

Community Nutrition Educator Program

2018 Quarterly Reports

CNE Leads: Lorna Shaw-Hoeppner, Kerri Cuthbert, Lana Pestaluky, Kaylee Michnik, Public Health Dietitians

January to March

Training

- CNEs continue to complete Food Handler Training Certificate scheduled through the program at the CNE's request.
- Possible CNE recruitment and training in spring 2019.

Recruitment and Retention

- At the end of this reporting period, there were 15 active CNEs. Of the 15, 1 has requested to be marked unavailable due to conflicting obligations until spring 2018.

Resources and Documents

- At the end of March 2018, CNE Resource Kits and Grab and Go kits were produced for all community area offices.

Program Budget

- \$2,662.56 for production of 4 CNE Resource kits and updates to sugar kit in February and March 2018.
- All outstanding expenses for the 2017/2018 fiscal year were submitted.
- Requests for funds are to be assessed on an ongoing basis but should be approved.

Program Meetings

- There were no program meetings held during this reporting period.

Program Sharing

- The CNE training curriculum was shared with Food Matters Manitoba for independent training purpose for their Newcomer Nutrition program independently.

Evaluation

- CNE evaluation report is currently being developed. Projected completion is summer 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 evaluation report

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
12	1	11	1	0	0	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	0	4 x 2 presentations 1 x 4 presentations	19

Requests reported by community area:

Downtown	2
Point Douglas	0
Seven Oaks	0
Inkster	0
Fort Garry	0
St. James	3
Assiniboine South	2
River Heights	0
Transcona	1
River East	1
St. Vital	1
St. Boniface	3
Total	12

April to June

Training

- No training occurred during this time period.

Recruitment and Retention

- There were 15 active CNEs during this period.

Resources and Documents

- Updating and revising Agency Post CNE Placement Feedback form, CNE placement summary forms, Agency request forms. Looking to offer forms in an electronic format (i.e. Survey Monkey) for ease of distribution and data collection.

Program Budget

- Requests for funds are to be assessed on an ongoing basis.

Program Meetings

- CNE leads meeting was held in June 2018. Volunteer Services manager Suzie Matenchuk attended.

Program Sharing

- No coordinated or planned program promotion occurred 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.
- Draft report of CNE evaluation from 2014-2017 completed and reviewed. Ongoing discussion of appropriateness of evaluation framework/need for revision.

Next Steps:

- Update evaluation forms and framework
- Assess CNE retention and training needs
- Plan Continuing Education session for CNEs fall 2018
- CNE Training for 2019
- Communicate findings of CNE program evaluation 2014-2017

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
11	1	11	0	0	0	6

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	WRHA Community Mental Health - CWI requested 9 throughout city	9

Requests reported by community area:

Downtown	4
Point Douglas	1
Seven Oaks	3
Inkster	0
Fort Garry	1
St. James	1
Assiniboine South	1
River Heights	2
Transcona	1
River East	3
St. Vital	0
St. Boniface	1
Total	18

July to December

Training

- The annual continuing education session was delivered in November 2018. The focus provided attendees with an opportunity to learn more about Indigenous food and well-being. Eight out of fourteen CNEs attended. Feedback from CNEs was gathered for evaluation purposes.

Recruitment and Retention

- There were 14 active CNEs during this period. One of the 15 previously active CNEs has since moved out of the province.

Resources and Documents

- Revised the *Agency Post CNE Placement Feedback* form and the *CNE Placement Summary* forms; they are now linked to a Survey Monkey account and all data is collected using an electronic survey format.
- The CNE program *Frequently Asked Questions for Public Health Dietitians and CNEs* documents were updated and distributed.
- Coordinated a resource advisory committee to acquire feedback from CNEs on select grab and go kits.

Program Budget

- Funds requested and approved through Nutrition Promotion 2018/2019 budget:
 - \$650 for graphic design of the *CNE Program Impact Summary* (i.e. infographic)
 - \$100 for refreshments for the annual continuing education session
 - \$500 tentatively reserved for resource updates

Program Meetings

- Two CNE leads meetings occurred during this reporting period: September and December 2018. Minutes are available upon request.

Program Sharing

- Details of the continuing education session were published in the WRHA Health for All Coordinating Committee Bright Lights winter 2018 newsletter. This document highlights work that promotes health equity and is shared with the Health for All Network.

Evaluation

- Collection of post-placement forms from the agencies and CNEs is ongoing.
- Collaborated with the WRHA Communications department to design a *Program Impact Summary* based on data from 2014-2017.
- A draft CNE program evaluation report was reviewed by the CNE leads for accuracy.

Next Steps (for January – June 2019):

- **Training:**
 - CNE leads, in conjunction with WRHA Volunteer Services will recruit, plan, and deliver training to approximately 10 new volunteers.
 - Promotion of the Manitoba Certified Food Handler Training Program to CNEs who have not received this certification.
- **Recruitment and Retention:**

- Recruitment will occur in conjunction with WRHA Volunteer Services through a variety of avenues. Interviews will occur and successful applicants will be eligible for the spring training sessions.
- Ongoing communication and support to existing CNEs.
- Invite CNEs to the annual WRHA Volunteer Services Appreciation Event and a CNE lead will attend the event.
- **Resources and Documents:**
 - Update 4 kits (i.e. caffeine, fat and salt, fibre, iron) based on feedback from CNE advisory committee and with help from a student volunteer.
 - Further consideration regarding integration of the *Food Literacy Competencies Framework* and Indigenous well-being into CNE program.
- **Program Budget:**
 - Request program budget for 2019/2020 fiscal year, which will include funds for the spring 2019 CNE training, annual training session (fall 2019), stakeholder engagement session (date TBD), resource updates, and fees for CNEs who opt to register for the Manitoba Certified Food Handler Training Program.
- **Program Meetings:**
 - Continued CNE leads meetings, approximately every 2-3 months.
- **Program Sharing:**
 - The CNE Program Impact Summary will be shared with a variety of audiences. This will be also used as an opportunity for a program relaunch.
- **Evaluation:**
 - Finalize program evaluation report and disseminate to appropriate management. Dissemination of the *CNE Program Impact Summary* to CNEs, agencies, and relevant PPH stakeholders.
 - Revision of existing evaluation framework and logic model. Plan to include stakeholders in this revision process.

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 semi-annual 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
9	3	8	0	0	0	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 "Livin' Better" (5 presentations)	1 "Families in the Kitchen" (4 presentations)	9

Requests reported by community area:

Downtown	5
Point Douglas	0
Seven Oaks	1
Inkster	0
Fort Garry	0
St. James	1
Assiniboine South	0
River Heights	0
Transcona	0
River East	1
St. Vital	2
St. Boniface	1
Total	11