**TACKLING INDIGENOUS SMOKING PROGRAM**

**6-MONTH PERFORMANCE REPORT**

**General information**

* *Please refer to the guidelines provided for help in completing this template.*
* *National Performance Indicators, outcomes related to each indicator and data measures are outlined at the end of this document.*
* *Tick Yes/No boxes.*
* *Supply numbers where you have them available and provide further explanation if required.*
* *Additional space is provided for case studies and challenges/mitigation.*
* *When your report is finalised, please also ensure that the Certification by Organisation form is completed.*

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| **Name of your organisation** |       |
| **Period the report applies to?**  |       |
| **Date the report was completed?**  | Date |

# INDICATOR 1 – Implementation of evidence-based population health promotion activities aimed at preventing uptake of smoking and supporting the promotion of cessation

**Please include details of each of the population health promotion activities you have delivered in the past 6 months.**

**NOTE:** Projects that target priority groups and have increased reach into communities should be reported on under Indicator 5 (priority groups) and Indicator 6 (reach).

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| **Type of activity?** [Please choose from the drop-down list below]  | **Name of population health promotion activity** | **How often was the activity delivered in the last 6 months?** [Please choose from the drop-down list below]  | **Location**Include name of neighbourhood, town or region. | **Estimated no. of community members reached by activity?**  |
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| **At your organisation**  | **Yes/No**  |
| You have produced at least one tobacco control poster/banner featuring an Aboriginal and/or Torres Strait Islander person or artwork. | Yes [ ]  | No [ ]  |
| There is at least one tobacco control poster/banner promoting smoke-free homes or cars in a public space in your organisation.  | Yes [ ]  | No [ ]  |
| **In your service delivery region**  | **Number** |
| In the past 6 months, how many events have you held to support prevention of uptake of smoking and/or smoking cessation?  |       |
| In the past 6 months, how many community leaders have participated in population health promotion activities and events? |       |

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| **Electronic media**  | **Yes/No**  |
| In the past 6 months, have you organised a broadcast on radio or television of a tobacco control advertisement?  | Yes [ ]  | No [ ]  |
| In the past 6 months, have you shared tobacco control information on social media?  | Yes [ ]  | No [ ]  |
| Does your organisation have tobacco control information on the website? | Yes [ ]  | No [ ]  |
| Does your TIS program have its own dedicated website and/or social media pages? | Yes [ ]  | No [ ]  |

**Case Study or Success Story (if available)**

Please provide an example of a successful population health promotion activity you have carried out in the last 6 months. Please include how you have monitored this activity and provide any data or information that demonstrates the success of this activity against Indicator 1.

Click or tap here to enter text.

**Description of challenges and mitigation**

Please provide key challenges/risks in delivering results against Indicator 1 and any strategies or approaches that you are using to address these.

Click or tap here to enter text.

# INDICATOR 2 – Partnerships and collaborations facilitate support for tobacco control

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | No. of mainstream health services  | No. of other ACCHS  | No. of schools  | No. of community organisations/sporting clubs  | No. of Government (local, state and federal)  | No. of individual community leaders  | No. of networks or interagency groups | Other (please specify)  |
| How many organisations/community leaders have you partnered with to plan and/or implement TIS activities? |       |       |       |       |       |       |       |       |
| How many of these partnerships were established in the last 6 months? |       |       |       |       |       |       |       |       |

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| **Targeted partnerships**  | **Total number**  | **No. formed in the last 6 months** |
| Number of partnerships formed with other organisations/community leaders to assist in reaching pregnant women.  |       |       |
| Number of partnerships formed with other organisations/community leaders to assist in reaching other identified priority groups in your service delivery region (please also specify the priority group). |       |       |
| Number of partnerships formed with other organisations/community leaders to extend geographical reach.  |       |       |
| Number of partnerships formed with other organisations/community leaders aimed at reaching people who do not attend ACCHS. |       |       |
| Number of partnerships formed in your own organisation (for example, with other units/teams). |       |       |

**Case Study or Success Story (if available)**

Please provide an example of a successful population health promotion activity you have carried out in the last 6 months. Please include how you have monitored this activity and provide any data or information that demonstrates the success of this activity against Indicator 2.

Click or tap here to enter text.

**Description of challenges and mitigation**

Please provide key challenges/risks in delivering results against Indicator 2 and any strategies or approaches that you are using to address these.

Click or tap here to enter text.

# INDICATOR 3 – Increased access to Quit support through capacity building

|  |  |
| --- | --- |
| **Quitline Referrals**  | **Number**  |
| Number of written referrals made to Quitline in the past 6 months. |       |
| Number of referrals to other services for Quit support in the past 6 months, e.g. medical service, Quit support group. |       |

|  |  |
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| **Capacity building**  | **Number**  |
| How many FTE TIS funded positions does your organisation have?  |       |
| How many FTE TIS funded positions does your organisation have that are currently filled?  |       |
| How many of the TIS funded staff positions are filled by Aboriginal or Torres Strait Islander people? |       |
| How many non-TIS funded positions with a major focus on tobacco control does your organisation have? |       |
| In the past 6 months, how many TIS funded staff within your organisation have undertaken Quitskills training?  |       |
| In the past 6 months, how many non-TIS funded staff in your organisation (e.g. clinicians) have undertaken Quitskills training?  |       |
| Total number of current staff in your organisation? |       |
| In the past 6 months, how many other organisations have you assisted to establish, maintain or improve the provision of support for smoking cessation, including through providing or organising training?  |       |

**Case Study or Success Story (if available)**

Please provide an example of a successful population health promotion activity you have carried out in the last 6 months. Please include how you have monitored this activity and provide any data or information that demonstrates the success of this activity against Indicator 3.

Click or tap here to enter text.

**Description of challenges and mitigation**

Please provide key challenges/risks in delivering results against Indicator 3 and any strategies or approaches that you are using to address these.

Click or tap here to enter text.

# INDICATOR 4 – Reduced exposure to second hand smoke

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **How often were these aspects of smoke-free policies followed at your organisation, by staff and Board members, in the past 6 months?** (Tick which applies) | Always  | Often  | Sometimes  | Rarely  |
| No smoking indoors  |[ ] [ ] [ ] [ ]
| No smoking outdoors within the boundary except in a designated smoking area (if there is one)  |[ ] [ ] [ ] [ ]
| No smoking in a work vehicle  |[ ] [ ] [ ] [ ]
| No smoking in the health service uniform  |[ ] [ ] [ ] [ ]
| No smoking in work time  |[ ] [ ] [ ] [ ]

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| **Smoke-free organisations**  | Number  |
| In the past 6 months, how many organisations have you assisted to establish a smoke-free policy?  |       |
| In the past 6 months, how many organisations have you assisted to review an existing smoke-free policy?  |       |

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| **Smoke-free public spaces and homes**  | Number  |
| In the past 6 months, how many events in your service delivery area have you assisted to be smoke-free?  |       |
| In the past 6 months, how many homes in your service delivery area have you supported to become smoke-free?  |       |

**Case Study or Success Story (if available)**

Please provide an example of a successful population health promotion activity you have carried out in the last 6 months. Please include how you have monitored this activity and provide any data or information that demonstrates the success of this activity against Indicator 4.

Click or tap here to enter text.

**Description of challenges and mitigation**

Please provide key challenges/risks in delivering results against Indicator 4 and any strategies or approaches that you are using to address these.

Click or tap here to enter text.

# INDICATOR 5 - Increased focus on priority groups, e.g. pregnant women

**Please include details of each of the population health promotion activities you have delivered in the past 6 months that have targeted pregnant women and other identified priority groups in your service delivery region.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority group and name of the activity.** Pregnant women are noted as being a key TIS priority group but there may be other priority groups in your service region, e.g. young people. | **Type of activity?** [Please choose from the drop-down menu below]  | **How often was the activity delivered in the last 6 months?** [Please choose from the drop-down menu below]  | **Estimated no. of members of the priority group reached by the activity?**  |
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**Case Study or Success Story (if available)**

Please provide an example of a successful activity related to Indicator 5. Please include how you have monitored this activity and provide any data or information that demonstrates the success of this activity against Indicator 5.

Click or tap here to enter text.

**Description of challenges and mitigation**

Please provide key challenges/risks in delivering results against Indicator 5 and any strategies or approaches that you are using to address these.

Click or tap here to enter text.

# INDICATOR 6 – Increased reach into communities

**Please include details of each of the population health promotion activities you have delivered in the past 6 months that have had a focus on extending the geographical reach of your program and/or reaching people who do not attend ACCHS.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target and name of activity.**List the activities that:1. extend the geographical reach of your TIS program within your service delivery area

 OR 1. have had a specific focus on people who do not attend ACCHS.
 | **Type of activity?** [Please choose from the drop-down menu below]  | **How often was the activity delivered in the last 6 months?** [Please choose from the drop-down menu below]  | **Location**Include name of neighbourhood, town or region. | **Estimated no. of members of community members reached by the activity?**  |
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**Case Study or Success Story (if available)**

Please provide an example of a successful activity related to Indicator 6. Please include how you have monitored this activity and provide any data or information that demonstrates the success of this activity against Indicator 6.

Click or tap here to enter text.

**Description of challenges and mitigation**

Please provide key challenges/risks in delivering results against Indicator 6 and any strategies or approaches that you are using to address these.

Click or tap here to enter text.

**REVIEW BY THE NATIONAL BEST PRACTICE UNIT (NBPU) – to be completed by NBPU**

|  |  |
| --- | --- |
| **Date received by NBPU** |       |
| **NBPU Project Officer recipient name** |       |
| **Date sent back to TIS team** |       |

**CERTIFICATION BY ORGANISATION**

|  |  |
| --- | --- |
| **Organisation name** |       |
| **Name and position of the person who completed the report?**  |       |
| **Contact email/phone for person who completed the report** |       |

**REPORT APPROVED FOR SUBMISSION TO THE DEPARTMENT OF HEALTH BY**

|  |  |  |
| --- | --- | --- |
|  | **Authorised Organisation Officer** | **Authorised Board Member** |
| **Name**  |       |       |
| **Position** |       |       |
| **Signature** |       |       |
| **Date** | Click or tap to enter a date. | Click or tap to enter a date. |

**Guidelines – completing the Performance Report template**

The purpose of the Performance Report template is to assist Regional Tobacco Control Grant recipients to report against consistent National TIS Performance Indicators in order to promote consistency in how performance is reported and measured. The National TIS Performance Indicators have been updated to reflect the current TIS program objectives and these indicators are specifically designed for use by and in relation to the work of the RTCG recipients. The National Performance Indicators form part of this document (see below).

**Important information**

When your report is finalised, please also ensure that the Certification by Organisation form is completed.

Each section of the report corresponds to a performance indicator. The report should be filled out with input from whole TIS team; RTCG recipients should take their time in filling out the report and data provided should be as accurate as possible.

The numbers being requested throughout the report will be used to track changes over time (not to compare performance across RTCG recipients as we are aware that the size of service delivery areas, populations and programs vary).

**General information**

* *Tick Yes/No boxes.*
* *Supply numbers where you have them available and provide further explanation if required.*
* *Additional space is provided for case studies and challenges/mitigation in relation to each indicator.*
* *If you do not have data for a particular question, write either ‘no data available’ or ‘not applicable’.*

**Indicator 1 –** data on a broad range of population health promotion activities you have delivered in the past 6 months.

 Projects that target priority groups and increased reach into communities should be reported under Indicator 5 (priority groups) and Indicator 6 (reach).

**Indicator 2 –** data on partnerships and increases/decreases in partnerships over time - please provide numbers requested as accurately as possible.

**Indicator 3 –** data on Quit support and capacity building in your organisation. We understand that not everyone will have accurate data on Quit referrals, but your best available data will be appreciated. We also ask about staff positions and training provided to staff as well as the training you have provided to other organisations.

**Indicator 4 –** data on smoke free policies, support for smoke free organisations, public events and homes. The questions about smoke free policies in your organisation may be difficult to answer but we would like you to make as accurate an estimate as possible, which we can track for changes over time.

**Indicator 5 –** data on increased focus on priority groups, particularly pregnant women. Include any additional groups you regard as a priority in your area. Do not repeat activities that you have already included in Indicator 1.

**Indicator 6 –** data on increased reach into communities looks at reach in terms of extending geographical reach within your service delivery area and also reach in terms of people who do not currently attend ACCHS. Do not repeat activities that you have already included in Indicator 1.

**TIS National Performance Indicators**

|  |  |  |
| --- | --- | --- |
| Performance indicator | Outcomes related to indicator | Measure (data source)[[1]](#footnote-1) |
| Indicator 1:Implementation of evidence-based population health promotion activities aimed at preventing uptake of smoking and supporting the promotion of cessation | Increased community involvement in and support for initiatives to reduce the uptake of smoking and increase sustained cessation.Increased leadership and advocacy role of community leaders in tobacco control.Increased understanding by the community of the health impacts of smoking.Population health promotion activities are locally relevant and have community support. | No. of community members participating in population health promotion activities and events.No. of community leaders participating in population health promotion activities and events.No. and type of evidence-based population health promotion activities including social marketing, community education and community engagement.No. and reach as evidenced by social media analytics, other media activities, and production/distribution of health promotion materials. |
| Indicator 2: Partnerships and collaborations facilitate support for tobacco control | Collaborations and partnerships are built between TIS operations and external support for tobacco control initiatives. | No. and type of organisations involved in planning/implementing TIS activities.No. and type of collaborative projects/partnership activities.No. and type of partnerships with local service providers to enable increased geographical reach.No. and type of partnerships with local service providers to enable increased reach to priority groups. |
| Indicator 3: Increased access to Quit support through capacity building | Improved access to culturally appropriate support to quit.Increase in awareness of Quitline among community members and local health services.Increases in skills among those professionals in contact with Aboriginal and Torres Strait Islander peoples.Increases in Quitline referrals made throughout the TIS program. | No. of Quitline referrals. No. of referrals to other services for Quit support, e.g. Quit support groups.No. of FTE positions with a focus on tobacco control.No. of FTE positions with a focus on tobacco control that are currently filled.No. and type of assistance provided to organisations to establish, maintain or improve brief interventions.No. and % of staff with a major focus on tobacco control/TIS staff who have completed formal training.No. and % and role of staff who do not have a major focus on tobacco control (e.g. clinicians) who have completed formal training in brief advice, smoking cessation or tobacco control.  |
| Indicator 4:Reduced exposure to second hand smoke | Increase in smoke free homes, workplaces and public spaces. Increase in activities aimed at minimising exposure to passive smoking.  | No. and type of smoke-free policies adopted and/or reviewed by relevant organisations.No. of local events organised to be smoke-free.No. and type of assistance provided to organisations to establish, maintain or improve a smoke free policy.No. of smoke free homes and/or pledges to keep homes smoke free. |
| Indicator 5:Increased focus on priority groups, e.g. pregnant women | Evidence based approaches are being used to reach priority groups.Increase in population health promotion activities targeting priority groups, particularly pregnant women. | No. of people in priority groups participating in/reached by population health promotion activities.No. and type of population health promotion activities that have a specific focus on pregnant women and other identified priority groups. |
| Indicator 6Increased reach into communities  | Increase in reach (including geographical reach) of population health promotion activities.Increase in reach to community members, including those who do not attend ACCHS. | No. and location of activities conducted that extend geographical reach of activities.No. and type of population health promotion activities and partnerships that have a specific focus on people who do not attend ACCHS. |

1. Measures will also include qualitative data collected in the grant recipient performance reports and primary data collected by CIRCA as part of the evaluation. [↑](#footnote-ref-1)