



WORK AGAINST CANCER

EMPLOYEE SCREENING STRATEGIES

Early Detection Works

Worksite Wellness Toolkit

Contents:

- Section One: Employer Outreach
- Section Two: Workplace Assessment
- Section Three: Strategies
- Section Four: Post Strategies and Evaluation



WORK AGAINST CANCER

EMPLOYEE SCREENING STRATEGIES

Section one: Employer Outreach

Getting employer buy-in is the key to a successful workplace wellness strategy. This section includes items you will use when reaching out and with employers in efforts to create a partnership. Here are potential steps toward reaching this goal.

Reach to employer groups

- Do online and social research for groups of employers. Examples could include: Chambers of Commerce, unions, business associations, guilds, professional organizations.
- Use existing contacts if you know anyone who can help you build inroads.
- Look for employers with a wellness coordinator or other health-related position.
- Be creative! You may find your own ways to build a relationship with an employer,

Set up meetings, presentations with employers or groups

- Look at online event calendars for groups that have regular speakers. Reach to the contact and offer to fill out their agenda with a Work Against Cancer presentation.

These tools are here to guide your conversations with employers. With all tools in the kit, check to see if they are modifiable to fit your region. Surveys and infographics may require the same design across regions. Unless tools indicate that they are modifiable, please do not modify without consulting with EDW leadership.

- Infographic for Work Against Cancer
- Worksite Talking Points
- Four Strategies for Workplace Wellness
- Slides for employer group presentations

Employer Postcard Surveys

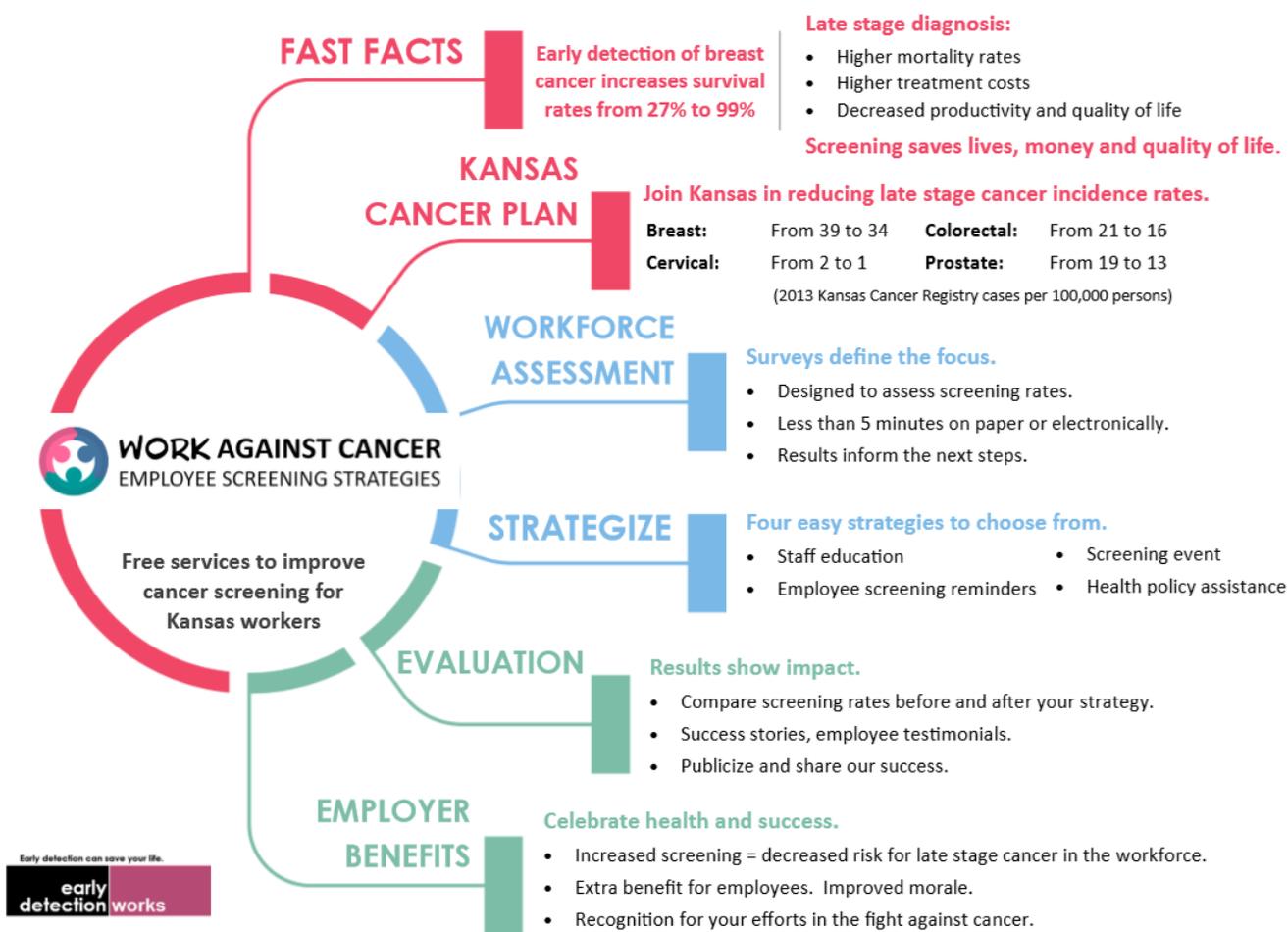
These surveys help you gather contact information to follow up. After a presentation, give the surveys to the group.

Employer Follow Up Tracking Tool

When you are back at your office, enter the survey results on the tracking spreadsheet. All your information will be in one place for documentation and reports. You can fill in each box as you reach back and follow up.

After this, your next step will be **WORKPLACE ASSESSMENT**.

Infographic for Employers. Share with employers as a summary of strategies.



Questions? Contact us! | 785-368-7058 | email: kelly.nightengale@ks.gov

EDW WORKPLACE WELLNESS EMPLOYER TALKING POINTS

Introductions

EDW and Kansas Cancer Partnership

- **EDW mission:** To reduce death by breast and cervical cancer.
- **Kansas Cancer Partnership** is a group of survivors, individuals, providers, and cancer organizations that work together to reduce the impact of cancer.
 - There is a **Kansas Cancer Plan**. These are statewide strategies that have been agreed upon by KCP members, using evidence-based practices as models for how to reduce the impact of cancer in cancer.
 - **The Plan includes strategies to partner with workplaces to increase screening.**

Fast Facts:

- Breast, cervical, and colorectal cancer are the few cancers that can be found in very early stages, when treatment is incredibly effective. Let's take breast cancer, for example...
 - Breast cancer survival rates are nearly 100% when it is diagnosed early (local stages.)
 - Breast cancer survival rates drop to 27% when diagnosed in late stages. (distant.)
- Increase screening => decrease late stage cancer=> increase survivorship => decrease costs.

Benefits for Employers

- Increase screening = less late stage cancer, less difficult and costly treatments.
- Cancer found early decreases risk for heavier treatments that take more time away from work.
- Increased morale for employees.
- You can have SUCCESS STORIES and get state recognition for your efforts.

You can choose your strategy to fit your worksite.

- Staff Education
 - EDW and/or our partners can provide education sessions at your workplace.
- Screening reminders
 - EDW can provide graphic reminders to distribute to employees.
- Screening events
 - EDW can handle most event logistics if you choose a mobile or other screening event.
- Technical assistance on health policy
 - EDW can provide sample health policies and guidance.

SUCCESS STORIES

- We can share information from surveys to measure the increased screening in your workforce, and help you frame a great success story.
 - You'll be able to see how much you increased screening in your workplace.
 - We can gather comments/testimonials.
 - You can use your success story for a press release.

POSTCARD SURVEYS: Please complete a short, confidential postcard survey. No commitment is required, but please leave your contact information for us to follow up. Thank you!

This document is modifiable.



WORK AGAINST CANCER

EMPLOYEE SCREENING STRATEGIES

The Four Strategies for Worksite Wellness

- **Staff education**
 - In-service for employees
 - EDW comes in to share breast & cervical health information, program information
 - Offer enrollment to qualifying employees
 - Follow-up surveys to see how it impacts screening.

- **Screening reminders**
 - Survey pre-test. Find out screening rates.
 - Schedule distribution of screening reminders.
 - Survey post-test. Find out impact on screening rates.

- **Screening Event**
 - Mobile screening event
 - Clinical breast exam (CBE) event at work
 - Off-site event at a screening center.

- **Policy**
 - EDW can offer technical assistance to employers looking to develop policies that could increase screening. Refer to EDW leadership for assistance with this strategy.

Social-Ecological Model Infographic: This graphic is intended to illustrate the goals of Worksite Wellness strategies. The impact can differ based on strategies.

The place of Worksite Wellness Strategies in the Social-Ecological Model

Early Detection Works increases cancer screening throughout all levels of the social ecological model from getting services to individual women to engaging with state and local coalitions, and educating the public about policies that influence cancer prevention, detection and treatment. Working at all levels ensures the greatest increase in early detection of cancer. As the model moves from Individual to Policy strategies become more impactful, sustainable and require fewer resources from our program once implemented. Engaging worksites fits in the Organizational level of the model and is an evidence-based strategy to increase early detection cancer.



Policy

- Collaborating with coalitions to communicate policy decisions to the public (for example, insurance mandates for screening).
- Translating local policies for community members (for example, proclamation by a mayor for breast cancer awareness month).

Community Level

- Working with coalitions and collaboratives to promote breast and cervical cancer screening and expand resources
- Conducting public awareness and educational campaigns
- Collaborating with tribal health departments to expand breast and cervical screening

Organizational-Worksite

- Promoting the use of client and provider reminder systems
- Providing provider assessment and feedback on their performance
- **Encouraging the coverage and expansion of benefits for screening***
- **Adopting worksite policies that support preventive care***

Interpersonal

- Providers making screening recommendations to their patients
- Patients receiving reminders about the need of screening
- Patient navigators helping to remove logistical and other barriers to screening

Individual

- Need for breast cancer screening
- Intention to be screened
- Risks and benefits of screening
- Access to affordable and convenient breast and cervical cancer screening, diagnosis, and treatment

*Early Detection Works staff can provide technical assistance on worksite benefits design and policy development. Good examples are available through Cancer Control Planet and The Community Guide. WorkWell Kansas can provide technical assistance on benefits design and policy development to increase healthy behaviors to prevent cancer and support survivor wellbeing which include tobacco, physical activity and nutrition.



Slides are available electronically for you to tailor to employers in your region in group presentations. Please consult EDW leadership for KDHE Communications approval and to get updated data.



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EMPLOYEE SCREENING STRATEGIES

Early detection can save your life.



Contact: Kelly Nightengale, Early Detection Works
785-368-7058 or kelly.nightengale@ks.gov

Employer Surveys: Distribute to employer groups to gather contacts for follow up, assess interest, and track your efforts.



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EMPLOYEE SCREENING STRATEGIES

Your business or organization: _____

Your name and contact information: _____

Please let us know how you would like to partner with Early Detection Works for cancer screening strategies.

- Employee education.
- Screening reminders for employees
- Employee screening event.
- Policy assistance
- We are not able to partner at this time.

What would enable you to partner now or in the future?

Any other comments?



WORK AGAINST CANCER

EMPLOYEE SCREENING STRATEGIES

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What would enable you to partner now or in the future?

Any other comments?

Northeast EDW Employer Outreach Tracking –Use to document survey responses and follow-up after employer outreach.

Activity: Jackson County Chamber Of Commerce

Presentation: June 20, 2019

Contact person who completed Survey	Desired strategy on survey	Follow-up contact date	Strategy Meeting	Strategy notes	Strategy Completion	Barriers	Comments
EXAMPLE Susan Johnson, Red Roof Inn, 785-xxx-xxxx, email sjohnson@redroof.com	Don't know, left blank	07-30-19 left message 08-01-19 made contact	08-15-19, Red Roof Inn, Holton, KS 1:30 pm Bring talking points, infographic, EDW brochures	Screening reminders, seeking approval for an event	Screening reminders, staff education 09/20/19 2 EDW enrollments. See report.	Approval needed from corporate headquarters	Manager says workforce is 50% women under 40.
EXAMPLE ONLY: Fred Smith, Holton Humane Society	Screening event	07-30-19 email 08-01-19 phone message 08-05-19 contact	08-22-19		*Screening reminders in newsletter and employee meetings * EDW staff education * Maybe screening event next year.	Liability issues with on-site screening; maybe next year. Please notify them of local events.	Staff and volunteers are all ages, all genders. EDW can present regularly at trainings for community service volunteers.
Beth Bullard, Free State Oils, beth.bullard@icloud.com	We are not able to partner currently.	08-13-19 Email sent to touch base--\$0.	No response				"Not the boss, I'll be talking to her"
Lori Banks, Chamber of Commerce, chamber@exploreholton.com	Nothing	08-13-19 Email sent					No comment
Carrie Sata, Holton Community Hospital, 785-364-9645	Employee education	Materials shared. EDW Presentation w home health.					



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EMPLOYEE SCREENING STRATEGIES

Section Two: Workplace Assessment

When an employer agrees to partner with you, the next step is to learn the screening needs of the workforce. You also need to figure out what kind of strategies would fit best with the workplace. A workplace assessment helps you do this.

1. Stakeholder Interview

A conversation with the employer is a way to find out more about the employees. They can tell you the general demographics of the workforce, whether they offer health insurance, and the general pay scale. They may be able to tell you if there is a majority age group, or population that may need breast or cervical screening. The ***Stakeholder Interview Agenda*** includes sample questions to help you gather the information you need. You can change it to add questions that fit your region.

2. Employee Pre-test Survey

The employer will have some answers about the workforce, but not all. No one knows the employees better than themselves. A survey can help you find out the number of employees who need screening, and what the barriers are. This can help you form the best way to work with the employer to make screening easy for the workers. Talk with the employer to find out the best way to do a survey. They can be done on paper, or electronically. EDW staff can help you get out an electronic survey.

3. Employee Post-test survey

The pre-tests give information about how many employees report being up to date on screening before a strategy. Post-test surveys can give information that show a difference. The questions will depend on what you choose as your strategy. ***EDW staff can help you form a post-test and evaluation based on your strategy.***

Stakeholder Interview Agenda

Type of meeting: (In-person, phone, online)

Employer:

Date:

Employer Key Informant Interview Agenda

Use this agenda to guide a discussion with an employer, HR, or other representative to start the conversation about strategy planning. This is an initial meeting with an employer.

Introductions

EDW refresher

- Breast & cervical screening for uninsured qualifying women.
- Embarking upon technical assistance to employers to increase screening.
- Our focus is on breast & cervical screening, but we have partners who can help with CRC or prostate screening questions.

Employer questions

Tell us about your workplace? Give us estimated answers if you're not sure.

- Number of employees
- Type of work
- Demographics
 - Age, gender, income levels, any specific populations?
- Benefits package for employees. Health Insurance? Health Incentives?
- Tell us your impression of the health needs of your workforce?
- What interests you about increasing cancer screening? What is your vision for our partnership?
- ***Who is the primary decision maker or CEO who can make the final commitment to strategies? Be sure and get their commitment before going forward with strategies.***

What EDW can offer:

- Background
 - Kansas Cancer Plan has goals to reduce late stage cancers
 - KCP identified strategies to partner with employers
- EDW Strategies—Here is what EDW can offer.
 - Employee survey to assess screening needs
 - Choose and design strategies to best meet the needs
 - Staff education
 - Screening reminders
 - Screening events
 - Technical assistance on health policy
 - Develop timeline
 - Implement strategies
 - Post-strategy evaluation surveys and summary
 - Share results.

Arrange for next steps: Setting up employee survey, designing strategies, and setting a timeline.

Early Detection Works | Employee Pre-test Survey | WORKPLACE: _____

If you are male, or if questions about **breast and cervical health** do not apply to you, skip questions 6-8.

Your health is valuable. Early Detection Works will collect your **confidential, anonymous** answers to find out how to tailor cancer education, prevention, and screening efforts in your workplace. Thank you.

1.) What is your age in years? _____

2.) Please check your biological sex at birth?

Male

Female

3.) What is your race? (Check all that apply.)

White

Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Unknown

4.) What is your ethnicity?

Hispanic/Latino/Latina/Latinx

Non-Hispanic

Unknown

I prefer not to answer.

5.) Do you have health insurance that pays for cancer screenings?

Yes. My health insurance pays for cancer screening.

No. I do not have health insurance.

No. My health insurance does NOT pay for cancer screening.

I do not know. / I am unsure.

7.) Do you have a primary health care provider?

Yes

No

6.) What is your first-degree biological family history of breast cancer? Check all that apply. *(Skip if this does not apply.)*

Self-history of breast cancer

Mother / father / parent

Sister / brother / sibling

Daughter/ son / child

None of the above.

I do not know my biological family history.

Please turn over to complete the rest of the survey.

7.) To your knowledge, are you up-to-date with tests that check for breast cancer. *(Skip if this does not apply.)*

- Yes, I have had tests within 2 years.
- No.
- I don't know. / I am unsure.

8.) To your knowledge, are you up-to-date with tests that check for cervical cancer screening, like a Pap test?
(Skip if this does not apply.)

- Yes
- No
- I don't know. / I am not sure.
- I have had a hysterectomy. I don't get screened.

9.) Have you completed any screening tests to check for colorectal cancer that were recommended to you by a doctor, nurse, or other health care professional?

- Yes.
- No.
- I don't know. / I am not sure.

10.) If cancer screening tests were provided at your workplace, how likely is it that you would complete them?

- Likely
- Neither likely nor unlikely
- Unlikely

11.) Please check below anything that has kept you from getting routine cancer screening tests.

- Lack of insurance / affordability
- Distance and transportation barriers
- Difficulty getting time off work
- Family, household, or other life obligations override screening.
- I feel uncomfortable with the procedures.
- Other health issues override cancer screening.
- My provider has not recommended it.
- Other _____

13.) How do you prefer to get health information or reminders? Please check all that apply.

- Email
- Health information sessions at work
- Phone call
- Direct mail letter or postcard
- Letter or postcard at work.
- Community-based events
- Social media
- Other, please specify.

This is the end of the survey. Thank you!



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EMPLOYEE SCREENING STRATEGIES

Section Three: Strategies

Here are the four strategies we can offer employers, with examples.

- **Staff education**
 - In-service for employees
 - EDW comes in to share breast & cervical health information, program information
 - Offer enrollment to qualifying employees
 - Follow-up surveys to see how it impacts screening.
- **Screening reminders**
 - Survey pre-test. Find out screening rates.
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Employee Education

Education strategies can happen alone or in tandem with any of the other strategies. For some employers, regular staff trainings are part of the workplace routine. This can be a chance to reach employees, fortify their cancer-related knowledge, and share resource information about Early Detection Works. After an education session, there may be a chance to set up enrollment for individual employees who qualify for EDW. Lastly, you can give surveys to employees to find out if the education creates a change in knowledge, health beliefs, health behavior intentions, and barriers to screening.

Breast and Cervical Health Education

Breast health education can include both breast health information and EDW information. Most regional staff have experience with breast and cervical education. If you would like assistance with a presentation, consult EDW. Slide presentations are often available that have been recently reviewed for accuracy by KDHE, and can be modified to fit your region or audience.

Colorectal Cancer Education

If you have a workforce who requests Colorectal cancer education, it may be most appropriate to loop in another partner. American Cancer Society, your regional Kansas Cancer Partnership coalition, or other organizations may have people who can help. Talk with the CHW Coordinator at EDW if you have one of these requests that you need help with.

Local Partners

A local cancer survivor or a trusted Community Health Worker may be available to partner on education. When you learn more about the workforce population, it can be helpful to recruit someone from that community.

Education Evaluations

The pre-tests give information about how many employees report being up to date on screening before a strategy. Post-test surveys can give information that show a difference. The questions will depend on what you choose as your strategy. EDW staff can help you form a post-test and evaluation of the strategy.

Employee Education

EDW outreach team will be responsible for creating educational curriculum or slides for worksite staff education.

Please contact the CHW Coordinator or Cancer Manager for assistance if needed. Education evaluations are also available. See slide samples and links below.



Screening tests for cervical cancer

PAP TEST (or Pap smear)

Looks for *precancers*, cell changes on the cervix that might become cervical cancer if they are not treated appropriately.

HPV test

Looks for the virus ([human papillomavirus](#)) that can cause these cell changes.

Source: "What Can I Do to Reduce My Risk?" Division of Cancer Prevention and Control, Centers for Disease Control and Prevention. https://www.cdc.gov/cancer/cervical/basic_info/prevention.htm Last reviewed: August 7, 2019. Accessed December 13, 2019.

To protect and improve the health and environment of all Kansans



What if I don't have health insurance?



Early detection can save your life.

**early
detection works**

Free mammograms and Pap tests are available through EDW for women who qualify.

Early Detection Works (EDW) is the State of Kansas free breast and cervical cancer screening program for medically underserved women.

The mission of EDW is to reduce death by breast and cervical cancer for Kansas women.

To protect and improve the health and environment of all Kansans

Sample Education Evaluation. Ask EDW for assistance with evaluation surveys.

Early Detection Works Education Survey: Date and Location: _____

Circle the number that best fits your answer	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I learned something new about breast health.	1	2	3	4	<u>5</u>
I learned how to get a free screening.	1	2	3	4	<u>5</u>
Mammograms can save lives.	1	2	3	4	<u>5</u>
I get screened regularly for breast cancer (Clinical breast exam and/or mammogram)	1	2	3	4	<u>5</u>
From now on, I plan to get regular breast cancer screenings.	1	2	3	4	<u>5</u>
It is easy for me to get a free or affordable mammogram.	1	2	3	4	<u>5</u>

If you have been unable to get breast cancer screening in the past (mammogram or clinical breast exam), what was the reason?

What inspires you to ask for breast cancer screening (clinical breast exam, and/or mammogram)?

What did you like about today's education? What other topics would you like to hear more about? Any other thoughts?

Spread the word by sending a Text 4 Breast Health or make a post: Free mammograms for uninsured women. Call 785-832-1701 for info.

Did you send texts or do a social media post? YES NO

SCREENING REMINDERS

EDW can provide the graphics for electronic or hard copy screening reminders. This strategy works best with a pre-test before distribution, and a post-test after a designated time period. This helps to see if self-reported screening rates are improved with reminders.



A graphic with a teal background. On the left is a clipboard with a white sheet of paper. The paper has three items checked off with colored checkmarks: a red checkmark for Breast Cancer, a green checkmark for Cervical Cancer, and a blue checkmark for Colon Cancer. To the right of the clipboard is a yellow clock face. Below the clock is a dark green box with white text, followed by large red text, and then smaller white text on a teal background. At the bottom are logos for Kansas, Early Detection Works, and Work Against Cancer.

BREAST CANCER
Mammograms can prevent late stage breast cancer diagnoses. What's your risk? **Talk with a doctor about screening.**

CERVICAL CANCER
Pre-cancers can be found and treated before they really start. **Stay on a Pap schedule.**

COLON CANCER
A leading cause of cancer-related deaths. Screening and treatment can stop the cancer altogether. **Screening is strongly recommended for ages 50 to 75.**

Don't wait for symptoms

Set up your cancer screening today.

Know someone without health insurance? They may qualify for a free breast or cervical cancer screening. Call Early Detection Works: 1-877-277-1368.



A graphic with a red background. On the left is a clipboard with a white sheet of paper. The paper has a title and four items checked off with red checkmarks. To the right of the clipboard is a yellow clock face with a pink ribbon tied around it. Below the clock is a teal box with white text, followed by large white text, and then smaller white text on a red background. At the bottom are logos for Kansas, Early Detection Works, and Work Against Cancer.

Don't wait for breast cancer to come to you.

Talk with a healthcare provider about your risk and personal screening schedule.

At any age, with a self-history, parent, sibling or child history of breast cancer, **ask about getting screened.**

At ages 40-49, ask about mammograms.

At ages 50-74, a mammogram is recommended at least **every 2 years.**

Don't wait for symptoms

Set up your cancer screening today.

Know someone without health insurance? They may qualify for a free screening. Call Early Detection Works: 1-877-277-1368.

Stay ahead of cervical cancer

- ✓ **Pap tests** check for **pre-cancerous** cell changes that can be treated before becoming cervical cancer.
- ✓ An **HPV test** (human papillomavirus) checks for the virus that can cause these cell changes. Ask about HPV vaccines for you and your family.
- ✓ After age 21, start cervical cancer screening, and **stay on schedule** as recommended, **or start again**.



Don't wait for symptoms

Set up your cancer screening today.

Know someone without health insurance? They may qualify for a free screening. Call Early Detection Works: 1-877-277-1368.

COLON CANCER

is the third leading cause of cancer-related deaths. But, screening can stop the cancer before it starts. **Screening is recommended after age 50.**

Cancer doesn't wait, so neither should you.



Don't wait for symptoms

Set up your cancer screening today.



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EMPLOYEE SCREENING STRATEGIES

Health-related policies for breast cancer screening

Workplace policies promote a corporate “culture of good health.”

Providing sick leave or flextime for women who need screening or clinical follow-up will reduce structural barriers

- Flexible times for beginning and ending work each day, or “flextime” policies can be useful in creating opportunities for employees to schedule/arrange for a screening during the day yet maintain their expected number of work hours. Flextime policies allow employees to shift their work schedules, such as coming in earlier or later or taking a lunch break at alternate times

Page last reviewed: February 1, 2018

Content source: [Division of Population Health, National Center for Chronic Disease Prevention and Health Promotion](#)

Resource links for policy assistance and cancer-related workplace wellness:

Pathways to Managing Cancer in the Workplace, The National Business Group on Health.

http://web.archive.org/web/20110726194732/http://businessgrouphealth.org/pdfs/FINAL_Pathways_Managing_Cancer_2011.pdf

Promising Practice Ideas: Workplace Wellness Programs to Increase Breast Cancer Screening and Healthy Lifestyles, Nebraska Department of Health and Human Services.

<http://dhhs.ne.gov/Documents/Promising%20Practices-Breast%20Cancer%20Screening.pdf>

Practice What You Promote: Increase Cancer Screening Rates Among Employees, The Community Guide.

<https://www.thecommunityguide.org/stories/practice-what-you-promote-increasing-cancer-screening-rates-among-employees>

Press Release: Utah Employers Encouraged to Bring Preventative Health Screenings to the Workplace, Utah Department of Health. <https://health.utah.gov/uncategorized/utah-employers-encouraged-to-bring-preventive-health-screenings-to-the-workplace>



Worksite Cancer Screening Model Policy

Rationale

The South Dakota Department of Health's Cancer Programs wish to partner and support worksites across the state to improve cancer screening rates and help reduce the burden of cancer in South Dakota.

This policy was created to assist worksites in establishing a process to support all employees who are eligible for breast, cervical, and colorectal cancer screening. This document includes model policy guidelines, which means that an organization can include some or all of the components.

Cancer was the second leading cause of death in South Dakota in 2014, with 4,498 cancer cases diagnosed and 1,679 deaths. This equates to one in four deaths in South Dakota being attributable to cancer. The five most diagnosed cancer sites (female breast, lung, prostate, colorectal, and melanoma) accounted for 54% of all cancer cases. Of those, female breast accounted for 13.5% of all cases and 29% of cases for women, and colorectal accounted for 9.4% of all cancer cases. In addition, colorectal cancer was the second leading cause of cancer deaths in 2014 (11.2% of all cancer deaths), and female breast cancer was the fourth leading cause of cancer deaths (6% of all cancer deaths and 13.5% of all female cancer deaths).¹

Completing recommended cancer screening tests may find breast, cervical, and colorectal cancers early, when treatment is likely to work best.² In addition, regular screening for cervical and colorectal cancer can detect abnormalities that can be treated or removed before cancer has formed. The availability of paid time off from work for cancer screenings alleviates a significant barrier and encourages employees to see a doctor before they develop a serious illness. Studies have identified a positive relationship between paid leave benefits and both undergoing preventive cancer screenings and making routine medical visits. This is likely because paid leave alleviates employee concerns about lost wages as a result of taking time to get screened. With the passage of the Affordable Care Act in 2009, most individuals have a health insurance plan that covers preventive care services at no out-of-pocket cost. However, without paid time off to access covered services, many employees will not fully benefit from their insurance coverage.³

Paid leave for cancer screenings that is not deducted from other sick or vacation time may specifically encourage employees to obtain age-appropriate screenings. Each cancer diagnosis is estimated to cost a business \$1,601 annually in lost productivity. Early detection of breast, colorectal and cervical cancer dramatically improves treatment outcomes. Moreover, research suggests that employers can provide paid leave with no negative effect on profitability. In fact, employers who offer paid leave

For the sake of this model policy, "paid time off" refers to any policy that provides paid hours off that may be used for the employee to complete breast, cervical and/or colorectal cancer screenings.

may realize a healthier and more productive workforce and spend less on direct medical costs, worker compensation and disability costs, replacement costs for ill or injured workers who are absent, and costs for recruiting and training new workers.³

Model Policy Guidelines

Early detection and screening are the best ways to prevent or find cancer in the earliest stages when treatment often leads to a cure. The first step to creating a worksite that supports cancer screening for all employees is to utilize this model policy in its entirety or adapt this model policy to support employee screening. A Worksite Cancer Screening Policy can include some or all of the following guidelines:

1. [Employer] is committed to providing paid time off annually for employees to complete screenings for cervical cancer [and/or] breast cancer [and/or] colorectal cancer.
2. [Employer] is committed to promoting this policy and providing its employees with evidence-based education to make informed decisions about screening.
3. [Employer] is committed to implementing evidence-based interventions, such as annual reminders to eligible employees, to increase screening completion.
4. [Employer] will encourage employees age 50-75 to be screened for colorectal cancer.
5. [Employer] will encourage female employees age 21 to 65 to be screened for cervical cancer.
6. [Employer] will encourage female employees age 50-74 to be screened for breast cancer.

Implementation

The guidelines below provide suggestions for implementing this policy and increasing preventative cancer screening rates among employees.

Paid Leave Requests

When providing paid leave for employees to complete cancer screening, employers may wish to request a written recommendation from the employee's healthcare provider that includes the type of cancer screening and test. The timeframe to complete cancer screening varies by test; however, the following can be used as a guideline for paid leave requests.

Test	Length of paid leave
Colonoscopy	1 day
Sigmoidoscopy	1 day
CT Colonography	2 hours
FOBT, FIT, FIT-DNA	No time off
Mammogram	1-2 hours
Pap smear	1-2 hours

Employee Reminders

The use of reminders to increase cancer screening rates is highly recommended based on strong evidence of effectiveness.⁴ Employers can collaborate with their health plan to send reminders to employees who are due for screening. These reminders should include recommended screening guidelines, coverage of preventive services, and contact information for the health plan. Employers and health plans can also track the results of these reminders to determine effectiveness. See appendix A for a sample reminder.

Compliance

Use the above policy language as a guide for your worksite. Implementing a policy that will fit your worksite and benefit your employees is the overall goal, and policy compliance should be considered for this purpose. Your worksite wellness committee may be the perfect group to ensure this policy will remain a priority. As mandated by the Affordable Care Act, all Marketplace health plans and all non-grandfathered health plans must cover certain preventative cancer screening services for men and women without charging a copayment or coinsurance.

Final Statement

By implementing this model policy in its entirety or choosing to tailor this policy to your worksite's needs, you are taking an important step to increase cancer screening for your employees.

Definition of Terms

- **Sigmoidoscopy:** The doctor uses a short, thin, flexible, lighted tube that is inserted into the rectum. The doctor checks for polyps or cancer inside the rectum and lower third of the colon.
- **Colonoscopy:** This is similar to flexible sigmoidoscopy, except the doctor uses a longer, thin, flexible, lighted tube to check for polyps or cancer inside the rectum and the entire colon. During the test, the doctor can find and remove most polyps and some cancers. Colonoscopy also is used as a follow-up test if anything unusual is found during one of the other screening tests.
- **High sensitivity Fecal Occult Blood Test (FOBT):** This is a take home stool test that can check for tiny amounts of blood in the stool.
- **Fecal Immunochemical Test (FIT):** This is a take home stool test that can check for tiny amounts of blood in the stool.
- **FIT-DNA:** This is a take home stool test that can check for tiny amounts of blood in the stool.
- **Mammogram:** A mammogram is an x-ray of the breast.
- **Pap smear:** A sample of cells from the cervix are collected during an exam by a healthcare provider. These cells are sent to a lab to be checked by an expert for pre-cancer and cancer changes.



WORK AGAINST CANCER

EMPLOYEE SCREENING STRATEGIES

Section Four: Post-Strategy and Evaluation

Congratulations! You have completed your Work Against Cancer strategies! Now is the time to put the finish up with reporting and evaluation, and perhaps a celebration and acknowledgement.

Evaluation

Use your Workplace Assessments to guide your evaluation. What were your goals? How did you decide to measure them?

- Numbers of participants.
 - Track the numbers reached through screening reminders, education, screening events, policy.
 - Design a post-test survey to match results against the pre-test survey.
 - Talk with your supervisor, mentor, or epidemiologist about whether you can see if there are differences in county, state, or EDW data.

Press release

- If the employer consents to doing a press release, talk with them, and KDHE Communications.

CDC Success Story

Use the CDC Success Story Template to document the event results, successes, and lessons learned. The template is on the next page, and the link is here: [CDC Success Story Template](#)

Acknowledgement Employers

Talk with your supervisor about possibly recognizing the employer through the Kansas Cancer Partnership. Look for chances to recognize them in the KDHE Friday Flash, their agency newsletter or through the press release.



WORK AGAINST CANCER

EMPLOYEE SCREENING STRATEGIES

Recognition for Employers

Work Against Cancer would like to acknowledge participating worksites through public recognition whenever possible. Recognition can set an example and inspire other employers. It sets a vision of integration of health into a large part of our culture. It informs the public as customers and employees about worksites that make efforts to improve outcomes.

Most importantly, employers and KDHE Communications should be informed about recognition strategies.

Below are some examples of ways to recognize employers.

- Press release: Collaborate with the employer to find local media sources. Work with EDW and KDHE Communications to prepare documents for release.
- Kansas Cancer Partnership: KDHE can present recognition to an employer at a KCP meeting, and invite press coverage. [KCP website](#)
- Newsletters: Consider sharing the success with the KDHE Friday Flash, your local health department newsletter, or other health and work organization newsletters.
- Local organizations: Your local chamber, union, or health organizations may offer a chance to recognize employers who set the example of integrating cancer screening into their worksite.
- Award opportunities: Keep your eyes open for chances to nominate a participating worksite for awards.

SUCCESS STORY TEMPLATE

FUNDED-PROGRAM or PROJECT:

TITLE [Character Limit: 80]

Click here to enter text.

- Descriptive headline to grab readers attention
- Captured the overall message of the story?
- Included an action verb?
- Captured the reader's attention?

SUMMARY [Character Limit: 600]

Click here to enter text.

- Short overview of the challenge, solution and results
- Address: Who (target audience)? What (results/outcome)? Why (rationale/challenge)? When (dates)? How (activities)? (*suggestion incorporate a statistic)
- Limit to 4 sentences*

CHALLENGE [Character Limit: 800]

Click here to enter text.

- A problem that adversely affects a specific vulnerable population
- Use data in support and frame the challenge
- Specify the affected population

SUBMITTED ON:

SUCCESS STORY TEMPLATE

FUNDED-PROGRAM or PROJECT:

SOLUTION [Character Limit: 700]

Click here to enter text.

- The action performed that prompted change
- How did you and your partners address the challenge?
- What led to this solution?
- Was it specific to the affected population?

RESULTS/ACCOMPLISHMENT/IMPACT [Character Limit: 800]

Click here to enter text.

- Goals Met/Progress Made
- What has changed as a result of this effort?
- Were there measurable outcomes?
- What impact did this have?

DIRECT QUOTE/TESTIMONIAL [Character Limit: 300] *(from a Patient, Provider, Partner)*

Click here to enter text.

- Positive remarks and emotional insight

SUBMITTED ON:

SUCCESS STORY TEMPLATE

FUNDED-PROGRAM or PROJECT:

LESSONS LEARNED/SUSTAINING SUCCESS [Character Limit: 700]

Click here to enter text.

- Inform peers to adopt or adapt practices
- Organization and stakeholders contribute to maintain and continue efforts
- Lessons learned and next steps
- Resources required

CONTACT INFORMATION:

Click here to enter text.

Please enter the contact information for the person(s) you'd like to respond to any queries about your success story, who may or may not be the author(s) listed above.

PICTURE

- 1 picture/logo and/or data infographic can be provided
- Send a jpeg, gif file.

If your success story falls under a specific strategy, check which one(s):



HEALTH SYSTEMS INTERVENTIONS



ENVIRONMENTAL APPROACHES



EPIDEMIOLOGY AND SURVEILLANCE



COMMUNITY PROGRAMS LINKED
TO CLINICAL SERVICES

SUBMITTED ON:

SUCCESS STORY TEMPLATE

FUNDED-PROGRAM or PROJECT:

Success Story Pointers

- ✓ Keep paragraphs short – no more than 5-6 sentences.
- ✓ Keep story to no more than two pages.
- ✓ Include direct quotes if they strengthen the story.
- ✓ Limit use of acronyms. If you use acronyms, spell them out on first mention.
- ✓ Use plain language.

Check Key Word(s) and Area(s)

- | | | |
|--|---|--|
| <input type="checkbox"/> Disparate/Hard to Reach Population | <input type="checkbox"/> Provider Reminders (<i>i.e. EMR reminders, client charts, e-mails</i>) | <input type="checkbox"/> Employer and Professional Organizations |
| <input type="checkbox"/> Tribal and Territorial Health | <input type="checkbox"/> Provider Assessment and Feedback (<i>i.e. performance reports</i>) | <input type="checkbox"/> Chronic Disease Program Integration |
| <input type="checkbox"/> Community Health Workers | <input type="checkbox"/> Reducing Structural Barriers (<i>i.e. <input type="checkbox"/> reducing time/distance to services, <input type="checkbox"/> transportation, <input type="checkbox"/> child care, <input type="checkbox"/> extending clinic hours, <input type="checkbox"/> non-clinical setting, <input type="checkbox"/> simplifying administrative procedures</i>). Select all that apply. | <input type="checkbox"/> Employer Worksite/Workplace Wellness |
| <input type="checkbox"/> Patient Navigators | | <input type="checkbox"/> Outreach and Education (<i>i.e., group, one on one, events</i>) |
| <input type="checkbox"/> Electronic Health Records/Health Information Technology | | <input type="checkbox"/> Healthcare Providers Clinics |
| <input type="checkbox"/> Partnership Development & Sustainability | <input type="checkbox"/> Media (<i>i.e. radio, television, billboards, flyers, social media, brochures</i>) Select all | <input type="checkbox"/> Service Delivery (<i>screening, diagnostics</i>) |
| <input type="checkbox"/> Medical Homes | | <input type="checkbox"/> Quality Improvement |
| <input type="checkbox"/> Policy Development and Change | <input type="checkbox"/> Community Health Centers (<i>i.e., FQHCs</i>) | <input type="checkbox"/> Data Sources and Utilization |
| <input type="checkbox"/> Community Based Organizations | <input type="checkbox"/> Medical Advisory Group and Coalitions | <input type="checkbox"/> Professional Development Training |
| <input type="checkbox"/> Patient Reminders (<i>i.e. phone calls, e-mails, postcards, text message</i>) | | <input type="checkbox"/> Federal Agencies |
| | | <input type="checkbox"/> Facilitating Enrollment in Insurance Plan & Coverage |

SUBMITTED ON: