



Tips for Completing the Austin Fitness Index

- Accuracy counts. Please answer all questions as accurately as possible. The Austin Fitness Index (AFI) is your self-assessment and planning tool.
- The focus is on health promotion. The Austin Fitness Index was designed to assess implementation of fitness and health promotion activities. It does not address basic administration duties such as bookkeeping.
- There is no passing grade. You should use your AFI scores to help you understand your worksite's strengths and weaknesses and to develop an action plan for improving your fitness and health promotion efforts. It is realistic to expect low scores in certain areas; low scores can help you build awareness of areas needing improvement.
- Some actions are easier than others. Use of the Austin Fitness Index tool might lead your team to recommend actions that require additional resources. However, you might find that many of the recommended actions simply involve more efficient use of existing resources.
- Keeping the team together. The purpose of implementing the Austin Fitness Index is to start a path to improving your worksite's health and fitness program. Once you have started, you can keep the team together and use the Index to monitor your progress. Establish a schedule for assessments every 18 months, so that the AFI can serve as a tool for continuous improvement and accountability over time.

Key Points to Remember:

- The survey is administered via a remote, secure server.
- Confidentiality and security are built into the survey process. A single link to the survey will be provided for everyone to respond anonymously. No identifying information is collected during the survey.
- Results for your organization will be available only to the survey administrator; shown in aggregate and compared to both the national average and the *Healthy People 2010* goals. Individuals will receive their own results, but will not be able to see others.