

The CDC Worksite Health ScoreCard

An Assessment Tool to Promote Employee Health and Well-Being

Glossary of Terms

Term	Definition
Active Transportation	Forms of transportation that require a heightened level of physical activity, such as walking or biking, or partial amounts of heightened levels of activity, such as parking at a greater distance from the destination or walking or biking to public transportation.
Activity Tracker	A tool used to track physical activity; it can vary in type from online forms that require manual updating to wearable devices that automatically track activity level throughout the day.
Automated External Defibrillator (AED)	A portable electronic device that delivers a brief electric shock to the heart designed to be used by persons without substantial medical training who are responding to a cardiac emergency.
Benchmark Report	Employers who register and complete the CDC ScoreCard in its entirety online at http://nccd.cdc.gov/DPH_WHSC/ have access to a worksite-specific report that shows how each worksite's score compares, by topic, with the worksite's score from the previous year (if available). It also compares each worksite's score with average scores from the previous year for (1) all worksites of the same size, (2) all worksites for the same employer, and (3) all worksites combined. These benchmarks are comprised of the individual worksite scores that were recorded during the previous year, among those who completed the CDC ScoreCard online in its entirety.

Body Mass Index (BMI)	A number calculated from a person’s weight and height. BMI provides a reliable indicator of excess body weight for most people. It is used to screen for weight categories that may lead to health problems. For more information, visit https://www.cdc.gov/healthyweight/assessing/bmi/index.html .
Brochures, Videos, Posters, Pamphlets, and Newsletters	Print and other media sources of information that can be given to people to read or view at a later time.
Carcinogens	A substance that promotes carcinogenesis, the formation of cancer.
CDC Worksite Health ScoreCard (CDC ScoreCard)	A tool designed to help employers assess whether they have implemented evidence-based health promotion interventions or strategies at their worksites to improve employee health and well-being. It provides guidance on key evidence-based strategies that employers can implement to promote a healthy workforce, increase productivity, and reduce the risk and associated costs of poor employee health. The CDC ScoreCard is available as an online tool at https://nccd.cdc.gov/DPH_WHSC/ .
Clinical Assessment	An evaluation of a patient’s condition that results in a prognosis.
Clinical Referral	A recommendation from a self-assessment tool or actual medical evaluation that encourages an employee to consult with a medical professional for additional follow up care.

<p>Community-Supported Agriculture (CSA)</p>	<p>A mutually beneficial relationship between farmers and the community in which a particular network, or association of individuals, pays one or more local farms at the onset of the growing season for a share of the anticipated harvest; once harvesting begins, they periodically receive shares of produce that may be picked up at the farm or distributed at convenient drop-off sites such as offices, farmers' markets, and community centers or churches. For more information, visit https://www.nal.usda.gov/afsic/community-supported-agriculture.</p>
<p>CDC Worksite Health ScoreCard (HSC)</p>	<p>A tool designed to help employers assess whether they have implemented evidence-based health promotion interventions or strategies at their worksites to prevent heart disease, stroke, and related conditions such as high blood pressure, 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 costs of poor employee health. The HSC is available as an online tool at: https://nccd.cdc.gov/DPH_WHSC/HealthScorecard/Home.aspx.</p>

<p>Comprehensive Worksite Health Promotion Programs</p>	<p>A coordinated and comprehensive set of strategies designed to meet the health and safety needs of all employees. These strategies include programs, policies, benefits, environmental supports, and links to the surrounding community. The five elements of comprehensive worksite health promotion programs, as defined by Healthy People are (1) health education, (2) supportive social and physical environments, (3) integration of worksite wellness programs into organizational structure, (4) links to related programs (e.g., Employee Assistance Programs), and (5) screening programs.¹ The Partnership for Prevention added two additional components: (1) some process for supporting individual behavior change with follow-up interventions and (2) an evaluation and improvement process to help enhance the program's effectiveness and efficiency.²</p>
<p>Directed Feedback</p>	<p>Feedback specific to your responses that enables you to take evidence-based action to make a behavioral or other change.</p>
<p>Educational Materials</p>	<p>Print and other media sources of information that can be given to people to read or view at a later time. These may take the form of brochures, videos, posters, or newsletters that address either single or multiple health topics.</p>
<p>Employee Assistance Program (EAP)</p>	<p>A voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance use, stress, grief, family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs.³</p>

<p>Employer Administrator</p>	<p>In the online CDC Worksite Health ScoreCard, a contact at the employer level or any user who logs in with an employer administrator log-in code. A user logged in as an employer administrator has full access to all profiles and ScoreCards for worksites associated with the employer account. As a key contact for the employer account, an employer administrator also receives automatic e-mails regarding the activities of associated worksites (e.g., ScoreCard submission, log-in code reset).</p> <p>An employer administrator typically has a leadership or management role for employee health across an entire organization. This person coordinates employee health and safety programs and services across multiple worksites and may be responsible for reporting program results to the organization’s senior leadership. An employer administrator may be a program champion or member of a wellness committee. This person has extensive knowledge of the organization’s structure and health policies and benefits.</p> <p>An employer administrator may review and submit CDC Worksite Health ScoreCards on behalf of the worksites in its organization. The employer administrator may also complete one or more sections of the ScoreCard on behalf of the organization’s worksites, particularly if a strategy or activity is managed or executed above the worksite level and consistently applied across all worksites.</p>
<p>Employer ID</p>	<p>In the online CDC Worksite Health ScoreCard, a unique identifier for a registered employer. An employer ID is used during worksite registration to associate the worksite to the correct employer.</p>

Employee Needs and Interests Survey	A method of assessing interest among employees prior to implementing health promotion activities. The information learned from this assessment should inform health promotion planning and assess employee readiness, motivation, and preferences for targeted activities or programs. Ways of assessing employee needs and interest may range from electronic questionnaires to in-person focus groups.
Employer Profile	In the online CDC Worksite Health ScoreCard, a unique identifier for a registered employer. An employer ID is used during worksite registration to associate the worksite to the correct employer.
Environmental Support	Refers to the physical factors at and nearby the workplace that help protect and enhance employee health.
Ergonomic assessment	Reviewing worksites' systems, processes, and equipment to ensure they fit with the human body and its cognitive abilities to prevent repetitive strain injuries and other musculoskeletal disorders.
Evidence-Based Intervention or Strategy	An intervention or strategy that has the potential to affect employee behavior and this effect has been substantiated by evaluation, and the results of this evaluation have been published in a peer-reviewed journal.
Farmers' Market	A recurring gathering of farmers selling their food products, including fruits and vegetables, directly to consumers. Farmers' markets can be held on public or private land and in temporary or permanent structures. Farmers' markets can be set up in community locations, health clinics, places of worship, schools, and workplaces. ⁴
Fatigue	Tiredness or exhaustion.

Hazard	Anything that presents a potential threat to employee health and safety, whether physical or psychological.
Health Benefits	Part of an overall compensation package including health insurance coverage and other services or discounts regarding health.
Health Care Consumerism	A movement to personalize care to facilitate health outcomes by offering individuals choices of services and increased information and purchasing power to make decisions. This can be facilitated through health plan design.
Health Coaching (or counseling)	A communication process between a trained health professional and an individual or group. A patient education approach offers information and technical skills that are tailored to suit a participant's needs. The stages of counseling include (1) building a relationship, (2) making an informed assessment, (3) establishing agreed-upon goals and objectives, and (4) developing an implementation plan. This interaction can be provided in person or virtually (via a Web site, telephone, or mobile app) on or off site. Providers may be vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.
Health Promotion	A service, program, or environmental support designed to help employees improve their health and maintain healthy lifestyles. Also known as "worksite wellness" or "wellness program."
Health Risk Assessment/Appraisal (HRA)	A health questionnaire used to provide individuals with an evaluation of their health risks and quality of life.
Healthy Building Design	Design decisions in the worksite that are meant to promote increased performance among its occupants. Elements of healthy design may include ventilation systems, access to natural light, nature-inspired indoor designs, and designs that promote activity, such as stairwells.

Incentives	A tangible commodity or service that is given to an employee for completing a predetermined action or that is based on achievement of a goal or desired outcome. ⁵
Influenza (the flu)	A contagious respiratory illness caused by influenza viruses. For more information, visit https://www.cdc.gov/flu/index.htm .
Interactive Educational Programming	A one-time or limited set of educational offerings, typically provided in a group setting. This form of education may include seminars, workshops, or classes focused on a particular health topic(s). The sessions can be provided in person or virtually (via a Web site, telephone, or mobile app) on or off site, where there exists an element of dialogue or tailored feedback. Providers may be vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.
Intervention	A generic term used in public health to describe a program or policy that is designed to have an effect on a health problem. ⁶
Job Design	Arrangements offered to employees with the intention of increasing job satisfaction. Arrangements may include job rotation, recognition, increase job responsibility, as well as other techniques that are in place to promote well-being.
Nicotine Replacement Therapy (NRT)	A method to deliver nicotine to the bloodstream that replaces nicotine from tobacco use. Several products are available, including nicotine gum, inhalers, nasal sprays, lozenges, and patches.
Occupational Health and Safety (OHS)	The promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations by preventing departures from health, controlling risks, and facilitating the adaptation of work to people and people to their jobs. A multidisciplinary field concerned with the safety, health, and welfare of people at work with a strong focus on primary

	<p>prevention of hazards. Also referred to as Occupational Safety and Health (OSH). For more information, visit: https://www.cdc.gov/niosh/index.htm.</p>
One-on-One or Group Lifestyle Counseling	<p>A communication process between a trained health professional and an individual or group. A patient education approach offers information and technical skills. The stages of counseling include (1) building a relationship, (2) making an informed assessment, (3) establishing agreed-upon goals and objectives, and (4) developing an implementation plan.</p>
Pneumonia (pneumococcal)	<p>An infection of the lungs that is usually caused by bacteria or viruses. For more information, please visit: https://www.cdc.gov/pneumococcal/index.html</p>
Postnatal Care	<p>Continuation of care of the woman and baby by medical professionals, families, and other support systems for a period of weeks or months immediately following birth.</p>
Prediabetes	<p>Diagnosed when an individual’s fasting blood sugar level (HbA1c) is higher than normal (5.6–6.9 mmol/L) but not yet high enough to be classified as type 2 diabetes.⁷ Individuals with prediabetes are at increased risk for developing type 2 diabetes, as well as for heart disease and stroke. Doctors also may refer to prediabetes as impaired glucose tolerance (IGT) or impaired fasting glucose (IFG). For more information, visit: https://www.cdc.gov/diabetes/basics/prediabetes.html.</p>
Quit Lines	<p>Telephone-based tobacco cessation services that are usually accessed through a toll-free telephone number. They provide callers with several services, such as educational materials, referral to local programs, and individualized telephone counseling (including a personalized plan for quitting).</p>

Resources for Action	Information in the CDC Worksite Health ScoreCard, which is designed to be used with other CDC guidance documents. The ScoreCard provides information, materials, and tools that employers can use to establish or improve their comprehensive worksite health promotion programs. These Resources for Action are organized by health topic or intervention type.
Return (ScoreCard) for Edits	In the online CDC Worksite Health ScoreCard, once a worksite has submitted a ScoreCard to its employer, the employer administrator resets the ScoreCard status to “in progress” so that worksite team members can make additional edits or changes.
Self-Management Programs	A collaborative, interactive, and ongoing process that involves educators and people with health problems. The educator provides program participants with the knowledge, problem-solving skills, and tools they need to successfully manage their health problems, avoid complications, make informed decisions, and engage in healthy behaviors.
Seminars, Workshops, Classes	A one-time or limited set of educational offerings, typically provided in a group setting.
Sleep Disorders	Clinically diagnosed issues with sleeping patterns, such as narcolepsy, insomnia, obstructive sleep apnea, among others.
Sleep Habits	The recommended behavioral and environmental practices that are intended to promote better quality sleep. ⁸ May also be referred to as sleep hygiene.
Strategy	See the definition for Intervention.
Submit (ScoreCard) to CDC	In the online CDC Worksite Health ScoreCard, the act of finalizing a ScoreCard and turning it in to CDC to produce a benchmarking report and for inclusion in the CDC ScoreCard database.

Submit (ScoreCard) to Employer	In the online CDC Worksite Health ScoreCard, the act of submitting a ScoreCard to the worksite’s employer administrator for review. The employer may require this review before a worksite can submit its ScoreCard to CDC.
Tdap	A vaccine that protects against tetanus, diphtheria, and pertussis (whooping cough). For more information, visit https://www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.html .
Topics on the CDC Worksite Health ScoreCard	A category of questions in the ScoreCard. Seventeen topics are used to group questions that ask about related public health strategies and interventions (e.g., Nutrition, Physical Activity, and Tobacco Use)
Total Worker Health®	Policies, programs, and practices that integrate protection from work-related safety and health hazards with promotion of injury and illness prevention efforts to advance worker well-being. For more information, visit: https://www.cdc.gov/niosh/twh/ .
Unconventional Work Situations or Nontraditional Work Arrangements	Work arrangements with temporal or spatial characteristics that may require alternative methods to extend health promotion efforts, ensuring that all employees receive equal access to benefits and services. Examples may include telecommuters (or remote workers), shift-workers, independent contractors, factory workers, or on-call workers.
Volunteerism	The act of donating one’s time to benefit the community.
Work/Life Balance	Refers to the challenges employees face in developing a healthy balance of work productivity, personal and family responsibilities such as caregiving, and other activities such as exercise or hobbies.

<p>Workplace Health Policies</p>	<p>Formal or informal written statements that are designed to protect or promote employee health. Supportive workplace health policies affect large groups of workers simultaneously and make adopting healthy behaviors much easier. They can also create and foster a company culture of health.</p>
<p>Workplace Health Programs</p>	<p>Opportunities available to employees at the workplace or through outside organizations to begin, change or maintain health behaviors. Programs and services can be:</p> <ul style="list-style-type: none"> • Informational approaches – directed at changing knowledge or attitudes about the benefits of and opportunities for healthy lifestyles • Behavior or social approaches – designed to teach employees the behavioral management skills necessary for successful adoption and maintenance of behavior change
<p>Workplace Stress</p>	<p>Stress related to issues stemming from work or job requirements. This could be attributed to many different origins, such as dissatisfaction with one’s role, pressures and responsibilities, uncertainty in job security, work-life balance, and relationships with coworkers among others.</p>
<p>Worksite</p>	<p>A building, unique location, or business unit within an organization where work occurs. A worksite can include a campus of multiple buildings if all buildings are in close proximity (walking distance) and defined as part of the organization.</p>
<p>Worksite Profile</p>	<p>In the online CDC Worksite Health ScoreCard, a set of basic information for each worksite, including name, address, and contacts (worksite team members).</p>

<p>Worksite Team Member</p>	<p>In the online CDC Worksite Health ScoreCard, a contact at the worksite level or any user who logs in with a worksite log-in code. A user logged in as a worksite team member can create, complete, and submit ScoreCards for the worksite associated with the worksite log-in code. As a key contact for a worksite, a worksite team member also receives automatic e-mails about worksite activities (e.g., ScoreCard submission, log-in code reset). A worksite team member is typically responsible for creating, directing, and managing employee health and safety programs and services at one or more worksites. A worksite team member may be a program champion or member of a wellness committee. This person has extensive knowledge of the organization's workplace health activities.</p> <p>A worksite team member will be directly involved in answering the questions in one or more sections of the CDC Worksite Health Scorecard.</p>
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