

Assessment and Data Collection

Checklist for Taking Action at your Worksite

- 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** page for assessment information:
<http://www.cdc.gov/workplacehealthpromotion/assessment/index.html>