



Workplace Health Solutions  
Center for Workplace Health Research & Evaluation

## **Workplace Health Achievement Index**

# Choosing a Method to Submit Employee Health Data for the 3 Index Performance Measures

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## Purpose

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The purpose of this document is to describe the **3 Methods for Submitting Employee Health Data**. This data is required to receive points for the 3 Index Performance Measures (described in the following section). The 3 Performance Measures comprise 40% of the Total Index Score points.

### Methods for Submitting Employee Health Data

1. Use the American Heart Association's (AHA's) **My Life Check**® health risk assessment tool
2. Use the **Aggregate Report** CSV Template
3. Use the **Batch Upload** CSV Template

Regardless of the method you select to use, data requirements must be met as described in the following section.

### Annual Cutoff Date for Completing the Index

You can access the Index at any time throughout the year to modify your answers, but 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 recommended 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 Requirements

Employee health data submitted through any of the 3 Methods (My Life Check, Aggregate Report or Batch Upload) is used to calculate points for the 3 Index Performance Measures:

### **Performance Measure #1**

Points are 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.

#### PM1 Examples

Organization A provides LS7 equivalent data for five metrics. However, the data was gathered from 20% of employees. Organization A will not receive points for completion.

Organization B provides LS7 equivalent data for four metrics. The data was gathered from 50% of employees. Organization B will not receive points for Performance Measure 1. However, they will qualify for points for the PM2, Organizational Heart Health Score if it is at least 5.2 or above.

Organization C provides LS7 equivalent data for five metrics. The data were gathered from 50% of employees. Organization C will qualify for points for the organizational HHS if it is at least 5.2 or above and will receive points for Performance Measure 1.

### **Performance Measure #2**

Points are 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 Performance Measure 2, 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.

#### PM2 Examples

Organization A provides LS7 equivalent data for four metrics: The data were gathered from 20% of employees. Organization A will not receive points for the Organizational Heart Health Score.

Organization B provides LS7 equivalent data for only 3 metrics: The data were gathered from 50% of employees. Organization B will not receive an Organizational HHS and will not receive points for the Organizational Heart Health Score.

Organization C provides LS7 equivalent data for four metrics: The data were gathered from 50% of employees. Organization C will receive a calculated Organizational HHS and will receive points if the organization Heart Health Score is 5.2 or higher.

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**Note: Points are awarded for an organization Heart Health Score of 5.2 or higher.** An organization HHS of 5.2 represents the median (50<sup>th</sup> percentile) score for the US adult population. (Source: National Health and Nutrition Examination Score, CDC, NHANES 1999-2000 to NHANES 2011-2012).

Additional Information About the Organizational HHS

The organizational Heart Health Score is the average of all employees' individual heart health scores based on LS7 metrics. Scores range from 0-10. Organizational HHS scores that range 0 to < 5.2 are considered 'poor'. Organizational Heart Health Score scores that range 5.2 to < 7.1 are considered 'intermediate' and 'ideal' organizational Heart Health Score scores range 7.1 to 10.0. These 3 ranges align to clinical strata used for the American Heart Association's LS7 metrics, scientifically validated indicators for cardiovascular health. Table 1. below describes each metric.

<b>Life's Simple 7<sup>®</sup></b>	<b>Poor</b>	<b>Intermediate</b>	<b>Ideal</b>
<b>Smoking Status*</b>	Current smoker	Former ≤ 12 months	Never or Quit > 12 months
	Current smoker	-----	Not currently smoking
<b>Physical Activity</b>	0 min/week	1-149 min/week moderate <b>or</b> 1-74 min/week vigorous <b>or</b> 1-149 min/week of total activity	150+ min/week moderate <b>or</b> 75+ min/week vigorous <b>or</b> 150+ min/week of total activity
<b>Healthy Diet</b>	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
<b>Healthy Weight</b>	≥ 30 kg/m <sup>2</sup>	25 - < 30 kg/m <sup>2</sup>	< 25 kg/m <sup>2</sup>
<b>Fasting Blood Glucose or A1c<sup>‡</sup></b>	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%
<b>Total Cholesterol</b>	≥ 240 mg/dL	200 - < 240 mg/dL	< 200 mg/dL
<b>Blood Pressure</b>	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 blank. 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.

### Performance Measure #3

Points are 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 if all data requirements for the Performance Measures were met that previous year.

For example:

If in 2017, the organization:

- a) provided data for at least 25% of employees,
- b) provided data for at least 4 LS7 metrics and
- c) met the 5.2 organizational HHS,

then in 2018, the organization qualifies to receive up to 33 points for Performance Measure 3.

- To qualify for points for Performance Measure 3 in the current Index year, data must be submitted for at least 25% of employees AND for at least 4 of the 7 LS7 metrics.

PM3 Examples
Organization A provides LS7 equivalent data for <u>four</u> metrics: The data were gathered from <u>20%</u> of employees. Organization A will <u>not will not receive points for the Organization Heart Health Score.</u>
Organization B provides LS7 equivalent data for <u>only 3 metrics</u> : The data were gathered from <u>50%</u> of employees. Organization B will not receive an Organization HHS and <u>will not receive points for the Organization Heart Health Score.</u>
Organization C provides LS7 equivalent data for <u>four</u> metrics: The data were gathered from <u>50%</u> of employees. Organization C <u>will receive</u> a calculated Organization HHS and <u>will receive points</u> if the organization Heart Health Score is 5.2 or higher.

### Additional Information About the Total Index Score

**Organizations that do not qualify for Performance Measure 3 points are not penalized.** These organizations can achieve a maximum Total Index Score of 217 points, which consists of the max 151 points an organization can achieve in Section 2 for answering the 55 Structure and Process questions and the 66 points that can be achieved for Performance Measure 1 and Performance Measure 2.

**Organizations that do qualify for PM3 points receive this credit as “bonus points.”** Organizations that qualify for Performance Measure 3 can receive up to 33 points for Performance Measure 3, which allows these organizations to obtain a maximum Total Index Score of 250 points. In 2016, 2017 and 2018, organizations that qualify for Performance Measure 3 will be scored out of 217 points despite being able to achieve a maximum of 250 points, thus rewarding these organizations with “bonus” points for their achieved improvement in organizational Heart Health Score. This “bonus point” scoring for Performance Measure 3 is subject to change for Index 2019 cycle (April 1, 2018-March 31, 2019).

## Methods for Submitting Employee Health Data

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Successful submission of these LS7 equivalent data qualify the organization for points for the 3 Index Performance Measures.

### Methods for Submitting Employee Health Data

1. Use the American Heart Association's (AHA's) **My Life Check** health risk assessment
2. Use the **Aggregate Report** CSV Template
3. Use the **Batch Upload** CSV Template

### What is My Life Check?

My Life Check® is a science-based, digital health risk assessment tool that helps people gauge and monitor their heart health, offered by the American Heart Association. The assessment is grounded in the evidence-based science of the American Heart Association's Life's Simple 7®, the seven most important predictors of heart health. The digital tool takes about 5 minutes for an individual to take. It asks questions regarding the individual's physical health, diet and biometric values, including cholesterol, blood pressure and blood glucose and then calculates a heart health score based on the information provided.

There are two versions of My Life Check available for organizations to use:

- My Life Check® Basic is free and available to any organization regardless of the number of employees, although it is recommended for smaller organizations. Promotional materials are available to assist an organization after it has enrolled into My Life Check Basic to roll the digital tool out to employees.
- My Life Check® Enhance is available to organizations with 500 or more employees. For a fee, My Life Check Enhance offers the same digital tool as My Life Check Basic, but provides organization administrators with more employer reporting features, including the ability to stratify results by health plan, division, geographic location or by employee versus adult dependents. For individuals, My Life Check Enhance offers a refreshed design along with providing and tailored health actions based on their assessment to aid them on the journey to better health. Data gathered through both My Life Check Basic and My Life Check Enhance is stored in a secure, HIPAA-compliant database. Organizations enrolled in My Life Check Basic or My Life Check Enhance have the option to use aggregate employee health data gathered through these digital tools for the 3 Index Performance Measures.

For information on how to enroll your organization in My Life Check Basic or My Life Check Enhance, contact [workplacehealthsolutionsupport@heart.org](mailto:workplacehealthsolutionsupport@heart.org) or call Technical Support at 888-242-4503.

## What is the Aggregate Report?

The Aggregate Report allows organizations to submit aggregate employee data based on LS7 using a CSV (comma separated values) Excel file. The file must represent data for at least 25% of employees that are eligible for your organizations health risk assessment or biometric screening.

The organization submits the Aggregate Report CSV file via the Admin portal. If any item is in the wrong format, the file will be rejected, and you will receive an email notification. Your organization must correct the errors and upload again. Once a file is validated, data will be stored in a secure, HIPAA-compliant database. The organization will be able to see all Index results in the Index dashboard available on the Index admin portal shortly after the file has been processed.

**For step-by-step information on how to prepare and submit an Aggregate Report CSV file, see the document, LS7 Aggregate Report Instructions.**

## What is the Batch Upload?

The Batch Upload allows organizations to upload individual de-identified employee data based on LS7 metrics using a CSV (comma separated values) Excel file. The file must contain data for at least 25% of employees.

The organization submits the Batch Upload CSV file via the Admin portal. If any item is in the wrong format, the file will be rejected, and you will receive email notification. The organization must correct the errors and upload again. Once a file is validated, its data will be stored in a secure, HIPAA-compliant database. The organization will be able to see all Index results in the Index dashboard available on the Index admin portal shortly after the file has been processed.

**For step-by-step information on how to prepare and submit a Batch Upload CSV file, see the document, LS7 Batch Upload Instructions.**



## Pros and Cons for the 3 Methods for Submitting Employee Health Data

### MY LIFE CHECK:

#### PROS

- + As employees complete their My Life Check assessment, data is automatically captured for the Index Performance Measures.
- + No personal health information is disclosed

#### CONS

- May be difficult for large organizations to meet the 25% threshold for Performance Measure 2 if they do not incentivize employees to complete the assessment.

### AGGREGATE REPORT:

#### PROS

- + The data can be uploaded directly through the Index Admin Portal
- + Whenever a new file is uploaded, the previous file data is automatically deleted and replaced with the new data
- + No personal health information is disclosed

#### CONS

- Requires manual preparation of the CSV file which may mean compiling data from multiple sources
- May incur costs if data must be obtained from 3<sup>rd</sup> party vendors

### BATCH UPLOAD:

#### PROS

- + The data can be uploaded directly through the Index Admin Portal
- + Whenever a new file is uploaded, the previous file data is automatically deleted and replaced with the new data

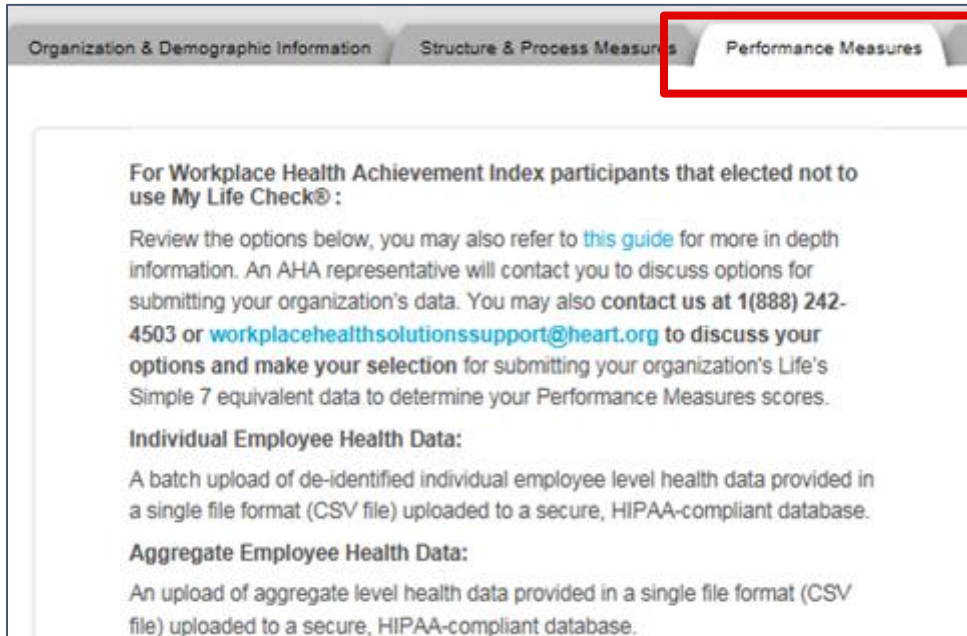
#### CONS

- Requires manual preparation of the CSV file which may mean compiling data from multiple sources
- May incur costs if data must be obtained from 3<sup>rd</sup> party vendors

## You Have Selected Your Preferred Method – Now What?

When you log into your Index admin portal, to submit data for the 3 Index Performance Measures, click on Tab 3:

**If you are new to the Index in 2018**, you will be directed to the screen below, which provides an overview of the 3 Performance Measures.



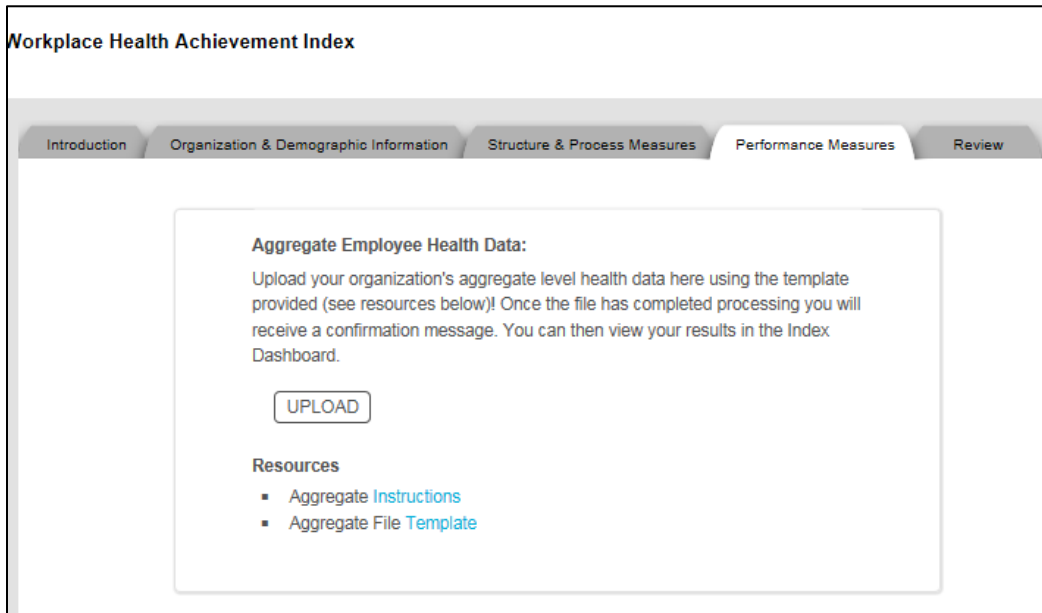
**Action:** Call Technical Support at 888-242-4503 to have them set you up to submit via My Life Check Basic or My Life Check Enhance, the Aggregate Report or the Batch Upload. You can also email [workplacehealthsolutionsupport@heart.org](mailto:workplacehealthsolutionsupport@heart.org).

**If you are a returning organization to the Index in 2018**, instead of the screen above, you may see your tab is already set up to receive your employee health data using the method you selected in 2017 (i.e., Aggregate Report or Batch Upload). For example, if you selected to use the Aggregate Report (or Batch Upload) in 2017, you may be defaulted to the screens shown on the next page.

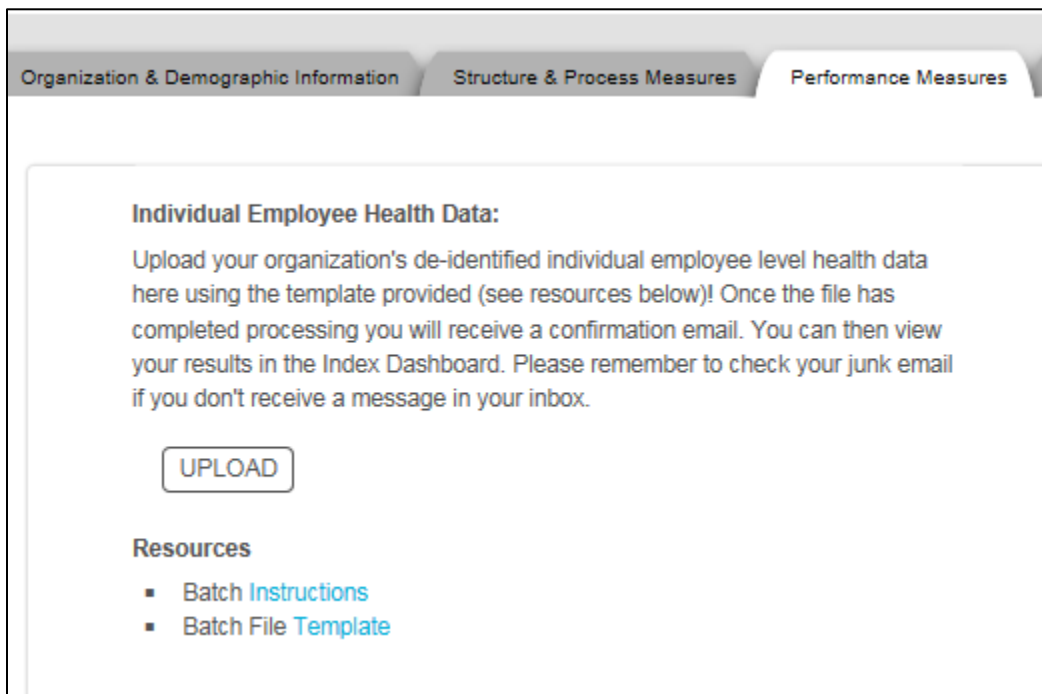
If you are already set up to use the option you want for 2018, proceed. Refer to the instruction documents you can download from the Performance Measures tab for step-by-step details on how to prepare and submit your files.

If you would like to switch to another method, call Technical Support at 888-242-4503 or email [workplacehealthsolutionsupport@heart.org](mailto:workplacehealthsolutionsupport@heart.org).

Example of what the Performance measures tab will display if your Index Admin account is set up to receive your organization's employee health data via Aggregate Report:



Example of what the Performance measures tab will display if your Index Admin account is set up to receive your organization's employee health data via Batch Upload:



## Technical Assistance

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For additional assistance, contact Workplace Health Solutions Technical Assistance:

Email: [workplacehealthsolutionsupport@heart.org](mailto:workplacehealthsolutionsupport@heart.org)

Phone: 888-242-4503