HEALTH LITERACY CHAMPION CHECK-UP

To become a Health Literacy Champion, your health department must answer “yes” and provide supporting documentation for at least:

- 2 items in the Performance Management Focus Area
- 1 item in the Policy and Procedures Focus Area
- 1 item in the Community Partners Focus Area

If you are completing this Check-Up for internal purposes, then the supporting documentation is for your use.

If you are completing this Check-Up for a PHAB accreditation package or other external review process, then the supporting documentation is attached and submitted along with the Check-Up form.

**Focus Area 1: Performance Management**

To be considered for a Health Literacy Champion designation, your organization must answer 'yes' and provide supporting documentation for at least 2 items in this focus area.

1. Are employees evaluated annually on their use of health literacy best practices?
   - Yes
   - No

   Comments:

2. Which positions are evaluated annually on health literacy practices?

3. Which positions are NOT evaluated annually on health literacy practices?

Note: Attach copies of the template(s) used to evaluate employees’ use of health literacy practices.
4. Does your organization require any type of health literacy training for new employees within 6 months of hire?
   - Yes
   - No

5. Does your organization require/provide any type of annual health literacy training for existing employees?
   - Yes
   - No

Comments:

6. Which of the following do you use for your organization's health literacy training? (check all that apply).
   - CDC Health Literacy online training
   - Health Literacy Advisor Software Training
   - In-house training
   - Conference (please specify below)
   - Other (please specify below)

Comments:

Note: Attach documentation of health literacy training for existing or new employees.

7. Does your organization evaluate employees on how well they incorporate health literacy best practices into their scope of work?
   - Yes
   - No

Comments:

8. Please indicate which health literacy best practices employees are evaluated on (check all that apply).
   - Teach back
o CDC Clear Communications Index
o Plain language techniques
o Patient Education Materials Assessment Tool (PEMAT)
o Limited use of jargon
o Health Literacy Universal Precautions
o Creating easy to read materials
o Usability testing
o Use of pictures and models
o Other (please specify below)

Comments:

Note: Attach documentation of the template(s) used to evaluate how staff incorporate health literacy into their scope of work.

**Focus Area 2: Policies and Procedures**

9. Does your organization incorporate health literacy best practices and/or tools into presentations/programs?
   o Yes
   o No

Comments:

10. Please indicate the health literacy best practices and/or tools used in presentations or programs (check all that apply).
    o Teach back
    o CDC Clear Communications Index
    o Plain language techniques
    o Patient Education Materials Assessment Tool (PEMAT)
    o Limited use of jargon
    o Health Literacy Universal Precautions
    o Easy to read materials
    o Usability testing
    o Use of pictures and models
11. Does your organization routinely evaluate the effectiveness of health literacy best practices and/or tools used in presentations/programs?
   - Yes
   - No

Comments:

12. Please indicate how your organization evaluates the effectiveness of health literacy best practices and/or tools used in presentations/programs (check all that apply).
   - Participant evaluation form
   - Peer evaluation
   - Quality improvement process
   - Program outcome measure
   - Other (please list/describe below)

Comments:

Note: Please submit 1-3 examples of how you evaluate health literacy best practices in presentations, programs, and development of program materials.

13. Does your organization incorporate health literacy best practices and/or tools into client interactions, such as, Immunization Clinic, WIC, dental screening, one to one education, or referrals?
   - Yes
   - No

Comments:

14. Please indicate which health literacy best practices and/or tools your organization incorporates into client interactions (check all that apply).
o Teach back
o CDC Clear Communications Index
o Plain language techniques
o Patient Education Materials Assessment Tool (PEMAT)
o Limited use of jargon
o Health Literacy Universal Precautions
o Easy to read materials
o Use of pictures and models
o Other (please specify below)

Comments:

15. Please briefly describe how your organization incorporates the above health literacy best practices into client interactions.

16. Does your organization have a policy on how to include health literacy best practices and tools in the development of health materials, including Internet-based materials?
   o Yes
   o No

Comments:

Note: Please provide a copy of the policy on health materials, including Internet-based materials.

17. Please indicate which health literacy best practices and tools your organization uses to develop your print/web-based materials (check all that apply).
   o CDC Clear Communications Index
   o Plain language techniques
   o Patient Education Materials Assessment Tool (PEMAT)
o Limited use of jargon
   o Health Literacy Universal Precautions
   o Usability testing
   o Use of pictures and models
Focus Area 3: Community Partners

To be considered for a Health Literacy Champion designation, your organization must work with at least 1 Community Partner.

18. Which community partners do you work with to promote health literacy? (Please select all that apply.)
   - Hospital (public or private)
   - Community clinics/Federally Qualified Health Centers
   - Private medical or dental practices
   - Local public health department (other than your own)
   - State health department
   - State or local government agency (other than health departments)
   - Statewide organization
   - Childcare providers
   - Early childhood education providers
   - K-12 education organizations/schools
   - Higher education/academic institution
   - Faith-based organization
   - Community organization (such as non and for-profit)
   - Other (please specify)

Comments:

19. Please briefly describe your organization's efforts to promote health literacy with your community partners.

Please list your name and information so we can contact you about your responses.

Name: