Workplace Transitions

for people touched by Cancer

A collaboration of Anthem, Inc., Cancer and Careers, Pfizer, SEDL (an affiliate of American Institutes for Research), and U.S. Business Leadership Network (USBLN)

Pilot Study Report

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Executive summary

The Workplace Transitions for People Touched by Cancer collaborating organizations[1] received a grant from the Anthem Foundation to develop and pilot test an employer eToolkit to help cancer survivors return to work during and/or after treatment for cancer. Designed for companies of any size, the free, digital toolkit provides managers and human resources staff with guidance that complements existing company policies and procedures, including information and resources on topics such as privacy, disability, medical leave and insurance along with practical ideas for workplace adjustments and accommodations and suggestions for managing changes and challenges with sensitivity. The eToolkit was implemented and tested in 6 large companies. Briefly, employees with a history of cancer were invited to complete a baseline survey in August 2014. The eToolkit was then distributed to company managers without the knowledge of the employees. Employees were invited to complete a follow-up survey in January 2015. Both surveys included information about quality of life and various work characteristics including the availability of accommodation. Although these outcomes were measured in employees, the intervention (the eToolkit) was implemented at the manager level. Managers also were surveyed (at around the same time as that their employees were sent follow-up surveys) to assess eToolkit characteristics, including usability and acceptability.

The following document includes descriptive statistics based on all surveys received from participating employees and managers as well as subgroup analyses designed to better understand the experiences of cancer survivors thought to be most in need of workplace accommodations (Tables 1-4).
Of 985 employees who completed a baseline survey, 592 completed a follow-up survey about 5 months later. Those who completed a follow-up survey were similar in gender, age, educational background, job characteristics (e.g. tenure) and cancer characteristics (e.g. time since diagnosis) compared to the baseline sample, indicating that there is not likely to be a significant bias in these characteristics based on differential drop-out from the sample (Table 1).

Summary of data from all employee surveys

More than 80% of respondents said they had disclosed their cancer diagnosis to a supervisor or human resources representative, and 88% had worked at their current company for more than 2 years. Employees' demographic characteristics are listed on pages 24-25, and their cancer and treatment characteristics are on pages 26-31. The most common cancer diagnosis among respondents was breast cancer (32% of baseline respondents) followed by prostate cancer (10%), lymphoma (8%), and colorectal cancer (7%). About a third of employees had been diagnosed with cancer within the preceding two years, a third had been diagnosed 2-5 years before, and a third more than 5 years before. At baseline nearly 60% said they had not undergone any cancer treatment in the preceding 6 months, but 17% reported have undergone

[1] Anthem, Inc., Cancer and Careers, Pfizer, SEDL (an affiliate of American Institutes for Research), and U.S. Business Leadership Network

surgery, 12% chemotherapy, and 8% radiation during that time frame. These statistics were similar for respondents to the follow-up survey, though only 8% reported recent surgery. Only 13 employees (2%) reported that they were diagnosed with a new cancer between the time of the baseline and follow-up surveys.

Employees worked a median of 40 hours per week during the 4 weeks preceding both the baseline and follow-up surveys. However, nearly a quarter said they had been completely unable to go to work at some point in the preceding 4 weeks due to a health problem (24% at both baseline and follow-up). In addition to days off, 20% of employees said that they had cut back on their work due to a health problem (25% at follow-up). A slightly larger proportion (40% and baseline and 34% at follow-up) said they had taken some time off during the preceding 4 weeks to take care of something related to their cancer.

The vast majority of employees had some form of paid leave available at their jobs. Most employees who requested accommodations at their jobs reported that the request had been approved in both the baseline and follow-up surveys. The only exception is that only 32% respondents said that their request to change their job responsibilities had been approved in the follow-up survey. However, the small sample size for this survey question limits the generalizability of the finding.

At both baseline and follow-up most employees thought that their supervisor had a supportive attitude regarding his/her cancer. Nearly half said that the supervisor had done something specific to support him/her in relation to the cancer diagnosis, and more than half thought their company's policies helped him/her balance the effects of the cancer with work responsibilities.

Employee subgroup analyses

In tables 1-4, we present select results of analyses on the subset of employees who completed both a baseline and a follow-up survey. The primary outcome of this pilot study was participant quality of life as measured using the Short Form 36 (SF-36), a validated and widely used questionnaire that can be used to measure physical and psychosocial quality of life in both healthy and chronically ill populations. Although there were statistically significant differences between quality of life at baseline and follow-up (Table 2), the numerical differences were quite small and, therefore, likely of little clinical significance.

However, to see if there were differences at baseline and follow-up among employees more likely to require some kind of workplace accommodation, we conducted a subgroup analysis comparing quality of life at baseline and follow-up only among employees who reported that they had taken two or more days off in the four weeks prior to the baseline survey. In this subgroup we found that quality of life significantly improved across all domains measured (Table 3). Importantly, we also found that this sample reported a lower quality of life than population-based norms, confirming our assumption that selecting employees who had taken time off most likely identified an ill population more likely to benefit from employer accommodations.

We also compared the likelihood of being denied or granted only partial accommodation in response to requests for telecommuting, having a flexible work schedule, changing job

responsibilities, using new/different equipment, and modifying the work environment (Table 4). Of note, employees were less likely to be denied or granted only partial accommodation in the follow-up survey, after implementation of the toolkit. Due to the small number of participants in each category, we included all participants who completed both baseline and follow-up surveys in this analysis, regardless of the number of days off taken before the baseline survey.

While provocative, it is important to note that the results from this pilot study do not prove that the toolkit is effective. It is possible that other factors, such as recovery from illness, contributed to the improvements noted between baseline and follow-up. However, the findings suggest that the toolkit may be effective in its intended purpose of facilitating workplace transitions and improving the quality of life of employees touched by cancer, and it merits further evaluation through additional research.

Manager surveys

Demographic information about participating managers is provided on pages 56-57. Of 92 managers who completed surveys, 50% reported that they had used the eToolkit, and among these half used it for less than an hour. None of the managers reported that they had difficulty using the eToolkit or locating the information they sought in it. Only 8 respondents said an employee had disclosed a cancer diagnosis to them after they had been given access to the resource, which may explain the relatively low use of the resource among managers. However, 84% of those who accessed the eToolkit said they were either very or extremely likely to use the eToolkit if an employee were to disclose a cancer diagnosis in the future, and 78% said they were either very or extremely likely to recommend the resource to a colleague. When queried about the helpfulness of various eToolkit components, more than three-quarters said that each component had been helpful.

Conclusions

Cancer survivors who took part in this study overwhelmingly reported that they received the accommodations they requested and found their work environments to be supportive. Although we noted that quality of life increased and the likelihood of not receiving a requested accommodation decreased between the baseline and the follow-up surveys, caution must be taken to not solely attribute these changes to the implementation of the eToolkit, particularly in light of the fact that very few managers reported that an employee had disclosed a cancer diagnosis to them after they had accessed the eToolkit. Although it is possible that the eToolkit helped inform supervisors of employees who had previously disclosed a cancer diagnosis, such that they were better equipped to accommodate these workers, it is also possible that the work environment in the six companies that chose to participate in this study was already favorable to cancer survivors' needs and that the small improvements noted were not related to the intervention. Importantly, satisfaction with the eToolkit was very high among the managers who participated in this study, the end-users of the eToolkit. In light of the importance of workplace accommodations in facilitating return to work, the eToolkit developed as part of this study merits further study in a more diverse set of companies and survivors.

eToolkit Description and Implementation

With a grant from the Anthem Foundation, organizations with an interest in improving the experience of employees with cancer came together in January 2014 to develop and pilot-test an eToolkit: Workplace Transitions for People Touched by Cancer, designed to help managers deal with cancer in the workplace and support employees' well-being. Collaborating organizations include Anthem Inc., Cancer and Careers, Pfizer, Inc., SEDL, an affiliate of American Institutes for Research (AIR) and U.S. Business Leadership Network (USBLN). SEDL/AIR's role in this initiative is to evaluate the eToolkit's impact. Additionally, Drs. Victoria Blinder and Sujata Patil served as research consultants.

Toolkit Development and Content

The eToolkit educates managers on the impact of cancer in the workplace and the benefits of supporting employees in maintaining their jobs and/or transitioning back to work, and provides actionable guidance on managing the return to work from a legal, practical and psychosocial perspective. The eToolkit content was licensed from Cancer and Careers and enhanced with input from collaborating organizations. The collaborators also took into account findings from a market research study conducted by Anthem, Inc. in 2014 with 1604 consumers and 188 employers that tested the eToolkit concept.

The eToolkit content is grounded in the scientific literature on cancer survivorship and return to work. Authors of a recent systematic review of work-oriented interventions in cancer care concluded that interventions to promote the workforce participation of individuals who have cancer diagnoses should include "encouragement, work advice, work accommodations, or education" (Tamminga, de Boer, Verbeek and Frings-Dresen 2010, p. 639). The eToolkit aims to provide the information and resources to supervisors in a variety of industries, and organizations need to offer these types of support to employees undergoing treatment for cancer.

Greater awareness of the workplace issues that cancer can pose can lead to more comprehensive rehabilitation plans and recovery (Center for Disease Control [CDC], 2011; Nathan, Haynes-Lattin, Sisler, & Hudson, 2011). Yet, evidence regarding how to train employees with supervisory authority about how best to offer workplace support to employees who have cancer is limited (Fong, Murphy, Westbrook and Markle, 2015). While not well understood, some research suggests that managers can play a key role in supporting employees with cancer, and in so doing, promote workforce retention (Amir et al., 2010). This study adds to the field of cancer survivorship by pilot-testing this newly developed tool.

Summary of Testing and Evaluation Plan's Aims and Methods

The specific aims of the pilot study to evaluate the eToolkit were twofold:

1) [For employees who self-reported a cancer diagnosis] To measure the impact of the eToolkit on quality of life and employment outcomes: return to work; workdays missed; accommodations requested, planned and/or granted.

2) [For managers] To measure users' perception of the usability, acceptability, and utility of the eToolkit.

The study used a pre-post design to measure eToolkit impact on employees with a cancer diagnosis via baseline and follow-up online surveys.

USBLN and Anthem, Inc. recruited six large companies to pilot-test the eToolkit. Five of these companies are in the Fortune 500. In August 2014, these companies invited employees who had ever been diagnosed with cancer to participate in an online survey administered by SEDL. The invitation was sent to all employees who could then choose to self-report their cancer diagnosis via the survey. Invitations and reminders, including a study information sheet/consent and the survey, were available in both English and Spanish. The survey included a quality-of-life assessment using the Short Form (SF) 36v2 Health Survey (SF-36v2) and questions related to employment outcomes and request for and receipt of reasonable accommodation.

After the baseline survey was administered to employees, the eToolkit was introduced and made available to managers via a link disseminated through company communication channels.

SEDL staff sent a follow-up survey in January 2015 to respondents who self-reported a cancer diagnosis and had provided email addresses on the baseline measure. Also in January 2015, participating companies invited managers to respond to a separate online survey to collect feedback regarding the eToolkit's acceptability, usability and utility.

Oversight

This research complies with all federal regulations related to the protections of human subjects. The Ethical and Independent Review Service, the Institutional Review Board SEDL contracted, reviewed these surveys and research protocol (Study ID 14071 - 01, Pilot Study of "Workplace Transitions for People Touched by Cancer.") On June 16, 2014, it deemed this research activity exempt from the need for review by the full board because it was survey research and collected no identifying data.

Table 1. Selected baseline characteristics for all participants and for the subset with follow-up surveys

	All participants (n=985)		Participants with follow-up surveys (n=592)	
	No.	%	No.	%
Sex				
Female	580	59%	373	63%
Male	400	41%	218	37%
Age				
18 - 24 years	10	1%	7	1%
25 - 34 years	37	4%	18	3%
35 - 44 years	123	12%	82	14%
45 - 54 years	342	35%	204	34%
55 - 64 years	408	41%	249	42%
65 - 74 years	59	6%	31	5%
75 years or older	1	0%	1	0%
Type of paid leave available				
Short/long term disability	839	85%	514	87%
Paid time off	842	85%	524	89%
None	21	2%	9	2%
Other	28	3%	19	3%
Cancer Type				
Bladder	19	2%	14	2%
Breast	314	32%	221	37%
Colon or rectum	69	7%	42	7%
Kidney	26	3%	16	3%
Lung	13	1%	6	1%
Lymphoma	73	7%	42	7%
Other	155	16%	87	15%
Prostate	94	10%	48	8%
Skin (melanoma)	56	6%	27	5%
Skin (not melanoma)	48	5%	30	5%
Testis (testicular cancer)	25	3%	17	3%
Thyroid	46	5%	26	4%
Uterine (endometrial cancer)	35	4%	15	3%
Time since cancer diagnosis				
6 months ago or less	102	10%	67	11%
7-12 months ago	107	11%	67	11%
13 to 24 months ago	143	15%	83	14%
2-5 years ago	291	30%	181	31%
more than 5 years ago	334	34%	194	33%
Company				
1	110	11%	64	11%
2	60	6%	39	7%
3	7	1%	6	1%
4	543	55%	312	53%
5	45	5%	25	4%
6	203	21%	135	23%
Job tenure				
6 months of less	29	3%	13	2%
7 to 12 months	34	3%	22	4%
13 to 24 months	51	5%	31	5%
2 years or more	866	88%	523	88%
Education				
Didn't finish high school	1	0%	1	0%
Finished high school /GED	61	6%	40	7%
Some college	152	15%	96	16%
Finished technical/vocational school	41	4%	26	4%
Finished BA	312	32%	177	30%
Finished Associates	85	9%	51	9%
Finished some or all graduate school	331	34%	200	34%

Table 2. Quality of life in participants who completed both a baseline and follow-up survey (n=592)

	Baseline			Follow-up			
Variable	No.	Mean	Std Dev	No.	Mean	Std Dev	p-value*
SF36-Physical Functioning	566	83.4	19.5	564	85.5	18.7	0.001
SF36-Role Limitations Due to Physical Health	571	83.8	22.6	571	86.2	20.2	0.008
SF36-Bodily Pain	592	72.9	22.8	588	73.7	22.4	0.343
SF36-General Health Perceptions	583	66.5	21.6	583	66.7	21.5	0.645
SF36-Vitality	580	58.6	21.4	578	59.9	20.3	0.054
SF36-Social Functioning	590	80.0	24.1	590	81.4	22.7	0.103
SF36-Role Limitations Due to Emotional Problems	587	86.8	20.8	583	88.1	19.1	0.088
SF36-Mental Health	558	73.8	18.3	575	75.1	18.7	0.055
SF36-Physical Functioning Norm Based Scoring	566	51.2	7.5	564	52.0	7.2	0.001
SF36-Role Limitations Due to Physical Health Norm Based Scoring	571	51.3	8.1	571	52.2	7.3	0.008
SF36-Bodily Pain Norm Based Scoring	592	51.1	9.2	588	51.4	9.0	0.343
SF36-General Health Perceptions Norm Based Scoring	583	50.6	10.3	583	50.7	10.2	0.645
SF36-Vitality Norm Based Scoring	580	50.8	10.2	578	51.4	9.7	0.054
SF36-Social Functioning Norm Based Scoring	590	49.3	9.7	590	49.9	9.1	0.103
SF36-Role Limitations Due to Emotional Problems Norm Based Scoring	587	50.7	8.7	583	51.2	8.0	0.088
SF36-Mental Health Norm Based Scoring	558	50.2	9.6	575	50.9	9.8	0.055
SF36-Physical Component Summary	506	51.6	7.5	503	51.6	7.9	0.177
SF36-Mental Component Summary	506	50.0	9.9	503	50.5	9.8	0.089
*based on paired t-test.							

Table 3. Quality of life in respondents who took ≥2 days off during 4 weeks before baseline survey (n=95)

	Baseline			Follow-up			
Variable	No.	Mean	Std Dev	No.	Mean	Std Dev	p-value*
SF36-Physical Functioning	91	66.6	21.4	92	76.6	22.3	<.0001
SF36-Role Limitations Due to Physical Health	91	58.0	28.0	94	73.3	26.5	<.0001
SF36-Bodily Pain	95	53.4	24.3	94	63.3	24.6	0.0006
SF36-General Health Perceptions	94	51.5	23.4	93	55.7	24.3	0.0194
SF36-Vitality	91	43.8	20.5	95	48.8	20.5	0.0056
SF36-Social Functioning	95	55.0	23.9	95	64.6	25.4	0.0006
SF36-Role Limitations Due to Emotional Problems	94	70.2	28.6	95	78.2	26.2	0.0067
SF36-Mental Health	90	61.2	19.9	93	66.7	20.3	0.0002
SF36-Physical Functioning Norm Based Scoring	91	44.8	8.2	92	48.6	8.5	<.0001
SF36-Role Limitations Due to Physical Health Norm Based Scoring	91	42.1	10.0	94	47.6	9.5	<.0001
SF36-Bodily Pain Norm Based Scoring	95	43.2	9.8	94	47.2	9.9	0.0006
SF36-General Health Perceptions Norm Based Scoring	94	43.4	11.1	93	45.5	11.6	0.0194
SF36-Vitality Norm Based Scoring	91	43.7	9.8	95	46.1	9.8	0.0056
SF36-Social Functioning Norm Based Scoring	95	39.3	9.6	95	43.1	10.2	0.0006
SF36-Role Limitations Due to Emotional Problems Norm Based Scoring	94	43.7	11.9	95	47.0	10.9	0.0067
SF36-Mental Health Norm Based Scoring	90	43.6	10.4	93	46.5	10.6	0.0002
SF36-Physical Component Summary	77	44.4	7.7	87	47.7	9.0	0.0001
SF36-Mental Component Summary	77	42.5	11.2	87	45.4	10.8	0.0054
*based on paired t-test.							

Table 4. Accommodations denied or only partly granted at baseline and follow-up

	Baseline						Follow-up					
Accommodation requested	Approved		N/A*		Denied or partial accommodation granted		Approved		N/A*		Denied or partial accommodation granted	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Telecommute	161	32%	304	61%	33	7%	83	17%	378	79%	17	4%
Schedule flexibility	265	53%	197	40%	36	7%	122	25%	341	71%	16	3%
Change responsibilities	28	6%	454	91%	17	3%	6	1%	460	96%	13	3%
New equipment	18	4%	466	95%	9	2%	8	2%	467	97%	4	1%
Modify environment	12	2%	479	96%	7	1%	8	2%	468	98%	3	1%

*The survey instructed participants to choose "N/A" if they had not requested an accommodation

Baseline and Follow-up Survey Data Overview

Employees who answered the baseline survey: $N = 985$

Employees who answered the follow-up survey: $N = 592$

Responses at Baseline

The next set of questions asked participants about how many days they had taken some kind of leave (paid or not) from their job, at the company that sent the survey invitation, during the last 4 weeks.

Survey question:	Number w/ answer > 0	Median among those w/answer > 0	Min among those w/answer > 0	Max among those w/answer > 0
In the past 4 weeks, how many days were you COMPLETELY UNABLE to go to work because of your physical health or mental health? (*n*=982)	240	2	.5	28
For how many of those days did you use your short-term or long-term disability leave? (If you do not have this benefit as part of your job at the company that sent you the survey invitation, please enter 0.) (*n*=963)	67	16	1	28
For how many of those days did you use your paid leave (for example, paid sick, vacation or personal)? (If you do not have this benefit as part of your job at the company that sent you the survey invitation, please enter 0.) (*n*=966)	331	2	.25	28
For how many of those days did you use unpaid leave? (If you do not have any paid leave, as part of your job at the company that sent you the survey invitation, please re-enter the number of days you didn't go to this job in the last 4 weeks.) (*n*=963)	31	4	1	28
Aside from those days when you were totally unable to go to work, how many other days out of the past 4 weeks did you have to CUT BACK on work, or, how much you got done, because of your physical health or mental health? (*n*=963)	196	3	.25	28
When you took time off in the last 4 weeks, about how many hours of that time was used to take care of something related in any way to your cancer (including diagnosis, treatment, post-treatment effects or follow-up appointments)? (*n*=954)	377	8	.25	200

Question: During the past 4 weeks, on average, how many hours have you been working per week at the company that sent you the invitation to this survey? (*n*=984)
Median = 40
Minimum = 0
Maximum = 90

Responses at Follow-up

The next set of questions asked participants about how many days they had taken some kind of leave (paid or not) from their job, at the company that sent the survey invitation, during the last 4 weeks.

Survey question:	Number w/ answer > 0	Median among those w/answer > 0	Min among those w/answer > 0	Max among those w/answer > 0
In the past 4 weeks, how many days were you COMPLETELY UNABLE to go to work because of your physical health or mental health? (*n*=592)	141	2	.5	28
For how many of those days did you use your short-term or long-term disability leave? (If you do not have this benefit as part of your job at the company that sent you the survey invitation, please enter 0.) (*n*=582)	23	15	1	28
For how many of those days did you use your paid leave (for example, paid sick, vacation or personal)? (If you do not have this benefit as part of your job at the company that sent you the survey invitation, please enter 0.) (*n*=579)	184	2	.5	28
For how many of those days did you use unpaid leave? (If you do not have any paid leave, as part of your job at the company that sent you the survey invitation, please re-enter the number of days you didn't go to this job in the last 4 weeks.) (*n*=581)	19	3	.5	28
Aside from those days when you were totally unable to go to work, how many other days out of the past 4 weeks did you have to CUT BACK on work, or, how much you got done, because of your physical health or mental health? (*n*=584)	144	3.5	.5	28
When you took time off in the last 4 weeks, about how many hours of that time was used to take care of something related in any way to your cancer (including diagnosis, treatment, post-treatment effects or follow-up appointments)? (*n*=581)	198	5	.5	200

Question: During the past 4 weeks, on average, how many hours have you been working per week at the company that sent you the invitation to this survey? (*n*=590)
Median = 40
Minimum = 0
Maximum = 80

What kinds of paid leave do you have as a benefit of your job at the company that sent you the survey invitation?

Baseline:

Types of Paid Leave (Baseline)	*n*	Percent
None: I get paid only for the hours I work	21	2.1%
Other	28	2.8%
Short- or long-term disability	839	85.2%
Paid time off (for example, vacation, sick or personal)	842	85.5%

"Other" types of paid leave responses:
FMLA: (n = 14)
Vacation (n = 4)
Bereavement (n = 3)
Leave of Absence (n = 2)
Personal Leave (n = 1)
Unpaid Leave (n = 1)
State Disability Leave (n = 1)
Medical Leave (n = 1)
Donated time off from co-workers (n = 1)

Follow-up:

Types of Paid Leave (Follow-up)	*n*	Percent
None: I get paid only for the hours I work	11	1.9%
Other	13	2.2%
Short- or long-term disability	517	87.3%
Paid time off (for example, vacation, sick or personal)	541	91.4%

Have you disclosed your cancer (or history of cancer) to any supervisor or human resource staff member at the company that sent you the survey invitation?

Baseline:

Response	*n*	Percent
Yes	797	81.6%
No	180	18.4%

Follow-up:

Response	*n*	Percent
Yes	478	81.3%
No	110	18.7%

Employer's response to request *to be able to telecommute* among the 302 of 794 respondents who made this request (baseline)

Response (Baseline)	*n*	Percent
Denied	21	7.0%
No response to request	4	1.3%
Something else was provided	1	0.3%
Partial	30	9.9%
Approved	246	81.5%

Employer's response to request *to be able to telecommute* among the 103 of 481 respondents who made this request (follow-up)

Response (Follow-up)	*n*	Percent
Denied	5	4.9%
No response to request	3	2.9%
Something else was provided	2	1.9%
Partial	10	9.7%
Approved	83	80.6%

Employer's response to request *to have more flexibility in work schedule* among the 452 of 793 respondents who made this request (baseline)

Response (Baseline)	*n*	Percent
Denied	11	2.4%
No response to request	2	0.4%
Something else was provided	3	0.7%
Partial	39	8.6%
Approved	397	87.8%

Employer's response to request *to have more flexibility in work schedule* among the 138 of 479 respondents who made this request (follow-up)

Response (Follow-up)	*n*	Percent
Denied	4	2.9%
No response to request	0	0.0%
Something else was provided	2	1.4%
Partial	10	7.2%
Approved	122	88.4%

Employer's response to request *to change job responsibilities* among the 81 of 794 respondents who made this request (baseline)

Response (Baseline)	*n*	Percent
Denied	13	16.0%
No response to request	4	4.9%
Something else was provided	2	2.5%
Partial	10	12.3%
Approved	52	64.2%

Employer's response to request *to change job responsibilities* among the 19 of 479 respondents who made this request (follow-up)

Response (Follow-up)	*n*	Percent
Denied	9	47.4%
No response to request	0	0.0%
Partial	2	10.5%
Something else was provided	2	10.5%
Approved	6	31.6%

Employer's response to request *to use new or different equipment* among the 46 of 789 respondents who made this request (baseline)

Response (Baseline)	*n*	Percent
Denied	6	13.0%
No response to request	5	10.9%
Partial	6	13.0%
Something else was provided	3	6.5%
Approved	26	56.5%

Employer's response to request *to use new or different equipment* among the 12 of 479 respondents who made this request (follow-up)

Response (Follow-up)	*n*	Percent
Denied	3	25.0%
No response to request	1	8.3%
Partial	0	0.0%
Something else was provided	0	0.0%
Approved	8	66.7%

Employer's response to request *to modify work environment* (for example, requesting that co-workers to not wear scented products, or to move your desk somewhere different.) among the 35 of 794 respondents who made this request (baseline)

Response (Baseline)	*n*	Percent
Denied	5	14.3%
No response to request	4	11.4%
Partial	4	11.4%
Something else was provided	3	8.6%
Approved	19	54.3%

Employer's response to request *to modify work environment* (for example, requesting that co-workers to not wear scented products, or to move your desk somewhere different.) among the 12 of 480 respondents who made this request (follow-up)

Response (Follow-up)	*n*	Percent
Denied	2	16.7%
No response to request	1	8.3%
Partial	1	8.3%
Something else was provided	0	0.0%
Approved	8	66.7%

(How much do you agree or disagree with the following statements? Please think only about your current supervisor at the company that sent you the survey invitation.)

My current supervisor has a supportive attitude in relation to my cancer.

Baseline: (*n* = 970)

Response (Baseline)	*n*	Percent
N/A	161	16.6%
Strongly Disagree	28	2.9%
Disagree	12	1.2%
Neither	117	12.1%
Agree	159	16.4%
Strongly Agree	493	50.8%

Follow-up: (*n* = 588)

Response (Follow-up)	*n*	Percent
N/A	81	13.8%
Strongly Disagree	11	1.9%
Disagree	10	1.7%
Neither	81	13.8%
Agree	102	17.3%
Strongly Agree	303	51.5%

(How much do you agree or disagree with the following statements? Please think only about your current supervisor at the company that sent you the survey invitation.)

My current supervisor has done something specific to support me in relation to my cancer.

Baseline: (*n* = 967)

Response (Baseline)	*n*	Percent
N/A	174	18%
Strongly Disagree	40	4.1%
Disagree	51	5.3%
Neither	279	28.9%
Agree	124	12.8%
Strongly Agree	299	30.9%

Follow-up: (*n* = 588)

Response (Follow-up)	*n*	Percent
N/A	86	14.6%
Strongly Disagree	23	3.9%
Disagree	31	5.3%
Neither	185	31.5%
Agree	74	12.6%
Strongly Agree	189	32.1%

(How much do you agree or disagree with the following statements? Please think only about your current supervisor at the company that sent you the survey invitation.

My company's policies help me to balance the effects of my cancer diagnosis with my work responsibilities.

Baseline: (*n* = 966)

Response (Baseline)	*n*	Percent
N/A	128	13.3%
Strongly Disagree	39	4.0%
Disagree	36	3.7%
Neither	229	23.7%
Agree	206	21.3%
Strongly Agree	328	34.0%

Follow-up: (*n* = 588)

Response (Follow-up)	*n*	Percent
N/A	57	9.7%
Strongly Disagree	11	1.9%
Disagree	21	3.6%
Neither	137	23.3%
Agree	144	24.5%
Strongly Agree	218	37.1%

Baseline	*n*	Percent	Follow-up	*n*	Percent
Company			**Company**		
1	110	11.4%	1	64	11.0%
2	60	6.2%	2	39	6.7%
3	7	0.7%	3	6	1.0%
4	543	56.1%	4	312	53.7%
5	45	4.6%	5	25	4.3%
6	203	21.0%	6	135	23.2%
Education Level Completed			**Education Level Completed**		
No School	0	0.0%	No School	0	0.0%
Didn't complete High School	1	0.1%	Didn't complete High School	1	0.2%
Completed High School or GED	61	6.2%	Completed High School or GED	40	6.8%
Some College	152	15.5%	Some College	96	16.2%
Finished technical/vocational school	41	4.2%	Finished technical/vocational school	26	4.4%
Finished Associates Degree	85	8.6%	Finished Associates Degree	51	8.6%
Finished Bachelors	312	31.7%	Finished Bachelors	177	29.9%
Finished Graduate	331	33.7%	Finished Graduate	200	33.8%
Gender			**Gender**		
Female	580	59.2%	Female	373	63.1%
Male	400	40.8%	Male	218	36.9%
Transgender	0	0.0%	Transgender	0	0.0%
Age			**Age**		
18-24	10	1.0%	18-24	7	1.2%
25-34	37	3.8%	25-34	18	3.0%
35-44	123	12.6%	35-44	82	13.6%
45-54	342	34.9%	45-54	204	34.5%
55-64	408	41.6%	55-64	249	42.1%
65-74	59	6.0%	65-74	31	5.2%
75+	1	0.1%	75+	1	0.2%
Spanish, Hispanic or Latino/Latina			**Spanish, Hispanic or Latino/Latina**		
Yes	54	5.5%	Yes	31	5.2%
No	925	94.5%	No	561	94.8%

Race (Baseline)	*n*	Percent	Race (Follow-up)	*n*	Percent
American Indian or Alaska Native	3	0.3%	American Indian or Alaska Native	0	0.0%
Asian	30	3.3%	Asian	15	2.7%
Black or African-American	72	7.8%	Black or African-American	44	7.9%
Native Hawaiian or Other Pacific Islander	4	0.4%	Native Hawaiian or Other Pacific Islander	3	0.5%
White	797	86.4%	White	488	87.3%
Other	2	0.2%	Other	2	0.4%
Two or more races	14	1.5%	Two or more races	7	1.3%

Cancer Type (Baseline)	*n*	Percent	Cancer Type (Follow-up)	*n*	Percent
Breast	314	31.9%	Breast	221	37.4%
Prostate	94	9.8%	Prostate	48	8.1%
Lymphoma	73	7.6%	Lymphoma	42	7.1%
Colon or rectum	69	7.2%	Colon or rectum	42	7.1%
Skin-Melanoma	56	5.9%	Skin-Melanoma	27	4.6%
Skin-Not Melanoma	48	5.0%	Skin-Not Melanoma	30	5.1%
Thyroid	46	4.8%	Thyroid	26	4.4%
Uterine	35	3.7%	Uterine	15	2.5%
Kidney	26	2.7%	Kidney	16	2.7%
Testis	25	2.6%	Testis	17	2.9%
Bladder	19	2.0%	Bladder	14	2.4%
Lung	13	1.4%	Lung	6	1.0%
Other (please specify)	155	15.7%	Other (please specify)	87	14.7%

"Other" Types of Cancer:

Head and Neck Cancer: (*n* = 24)
Leukemia: (*n* = 21)
Ovarian Cancer: (*n* = 20)
Cervical cancer (*n* = 13)
Sarcoma: (*n* = 12)
Two or more Types: (*n* = 9)
Pancreatic Cancer: (*n* = 5)
Brain Tumor: (*n* = 4)
Multiple Myeloma: (*n* = 4)
Esophageal cancer: (*n* = 3)
Uterine Cancer: (*n* = 3)
Lung Cancer: (*n* = 3)
Carcinoid (*n* = 2)
Liver Cancer: (*n* = 2)
Ocular Melanoma: (*n* = 2)
Salivary Gland Tumor: (*n* = 2)
Amyloidosis: (*n* = 1)
Blood Cancer: (*n* = 1)
Carcinoma of unknown origin: (*n* = 1)
Colon Cancer: (*n* = 1)
Gastrointestinal stromal tumor: (*n* = 1)
Gestational trophoblastic disease: (*n* = 1)
Nasal/Brain Tumor: (*n* = 1)
Neuroblastoma: (*n* = 1)
Paraganglioma: (*n* = 1)
Primary Peritoneal Cancer: (*n* = 1)
Spinal Ependymoma: (*n* = 1)
Thymus Cancer: (*n* = 1)
Thyroid Cancer: (*n* = 1)
Vaginal Cancer: (*n* = 1)
Vulvar Cancer: (*n* = 1)

Employee Survey Report - Baseline Data

How long ago did you receive this cancer diagnosis?

Response (Baseline)	*n*	Percent
≤ 6 mo.	102	10.4%
7-12 mo.	107	11.0%
13-24 mo.	143	14.6%
2-5 yrs.	291	29.8%
> 5 yrs.	334	34.2%

During the last 6 months, which of the following kinds of treatment have you had for your cancer? (Select all that apply.)

Response (Baseline)	*n*	Percent
I have not had any cancer treatment in the last 6 months.	566	57.5%
Surgery	168	17.1%
Oral medication (EXCEPT oral chemotherapy)	147	14.9%
Radiation	83	8.4%
Intravenous chemotherapy (may be given through your vein or a through a catheter or mediport)	75	7.6%
Oral chemotherapy	43	4.4%
Other chemotherapy (This may include chemotherapy given directly into the spinal fluid or into the peritoneal cavity. Note that these kinds of chemotherapy are very rare.)	3	0.3%
Other (please specify)	91	9.2%

Examples of "Other" kinds of treatment:
Injected Medicines (not chemotherapy): (*n = 22)*
Scans and/or Imaging Services (full body scan, mammogram, ultrasound, cystoscopy, MRI, CAT Scan, sonogram): (*n* = 16)
Follow-up Visits: (*n* = 12)
Skin Treatments (freezing/burning/biopsies/grafts): (*n* = 10)
Blood Tests: (*n* = 5)
Hormone therapy: (*n* = 4)
Physical Therapy: (*n* = 4)
Stem Cell Transplant: (*n* = 2)
Diagnostic Testing: (*n* = 2)
Topical Chemotherapy: (*n* = 2)
Inhaler: (*n* = 1)
Radioactive Iodine: (*n* = 1)
Participant in a Blind Study: (*n* = 1)

How long have you been working for the company that sent you the survey invitation?

Response (Baseline)	*n*	Percent
≤ 6 mo.	29	3.0%
7-12 mo.	34	3.5%
13-24 mo.	51	5.2%
2+ yrs.	866	88.2%
Don't know	2	0.2%

Employee Survey - Follow-up Data

Since July 2014, have you been diagnosed with a kind of cancer that is different from the diagnosis you had then?

Response - Yes	***n***	**Percent**
Skin (not melanoma)	3	0.5%
Lymphoma	1	0.2%
Prostate	1	0.2%
Skin (melanoma)	1	0.2%
Kidney	1	0.2%
Other (please specify)	6	1.0%
Response – No	**579**	**97.8%**

Other Reponses:
Cervical (*n* = 2)
Pyriform Sinus/Laryngeal Cancer (*n* = 1)
Neuroendocrine cancer (pancreas liver cancer) (*n* = 1)
Stomach (*n* = 1)
Ovarian (*n* = 1)

Since July 2014, which of the following kinds of treatment have you had for your cancer? (Select all that apply.)

Response (Follow-up)	*n*	Percent
None	374	54.8%
Oral (not oral chemo)	110	16.1%
Radiation	33	4.8%
Surgery	48	7.0%
Oral chemotherapy	22	3.2%
IV chemo	41	6.0%
Other chemo	1	0.1%
Other (please specify)	53	7.8%

Other Responses:
Injected Medicines (not chemotherapy): (n = 12)
Follow-up Visits: (n = 12)
Scans and/or Imaging Services (full body scan, mammogram, ultrasound, cystoscopy, MRI, CAT Scan, sonogram): (n = 8)
Skin Treatments (freezing/burning/biopsies/grafts): (n = 8)
Physical Therapy: (n = 3)
Blood Tests: (n = 2)
Hormone therapy: (n = 2)
Diagnostic Testing: (n = 2)
Topical Chemotherapy: (n = 2)
Incontinence devices: (n = 1)
Fluoride Treatment: (n = 1)

Employee Comments (Baseline and Follow-up)

Background and Method
The final question on the baseline survey was open-ended and asked respondents to "*Please write here any additional contact information you'd like to share. We also are interested in any comments you have about cancer and workplace issues. Please do NOT include the name of anyone else you know who has cancer."*

In the follow-up survey, a similar final open-ended question asked respondents "*Please add any comments you have about cancer and workplace issues. If you and your supervisor used the eToolkit, please let us know if it was helpful or how it might be improved. Please do NOT include the name of anyone else you know who has cancer*."

AIR staff analyzed these comments to identify any suggestions employees with cancer have for their employers regarding what actions facilitate and/or serve as barriers to their job retention, work productivity and quality of life.

All comments were reviewed together first to identify the topics relevant to the goals of the analysis, listed below:

- Company policies (including human resources and benefits)
- Supervisors/Managers
- Co-workers/Team members

Then, a research staff member read each comment again, and categorized it as positive or negative feedback from the employee to the employer regarding the individual's particular experience in the workplace. A second research staff member reviewed all the comments again to summarize content specific to each thematic group. Chi-square analyses were used to analyze differences among subgroups within the topics and statistically significant results are reported when the specific topics are discussed below.

Demographics
For each survey, about a third of respondents left a comment: 336 of 985 (34.1%) on the baseline survey and 193 of 592 (32.6%) on the follow-up survey.

Table 5 compares the demographics of respondents who made comments to that of the total samples, both baseline and follow-up, to determine whether any particular subgroup made a disproportionate number of comments.

Table 5:
Demographic Breakdowns of Survey Samples vs. Respondents who Left Comments

Subgroup	Baseline Sample (n=985)		Baseline Respondents who left comments (n=336)	
	N	%	N	%
Men	400	40.8%	114	33.9%
Women	580	59.2%	222	66.1%
< 55 yrs	512	52.3%	174	51.2%
55+ yrs	468	47.7%	162	48.2%
White	797	80.9%	278	82.7%
Black/AfAm	72	7.3%	21	6.3%
Hispanic/Latino	54	5.5%	19	5.7%
Other racial/ethnic	53	5.4%	14	4.2%
Education: No BA	340	34.6%	116	34.5%
Education: BA	312	31.7%	114	33.9%
Education: More than BA	331	33.7%	106	31.5%
	Follow-up Sample (n=592)		**Follow-up Respondents who left comments (n=193)**	
Men	218	37%	44	22.8%
Women	373	63%	148	76.7%
< 55 yrs	311	52.5%	90	46.6%
55+ yrs	281	47.5%	103	53.4%
White	488	82.4%	159	82.4%
Black/AfAm	44	7.4%	13	6.7%
Hispanic/Latino	31	5.4%	11	5.7%
Other racial/ethnic	27	4.6%	9	4.7%
Education: No BA	214	36%	76	39.4%
Education: BA	177	30%	54	28%
Education: More than BA	200	34%	63	32.6%

Our survey sample consisted of more women than men: 59.2% of baseline and 63% of follow-up respondents were women. Consistent with this trend, women were also more likely to leave a comment: 66.1% of baseline and 76.7% of follow-up comments were from women. Aside from this difference, the demographic subgroups of those who commented are proportionate to the total sample. These trends held from baseline to follow-up.

Results: Frequency of Comment Themes and Subgroup Differences
Table 6 summarizes the frequency with which respondents discussed topics pertinent to these analyses. Note that an individual comment often addressed more than one topic.

Table 6: Overview of Topics from Baseline to Follow-up

Topic	Baseline (n=336)		Follow-up (n=193)	
	Count of comments about topic	Percent of total comments	Count of comments about topic	Percent of total comments
Company Policies - positive	90	26.8%	33	17.2%
Company Policies - negative	64	19%	20	10.4%
Manager/supervisor - positive	59	17.6%	39	20.3%
Manager/supervisor - negative	22	6.5%	11	5.7%
Colleagues - positive	23	6.8%	17	8.6%
Colleagues - negative	10	3.0%	2	1.0%

Company Policies
In the baseline survey, almost half of the comments (45.8%, 154/336) were about company policies. At follow-up, just over a quarter (27.6%, 53/193) of comments related to this topic. At baseline, of the 154 comments about company policies, 54.8% were positive (90/154); this percentage grew at follow-up to 62.3% (33/53).

Chi-square analyses showed that women were more likely to leave a positive comment in the baseline survey about company policies than were men (31.1%, 69/222 vs. 18.4%, 21/114), p = .015).

Positive comments about the company usually separated into two categories: comments regarding specific policies and practices, or an overall feeling of support.
Respondents were grateful for supports that were available through their company. They most often mentioned various types of leave as most helpful, such as that associated with the Family and Medical Leave Act (FMLA), vacation, paid time off (PTO), short- and long-term disability. Respondents also reported that the following practices were helpful to them:

- being able to accumulate paid time off,
- flexible work hours,
- telecommuting,
- an employee vacation donation policy, and
- specific health insurance benefits offered through the company.

Negative comments were typically directed toward the company as a whole or a policy regarding leave or health insurance. Many comments indicated that processing leave requests and paid time off was poorly handled. Respondents also mentioned a reluctance to disclose details of their condition to the company for fear of repercussions. They were at times unhappy about policies pertaining to employee smoking locations, lack of support for union employees, and reduction in health benefits or in disability coverage. Finally, several respondents reported that company policies were better suited to supporting their needs at diagnosis and during treatment than for facilitating longer-term follow-up treatment needs consequent to cancer's late effects.

Managers/Supervisors
In both baseline and follow-up surveys, about one in four comments (24.1%, 81/336 and 25.8%, 50/193, respectively) were about a supervisor or manager. At baseline, of the 81 comments about managers/supervisors, 72.8% were positive (59/81); at follow-up 78% (39/50) were positive.

Chi-square analyses showed that women were more likely to leave a positive comment in the baseline survey about their supervisor or manager than were men (26.9%, 47/175 vs. 11.7%, 12/102), $p = .015$). This difference was reversed in the follow-up comments: 16.2%, 24/148 of women left a positive comment about their manager vs. 34.1%, 15/44 of men, $p = .031$.

Education level was also associated with differences in the percentage of positive comments in the baseline survey about their supervisors or managers, although these trends were not consistent (i.e. there was no consistent trend with increasing or decreasing education level. Among respondents without a bachelor's degree (BA), 29/116 (25%) made positive comments, as did 21/106 (19.8%) of those with graduate degrees; however, only 9 of 114 with a BA only (7.9%) did so ($p = .002$).

Positive comments ranged from describing general support, feeling "blessed," understanding, recognition of value, and flexibility with work. Several comments made a distinction between a supportive supervisor and a less supportive management or corporate structure. Specific types of support mentioned were:

- accommodating leave requests most often through telecommuting,
- providing connections to valuable resources, and
- supporting caregivers.

Respondents voiced several negative comments regarding their supervisors and management. Fear of losing a position, losing responsibilities, or being abandoned, ignored, or unsupported left many of those who left negative comments angry at their situations. Several respondents reported feeling that they were not being treated fairly. Specifically, several comments indicated respondents perceived that supervisors unfairly and improperly implemented company policies. Respondents also noted that the additional stress from either forced or voluntary disclosure of their cancer was detrimental. Additional supports through increased understanding, compassion, patience, or tokens of appreciation (flowers or a card) were requested to ameliorate difficult situations.

Colleagues
In both baseline and follow-up surveys, about one in ten comments (9.8%, 33/336 and 9.6%, 19/193, respectively) were about colleagues. At baseline, of the 33 comments about colleagues, 70% were positive (23/33); at follow-up 89.5% (17/19) were positive.

In the baseline survey, chi-square analyses showed that people with fewer years of education were more likely to make positive comments about their colleagues; (12.1%, 14/116 of respondents without a BA versus 4.4%, 5/114 with a BA, and 3.8%, 4/106 with graduate degrees, $p = .022$).

The majority of these comments reported that colleagues were extremely flexible, supportive,

thoughtful, and accommodating. One respondent linked the supportive and accommodating nature of their work environment to having a more successful recovery. Respondents did not necessarily expect colleagues to be proactive; they also reported its having been a positive experience when they did not run into issues or problems with colleagues. Several respondents also expressed their wish that others in their situation would have teams that were just as supportive and compassionate.

Respondents who reported a negative experience with their colleagues were very specific in their comments: they perceived that some of their co-workers were rude, mean, not understanding, or discriminatory in their practices. Respondents attributed their colleagues' behaviors to highly competitive work environments, a lack of understanding regarding side effects, or general feelings of awkwardness. Support from some colleagues and a lack of support from others was not uncommon.

Specific ways respondents mentioned that colleagues could help included:

- increased understanding and patience,
- not wearing fragrant perfumes or colognes, and
- not coming into work while sick

Respondents also discussed other topics that offered general descriptive information about their experience. These are listed in Table 7.

Table 7: Overview of Other Topics from Baseline to Follow-up

Topic	Baseline (n=336)		Follow-up (n=193)	
	Count of comments about topic	Percent of total comments	Count of comments about topic	Percent of total comments
General comment (i.e. clarifying survey response; giving detail of cancer diagnosis and treatment)	120	35.7%	72	37.5%
Noting that cancer was recent (within past 5 years)	92	27.4%	34	17.7%
Noting that cancer was not recent (over 5 years ago)	71	21.1%	35	18.2%
Remark about survey itself	33	9.8%	4	2.1%

The most common overall reason people left a comment was to discuss further details about their history of cancer treatment, including clarifying that their cancer diagnosis was either recent or what the respondent considered to be a long time ago. Particularly when that time period was more than 5 years ago, some respondents clarified that the leave they reported on the survey was due to another reason, such as an injury or vacation. Other respondents used the comment field to make a remark about the survey itself, particularly the 4-week recall period the SF36v2 uses. They also wanted the research team to be aware of details about their quality of life or cancer experience that did not fall into that time period.

Short Form 36 Health Survey (SF-36v2)

The Optum™SF-36v2® is a set of 36 questions that examines physical and mental health scores across eight variables. These questions were administered to employees at participating companies as part of the baseline and follow-up surveys to examine the effects of the intervention on participant groups. The following is a breakdown of the different areas included in the SF-36v2® reports from baseline to follow-up. These data are also compared to national norms.

These norms are scores from the general United States population from 2009 ranging from 0 to 100 with a mean of 50.

Scores for Total Sample:
These graphs display the variable scores as compared to 2009 U.S. norms, beginning with the overall Physical Components (darker color) and Mental Components (lighter color). All scores at baseline were at or above the norm (50) except Social Functioning (SF = 49.3). Follow-up scores remained the same with SF improving slightly, yet still remaining below the norm (SF = 49.86).

First Stage Positive Depression Screening: % at Risk
Baseline participants in our study reported having a 19% risk of depression as compared to the risk of the general population, 18%. This remained consistent from baseline to follow-up.

% Sample whose Scores are Above, At or Below the General Population Norm
The Physical Component Summary (PCS) and Mental Component Summary (MCS) pie charts display scores in relation to the 2009 U.S. norms. The breakdown of each Component Summary is on the right.

At baseline: The white indicates that 40% of the participants were above the general population norm for both PCS and MCS.
The grey shows that 41% of participants were equal to the norm on the PCS while only 33% were at the norm for the MCS.
The dark grey indicates that 19% and 26% of participants were below the population norm for PCS and MCS respectively.

At follow-up: The proportion of participants with scores above the norm increased to 42% and 43% for PCS and MCS, respectively.
The proportion of participants at the norm decreased to 38% for the PCS. MCS scores remained consistent at 33%.
The proportion of participants below the norm increased to 20% on the PCS and decreased to 24% on the MCS.

PCS – Physical Component Summary
- PF – Physical Functioning
- RP – Role Physical
- BP – Bodily Pain
- GH – General Health

MCS – Mental Component Summary
- SF – Social Functioning
- RE – Role Emotional
- MH – Mental Health
- VT – Vitality

Baseline Data: All Companies

Report Date: 4/10/2015

Report Type: SF Comparison for Total Sample

Survey: SF-36v2® Health Survey

Report Criteria

Date Range	8/1/2014 - 8/6/2014
Timepoint	Baseline

Demographic Profile

Sample Size	581
Male (*)	37% (214)
Female (*)	63% (364)

*Of those reporting gender (n=578)

Comments

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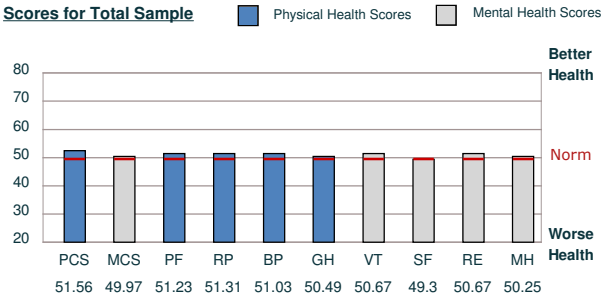
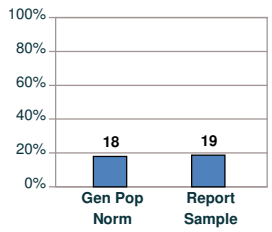
Scores for Total Sample

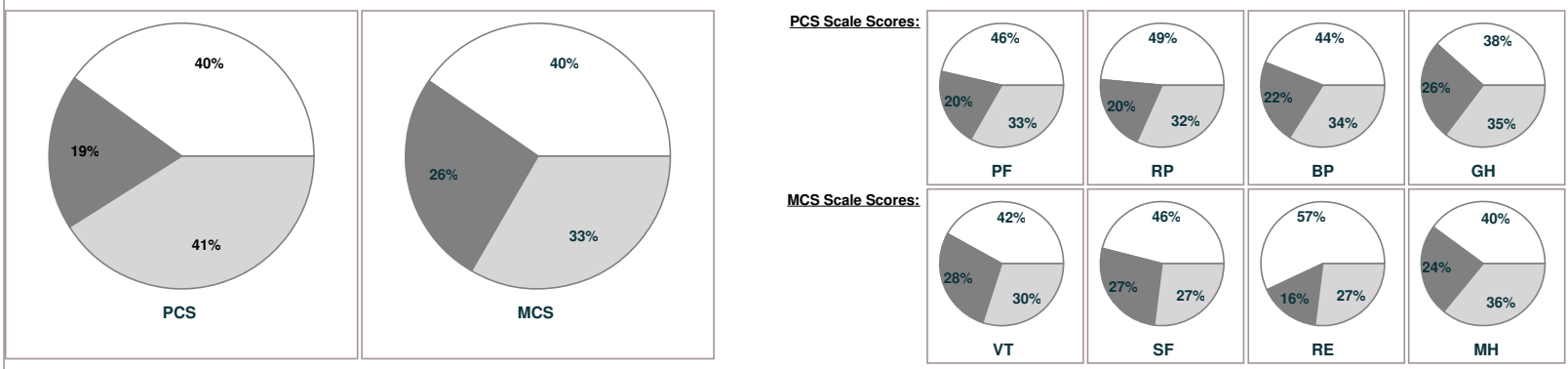


First Stage Positive Depression Screening: % at Risk



Abbreviation
PCS = Physical Component Summary
MCS = Mental Component Summary
GH = General Health
PF = Phsical Functioning
RP = Role Physical
BP = Bodily Pain
VT = Vitality
SF = Social Functioning
RE = Role Emotional

% Sample whose Scores are Above, At or Below the General Population Norm



Note: This report utilizes normative data from the QualityMetric 2009 General Population Sample.
Note: Totals may not equal 100%, due to statistical rounding.

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Follow-up Data: All Companies

Report Date: 4/10/2015

Report Type: SF Comparison for Total Sample

Survey: SF-36v2® Health Survey

Report Criteria

Date Range 1/11/2015 - 1/16/2015

Timepoint Follow-up

Demographic Profile

Sample Size 581

Comments

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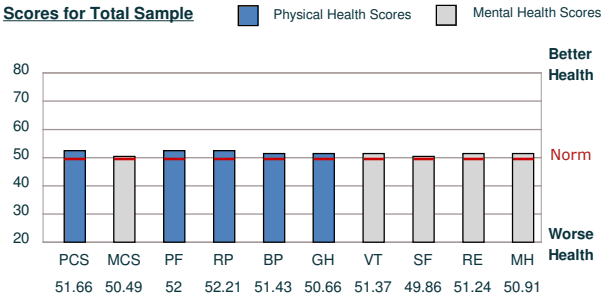
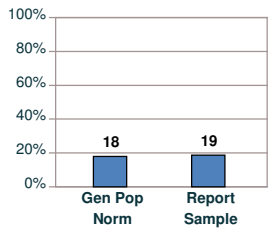
Scores for Total Sample

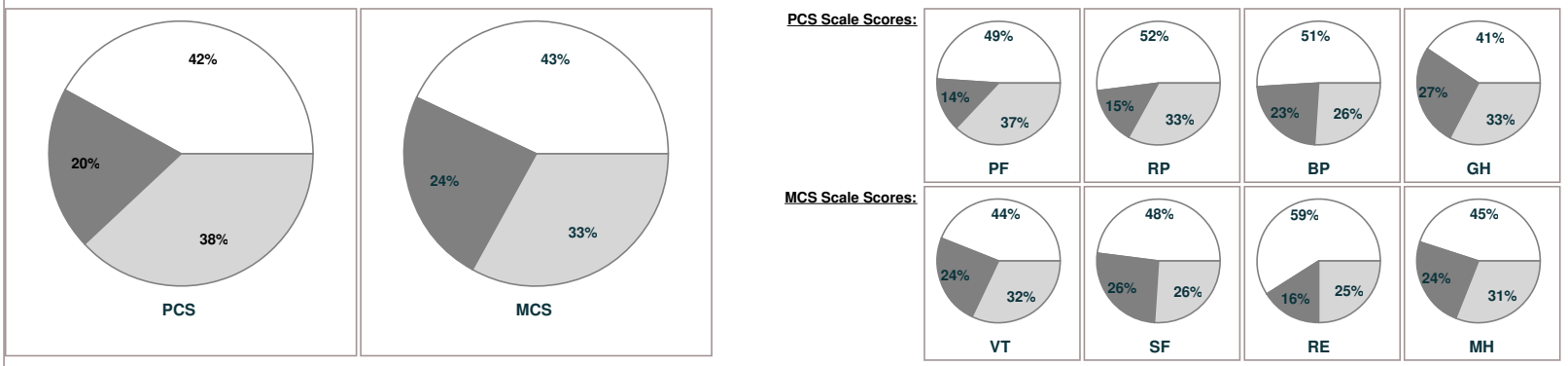


First Stage Positive Depression Screening: % at Risk



Abbreviation
PCS = Physical Component Summary
MCS = Mental Component Summary
GH = General Health
PF = Phsical Functioning
RP = Role Physical
BP = Bodily Pain
VT = Vitality
SF = Social Functioning
RE = Role Emotional

% Sample whose Scores are Above, At or Below the General Population Norm



Note: This report utilizes normative data from the QualityMetric 2009 General Population Sample.
Note: Totals may not equal 100%, due to statistical rounding.

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Manager Report

In January 2015, participating companies invited managers to respond to an online survey that the team developed to collect data about toolkit use and perceptions of its acceptability, usability and utility.

Feedback from Managers
Overall, the data from managers who participated in the January 2015 survey suggest that those who chose to use it reacted favorably to it. There were 92 managers who responded to the survey. Of these half (n=46) reported having accessed the eToolkit. None of them reported difficulty with accessing the eToolkit online or finding the information they wanted in it.

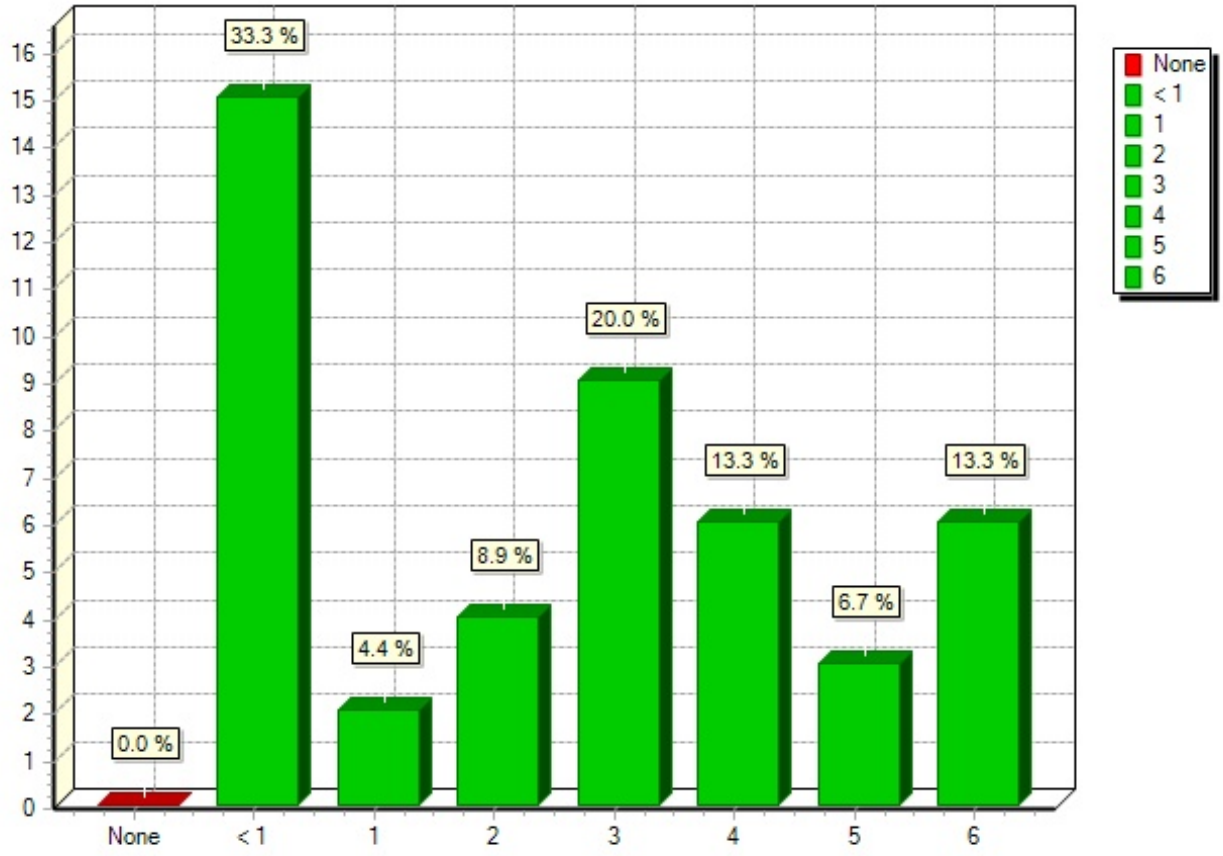
They were asked to use a 5-point scale to rate how helpful they found various components of the eToolkit, with "helpful" at the mid-point, and other choices "not at all", "somewhat," "very" or "extremely" helpful the other response options.

Considering the percentage of users who rated a component as "helpful" or higher on this scale, the ranked value of the eToolkit components was as follows:
1) "Information about your role and providing emotional support (ideas about what to say and do on a personal level with your employee and co-workers)": (93%)
2) Information about relevant laws (87.2%)
3) Other information about making a workplace transition plan (i.e. a return-to-work plan for the employee (78.5%)
4) The downloadable Transition Plan e-template (72.5%)

Only 28.3% of managers who used the eToolkit looked up any of the resources it recommends, which can be interpreted variously. It may have been that most did not feel the need for more information, that they did not have time to spend reviewing the external links, or that they felt the information in the eToolkit itself was sufficient. Similarly, over half (58.7%) did nothing more to learn about cancer and workplace issues; those that did do something participated in informal training (13%), external training (10.9%), or some other form of training (17.7%) such as consulting with their human resource department.

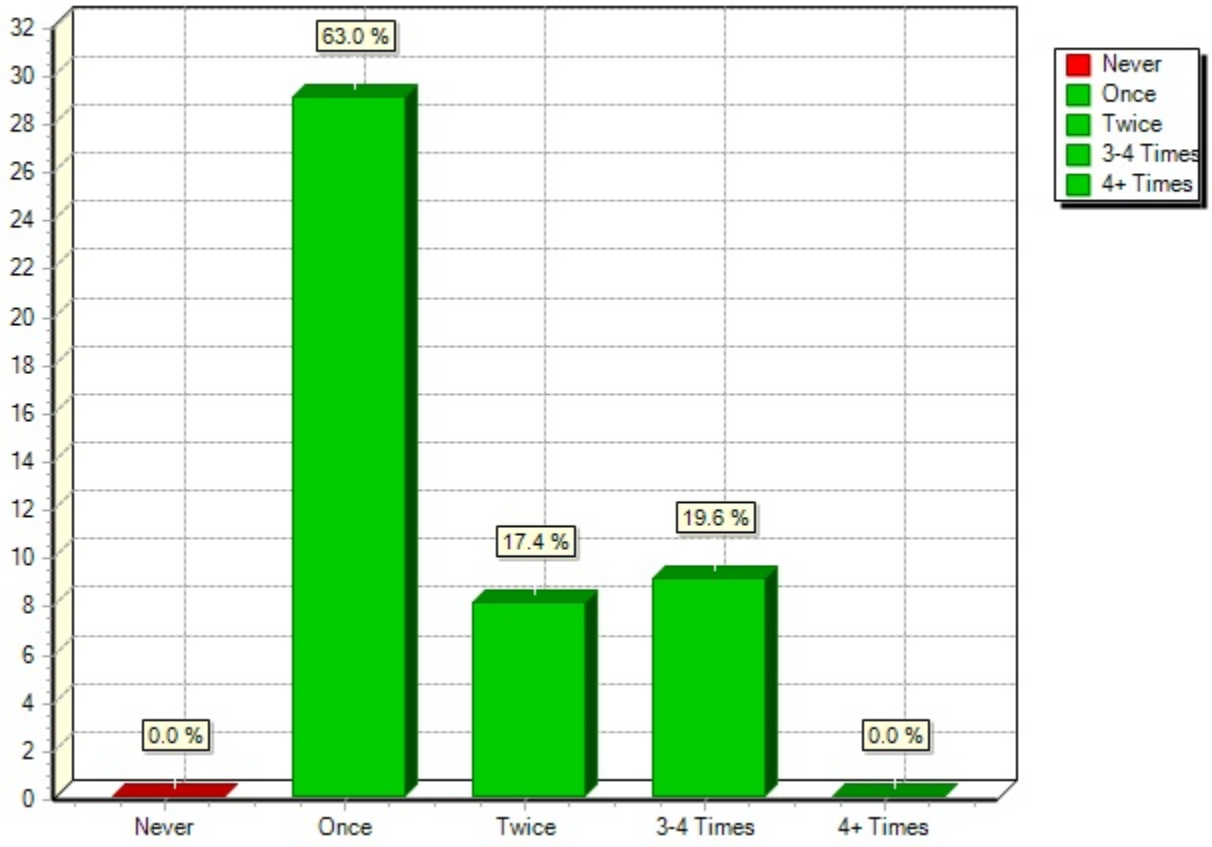
Only 8.7% (n=8) of the 92 respondents had had an employee disclose cancer to them after having been given access to the eToolkit, which helps to explain this survey's relative low number of respondents. When asked if they would use it if an employee were to disclose a cancer diagnosis in the future, 84% of managers who accessed the eToolkit said they were very or extremely likely to use it. In closing comments, some respondents offered suggestions about how to raise the eToolkit's visibility and use; these ideas informed improvements made to the eToolkit in Spring 2015.

For how many months have you had access to the eToolkit "Workplace Transitions for people touched by cancer"?



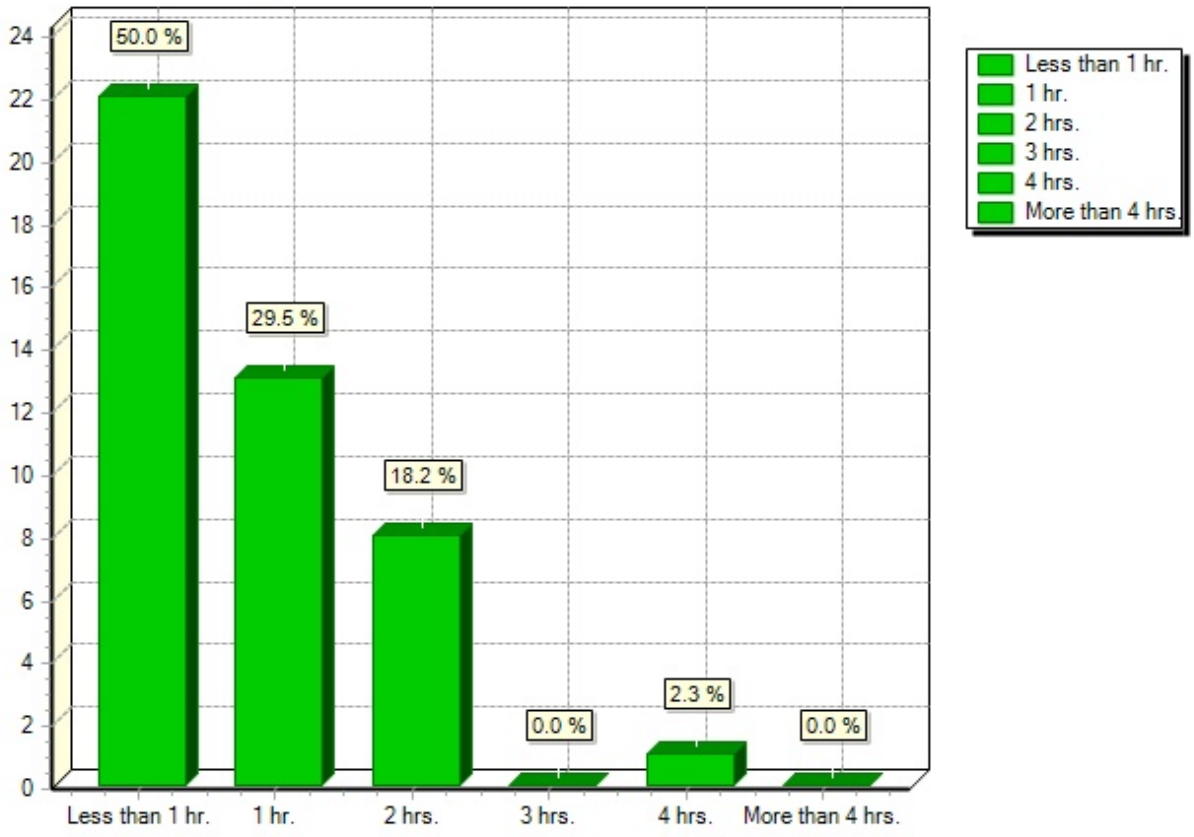
Note: 45 Managers responded to this question

How often have you accessed the eToolkit "Workplace Transitions for people touched by cancer"?



Note: 46 Managers responded to this question

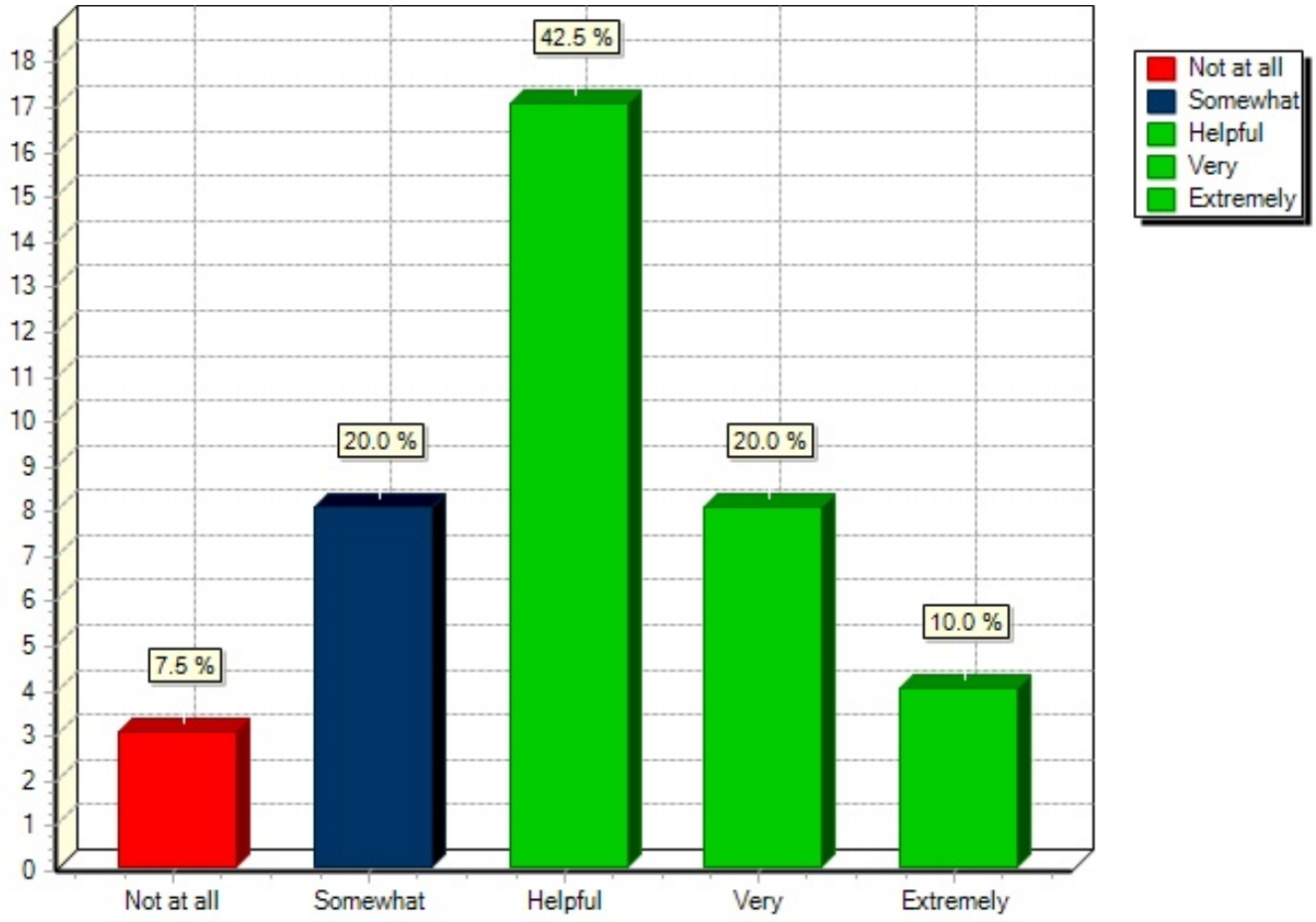
Overall, about how much time did you spend reviewing the eToolkit materials and/or using the downloadable Transition Plan template?



Note: 44 Managers responded to this question

How helpful to you were the following types of information in the eToolkit?

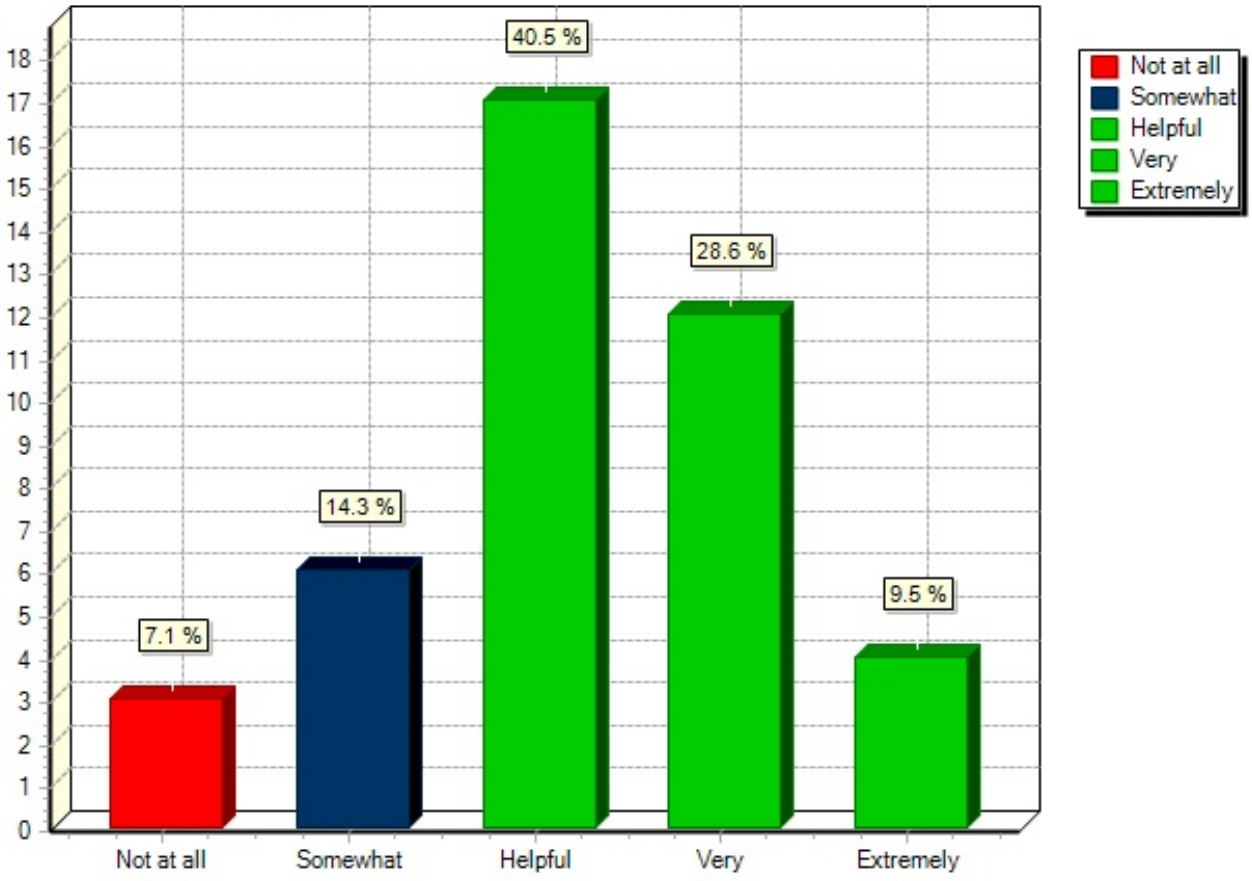
The downloadable Transition Plan e-template



Note: 40 Managers responded to this question

How helpful to you were the following types of information in the eToolkit?

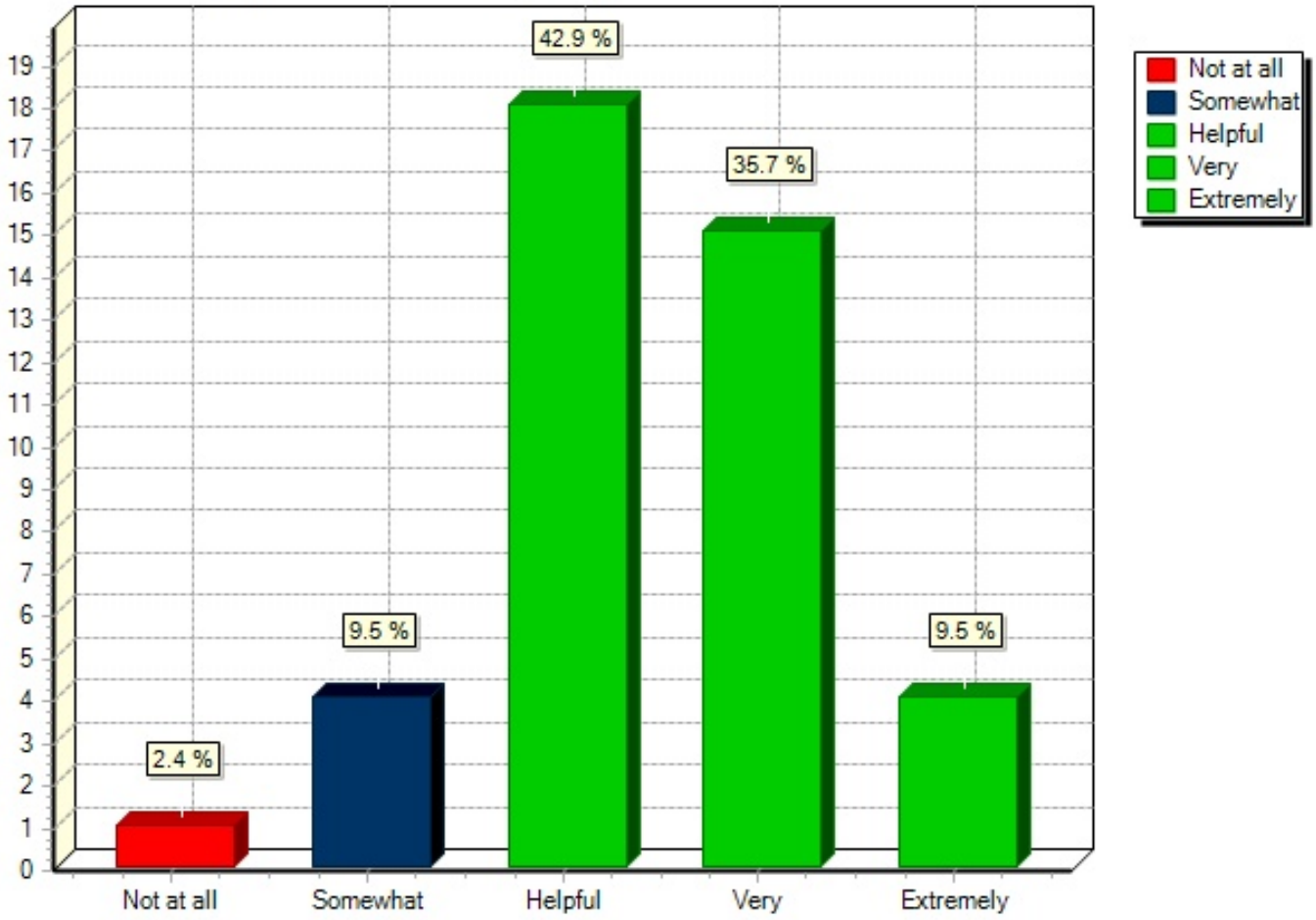
Other information in the eToolkit about making a workplace transition plan (such as how to write a return-to-work plan for your employee.)



Note: 42 Managers responded to this question

How helpful to you were the following types of information in the eToolkit?

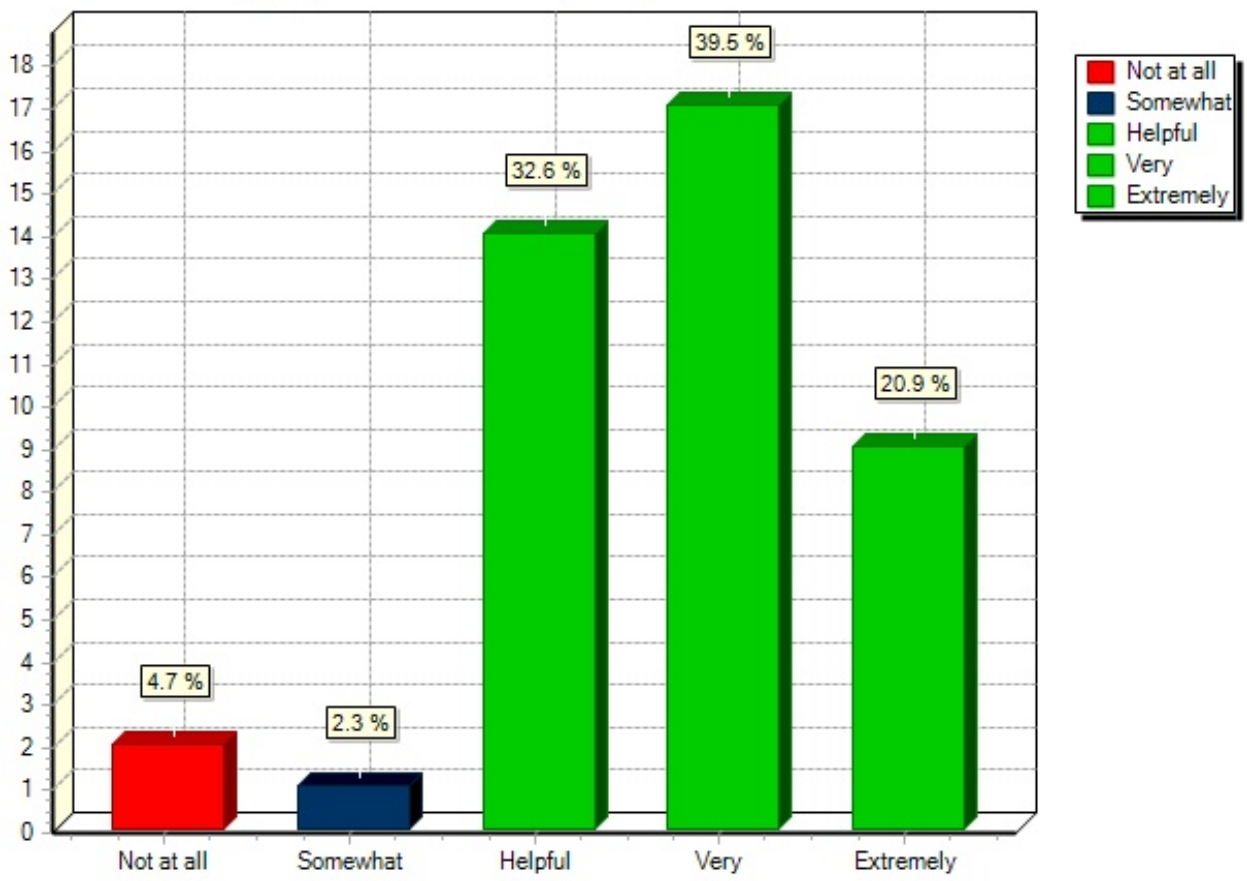
Relevant Laws



Note: 42 Managers responded to this question

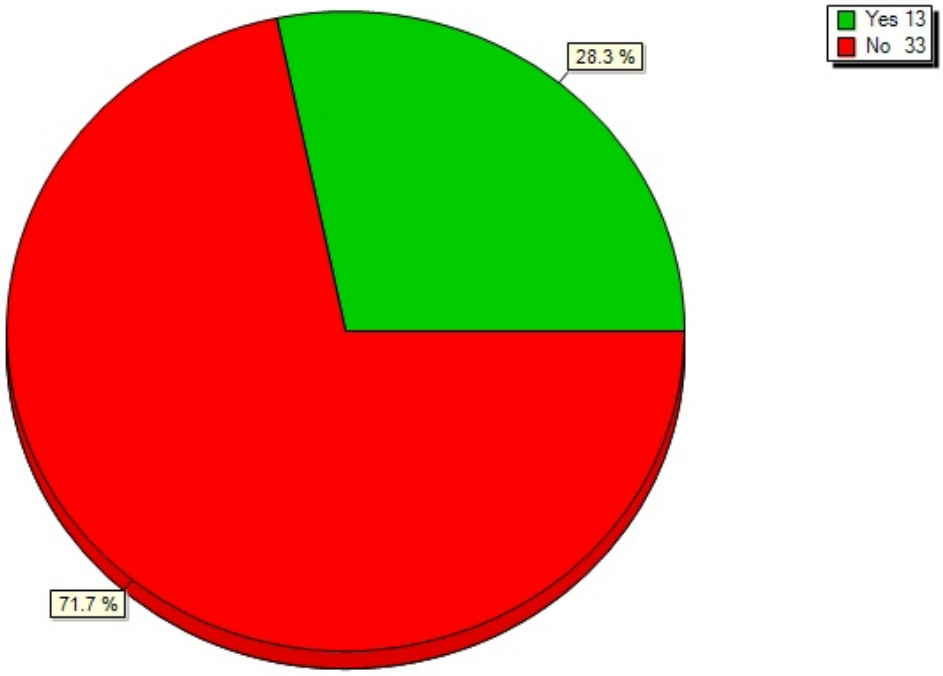
How helpful to you were the following types of information in the eToolkit?

Information about your role and providing emotional support (ideas about what to say and do on a personal level with your employee and co-workers.)



Note: 43 Managers responded to this question

The eToolkit often suggested other sources of information about cancer and workplace issues. Since receiving access to the eToolkit, have you looked up any of those resources?



What were some of those resources?

All of them.

My brother has Leukemia and my father was diagnosed yesterday as terminal with another type of blood cancer. I was just reviewing the site and pleased to see the information that exists for those impacted by these horrible diseases.

Coping with the effects of Chemo and Radiation Chemo-Brain

Caregiver, American Cancer Society

I have lost 3 family members in the last 18 months

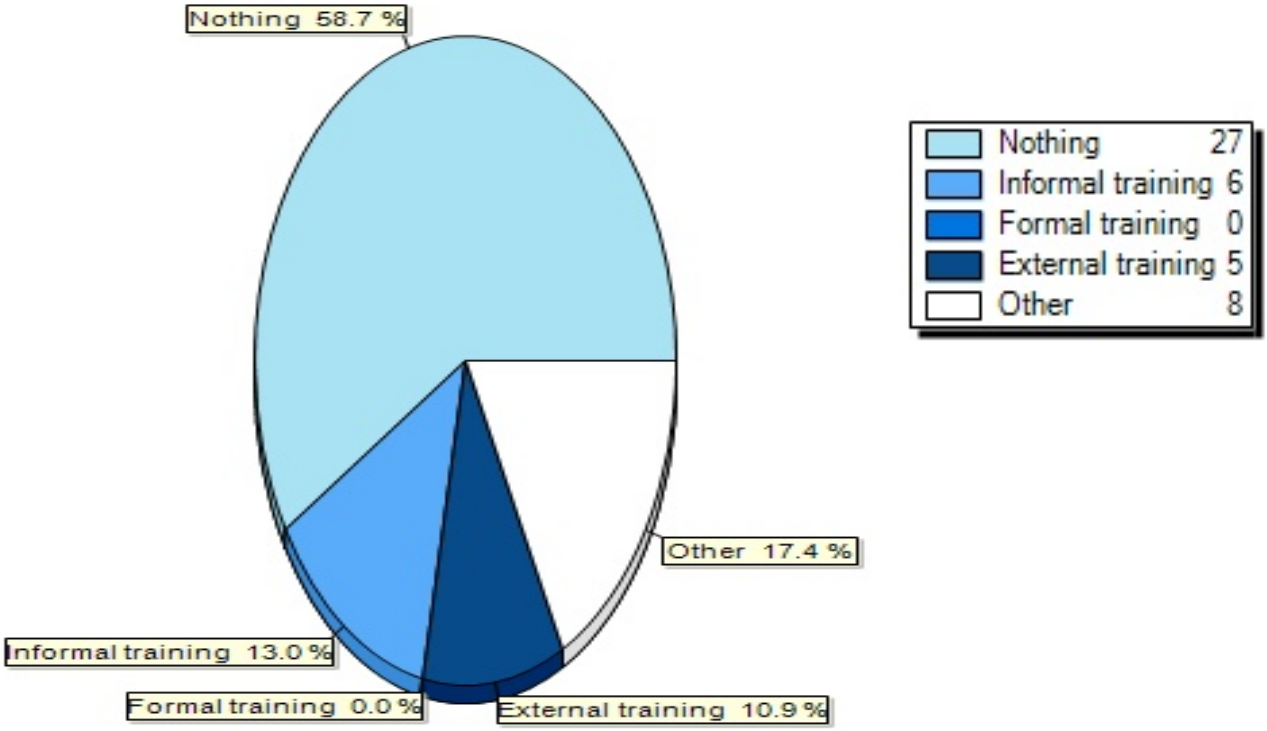
The links to cancer information regarding side effects of treatment, etc. Can't remember the link.

Proton Radiation program at Loma Linda Medical Center

ADA FML, Transition plans,

Career and Cancer, ACS

What else have you done since accessing the eToolkit to learn more about cancer and workplace issues?



Other Responses:

My Mother passed from Cancer, I participated in in-home Hospice.

Revisiting the toolkit

Company policy review

Consulted with HR

Interacted with HR

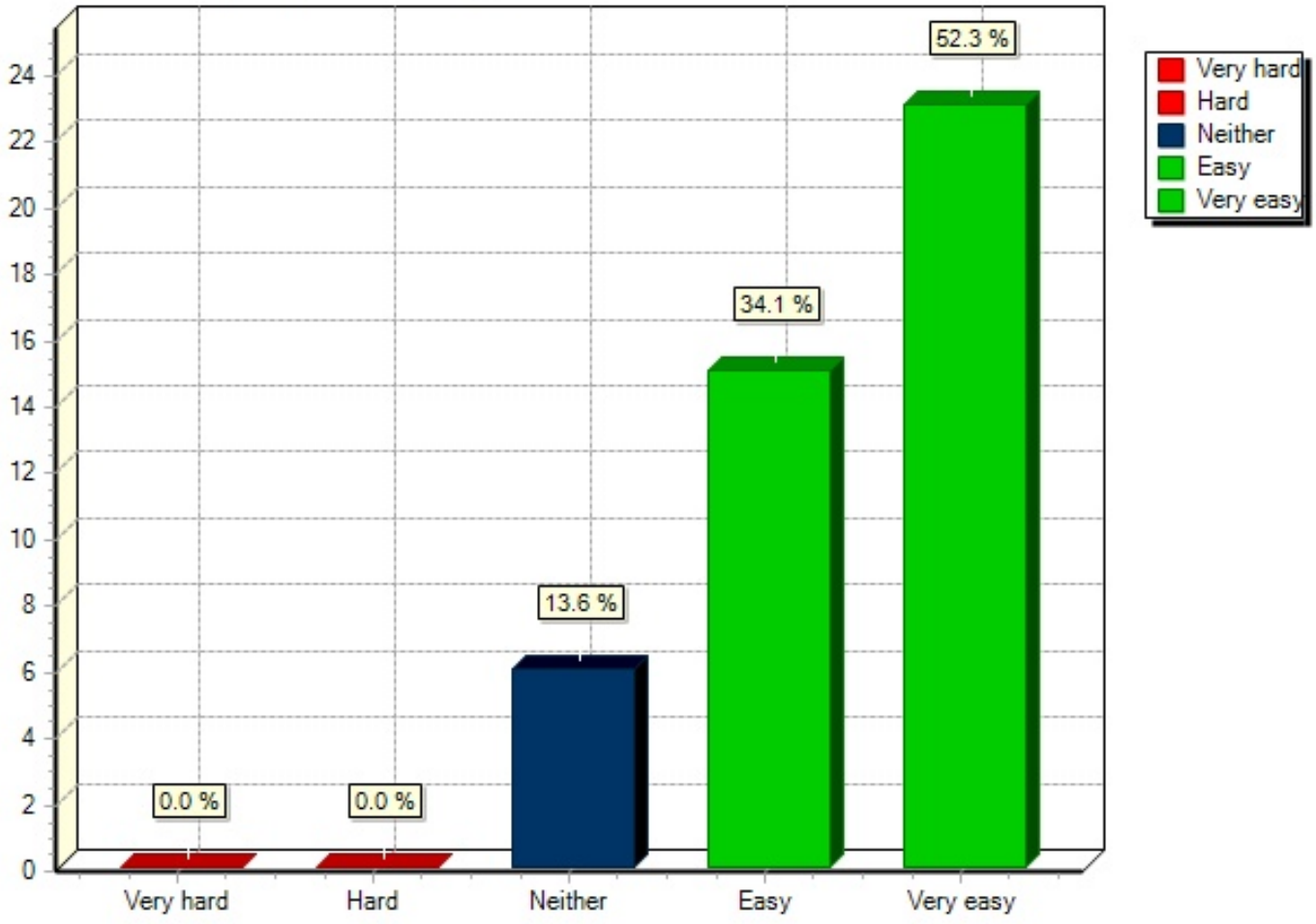
I would use this when I have a staff person with cancer which I do not at present....

I am a cancer survivor prior to [name of company removed], great program

I already have an employee with cancer. We continue to work through the issue as it does not go away. We have done just about everything the toolkit has. Seeing a toolkit to help others at this time is great.

Please indicate how easy or hard it was to do the following things:

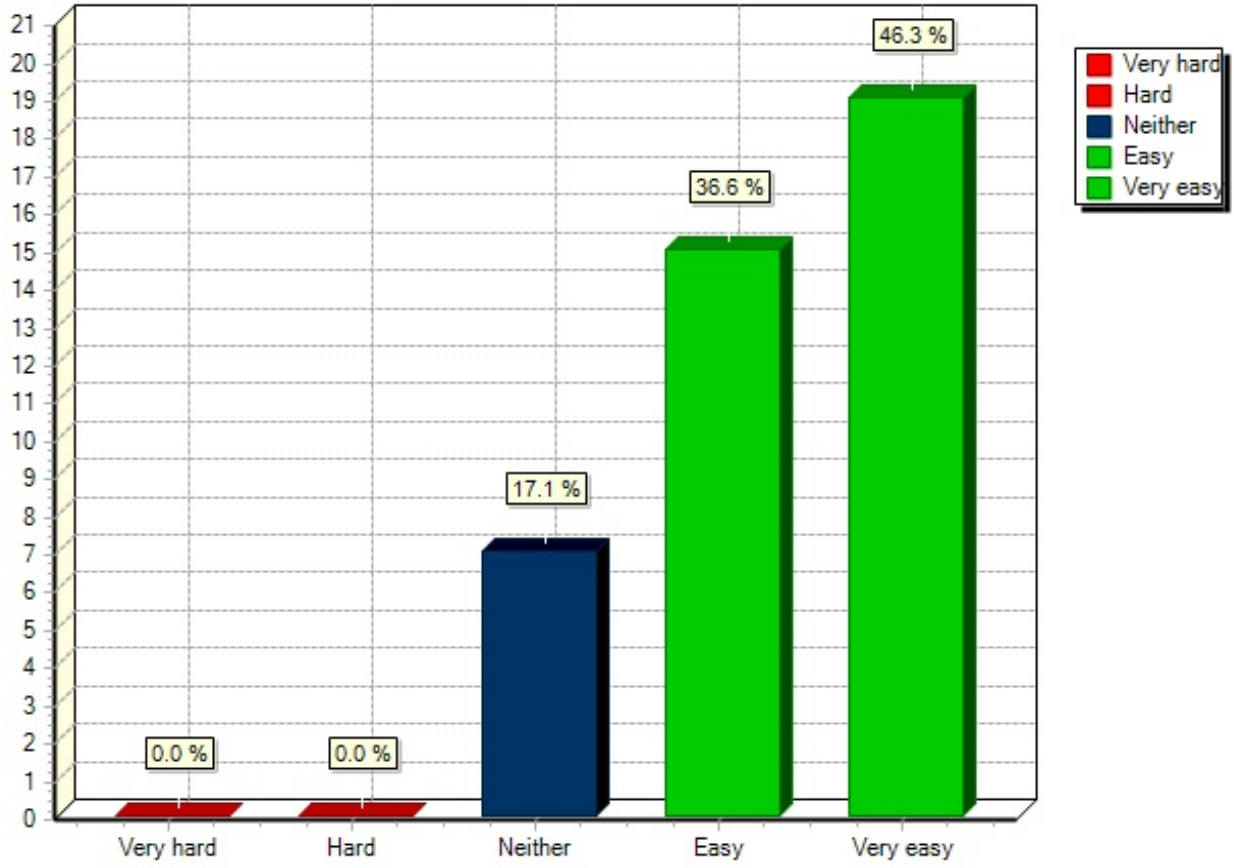
Accessing the eToolkit online



Note: 44 Managers responded to this question

Please indicate how easy or hard it was to do the following things:

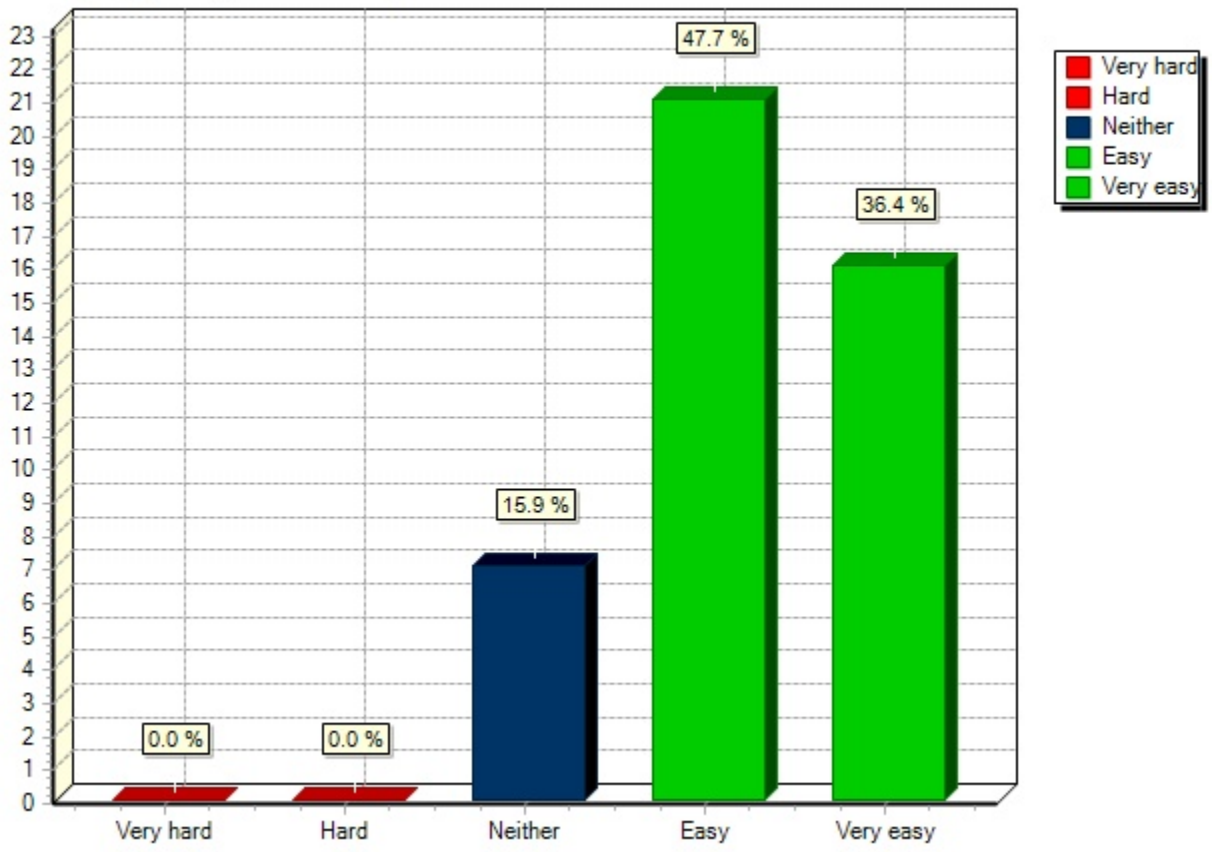
Downloading e-Template



Note: 41 Managers responded to this question

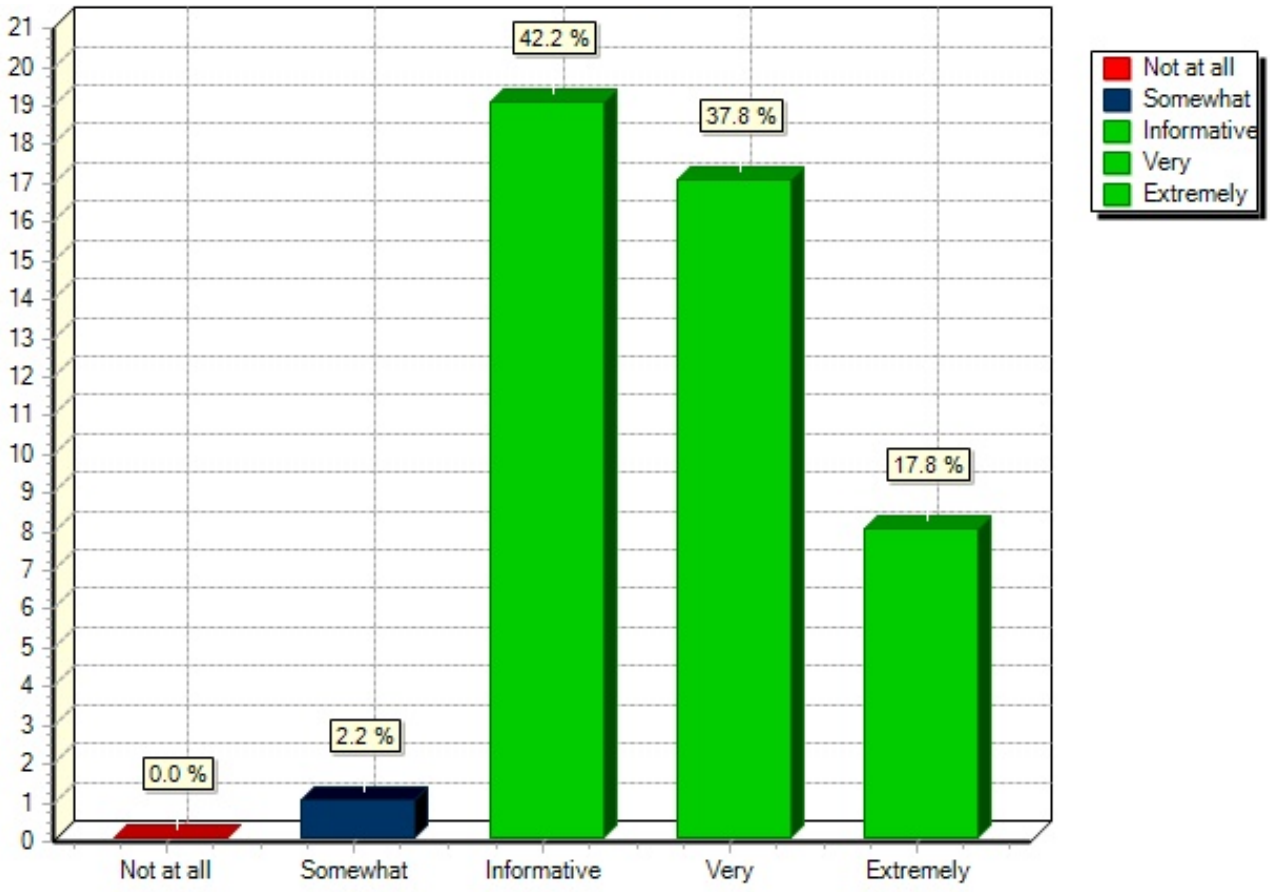
Please indicate how easy or hard it was to do the following things:

Finding the information you wanted within the eToolkit



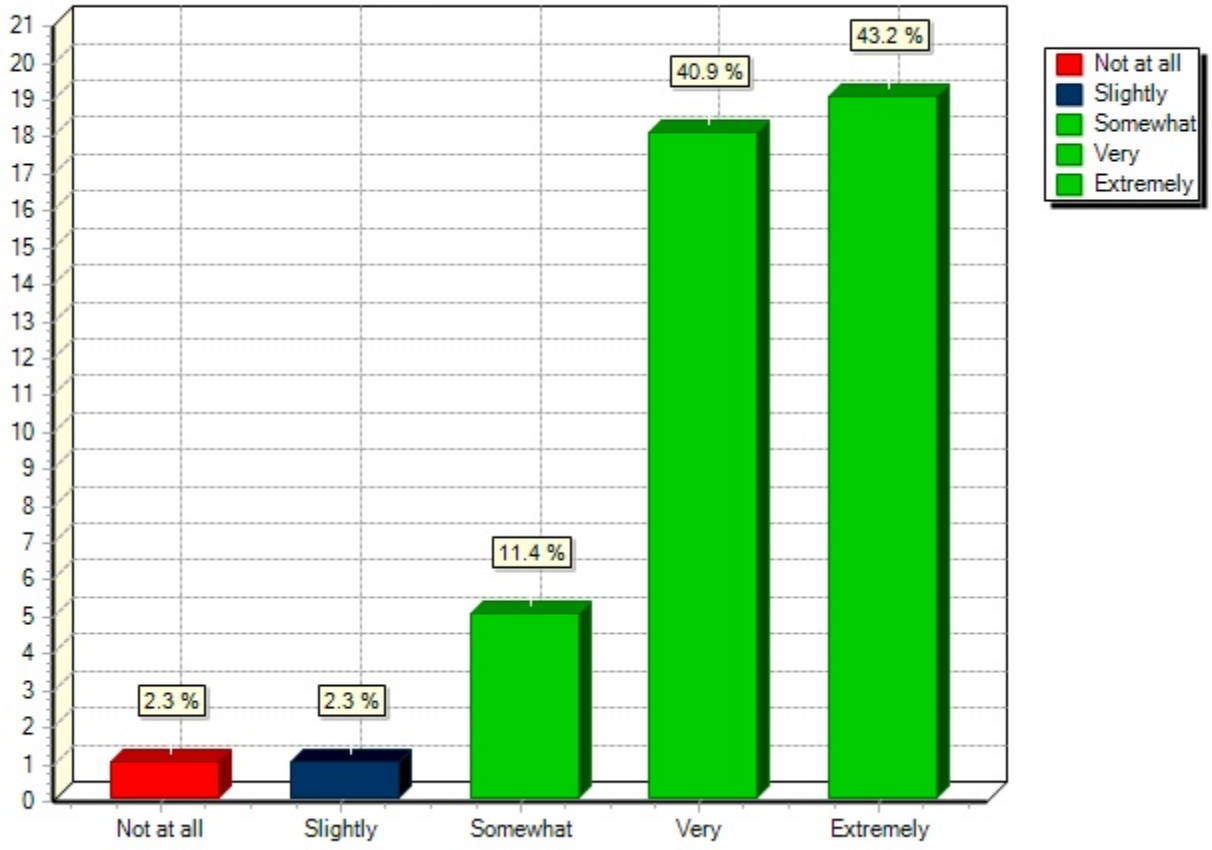
Note: 44 Managers responded to this question

How informative was the eToolkit about cancer and workplace issues?



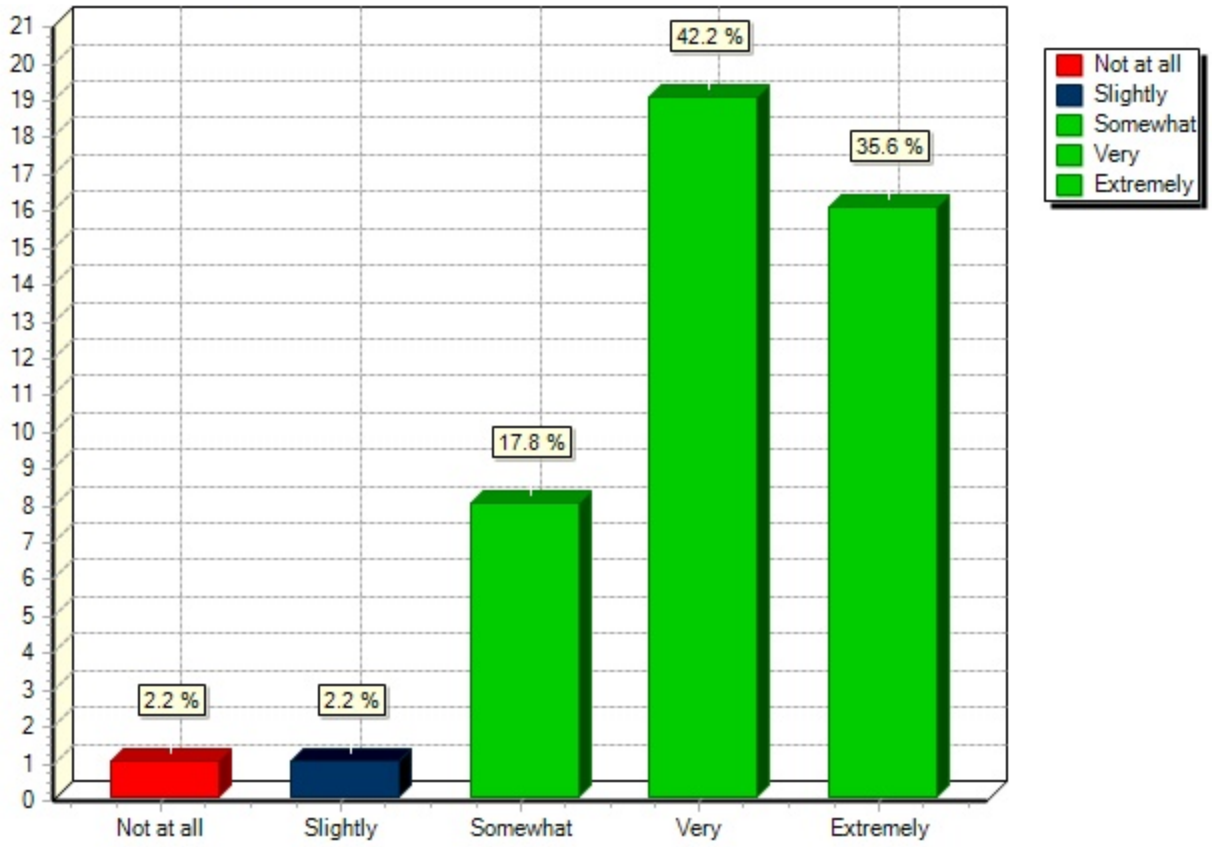
Note: 45 Managers responded to this question

How likely is it that you would access this eToolkit if you have an employee in the future that is diagnosed with cancer?



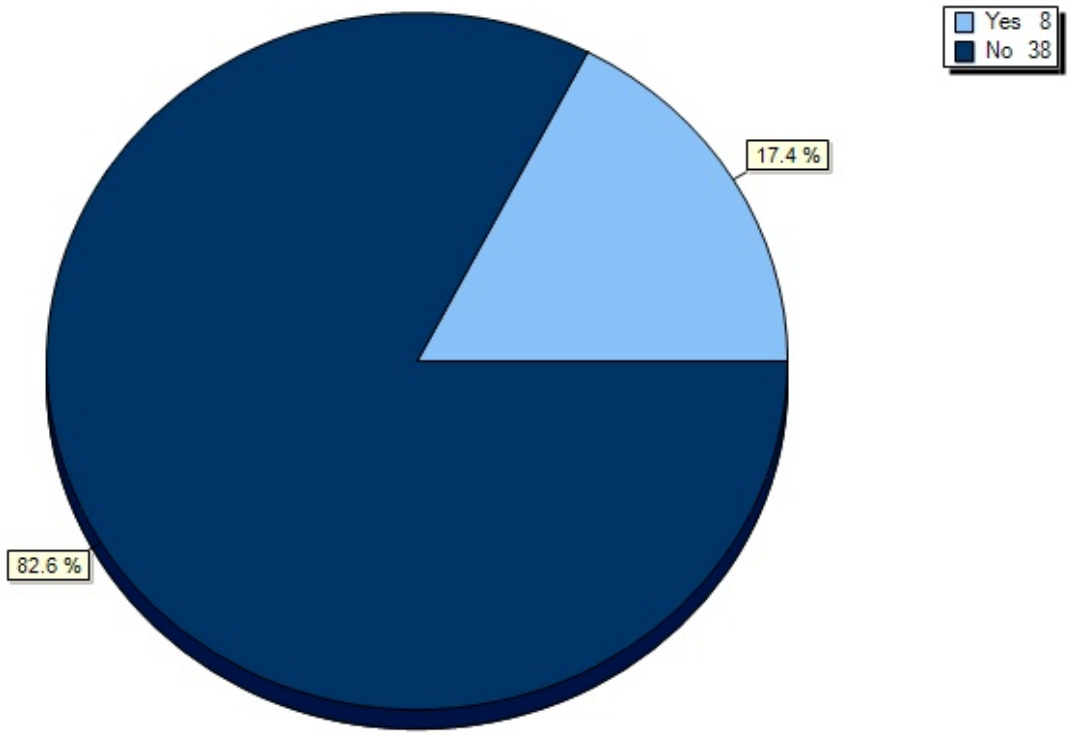
Note: 44 Managers responded to this question

How likely is it that you would recommend this eToolkit to colleagues?



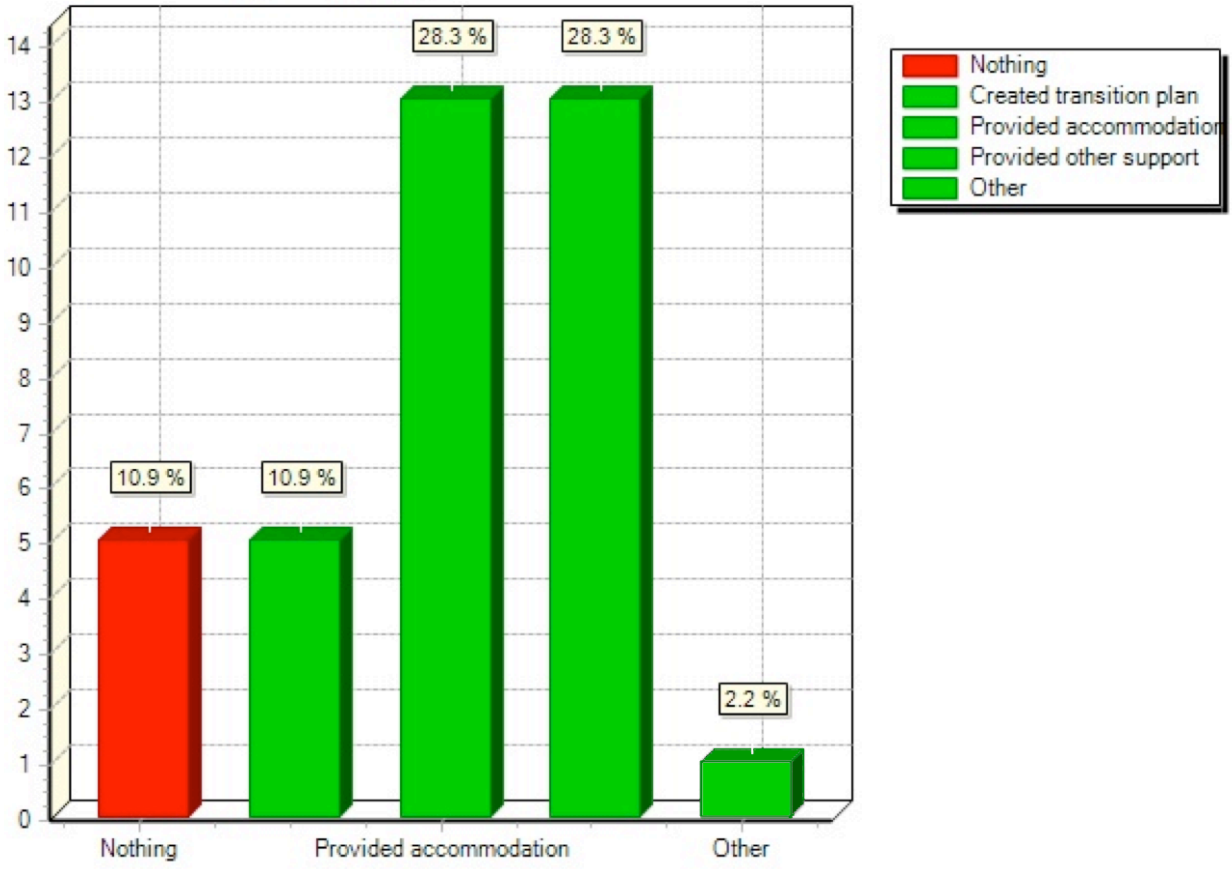
Note: 45 Managers responded to this question

Since given eToolkit access, have you had an employee who disclosed cancer to you?



Note: 46 Managers responded to this question

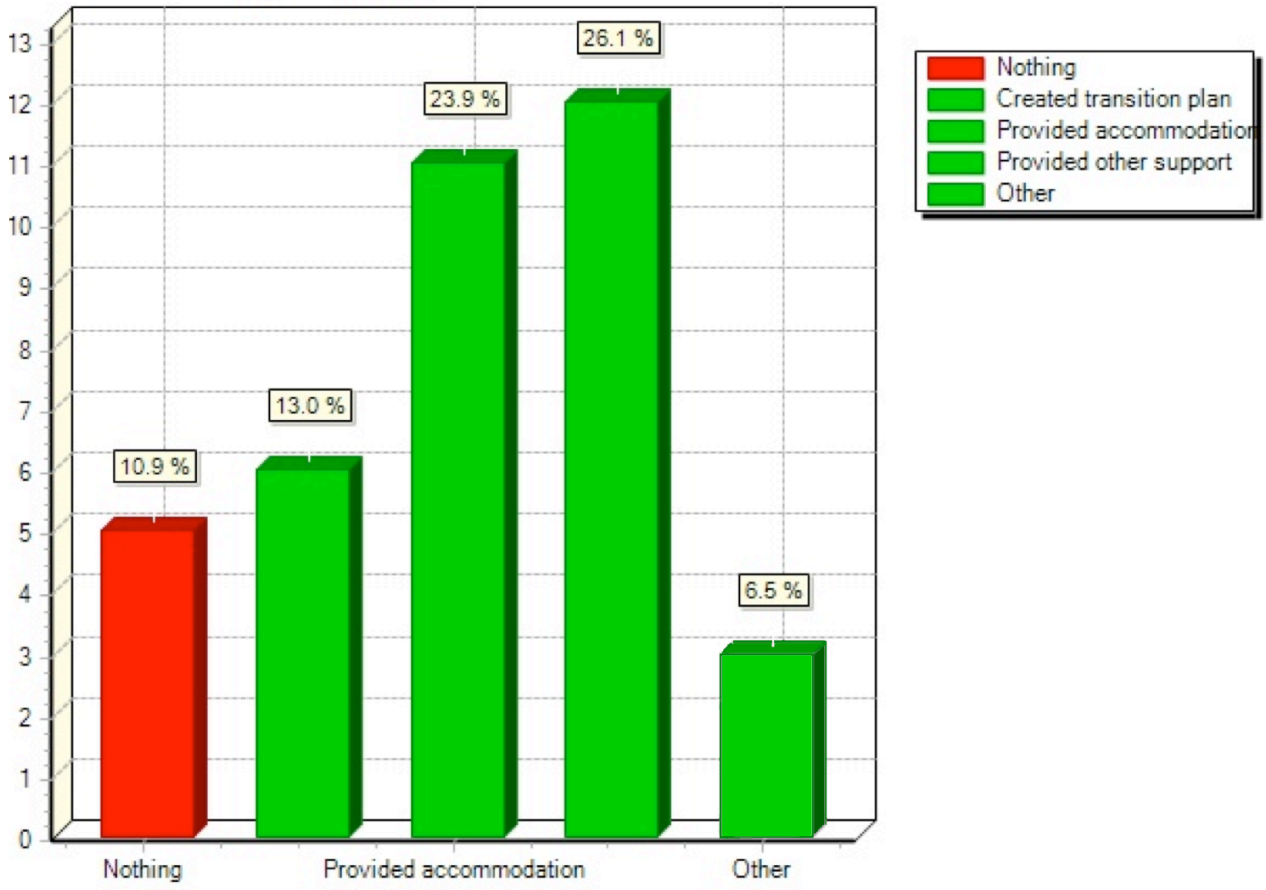
BEFORE you were given access to the eToolkit, what you had you done to support any employee at your company who has any disability? (Select all that apply.)



Note: 37 Managers responded to this question

Other Responses: (None)

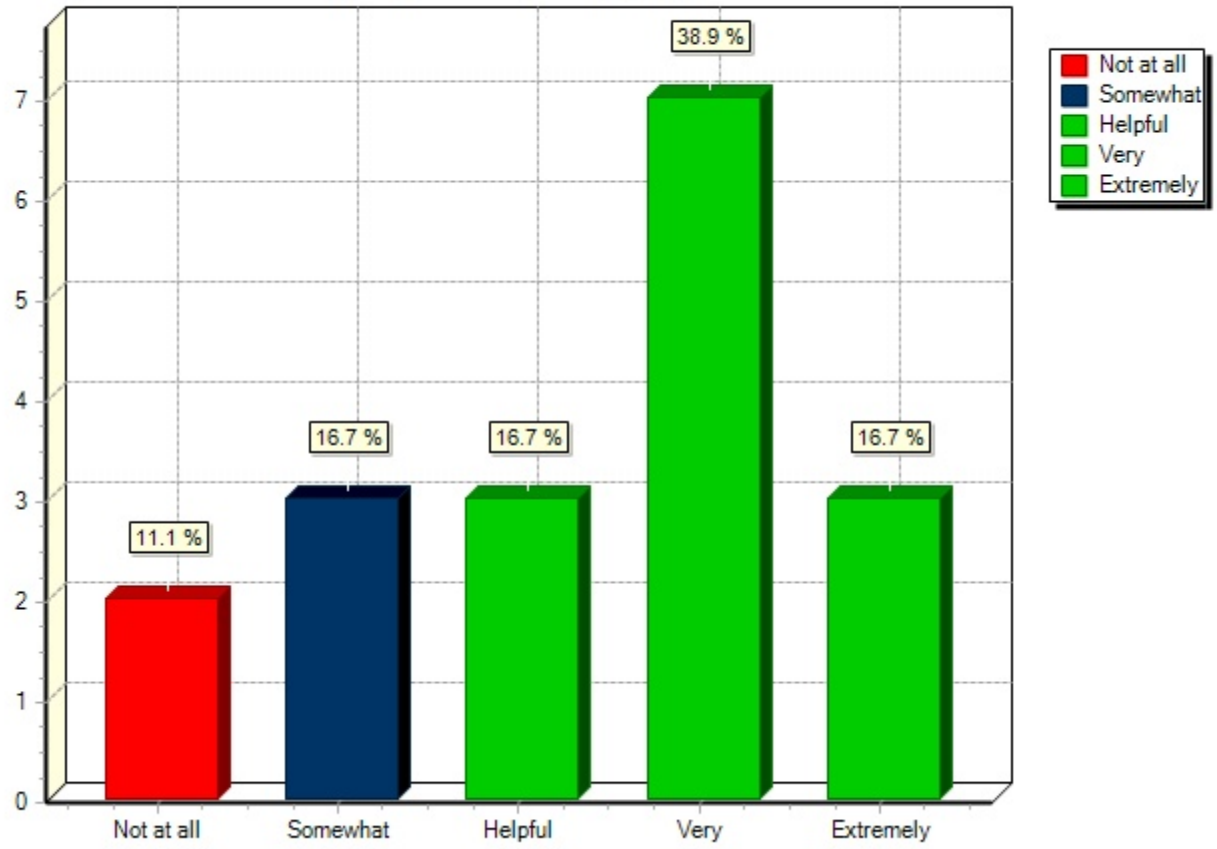
AFTER you were given access to the eToolkit, what you have you done to support any employee at your company who has cancer? (Select all that apply.)



Note: 37 Managers responded to this question

Other Responses:
Shared articles from eToolkit
Haven't had the need to use the site yet
Have not had any issues arise since the toolkit became available.

How helpful was the eToolkit in your efforts to support the productivity of an employee who has cancer?



Note: 18 Managers responded to this question

You indicated that you did not do anything to support an employee you supervise who has cancer. Why not?

Response	Count	Percent
I have supervised an employee with cancer since I had access to the eToolkit, but he or she did not disclose the diagnosis to me so I did not get involved.	0	0.0%
Since I've had access to the eToolkit, I have supervised an employee who disclosed his or her cancer diagnosis to me, but this person did not require any support.	1	20.0%
Since I've had access to the eToolkit, I have supervised an employee who disclosed her or her cancer diagnosis to me, but the accommodation this person requested was not feasible, so I did not grant it.	0	0.0%
Other (please specify)	4	80.0%

Other Responses:
I am not a supervisor, just in HR
Situation hasn't come up yet
I do not supervise anyone or had a situation to help
Have not had this situation arise

Manager Report: Demographics

Question:	*n*	Percent
Company		
1	4	8.9%
2	1	2.2%
3	0	0.0%
4	9	20.0%
5	29	64.4%
6	2	4.4%
Human Resources		
Yes	18	39.1%
No	28	60.9%
Years of Supervisory Experience		
< 1 year	10	22.2%
2-5 years	5	11.1%
5 - 10 years	9	20.0%
> 10 years	21	46.7%
Gender		
Male	20	45.5%
Female	24	54.5%
Transgender	0	0.0%
Age		
18-24	1	2.3%
25-34	6	13.6%
35-44	12	27.3%
45-54	19	43.2%
55-64	6	13.6%
65-74	0	0.0%
75+	0	0.0%

Question:	*n*	Percent
Spanish, Hispanic or Latino / Latina		
Yes	3	7.0%
No	40	93.0%
Race		
White	29	72.5%
Black or African-American	3	7.5%
Asian	4	10.0%
Native Hawaiian/Pacific Islander	0	0.0%
American Indian/Alaskan Native	1	2.5%
2 or more	1	2.5%
Other (specify)	2	5.0%
Levels of Education		
No schooling	0	0.0%
Some high school	0	0.0%
Earned HS diploma/GED	1	2.2%
Some college	3	6.7%
Tech/vocational school	0	0.0%
Earned associates	4	8.9%
Earned bachelors	16	35.6%
At least some graduate school	21	46.7%
Have you ever received treatment for any cancer?		
No	36	80.0%
Skin (melanoma)	1	2.2%
Skin (not melanoma)	2	4.4%
Yes (not skin)	6	13.3%

Manager Report Closing Comments

Please let us know if you have any additional comments about the eToolkit in particular, or about cancer and workplace issues in general. In your comments, please do not give us any information that would reveal the identity of anyone you know who has cancer.

Prior to today, I never knew the eToolkit was ready to view. To date, I've only received [sic] an email asking me if I'd participate. That's it.
First hearing of eToolkit. My neighbor of 20 years has stage 4 lung cancer and my wife family and I have been taking her to hospital and helping her and family. Anything [name of company deleted] can participate in or do to help management to help employee dealing with cancer has to be good and worth it. It is hard for the person and extremely hard for caregiver and sure for anyone that is managing a person with cancer. I was 26 and worked with a co-working in another company that had cancer. I learned from him to just treat him like anyone else and be respectfully same as anyone else and for them be strong and positive, happy and do fun stuff on lunch breaks. Talk about everything that is fun and can make all laugh. I went to his funeral. Great guy and I expect I can learn more how to manage employees with this terrible cancer health issue. Lucky never had and today do not have a employee with cancer.
For this topic, a suggestion would be to have HR hosted webinars to provide open forum to ask questions and understand the parameter for time off, etc. when you have employees that are impacted by cancer or terminal disease directly or have family members.
This eToolkit needs to be mass communicated multiple time/year with direct links to the site. Make the comms appealing to all potential users with multimedia options and facts about what the site provides. This serious topic is so ubiquitous and employees need to know what resources are out there. It's often a case of out of site [sic], out of mind. Companies need to promote resources like this to keep them top of mind as it helps employees in work and outside of work.
I need to check out the toolkit for myself. I have ignored it, as that is my strategy for beating the disease. I have my treatments, follow the orders and go to work and act like nothing is wrong.
It was a very useful tool, and very timely, as one of my employees had just been diagnosed with Cancer and I felt unprepared at the time. The tool offered suggestions that I had not considered.
Good information. Glad it is available.
It would be very helpful if you allowed the toolkit to be accessed in the form of one large PDF so currently unaffected employees can save it down for reference purposes.
Add a custom feature to integrate links to company policy/procedure related to the content into the site itself. The information is presented well on the site in having it collocated.

There are a variety of health issues that employees struggle with. Their return to full or part-time work during or after a major or stressful health issue is complicated and at times difficult. I think a general toolkit would be more beneficial than one dedicated to a single health issue/concern.
I think this is a great tool to have from the employers side. Cancer is not fun to deal with. Cancer touches not only the employees but also their families. Any support for employees that are caregivers?
It looks great and was very easy to navigate through or pick only topics I wanted. I loved "Simple Kindnesses". So thoughtful and helpful.
I'm in HR and want to know how to better support those in our practice who have cancer.
Very helpful and thorough.
Great source to help those who need help and can focus on getting better!
The eToolkit sounds like a great resource. Fortunately, I am in remission and do not supervise anyone with Cancer at this time.
I am very pleased my company has provided managers access to the eToolkit and information to help us better assist people touched by cancer. My company should consider making this subject mandatory training for their managers. I am able to utilize some of the information to assist employees with other (non cancer) serious medical conditions. My company should have provided this toolkit a long time ago.

Appendix A: Baseline Survey

For employees with cancer or with a history of cancer

Workplace Transitions Survey

If you have ever been diagnosed with cancer, and are currently at least 18 years old, please read the information below and consider taking this survey.
Otherwise, you do not need to do anything.

If you do choose to take this survey, please be sure to hit 'next page' on each screen and, at the end, 'Submit survey' so that your answers will be recorded.

INFORMATION SHEET: Thank you for reading more about this study "Workplace Transitions Pilot," which is funded by the WellPoint Foundation and administered by SEDL. SEDL is a nonprofit education research, development, and dissemination organization.

PURPOSE OF THE STUDY: This survey will help us to know how employees with cancer are doing. If you are 18 years of age or older and have ever been diagnosed with cancer, you are invited to take this survey. Then, after a few months, we'll ask you to take the same survey again so we can tell if anything has changed for you. No one at your company will ever see your individual survey answers.

DESCRIPTION OF THE STUDY AND YOUR INVOLVEMENT: You are being invited to fill out an online survey that takes about 15-20 minutes to do. It asks about your well-being, and how cancer has affected your work. In about 6 months, a researcher from SEDL will send you an email asking you to do the survey again.

RISKS AND DISCOMFORTS: The risks of participating in this study are very low. No one at your company will ever see your individual survey answers, and you do not have to answer any questions that make you uncomfortable.

BENEFITS TO YOU AND OTHERS: You may not get any direct benefit from this study. The information we learn, though, may help to let your company know more about how to support employees who have cancer.

COSTS: There are no costs for participating in this study other than the time you will spend filling out the two surveys. Each one should take about 15-20 minutes.

CONFIDENTIALITY: After you take this survey researchers at SEDL will know which company employs you and how cancer has affected your work. This survey is being done only for research and evaluation purposes. All personal identifying information will be kept in password-protected files. These files will be deleted when the project has finished writing its reports. The Institutional Review Board or the study funder, the WellPoint Foundation, may review the data, but they cannot connect your answers to you. Only the researchers conducting this study will see information that can identify you personally. Your name and your workplace's name will never be used in presentations or publications based on this study's data. Furthermore, your identity or personal information will not be shared with third parties.

VOLUNTARY PARTICIPATION AND WITHDRAWAL: You do not have to take this survey. If you choose to participate, you may stop at any time. Only the researchers at SEDL will know if you decided you do not want to finish a survey, so not participating in some part of this study will not affect you in any way. You may also choose not to answer particular questions.

QUESTIONS: If you have any questions, complaints, or concerns about your involvement in this study, contact:

Kathleen M. Murphy, PhD
SEDL
4700 Mueller Blvd, Austin, TX 78723
(800) 476-6861
cancer@sedl.org

CONSENT: You must be 18 years of age or older to participate AND have been diagnosed with cancer. If you agree to participate, after you click the button saying "I agree to participate in this study," you'll see another screen with the survey questions.

If you would like a copy of this consent letter, please print a copy now or email cancer@sedl.org to ask for one.

If you are NOT 18 years of age or older OR have never been diagnosed with cancer, please either do nothing now, or click on "I do not agree to participate in this study."

1) Please confirm that you agree to participate in this study if you are at least 18 years old and also have been diagnosed with cancer.

(Selecting "I do not agree to participate in this study" and hitting the 'next page' button will submit your survey with no responses and you will be redirected to www.sedl.org.)

- ❍ I agree to participate in this study.
- ❍ I do not agree to participate in this study. [Exits from survey]

Your Health and Well-Being

This survey asks for your views about your health. This information will help keep track of how you feel and how well you are able to do your usual activities.

Thank you for completing this survey!

For each of the following questions, please mark in the one button that best describes your answer.

2) 1. In general, would you say your health is:

- ❍ Excellent
- ❍ Very good
- ❍ Good
- ❍ Fair
- ❍ Poor

3) 2. Compared to one year ago, how would you rate your health in general now?

- ❍ Much better now than one year ago
- ❍ Somewhat better now than one year ago
- ❍ About the same as one year ago
- ❍ Somewhat worse now than one year ago
- ❍ Much worse now than one year ago

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(SF-36v2® Health Survey Standard, United States (English))

4) 3. The following questions are about activities you might do during a typical day. Does your health now limit you in these activities? If so, how much?

	Yes, limited a lot	Yes, limited a little	No, not limited at all
a. Vigorous activities, such as running, lifting heavy objects, participating in strenuous sports	❍	❍	❍
b. Moderate activities, such as moving a table, pushing a vacuum cleaner, bowling, or playing golf	❍	❍	❍
c. Lifting or carrying groceries	❍	❍	❍
d. Climbing several flights of stairs	❍	❍	❍
e. Climbing one flight of stairs	❍	❍	❍
f. Bending, kneeling, or stooping	❍	❍	❍
g. Walking more than a mile	❍	❍	❍
h. Walking several hundred yards	❍	❍	❍
i. Walking one hundred yards	❍	❍	❍
j. Bathing or dressing yourself	❍	❍	❍

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5) 4. During the past 4 weeks, how much of the time have you had any of the following problems with your work or other regular daily activities as a result of your physical health?

	All of the time	Most of the time	Some of the time	A little of the time	None of the time
a. Cut down on the amount of time you spent on work or other activities	❍	❍	❍	❍	❍
b. Accomplished less than you would like	❍	❍	❍	❍	❍
c. Were limited in the kind of work or other activities	❍	❍	❍	❍	❍
d. Had difficulty performing the work or other activities (for example, it took extra effort)	❍	❍	❍	❍	❍

6) 5. During the past 4 weeks, how much of the time have you had any of the following problems with your work or other regular daily activities as a result of any emotional problems (such as feeling depressed or anxious)?

	All of the time	Most of the time	Some of the time	A little of the time	None of the time
a. Cut down on the amount of time you spent on work or other activities	❍	❍	❍	❍	❍
b. Accomplished less than you would like	❍	❍	❍	❍	❍
c. Did work or other activities less carefully than usual	❍	❍	❍	❍	❍

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7) 6. During the past 4 weeks, to what extent has your physical health or emotional problems interfered with your normal social activities with family, friends, neighbors, or groups?

- ❍ Not at all
- ❍ Slightly
- ❍ Moderately
- ❍ Quite a bit
- ❍ Extremely

8) 7. How much bodily pain have you had during the past 4 weeks?

- ❍ None
- ❍ Very mild
- ❍ Mild
- ❍ Moderate
- ❍ Severe
- ❍ Very severe

9) 8. During the past 4 weeks, how much did pain interfere with your normal work (including both work outside the home and housework)?

- ❍ Not at all
- ❍ A little bit
- ❍ Moderately
- ❍ Quite a bit
- ❍ Extremely

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10) 9. These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much of the time during the past 4 weeks...

	All of the time	Most of the time	Some of the time	A little of the time	None of the time
a. Did you feel full of life?	❍	❍	❍	❍	❍
b. Have you been very nervous?	❍	❍	❍	❍	❍
c. Have you felt so down in the dumps that nothing could cheer you up?	❍	❍	❍	❍	❍
d. Have you felt calm and peaceful?	❍	❍	❍	❍	❍
e. Did you have a lot of energy?	❍	❍	❍	❍	❍
f. Have you felt downhearted and depressed?	❍	❍	❍	❍	❍
g. Did you feel worn out?	❍	❍	❍	❍	❍
h. Have you been happy?	❍	❍	❍	❍	❍
i. Did you feel tired?	❍	❍	❍	❍	❍

11) 10. During the past 4 weeks, how much of the time has your physical health or emotional problems interfered with your social activities (like visiting with friends, relatives, etc.)?

- ❍ All of the time
- ❍ Most of the time
- ❍ Some of the time
- ❍ A little of the time
- ❍ None of the time

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12) 11. How TRUE or FALSE is <u>each</u> of the following statements for you?

	Definitely true	Mostly true	Don't know	Mostly false	Definitely false
a. I seem to get sick a little easier than other people	❍	❍	❍	❍	❍
b. I am as healthy as anybody I know	❍	❍	❍	❍	❍
c. I expect my health to get worse	❍	❍	❍	❍	❍
d. My health is excellent	❍	❍	❍	❍	❍

Thank you for completing these questions!

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You're about halfway through the survey. There are just a few more questions related to cancer and your job. Please click on 'next page' to continue.

13) During the past 4 weeks, on average, how many hours have you been working per week *at the company that sent you the invitation to this survey*?

_____Hours of work per week

14) What kinds of paid leave do you have as a benefit of your job *at the company that sent you the survey invitation*?

- ❑ Short- or long-term disability
- ❑ Paid time off (for example, vacation, sick or personal)
- ❑ None: I get paid only for the hours I work
- ❑ Other (please specify)

If you selected other, please specify
_____

15) The next set of questions asks you about how many days you've taken some kind of leave (paid or not) from your job, *at the company that sent you the survey invitation*, during the last 4 weeks.

In the past 4 weeks, how many days were you COMPLETELY UNABLE to go to work because of your physical health or mental health?

_____days

16) For how many of those days did you use your short-term or long-term disability leave?

(If you do not have this benefit as part of your job at the company that sent you the survey invitation, please enter 0.)

_____days used of disability leave

17) For how many of those days did you use your paid leave (for example, paid sick, vacation or personal)?

(If you do not have this benefit as part of your job at the company that sent you the survey invitation, please enter 0.)

_____days of paid leave

18) For how many of those days did you use unpaid leave?

(If you do not have any paid leave, as part of your job at the company that sent you the survey invitation, please re-enter the number of days you didn't go to this job in the last 4 weeks.)

_____days of unpaid leave

19) Did you use any other category of leave to cover time you took off of work that we haven't asked about? If so, please explain what kind of leave you used, and how many days of it you used in the last 4 weeks.

_____
_____
_____

Please continue answering questions, considering ONLY the company that sent you the survey invitation, and considering ONLY the past four weeks.

20) Aside from those days when you were totally unable to go to work, how many other days out of the past 4 weeks did you have to CUT BACK on work, or, how much you got done, because of your physical health or mental health?

_____days

21) When you took time off in the last 4 weeks, about how many hours of that time was used to take care of something related *in any way* to your cancer (including diagnosis, treatment, post-treatment effects or follow-up appointments)?

_____hours

22) Which cancer diagnosis have you most recently received?

- ❍ Bladder
- ❍ Breast
- ❍ Colon or rectum
- ❍ Kidney
- ❍ Lung
- ❍ Lymphoma
- ❍ Prostate
- ❍ Skin (melanoma)
- ❍ Skin (not melanoma)
- ❍ Testis (testicular cancer)
- ❍ Thyroid
- ❍ Uterine (also known as endometrial cancer)
- ❍ Other (please specify)

If you selected other, please specify
_____

23) How long ago did you receive this cancer diagnosis?

- ❍ 6 months ago or less
- ❍ 7 to 12 months ago
- ❍ 13 to 24 months ago
- ❍ 2 to 5 years ago
- ❍ More than 5 years ago

24) *During the last 6 months*, which of the following kinds of treatment have you had for your cancer? (Select all that apply.)

- ❑ I have not had any cancer treatment in the last 6 months.
- ❑ Oral medication (EXCEPT oral chemotherapy)
- ❑ Radiation
- ❑ Surgery
- ❑ Oral chemotherapy
- ❑ Intravenous chemotherapy (may be given through your vein or a through a catheter or mediport)
- ❑ Other chemotherapy (This may include chemotherapy given directly into the spinal fluid or into the peritoneal cavity. Note that these kinds of chemotherapy are very rare.)
- ❑ Other (please specify)

If you selected other, please specify

_____

25) Have you disclosed your cancer (or history of cancer) to any supervisor or human resource staff member at the company that sent you the survey invitation?

- ❍ Yes
- ❍ No [Skip to question 27]

26) Please indicate if, *at the company that sent you the survey invitation*, you've ever requested any of the following things *in relation to your cancer*, and what the response was. If you did not make a particular request, please click on "does not apply."

	Does not apply.	I have not yet received a response to my request.	My request was approved in full.	Part of my request was approved.	I was given something else instead of what I wanted.	My request was totally denied.
To be able to telecommute.	❍	❍	❍	❍	❍	❍
To have more flexibility in your work schedule.	❍	❍	❍	❍	❍	❍
To change your job responsibilities.	❍	❍	❍	❍	❍	❍
To use new or different equipment.	❍	❍	❍	❍	❍	❍
To modify your work environment (for example, requesting that co-workers to not wear scented products, or to move your desk somewhere different.)	❍	❍	❍	❍	❍	❍

27) How much do you agree or disagree with the following statements? Please think only about your current supervisor at the company that sent you the survey invitation.

	Does not apply because I have not disclosed my diagnosis at work.	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
My current supervisor has a supportive attitude in relation to my cancer.	❍	❍	❍	❍	❍	❍
My current supervisor has done something specific to support me in relation to my cancer.	❍	❍	❍	❍	❍	❍
My company's policies help me to balance the effects of my cancer diagnosis with my work responsibilities.	❍	❍	❍	❍	❍	❍

28) Please select below abbreviation for the name of the company that sent you the survey invitation. For example, if I worked at "SEDL," I would choose 'S.'

- ❍ EY
- ❍ M
- ❍ NA
- ❍ NG
- ❍ V
- ❍ W

29) How long have you been working for the company that sent you the survey invitation?

- ❍ 6 months or less
- ❍ 7 to 12 months
- ❍ 13 to 24 months
- ❍ 2 years or more
- ❍ Don't know

30) What is the highest grade of school you have completed?

- ❍ I never went to school.
- ❍ Did not complete high school.
- ❍ Completed high school or received a high school diploma equivalent, like the GED.
- ❍ Completed some college
- ❍ Finished technical/vocational school
- ❍ Finished an Associates Degree (from a 2-year college)
- ❍ Finished a Bachelor's Degree (BA or equivalent diploma from a 4-year college)
- ❍ Finished some or all of a graduate degree (e.g. Master's degree or Ph.D.)

31) What is your gender?

- ❍ Female
- ❍ Male
- ❍ Transgender

32) How old are you?

- ❍ 18 - 24 years
- ❍ 25 - 34 years
- ❍ 35 - 44 years
- ❍ 45 - 54 years
- ❍ 55 - 64 years
- ❍ 65 - 74 years
- ❍ 75 years or older

33) Are you Spanish, Hispanic or Latino/a?

- ❍ Yes [Skips to Question 35]
- ❍ No

34) What is your race?

- ❍ White
- ❍ Black or African-American
- ❍ Asian
- ❍ Native Hawaiian or Other Pacific Islander
- ❍ American Indian or Alaska Native
- ❍ Two or more races
- ❍ Other (please specify)

If you selected other, please specify
_____

35) Your survey will be reviewed by Kathleen Murphy, PhD, the lead researcher for this project. She might not understand something about your answers, and will definitely need to get back in touch with you in a few months.
So, the next question asks for your contact information. We will not use this information for any reason not related to this study.

If you have questions about the survey, you can ask Kathleen by emailing cancer@sedl.org.

We are asking for two email addresses and two phone numbers in case one of them changes in the next 6 months. Please enter each email address and phone number twice so we can be sure there are no "typos" in them.

Email address:	_____
Re-enter email address:	_____
An alternate email address you use:	_____
Re-enter the alternate email address:	_____
Phone number, *area code first*:	_____
Re-enter phone number, *area code first*:	_____
Alternate phone number *area code first*:	_____
Re-enter alternative phone number, *area code first*:	_____

36) Please write here any additional contact information you'd like to share. We also are interested in any comments you have about cancer and workplace issues. Please do NOT include the name of anyone else you know who has cancer.

_____
_____
_____

Thanks so much for taking the time to do this survey. Please be sure to hit "Submit survey" so your answers will be recorded.

Appendix B: Follow-up Survey

Follow-up for employees with cancer or with a history of cancer

Workplace Transitions Survey - Follow-up

INFORMATION SHEET: Thank you again for reviewing information about this study "Workplace Transitions Pilot," which is funded by the WellPoint Foundation and administered by SEDL. SEDL is a nonprofit education research, development, and dissemination organization and is an affiliate of the American Institutes for Research.

If you choose to do this survey, please be sure to hit 'next page' on each screen and, at the end, 'Submit survey' so that your answers will be recorded.

PURPOSE OF THE STUDY: This survey is a follow-up to the survey you did a few months ago about your wellbeing. As before, no one at your company will ever see your individual survey answers.

DESCRIPTION OF THE STUDY AND YOUR INVOLVEMENT: Like the one before, this survey asks about your well-being, and how cancer has affected your work. This survey is the last one SEDL will ask you to do.

RISKS AND DISCOMFORTS: The risks of participating in this study are very low. No one at your company will ever see your individual survey answers, and you do not have to answer any questions that make you uncomfortable.

BENEFITS TO YOU AND OTHERS: You may not get any direct benefit from this study. The information we learn, though, may help to let your company know more about how to support employees who have cancer.

COSTS: This survey should take you about the same time as the one you did before.

CONFIDENTIALITY: After you take this survey researchers at SEDL will know which company employs you and how you tell us that cancer has affected your work. This survey is being done only for research and evaluation purposes. All personal identifying information will be kept in password-protected files. These files will be deleted when the project has finished writing its reports. The Institutional Review Board or the study funder, the WellPoint Foundation, may review the data, but they cannot connect your answers to you. Only the researchers conducting this study will see information that can identify you personally. Your name and your workplace's name will never be used in presentations or publications based on this study's data. Furthermore, your identity or personal information will not be shared with third parties.

VOLUNTARY PARTICIPATION AND WITHDRAWAL: You do not have to take this survey. If you choose to participate, you may stop at any time. Only the researchers at SEDL will know if you decided you do not want to finish a survey, so not participating in some part of this study will not affect you in any way. You may also choose not to answer particular questions.

QUESTIONS: If you have any questions, complaints, or concerns about your involvement in this study, contact:

Kathleen M. Murphy, PhD
SEDL an affiliate of American Institutes for Research
4700 Mueller Blvd, Austin, TX 78723
(800) 476-6861
cancer@sedl.org

1) Are you still working now for the company that sent you the invitation for the first survey? It was about cancer in the workplace and you took it in August 2014.

(If your company merged with another and changed its name, please still click 'yes' below.)

- ❍ Yes [Continues to question 3]
- ❍ No [Redirects to Question 2 then exits survey]

2) Did your reason for leaving have *anything at all* to do with your cancer? If so, please explain.

(You should then hit 'next page' to record your answer and you will be exited from this survey and redirected to www.sedl.org.)

_____
_____
_____

Your Health and Well-Being

This survey asks for your views about your health. This information will help keep track of how you feel and how well you are able to do your usual activities.

Thank you for completing this survey!

For each of the following questions, please mark in the one button that best describes your answer.

3) 1. In general, would you say your health is:

- ❍ Excellent
- ❍ Very good
- ❍ Good
- ❍ Fair
- ❍ Poor

4) 2. Compared to one year ago, how would you rate your health in general now?

- ❍ Much better now than one year ago
- ❍ Somewhat better now than one year ago
- ❍ About the same as one year ago
- ❍ Somewhat worse now than one year ago
- ❍ Much worse now than one year ago

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5) 3. The following questions are about activities you might do during a typical day. Does your health now limit you in these activities? If so, how much?

	Yes, limited a lot	Yes, limited a little	No, not limited at all
a. Vigorous activities, such as running, lifting heavy objects, participating in strenuous sports	❍	❍	❍
b. Moderate activities, such as moving a table, pushing a vacuum cleaner, bowling, or playing golf	❍	❍	❍
c. Lifting or carrying groceries	❍	❍	❍
d. Climbing several flights of stairs	❍	❍	❍
e. Climbing one flight of stairs	❍	❍	❍
f. Bending, kneeling, or stooping	❍	❍	❍
g. Walking more than a mile	❍	❍	❍
h. Walking several hundred yards	❍	❍	❍
i. Walking one hundred yards	❍	❍	❍
j. Bathing or dressing yourself	❍	❍	❍

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6) 4. During the past 4 weeks, how much of the time have you had any of the following problems with your work or other regular daily activities as a result of your physical health?

	All of the time	Most of the time	Some of the time	A little of the time	None of the time
a. Cut down on the amount of time you spent on work or other activities	❍	❍	❍	❍	❍
b. Accomplished less than you would like	❍	❍	❍	❍	❍
c. Were limited in the kind of work or other activities	❍	❍	❍	❍	❍
d. Had difficulty performing the work or other activities (for example, it took extra effort)	❍	❍	❍	❍	❍

7) 5. During the past 4 weeks, how much of the time have you had any of the following problems with your work or other regular daily activities as a result of any emotional problems (such as feeling depressed or anxious)?

	All of the time	Most of the time	Some of the time	A little of the time	None of the time
a. Cut down on the amount of time you spent on work or other activities	❍	❍	❍	❍	❍
b. Accomplished less than you would like	❍	❍	❍	❍	❍
c. Did work or other activities less carefully than usual	❍	❍	❍	❍	❍

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8) 6. During the past 4 weeks, to what extent has your physical health or emotional problems interfered with your normal social activities with family, friends, neighbors, or groups?

- ❍ Not at all
- ❍ Slightly
- ❍ Moderately
- ❍ Quite a bit
- ❍ Extremely

9) 7. How much bodily pain have you had during the past 4 weeks?

- ❍ None
- ❍ Very mild
- ❍ Mild
- ❍ Moderate
- ❍ Severe
- ❍ Very severe

10) 8. During the past 4 weeks, how much did pain interfere with your normal work (including both work outside the home and housework)?

- ❍ Not at all
- ❍ A little bit
- ❍ Moderately
- ❍ Quite a bit
- ❍ Extremely

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11) 9. These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much of the time during the past 4 weeks…

	All of the time	Most of the time	Some of the time	A little of the time	None of the time
a. Did you feel full of life?	❍	❍	❍	❍	❍
b. Have you been very nervous?	❍	❍	❍	❍	❍
c. Have you felt so down in the dumps that nothing could cheer you up?	❍	❍	❍	❍	❍
d. Have you felt calm and peaceful?	❍	❍	❍	❍	❍
e. Did you have a lot of energy?	❍	❍	❍	❍	❍
f. Have you felt downhearted and depressed?	❍	❍	❍	❍	❍
g. Did you feel worn out?	❍	❍	❍	❍	❍
h. Have you been happy?	❍	❍	❍	❍	❍
i. Did you feel tired?	❍	❍	❍	❍	❍

12) 10. During the past 4 weeks, how much of the time has your physical health or emotional problems interfered with your social activities (like visiting with friends, relatives, etc.)?

- ❍ All of the time
- ❍ Most of the time
- ❍ Some of the time
- ❍ A little of the time
- ❍ None of the time

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13) 11. How TRUE or FALSE is <u>each</u> of the following statements for you?

	Definitely true	Mostly true	Don't know	Mostly false	Definitely false
a. I seem to get sick a little easier than other people	❍	❍	❍	❍	❍
b. I am as healthy as anybody I know	❍	❍	❍	❍	❍
c. I expect my health to get worse	❍	❍	❍	❍	❍
d. My health is excellent	❍	❍	❍	❍	❍

Thank you for completing these questions!

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You're about halfway through the survey. There are just a few more questions related to cancer and your job. Please click on 'next page' to continue.

14) During the past 4 weeks, on average, how many hours have you been working per week *at the company that sent you the first survey invitation*?

_____Hours of work per week

15) What kinds of paid leave do you have as a benefit of your *current job* at the company that sent you the first survey invitation?

- ❑ Short- or long-term disability
- ❑ Paid time off (for example, vacation, sick or personal)
- ❑ None: I get paid only for the hours I work
- ❑ Other (please specify)

If you selected other, please specify
_____

16) The next set of questions asks you about how many days you've taken some kind of leave (paid or unpaid) from your job *at the company that sent you the first survey invitation*, during the last 4 weeks.

In the past 4 weeks, how many days were you COMPLETELY UNABLE to go to work because of your physical health or mental health?

_____days

17) For how many of those days did you use your short-term or long-term disability leave?

(If you do not have this benefit as part of your job at the company that sent you the first survey invitation, please enter 0.)

_____days used of disability leave

18) For how many of those days did you use your paid leave (for example, paid sick, vacation or personal)?

(If you do not have this benefit as part of your job at the company that sent you the first survey invitation, please enter 0.)

_____days used of paid leave

19) For how many of those days did you use unpaid leave?

(If you do not have any paid leave, as part of your job at the company that sent you the first survey invitation, please re-enter the number of days you didn't go to this job in the last 4 weeks.)

_____days used of unpaid leave

20) Did you use any other category of leave to cover time you took off of work that we haven't asked about? If so, please explain what kind of leave you used, and how many days of it you used in the last 4 weeks.

_____
_____
_____

Please continue answering questions, considering ONLY the company that sent you the first survey invitation, and considering ONLY the past four weeks.

21) Aside from those days when you were totally unable to go to work, how many other days out of the past 4 weeks did you have to CUT BACK on work, or, how much you got done, because of your physical health or mental health?

_____days

22) When you took time off in the last 4 weeks, about how many hours of that time was used to take care of something related *in any way* to your cancer (including diagnosis, treatment, post-treatment effects or follow-up appointments)?

_____hours

23) Since July 2014, have you been diagnosed with a kind of cancer that is different from the diagnosis you had then?

- ❍ Yes
- ❍ No [Skips to question 26]

24) Which kind of cancer diagnosis have you received since July 2014 in addition to the one you had then?

- ❍ Bladder
- ❍ Breast
- ❍ Colon or rectum
- ❍ Kidney
- ❍ Lung
- ❍ Lymphoma
- ❍ Prostate
- ❍ Skin (melanoma)
- ❍ Skin (not melanoma)
- ❍ Testis (testicular cancer)
- ❍ Thyroid
- ❍ Uterine (also known as endometrial cancer)
- ❍ Other (please specify)

If you selected other, please specify
_____

25) Since July 2014, which of the following kinds of treatment have you had for your cancer? (Select all that apply.)

- ❑ I have not had any cancer treatment in the last 6 months.
- ❑ Oral medication (EXCEPT oral chemotherapy)
- ❑ Radiation
- ❑ Surgery
- ❑ Oral chemotherapy
- ❑ Intravenous chemotherapy (may be given through your vein or a through a catheter or mediport)
- ❑ Other chemotherapy (This may include chemotherapy given directly into the spinal fluid or into the peritoneal cavity. Note that these kinds of chemotherapy are very rare.)
- ❑ Other (please specify)

If you selected other, please specify
_____

26) Have you disclosed your cancer (or history of cancer) to any supervisor or human resource staff member at the company that sent you the invitation to the first survey?

- ❍ Yes
- ❍ No [Skips to question 28]

27) Please indicate if *at the company that sent you the first survey invitation*, since July 2014 you've requested any of the following things *in relation to your cancer*, and what the response was. If you did not make a particular request, please click on "does not apply."

	Does not apply.	I have not yet received a response to my request.	My request was approved in full.	Part of my request was approved.	I was given something else instead of what I wanted.	My request was totally denied.
To be able to telecommute.	❍	❍	❍	❍	❍	❍
To have more flexibility in your work schedule.	❍	❍	❍	❍	❍	❍
To change your job responsibilities.	❍	❍	❍	❍	❍	❍
To use new or different equipment.	❍	❍	❍	❍	❍	❍
To modify your work environment (for example, requesting that co-workers to not wear scented products, or to move your desk somewhere different.)	❍	❍	❍	❍	❍	❍

28) How much do you agree or disagree with the following statements? Please think only about your current supervisor at the company that sent you the first survey invitation.

	Does not apply because I have not disclosed my diagnosis at work.	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
My current supervisor has a supportive attitude in relation to my cancer.	❍	❍	❍	❍	❍	❍
My current supervisor has done something specific to support me in relation to my cancer.	❍	❍	❍	❍	❍	❍
My company's policies help me to balance the effects of my cancer diagnosis with my work responsibilities.	❍	❍	❍	❍	❍	❍

29) The company that sent you the first survey provided some information to all supervisors and human resources staff about how to support staff who are working through cancer. It is an online "eToolkit" called "Workplace Transitions: for people touched by cancer."

Please indicate how much you agree or disagree with the following statements about the eToolkit.

	I don't know if my supervisor or HR staff ever used this toolkit	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
This eToolkit helped my supervisor or HR staff *to support me as I worked through cancer.*	❍	❍	❍	❍	❍	❍
This eToolkit helped my supervisor or HR staff *to instruct my co-workers how to support me at work.*	❍	❍	❍	❍	❍	❍
This eToolkit helped my supervisor or HR staff *to explain my benefits, company policies or other regulations related to my job.*	❍	❍	❍	❍	❍	❍
This eToolkit helped my supervisor or HR staff and I *to write a return-to-work plan*.	❍	❍	❍	❍	❍	❍

30) Please indicate how much you agree or disagree with these additional statements about eToolkit.

	I don't know if my supervisor or HR staff ever used this toolkit	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
Because of the information in this eToolkit, *I took less time off of work.*	❍	❍	❍	❍	❍	❍
Because of the information in this eToolkit, *I was able to be more productive at my job.*	❍	❍	❍	❍	❍	❍

31) Please add any comments you have about cancer and workplace issues. If you and your supervisor or HR staff used the eToolkit, please let us know if it was helpful or how it might be improved. Please do NOT include the name of anyone else you know who has cancer.

_____
_____
_____

32) Please enter your email address. We need this information to be able to match the survey you did today with the one you did in August 2014.

Email address:
_____
_____
_____

Thanks so much for taking the time to do this survey. If you would like a summary of the survey results in late Fall 2015, please make a request at cancer@sedl.org
Please be sure to hit "Submit survey" so your answers will be recorded.

Appendix C: Manager Survey

Workplace Transitions eToolkit Survey

If you supervise at least one other person at the company that sent you the invitation to this survey, or work in human resources there, please review the information below and consider participating in a research project associated with the Workplace Transitions eToolkit. ***Otherwise, you do not need to do anything.***

If you do choose to take this survey, please be sure to hit 'next page' on each screen and, at the end, 'Submit survey' so that your answers will be recorded.

INFORMATION SHEET: Workplace Transitions Pilot Study

Thank you for considering participation in the study entitled "Workplace Transitions Pilot" funded by the WellPoint Foundation.

PURPOSE OF THE STUDY: The purpose of this research study is to evaluate the Workplace Transitions e-Tookit. If you are at least 18 years of age, and supervise at least one other person at your company or work in human resources, you are invited to participate.

DESCRIPTION OF THE STUDY AND YOUR INVOLVEMENT: You are being invited to fill out an online survey. It asks how much you used the eToolkit, in what ways (if any) you found it useful, and collects some basic background information about you.

RISKS AND DISCOMFORTS: As this study primarily assesses information gains and use of the information received, the risks are very low. You do not have to answer any questions that make you uncomfortable.

BENEFITS TO YOU AND OTHERS: You may not get any direct benefit from this study but the information we learn may help to improve the eToolkit for other users.

COSTS: There are no costs for participating in this study other than the time you will spend filling out the survey.

CONFIDENTIALITY: Potentially identifiable information about you will consist of demographic data collected such as a description of your company and whether you currently supervise any employee with cancer. Data are being collected only for research and evaluation purposes. All personal identifying information will be kept in password-protected files and these files will be deleted at the conclusion of the data analysis. The Institutional Review Board or the study funder, the WellPoint Foundation, may review the data, but they cannot trace your responses back to you. Access to all individual data will be limited to study personnel.

Your name and your workplace's name will not ever be used in presentations or publications based on this study's data.

VOLUNTARY PARTICIPATION AND WITHDRAWAL: You do not have to take this survey. If you choose to participate, you may stop at any time. Failure to complete the survey will not affect your access to the eToolkit. You may also choose not to answer particular questions.

QUESTIONS: If you have any questions, complaints, or concerns about your participation in this research, contact:

Kathleen M. Murphy, PhD
SEDL an affiliate of American Institutes for Research
4700 Mueller Blvd.
Austin, TX 78723
(800) 476-6861
cancer@sedl.org

CONSENT: You may consent to participate in the study by clicking the button near the statement indicating you fit the eligibility criteria and consent to participate. If you do not wish to participate, please click the button near the statement indicating that you do not consent. If you agree to participate, you will be directed to the survey.

If you would like a copy of this consent letter, please print a copy now or email cancer@sedl.org to request one.

To take the survey, you must be 18 years of age or older and supervise at least one other person at your company or work in human resources. If you are NOT 18 years of age or older OR do not supervise anyone or work in human resources, please click on "I do not consent to participating in this survey."

1) Please confirm your consent to participate in this survey if you are at least 18 years old and supervise at least one other person at your company or work in human resources:

❍ I am at least 18 years old, supervise at least one other person at my company or work in human resources, and consent to participating in this survey.
❍ I do not consent to participating in this survey. [Exit from survey]

SECTION ONE: ETOOLKIT ACCEPTABILITY

2) For how many months have you had access to the eToolkit "Workplace Transitions for people touched by cancer"?

(It was made available to your company a few months ago at http://workplacetransitions.zencloud.me/)

- ❍ I have never been given access to the eToolkit.
- ❍ Less than 1 month
- ❍ 1 month
- ❍ 2 months
- ❍ 3 months
- ❍ 4 months
- ❍ 5 months
- ❍ 6 months

3) How often have you accessed the eToolkit "Workplace Transitions for people touched by cancer"?

- ❍ Never [Continues to Question 4]
- ❍ Once
- ❍ Twice
- ❍ Three to four times
- ❍ More than four times

[All other responses besides "Never" skip to question 5]

4) You indicated that you never accessed this eToolkit. Why not?

❍ I have never heard of this eToolkit.

❍ I have heard of this eToolkit but did not use it because I do not supervise anyone with cancer.

❍ I have heard of this eToolkit and do supervise someone with cancer, but I chose not to access this resource.

[Continues to Section Four: Demographics]

5) Overall, about how much time did you spend reviewing the eToolkit materials and/or using the downloadable Transition Plan template?

- ❍ Less than 1 hour.
- ❍ 1 hour
- ❍ 2 hours
- ❍ 3 hours
- ❍ 4 hours
- ❍ More than 4 hours

6) How helpful to you were the following types of information in the eToolkit?

	Not helpful at all	Somewhat helpful	Helpful	Very helpful	Extremely helpful
The downloadable Transition Plan e-template.	❍	❍	❍	❍	❍
Other information in the eToolkit about making a workplace transition plan (such as how to write a return-to-work plan for your employee.)	❍	❍	❍	❍	❍
Information about relevant laws, (such as ADA, FMLA, COBRA, PPACA and GINA).	❍	❍	❍	❍	❍
Information about your role and providing emotional support (ideas about what to say and do on a personal level with your employee and co-workers.)	❍	❍	❍	❍	❍

7) The eToolkit often suggested other sources of information about cancer and workplace issues. Since receiving access to the eToolkit, have you looked up any of those resources?

❍ Yes
❍ No

8) What were some of those resources?

_____
_____
_____

9) What else have you done since accessing the eToolkit to learn more about cancer and workplace issues?

❍ I have not done anything.
❍ Just doing my job gives me ongoing training on these issues.
❍ My employer has provided more formal training in addition to the eToolkit.
❍ I have sought out other trainings or done in-depth reading on my own.
❍ Other (please specify)

If you selected other, please specify
_____

SECTION TWO: ETOOLKIT USABILITY

10) Please indicate how easy or hard it was to do the following things:

	Very hard	Hard	Neither easy nor hard	Easy	Very easy
Accessing the eToolkit online	❍	❍	❍	❍	❍
Downloading the Transition Plan template	❍	❍	❍	❍	❍
Finding the information you wanted within the eToolkit	❍	❍	❍	❍	❍

SECTION THREE: ETOOLKIT UTILITY

11) How informative was the eToolkit about cancer and workplace issues?

❍ Not informative at all
❍ Somewhat informative
❍ Informative
❍ Very informative
❍ Extremely informative

12) How likely is it that you would access this eToolkit if you have an employee in the future that is diagnosed with cancer?

❍ Not at all likely
❍ Slightly likely
❍ Somewhat likely
❍ Very likely
❍ Extremely likely

13) How likely is it that you would recommend this eToolkit to colleagues?

❍ Not at all likely
❍ Slightly likely
❍ Somewhat likely
❍ Very likely
❍ Extremely likely

14) *Since you were given access to the eToolkit*, has an employee shared their cancer diagnosis with you?

❍ Yes
❍ No

15) Do you work in human resources?

❍ Yes
❍ No

16) BEFORE you were given access to the eToolkit, what you had you done to support any employee at your company who has any disability? (Select all that apply.)

❑ I had not done anything.
❑ Created a plan to help him or her stay connected to the workplace while on leave.
❑ Helped to provide an accommodation that helped him or her to continue working (e.g. adjusted hours, equipment, or an aspect of the workspace).
❑ Helped to provide other forms of support, or helped co-workers to be supportive.
❑ Other (please specify)

If you selected other, please specify
_____

17) AFTER you were given access to the eToolkit, what you have you done to support any employee at your company who has cancer? (Select all that apply.)

❑ I have not done anything.
❑ Created a plan to help him or her stay connected to the workplace while on leave.
❑ Helped to provide an accommodation that helped him or her to continue working (e.g. adjusted hours, equipment, or an aspect of the workspace).
❑ Helped to provide other forms of support, or helped co-workers to be supportive.
❑ Other (please specify)

If you selected other, please specify
_____

18) How helpful was the eToolkit in your efforts to support the productivity of an employee who has cancer?

❍ Not helpful at all
❍ Somewhat helpful
❍ Helpful
❍ Very helpful
❍ Extremely helpful

19) You indicated that you did not do anything to support an employee you supervise who has cancer. Why not?

❑ I have supervised an employee with cancer since I had access to the eToolkit, but he or she did not disclose the diagnosis to me so I did not get involved.
❑ Since I've had access to the eToolkit, I have supervised an employee who disclosed his or her cancer diagnosis to me, but this person did not require any support.
❑ Since I've had access to the eToolkit, I have supervised an employee who disclosed her or her cancer diagnosis to me, but the accommodation this person requested was not feasible, so I did not grant it.
❑ Other (please specify)

If you selected other, please specify
_____

SECTION FOUR: DEMOGRAPHICS

We are asking for this information about you because knowing these things helps us to know if groups of people (for example, men vs. women) used the eToolkit in different ways.

20) Please select below abbreviation for the name of the company that sent you the survey invitation. For example, if I worked at "SEDL," I would choose 'S.'

- ❍ A or W
- ❍ EY
- ❍ M
- ❍ NA
- ❍ NG
- ❍ V

21) For how long have you supervised employees in this or another job?

- ❍ Less than 1 year
- ❍ 2-5 years
- ❍ 5 - 10 years
- ❍ More than 10 years

22) What is your gender?

- ❍ Male
- ❍ Female
- ❍ Transgender

23) How old are you?

- ❍ 18 - 24 years
- ❍ 25 - 34 years
- ❍ 35 - 44 years
- ❍ 45 - 54 years
- ❍ 55 - 64 years
- ❍ 65 - 74 years
- ❍ 75 years or older

24) Are you Spanish, Hispanic or Latino/a?

- ❍ Yes
- ❍ No

25) What is your race?

- ❍ White
- ❍ Black or African-American
- ❍ Asian
- ❍ Native Hawaiian or Other Pacific Islander
- ❍ American Indian or Alaska Native
- ❍ Two or more races
- ❍ Other (please specify)

If you selected other, please specify
_____

26) What is the highest grade of school you have completed?

- ❍ I never went to school.
- ❍ Did not complete high school.
- ❍ Completed high school or received a high school diploma equivalent, like the GED.
- ❍ Completed some college
- ❍ Finished technical/vocational school
- ❍ Finished an Associates Degree (from a 2-year college)
- ❍ Finished a Bachelor's Degree (BA or equivalent diploma from a 4-year college)
- ❍ Finished some or all of a graduate degree (e.g. Master's degree or Ph.D.)

27) Have you ever received treatment for any cancer?

- ❍ No
- ❍ Yes, skin cancer (melanoma)
- ❍ Yes, skin cancer (not melanoma)
- ❍ Yes, some other kind of cancer

SECTION FIVE: CLOSING QUESTION

28) Please let us know if you have any additional comments about the eToolkit in particular, or about cancer and workplace issues in general. In your comments, please do not give us any information that would reveal the identity of anyone you know who has cancer.

_____
_____
_____

Thanks so much. We really appreciate your taking the time to respond and will use the information to improve the eToolkit. Please be sure to hit "Submit survey" so your answers will be recorded.

Appendix D: References

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About Workplace Transitions

Workplace Transitions is a unique group of organizations with a shared goal of helping employers manage cancer in the workplace:

Anthem, Inc.

Anthem is one of the nation's leading health benefits companies. We believe that our health connects us all. So we focus on being a valued health partner and delivering quality products and services that give members access to the care they need. With nearly 68 million people served by our affiliated companies including nearly 36 million enrolled in our family of health plans, we can make a real difference to meet the needs of our diverse customers.

Cancer and Careers

Cancer and Careers, founded in 2001, is a national nonprofit organization that empowers and educates people with cancer to thrive in their workplace by providing expert advice, interactive tools and educational events. Cancer and Careers reaches nearly 300,000 people per year online, in print and in person with services that include a comprehensive website, free publications in English and Spanish, legal and insurance information, career coaching, resume review, and national events and speaking engagements for employees with cancer and their healthcare providers and coworkers.

Pfizer Oncology

Pfizer Oncology is committed to the discovery, investigation and development of innovative treatment options to improve the outlook for cancer patients worldwide. Our strong pipeline of biologics and small molecules, one of the most robust in the industry, is studied with precise focus on identifying and translating the best scientific breakthroughs into clinical application for patients across a wide range of cancers. By working collaboratively with academic institutions, individual researchers, cooperative research groups, governments, and licensing partners, Pfizer Oncology strives to cure or control cancer with breakthrough medicines, to deliver the right drug for each patient at the right time.

SEDL, an affiliate of American Institutes for Research

SEDL, an affiliate of American Institutes for Research, is a nonprofit education research, development, and dissemination organization based in Austin, Texas. Its mission is to strengthen the connections among research, policy, and practice in order to improve outcomes for all learners. Our services include cutting-edge professional development, turnaround consulting services, research and evaluation services, and research-based products. Improving teaching and learning has been at the heart of SEDL's work for almost 50 years. SEDL is not a Toolkit author. Its role in this initiative is to evaluate the Toolkit's impact.

U.S. Business Leadership Network® (USBLN®)

The US Business Leadership Network® (USBLN®) is a national, 501(c) (3) non-profit, non-partisan, business-to-business network that helps businesses drive performance by leveraging disability inclusion in the workplace, supply chain, and marketplace. It provides business members with opportunities to network with other businesses and to gain information and valuable resources on disability inclusion practices across the entire business, to enable them to:

- Recruit and retain the best talent regardless of disability
- Broaden their supplier bases to include diverse supplier groups, such as Disability-Owned Business Enterprises (DOBE®s), including service-disabled veteran-owned businesses, certified through the USBLN® Disability Supplier Diversity Program® (DSDP®), the nation's leading third party certification program for disability-owned businesses
- Increase their companies' share of diverse established and emerging markets

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