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

## Workplace Health Achievement Index

# Batch Upload Instructions

# Table of Contents

# Purpose

The purpose of this document is to provide instructions for an **Organization Administrator** to prepare their organization's **de-identified 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® 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® (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:
- Terms & Conditions for Use with Workplace Health Achievement Index (with optional My Life Check® Assessment)
- American Heart Association's Privacy Policy

# 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® | 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 | 1-149 min/week moderate **or** 1-74 min/week vigorous **or** 1-149 min/week of total activity | 150+ min/week moderate **or** 75+ min/week vigorous **or** 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/m$^2$ | 25 - < 30 kg/m$^2$ | < 25 kg/m$^2$ |
| **Fasting Blood Glucose or A1c¥** | 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 **or** DBP ≥ 90 mm Hg | SBP 120 - < 140 mm Hg **or** DBP 80 - < 90 mm Hg | SBP < 120 mm Hg **and** 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.**
  - o In the batch file, **each row represents Life's Simple 7 data per individual.**
  - o The file **should not** include data for dependents and spouses.
  - o **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**.
  - o 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.
  - o **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.
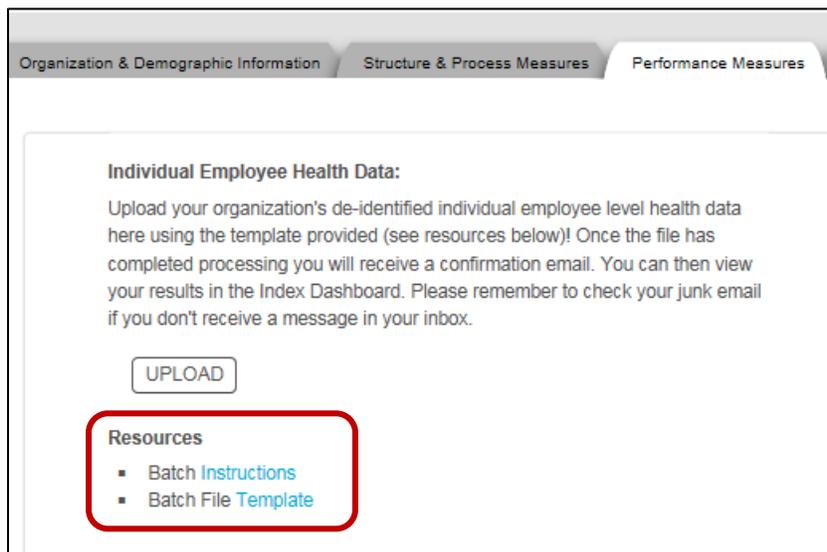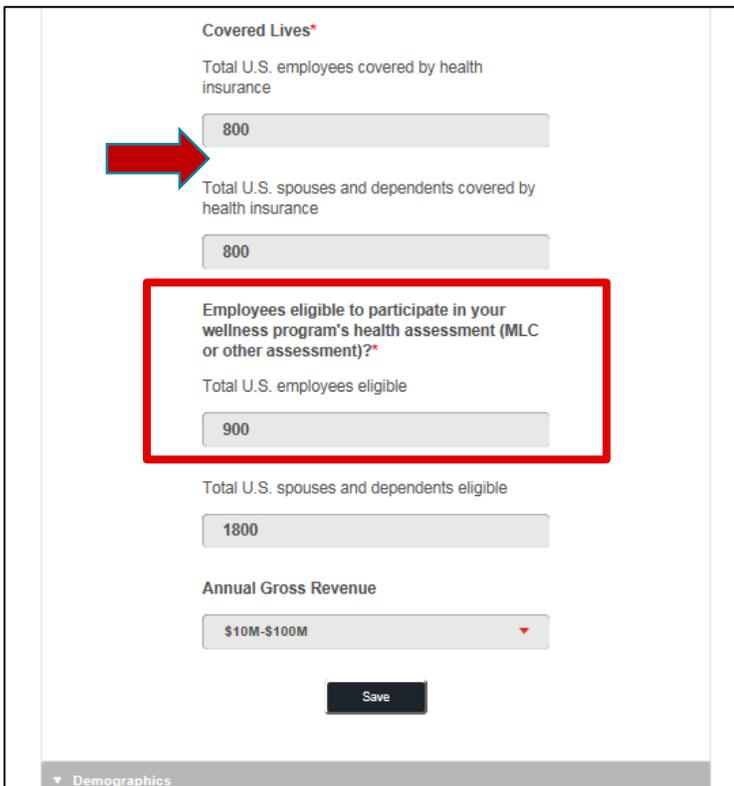


- ✓ **Your denominator for determining whether you are providing data for at least 25% of employees** who are eligible for taking a health risk assessment (HRA) and/or eligible for participating in biometric screenings offered by your organization is provided on the Organization & Demographic Information 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:
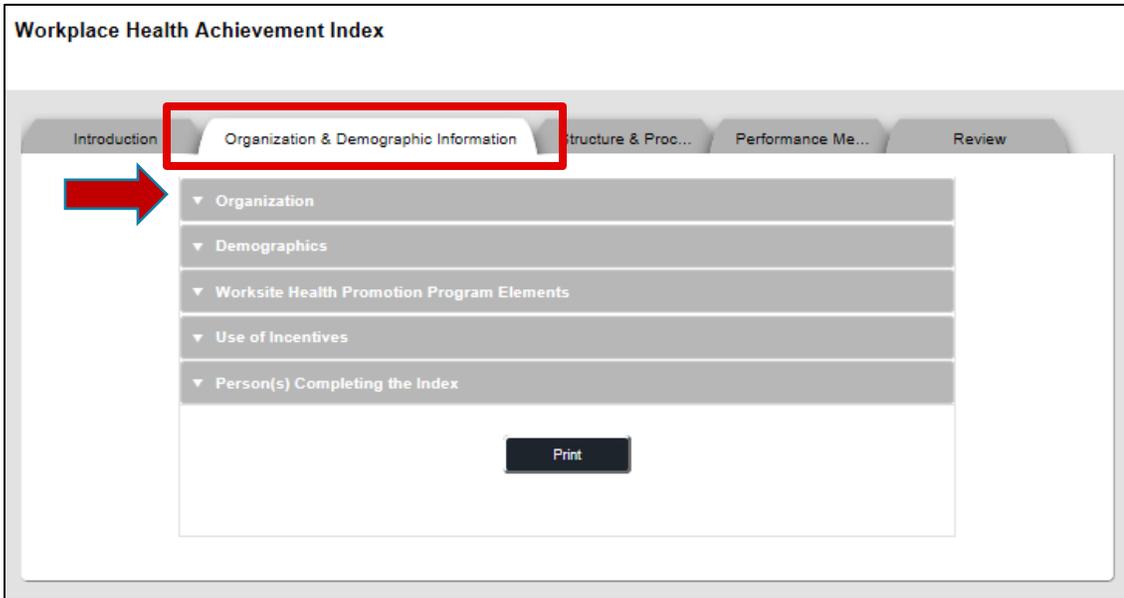


Example screenshot 2 of where to enter the denominator value to calculate the percent of employee health data submitted by your organization. This is located under the sub-tab, Organization:

## Screenshot of the Batch Upload Template



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<br>The record will <u>not</u> be rejected if this column is NULL. |
| **Height (feet)** | Number | For missing data, AHA will use BMI from NHANES values by age, gender, and ethnicity | For Example<br>Height (feet): 5<br>Height (inches): 6<br>Weight (lbs): 140.4 |
| **Height (inches)** | Number | | |
| **Weight (lbs)** | Number.Decimal | | |
| **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 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<br><br>The record will <u>not</u> be rejected if this column is NULL. |
| **Physical Activity (moderate – per week)** | Number.Decimal | For missing data, AHA will use physical activity data from NHANES values by age, gender, and ethnicity | For example: 90.5<br><br>Each minute of moderate physical activity counts as 1 minute of total physical activity. |
| **Physical Activity (vigorous – per week)** | Number.Decimal | For missing data, AHA will use physical activity data from NHANES values by age, gender, and ethnicity. | For example: 90.5<br><br>Each minute of vigorous 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 by gender and ethnicity. | Values must be increment of 0.5.<br><br>For example = 2 or 2.5 or 3 or 3.5 |
| **Fruit per day (cup)** | Number.Decimal | | |
| **Fish per week (serving)** | Number.Decimal | | |
| **Whole grains per day (serving)** | Number.Decimal | | |
| **Sugary drinks per week** | Number | | For example: 1 |
| **Avoid eating prepackaged and processed foods** | Yes or No | | Not Case Sensitive |
| **Seek out lower sodium options** | Yes or No | | Not Case Sensitive |
| **Avoid salt when cooking at home** | Yes or No | | Not Case Sensitive |

| 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<br><br>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<br><br>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<br><br>The record will not be rejected if this column is NULL. |
| **Blood cholesterol** (mg/dL) | Number | Acceptable values range: 40-400<br><br>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<br><br>The record will not be rejected if this column is NULL. |
| **Fasting Blood Glucose** (mg/dL) **or A1c¥** | Number | Acceptable values range for fasting blood glucose: 50-500<br><br>Acceptable values range for A1c: 2-15<br><br>For missing data, AHA will use nationally representative data from NHANES values by age, gender, and ethnicity. | Example for fasting blood glucose: 120<br><br>Example for A1c: 5 |
| **Blood sugar medication?** | Yes or No or NULL | | Not Case Sensitive<br><br>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): http://www.cdc.gov/nchs/nhanes.htm based on the individual's age, race/ethnicity and gender.
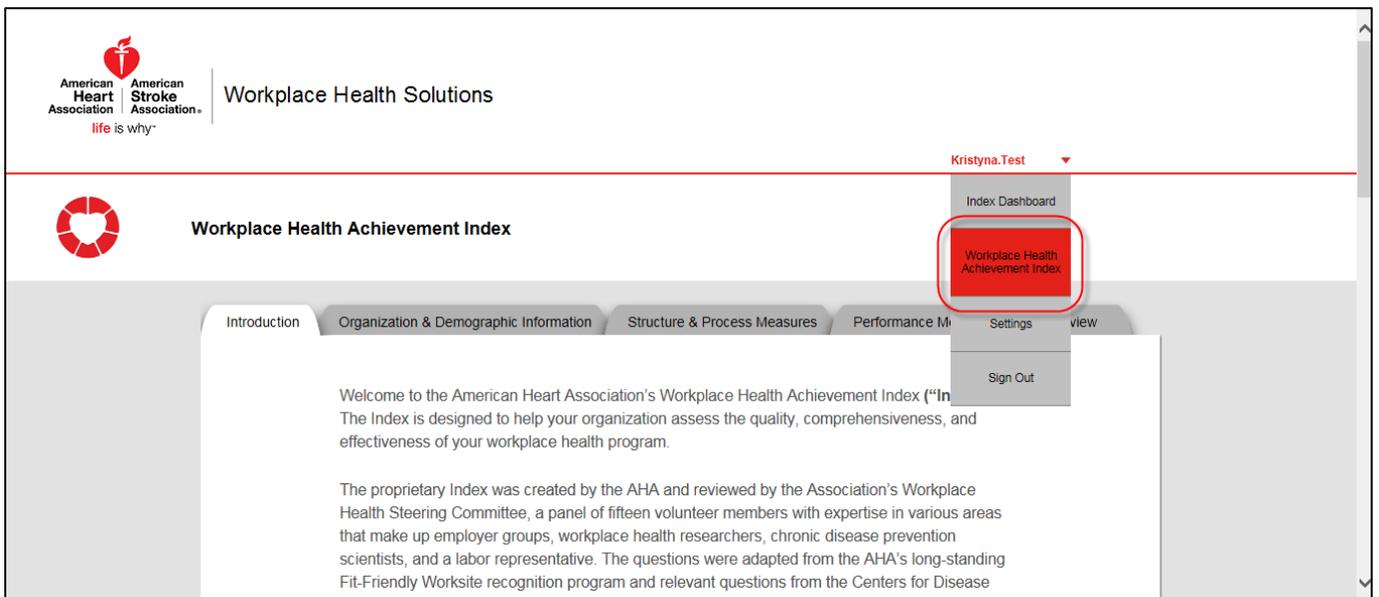
# Instructions

Follow the steps below to access the Batch Upload template from your organization Index Admin Portal and submit it once you have entered the de-identified individual employee health data.
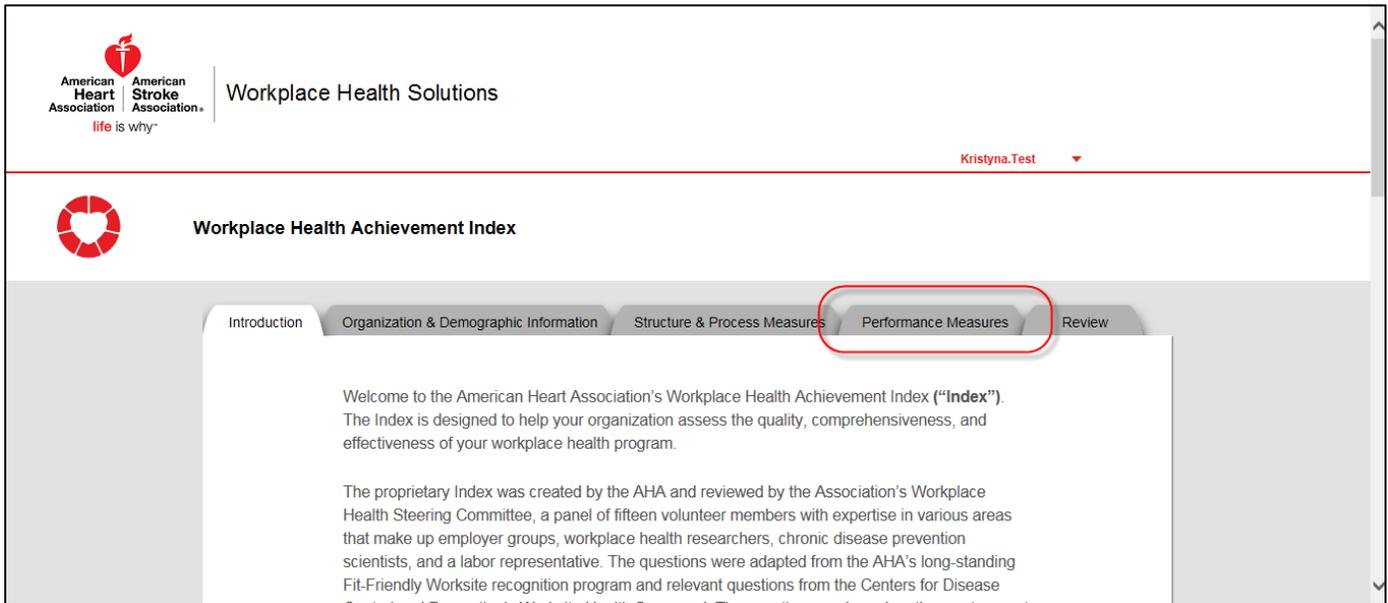
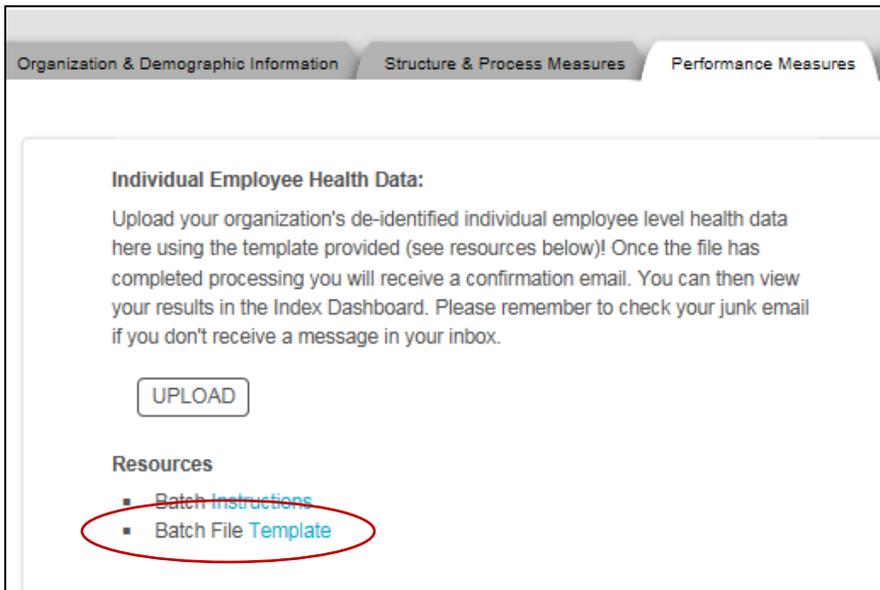1. Login to the Workplace Health Solutions admin portal https://whsadmin.heart.org/#/
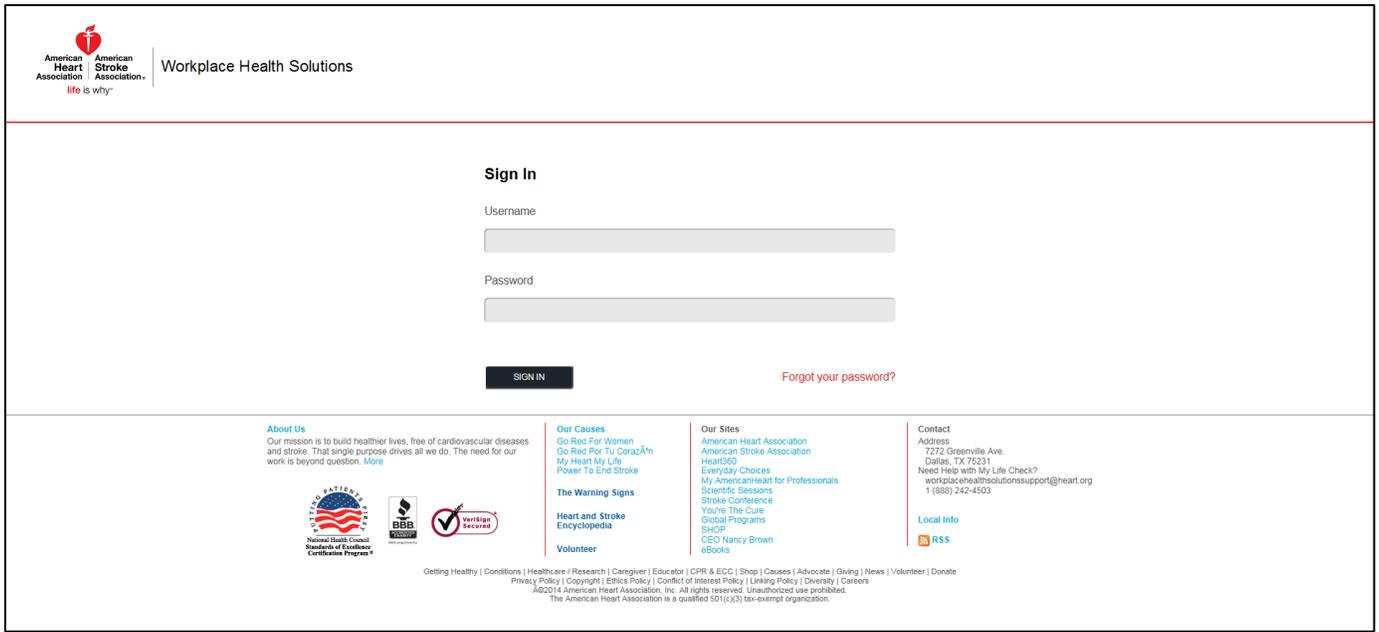


2. Select **Workplace Health Achievement Index** in the drop down menu

3. Select the **Performance Metrics** tab



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



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:
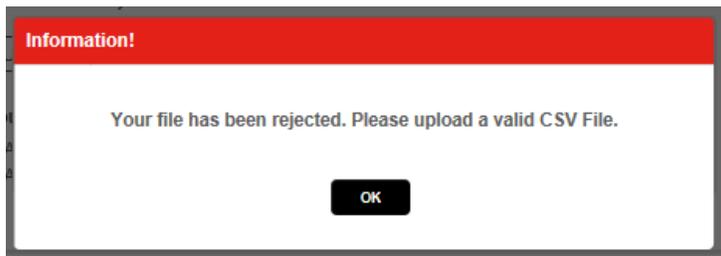
5.  Select the **Upload** button
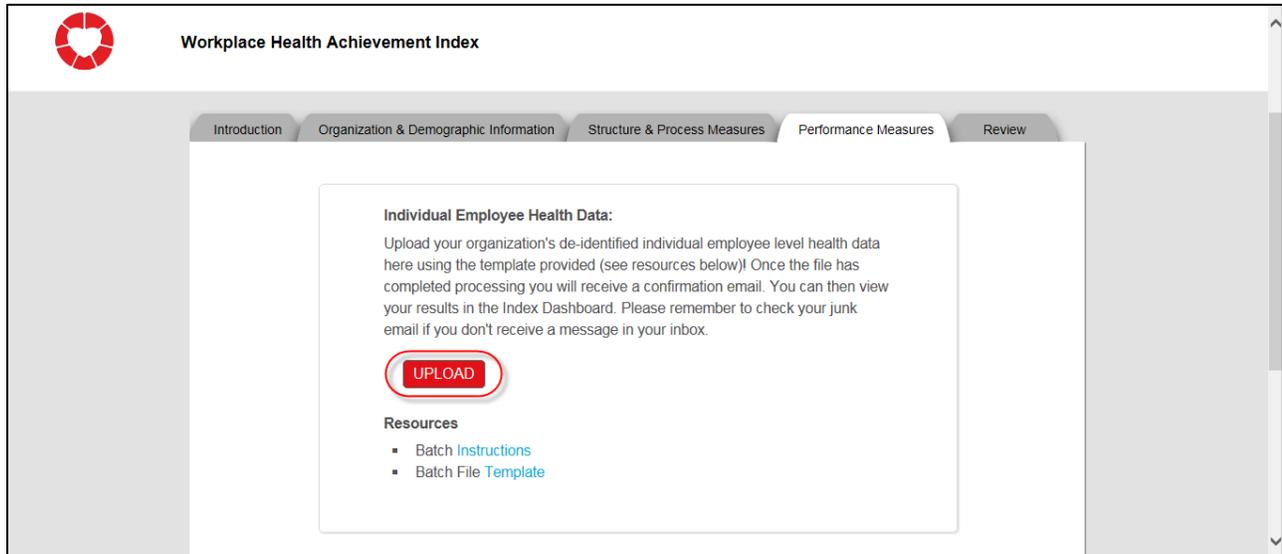


6.  Browse for the file on your computer, select the file and click **OK** to complete the upload process

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:



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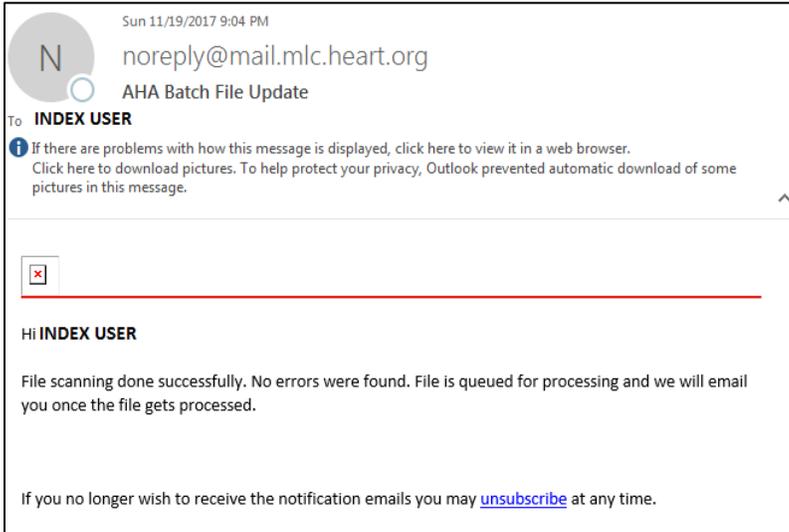
**If the file passes the validation process**, a success message will pop up on the screen:
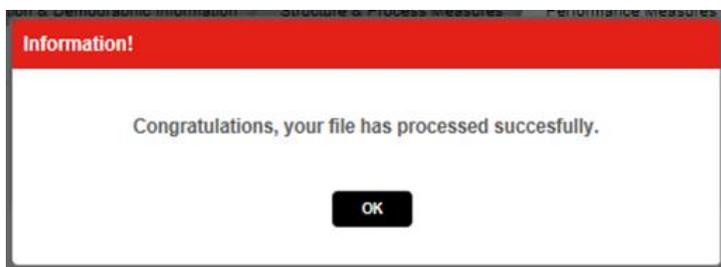


Note that if a previous file was successfully uploaded, the older file will be deleted and replaced with data from the new file.

# 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:
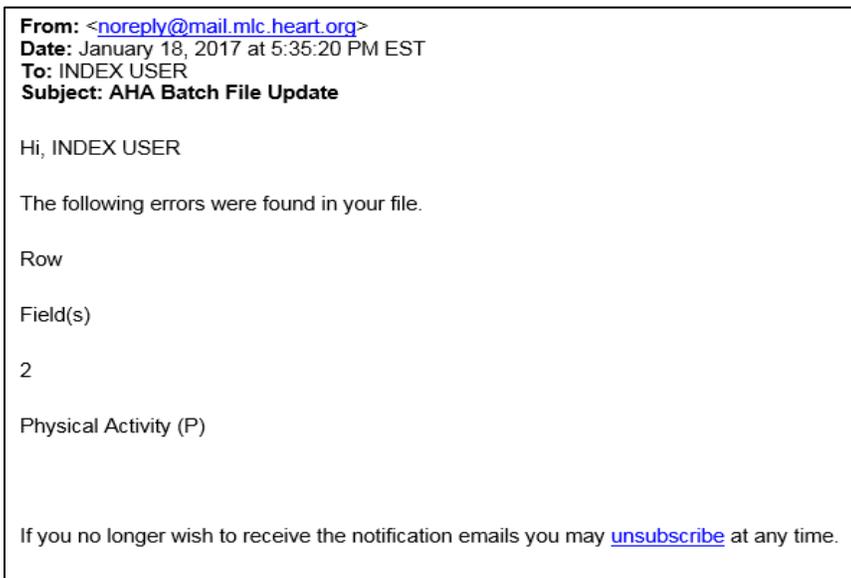


If you get this email, fix the errors indicated and re-upload the file. Contact technical Support at:
workplacehealthsolutionssupport@heart.org or 888-242-4503 for assistance.

**IMPORTANT: 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:
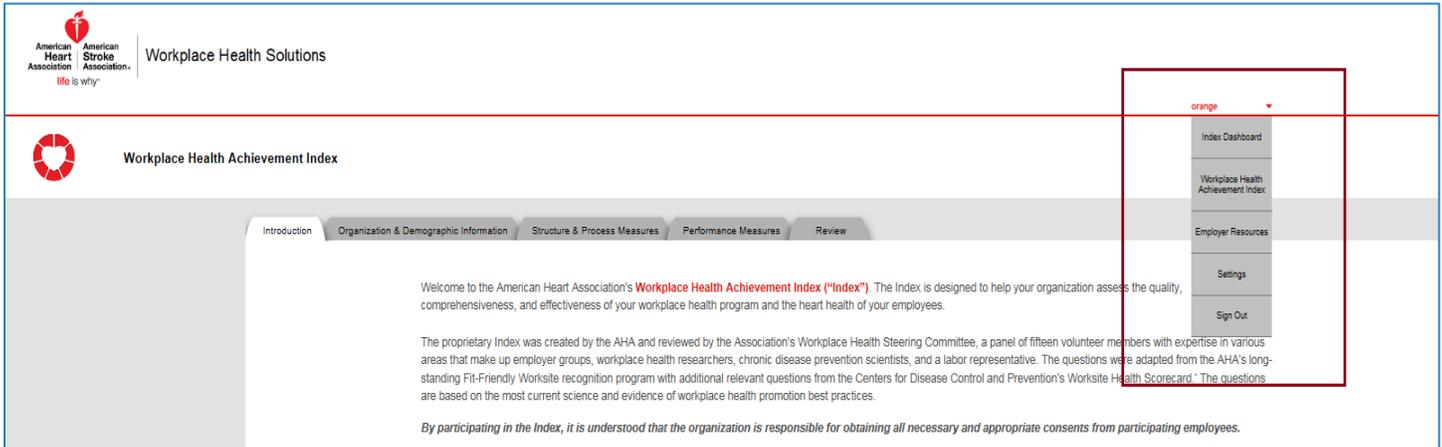


From the drop-down menu, select the first option listed, **Index Dashboard**.

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 31st deadline, please expect a longer delay. We highly recommended submitting all data no later than March 15th 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