The Be Super!
In Construction Toolkit

User Guide
**Facilitator**
This toolkit needs to be managed by a facilitator who obtains the toolkit components; schedules the training and meetings; distributes the self-monitoring cards; distributes the Get Healthier cards and observes the meetings from a distance; enters survey, self-monitoring and test data in the spreadsheet; and reports on results to the employees, supervisors and company leadership.

**Description of the Be Super! Program**
The Be Super! in Construction Toolkit is an evidence based intervention program designed specifically to meet the needs and build on the strengths of construction supervisors and workers. **This toolkit aims to improve the safety, health, and wellbeing of employees, and to improve communication and positive interactions between supervisors and employees.** It consists of:

- supervisor skills training in construction (computer-based) – 90 minutes
- behavioral self-monitoring cards (for supervisors) – 5 minutes/day for 3 months
- scripted Get Healthier lifestyle education – 30 minutes/1 day per week/12 weeks
- take home activities (for Get Healthier topics) – 1 hour/week (at home)

**Measures:** Essentials and extended surveys and tests to assess the impacts of the training – 20-40 minutes before and after the program, 10 minutes/week for the Get Healthier cards.

**Program Overview**
The supervisor training is designed to help great construction workers who have been promoted into supervision roles, develop into great supervisors by instilling successful team building, supervision, and communication skills. The lessons learned in the supervisor training are strengthened through behavioral self-monitoring that helps supervisors keep track of and create increasingly higher goals for positive interactions with employees. The training takes about 90 minutes, and the tracking takes a few minutes per day.

The scripted Get Healthier education provides evidence based healthy lifestyle information, through group discussions of 12 health topics, and providing practice opportunities applying this knowledge at home and work with take home activities. The supervisor training directs the supervisors to increase communication with their work crew and reinforce safety and well-being behaviors of the supervisor’s choosing in their employees.

The Be Super! Program runs for 14 weeks and takes only 30-40 minutes on one day each week. The program (all materials) is available in English and Spanish.

The program should be facilitated by one person who schedules the training, meets with supervisors and employees for 5 minutes/week, distributes and collects scripted cards and take-home activities, maintains reds of the results and distributes incentives if provided by the company.

**Obtaining training and Materials**
- Purchase the [training at NwETA.com](https://NwETA.com) (cost is based on the number of supervisors beginning at $250 in 2016)
- Purchase the [Get Healthier Cards at NwETA.com](https://NwETA.com) (one time for a company; copies of the cards can be distributed throughout your company at no additional cost)
- Download the Behavior Tracking Cards from the [OHWC toolkit web page](https://OHWCtoolkit.org)
- Access the Essentials and optional Extended surveys
  - Request access to the Essentials and Extended surveys by emailing the Center Manager of the Oregon Healthy Workforce Center, Anjali Rameshbabu, PhD at [rameshba@ohsu.edu](mailto:rameshba@ohsu.edu)
• She will then invite you to share the set of surveys with you via google drive (you will need an affiliated google email address)
• Once you have accepted the invitation to share the surveys with Anjali, she will hand over ownership of the surveys so that they are yours completely and the OHWC will no longer have access to or control over the data you collect using the surveys. They are now all yours!
• Download the Automated Data Management Spreadsheet and Report form from the OHWC toolkit
Pre-Program Preparation

Preparation: For every participant, write the first initial of your company’s name and a 2-digit ID numbers (e.g., X01) on the back of pieces of paper (your business card works well); this is for confidentiality of sensitive information.

Execution: Gather the program participants and read participants the Description of the Be Super! Program (page 2, above), add any details specific to your company, answer questions, and distribute a confidential identification (ID) number to each person. Explain that only their ID# and not their name will be attached to their responses so they should keep them private. Keep a list of participant IDs in a secure location (encrypted spreadsheet or paper list in a locked drawer) to ensure the confidentiality of their information.

Process notes: This is usually done in a group.

Week 0

Preparation: 1) Deploy the Supervisor Skills in Construction training title from NwETA.com onto your computers’ hard drives or using a web link to directly access the training online. Set up a laptop or iPad with the “Supervisors Skills in Construction” training for each supervisor. 2) Set up the “Be Super! Essentials Survey” (and optionally the “Be Super! Extended Survey”) in a browser on laptops or iPads, or in the paper-and-pencil form. (Use one device with the uploaded Google forms survey or one printed survey packet for each participant.) To prepare the Essentials survey in a web browser on a laptop or iPad, open a web browser, access your google drive account, select “01. Be Super! In Construction Pre-Program Surveys,” and select “(PRE) Be Super! Essentials Survey.” In the new tab or window that popped up click on the white “SEND” button to the top right of the window, and email a link the survey to yourself. You can now open your email on each device you will use to distribute the survey and open the link you emailed yourself into a browser. This process can be repeated each week for the appropriate survey.

Execution:
• Begin the first session by having both supervisors/lead workers and employees take the survey(s).
• After supervisors complete the surveys, have them take TOPIC 1 of the Supervisor Skills in Construction on a laptop or iPad.

Process notes: The Essentials survey usually takes about 20 minutes; the supplemental surveys add another 20 minutes. Have supervisors/lead workers take TOPIC 1 ONLY ONLY ONLY of the Supervisor Skills in Construction training, entering the first initial of your company name and their ID number (eg, X01) when they begin (web sign-in pictured right); it takes about 20 minutes.

Upload/Enter Data: Refer to “Data Upload/Enter Instructions“ below.
**Week 1**

**Preparation:** 1) Set up a laptop or tablet with “Supervisor Skills in Construction” training for each supervisor, 2) prepare one Get Healthier Leader Card, and the appropriate number of Member Cards and Take Home Activities for the number in each group (1 per person) - groups should be 3-7 people in size, and 3) prepare the pre-tests and post-tests for Get Healthier Week 1 on either the iPads, computers, or in paper-and-pencil format.

**Execution:**
- Welcome the group to the first of 12 Get Healthier Education Sessions. Have the participants take the pre-test knowledge quiz (iPad, computer, or paper/pencil).
- Once everyone has finished the surveys, ask for a volunteer to lead the discussion for this week, give the volunteer the “Leader” card, and give the rest of the group the “Member” cards. Allow the leader to facilitate the discussion so that you only participate if needed (e.g., leader asks you directly for help, or the group gets stuck). The session is complete when the last of the text on the Card is read and the group has had the chance to complete their discussion about the card. When this happens, thank the group for their participation, provide specific positive feedback, and ask them to take the post-test knowledge quiz.
- Excuse the employees (non-supervisors/lead persons) and give each supervisor/lead person the same laptop or tablet with “Supervisors in Construction” training where they will enter the SAME ID NUMBER AS BEFORE (eg, X01) and they will return to where they ended, the beginning of TOPIC 2. If that doesn’t work they can simply repeat Topic 1 and continue to the end of the training. This second part will take longer than the first, 60-75 minutes.
- When all supervisors are done, collect laptops and refer to the data management guide to upload/enter data.

**Process Notes:** The groups must be between 3 and 7 people (4-6 is best). The knowledge quizzes have about 5 questions. The same questions are used pre (before the Get Healthier cards are passed out) and post (right after the session with the cards) to find out how much they learned. Everyone should use their SAME ID (eg, X01) each time they take a test or training or survey so you can enter the right data in the spreadsheet from week to week.
**Weeks 2-12**

**Preparation:** 1) Print the week’s Get Healthier Leader Card, and the appropriate number of Member Cards and Take Home Activities for the number in your group, and 2) prepare the pre-tests and post-tests for the Get Healthier Week on either the iPads, computers (create a browser tab for each test, have them both ready with the pre-test showing first), or in paper-and-pencil format.

**Execution:**
- Collect completed Take Home Activities and reward (eg, $20 gift card when they turn in a completed Take Home Activity) or thank them based on your company’s decision to provide incentives or statements of appreciation
- Have the participants take the pre-test knowledge quiz on an iPad
- Once everyone has finished, ask for a volunteer to lead the discussion for this week, give the volunteer the “Leader” card, and give the rest of the group the “Member” cards. Encourage them to write on the cards and take them home and share them with their families. ROTATE THE LEADER WEEK TO WEEK
- Complete take the post-test knowledge quiz
- Give everyone the Take Home Activity that relates to the card discussed in the session
- Thank the group for their participation, provide specific positive feedback about their teamwork or the value of the discussion

**Process Notes:** These core Get Healthier weeks should take around 40 minutes and includes the discussions (30 minutes) and pre- and post-test surveys (5 minutes each). Each post-test also includes a question about participants’ average step count. Have participants record this using either their own smartphone apps, fitness trackers, or through a pedometer and average step counts across 4 to 5 days.
Week 13

Preparation: 1) This week’s activity includes a Get Healthier Card discussion as well as a Get Healthier Knowledge TEST that includes questions from all of the health and wellbeing topics discussed throughout the program. Print the week’s “Moving Forward” Get Healthier Leader card, and the appropriate number of Member Cards for the number in your group (There is no Take Home Activity for this week). 2) Prepare the “Post-Program Get Healthier Knowledge Test” on either the iPads, computers, or in paper-and-pencil form.

Execution:
- Collect last week’s Take Home Activity and reward/thank participants for their participation.
- There is no pre-test this week so explain to participants that this is the last week of the Get Healthier program that you’ll have one more discussion followed by a final Get Healthier Test that includes questions from each of the topics discussed over the last 13 weeks. Begin the discussion using the Get Healthier card titled “Moving Forward.”
- Have participants take the “Post-Program Get Healthier Knowledge Test.”

Process: This week will take longer to complete than the previous 11 weeks since the “Post-Program Get Healthier Knowledge Test” is a combination of all of the previous knowledge quizzes. Prepare for about 90 minutes.

Week 14

Preparation: 1) Print the week’s GH Leader Card, and the appropriate number of Member Cards and Take Home Activities for the number in your group, 2) Set up the “Be Super! Essentials Survey (Post-Program),” and optionally the “Be Super! Extended Survey (Post-Program),” surveys onto your iPads, computers, or in paper-and-pencil form.

Execution: There are no Take Home Activities to collect for this week. Inform participants that, today is the last day of the Get Healthier Lifestyle Education program and that we will be taking the same surveys that we took at the beginning of the program to see how things might have changed for them over the last 14 weeks. You may have a discussion at this point that reflects on participants’ experiences in the program including what they learned, how they liked it, and what they will implement into their lives. Once a healthy discussion has commenced, distribute the surveys.

Process: Completion of the Post-Program surveys marks the end of the Get Healthier Lifestyle Education program. Please plan for 90 minutes for the surveys as they are comprehensive.
Data Management Guide

Data Download

Computer-Based Supervisor Training
The computer-based supervisor training you downloaded to your computer or ran online from www.NwETA.com comes with a Data Reports program (no additional cost) that extracts the data from your supervisors’ training sessions and exports it into an excel spreadsheet or spreadsheet program of your choice. Click to download Data Reports (free) for Mac or Windows.

Pre-/Post-Program and Weekly Knowledge Surveys (iPad/Computer)
• After the whole group has completed a session of surveys (e.g., Pre-Program Survey), go into the online survey, and at the top middle of the page, select the RESPONSES” tab as pictured in the red circle to the right (there should be the correct number of participants next to the word “RESPONSES” in the tab).
• Click on the green button with a white cross at the top right survey window (as seen in the blue circle) and a spreadsheet will pop-up in a new tab/window. This contains all of the data from your survey session.
• The first row contains the numbered questions (e.g., DI3 – “Demographic Information #3,” II1 – “Injury and Illness #1,” WFC5 – “Work-to-Family Conflict #5”) and each row below contain the responses for each participant.
• In this new spreadsheet window, hover your mouse over the right side of the column header that contains the ID numbers (column B) and a down arrow will appear (as seen in the green circle). Click on that arrow. On the subsequent drop down menu, select “Sort sheet A→Z.” Your spreadsheet is now sorted in ascending numeric order by ID number.
• Download this spreadsheet by going to File → “Download As” then select “Microsoft Excel (.xlsx).” Save the spreadsheet with a file name that describes the group (e.g., “Portland Office Team”), the survey (e.g., “Pre-Program Survey” or “Pre-Program Supplemental Survey”) and the phrase “Raw Data.”
• Alternatively, going into the “responses” spreadsheet in google sheets automatically creates and saves the spreadsheet in this Google Sheets/Drive format. If you are comfortable with using this format to copy and paste data, feel free to do so.

Data Entry

Supervisor Skills Training (cTRAIN):
• Download the Data Reports application as noted above.
• Select the data folder with your data. If you took the training online the data will be in a web folder kept secure under your account name and password (you will have received your account name [your company name or email address to which the license information was sent] and password [sent with the license]).
• Find the data file with the appropriate ID number (e.g., #34 for a group that uses ID numbers in the 30s). Right click the file, hover over “open with,” and select “Microsoft Excel” to download a spreadsheet.
• From here you can copy and paste the whole row of data into the “cTRAIN I Raw Data” sheet in your DASHBOARD.
Pre-/Post-Program and Weekly Knowledge Surveys (All Platforms)
The data entry process is the same for the digital (iPad or computer) or paper-and-pencil survey.

• Open the appropriate “Raw Data” file that you downloaded (or open your google sheets file), and open the “Essentials (or Extended) DASHBOARD” spreadsheet to the “Be Super! Data Entry Sheet” tab (tabs can be found at the bottom of the excel window).

  >NOTE: Before moving forward, take a look at the “Anatomy of the Dashboard” diagram and description below for in-depth information on the components of the dashboard and their functions, and return to continue when you are familiar with the dashboard.

• Enter each participants’ ID number into the “ID#” column on the left side of the dashboard in ascending order (e.g., 40, 41, 42, 43, 44, 45) which they should be in once you sort them.

• Identify which survey phase you will be entering data into (e.g., Pre-, Post-, 12Week-, 6Month, 12Month), and for each participant, enter the data from the “Raw Data” spreadsheet into each corresponding variable. For example, for the “Age (DI1)” variable at Pre-Program survey phase, find “DI1” in the appropriate Raw Data file and input it in the row of the appropriate participant ID# and under the “Pre” column. For the variable “DI1” at the “Pre-Program” survey phase, continue this process for each participant ID.

  >NOTE: An alternative and more efficient way to do this is to “Copy” the data for all participants for one variable (e.g., “D1”) in your “Raw Data.” Go into the Data Entry Sheet and find the corresponding variable and measurement period. Then right click in the top cell in that column, select “Paste Special,” and then from the “Paste” menu, select “Values” and hit “OK.” This will paste the alpha-numeric information without including any formatting. Remember to only do this in the white data entry cells as many of the colored cells include special formulas that will be compromised if new data is entered into them. Go slowly and use ctrl+z as necessary!

• The Be Super! Essentials and Extended DASHBOARDs are designed to accommodate data for up to 8 participants. This is because the educational (Get Healthier) program itself is best suited for no more than 8 participants at one time. If you have more than 8 participants, you will want to break your group up into two, run the Get healthier educational program with each group independently, and duplicate the dashboard so you have one for each group. To combine the two datasets/DASHBOARDS at the end of the program would be very informative and also complex. Contact the Principal Investigator, Dr. Kent Anger at anger@ohsu.edu to estimate the cost of having your data combined and analyzed by our team of researchers. However, the DASHBOARD does the key calculations for you (see below); many will be able to do this without help.

• Continue this process for the variables that follow, but with slight tweaks for different types of variables. For “short answer” questions, follow the same steps that you did for the “Age” question. For multiple choice questions (where you choose from 2 or more answer options) you will input the number that corresponds to the participants’ selected responses. For example, in “DI2: What is your gender?,” a male would select “1: Male.” When entering this information into the dashboard, you will enter the number “1.” For some items in the Dashboard, there will be special instructions on how to input the data (e.g., Sleep Duration). Follow these instructions exactly.
Interpreting the Data Analysis

Pre-Programmed Analysis Cells:
- As you input the ID numbers of your participants, as well as all of their raw data into the Data Entry Sheet, you will probably notice that the LIGHT BLUE CELLS below the WHITE data entry cells begin to fill themselves with numbers and change as more data is added. This is because these cells are programmed to calculate the “MEAN” (the most widely used type of average), the “STANDARD DEVIATION” or the average spread of the participants’ data, and the “P VALUE” or the significance level of one measurement period compared to another (e.g., Pre-Program compared to Post-Program data). Feel free to enjoy watching them update and change, but do not worry about doing anything to these cells. They are calculating important information that will be useful for you in the Report tabs.
- Below the blue cells, you will also see some ORANGE CELLS that contain “Pre-Programmed Additional Analyses” that transform individual data entry cells in specific ways (for example, using data about how frequently participants drink alcohol to calculate WHETHER or NOT a participant drinks alcohol at all). Calculating the means, standard deviations, and p values of the orange cells are GREEN CELLS. Now, you don’t have to remember or care about any of this, but it will help you to trust the TWH ESSENTIALS Report and TWH EXTENDED Report.

TWH ESSENTIALS and EXTENDED Reports:
- The TWH ESSENTIALS and TWH EXTENDED Reports put all of the means, standard deviations, and p values from the Data Entry Sheet into a neat color coded package. This color coding occurs in three main columns: “Org. X, Mean or %,” “Your Company Post-Test,” and “P Value.”
- In the first column, if a cell in the “Org. X, Mean or %” column is highlighted in red, that means that your company has a better score on this measure than the comparison group, Org X (some tables do not include this column).
- If a cell in the “Your Company Post-Test” column is highlighted in green, that means that your company improved on that measure from the Pre-Program to Post-Program measurement periods.
- Finally, if a cell in the “P Value” column is highlighted in yellow and outlined in black, that means that this effect is significant. In other words, this effect is reliable and unlikely to be a fluke or the result of chance.
Anatomy of the DASHBOARD

The TWH in Construction DASHBOARD is the pre-programmed data entry and analysis tool that makes allows you to turn raw data into statistics including means, standard deviations, recoded scores, measures of significance, and effect sizes. Not only that, but it is programmed to produce a color-coded results page that makes interpreting all of the aforementioned statistics simple and straightforward.

**Survey Name**
(e.g., Essentials, Knowledge Quizzes)

**Participant ID#**

**Averages, standard deviations, and p-values for entered data.**

**Averages, standard deviations, and p-values for Additional Analyses**

**Title of the measure**

**Name of individual questions/items in each measure.**

**Data Entry Cells!!**
Where you enter all of your data.

**Additional analysis cells**
(Do not enter data, they fill themselves)