| **Project & Aim** | **Actions** | **Due Date** | **Lead Person** |
| --- | --- | --- | --- |
| 1. **Social media**   Use of different mediums to efficiently circulate, host, and advertise different projects that are being produced by our team | 1. **Newsletter**    1. Create newsletter – Spring and Winter    2. Circulate to distribution list    3. Ensure that word.doc is available for screen readers    4. Use of Alt Text and Image Descriptions where images are used | Summer  28th May  Winter  26th Nov | Joanne |
| 1. **X and LinkedIn**    1. Monitor responses to posts and raise with team where appropriate    2. Share resources developed by credible organisations    3. Use Alt Text and Image Descriptions where images are used | Ongoing | Joanne -X  Nicole -LinkedIn |
| 1. **Website**    1. Ensure website is kept up to date.    2. Ensure accessibility of website and formats. | Ongoing | Karen |
| 1. **Guiding Principles**   Create and circulate suite of guiding principles based on the Schedule 5 regulations for residential services. | * 1. **The creation of, access to, retention of, maintenance of and destruction of records**   a. Draft document  b. Finalise and circulate the document  c. Host webinar to improve understanding and use of the document | Q4 2025 | Ronan |
| * 1. **Monitoring and documentation of nutritional intake**   a. EAG meetings  b. Conduct review of literature  c. Service user engagements  d. Draft document  e. Finalise and circulate the document  f. Webinar to raise awareness | Q4 2025 | Sandra  **Karen** |
| **2.3 Webinars** – to promote awareness of documents produced  a. Ensure that ISL interpreters are present at all webinars  b. Contact Digital Revolutionaries to assist with Zoom registration and dry run  c. Collect queries from services ahead of webinars  d. Ensure involvement of DPOs and Disabled People | Following publication of 2.1 and 2.2 | Marie |
| **2.4 Survey** – to identify use of Guiding Principles and areas for improvement | Q1 2025 | Nicole |
| 1. **Medicines Management**   Implementation of the National Medicines Management Framework. | 1. **Commencement of QQI Level 5 course**    1. Finalise QQI programme with unions    2. CNMEs to begin teaching of QQI accredited module    3. Link with CNMEs to get numbers of participants    4. Support organisations to participate in programme | Q1 2025 | Marie |
| 1. **National Quality Forum**   Quarterly forum to share learning and resources between services. | 1. **National Quality Forum Meeting**    1. Host themed forum to share quality learning and resources between services    2. Discuss Guiding Principles planning    3. Ensure involvement of Disabled Persons Organisations and Disabled People    4. Address or escalate any queries brought to forum | Ongoing | Marie |
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| 1. **Accessible Information**   Create a succinct document for GPs to improve communication with Disabled People | * 1. **Accessible Information – Scoping Group**   2. Finalise video for “Constipation” information – publish with other accessible information on topic on website   3. Develop a Guidance document on the Development of Accessible Information | Q1 2025  Q4 2025 | Nicole |
| * 1. **Inclusive Communications Task Group (DAG)**  1. Chair this subgroup of the DAG | Subject to DAG | Marie |
| 1. **NDA framework**   Commence work on development, delivery and support for the implementation of plan | * 1. **Commence working group**   2. Identify the supports needed by providers to measure themselves against these outcome indicators | Subject to DCEDY approval | Marie |
| 1. **Health Passport**   Update and Expansion of HSE Health Passport | * 1. **Health Passport**  1. Finalise App & Upload on App Stores 2. Finalise Guidance & Video and put on website 3. Raise awareness at The Disability Show 4. Maintain EAG & collaborate with training providers re digital literacy programmes | Q1 2025  Q1 2025  May 8 2025  Q4 2025 | Sandra |
| 1. **Compatibility & Choice Assessment** | **8.1 Developing a standardised assessment tool to assess the compatibility of persons moving into, out of, or between residential settings.**  a. Focus Groups  b. Draft document  c. Finalise and circulate the document  d. Host webinar to improve understanding and use of the document | Q4 2025 | RH |
| 1. **Promoting Healthy Relationships and Sexuality (PHRAS)** | **9.1 Developing Guidance to support providers/circle of support to promote healthy relationships and sexuality.**  a. Draft document  b. Finalise and circulate the document  c. Host webinar to improve understanding and use of the document | Q4 2025 | RH |
| 1. **Assisted Decision Making Act (ADM)** | **10.1 National ADMA Disability Reference Group** | Ongoing | Marie |
| 1. **Internal Project – Audit of our compliance with inviting people to join EAGs** | **11.1**  a. Conduct an audit of 5 EAGs between Feb 17 and March 10 against the policy on inviting people to join an EAG | Q 1 2025 | Joanne |
| **12. Human Rights & Ethics Oversight Group** | **12.1**  a. Draft TORs and send for nominees  b. Hold first meeting to explain purpose and finalise TORs | Q 1 2025 | Marie |
| **13. Internal Project – Final review of QI Toolbox** | **13.1 Final review of QI Toolbox/Disability Service Regulation Resource**  a. Discuss and publish. | Q1 2025 | RH |