Intervention, Design, and Analysis Scorecard (IDEAS)

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

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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.
Healthy Worksite Design Team (front-line employees)

Step 1: Identify Contributing Factors H&S Problem

Step 2: Set Measureable Objectives & Brainstorm Solution Activities

Step 3: Set Selection Criteria for Evaluating Solution Activities

Step 4: Apply Selection Criteria & Create 3 Intervention Alternatives

Step 5A: Rate Intervention(s)

Step 6: Implement Intervention

Step 7: Monitor and Evaluate Modify if Needed

Healthy Worksite Steering Committee (with senior managers)

Step 1: Identify Contributing Factors H&S Problem

Step 2: Set Measureable Objectives & Brainstorm Solution Activities

Step 3: Set Selection Criteria for Evaluating Solution Activities

Step 4: Apply Selection Criteria & Create 3 Intervention Alternatives

Step 5B: Rate and Select Intervention(s)

Step 6: Implement Intervention

Step 7: Monitor and Evaluate Modify if Needed

This program structure supports continuous engagement from all levels of the organization.
Ad hoc focus groups provide input from front-line employees without supervisors present.
Step 1: Identify H&S Problem

Step 2: Set Measureable Objectives & Brainstorm Solution Activities

Step 3: Set Selection Criteria for Evaluating Solution Activities

Step 4: Apply Selection Criteria & Create 3 Intervention Alternatives

Step 5: Rate Intervention(s)

Step 6: Implement Intervention

Step 7: Monitor and Evaluate Modify if Needed

Focus group about Step 2: Set Measureable Objectives & Brainstorm Solution Activities

Focus group about Step 1: Identify Contributing Factors to H&S Problem

Focus group about Step 5A: Rate Intervention(s)

Mixed-level HWC, (without senior managers)

Senior Managers

Alternative program structure 2

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