



Checklist for Planning Employee Health Risk Appraisal Implementation

Worksite: _____

Date: _____

HRA Objectives:

- 1)
- 2)
- 3)

HRA Administration

1. Is the HRA part of a planned, ongoing worksite health promotion program?

☐ Yes ☐ No

Comment: _____

2. Has the worksite health or HRA planning team, including representatives from upper management, human resources and the legal department as appropriate, agreed on written objectives for conducting an HRA at this worksite?

☐ Yes ☐ No

Comment: _____

3. Has the worksite health or HRA planning team agreed on the HRA mode of administration, incentives (if used), type of feedback and level of follow up provided for participants?

☐ Yes ☐ No

Comment: _____

4. Are safeguards in place to ensure participant confidentiality and is there a plan for communicating this to employees?

☐ Yes ☐ No

Comment: _____

5. Is the HRA target audience well-defined?

☐ Yes ☐ No

Comment: _____

6. Has a communication plan been developed to promote the HRA and provide individual results to participants?

☐ Yes ☐ No

Comment: _____



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7. Is there a plan in place for how HRA results will be used, e.g. provision of follow-up services, aggregate data analysis for program planning?

☐ Yes ☐ No

Comment: _____

HRA Vendor and Tool

8. Is the HRA vendor experienced, quality-oriented and responsive to your worksite's needs; have you verified with references?

☐ Yes ☐ No

Comment: _____

9. Were key factors included in selecting the HRA tool: data security, desired data and report format, understandable feedback for participants, others specific to your needs?

☐ Yes ☐ No

Comment: _____

Health Risk Assessment Personnel

10. Do you have adequately trained personnel for all stages of the health risk assessment: planning, implementation, follow-up?

☐ Yes ☐ No

Comment: _____

11. If biometrics are included in the HRA, have you made provisions to ensure accurate measurements (e.g., blood pressure, weight) for these questions?

☐ Yes ☐ No

Comment: _____

12. Do you have adequately trained personnel to assist employees with HRA interpretation, counseling, and/or referrals?

☐ Yes ☐ No

Comment: _____