

IDEAS Step 5A: Detailed Instructions for Facilitators

Rank Intervention(s)

The group process for this step should take 1 meeting. Two meetings may become necessary if the group disagrees about the relative importance of selection criteria when prioritizing the intervention alternatives at hand.

Worksheet 5A Goal:

A design team rates the set of proposed workplace interventions designed to benefit employee health & safety. Intervention alternatives are proposed to the Steering Committee.

Important Terms:

A HIGH rating (H)	An “ H ” is used to indicate that the activities that make up an intervention alternative meet or exceed what is stated in the selection criteria.
A MEDIUM rating (M)	An “ M ” is used to indicate that the activities that make up an intervention alternative only partly accomplish what is stated in the selection criteria.
A LOW rating (L)	An “ L ” is used to indicate that the activities that make up an intervention alternative fail to accomplish, or barely accomplish what is stated in the selection criteria.
Priority Ranking	Intervention alternatives should be ranked after deciding how much weight to place on each of the <i>selection criteria</i> and how well each intervention alternative addresses the general health & safety problem/issue.

Group Process:

1. For each selection criteria, compare the important details across all intervention alternatives, and then rate them as High (**H**), Medium (**M**) or Low (**L**).
 - For example, if “Scope” for Intervention A benefits all employees in need of help, but this is not the case for the other intervention alternatives, then “Scope” for Intervention A would receive a rating of H (high).

- Obviously, all of the details regarding the selection criteria used for each activity will not fit on this worksheet but try to provide enough detail in the title box to remind everyone of the differences between the intervention alternatives in regard to the specific activities involved.

- Group members should compare scope, costs/resources, benefits/effectiveness, and obstacles/barriers individually for each intervention alternative. For example, the group should determine how the scope of all activities in Intervention Alternative A compares to the scope of all activities in Intervention Alternatives B and C. It is possible for very different intervention alternative activities to receive the same rating, so comparisons are necessary.

2. Come up with a **Priority Ranking** for each of the intervention alternatives.

- Some *selection criteria* may be more important than others (e.g., scope may be more important than cost for some interventions), and so a simple average of all of the ratings is usually not very useful.
- Instead, consider placing more weight on those ratings that matter most, and prioritize intervention alternatives accordingly.
- The group should reach a consensus about the final rank order.

- Determining the weight of selection criteria may be a daunting task for the group but this is an important step before priority rankings can be made. If it seems that the selection criteria should be weighted differently for the intervention alternatives, this would be a sign that the intervention alternatives are perhaps not well suited to be presented together as alternatives for a single goal/objective. Instead, two sets of intervention alternatives may be needed because there are two different goals/objectives being addressed.

Important:

Final decision-making about which intervention(s) to implement is made by the Steering Committee and/or upper management, after doing more in-depth evaluation on their own in Worksheet 5B followed by discussions with the Design Team. The Steering Committee and/or upper management may also request that some changes be made to a proposed intervention. All completed worksheets should be saved because they can be useful when explaining how the intervention alternatives were created and then rated, and when planning implementation.

Important for the Site Facilitator:

The final version of Step 5A is usually presented to the SC and/or upper management to help explain how the various intervention alternatives were ranked, along with Worksheets 1 & 2, so the priority rank order should be thought through carefully. Encourage the group to use all three classifications of ratings (High, Medium, and Low) for the identified interventions.