

The CDC Worksite Health ScoreCard

An Assessment Tool for Employers to Prevent Heart Disease, Stroke, & Related Health Conditions

Glossary of Terms

Term	Definition
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	In the CDC Worksite Health ScoreCard, 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.
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 http://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.
CDC Worksite Health ScoreCard (HSC)	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: http://nccd.cdc.gov/DPH_WHSC/ .
Comprehensive Worksite Health Promotion Programs	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 <i>Healthy People</i> 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

Employer Administrator	<p>In the 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>
Employer ID	In the 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.
Employer Profile	In the CDC Worksite Health ScoreCard, a set of information for each employer account that describes the employer in terms of workforce demographics, health program offerings, and related topics. The purpose of this information is to help employers as they tailor their worksite health strategies and interventions to support the needs of their organization.
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. ³
Hazard	Anything that presents a potential threat to employee health and safety, whether physical or psychological.
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.
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. ⁴
Influenza (the flu)	A contagious respiratory illness caused by influenza viruses. For more information, visit http://www.cdc.gov/flu/index.htm .
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. ⁵
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.
One-on-One or Group Lifestyle Counseling	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.
Pneumonia (pneumococcal)	An infection of the lungs that is usually caused by bacteria or viruses. For more information, please visit: http://www.cdc.gov/pneumococcal/index.html
Quitlines	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).
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 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.
Strategy	See the definition for Intervention.

Submit (ScoreCard) to CDC	In the online CDC-HSC, the act of finalizing a scorecard and turning it in to CDC to produce a benchmarking report and for inclusion in the CDC-HSC database.
Submit (ScoreCard) to Employer	In the 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 http://www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.html .
Topic	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 Cessation).
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.
Worksite	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.
Worksite Profile	In the CDC Worksite Health ScoreCard, a set of basic information for each worksite, including name, address, and contacts (worksite team members).
Worksite Team Member	<p>In the 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).</p> <p>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>

References

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http://www.acsworkplacesolutions.com/documents/Healthy_Workforce_2010.pdf. Accessed July 5, 2013.
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4. VanWormer JJ, Pronk NP. Rewarding change: principles for implementing worksite incentive programs. In: Pronk NP, ed. *ACSM's Worksite Health Handbook*. 2nd ed. Champaign, IL: Human Kinetics; 2009:239-247.
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