

Workplace Health Program Development Checklist

Assessment

- A site visit or site review of the workplace has been conducted.
 - Interviews with key managers and employees conducted
 - Environmental assessment performed
 - Write site visit report

- An inventory of current health-related activities has been completed.
 - Programs and services reviewed
 - Policies reviewed
 - Benefits reviewed
 - Environmental changes reviewed

- Data on employee health has been collected.
 - Determine method(s) of data collection (e.g., paper, electronic, focus group)
 - Determine topic areas of interest (health status, health behavior, use of preventive services, etc.)
 - Administer the survey
 - Analyze data

- Data on health care and pharmaceutical claims has been collected.
 - Determine the period of review, unit of analysis, and diseases and conditions of interest
 - Obtain data from health insurance provider(s)
 - Analyze data

- Review additional organizational data related to employee health.
 - Employee demographics
 - Organizational structure
 - Health benefits plans
 - Time and attendance
 - Vacation, overtime, sick leave policies
 - Injuries, disability, and worker's compensation
 - Employee engagement survey

- Write an integrated workplace health assessment report

Planning/Workplace Governance

- Support from leadership including senior executives has been received.
- A workplace health committee or council has been formed.
 - Workplace Health Coordinator identified
 - Committee has representatives from a broad range of organizational units
 - Committee has diverse representation of managers, employees and their representatives (unions), and community organizations
- The necessary resources to conduct the workplace health program have been secured.
 - Staffing
 - Space
 - Finances such as vendor contracts or incentives
 - Partnerships with community organizations
 - Equipment, materials and supplies
- A workplace health improvement plan has been written including:
 - A vision and mission statement
 - Measurable goals and objectives aligned with overall business objectives
 - Priority interventions with timelines and budget are selected
 - Defined roles and responsibilities for key stakeholders including vendors or community partners
 - An evaluation plan
 - A communication plan
- Communications
 - Program has branded the health strategy, including a logo
 - Target audience(s) identified and background information such as demographics, interests, and information preferences obtained
 - Materials and messages are culturally competent, relevant, and at a sufficient level of health literacy
 - Messages use a variety of channels such as e-mail, newsletters, intranet, etc.
- Data Collection and Analysis
 - Establish a routine data collection system of important health indicators
 - Determine how data will be stored and who will have access to it
 - Regularly report progress to key stakeholders

Implementation

- Strategies and interventions are first pilot tested on a smaller scale.
- Strategies and interventions are put in place according to the workplace health improvement plan timelines and budget.
- Protocols from health-related programs are implemented as proposed (i.e., program fidelity).
- Feedback on the process steps taken should be collected at regular intervals during the program's implementation.

Evaluation

- Use the CDC framework for program evaluation to develop an evaluation plan.
 - Engage stakeholders
 - Describe the program
 - Focus the evaluation design
 - Gather credible evidence
 - Determine baseline measures (from assessment findings)
 - Benchmark against national, state or industry specific data
 - Determine process measures
 - Determine outcome measures
 - Justify conclusions
 - Ensure use and share lessons learned