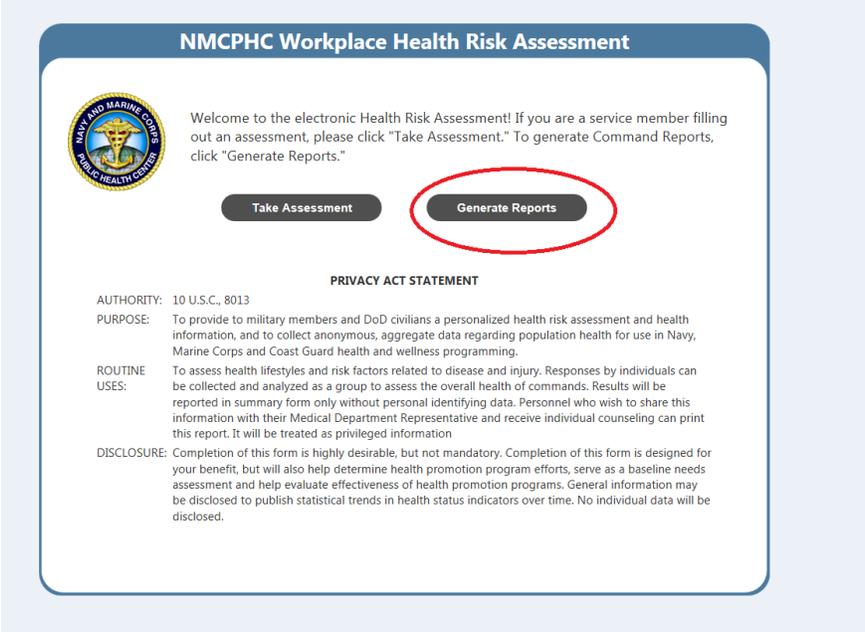


# HRA Command Reports

## Step 1:

For HRA Administrators, Click “Generate Reports” on the main page.



**NMCPHC Workplace Health Risk Assessment**

 Welcome to the electronic Health Risk Assessment! If you are a service member filling out an assessment, please click "Take Assessment." To generate Command Reports, click "Generate Reports."

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C., 8013

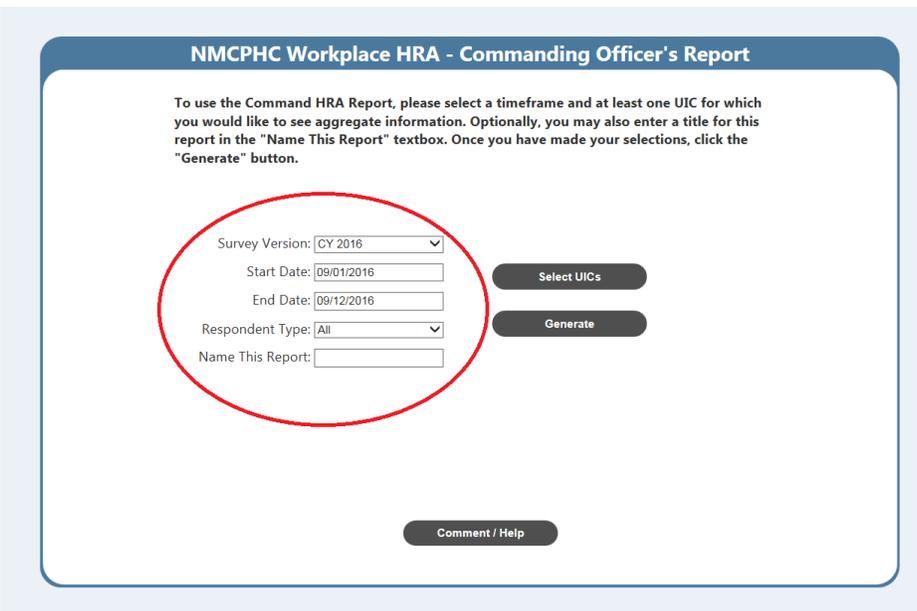
**PURPOSE:** To provide to military members and DoD civilians a personalized health risk assessment and health information, and to collect anonymous, aggregate data regarding population health for use in Navy, Marine Corps and Coast Guard health and wellness programming.

**ROUTINE USES:** To assess health lifestyles and risk factors related to disease and injury. Responses by individuals can be collected and analyzed as a group to assess the overall health of commands. Results will be reported in summary form only without personal identifying data. Personnel who wish to share this information with their Medical Department Representative and receive individual counseling can print this report. It will be treated as privileged information

**DISCLOSURE:** Completion of this form is highly desirable, but not mandatory. Completion of this form is designed for your benefit, but will also help determine health promotion program efforts, serve as a baseline needs assessment and help evaluate effectiveness of health promotion programs. General information may be disclosed to publish statistical trends in health status indicators over time. No individual data will be disclosed.

## Step 2

Select Survey Version, and enter a Start Date and End Date. “Name This Report” is optional.



**NMCPHC Workplace HRA - Commanding Officer's Report**

To use the Command HRA Report, please select a timeframe and at least one UIC for which you would like to see aggregate information. Optionally, you may also enter a title for this report in the "Name This Report" textbox. Once you have made your selections, click the "Generate" button.

Survey Version:

Start Date:

End Date:

Respondent Type:

Name This Report:

### Step 3

Click “Select UICs”.

**NMCPHC Workplace HRA - Commanding Officer's Report**

To use the Command HRA Report, please select a timeframe and at least one UIC for which you would like to see aggregate information. Optionally, you may also enter a title for this report in the "Name This Report" textbox. Once you have made your selections, click the "Generate" button.

Survey Version:

Start Date:

End Date:

Respondent Type:

Name This Report:

**Select UICs**

**Generate**

**Comment / Help**

### Step 4

Search for a UIC/Command and then click “Add” on the desired Command.

**UIC Selection**

To select a UIC/Command, search for those you require via the search function below. UICs/Commands meeting your search criteria will appear in the bottom-left panel below. To add one of these to your report, simply click "Add". Your selected items will appear in the bottom-right panel. To remove an item from your report, simply click "Remove" next to the item you'd like to exclude.

Search UICs/Commands:  **Search**

Sort by:  UIC  Command

Search Results:

- Add** 0018399 - NMCP-WII
- Add** NMCPHC TEST - NMCPHC TEST

Selected UICs/Commands:

**OK**

## Step 5

Click “OK” in the bottom-right corner.

**UIC Selection**

To select a UIC/Command, search for those you require via the search function below. UICs/Commands meeting your search criteria will appear in the bottom-left panel below. To add one of these to your report, simply click "Add". Your selected items will appear in the bottom-right panel. To remove an item from your report, simply click "Remove" next to the item you'd like to exclude.

Search UICs/Commands:

Sort by:  UIC  Command

Search Results:  0018399 - NMCP-WII

Selected UICs/Commands:  NMCPHC TEST - NMCPHC TEST

## Step 6

Click “Generate.”

**NMCPHC Workplace HRA - Commanding Officer's Report**

To use the Command HRA Report, please select a timeframe and at least one UIC for which you would like to see aggregate information. Optionally, you may also enter a title for this report in the "Name This Report" textbox. Once you have made your selections, click the "Generate" button.

Survey Version:

Start Date:

End Date:

Respondent Type:

Name This Report:

## Step 7

The message “Gathering Data...” may appear for a few seconds while the query is running. Usual length of time for a query is about 5 seconds. This time may increase with multiple users generating a report at the same time. Slow internet connection will also cause a delay in your query. The resulting page will render out a bar graph if records were found. Clicking “Print” will produce a printer-friendly version of the report.



### NMCPhC Workplace HRA - Commanding Officer's Report

The NMCPhC Workplace HRA measures lifestyle behaviors that are most commonly associated with adverse health outcomes. Individuals who took the HRA have been provided written feedback within a Participant's Report. Each report provided factual information, recommendations, and encouragement to seek additional support when appropriate. Members were scored as high, medium, or low risk based on the number of risk behaviors they reported. The Commanding Officer's Report provides a consolidated report of HRA records completed for any workplace (based on UIC or OPFAC numbers) and any time period you specify. This report may be useful for focused delivery of workplace health promotion efforts. It reports participant responses as either "Unhealthy" or "Healthy". "Unhealthy" includes any significant degree of risk, while "Healthy" includes low-risk behaviors as well as health promoting behaviors.

Workplace HRAs completed between 09/01/2016 and 09/12/2016

Group ID: NMCPhC TEST

Average days away from home station: 75

All Respondent Records

Number of respondents: 11

