

Data Collection Guide

An Overview

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Thank you for agreeing to participate in the project. Data collection is a very important component of the project and also will inform the project team regarding what information is available and how you are using it. Please use the Excel spreadsheet entitled, *"Data Collection Document"* to provide your company's response to the project team.

Only aggregate population data is being requested.

Data is divided by source (e.g., HRA, screening, and disease management). The goal is to have as complete of information as possible. The data elements should reflect what you have ready access to and utilize.

Completion Rates: Define how percent of the population who completed HRA or screening is determined.

- Total employees or only eligible employees (e.g., those eligible for benefits or who have specific risks)
- Total Dependents
- Total Population or Total Covered Lives
- Retirees

Self Reported Risks: Report the numbers based on which population you chose to document participation on (e.g. Total or Eligible Employees, Total Population, etc.) Define how the information is obtained and leave blank if you don't ask questions related to a specific topic. If you need to insert rows to more fully delineate the data that is okay, too. Suggested definitions are provided based on the evidence as examples. We would like you to provide what you are comfortable with in the areas of:

- Weight or Weight Management – Normal, Overweight or Obese populations
- Physical Activity – duration and number of times/week or moderate physical activity
- Smoking
- Nutrition – may include fruits/vegetables, whole grains, fats, etc.
- Knowledge or awareness of the presence of disease, including:
 - High Blood Pressure
 - High Cholesterol
 - Diabetes
 - Existing Cardiovascular Disease (Heart Attack, Stroke, Angina)

Biometric Screening Data: Again, suggested definitions are provided based on the evidence as examples. We recognize that some may not have all elements.

Self Management: Do you provide self management programs for individuals with identified risk and if so what is the participation like. We realize that vendors might define their participation rates differently and would like to understand how your's defines (e.g. active engagement, not opting out, sending information, etc.)

Claims Data: Lastly, we are interested in understanding if you utilize claims data to understand utilization of Pharmacy or Medical Services as it relates to Cardiometabolic Risk or Disease. This section is simply a check in the box if you do.