Identify the types of data that will be collected for use in developing the worksite health plan. Consider the following types of data:

- Demographic data:
  - Gender, age, job class, education, race/ethnicity, language and literacy.

- Organizational data:
  - Health climate and health culture.
  - Current worksite health policies, environment, programs, benefits and practices.
  - Claims data (medical, pharmacy, disability, workers’ comp).
  - Sick leave and absenteeism.

- Individual data:
  - Needs, interests and perceived barriers.
  - Health risks (employee health assessment + screenings).
  - Readiness to change.
  - Use, participation, and satisfaction with benefits, services, programs and policies.

Determine the following:

- How will the data be collected (identify survey tools, paper or electronic collection, etc.).
- Who will be responsible for collecting the data.
- What the timeframe will be for completing the entire worksite health assessment process.

As part of your worksite health assessment process, use the following National Healthy Worksite Program data collection instruments:

- CDC Worksite Health Scorecard
- CDC NHWP Health and Safety Climate Survey (INPUTS™)
- CDC NHWP Employee Health and Safety Assessment (CAPTURE™)

Resources:
- Refer to the [CDC Workplace Health Promotion](http://www.cdc.gov/workplacehealthpromotion/assessment/index.html) page for assessment information: