

Community Nutrition Educator Program 2016 Quarterly Reports

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January to March

Summary of Progress

Training

- No additional training sessions were offered during this period.

Recruitment and Retention

- Two CNEs unable to continue volunteering and files closed.
- Eleven CNEs committed to continuing their volunteer service until after June 2016.
- Recruitment and training will be reassessed in June 2016.

Resources and Documents

- No changes to resources or documents were made during this period.

Program Budget

- No program budget was spent during this period.

Program Meetings

- CNE leads changed meetings to every other month to discuss program management and development. Meeting minutes are available upon request.

Evaluation

- Collection of post-placement forms from the agencies and CNEs is ongoing.
- Service requests continue to be tracked including data on CNEs accepting placements, community area of requests, and requests unfilled.
- Qualitative interviews of the WRHA Public Health Dietitians began in March 2016 by a dietetic intern. To be completed by May 2016.
- The next evaluation reporting period is June 2016.

CNE Program Statistics and Tracking Data for January to March 2016

- There were 11 active CNEs during this period.

Total Number of Requests	Number of Requests Cancelled by Agency	Number of Requests filled by a CNE	Number of Requests Filled by a HNS Student	Number of Requests Filled by both a CNE & HNS	Number of Requests filled by other (i.e. Dietitian)	Number of Requests not filled
20	2	12	0	1	0	6

- Programs (Livin Better, etc.) requested: 0
- Series requested: 4

Sessions Requested from Number of Requests Filled (out of 12 requests, 21 sessions required)

Total number of sessions requested	21
• number of sessions filled by CNE	19
• number of sessions filled by HNS	1
• number of sessions filled by PHD	1

Requests per Community Area

Downtown	2
Point Douglas	1
Seven Oaks	1
Inkster	0
Fort Garry	1
St. James	0
Assiniboine South	3
River Heights	1
Transcona	1
River East	7
St. Vital	2
St. Boniface	1
Total	20

Next Steps:

- Ongoing data collection and program evaluation
- Complete qualitative interviews with Public Health Dietitians
- Determine need for recruitment and training of new CNEs

April to June 2016

Summary of Progress

Training

- Follow up training session (formerly called continuing education) was scheduled for May 31. Seven out of eleven CNEs attended the training. CNE leads and Manager of Volunteer Services were in attendance.
- Content included raising healthy eaters background information, kit details, and a brainstorming session on how to improve communication within the program.

Recruitment and Retention

- Eleven CNEs committed to continuing their volunteer service until after June 2016.
- Recruitment and training will be reassessed with Manager of Volunteer Services and determined that more CNEs are required.
- Interviews are scheduled for August and September with Volunteer Services and CNE leads.
- Volunteer Services has a wait list of 30+ community members that have expressed interest in the program in the past. They will be invited to submit a volunteer application by August 19, 2016. Recruitment outside of these community members will be determined by Volunteer Services.

Resources and Documents

- No changes to resources or documents were made during this period, however, a decision was made to include a raising healthy eaters kit in the inventory of grab and go kits.

Program Budget

- No program budget was spent during this period.
- Follow up training session snacks were purchased with money remaining on gift card from 2015 training.
- Gift cards purchased in 2015 budget were distributed to CNEs as incentive to complete placement feedback forms. No gift cards remain.

Program Meetings

- CNE leads met on April 26 & June 28 to discuss program management and development. Meeting minutes are available upon request.

Program Sharing

- Food Matters Manitoba expressed interest in a partnership with the CNE program. They plan to start their own peer volunteer program in the fall. CNE leads met with Food Matters Manitoba staff to discuss this partnership. The decision was made to allow newcomers.
- The CNE operations manual has been shared with Food Matters Manitoba, and a contact in the Prairie Mountain Health region.

Evaluation

- Collection of post-placement forms from the agencies and CNEs is ongoing.
- Service requests continue to be tracked including data on CNEs accepting placements, community area of requests, and requests unfilled.
- Qualitative interviews of the WRHA Public Health Dietitians began in March 2016 by a dietetic intern. The remainder of interviews was completed in May.
- June evaluation reporting period deferred by CNE leads.

CNE Program Statistics and Tracking Data for April to June 2016

- There were 11 active CNEs during this period.

Total Number of Requests Received	Number of Requests Cancelled or Postponed by Agency	Number of Requests filled by a CNE	Number of Requests Filled by a HNS Student	Number of Requests Filled by both a CNE & HNS	Number of Requests filled by other (i.e. Dietitian)	Number of Requests not filled
13	4	7	0	0	0	4 (2 of which are scheduled in future reporting periods)

- Programs (Livin Better, etc.) requested: 0
- Series requested: 3 (including cancelled requests)

Sessions: 1 presentation = 1 session

- Statistics include requests that were received in previous reporting periods

Total number of sessions completed during this reporting period (requests may have been received prior to April)	8
• number of sessions filled by CNE	7
• number of sessions filled by HNS or dietetic intern	1
• number of sessions filled by PHD	0

Community area information: requests received during this reporting period

Downtown	1
Point Douglas	0
Seven Oaks	2
Inkster	0
Fort Garry	0
St. James	2
Assiniboine South	1
River Heights	1
Transcona	1
River East	1
St. Vital	1
St. Boniface	3
Total	13

Next Steps:

- Ongoing data collection and program evaluation
- Complete qualitative interviews with public health dietitians
- Coordinate training package for fall training
- Conduct interviews with WRHA Volunteer Services Manager in August & September
- Deliver training in October & November
- Develop 2016/2017 program budget and submit to Manager – Community Nutrition for approval

July to September 2016

Summary of Progress

Training

- Fifteen interviews were conducted from August 24th to September 16th and 11 applicants were recruited for CNE training.
- Training is scheduled from October 18 to November 17. Training was shortened from 36 hours to 29 hours by condensing information and streamlining content.
- In lieu of hard copies of the CFA binder, trainees received print copies of the training presentations and were instructed to access the manual on Google Drive.
- Training will be facilitated by five public health dietitians including the addition of two new PHDs to assist with training.

Resources and Documents

- Four new Grab and Go kits were developed for the CNE program: “Grocery Bag Shopping” game, “Process Foods Power-Up” kit and two kits about developing a healthy feeding relationship in children.
- The *CNE Service Request* form was revised to reflect the addition of the new kits.

- Approval was granted for the development of a CNE promotional rack-card. A *Communication Project Brief* was submitted to WRHA Communications for development of the brochure.

Program Budget

- A new budget for the 2016 training session was submitted. Expenses included supplies for the 2016 training (food, aprons, printing and supply costs for training binders), supplies for the development and printing of new grab and go kits and the development of a CNE program brochure.

Program Meetings

- CNE leads met in October to discuss program management and development. Meeting minutes are available upon request.

Program Sharing

- Food Matters Manitoba recruited 6 trainees to their peer volunteer program. Trainees are scheduled to attend four of the CNE training sessions.

Evaluation

- Collection of post-placement forms from the agencies and CNEs is ongoing.
- Service requests continue to be tracked including data on CNEs accepting placements, community area of requests, and requests unfilled.

CNE Program Statistics and Tracking Data for July to September 2016

- There were 11 active CNEs during this period.

Total Number of Requests Received	Number of Requests Cancelled or Postponed by Agency	Number of Requests filled by a CNE	Number of Requests Filled by a HNS Student	Number of Requests Filled by both a CNE & HNS	Number of Requests filled by other (i.e. Dietitian)	Number of Requests not filled
9	0	6	0	0	Not specified	3

- Programs (Livin' Better, Livin' it up or Kids in the Kitchen) requested: 1
- Series of Presentations requested: 2

Sessions: 1 presentation = 1 session

- Statistics include requests that were received in previous reporting periods

Total number of sessions requested during this reporting period	14
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Community area information: requests received during this reporting period

Downtown	1
Point Douglas	0
Seven Oaks	0
Inkster	0
Fort Garry	1
St. James	2
Assiniboine South	0
River Heights	1
Transcona	0
River East	2
St. Vital	2
St. Boniface	0
Total	9

Next Steps:

- Ongoing data collection and program evaluation
- Complete Fall 2016 training session

October to December 2016

Summary of Progress

Training

- 11 new CNEs were trained from Oct 18 – Nov 24, 2016.

Recruitment and Retention

- 9 CNEs committed to continuing their volunteer service until after June 2017.
- Recruitment and training will be reassessed early 2018.

Resources and Documents

- CNE training modules were updated for the training session.
- FAQ documents were updated for the training session.
- Continued revision of various grab and go kits for CNE requests.

Program Budget

- Program training supplies: \$241.95
- Catering for volunteer training completion party: \$256.92
- CNE Toolkit Grab & Go kit supplies and printing: \$391.19
- Raising Healthy Eaters display boards (5): \$796.65
- Aprons (15): \$306.80
- Total expenses for this period: \$1993.51

Program Meetings

- CNE leads engaged in training sessions during this period.

Program Sharing

- No program sharing during this period.

Evaluation

- Collection of post-placement forms from the agencies and CNEs is ongoing.
- Service requests continue to be tracked including data on CNEs accepting placements, community area of requests, and requests unfilled.

CNE Program Statistics and Tracking Data for October to December 2016

- There were 9 active CNEs during this period.

Total Number of Requests	Number of Requests Cancelled by Agency	Number of Requests filled by a CNE	Number of Requests Filled by a HNS Student	Number of Requests Filled by both a CNE & HNS	Number of Requests filled by other (i.e. Dietitian)	Number of Requests not filled
16	0	12	1	0	0	3

- Programs (Livin Better, etc.) requested: 2
- Series requested: 3

Sessions Requested from Number of Requests Filled (out of 16 requests, 35 sessions required)

Total number of sessions requested	33 – became 35 sessions requested as one site changed.
• number of sessions filled by CNE	25
• number of sessions filled by HNS	7
• number of sessions filled by PHD	0

Requests per Community Area

Downtown	4
Point Douglas	1
Seven Oaks	1
Inkster	0
Fort Garry	2
St. James	2
Assiniboine South	0
River Heights	0
Transcona	1
River East	2
St. Vital	3
St. Boniface	0
Total	16

Next Steps:

- Ongoing data collection and program evaluation
- Plan continuing education session in Spring 2017
- Plan training session for agency staff involved in placing CNE requests in Spring 2017