

APPENDIX A

QUESTIONNAIRE

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The following questions provide an outline for describing your process, "model" or "case study." The points listed below each question are intended as guidelines only. Please feel free to expand on them where appropriate.

1. INITIATIVE: IDENTIFYING THE NECESSITY FOR A HEALTHIER SETTING

- Where did the idea for this project or process originate?
- When was it initiated?

2. INITIAL LEADERSHIP

- Who took responsibility for moving the process forward?
 - type of leadership
 - the level of commitment and participation from the organization or setting

3. NEEDS ASSESSMENT

- Was a needs assessment part of the initial process?
 - If yes, whose needs were assessed in establishing the necessity for a healthier setting?
- Please distinguish between needs assessment done for the development of the model or project itself, and needs assessment done at the level of the site (with the actual population).
- What was the outcome of the needs assessment?
- How did this information shape the implementation process ?

4. GOALS OF HEALTH PLAN

- What goals were identified?

5. THE PROCESS AND ACTION PLAN: IMPLEMENTING THE GOALS, ADDRESSING THE NEEDS

- What process did you use/are you using? Please describe the process.
- Could you specify the steps in the process?
- What are the education tools used?

6. ONGOING COMMITMENT AND LEADERSHIP

- How would you describe the level of commitment, ownership and involvement in the process?
 - Management support?
 - Staff?
 - Financial backing?
 - Other resources?

7. THE MODEL/Framework

- Please comment on the approach of this process. Are there a set of principles behind the approach you are taking?
- Is your process one which could be described as a “model”?
- Describe the focus.
- How comprehensive is the process?

8. EVALUATION: REVIEWING THE PROCESS, ITS IMPACT, STRENGTHS AND WEAKNESSES

- Has there been an evaluation of the impact of this process on the workers, the community?
- Describe the evaluation procedure.
- What have you learned about the process from the evaluation?

9. IN YOUR OPINION

- Do you consider this model to be a success? What about it indicates to you that it is successful?
- Please describe your role in shaping the model, and facilitating its use. To what extent are you actually involved in supporting or directing the program after giving it over to the company or setting?
- Who has access to this process/project/model? Please provide a list of the settings which are using the process.
- If you were to plan/implement this project again, how would it be done differently?