

# 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