

Amended

EAP Contractors

2013-2014

Contractor:

Office:

NEW CASES	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTALS
Employees (Alone)					
Female					0
Male					0
Employees & Family Member(s)					
Female					0
Male					0
Family Member(s) (Without Employee)					
Female					0
Male					0
Crisis Line Cases					0
TOTAL NEW CASES	0	0	0	0	0
MODE OF DELIVERY					
E-counselling					0
Face-to-face					0
Telephone counselling					0
Crisis Line	0	0	0	0	0
CARRIED OVER CASES					
TOTAL OPEN CASES	0	0	0	0	
CLOSED CASES					0
GENERAL INQUIRIES					0
COUNSELLING					
# of Interviews					0
# hrs of Interviews					0
# of "no-shows"					0
# Cancellations (less 24 hrs)					0
REFERRED BY					
Colleague					0
Coordinator-counsellor					0
Human Resources					0
Referral Agent					0
Self					0
Supervisor					0
Union					0
Other					0
Unknown					0
Total	0	0	0	0	0
ISSUES					
Abuse, Threats, Stalking...					0
Addiction - Substance					0
Addiction - Gambling					0
Addiction - Other					0
Family - Relationships					0
Family - Children					0
Family - Elder					0
Family - Violence					0
Family - Other					0
Financial					0
Grief					0
Handling of Suicidal Calls					0
Harassment					0
Health - Emotional/Mental					0
Health - Physical					0
Legal					0
Suicide					0
Work - Career Counselling					0
Work - Change					0
Work - Conflict (Peer)					0
Work - Conflict (Supervisor)					0
Work - Return to Work					0
Work - Workforce Adjustment					0
Work - Workload					0
Work - Other					0
Work/Life Balance					0
Trauma					0
Other (Please insert Comments at the end of document)					0

REFERRED TO	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTALS
Conflict Resolution Network					0
Community Services - Long Term Therapy					0
Community Services - Other					0
Coordinator-counsellor					0
Human Resources					0
Management					0
Union					0
Other					0
ADV. SERVICES MEETINGS (manag. Managers)					
# of Managers					0
# of Consultations					0
# Hours of Consultations					0
# of "no-shows"					0
# cancellations (less 24 hrs)					0
ADV. SERVICES ISSUES (managers)					
Additions					0
Change					0
Communication					0
Conflict					0
CISM					0
Disability/Return to Work					0
Family related					0
General Consultation on EAP Services					0
Grief					0
Harassment					0
Mental Health					0
Performance Management					0
Stress (Self)					0
Stress (Employee or Team)					0
Suicide					0
Work/Life Balance					0
Workforce Adjustment					0
Other (Please insert Comments at the end of document)					0
ADV. SERVICES MEETINGS (union) Union					
# of Union Representatives					0
# of Consultations					0
# Hours of Consultations					0
# of "no-shows"					0
# cancellations (less 24 hrs)					0
ADV. SERVICES ISSUES (union) Union					
Additions					0
Change					0
Communication					0
Conflict					0
CISM					0
Disability/Return to Work					0
Family related					0
General Consultation on EAP Services					0
Grief					0
Harassment					0
Mental Health					0
Performance Management					0
Stress (Self)					0
Stress (Employee)					0
Suicide					0
Work/Life Balance					0
Workforce Adjustment					0
Other (Please insert Comments at the end of document)					0
ADV. SERVICES MEETINGS (HR Prof.) HR prof.					
# of HR professionals					0
# of Consultations					0
# Hours of Consultations					0
# of "no-shows"					0
# cancellations (less 24 hrs)					0

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		TOTALS
REFERRAL AGENT SUPPORT	# RAs	# Hours	# RAs	# Hours	# RAs	# Hours	# RAs	# Hours	
# Referral Agents (RAs)									0
# Hours									0
LOCAL COMMITTEE MEETINGS (HRS)									0
GRIEF & LOSS SESSIONS									0
participants									0
CISM									
Defusings									0
participants									0
Group Debriefings									0
participants									0
Individual Debrief									0
TRAINING (EMPLOYEES)	# sessions	# Ps	# sessions	# Ps	# sessions	# Ps	# sessions	# Ps	
Change									0
participants									0
CISM									0
participants									0
Mental Health									0
participants									0
Resilience									0
participants									0
Suicidal Calls									0
participants									0
Stress									0
participants									0
Other									0
participants									0
Total # Training Sessions	0		0		0		0		0
Total # Participants		0		0		0		0	0
TRAINING (MANAGERS & UNION REPS.)	Managers		Union		Managers		Union		
Working Well									0
participants									0
CISM									0
participants									0
Change									0
participants									0
Mental Health									0
participants									0
Resilience									0
participants									0
Suicidal Calls									0
participants									0
U/M Workshop									0
participants									0
Other									0
participants									0
Total # Training Sessions	0		0		0		0		0
Total # Manager participants	0		0		0		0		0
Total # Union participants		0		0		0		0	0
Total participants	0		0		0		0		0
PROMOTION									
EAP Orientation Sessions									0
participants									0
Wellness Fairs									0
participants									0
Newsletters									
Regional									0
Local									0
Other									0

INFO SESSIONS	Quarter 1		Quarter 2		Quarter 3		Quarter 4		TOTALS
	# sessions	# Ps	# sessions	# Ps	# sessions	# Ps	# sessions	# Ps	
Change									0
participants									0
CISM									0
participants									0
Eldercare									0
participants									0
Grief									0
participants									0
Health									0
participants									0
Humour									0
participants									0
Mental Health									0
participants									0
Parenting									0
participants									0
Resilience									0
participants									0
Retirement									0
participants									0
Stress									0
participants									0
Suicide									0
participants									0
Teams									0
participants									0
Other									0
participants									0
Total # Info Sessions	0		0		0		0		0
Total # Participants		0		0		0		0	0

COMMENTS: IMPORTANT: Identify the quarter, line and category. Ensure that you provide additional information about any box filled in on the stats form that is listed as 'other'.

examples:

Q1- line 134- Adv. Serv. Unions = Unions sought assistance about x, y and z.

Q3 - line 176- Training employees = 2 hr session on psychological aspects of ...

Q1

Q2

Q3

Q4