



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Print Date: 1/4/22

Title: CDC Worksite Health ScoreCard
Project Id: 0900f3eb81e53f4a
Accession #: NCCDPHP-ARTB-7/23/21-88409
Project Contact: Jason E Lang
Organization: NCCDPHP/DPH/PRTB
Status: Pending Regulatory Clearance
Intended Use: Project Determination
Estimated Start Date: 03/31/2021
Estimated Completion Date: 03/30/2025
CDC/ATSDR HRPO/IRB Protocol #:
OMB Control #: 0920-1014

Determinations

Determination	Justification	Completed	Entered By & Role
HSC: Does NOT Require HRPO Review	Not Research / Other <i>45 CFR 46.102(l)</i> Program Evaluation Quality Assurance / Improvement	12/30/21	Redmond Leonard_Joan (jrl3) CIO HSC

Description & Funding

Description

Priority: Standard

Date Needed: 01/17/2022

Determination Start Date: 01/03/22

Description:

The goal of this collection is an extension of the currently approved OMB package for the establishment and evaluation of the CDC Worksite Health Scorecard, a web-based organizational assessment tool. The resulting data will be used to support research and increase understanding of the organizational programs, policies, and practices that employers of various sizes and industry sectors have implemented to support healthy lifestyle behaviors. It will also document changes in organizational practices over time and allow CDC to provide better technical assistance to employers seeking guidance on building or maintaining workplace health promotion programs. No changes to the currently approved ScoreCard instrument are being sought only an extension of the time to collect information

IMS/CIO/Epi-Aid/Chemical Exposure Submission: No

IMS Activation Name: Not selected

Primary Priority of the Project: Not selected

Secondary Priority(s) of the Project: Not selected

Task Force Associated with the Response: Not selected

CIO Emergency Response Name: Not selected

Epi-Aid Name: Not selected

Assessment of Chemical Exposure Name: Not selected

Goals/Purpose

The CDC Worksite Health Scorecard is an organizational assessment and planning tool designed to facilitate three primary goals: 1. Assist employers in identifying gaps in their health promotion programs, and help them to prioritize high-impact strategies for health promotion at their worksites; 2. Improve the health and wellbeing of employees and their families through science-based workplace health interventions and promising practices; and 3. Support research and increase understanding of the organizational programs, policies, and practices that employers of various sizes and industry sectors have implemented to support healthy lifestyle behaviors. This is an extension of a currently approved OMB package. No changes to the current ScoreCard instrument are being proposed on a time extension to allow new and existing employer continued access to the ScoreCard. The ScoreCard collects organizational program, policy, and practice information and does not involve human subjects or personally identifiable information. The project application is supported by an IT contract in the amount of \$50-100K per year

Respondents will first complete a registration application to create an account and gather demographic and contact information. Employers will be recruited through a variety of methods including through large membership and association organizations (gatekeeping organizations) who have the existing infrastructure to reach their constituents quickly and provide credibility to

invitations to participate in Scorecard assessment as well as offer meetings and conferences where employers gather; webinars; newsletters; social media and websites that can be used to reach out to employers. Respondents next will complete the CDC Worksite Health Scorecard. The Scorecard instrument will collect information at the organizational level (e.g., #During the past 12 months, did your worksite provide an exercise facility on site?#). The Scorecard will collect information to verify employer contact information and identify the individual(s) responsible for maintaining the employer account and complete the assessment. The CDC Worksite Health Scorecard survey asks basic questions about type of evidence-based programs, policies, environmental supports, and health benefits present at the worksite. Upon completion of the assessment, employers will be provided tailored feedback, benchmarking reports, and customized resources to assist with implementation efforts, this data collection will serve to support research and increase understanding of the organizational programs, policies, and practices that employers of various sizes and industry sectors have implemented to support healthy lifestyle behaviors. Respondents are not required to release information to a third party. Information collected is self-reported by the employer account holder. CDC is available for technical assistance in completing the assessment if requested. The current OMB approval is for 800 employers to complete an assessment annually over a three year period. The same number of respondents will be requested in the extension.

Objective:

Does this project include interventions, services, or policy change work aimed at improving the health of groups who have been excluded or marginalized and /or decreasing disparities?: Yes

Project does not incorporate elements of health equity science: Not Selected

Measuring Disparities: Not Selected

Studying Social Determinants of Health (SDOH): Yes

SDOH Economic Stability: Not Selected

SDOH Education: Yes

SDOH Health Care Access: Yes

SDOH Neighborhood and Environment: Yes

SDOH Social and Community Context: Yes

SDOH Indices: Not Selected

Other SDOH Topics: Not Selected

Assessing Impact: Yes

Methods to Improve Health Equity Research and Practice: Not Selected

Other: Not Selected

Activities or Tasks: New Collection of Information, Data, or Biospecimens

Target Populations to be Included/Represented: No Human Population

Tags/Keywords: Workplace ; Health Promotion ; Public Health Practice ; Organizational Policy ; Environment

CDC's Role: CDC employees will provide substantial technical assistance or oversight ; CDC is providing funding

Method Categories: Public Health Assessment; Survey; Technical Assistance

Methods: Employers will create an account providing basic contact and demographic information about their worksite. Once the account is created, they will have access to the CDC Worksite Health ScoreCard assessment consisting of a series of yes/no questions about the current status of various workplace health programs, policies, and practices available to their employees. Once the assessment has been completed and submitted, the employer is given immediate access to a series of benchmark reports and planning, implementation, and evaluation tools and resources to improve their workplace health program capacity.

Collection of Info, Data or Biospecimen: The primary mode of information collection for the CDC Worksite Health ScoreCard will be an online survey. This will allow participants to respond to the questions at their own pace and at their own convenience. This technology will also allow them to easily assess their performance in different topic areas and track improvements over time. CDC designed the information collection to minimize the burden to respondents and to the government, to maximize convenience and flexibility, maximize employer participation and engagement, and to ensure the quality and utility of the information collected and its efficient analysis. The Data Management Plan will be the responsibility of the CDC-funded contractor with oversight from CDC.

Expected Use of Findings/Results and their impact: Employers will be provided tailored feedback, benchmarking reports, and customized resources to assist with implementation efforts, this data collection will serve to support research and increase understanding of the organizational programs, policies, and practices that employers of various sizes and industry sectors have implemented to support healthy lifestyle behaviors. Further, it will document changes in organizational practices over time. CDC will also use the information gathered from the Scorecard to provide better technical assistance to employers seeking guidance on building or maintaining workplace health promotion programs. CDC technical assistance and support will include working with employer to: # Identify the highest impact strategies not currently in place at your worksite. # Use this information and the employer's scores to prioritize future strategies that are relevant, feasible, and consistent with the organizations and employee's needs, health issues, and health promotion budget. # Identify which of the priority strategies are feasible for short- or long-term accomplishment.

Could Individuals potentially be identified based on Information Collected? No

Funding

Funding Type	Funding Title	Funding #	Original Budget Yr	# Years Award	Budget Amount
CDC Contract	CDC Worksite Health ScoreCard		2022	3	75000.00

HSC Review

HSC Attributes

Program Evaluation	Yes
Quality Assurance / Improvement	Yes

Regulation and Policy

Do you anticipate this project will be submitted to the IRB office

No

Estimated number of study participants

Population - Children

Protocol Page #:

Population - Minors

Protocol Page #:

Population - Prisoners

Protocol Page #:

Population - Pregnant Women

Protocol Page #:

Population - Emancipated Minors

Protocol Page #:

Suggested level of risk to subjects

Do you anticipate this project will be exempt research or non-exempt research

Requested consent process wavier

Informed consent for adults

No Selection

Children capable of providing assent

No Selection

Parental permission

No Selection

Alteration of authorization under HIPPA Privacy Rule

No Selection

Requested Waivers of Documentation of Informed Consent

Informed consent for adults

No Selection

Children capable of providing assent

No Selection

Parental permission No Selection

Consent process shown in an understandable language

Reading level has been estimated No Selection

Comprehension tool is provided No Selection

Short form is provided No Selection

Translation planned or performed No Selection

Certified translation / translator No Selection

Translation and back-translation to/from target language(s) No Selection

Other method No Selection

Clinical Trial

Involves human participants No Selection

Assigned to an intervention No Selection

Evaluate the effect of the intervention No Selection

Evaluation of a health related biomedical or behavioral outcome No Selection

Registerable clinical trial No Selection

Other Considerations

Exception is requested to PHS informing those bested about HIV serostatus No Selection

Human genetic testing is planned now or in the future No Selection

Involves long-term storage of identifiable biological specimens No Selection

Involves a drug, biologic, or device No Selection

Conducted under an Investigational New Drug exemption or Investigational Device Exemption No Selection

Institutions & Staff

Institutions

Institutions yet to be added

Staff

Staff Member	SIQT Exp. Date	CITI Biomedical Exp. Date	CITI Social & Behavioral Exp. Date	CITI Good Clinical Practice Exp. Date	Staff Role	Email	Phone	Organization
Jason Lang	12/20/2022				Program Lead	bzl0@cdc.gov	770-488-5597	APPLIED RESEARCH AND TRANSLATION BRANCH

Data

DMP

Proposed Data Collection Start Date: 3/31/22

Proposed Data Collection End Date: 3/30/25

Proposed Public Access Level: Restricted

Restricted Details:

Data Use Type: Other - Aggregate data in benchmark reports shared with employer users

Data Use Type URL: https://nccd.cdc.gov/DPH_WHSC/HealthScorecard/Home.aspx

Data Use Contact: workplacehealth@cdc.gov

Public Access Justification: The data is only available to users of the system and not general public access. It is not a representative dataset. Users can access the CDC ScoreCard system at: https://nccd.cdc.gov/DPH_WHSC/HealthScorecard/Home.aspx.

The CDC Worksite Health Scorecard survey will collect information to verify employer contact information and identify an individual (s) responsible for completing the survey. The contractor and CDC will have access to the file that links employer representative identifiers such as names and addresses to unique employer ID codes. This contact information will be used to send benchmarking reports to participating employers. Information collection relates to workplace-related activities and is not personal in nature. Activities do not involve the collection of individually identifiable information. Participation in the CDC Worksite Health Scorecard data collection will be completely voluntary. All respondents will receive background information about CDC Worksite Health Scorecard and will be assured that (1) their participation is voluntary (2) their responses will be kept private and only seen by CDC and contractor staff, and (3) that there are no personal risks or benefits to them related to their participation. Organizations that

How Access Will Be Provided for Data:

participate in the organizational scorecard assessment are under no obligation to complete the surveys and they may withdraw at any time. CDC expects a high level of commitment from employers based on the access to individual and benchmarking reports available by completing the survey. No personally identifiable health information is captured in the survey. Given that the information being collected is not considered sensitive, information will be stored on a password-protected cloud-based file storage service. Survey results will only be reported in aggregate. Individual level data will not be reported. More detailed DMP plans pending

Plans for Archival and Long Term Preservation:

Archival data is maintained in the CDC Workplace Health ScoreCard application database (https://nccd.intra.cdc.gov/DPH_WHSC_Admin/HealthScorecardAdmin/AdminHome.aspx). The dataset can be accessed at anytime. It is only accessible by the CDC program lead and IT contractor for maintenance purposes. More detailed DMP plans pending

Spatiality

Country	State/Province	County/Region
United States		

Dataset

Dataset Title	Dataset Description	Data Publisher /Owner	Public Access Level	Public Access Justification	External Access URL	Download URL	Type of Data Released	Collection Start Date	Collection End Date
Dataset yet to be added...									



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