

Community Nutrition Educator Program

2017 Quarterly Reports

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January to March

Training

- No training occurred during this time period.
- CNEs continue to complete Food Handler Training Certificate scheduled through the program at the CNE's request.

Recruitment and Retention

- There were 16 active CNEs during this period.

Resources and Documents

- *Community Nutrition Educator* brochure was developed and distributed to resource kits for use at presentations. Brochures will be available to all PHDs for promotional use.
- The resource kit previously stored at Access River East was relocated to Access St. Boniface.
- The *Healthy Eating on a Budget* and *Healthy Lunches* kits were translated and produced in French.
- The *Living it Up* program was removed from the service request form. The *Living Better* program will be offered instead as both programs are very similar and appropriate for use with all populations including older adults. The WRHA has all program materials and manuals available for the *Living Better* program.

Program Budget

- All outstanding expenses for the 2016/2017 fiscal year were submitted.
- Requests for funds are to be assessed on an ongoing basis.

Program Meetings

- No meetings were held during this period.

Program Sharing

- Information about the CNE program and the *CNE Procedure Manual* was shared with the Regional Manager of Community Wellness & Chronic Disease Prevention and the Community Wellness Facilitator of Interlake-Eastern Regional Health Authority.

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

Data is reported for requests that took place during the reporting period. Requests may have been submitted prior to the reporting period. Requests received during the reporting period that will take place after the reporting period will be included in the corresponding quarterly report.

Total Number of Requests fulfilled during reporting period	Number of Requests Cancelled	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
17	1	13	0	1	1	1

Requests reported by number of presentations provided:

	Number of Programs (Livin' Better, Kids in the Kitchen)	Presentation Series (more than one presentation requested) – specify # of presentations requested	Total Presentations requested
Number of requests for multiple presentations completed during this reporting period, i.e. programs and presentation series	1 x 2 presentations 1 x 4 presentations	1 (2 presentations)	22

Requests reported by community area:

Downtown	3
Point Douglas	0
Seven Oaks	1
Inkster	0
Fort Garry	2
St. James	2
Assiniboine South	1
River Heights	0
Transcona	0
River East	5
St. Vital	3
St. Boniface	0
Total	17

Next Steps:

- Ongoing data collection and program evaluation
- Assess CNE retention and training needs
- Plan for Capacity Building workshop
- Plan Continuing Education session for CNEs

April to June**Training**

- No training occurred during this time period.
- CNEs continue to complete Food Handler Training Certificate scheduled through the program at the CNEs request.

Recruitment and Retention

- There were 17 active CNEs during this period.

Resources and Documents

- Several activities were under development and/or revision during this time period, but none were finalized during this time period.

Program Budget

- All outstanding expenses for the 2016/2017 fiscal year were submitted.
- Requests for funds are to be assessed on an ongoing basis but should be approved.

Program Meetings

- There was a CNE leads meeting on June 7, 2017.

Program Sharing

- Nothing to report.

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.

Next Steps:

- Ongoing data collection and program evaluation
- Assess CNE retention and training needs
- Plan for Capacity Building workshop with agencies who have had a CNE in the past in November 2017
- Plan Continuing Education session for CNEs in October 2017

CNE Program Statistics and Tracking Data

Data is reported for requests that took place during the reporting period. Requests may have been submitted prior to the reporting period. Requests received during the reporting period that will take place after the reporting period will be included in the corresponding quarterly report.

Total Number of Requests fulfilled during reporting period	Number of Requests Cancelled	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
14	4	11	1	1	1	1

Requests reported by number of presentations provided:

	Number of Programs (Livin' Better, Kids in the Kitchen)	Presentation Series (more than one presentation requested) – specify # of presentations requested	Total Presentations requested
Number of requests for multiple presentations completed during this reporting period i.e. programs and presentation series	1 x 5 presentations 1 x 4 presentations 1 x 6 presentations		26

Requests reported by community area:

Downtown	3
Point Douglas	0
Seven Oaks	1
Inkster	0
Fort Garry	0
St. James	1
Assiniboine South	1
River Heights	1
Transcona	2
River East	5
St. Vital	4
St. Boniface	1
Total	19

July to December

Training

- CNEs continue to complete Food Handler Training Certificate scheduled through the program at the CNEs' request.
- **2017 CNE Annual Training:** The session was held on October 26th at Access Fort Garry. The main topic was Health at Every Size. We also provided updates on the Canada's Food Guide revision, presented new kits and provided an overview of the Get Your Benefits tool. The session was attended by 10 CNEs and the presentations are saved on the CNE Google Drive and SharePoint.
- **Community Agency Capacity Building Workshop:** The objective of the workshop was to support agencies to build sustainable nutrition capacity and support changes in the area of healthy built environments (nutrition promotion strategic priorities: collaboration and partnerships & healthy built environment). All agencies that had submitted a CNE request were invited. The session was held on November 8, 2017 and was attended by 18 individuals representing 11 agencies.
- Possible CNE recruitment and training in spring 2019.

Recruitment and Retention

- CNEs were requested to inform the CNE leads of their decision to continue with the program by September 30, 2017.
- At the end of this reporting period, there were 15 active CNEs. Of the 15, three have requested to be marked unavailable due to conflicting obligations until spring 2018.

Resources and Documents

- In November 2017, it was decided to produce CNE Resource Kits and Grab and Go kits for all community area offices. CNEs will be able to pick up kits and resources at 8 WRHA community offices/Access Centres.

Program Budget

- All outstanding expenses for the 2016/2017 fiscal year were submitted.
- Requests for funds are to be assessed on an ongoing basis but should be approved.

Program Meetings

- There was a CNE leads meeting on December 13, 2017.
- There were changes in the CNE Leads team over this period.

Program Sharing

- N/A

Evaluation

- CNE evaluation report is currently being developed. Projected completion is spring 2018.
- 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.

Next Steps:

- Ongoing data collection and program evaluation
- Assess CNE retention and training needs
- Completion of additional resource kits

CNE Program Statistics and Tracking Data

Data is reported for requests that took place during the reporting period. Requests may have been submitted prior to the reporting period. Requests received during the reporting period that will take place after the reporting period will be included in the corresponding quarterly report.

Total Number of Requests fulfilled during reporting period	Number of Requests Cancelled	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
July-September = 7	0	6	0	0	0	1
October-December = 12	0	10	0	0	0	2

Requests reported by number of presentations provided:

	Number of Programs (Livin' Better, Kids in the Kitchen)	Presentation Series (more than one presentation requested) – specify # of presentations requested	Total Presentations requested
Number of requests for multiple presentations completed during this reporting period, i.e. programs and presentation series	0	3	22

Requests reported by community area:

Downtown	2
Point Douglas	0
Seven Oaks	1
Inkster	0
Fort Garry	3
St. James	2
Assiniboine South	2
River Heights	0
Transcona	2
River East	1
St. Vital	4
St. Boniface	2
Total	19