

WORKSITE DEMOGRAPHICS			
Name:	<b>Organization Type:</b> (select best match)	<input type="checkbox"/> Construction	<input type="checkbox"/> Retail/Grocery
Address:	<input type="checkbox"/> Healthcare/Social Assistance	<input type="checkbox"/> Educational Institution/Service	<input type="checkbox"/> Private Office(s)
County/Zip:	<input type="checkbox"/> Transportation	<input type="checkbox"/> Accommodation/Food Services	<input type="checkbox"/> Other: (please specify)
Number of Employees:	<input type="checkbox"/> Warehouse/Manufacturing/Utilities	<input type="checkbox"/> Public Administration/Government	

Date/Date range technical assistance provided to worksite: \_\_\_\_\_

**BRIEF INSTRUCTION SUMMARY:** If a worksite’s policy is new or strengthened, complete POST Technical Assistance (TA) rating by checking items that apply to final policy. For each item checked, add up the corresponding number of points and fill in the total points for each section. Please provide that total rating score at the bottom of the table. Reflecting back on changes from original (or missing) policy, complete the PRE TA rating in the same manner. Detailed instructions on the back.

POST TA RATING	PRE TA RATING
<p><b>Environment:</b> (Score ____/7 pts.)</p> <input type="checkbox"/> Policy prohibits indoor tobacco use at all times (3 pts.) <input type="checkbox"/> Policy prohibits outdoor tobacco use at all times (includes worksite and vehicles on site) (3 pts.) <input type="checkbox"/> Signs displayed with information about tobacco-use policy (1 pt.)	<p><b>Environment:</b> (Score ____/7 pts.)</p> <input type="checkbox"/> Policy prohibits indoor tobacco use at all times (3 pts.) <input type="checkbox"/> Policy prohibits outdoor tobacco use at all times (includes worksite and vehicles on site) (3 pts.) <input type="checkbox"/> Signs displayed with information about tobacco-use policy (1 pt.)
<p><b>Program:</b> (Score ____/5 pts.)</p> <input type="checkbox"/> Cessation referral option(s) available/posted (3 pts.) <input type="checkbox"/> Policy prohibits tobacco company sponsorship (1 pt.) <input type="checkbox"/> Policy prohibits on site sale of tobacco products (1 pt.)	<p><b>Program:</b> (Score ____/5 pts.)</p> <input type="checkbox"/> Cessation referral option(s) available/posted (3 pts.) <input type="checkbox"/> Policy prohibits tobacco company sponsorship (1 pt.) <input type="checkbox"/> Policy prohibits on site sale of tobacco products (1 pt.)
<p><b>Policy:</b> (Score ____/6 pts.)</p> <input type="checkbox"/> Written and documented tobacco policy (3 pts.) <input type="checkbox"/> Consequences for violation stated in policy (2 pts.) <input type="checkbox"/> Active enforcement plan included in policy (1 pt.)	<p><b>Policy:</b> (Score ____/6 pts.)</p> <input type="checkbox"/> Written and documented tobacco policy (3 pts.) <input type="checkbox"/> Consequences for violation stated in policy (2 pts.) <input type="checkbox"/> Active enforcement plan included in policy (1 pt.)
<p><b>Wellness:</b> (Score ____/5 pts.)</p> <input type="checkbox"/> <b>Tobacco:</b> incentives to quit/on site cessation services provided (2 pts.) <input type="checkbox"/> <b>Nutrition:</b> supports + encouragement provided for healthier food and beverage choices (1 pt.) <input type="checkbox"/> <b>Physical Activity:</b> supports + encouragement provided for increased physical activity (1 pt.) <input type="checkbox"/> <b>Other Wellness Components:</b> (e.g., Chronic Disease) (1 pt.)	<p><b>Wellness:</b> (Score ____/5 pts.)</p> <input type="checkbox"/> <b>Tobacco:</b> incentives to quit/on site cessation services provided (2 pts.) <input type="checkbox"/> <b>Nutrition:</b> supports + encouragement provided for healthier food and beverage choices (1 pt.) <input type="checkbox"/> <b>Physical Activity:</b> supports + encouragement provided for increased physical activity (1 pt.) <input type="checkbox"/> <b>Other Wellness Components:</b> (e.g., Chronic Disease) (1 pt.)
<p><b>Total Post TA Rating:</b> _____ / 23 pts.</p>	<p><b>Total Pre TA Rating:</b> _____ / 23 pts.</p>

**Notes:**

- Worksite is smoke free (not tobacco free)

## **INSTRUCTIONS**

Please use the new Worksite Tobacco and Wellness Policy Index to assess worksite tobacco and wellness policies starting **October 1, 2013**. This Index replaces the *Worksite Tobacco Policy Index* used in 2011 and 2012 that required separate baseline and follow-up index forms.

- 1) Identify worksites in your region to participate in the Worksite Tobacco Policy Initiative; focus on small to mid-size worksites (less than 500 employees).
- 2) Review/Discuss existing tobacco and wellness policies at each worksite and identify areas for policy education and improvement.
- 3) Based on policy gaps and needs, provide technical assistance to each worksite or groups of worksites to improve the comprehensiveness of tobacco and wellness policies.
  - Technical assistance may include: prepare workplaces for the Affordable Care Act by improving their tobacco and wellness policy; create opportunities to work with peer-led model to have worksites with strong policies communicate benefits to newly assessed worksites considering technical assistance services; educate small to mid-size employers in groups (e.g., workshops), etc.
- 4) After technical assistance to the worksite(s) has concluded, complete a Worksite Tobacco and Wellness Policy Index form for each worksite with improvements.
  - Enter specific organizational information about the worksite, including: worksite name, address/county/zip, number of employees, and organization type.
  - Provide the date or date range in which technical assistance was provided to the worksite.
  - When completing the policy rating, **fill out the Post Technical Assistance (TA) Rating FIRST**. For each section (Environment, Program, Policy, and Wellness), check off each statement that applies to the new/updated/improved worksite policy.
  - The statements are weighted slightly differently, with different point values indicating the level of impact the strategy has on the intended health outcome. Add up the points associated with each checked statements and note the total where the section “Score” is listed.
  - After each section is scored, total the Environment, Program, Policy and Wellness scores and enter it by the “Total Post TA Rating.” The Index is out of a total of 23 points.
  - Once the Post Technical Assistance Rating is complete, **reflect back to the original worksite tobacco policy reviewed, before technical assistance was provided, and fill out the Pre Technical Assistance (TA) Rating**. This rating should be completed in the same way as the Post TA Rating, but with the original tobacco and wellness policy in mind. The purpose of completing the Pre TA Rating at this time is to capture where policy change occurred within the context of having a final, updated worksite tobacco and wellness policy.
  - In the “Notes” section at the bottom of the Index form, please check off “Worksite is smoke free (not tobacco free)” if this applies to the worksite policy under review. Add any additional notes here, if applicable.
- 5) Collect the Worksite Tobacco and Wellness Policy Index forms completed throughout the quarter and **submit ALL index forms collectively to the Statewide Evaluation Team (via [PATPCeval@phmc.org](mailto:PATPCeval@phmc.org)) within 30 days at the end of the quarter**. REMINDER: information from these Index forms will also be entered into the cumulative Policy Initiatives Tracking Sheet.