

## EHPDP Gap Analysis

**Facility:**

**Coach:**

1. Please tell us about the facility. (Select one.)

- The facility has less than 500 employees
- The facility has 500-1000 employees
- The facility has 1000-2000 employees
- The facility has >2000 employees

2. Does the facility have a team/committee that oversees prevention activities and the delivery of clinical preventive services for employees and/or Veterans?

- Yes
- No {Skip to #8}
- I don't know {Skip to #8}

3. About how often does the team/committee meet? (Select one.)

- Weekly
- Every other week
- Monthly
- Every other month
- Quarterly
- Twice a year
- Once a Year
- Less than once a year
- Never
- Other, please specify

[Free text]

4. As the Employee Wellness Coach, are you a member of this team/committee?

Yes

No

Other, please specify

[Free text]

5. The prevention team/committee has representation from which of the following?  
(Select all that apply.)

Behavioral Health (e.g., Psychology)

Nutrition and Food Services

Employee Education

Employee Health

Laboratory

Medical Center Administration

Infection Control

Dermatology

Pharmacy

Ophthalmology

Dental

Dermatology

Rehabilitation Services (e.g., Physical Therapy (PT), Kinesio Therapy (KT),  
Respiratory Therapy (RT), Occupational Therapy (OT), other)

Social Work

Other, please specify

[Free text]

6. Where does the facility prevention team/committee regularly provide an update,  
either in person or via minutes? (Select all that apply.)

- Facility Executive Leadership Group
- Patient Education Committee
- Primary Care Committee
- Ambulatory Care Committee
- Nursing Administration
- Quality Management
- Other, please specify
- None of the above

[Free text]

7. Are you a member of any of the following committees? (Select all that apply.)

Safe Patient Handling

Employee Wellness

MOVEmployee!

Other, please specify

[Free text]

I'm not on any of the above committees

8. Does the facility have an overall prevention plan for the next 1-3 years with annual goals?

Yes

No {Skip to #10}

I don't know {Skip to #10}

9. Are employees part of the facility prevention plan for the next 1-3 years?

Yes

No

I don't know

10. Which of the following have been used to engage staff and promote prevention activities at the facility during fiscal year (FY) XX? (Select all that apply.)

Informational sessions (e.g., round table discussions, lunch and learn sessions, etc.)

Health fairs, exhibits, promotional events

- Recognition by facility leadership for prevention-related activities (e.g., certificate, acknowledgement in facility newsletter, awards ceremony, etc).
- Incentive awards (e.g., monetary, time off)
- Living well classes
- Other, please specify [Free text]
- None of the above

### **Smoking Cessation**

11. Is smoking banned in all work areas and other common areas?

- Yes
- No

12. Is employee smoking restricted to smoking areas?

- Yes
- No

13. Is there sufficient ventilation in the smoking areas?

- Yes
- No

14. Is there information on smoking cessation at the facility such as campaigns, information sessions, bill boards, emails, letters, Intranet, fliers, pamphlets, or brochures?

- Yes
- No

15. Is support offered to employees who are trying to quit smoking? (Select all that apply.)

- Smoking cessation counseling
- Group counseling
- Nicotine replacement therapy

Incentives

Other, please specify

[Free text]

16. Is training offered to employees who support colleagues that are trying to quit smoking?

Yes

No

### **Healthy Eating**

17. Is there an action plan on healthy eating or nutrition among employees in the facility?

Yes

No

18. Is there a MOVEmployee! Program in the facility?

Yes

No

19. Who runs the MOVEmployee! Program?

Employee Wellness Coordinator

Food and Nutrition

Dietician

Other, please specify

[Free text]

20. Are there other nutrition programs available for employees such as weight watchers at work?

Yes, please specify

[Free text]

No

21. Are healthy food choices and drinks offered at meetings in the facility?

Yes

No

22. Are healthy food choices and drinks provided and promoted at your Canteen such as lower prices, free trials)?

Yes

No

23. Is fresh fruit available in your Canteen?

Yes

No

24. Is free drinking water available in your Canteen?

Yes

No

25. Is there a farmers market on site?

Yes

No

26. Is there information on healthy foods at your facility such as campaigns, information sessions, bill boards, emails, letters, Intranet, fliers, pamphlets, or brochures?

Yes

No

### **Strength, Flexibility, and Endurance Training**

27. Are exercise activities organized during work hours such as physical training, breaks for exercise during meetings or for employees whose jobs involve lack of movement such as prolonged computer use?

Yes

No

28. Are there any exercise activities before or after working time such as fitness center use, walking group, or jogging group?

Yes

No

29. Are any of the following organized physical activities available at work or among employees?

Soccer

Softball

Golf

Baseball

Marathons

Paint-a-thons

Other, please specify [Free text]

30. Does your facility support walking/cycling from work?

Yes, please specify [Free text]

No

31. Are there bike racks or lockers for employees?

Yes

No

32. Is there an employee fitness center on site?

Yes {Skip to #35}

No

33. Is there a Veteran fitness center on site?

Yes

No

34. Can employees use the Veteran fitness center?

Yes

No {Skip to #37}

35. Do employees receive any equipment training?

Yes

No

36. Is there a Memorandum of Understanding to enable employees use the gym?

Yes

No

37. Is there a swimming pool at your facility?

Yes

No

38. Are employees able to use the swimming pool?

Yes

No {Skip to #40}

39. Is there a Memorandum of Understanding to enable employees to use the swimming pool?

Yes

No

40. Is there a bowling alley at your facility?

Yes

No

41. Are employees able to use the bowling alley?

Yes

No



42. Is training for yoga or other flexibility methods provided to employees?

Yes

No

43. Is there information on strength training, flexibility, and endurance at your facility such as campaigns, information sessions, bill boards, emails, letters, Intranet, fliers, pamphlets, or brochures?

Yes

No

### **Stress Relief**

44. Are measures taken to increase job control of employees such as flexible working hours, flexible breaks, or compressed schedule?

Yes, please specify

[Free text]

No

45. Does your facility Employee Assistance Program (EAP) offer confidential counseling or support to employees who are experiencing difficulty readjusting because of stress?

Yes

No

46. Is your facility EAP in-house or contracted?

In-house

Contracted

47. Is Civility, Respect, and Engagement in the Workplace (CREW) supported by your facility leadership?

Yes

No

48. Is mediation or other forms of alternate dispute resolution offered in your facility?

Yes

No

49. Is meditation supported by your facility?

Yes

No

50. Is there information on stress at your facility such as campaigns, information sessions, bill boards, emails, letters, Intranet, fliers, pamphlets, or brochures?

Yes

No

**Please tell us about yourself.**

51. Name of person completing report: \_\_\_\_\_

Title (Position): \_\_\_\_\_

Discipline: \_\_\_\_\_

Department: \_\_\_\_\_

Degree(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Facility/Station Number: \_\_\_\_\_

Station Name: \_\_\_\_\_

Text]

[Free

**The following section is completed to provide an example of how to complete it. Please delete non applicable points and add those that are applicable to your facility.**

**Staff Readiness:**

### **What are the values, attitudes, and beliefs of our staff about prevention?**

Staff here feels that adopting healthy behaviors and lifestyles is a worthwhile pursuit that results in positive outcomes, but they feel that there is not sufficient time to incorporate prevention education into the work flow.

Additionally, there is some skepticism about how much our educational programs actually result in tangible behavior change by patients.

Ideally, we would like to form focus groups with providers and other healthcare personnel to obtain more detailed information on values, attitudes, and beliefs.

### **Prevention Services:**

**What kinds of preventive services do we aspire to provide to all of our employees, based on needs of our population, including handicapped employees?**

***Note: We like to also ask focus groups of occupational health providers: “What can be done to make employee health promotion disease prevention (EHPDP) easier to accomplish in your everyday role?”***

We recognize that EHPDP services need to be easily accessible/user friendly. Community based outpatient clinics (CBOCs) and the medical center need to have equal access to health promotional materials and staff resources to do health promotion.

We would like to promote exercise and healthy eating as well as other healthy behaviors such as tobacco cessation and stress management to all our employees. Ideas and resources should be shared amongst all sites in the Veterans Integrated Service Network (VISN).

### **What preventive care do we currently provide our employees?**

1. Storyboard EHPDP information. Storyboards are located at the center banks of elevators, at each floor, employee entrance, cafeteria, Mental Health Clinic and Primary Care Clinic. Health topics are rotated to different storyboards every 2-4 weeks.
2. Smoking Cessation Clinical Reminder/Smoking Cessation Classes for employees.
3. Diabetes at Work Classes: Pre-Diabetes Class, General Diabetes Information, and skills meter training. Some of the classes are offered as a telehealth class in a couple of CBOCs.
4. Hand washing/flu prevention/pandemic flu planning campaign for employees.

5. Weekly farmers market open to patients, visitors, and employees. We have also promoted this in the community that surrounds the Department of Veterans Affairs Medical Center (VAMC) with flyers and posters in neighborhood condos and at the federal building, with ads in the community newsletter, and through contact with the neighborhood organizations/city council.
6. Active MOVEmployee! Program.
7. Actively promote WIN VA Web site to all employees.
8. Health promotion calendars for patients.
9. On-the-job training – placing health promotion signage in VAMC restrooms.
10. Living Well at Work classes.

### **What is the difference between what we aspire to provide and what we currently provide?**

1. Need to expand storyboards to all CBOCs (have current issues of space).
2. Need to increase the Smoking Cessation Classes for employees via telehealth in CBOCs and increase the number of classes we offer in the medical center. Consistently provide personal contact, e.g. proactive phone follow-up support, at regular intervals. Develop order sets for medications to promote ordering/correct doses.
3. Diabetes at Work Classes: Expand Pre-Diabetes Class into all the CBOCs, as well as other diabetes class offerings in the CBOCs.
4. Expand materials available for hand washing/flu prevention/pandemic flu planning campaign for patients and include on the Internet.

### **What services are we documenting?**

Storyboards are documented on a spread sheet and when they are changed. Clinical reminders and smoking cessation are documented in CPRS.

Occupational Health documents counseling such as smoking cessation or healthy diet advice in CPRS. Dieticians document their advice.

Employee classes are documented in My Peak.

