

# Technical Scope of Work: Health Risk Assessment Form

## 1. Overview

Mentor Health aims to develop a health risk assessment tool to calculate health risk scores using a combination of closed-ended and open-ended questions. This tool will generate detailed reports for employees and companies and will feature a customizable dashboard with graphical analytics.

## 2. Functional Requirements

### 2.1 Form Creation

- **Question Types:**
  - **Open-Ended Questions:** To collect qualitative data that informs health risks.
  - **Closed-Ended Questions:** Scored to assess overall health risk.
- **Scoring System:**
  - Closed-ended responses will contribute to the health risk score.
  - Open-ended responses are only for Mentor Health case to case summary

### 2.2 Customizable Form and Report Generation

- **Form Distribution:**
  - Unique URLs will be generated for each company to distribute the assessment form to employees.
- **Employee Report Generation:**
  - After completing the assessment, employees will receive one of the following based on administrative selection:
    1. **Thank You Email:** Acknowledgment of form completion.
    2. **Short Health Risk Report:** Key metrics summarizing health risk findings.
    3. **Detailed Health Risk Report:** In-depth analysis including recommendations for health improvement.

- **One Form Submission Per User ID:**
  - Each employee will be allowed to submit the form only once using their unique user ID. If an employee starts filling out the form and the process is interrupted, they will have the option to resume from where they left off. However, after submission, there will be no option to edit the form or resubmit it.
- **Flexibility for Customization:**
  - Admins will have the ability to modify questions, scoring criteria, and report formats as needed to align with changing company health initiatives or employee feedback.

## 2.3 Form Access

- **View Responses:**
  - Administrators can access and analyze individual responses to questions for additional insights.
- **Download Individual Forms:**
  - Employees will have the option to download their completed forms for personal records or review
- **Excel View of Company-Wise Responses:**
  - Administrators can download company-wide responses in an Excel format. This feature will allow for the analysis of health risks and trends across the entire organization, facilitating easier reporting and data manipulation.

## 3. Dashboard Features

### 3.1 Company and Employee Selection

- **Company Selection:**
  - Administrators can select a specific company from a dropdown menu to view aggregated data.
- **Employee Data Access:**
  - Individual employee data will be accessible, including health risk scores, responses, and report summaries.

### 3.2 Graphical Analytics

- **Visual Representation of Data:**
  - **Types of Charts:**
    - Bar Charts for categorical data (e.g., health risk categories).
    - Pie Charts for distribution of health conditions.
    - Line Graphs to track trends over time (e.g., average health scores).
    - Heatmaps for risk distribution across departments or demographics.
- **Interactive Features:**
  - **Filters:** Options to filter data by demographics, risk categories, and time periods.
  - **Drill-Down Options:** Ability to click on visual elements to reveal underlying data (e.g., clicking on a risk category to see specific employee responses).
  - **Export Options:** Capability to export graphical data as PNG, JPG, or PDF files for reports and presentations.

## 4. Individual Reports

- **Detailed Report:**
  - Contains:
    - Name
    - Age
    - Gender
    - Company
    - Occupation
    - Health Risk Score and Rank
    - Scores for each assessment category (e.g., emotional health, nutritional habits)
    - BMI and Rank
    - Prevalent Risk Factors identified from open-ended responses.
- **Short Report:**
  - Summary document including:
    - Name
    - Age
    - Gender
    - Occupation
    - BMI
    - Health Risk Score

## 5. Collective Company Summary

- **Collective Report for Mentor Health:**
  - Data analytics summarizing the findings from closed-ended questions.
  - Summary of medical expenditure per employee category.
  - Individual responses will be available for review in Excel format for deeper analysis.
- **Collective Report for Companies:**
  - Includes metrics such as:
    - Average Age of Respondents
    - Male-to-Female Ratio
    - Average BMI
    - Total number of respondents and distribution by risk ranks
    - Most prevalent high-risk and medium-risk conditions
    - Common lifestyle risks identified in the assessment
    - Average emotional, nutritional, and occupational health scores.

## 6. Detailed Report

- **Additional Analytics:**
  - Calculations regarding employees unaware of their diabetes and hypertension records.
  - Average health readings and trends for the company.
  - Considerations for female employees regarding pregnancy planning.
  - Breakdown of average expenditures in outpatient departments (OPD), inpatient departments (IPD), laboratory services, and pharmacy costs.
  - Analysis of frequently utilized health benefits by employees.

## 7. Data Handling and Security

- **Confidentiality:** All personal data will be stored securely, using encryption and access controls.
- **Access Permissions:** User roles will be defined to restrict access to sensitive data (e.g., only HR can view individual responses).

## 8. Technical Specifications

- **Form Integration:**
  - The health risk assessment form will be integrated into Mentor Health's existing platform using API or embedded solutions as necessary.
- **Dashboard Features:**
  - Real-time data tracking with interactive features for data visualization.

- **Report Generation:**
  - Automated report generation capability, with PDFs sent via email to company upon request, and automated report based of admin setting to individual.
- **Customization:**
  - Administrators will have the ability to edit and change forms, scoring systems, and report formats in the future to keep the tool relevant and effective.

## **9. Deliverables**

1. Health Risk Assessment Form (including all question types).
2. Individual Reports (short and detailed formats).
3. User-Friendly Dashboard (with graphical analytics).
4. Automated PDF Report Distribution System.
5. Data Export Options (for individual and collective reports).