A close up of a logo

Description automatically generated

**EMPLOYEE ASSISTANCE PROGRAM MONITORING FORM**

|  |  |  |
| --- | --- | --- |
| **Name of institution** |  | |
| **Reporting quarter** | 1  2  3  4 | |
| **EAP services available** | In-house clinic/health center/EAP  Schedule of external services/providers  Hybrid (in-house and external)  Other (specify) | |
| **Indicators** | **Details** | **Remarks** |
| Sensitization on available EAP services. If yes, how many employees reached? | Yes  No  \_\_\_\_\_\_\_\_\_\_\_ |  |
| Types of problems manifested/identified (Tick all that apply) | Low productivity/declining performance/decreasing work quality  Lack of attention or focus  Poor decision-making  Poor judgement  Unusual carelessness  Unsteady gait  Excessive mood swings  Appearance of being high, unusually energetic or sedated  Repeated lateness  Increased absenteeism including unexplained absences  Smell of alcohol or tobacco  On-the job accident  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Identification method used (Tick all that apply) | Self-referral  Informal referral  Formal referral |  |
| Number of staff/students referred for counselling |  |  |
| Number of staff/students referred for drug treatment and rehabilitation |  |  |
| Number of staff/students who utilized counselling services |  |  |
| Number of staff/students who went for treatment and rehabilitation |  |  |
| Job category of staff who went for counselling or treatment and rehabilitation (Tick all that apply) | Top Management  Middle Management/Station Head  Technical Staff  Support Staff |  |
| Issues addressed in EAP (Tick all that apply) | Alcohol and drug use  Work-related stress  Depression or other mental health issues  Family issues  Personal challenges/difficulties  Financial or legal  Illness/health problems  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ***Demographics of EAP users:***  Gender | \_\_\_ males \_\_ females |  |
| Age | <10 10 – 18 19 – 25  26 – 35 36 – 45 >45 |  |
| Staff vs dependants | \_\_ Staff \_\_Children \_\_Spouses |  |
| Number of staff vs dependants receiving after-care services | \_\_ Staff \_\_Children \_\_Spouses |  |
| Challenges (if any) encountered when implementing the EAP | 1.  2.  3.  4.  5. |  |