

NASA HEALTH PROMOTION AND WELLNESS (HPW) COMMITTEE

Minutes for: **September, 09, 2010**

Attendance: "X" means present

ARC	<input checked="" type="checkbox"/>	HQ	<input checked="" type="checkbox"/>	DFRC	<input checked="" type="checkbox"/>
JPL	<input checked="" type="checkbox"/>	AOH	<input checked="" type="checkbox"/>	GSFC	<input checked="" type="checkbox"/>
JSC	<input checked="" type="checkbox"/>	KSC	<input checked="" type="checkbox"/>	MSFC	<input checked="" type="checkbox"/>
GRC	<input checked="" type="checkbox"/>	SSC	<input checked="" type="checkbox"/>	WFF	<input checked="" type="checkbox"/>
LRC	<input checked="" type="checkbox"/>	MAF	<input checked="" type="checkbox"/>	WSTF	<input type="checkbox"/>
NSSC	<input checked="" type="checkbox"/>	OCHMO	<input checked="" type="checkbox"/>		<input type="checkbox"/>

AOH = Agency Occupational Health

Welcome and Announcements

Mae Hafizi

All sessions are recorded.

NASA Glenn Research Center - Voted Best Government Gym

The GRC's Fitness Facility was voted Best Government Gym by the FederalNewsRadio.com. Readers had nominated five agencies as having the best gym and workout facilities. They were: the Department of Education, US Patent and Trademark Office, Government Accountability Office, NASA GRC, and the Federal Aviation Administration. Readers gave the final vote to the GRC.

HealthierYou Campaign 2011

We will continue with only four components in 2011:

- EmbodyHealth Newsletters – We will be purchasing 1,000 copies per month for distribution. As you recall we completed a survey. The collective decision was to reduce the number of copies to address the needs of the employees who either do not have computer access or have continuously requested and benefited from the print version.
- EmbodyHealth web portal – We will continue our association with the Mayo Clinic. Kirstin will review the portal upgrades today. We need to increase employee engagement especially in the form of Health Assessment completion. Hopefully, as we were approved to send two global emails this year, we can do the same next year. These emails seem to work well across the agency and give us our greatest participation numbers. I like us to consider offering two campaigns next year, WTW and one other. Any thoughts or extreme objections to these suggestions?
- Health Calendar 2011 – The calendar is in print, we hope they will arrive at your Centers during the usual Oct/Nov time frame.

- Seasonal Influenza Vaccination Drive – For the first time this year and hopefully from here on we have initiated a three tiered Questionnaire. The questions give OCHMO a better picture of the vaccine supply and demand at each Center. By now, you have received the email notice and have accessed the online tool. The questionnaires are released in three phases to capture baseline, monthly updates, and end of campaign data.

Mayo Clinic EmbodyHealth is now listed on the HCIE portal which is a NASA website accessible by the civil service employees. I have not seen the site so if you do, please look it up.

Also, we are working with the Office of General Council (OGC) and Strategic Communication to release a second NASA Inc. email that reaches all Contractor and CS population. The text of the email had to be approved by OGC again. Any email or product that is generated by our office goes through several approval steps to ensure content accuracy and quality.

Mayo Clinic is working with a new company called Unica for web trend analysis. So Mayo Clinic is working with OCHMO to complete a privacy threshold analysis to ensure NASA of data security and confidentially while at rest and during communication. Until this analysis is complete we will not receive any Unica web trend data but we will have WebTrend data.

Influenza vaccination survey

This year, we have initiated a three-phase influenza vaccination survey. The initial set of questions simply asks about vaccine supplies and the vaccination campaign. The middle phase is a monthly update to keep up with any supply or administration issues. The final phase is an overall assessment of your vaccination program.

The survey is online.

CDC Clinician outreach and Communication activity - COCA

- COCA's goal is to help you provide the best health care possible. COCA offers conference calls, podcasts, and other tools for potential emergencies and emerging health threats. <http://emergency.cdc.gov/coca>
- Please email coca@cdc.gov to become an email subscriber.
- All call materials (audio, presentation, and transcript) are archived on their website following completion of the call: <http://emergency.cdc.gov/coca/callinfo.asp>.

HPW ViTS/Webinar 2011

- All sessions have been moved to Tuesdays at 1:30 pm Eastern. We hope this will assist our west coast colleagues.
 - 03/01/2011 at 1:30 pm Eastern

- 06/07/2011 at 1:30 pm Eastern
- 09/06/2011 at 1:30 pm Eastern
- 12/06/2011 at 1:30 pm Eastern

WellCheck

Five NASA centers completed OPM's WellCheck online as a representative sample for NASA. The tool focused on five areas of a comprehensive worksite wellness. NASA's weighted overall rating is listed below. The scale is from 1-5, 1- Room for Improvement and 5- outstanding.

For the purpose of this analysis we chose a score of less than 3 as an indicator for improvement not the score of 1 as indicated above by Well Check. Areas that ranked below a score of 3 were: Health Education and physical activity in particular, Supportive environment, and Screenings.

Health Education	2.8
Health Education specific areas of attention:	
• Nutrition	4.3
• Physical Activity	2.0
Supportive Social and Physical Environment	2.5
Screenings	2.8
Linkage	3.8
Integration	4.8

We are developing an implementation plan to effectively address improvements in elements that have ranked below a score of 3. We will share our plan with the Team.

Mayo Clinic EmbodyHealth

We have update the FAQ page on the ohp with the following site security questions, <http://ohp.nasa.gov/embodyhealth/mayofaq.html>

8. How is my communication with Mayo Clinic protected; for example, when I first register on the portal?
NASA employees register on the www.nasahealthieryou.com web site using a secure socket layer (SSL) which requires a valid email and password for authentication. A confirmation email with a link back to Mayo Clinic is subsequently received by the employee ensuring the correct person is accessing the site. The Mayo Clinic site has VeriSign Class 3 certification and the connection is encrypted.
9. What are the data at rest security measures; for example how secure are the servers at Mayo Clinic?
Mayo Clinic uses a combination of front-end and back-end firewalls, IP filtering, intrusion detection, OS-level user/password protection, system level logging, and application-level authentication to assure that only a small team of authorized developers has access to codes, data, and the web pages they design. Furthermore, Mayo Clinic locks down dangerous ports, runs regular vulnerability scans, and applies

relevant security patches as they are made available. Internal and external auditors routinely audit all security protocols. Systems are monitored for intrusions, unauthorized accesses, and attempts are identified. SQL and web server log files are kept for a predetermined time period. System administrators periodically review the logs for evidence of violations or system misuse.

10. How does Mayo Clinic prevent unauthorized access to client data?

Access to E-health or EmbodyHealth package user data is limited to those who have a business need (data required for NASA sponsored interventions, e.g., Walk to Wellness or JSC's rewards programs). NASA sponsored data integration (absenteeism, disability, claims, etc) for research purposes). Mayo considers data security a high priority and does not grant access to confidential data unless a business need is warranted.

11. What do they do with data when a person or company is no longer their client?

If a user requests the deletion of their account or a client terminates their contract for a custom health website, Mayo Clinic retains the client data, but the personally identifying portion of the user data is de-identified (scrubbed) of all personally identifiable health information (PHI) in a non-reversible manner.

We have a new functionality with the portal upgrades, posting articles and images to the media window. Members who would like to take advantage of this option must complete the following three steps:

- **Training** - Complete Extranet training. We offered two sessions in August. If you didn't attend either of the sessions Mae can give you a tutorial or she can post articles on your behalf.
- **Access** - Request access by emailing Mae. Subsequent to your request Mae will forward an access form for to you. You must complete and return the form to Kris Worthman.
 - a. Remember, the Extranet houses the report suite as well as content upload. Once you are given your own access to the portal you will no longer need the HPW's global access code to the Report Suite.
- **Editorial Process** - Follow the editorial process as a pre-requisite to each posting. The editorial process has been developed to ensure Standards of quality. Keep in mind that what is posted on the portal is seen and read by every employee across the agency that has access to the EmbodyHealth. We are accepting great responsibility to post credible and informative articles with:
 - Correct grammar and spelling
 - Clarity
 - Brevity

Characteristics of a well-written article include the following:

- Well defined topic and content related to Center's preventive health/health promotion efforts.
- The writer has objectively referenced Center materials, programs, websites, and other credible links.
- The sources and the writer(s) of the article and the image are identified, reliable, and a subject matter expert.

Process Flow:

- Four days prior to the intended posting, via email, provide the intended image and/or article to Mae Hafiz.

- Mae Hafizi will *tag* the email with the Center's Name, Date Received, and a number based on the order of incoming requests. For example: KSC-06222010-10 means the 10th request received in 2010. The request was from KSC and it was received on June 22nd.

- The editorial board keeps a log of Center requests and their go/no-go status

- Via email, the Center is provided feedback and the go/no-go status.
 - If approved for posting the Center uploads to the extranet following Mayo Clinic procedural requirements.
 - If modifications are required, Center works with the editorial board until approval is obtained prior to posting.

- Every posted article takes 24 hours to appear on the Mayo Clinic EmbodyHealth portal.
 - The editorial board and the Centers commit to such a short turn around by prioritizing the associated communications.

JSC - Workplace Lactation Program, a collaborative effort

CJ Stevens

The presentation focused on a collaborative effort between one member of the JSC HPW Team and several other JSC offices such as center operations and equal opportunity with the goal to create a supportive physical work environment by establishing a lactation program in accordance with regulatory requirements. This project is an example of an integrated worksite wellness program and a lesson in working well with others on a common goal.

For details please refer to the slide presentations posted on the ohp website.

Mayo Clinic EmbodyHealth Upgrades

Kirstin Wood

Kirstin Wood briefly reviewed the upgrades to the EmbodyHealth website as well as the new functionalities and re-organizations.

Future ViTs

December 09, 2010

11am

HPW ViTS/Webinar 2011

- Switched to Tuesdays
 - 3/1/11 at 1:30 pm Eastern
 - 6/7/11 at 1:30 pm Eastern
 - 9/6/11 at 1:30 pm Eastern
 - 12/6/11 at 1:30 pm Eastern

Respectfully submitted,

Mae Hafizi

09/10/2010