

### Workplace Health Solutions Center for Workplace Health Research & Evaluation

# Workplace Health Achievement Index

# **Batch Upload Instructions**

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### Purpose

The purpose of this document is to provide instructions for an **Organization Administrator** to prepare their organization's **deidentified individual employee health data** in the appropriate single file format (CSV file) for batch upload through the Workplace Health Solutions Index Admin Portal. Henceforth, the batch upload CSV file will be referred to as the **Batch Upload**.

Employee health data submitted via the Batch Upload is used to calculate points for the 3 Index Performance Measures:

Performance Measure #1 – Points awarded for the percent of Life's Simple 7<sup>®</sup> employee health data submitted.

- The percent can range from 0-100%.
- To qualify for points for Performance Measure 1, data must be submitted for at least 25% of employees AND for at least 5 of the 7 Life's Simple 7<sup>®</sup> (LS7) metrics.

Performance measure #2 – Points awarded for the organizational heart health score based on LS7 employee health data.

- Organizational Heart Health Score ranges from 0-10.
- To qualify for points for PM2, data must be submitted for at least 25% of employees AND for at least 4 of the 7 LS7 metrics.
- In addition, a minimum Organizational Heart Health Score of 5.2 qualifies for points. An Organizational Heart Health Score under 5.2 will receive 0 points even if Performance Measure 2 requirements are met for data submitted for at least 25% for employees and for at least 4 out of 7 LS7 metrics.

Performance Measure #3 – Points awarded for the year-to-year percent improvement in Organizational Heart Health Score

- Organizations are eligible to receive points for this measure in their second and subsequent years of participation.
- To qualify for points for Performance Measure 3, data must be submitted for at least 25% of employees AND for at least 4 of the 7 LS7 metrics.

For more information, refer to the document: *Choosing a Method for Submitting Employee Health Data for the 3 Index Performance Measures* 

# Annual Cutoff Date for Completing the Index

You can access the Index at any time throughout the year to modify your answers, but please be aware the annual cutoff date for determining recognitions is March 31st at 11:59 p.m. Pacific. At this point, you will no longer be able to make changes to the survey and it will be submitted as is. **To guarantee that your employee health data is processed on time if using Aggregate or Batch processes, we recommend completing the Index by March 15th.** Due to high volume of organizations submitting data in the weeks prior to the deadline, a lag time is expected for data processing.

# Data Privacy

All data submitted via the Index Admin Portal is stored and processed in a secure certified HIPAA compliant, third-party database, CloudMine.

For more information regarding AHA's data privacy policy, visit:

- <u>Terms & Conditions for Use with Workplace Health Achievement Index</u> (with optional My Life Check<sup>®</sup> Assessment)
- <u>American Heart Association's Privacy Policy</u>

# About LS7 Metrics

Employee health data submitted for an organization is based on LS7 metrics, the American Heart Association's scientifically validated definition of ideal heart health.

LS7 comprises of 3 modifiable behaviors:

- Living tobacco-free
- Being physically active
- Eating healthy

And 4 biometric measures:

- Maintaining a healthy weight
- Managing blood pressure
- Controlling cholesterol
- Reducing blood sugar

These metrics are classified into 3 clinical strata: poor, intermediate, and ideal. Table 1. below describes each metric.

Life's Simple 7 <sup>®</sup>	Poor	Intermediate	Ideal		
Smoking Status*	Current smoker	Former ≤ 12 months	Never or Quit > 12 months		
	Current smoker		Not currently smoking		
Physical Activity	0 min/week	<ul><li>1-149 min/week moderate or</li><li>1-74 min/week vigorous or</li><li>1-149 min/week of total activity</li></ul>	150+ min/week moderate <b>or</b> 75+ min/week vigorous <b>or</b> 150+ min/week of total activity		
Healthy Diet	0 - < 2.5 servings of fruits and vegetables a day	2.5 - < 4.5 servings of fruits and vegetables a day	≥ 4.5 servings of fruits and vegetables a day		
Healthy Weight	≥ 30 kg/m²	25 - < 30 kg/m <sup>2</sup>	< 25 kg/m²		
Fasting Blood Glucose or A1c <sup>¥</sup>	Fasting Blood Glucose: 126 mg/dL or more A1c: > 6.5%	Fasting Blood Glucose: 100 - < 126 mg/dL A1c: 5.7-6.4%	Fasting Blood Glucose: < 100 mg/dL A1c: < 5.7%		
Total Cholesterol	≥ 240 mg/dL	200 - < 240 mg/dL	< 200 mg/dL		
Blood Pressure	SBP ≥ 140 mm Hg <b>or</b> DBP ≥ 90 mm Hg	SBP 120 - < 140 mm Hg <b>or</b> DBP 80 - < 90 mm Hg	SBP < 120 mm Hg <b>and</b> DBP < 80 mm Hg		

\*AHA's scientifically validated definition of heart health categorizes smoking into 3 clinical strata. However, we allow organizations to report dichotomous values for smoking. Organizations can provide numbers for those who smoke under "poor" and numbers of those who do not smoke, under "ideal." The "intermediate" can be left black. This is allowed for two reasons. First, we recognize that smoking is often reported in health risk assessment vendor reports in two categories. Second, data from the 2012 National Health and Nutrition Examination Survey indicates that less than 2% of all US adults fall into the intermediate category.

¥ Either fasting glucose or A1c can be reported. A1c has been added to the assessment, because people with diabetes are more inclined to measure A1c and some companies might also include A1c in their biometric screenings.

# Preparing the Batch Upload

Preparing the Batch Upload involves obtaining de-identified individual employee health data and organizing it into the template CSV file provided for the Batch Upload.

#### Keep in Mind

- ✓ Individual de-identified employee health data should be added for at least 25% of employees who are eligible for taking a health risk assessment (HRA) and/or eligible for participating in biometric screenings offered by your organization to employees.
  - In the batch file, each row represents Life's Simple 7 data per individual.
  - The file **should not include data for dependents and spouses.**
  - You may need to combine all the relevant data from one or more data sources. For example, data may come from health risk assessment reports and well as reports from biometric screenings conducted within your organization.
- ✓ Use the Batch File template downloaded through your organization Index admin portal, under the Performance Measures tab.
  - If you do not see the Batch File Template available for download, contact Technical Support (888-242-4503). They will set your account up for using the Batch Upload.
  - **Do not change the column headings of the Batch Upload**. This includes not changing formatting of the text and not changing the order in which the columns appear.

Organization & Demographic Information Structure & Process Measures Performance Measures
Individual Employee Health Data:
Upload your organization's de-identified individual employee level health data here using the template provided (see resources below)! Once the file has completed processing you will receive a confirmation email. You can then view your results in the Index Dashboard. Please remember to check your junk email if you don't receive a message in your inbox.
UPLOAD
Resources <ul> <li>Batch Instructions</li> <li>Batch File Template</li> </ul>

Your denominator for determining whether you are providing data for at least 25% of employees who are eligible for taking a health risk assessment (HRA) and/or eligible for participating in biometric screenings offered by your organization is provided on the Organization & Demographic Information tab in your Index Admin portal, in the sub-tab, Organization, in the question, Total U.S. employees eligible.

Example screenshot 1 of where to enter the denominator value to calculate the percent of employee health data submitted by your organization:

kplace Heal	th Achievement Index	
Introduction	Organization & Demographic Information Tructure & Proc Performance Me Review	
	▼ Organization	
,	▼ Demographics	
	▼ Worksite Health Promotion Program Elements	
	▼ Use of Incentives	
	▼ Person(s) Completing the Index	
	Print	

Example screenshot 2 of where to enter the denominator value to calculate the percent of employee health data submitted by your organization. This is located under the sub-tab, Organization:

	Covered Lives*		
	Total U.S. employees covered by health insurance		
	800		
	Total U.S. spouses and dependents covered by health insurance 800		
	Employees eligible to participate in your wellness program's health assessment (MLC or other assessment)?* Total U.S. employees eligible 900		
	Total U.S. spouses and dependents eligible 1800		
	Annual Gross Revenue	]	
	Save		
Demographics			

#### Screenshot of the Batch Upload Template

1	A	В	С	D	E	F	G	н	I	J	К	L	М	N	0	Р	Q	R	S	Т	
1	Gender	Age	Ethnicity	Zipcode	Height (fe	e Height (in	Weight (II	Smoking	Heart or S	Daibetes	Physical A	Physical A	Vegetable	Fruit per	Fish per w	Whole gra	Sugary dri	Avoid eat	i Seek out	Avoid sal	
2	1	3	8 american	85538	4	0	150	yes	no	yes	174	109	6	6	i 4	19	3	yes	yes	yes	
З	0	7	3 hispanic	64181	. 5	0	153	no	no	yes	178	74	2	6	i 5	20	5	yes	yes	yes	
4	0	7	3 black	86383	4	11	150	yes	no	yes	101	111	7	1	. 7	10	6	no	yes	yes	
5	0	5	0 american	84664	5	5	115	yes	no	yes	164	190	7	9	3	11	2	yes	no	yes	
6	1	6	9 hispanic	75053	6	11	152	no	yes	no	106	189	6	9	2	8	5	no	yes	no	
7	0	3	2 alaska na	66396	5	8	149	no	no	yes	199	188	6	5	10	0	13	yes	yes	no	
8	0	4	8 american	77163	6	4	149	no	no	no	183	167	4	1	. 10	22	2	no	yes	no	
9	1	6	0 hispanic	78219	5	5	130	yes	yes	no	161	126	8	6	5	5	7	no	yes	no	
10	1	3	5 black	77925	6	10	164	yes	yes	yes	139	142	10	6	10	18	2	yes	yes	no	
11	1	5	5 white	71681	. 4	7	156	no	no	no	120	73	5	2	1	4	3	no	no	yes	
12	1	34	4 black	87486	6	1	179	yes	no	yes	186	125	9	4	7	7	4	yes	no	yes	
13	0	4	4 american	93100	5	11	127	no	yes	no	160	215	9	4	5	1	5	no	no	no	
1.4	1		hispanie	01117	, <u> </u>	11	116			Mar	102	160	6			11	10				
	4	Samp	le Batch Fil	e (+	)								4							Þ	]
RE	ADY															⊞		▣	-	— <b>+</b> 1009	6

To enter data, follow the guidelines for each data element.

#### Table 2. Data Element Guidelines

The data element guidelines table below describes the data parameters for the values added to the Batch Upload file.

Table 2. Data Element Guidelines for Batch Upload							
Metric	Data expected	Field details	Remarks				
Gender	0 or 1	Mandatory field	0 for Male, 1 for Female				
Age	Number	Mandatory field	00-999				
Ethnicity	Alaska Native, American Indian, Asian, Black, Hispanic, Pacific Islander, White, Other	Mandatory field	Upper and Lower Case Match				
Zipcode	Number	Voluntary field	5-digits The record will <u>not</u> be rejected if this column is NULL.				
Height (feet)	Number	For missing data, AHA will use BMI	For Example				
Height (inches)	Number	from NHANES values by age,	Height (feet): 5				
Weight (lbs)	Number.Decimal	gender, and ethnicity	Height (inches): 6 Weight (lbs): 140.4				
Smoking Status	Yes or No	For missing data, AHA will use smoking status from NHANES values by age, gender, and ethnicity	Not Case Sensitive				
Heart or Stroke Conditions?	Yes or No or NULL		Not Case Sensitive				

Table 2. Data Element	Table 2. Data Element Guidelines for Batch Upload							
Metric	Data expected	Field details	Remarks					
			The record will <u>not</u> be rejected if this column is NULL.					
Diabetes	Yes or No or NULL		Not Case Sensitive					
			The record will <u>not</u> be rejected if this column is NULL.					
Physical Activity	Number.Decimal	For missing data, AHA will use	For example: 90.5					
(moderate – per		physical activity data from NHANES	Each minute of moderate					
week)		values by age, gender, and ethnicity	physical activity counts as 1 minute of total physical activity.					
Physical Activity	Number.Decimal	For missing data, AHA will use	For example: 90.5					
(vigorous – per week)		physical activity data from NHANES	Each minute of vigorous					
	ethnicity.	physical activity counts as 2						
			minutes of total physical					
			activity.					
Vegetables per day (cup)	Number.Decimal	For missing data, AHA will use sodium data from NHANES values	Values must be increment of 0.5.					
Fruit per day	Number.Decimal	by gender and etimicity.	For example = 2 or 2.5 or 3 or					
(cup)			3.5					
Fish per week	Number.Decimal							
(serving)								
Whole grains per day	Number.Decimal							
(serving)								
Sugary drinks per	Number		For example: 1					
week								
Avoid eating	Yes or No		Not Case Sensitive					
prepackaged and								
processed foods								
Seek out lower	Yes or No		Not Case Sensitive					
sodium options								
Avoid salt when	Yes or No		Not Case Sensitive					
cooking at home								

Table 2. Data Element Guidelines for Batch Upload							
Metric	Data expected	Field details	Remarks				
Systolic blood pressure (SBP) (mm Hg)	Number	Acceptable values range: 90-210 For missing data, AHA will use SBP from NHANES values by age, gender, and ethnicity.	For example: 120				
Diastolic blood pressure (DBP) (mm Hg)	Number	Acceptable values range: 50-130 For missing data, AHA will use DBP from NHANES values by age, gender, and ethnicity.	For example: 80				
Blood pressure medication?	Yes or No or NULL		Not Case Sensitive The record will not be rejected if this column is NULL.				
Blood cholesterol (mg/dL)	Number	Acceptable values range: 40-400 For missing data, AHA will use cholesterol data from NHANES values by age, gender, and ethnicity.	For example: 160				
Blood cholesterol medication?	Yes or No or NULL		Not Case Sensitive The record will not be rejected if this column is NULL.				
Fasting Blood Glucose (mg/dL) or A1c <sup>¥</sup>	Number	Acceptable values range for fasting blood glucose: 50-500 Acceptable values range for A1c: 2-15 For missing data, AHA will use nationally representative data from NHANES values by age, gender, and ethnicity.	Example for fasting blood glucose: 120 Example for A1c: 5				
Blood sugar medication?	Yes or No or NULL		Not Case Sensitive The record will not be rejected if this column is NULL.				

Values missing for any of the Life's Simple 7 metrics for an individual will be filled in with permutated data from the National Health and Nutrition Examination Survey (NHANES): <u>http://www.cdc.gov/nchs/nhanes.htm</u> based on the individual's age, race/ethnicity and gender.

## Instructions

Follow the steps below to access the Batch Upload template from your organization <u>Index Admin Portal</u> and submit it once you have entered the de-identified individual employee health data.

1. Login to the Workplace Health Solutions admin portal <a href="https://whsadmin.heart.org/#/">https://whsadmin.heart.org/#/</a>

American American Heart Stroke Association Association. If is why:			
Sign In Username Password			
SIGN IN		Forgot your password?	
Abort UB         Our present is to build institution lives, free of cardiovascular diseases in the build institution. More were all nee do. The need for our work is beyond question. More were all nee do. The need for our work is beyond question. More were all nee do. The need for our work is beyond question. More were all needs to be the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the state of the need for our work is beyond question.         Using the need for our work is beyond question.         Using the need for our work is beyond question.         Using the need for our work is beyond question.         Using the need for our work is beyond question.         Using the need for our work is beyond question.         Using the need for our work is beyond question.         Using the need for our work is beyond qu	Our Causes Go Rid For Wom Control For Wom Control Wheat My Life Power To End Stoke EncyCopedia Volunteer Wom Present Stoke Kay Coopedia Stoke The Company I Education (Kay Coopedia (Kancian Med Andonation In et al.	Our Sites America Heat Association Heat Sol Association Heat Sol Everytay Choices With America Heat for Professionals With America Heat for Professionals What The Core Strate Conference Warr The Core CEO Namy Brown eScols CEO Namy Brown eScols of Interest Policy Linking Policy Diversity Centers in data the environmentational are produced. without Shi (Core) Manual America Sol Manual Conference Sol of Interest Policy Linking Policy Diversity Centers and the the environmentational are produced. without Shi (Core) Manual America Sol America Sol (Core Sol Conference Sol America Sol (Core So	Contact Address Construction Area Datas, TX 75231 Need Help with My Life Check? worktpice-leveling 1 (68) 242-4533 Local Info € RSS

2. Select Workplace Health Achievement Index in the drop down menu

American American Heart Stroke Association Association.	Workplace Health Solutions	Kristyna.Test 💌
Vo wo	rkplace Health Achievement Index	Index Dashboard Workplace Health Achievement Index
	Introduction         Organization & Demographic Information         Structure & Process Measures         Performance           Welcome to the American Heart Association's Workplace Health Achievement Index (* The Index is designed to help your organization assess the quality, comprehensiveness effectiveness of your workplace health program.         The proprietary Index was created by the AHA and reviewed by the Association's Work Health Steering Committee, a panel of fifteen volunteer members with expertise in vari that make up employer groups, workplace health researchers, chronic disease prevent scientists, and a labor representative. The questions were adapted from the AHA's Ion Fit-Friendly Worksite recognition program and relevant questions from the Centers for	M Settings view Sign Out In Sign Out Si

3. Select the Performance Metrics tab

American Heart Association	American Stroke Association. why:
0	Workplace Health Achievement Index
	Introduction Organization & Demographic Information Structure & Process Measures Performance Measures Review
	Welcome to the American Heart Association's Workplace Health Achievement Index ("Index"). The Index is designed to help your organization assess the quality, comprehensiveness, and effectiveness of your workplace health program.
	The proprietary Index was created by the AHA and reviewed by the Association's Workplace Health Steering Committee, a panel of fifteen volunteer members with expertise in various areas that make up employer groups, workplace health researchers, chronic disease prevention scientists, and a labor representative. The questions were adapted from the AHA's long-standing Fit-Friendly Worksite recognition program and relevant questions from the Centers for Disease

4. Download the template by clicking on the **Batch File Template** hyperlink. Save the file to your computer.

Organization & Demographic Information Structure & Process Measures Performance Measures
Individual Employee Health Data: Upload your organization's de-identified individual employee level health data here using the template provided (see resources below)! Once the file has completed processing you will receive a confirmation email. You can then view your results in the Index Dashboard. Please remember to check your junk email if you don't receive a message in your inbox. UPLOAD
Resources  Batch Instructions Batch File Template

Once you have the file downloaded, prepare the file with your data. See the section, "Preparing the Batch Upload" on pages 5-9 for more information on how to prepare your file with the appropriate data.

To upload a copy of the Batch Upload template once you have finished preparing it:

5. Select the Upload button



6. Browse for the file on your computer, select the file and click **OK** to complete the upload process

The data in the file will be immediately validated for format and quality.

If the file fails the validation process, an error message will pop up on the screen:

Information!	
Your file has been rejected. Please upload a valid CSV File.	
ОК	

This will happen, for example, if you change column headings. If this occurs, download a fresh, blank template and fill in your values again. Then try to upload again.

If the file passes the validation process, a success message will pop up on the screen:



Note that if a previous file was successfully uploaded, the older file will be deleted and replaced with data from the new file.

# Verifying the Submitted Batch Upload Met Data Requirements

Once the file is uploaded and successfully processed, you will receive a success email:



This email confirms that the file contained no data errors and was successfully processed. If, instead of a success email, you may get an email that indicates errors were located in your file:

From: < <u>noreply@mail.mlc.heart.org</u> > Date: January 18, 2017 at 5:35:20 PM EST To: INDEX USER Subject: AHA Batch File Update
Hi, INDEX USER
The following errors were found in your file.
Row
Field(s)
2
Physical Activity (P)
If you no longer wish to receive the notification emails you may <u>unsubscribe</u> at any time.

If you get this email, fix the errors indicated and re-upload the file. Contact technical Support at: workplacehealthsolutionssupport@heart.org or 888-242-4503 for assistance.

<u>IMPORTANT</u>: The success email <u>does not confirm</u> that you met the requirements to receive points for the three Performance Measures. To confirm if your data met the requirements to achieve points for the 3 Index Performance Measures, view your Index Dashboard. There may be a lag between receiving the success email and the Index Dashboard being populated.

You can access your Index Dashboard by clicking on the top-right drop-down menu in your Index Admin Portal:

American Heart Stroke Association. No is why:			
	orange 🔻		
Workplace Health Achievement Index	Index Dashboard Workplace Health Achievement Index		
Introduction Organization & Demographic Information / Structure & Process Measures / Performance Measures / Review	Employer Resources		
Welcome to the American Heart Association's Workplace Health Achievement Index ("Index"). The Index is designed to help your organization asses comprehensiveness, and effectiveness of your workplace health program and the heart health of your employees.	s the quality,		
areas that make the device of the Provide the test in the device of the production of the test of the device of the test of test o	alth Scorecard." The questions		

From the drop-down menu, select the first option listed, **Index Dashboard**.

See next section for how to interpret Index Dashboard Results.

#### How to Read the Index Dashboard Performance Measures

Scroll down to the graphs displaying information for the 3 Index Performance Measures. If you have met requirements for the 3 Index Performance Measures, your dashboard will reflect that you have achieved points for the Performance Measures by the blue bar in each graph.

Note: You may need to wait more than 30 minutes after you received the Batch Upload Success Email before results are displayed. If you are submitting data closer to the March 31<sup>st</sup> deadline, please expect a longer delay. We highly recommended submitting all data no later than March 15<sup>th</sup> to allow time for your data to process during this high-volume period.



If, after 30 minutes, you do not see data for your organization displayed as blue bars, this may mean that the data you submitted did not meet the data requirements to be eligible for points. If you believe you have met the data requirements, please check back 4-24 hours later or contact Technical Support at 888-242-4503 or workplacehealthsolutionssupport@heart.org.

Remember, points will only display for Performance Measure 3 if you are in your second or subsequent year of the Index.

For more information regarding data requirements for the 3 Index Performance Measures, refer to the document: Choosing a Method for Submitting Employee Health Data for the 3 Index Performance Measures.

# Technical Assistance

For additional assistance, contact Workplace Health Solutions Technical Assistance:

Email: workplacehealthsolutionssupport@heart.org

Phone: 888-242-4503