Maturity Models – Guidance Notes for Completion

Document Overview & Content

Please Note - The following example covers completing the Health & Wellbeing Model, however both maturity models work on the same principle for completion

Document Overview & Content

Document Description

The maturity model is designed to help organisations or part of organisations determine their health and wellbeing maturity level

Structure

The model is split into 2 sections:

- HPI (Health Performance Indicator) HPI tabs (1-10) (Blue tabs) are the 'questionnaire' section of the document, where each tab tests your company in ten categories, which are detailed in page 5 of this presentation.

- Page 6 describes the steps you should take to complete the tabs

- Health & Wellbeing Master tab (Orange tab) is the evaluation section of the Model that allows you to generate your Health & Wellbeing Maturity score based on your inputs from the HPI (Health Performance Indicator) tabs.

- Page 8-9 describes the steps you should take

General Instructions

You will first need complete the HPI 1 to HPI 10 tabs (Blue tabs) before completing the Health & Wellbeing Master tab (Orange tab). Please evaluate yourself fairly and honestly.

Please do not make any changes to the format of the excel worksheets.

Blue Tabs – HPI 1 to HPI 10

Blue Tabs – HPI 1 to HPI 10 (page 1/2)

High- Level Content

Each HPI tab represents a category addressed in the maturity model. The categories are:

1. Health Risk Assessment
2. Hierarchy of Control (Collective VS Personal)
3. Health Surveillance
4. Health Auditing
5. Fitness to Work

6. Attendance Management Policy/Training
7. Management of Ill Health
8. Health Promotion
9. Health Education & Training
10. Health Communication

Each tab contains 5 tables, corresponding to one of the levels of 'maturity'. From low to high, maturity levels are defined as : 'Infancy', 'Developing', 'Evident', 'Established' and 'Integrated'. The location of the 5 tables in each tab is annotated in the image below:
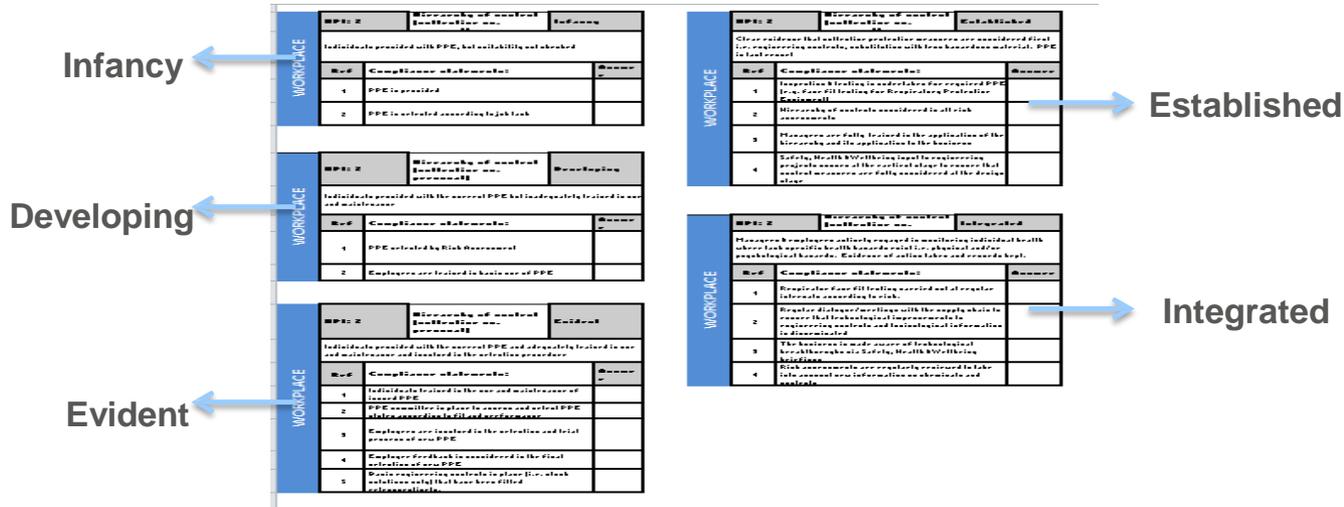
Blue Tabs – HPI 1 to HPI 10 (page 2/2)

Method of Completion

Starting from HPI 1:

1. Please read through the 'compliant statements' in the 'infancy' table and decide if your company satisfies each statement. Please type in 'Y' inside the corresponding box under 'Answer' if your company satisfies the statement. If your company does not satisfy the statement, input 'N'.

    • E.g. Ref 2 of HPI 1: 'Managers/workers are aware of the health risks identified but do not understand the implication for their health'

    • You should input 'Y' as long as the managers/workers are aware of the health risks regardless of their understanding of the implication of the risks for their health.

2. If all boxes in the 'infancy' table are complete with 'Y', move onto the next maturity level (i.e. 'developing') If there you answer 'N' in any of the answer boxes, stop and move onto the next tab (HPI 2).

3. Repeat 1) and 2)for all other tabs
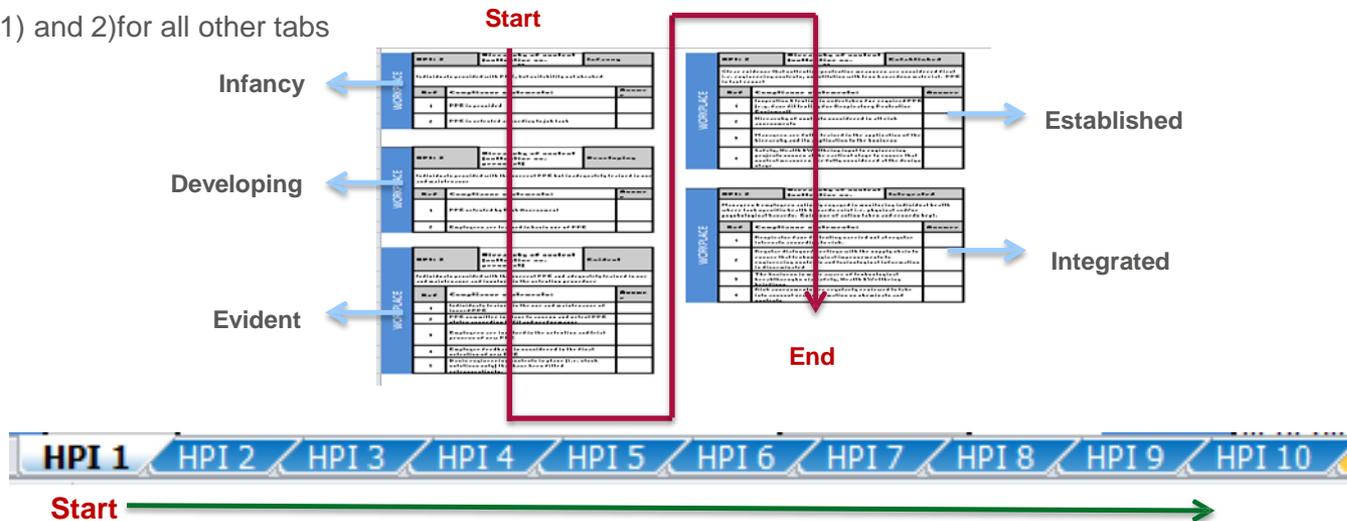
Orange Tab – Health & Wellbeing Master

Orange Tab – Health & Wellbeing Master (page 1/2)

Scoring Method

In order to summarise your input from the blue HPI tabs , you need manually select the RAG (Red/Amber/Green) status of the corresponding descriptors in the orange tab.

Please use the following criteria for selecting the RAG status:

- **Red**: <50% of statements are answered with 'Y'

- **Amber**: 50%<x<100% of statements are answered with 'Y'

Orange Tab – Health & Wellbeing Master (page 2/2)

Scoring Method

Each green cell is worth 2% and each yellow cell is worth 1%. Sub-totals of each category are displayed in the 'Percentage' column of the table. The total score is displayed in cell N26

Note that due to the input methodology for the blue tabs outlined in slide 6. A given descriptor can only be green or amber if all the descriptors in the same row preceding it are green.

This is based on the logic described earlier, where you should not proceed to the next maturity level if you have not answered Y for previous questions within a level

Incorrect

Correct

The amber score indicates that the answers for Health Risk Assessment blue Tab HPI1 contained "N" in Developing, therefore you should stop the process and not complete the Evident table.