Health ScoreCard Employer Dashboard. The dashboard has a green header bar with the text "Employer -- Crocker Associates". Below this, there are two main sections: "Worksites" and "Manage Employer Account". The "Worksites" section contains a table with two rows:

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

The "Manage Employer Account" section includes links for "Update Profile", "Edit Administrators", and "Reset Employer Log-In Code". The desktop taskbar at the bottom shows various pinned icons and the date/time (3:27 PM, 1/21/2014).

## 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 CDC ScoreCard has been submitted, as shown below, the worksite administrator can see the score for each section.

The screenshot shows the 'CDC Worksite Health ScoreCard' application running in a desktop viewer. The main dashboard displays the 2013 ScoreCard results for the worksite 'Sandy Springs Headquarters'. The left panel shows a table of topics and their corresponding points, with a green bar chart indicating progress. The right panel includes links to 'View Reports', 'Manage Worksite Account', and 'View Employer' information for 'Crocker Associates'.

**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.

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

**View Reports**

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

**View Other 2013 ScoreCards**

	Contacts	ScoreCard	Report
Logistics Central			
Research & Development			

**Manage Worksite Account**

[Update Profile](#)  
[Edit Team Members](#)  
[Reset Log-In Code](#)

**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

**CDC Centers for Disease Control and Prevention**  
CDC 24/7: Saving Lives. Protecting People™

Form Approved  
OMB No. 0920-1014  
Exp. Date: 3/31/2022

### CDC Worksite Health ScoreCard



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 Code Info](#)  
Log-In Codes are not case-sensitive

**Go**

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

**New User? Register Today**

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:

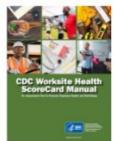
- **One employer administrator account** for users who maintain employer-level information or who must review or complete scorecards for multiple worksite accounts
- **One or more worksite accounts** (one for each worksite) for users who maintain worksite-level information and complete scorecards for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

Note: 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](#)

#### Additional Resources

**Download the Worksite Health ScoreCard**



[Worksite Health ScoreCard](#)  
If you want to complete the Worksite Health ScoreCard manually, you can download it here.

**Sample Worksite Health ScoreCard Report**



[Sample Worksite Health ScoreCard Report](#)  
See a sample of the reports that would be generated after you register your employer and worksite and submit your ScoreCard.

**Registration and Submission Checklist**



[Checklist](#)  
The following checklist has been prepared for users of the CDC Worksite Health ScoreCard as they register to the site and prepare to create and submit their ScoreCards.

**Conditions of Use**

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transmitting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transmitting or stored on this system.
  - Any communication or data transmitting or stored on this system may be disclosed or used for any lawful Government purpose.

Public reporting of this collection of information is estimated to average 75 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 (0920-1014)

**File Formats Help:**  
How do I view different file formats (PDF, DOC, PPT, MPEG) on this site?  
[View Help](#)

About CDC | Jobs | Funding | Policies | Privacy | FOIA | No Fear Act | OIG | Vulnerability Disclosure Policy

CDC Worksite Health ScoreCard — Application Pages

6

# Employer Registration

## Employer Registration Initiation

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

The image displays two screenshots of a computer desktop showing the registration process for the CDC Worksite Health ScoreCard. Both screenshots are titled "CITGO Virtual Desktop - Desktop Viewer".

**Screenshot 1: Step 1 - Enter Employer ID**

The left panel shows a "Log In" form with a text input field for "Enter Your Log-in Code" and a note: "Log-In Codes are not case-sensitive". Below it are three links: "Download the Worksite Health ScoreCard", "Sample Worksite Health ScoreCard Report", and "Worksite Health ScoreCard Checklist".

The right panel shows a "Register" section titled "Step 1 - Enter Employer ID". It contains a note: "An Employer ID is used to verify if your employer is already associated with a CDC Worksite Health ScoreCard account. You may have received this ID in an email." A question "Do you have an Employer ID?" has two options: "Yes, I have an Employer ID" (radio button) and "No, I do not have an Employer ID" (radio button). A "Continue" button is at the bottom.

**Screenshot 2: Step 2 - Register an Employer**

The left panel is identical to Screenshot 1, showing the "Log In" form and resource links.

The right panel shows a "Register" section titled "Step 2 - Register an Employer". It contains a note: "An Employer ID was not provided." A question "Would you like to register a new employer?" has two options: "Yes" (radio button) and "No" (radio button). A link "Why register an employer?" is also present.

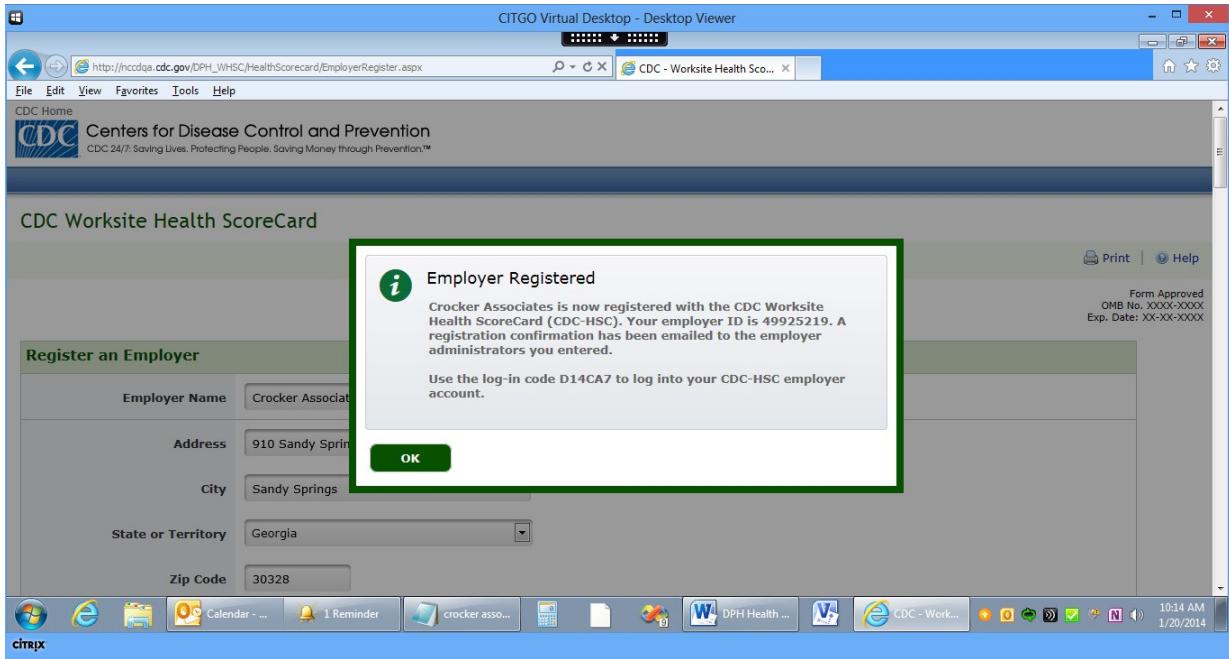
Both screenshots show a standard Windows taskbar at the bottom with various icons and the date/time "10:01 AM 1/20/2014".

## Employer Contact Information

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

The screenshot shows a Windows desktop environment with a CitGO Virtual Desktop - Desktop Viewer window open. Inside the viewer, a web browser displays the CDC Worksite Health ScoreCard registration page at [http://hccdqqa.cdc.gov/DPH\\_VHSC/HealthScorecard/EmployerRegister.aspx](http://hccdqqa.cdc.gov/DPH_VHSC/HealthScorecard/EmployerRegister.aspx). A modal dialog box titled "Enter your Contact Information" is overlaid on the page. The dialog contains fields for First Name (Rose), Last Name (Crocker), Email Address (rcrocker@cdc.gov), and Phone Number (optional). Under "Job Type", there is a list of radio button options: Health Promotion/Wellness Program Staff or Volunteer (selected), HR/Benefits Personnel, Management (e.g. CEO), Medical Personnel (e.g. R.N.), Occupational Health and Safety, and Other. Below these fields is a "ScoreCard Completion" section asking if the Employer Administrator will be directly involved in scorecard completion, with "Yes" selected. At the bottom of the dialog are "Save" and "Cancel" buttons.

## 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.

The image contains two screenshots of a computer desktop showing the registration process for a worksite. Both screenshots are titled "CITGO Virtual Desktop - Desktop Viewer" and show a web browser window for "https://nccdqqa.cdc.gov/DPH\_WHSC/HealthScorecard/Home.aspx".

**Screenshot 1: Step 1 - Enter Employer ID**

The left panel shows a "Log In" section with a text input field for "Enter Your Log-in Code:" and a note: "Log-In Codes are not case-sensitive". Below it are links for "Download the Worksite Health ScoreCard" and "Sample Worksite Health ScoreCard Report". The right panel shows a "Register" section titled "Step 1 - Enter Employer ID" with a note: "An Employer ID is used to verify if your employer is already associated with a CDC Worksite Health ScoreCard account. You may have received this ID in an email." A radio button is selected next to "Yes, I have an Employer ID: 49925219". A "Continue" button is at the bottom.

**Screenshot 2: Step 2 - Register a Worksite**

The left panel remains the same as in Screenshot 1. The right panel shows a "Register" section titled "Step 2 - Register a Worksite" with a note: "The Employer ID you provided (49925219) is associated with a CDC Worksite Health ScoreCard account for the employer Crocker Associates." It asks "Would you like to register a worksite with the employer Crocker Associates?" with "Yes" and "No" buttons. A link "Why register a worksite?" is also present.

## Worksite Profile

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

The screenshot shows a web browser window titled "CDC Virtual Desktop - Desktop Viewer" displaying the "CDC - Worksite Health ScoreCard" registration page. The URL in the address bar is [http://cdcops.cdc.gov/DPH\\_WHSC/HealthScorecard/WorksiteRegister.aspx](http://cdcops.cdc.gov/DPH_WHSC/HealthScorecard/WorksiteRegister.aspx). The page header includes the CDC logo and the tagline "CDC 24/7. Saving Lives. Protecting People. Saving Money through Prevention.™". A blue navigation bar at the top has links for "File", "Edit", "View", "Favorites", "Tools", and "Help". On the right side of the header, there are "Print" and "Help" buttons, along with a note about form approval: "Form Approved ORB No. XXXX-XXXX Exp. Date: XX/XX/XXXX".

The main content area is titled "CDC Worksite Health ScoreCard". It features a prominent orange callout box with a red flag icon containing the text: "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." Below this, a green header bar says "Register a Worksite".

The registration form consists of several input 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 (with a note: "(Enter "NA" if not applicable.)")
- Zip Code:** 30328

Below the form, under "Team Members", it says: "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." There 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 two buttons: "Register Worksite" and "Cancel".

## Confirmation of Worksite Registration

