



# Intervention, Design, and Analysis Scorecard (IDEAS)

A CPH-NEW intervention planning tool for health,  
safety, and wellness in the workplace

April 2014

# How to apply the IDEAS planning process in your organization

**First, select a program structure that best suits the size and personnel resources of your organization.**

- **Standard, dual committee program structure** (see flowchart #1)
  - Design Team (non-managerial, “front line” employees)
  - Steering Committee (some members of this committee are senior managers with budget/policy authority)
- **Alternative program structure 1** (see flowchart #2)
  - Mixed-level Healthy Worksite Committee, including some senior managers
- **Alternative program structure 2** (see flowchart #3)
  - Mixed-level Healthy Worksite Committee, NOT including senior managers

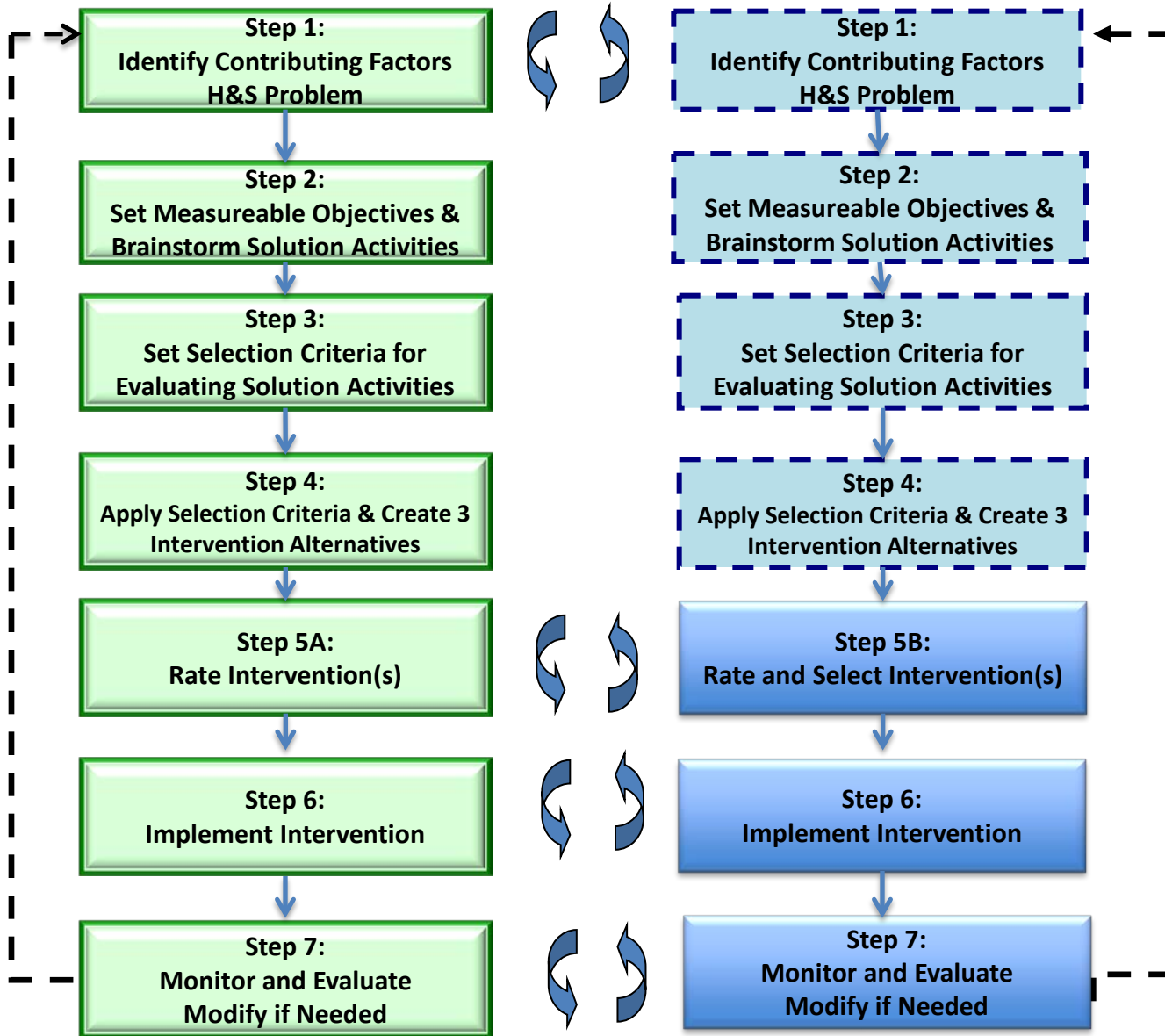
**Second, select a process facilitator to guide committees through IDEAS Steps 1-7.**

#1

### Healthy Worksite Design Team (front-line employees)

### Healthy Worksite Steering Committee (with senior managers)

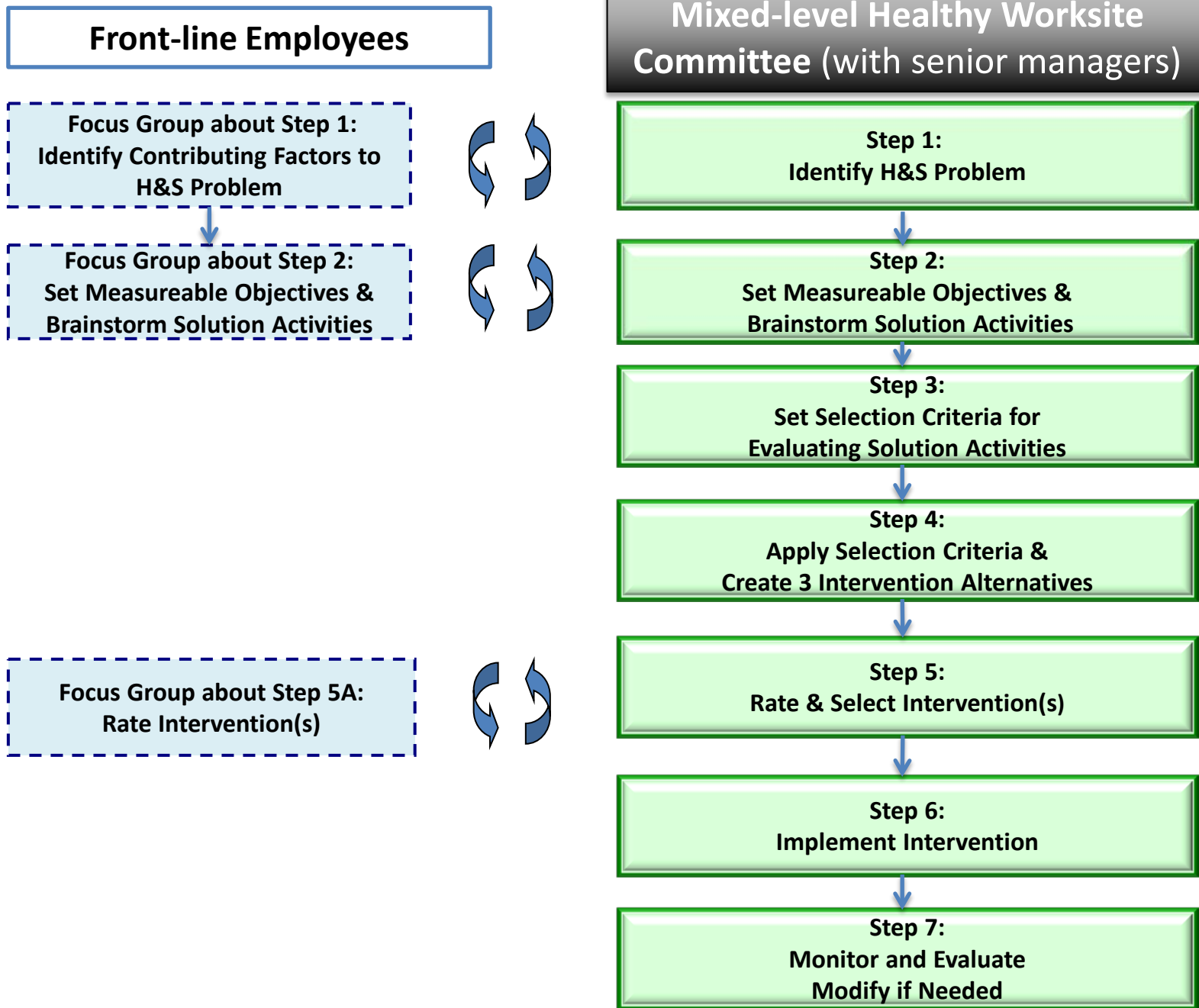
Standard dual committee structure



This program structure supports continuous engagement from all levels of the organization.

#2

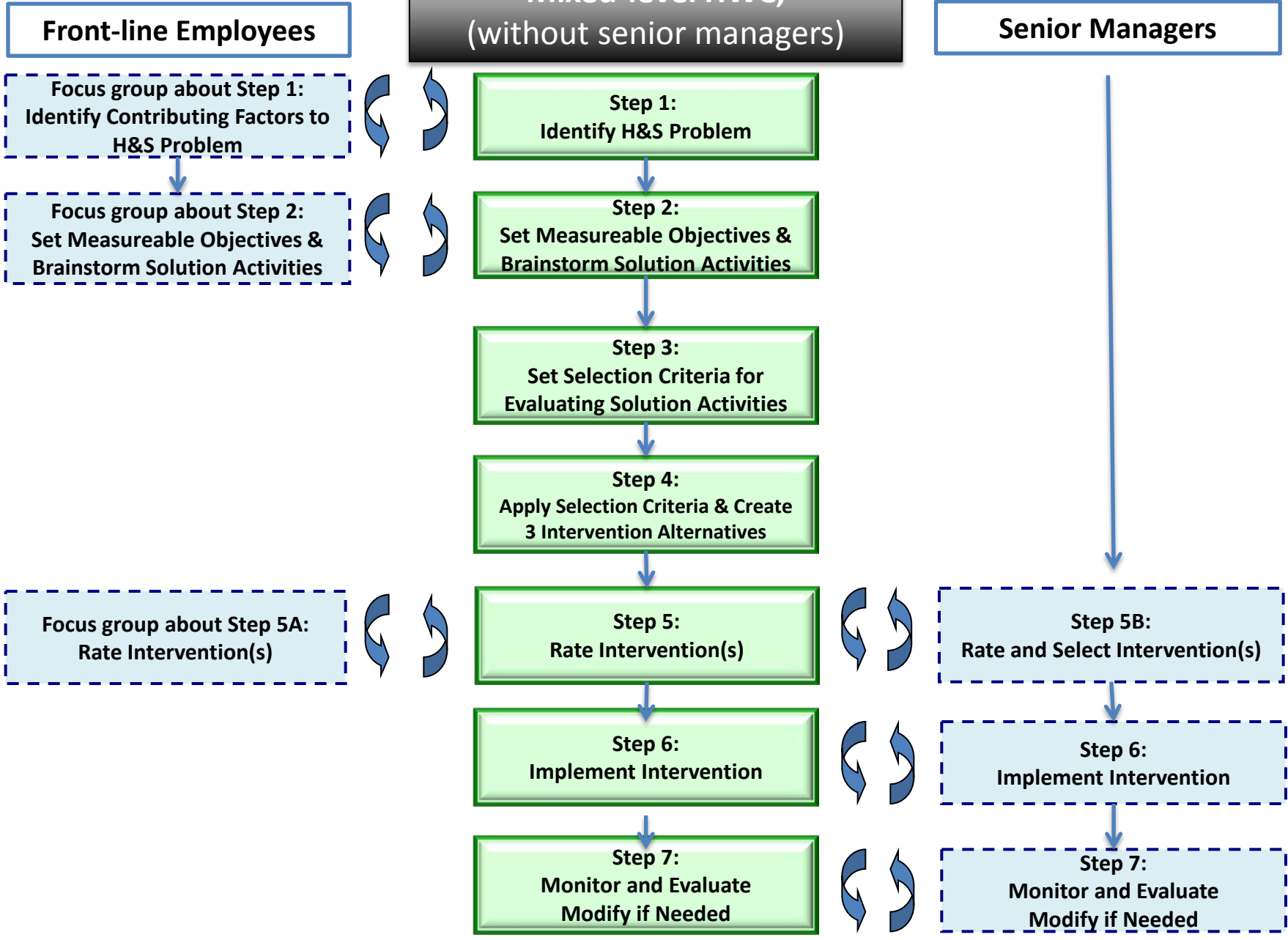
Alternative program structure 1



Ad hoc focus groups provide input from front-line employees without supervisors present.

#3

Alternative program structure 2



Ad hoc focus groups provide input from front-line employees without supervisors present.