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Faculty and Staff Health Promotion School Questionnaire

**School Health Policies and Practices Study 2014
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Faculty and Staff Health Promotion School Questionnaire

	Questions
Job Title	1
Health Insurance	2–4
Required Examinations and Screenings	5–13
Health Promotion Activities and Services	14–18
Employee Assistance Programs	19
Health Risk Appraisals	20
Off-site Health Promotion Activities	21
Planning and Coordinating	22–30

Special Instructions

NOTE: THROUGHOUT THIS QUESTIONNAIRE, TEXT THAT APPEARS IN ALL CAPITAL LETTERS WILL NOT BE READ ALOUD TO RESPONDENTS.

THIS QUESTIONNAIRE WILL BE ADMINISTERED USING COMPUTER-ASSISTED PERSONAL INTERVIEWING TECHNOLOGY. THE INTERVIEWER WILL READ THE QUESTIONS ALOUD AND TYPE RESPONSES TO THE QUESTIONS INTO THE LAPTOP COMPUTER. THE INTERVIEW PROGRAM WILL 1) DISPLAY THE CORRECT TENSE OF VERBS, 2) PROVIDE ALTERNATE ANSWERS TO QUESTIONS (E.G., NOT APPLICABLE), 3) NAVIGATE COMPLEX SKIP PATTERNS, AND 4) PERFORM OTHER USEFUL FUNCTIONS. COMMENTS APPEARING IN THE MARGIN REPRESENT ASSISTANCE AVAILABLE TO THE RESPONDENT IF ADDITIONAL CLARIFICATION IS REQUIRED ON THE QUESTION OR THE SPECIFIC TERMINOLOGY USED. WHEN ASKED, THE INTERVIEWER WILL READ THESE STATEMENTS ALOUD TO THE RESPONDENT. THE PROGRAMMING SPECIFICATIONS FOR THE INTERVIEW ARE NOT INCLUDED IN THIS PRINTED VERSION OF THE QUESTIONNAIRE.

Job Title

1. What is your job title at the school? (In which role do you spend more time?)

- | | |
|-----------------------------------------------|------------------------------------------------------|
| 1) Principal | 11) School Counselor |
| 2) Asst. Principal/Other School Administrator | 12) Social Worker |
| 3) School Secretary | 13) Psychologist |
| 4) Physical Ed Teacher | 14) Other Mental Health/
Social Services Provider |
| 5) Athletic Director | 15) Nurse |
| 6) Health Ed Teacher | 16) Health Aide |
| 7) Other Teacher | 17) Physician |
| 8) Food Service Manager | 18) Other Health Services Provider |
| 9) Commercial Food Service Provider | 19) SBHC Health Services Staff |
| 10) Other School Food Service Staff | 20) SBHC Mental Health/
Social Services Staff |
| | 50) Other Staff |

During this interview, I will ask about health promotion activities or services that are offered to your school's faculty and staff **because** they work for your school. Faculty and staff health promotion activities or services focus on prevention of physical illnesses or injuries, promotion of physical fitness, promotion of mental health, or other activities or services designed to assist school faculty and staff experiencing problems that can impact job performance, physical health, or overall well-being.

Please include those activities or services offered by your state, district, school, or anyone outside the school system. If I ask you about things that do not apply to your school or that your school does not do, please bear with me.

IF THIS SCHOOL IS A PUBLIC SCHOOL, SKIP TO THE INTRODUCTION TO Q14. IF THIS SCHOOL IS A PRIVATE OR CATHOLIC SCHOOL, CONTINUE TO THE INTRODUCTION TO Q2.

Health Insurance

The first questions ask about health insurance that might be offered by your school. By “offer,” I mean that the school pays for some or all of the cost of the insurance or makes the insurance available to faculty and staff at a discounted group rate.

2. Does your school offer health insurance to faculty and staff?

Yes 1

No..... 2 →SKIP TO THE
INTRODUCTION TO Q4

3. Does this health insurance **cover** the following for faculty and staff?

	Yes	No
a. Preventive healthcare, such as physicals	1	2
b. Prescription drugs	1	2
c. Vision care	1	2
d. Dental care	1	2
e. Immunizations	1	2
f. Mental health care.....	1	2
g. Tobacco use cessation	1	2
h. Alcohol or other drug use treatment	1	2

Comment [Help1]: For this purposes of this question, “cover” could include full or partial coverage.

The next question asks about sick leave.

4. Does your school allow faculty and staff to use sick leave to care for their own children when they are sick?

Yes 1

No..... 2

Required Examinations and Screenings

Next, I would like to ask about health examinations and screenings that faculty and staff are required to receive **prior to employment**.

SHOW CARD 1

5. Please tell me which of the statements on this card **best** describes the requirement for a physical health examination of faculty and staff **prior to employment**.

- Physical health examinations are required of all faculty and staff prior to employment 1
- Physical health examinations are required prior to employment depending on the position the person will have 2
- Physical health examinations are required prior to employment depending on something other than the person's position 3
- Physical health examinations are **not required** of any faculty or staff prior to employment 4

SHOW CARD 2

6. Which of the statements on this card **best** describes the requirement for **drug testing** of faculty and staff prior to employment at your school?

- Drug testing is required of all faculty and staff prior to employment 1
- Drug testing is required prior to employment depending on the position the person will have 2
- Drug testing is required prior to employment depending on something other than the person's position 3
- Drug testing is **not required** of any faculty or staff prior to employment 4

Required Examinations and Screenings

SHOW CARD 3

The next questions ask about examinations and screenings that your school's faculty and staff are required to receive **periodically while they are employed** at your school.

7. Which of the statements on this card **best** describes the requirement for **physical health examinations** of faculty and staff while they are employed at your school?

- Physical health examinations are periodically required of all faculty and staff while employed..... 1
- Physical health examinations are periodically required depending on the person's position..... 2
- Physical health examinations are periodically required depending on something other than the person's position..... 3
- Physical health examinations are **not required** of any faculty or staff while employed..... 4

SHOW CARD 4

8. Which of the statements on this card **best** describes the requirement for **drug testing** of faculty and staff while they are employed at your school?

- Drug testing is periodically required of all faculty and staff while employed..... 1
- Drug testing is periodically required depending on the person's position..... 2
- Drug testing is periodically required depending on something other than the person's position..... 3
- Drug testing is **not required** of any faculty or staff while employed 4

SHOW CARD 5

The next questions ask about tuberculosis (TB) screening and TB testing for faculty and staff prior to employment. For the purposes of these questions, “**screening**” means the identification of staff meeting certain risk criteria, for example those born or recently living in other countries. Faculty and staff meeting these criteria would then be referred for TB testing or required to provide evidence of medical clearance. TB “**testing**” refers to giving a clinical test for TB, such as a skin test.

We will first be asking about TB screening. Do **not** consider TB testing when answering this question.

- 9. Please tell me which one of the following three statements **best** describes the requirement for tuberculosis, or TB, **screening** of faculty and staff prior to employment.

- TB screening is required prior to employment for all faculty and staff..... 1
- TB screening is required prior to employment depending on the position the person will have..... 2
- TB screening is **not required** prior to employment for any faculty or staff..... 3

SHOW CARD 6

The next question asks about your school’s requirements for tuberculosis (TB) **testing** for faculty and staff prior to employment. For the purposes of this question, “testing” refers to a clinical test for TB, such as a skin test.

- 10. Please tell me which one of the following statements **best** describes the requirement for tuberculosis, or TB, **testing** of faculty and staff prior to employment.

- DO NOT DISPLAY OPTION 1 IF Q9 = 3
- TB testing is required prior to employment based on the results of TB screening..... 1
- TB testing is required prior to employment depending on the position the person will have..... 2
- TB testing is required prior to employment for all faculty and staff..... 3
- TB testing is **not required** prior to employment for any faculty or staff..... 4

Required Examinations and Screenings

SHOW CARD 7

11. Which of the statements on this card **best** describes your school’s requirement for **periodic TB testing** of faculty and staff while they are employed at your school? Please do not include TB testing that might be done after exposure to TB at school or a school-sponsored event. For the purposes of this question, “periodic” means that the test is repeated at regular intervals (e.g., annually) or at a specific time (e.g., at the beginning of each school year).

- Periodic TB testing is required for all faculty and staff while employed..... 1
- Periodic TB testing is required for faculty and staff depending on the person’s position..... 2
- Periodic TB testing is required only for faculty and staff previously identified through screening..... 3
- Periodic TB testing is **not required** for any faculty and staff while employed..... 4

Comment [Help2]: TB is tuberculosis.

IF Q10 IS 4 AND Q11 IS 4, SKIP TO Q13.

SHOW CARD 8

12. Which method does your school accept as evidence of a negative **TB** test?
- PPD skin test done by Mantoux method 1
 - Skin test not otherwise specified 2
 - Chest x-ray 3
 - Blood test (i.e., interferon-gamma release assays) 4
 - More than one testing method is acceptable..... 5
13. Does your school require or recommend that faculty and staff receive annual influenza (flu) vaccinations while they are employed?
- Require..... 1
 - Recommend 2
 - Neither..... 3

Comment [Help3]: TB is tuberculosis.

Health Promotion Activities and Services

The remainder of the interview asks about faculty and staff health promotion activities or services. We are interested in activities and services schools may provide to all faculty and staff regardless of what is covered through their health insurance.

The next questions ask about health screenings for **faculty and staff**.

14. During the past 12 months, has your school offered the following screenings for faculty and staff, regardless of what is covered through their health insurance?

	Yes	No
a. Oral health screening	1	2
b. Body mass index, or BMI screening.....	1	2
c. Serum cholesterol screening	1	2
d. Blood pressure level screening	1	2
e. Diabetes screening	1	2
f. Skin cancer screening	1	2
g. Breast cancer screening.....	1	2
h. Colorectal cancer screening	1	2

Health Promotion Activities and Services

The next questions ask about health promotion activities for faculty and staff. These activities might include classes, workshops, distribution of materials, or individual or group counseling sessions.

15. During the past 12 months, has your school offered activities for faculty and staff related to the following, regardless of what is covered through their health insurance?

	Yes	No
a. Nutrition education	1	2
b. Weight management	1	2
c. Worksite safety education	1	2
d. Emergency preparedness	1	2
e. Infectious disease prevention.....	1	2
f. Cardiopulmonary resuscitation, or CPR, education	1	2
g. First aid education.....	1	2
h. Stress management education.....	1	2
i. Pre- or post-natal education	1	2
j. Conflict resolution education	1	2
k. Asthma management education	1	2
l. Diabetes management education	1	2
m. Tobacco use cessation	1	2
n. Physical activity and fitness counseling	1	2
o. Counseling for emotional disorders, such as anxiety or depression	1	2
p. Crisis intervention for personal problems	1	2

Comment [Help4]: By “worksite safety education,” I mean how to prevent work-related injuries.

Comment [Help5]: By “emergency preparedness,” I mean how to be ready for a natural disaster or other crisis situation.

Comment [Help6]: Such as the death of a loved one or loss of home due to fire.

16. During the past 12 months, has your school offered the following services for faculty and staff, regardless of what is covered through their health insurance?

	Yes	No
a. Referrals for child care or elder care.....	1	2
b. Referrals for oral health problems	1	2
c. Immunizations, for example flu vaccines.....	1	2
d. Identification of or referrals for physical, sexual, or emotional abuse	1	2

Health Promotion Activities and Services

17. During the past 12 months, have any physical activity **programs**, such as aerobics classes, basketball leagues, or walking or jogging clubs been offered to your school's faculty and staff?

Yes 1

No..... 2

I'd like to ask about the use of school facilities or equipment that could be used for physical activity, such as a gym, cafeteria, swimming pool, weight-lifting equipment, and cardiovascular exercise equipment.

18. Are any indoor or outdoor school facilities or equipment that could be used for physical activity made available for your school's faculty or staff to use? Remember, we are talking about facilities or equipment that are available to faculty and staff **only** because they work at your school. Do not consider facilities or equipment that are available to all residents of a community.

Yes 1

No..... 2

Employee Assistance Program

Next, I'd like to ask you about Employee Assistance Programs, or EAPs. EAPs provide services designed to assist faculty and staff experiencing personal or social problems that can impact work performance, physical health, or overall well-being.

19. During the past 12 months, has an EAP been offered to your school's faculty and staff?

Yes 1

No..... 2

Health Risk Appraisals

The next question asks about health risk appraisals. A health risk appraisal is a questionnaire used to assess self-reported risk factors, such as smoking and physical inactivity. Some people might refer to this as a health risk survey.

20. During the past 12 months, has your school provided health risk appraisals for faculty and staff?

- Yes 1
- No..... 2

Off-site Health Promotion Activities

The next question asks about off-site health promotion activities.

21. Do your school's faculty and staff receive any subsidies or discounts for off-site health promotion activities, such as health club memberships, weight loss programs, or tobacco use cessation programs?

Yes 1

No..... 2

Planning and Coordinating

IF Q14A–H ARE “NO,” Q15A–P ARE “NO,” Q16A–D ARE “NO,” Q17 IS “NO,” Q19 IS “NO,” Q20 IS “NO,” AND Q21 IS “NO,” SKIP TO Q28.

The next question asks about needs assessments that collect information that can be used to plan your school’s health promotion activities or services for faculty and staff. For example, such a needs assessment might collect information about your school’s healthcare costs, faculty and staff health concerns and interests, or health promotion activities and services already being offered.

22. Has your school conducted a needs assessment of the health promotion activities or services for faculty and staff?

Yes 1
No..... 2

23. During the past two years, has your school assessed faculty and staff satisfaction with health promotion activities or services?

Yes 1
No..... 2

The next question asks about incentives faculty and staff might receive for participation or goal achievement in health promotion activities.

24. During the past 12 months, has your school provided any of the following incentives for faculty and staff participation or goal achievement in health promotion programs?

	Yes	No
a. Monetary incentives.....	1	2
b. Gifts	1	2
c. Paid time off.....	1	2
d. Health insurance premium discounts.....	1	2
e. Certificates or awards	1	2
f. Public recognition.....	1	2

Planning and Coordinating

The next questions ask about organizations or agencies that have helped provide the health promotion activities or services for faculty and staff.

SHOW CARD 9

25. During the past 12 months, have any activities or services been offered to your school's faculty and staff by the following organizations or agencies?

Yes **No**

IF THIS IS A PRIVATE OR CATHOLIC SCHOOL, SKIP TO Q25B.

- | | | | |
|----------------------------------------------------------------------------------------------------------|---|-------|---|
| a. Your school district | 1 | | 2 |
| b. A community health clinic or health center..... | 1 | | 2 |
| c. A local health department..... | 1 | | 2 |
| d. A local hospital | 1 | | 2 |
| e. A local mental health or social services agency | 1 | | 2 |
| f. A university, medical school, or nursing school | 1 | | 2 |
| g. A managed care organization..... | 1 | | 2 |
| h. A health organization, such as the American Heart
Association or the American Cancer Society | 1 | | 2 |
| i. A local health or fitness club | 1 | | 2 |
| j. A local business | 1 | | 2 |

The next questions ask about ways to promote health programs for faculty and staff.

26. During the past 12 months, were the following actions taken to publicize the health promotion activities or services offered to faculty and staff?

Yes **No**

- | | | | |
|------------------------------------------------------------------------------|---|-------|---|
| a. Notices included with paychecks or sent with pay stubs | 1 | | 2 |
| b. Fliers or bulletins posted at the school | 1 | | 2 |
| c. Letters mailed directly to faculty and staff | 1 | | 2 |
| d. Announcements made at staff meetings | 1 | | 2 |
| e. Special assemblies or presentations offered | 1 | | 2 |
| f. Emails sent to faculty and staff..... | 1 | | 2 |
| g. Notices posted on the school Web site..... | 1 | | 2 |
| h. Notices or articles appeared in school newsletters
or newspapers | 1 | | 2 |

Planning and Coordinating

27. During the past 12 months...

Yes No

- a. Has release time been given for participation in health promotion activities? 1 2
- b. Have competitions between groups of faculty and staff been held, for example, a contest between teachers from different grades or departments? 1 2

28. Currently, does someone at your school oversee or coordinate health promotion activities or services for your school's faculty and staff?

- Yes 1
- No..... 2 →SKIP TO Q30

29a. During the past 12 months, has this person worked on health promotion activities or services for faculty and staff with health education staff?

- Yes 1
- No..... 2
- School does not have health education staff 3

29b. What about with physical education staff?

- Yes 1
- No..... 2
- School does not have physical education staff 3

29c. What about with health services staff?

- Yes 1
- No..... 2
- School does not have health services staff 3

29d. What about with mental health or social services staff?

- Yes 1
- No..... 2
- School does not have mental health or social services staff 3

Comment [Help7]: By "worked on health promotion activities or services with," I mean collaborated with on health promotion activities or services for faculty and staff or worked with to coordinate health promotion activities or services for faculty and staff.

Planning and Coordinating

29e. What about with nutrition or food service staff?

Yes 1

No..... 2

School does not have nutrition
or food service staff 3

30. My supervisor may wish to call you to ask about how I conducted this interview.
Would you please tell me a telephone number where we might reach you starting with
the area code?

() -

1) Daytime or

2) Evening/weekend

Thank you very much for taking the time to complete this interview.