

Environmental Intervention Planning Worksheet

	Step	Example	Your Plan
1	Define the problem.	Overweight employee population, with few resources from which to make healthy eating or physical activity choices. Since most employees eat many of their meals from the cafeteria, modifying the offerings, combined with nutrition education, is a reasonable place to start.	
2	Define your community.	<ul style="list-style-type: none">• ABC Company	
3	Define your audience.	<ul style="list-style-type: none">• Employees	
4	Who are your partners?	<ul style="list-style-type: none">• Medical and health staff• Cafeteria manager and key staff• Employee volunteers	

4a	Assemble your partners.	<ul style="list-style-type: none">• Nurse• Cafeteria manager and shift supervisors• Employee volunteers from corporate staff, factory shift supervisor, and line workers	
5	What dimension(s) of the environment is the team going to assess?	<ul style="list-style-type: none">• Built (available cafeteria choices)• Economic (ability of employees to afford healthy vs. unhealthy choices)• Social (acceptability of healthier choices among employees)	
6	What data collection methods, tools, and strategies will be used?	<ul style="list-style-type: none">• Restaurant Menu Coding Survey (see tools)• Survey of employees' current food choices in the cafeteria, including their attitudes about food choices• Interview with cafeteria manager to assess the availability of healthier food choices and ability to prepare, store, and serve them• Survey of food vendors to find out about availability of	

		healthy alternatives	
7	How you are going to use the information you collect?	<ul style="list-style-type: none"> • Determine what healthier options are available for cafeteria and feasible to purchase and prepare • Report to executives and employees on findings and proposed changes • Focus groups with employees about proposed changes 	
7a	Gain community support and confirm that they see the problem as you and your partnership team see it.	<ul style="list-style-type: none"> • Positive response to proposed changes and agreement that this is something that has been ignored for far too long 	
8	Identify opportunities for environmental change.	<ul style="list-style-type: none"> • Add more fruit, vegetable, and low-fat entrée choices to menu • Add more fruit, vegetable, and low-fat snack choices to menu • Make healthier beverages available 	
9	Select an intervention strategy.	<ul style="list-style-type: none"> • A salad and fruit bar will be added to the cafeteria and open during 2nd and 3rd shifts • Every day there will be one entrée identified as “healthy”, and will include at least 2 servings of vegetables • 100% juices and fat-free 	

		<p>milk and yogurt will be made available</p> <ul style="list-style-type: none"> • Taste testing of new menu options to choose final candidates • Point of sale labels with nutrition and identification information on new items • Incentive system to get employees to try new options 	
10	Plan your evaluation.	<ul style="list-style-type: none"> • Track cafeteria sales prior to implementation of intervention • Track cafeteria purchases 3 and 6 months after changes take place • Have employees complete initial survey again at 1 year after changes take place 	
11	Plan your intervention.	<ul style="list-style-type: none"> • Changes will begin with next fiscal year when budget can be made available 	