**Engagement Platform Tile Request Form**

Joined up Care Derbyshire (JUCD) has an [Engagement Platform](https://derbyshireinvolvement.co.uk/derbyshiredialogue) where the public can get involved in shaping health, care and wellbeing projects. It is also a space where JUCD can be transparent by providing information when changes are taking place (service change).

A typical example tile of how we do this is the [Lymphoedema](https://derbyshireinvolvement.co.uk/lymphoedema) tile, though it is worth noting there are other elements that may be added following discussion.

In order for the Engagement Team to create a tile for you, please complete the below form and send it with a photograph of the Project Lead and any documentation to DDICB.Engagement@nhs.net

|  |
| --- |
| **Section 1: REQUIRED**  |
| **Basic Information** |
| **Title** – This should be concise and where possible made public friendly. |  |
| **Description** – This is a 1 line only public friendly summary of what the project is about. |  |
| **Timeline** – **MUST INCLUDE THE DAY – IF IN DOUBT, USE THE LAST DAY OF THE MONTH (UNDER PROMISE, OVER DELIVER)**. This is for critical events for the project and requires 3 components: Name, Date, 1 line description (optional). This can include past events to highlight what you have already done, but must include future milestones such as Survey Launch, Engagement Report, Options Appraisal etc. If you are unsure of a future date then under promise and overdeliver (select a date by which it must reasonably be delivered by). We can update the page at any time when there are any changes.**IF YOU DON'T HAVE DATES YET, THEY CAN BE ADDED LATER** | **Name** **Date Description (opt)** |  |
| **Name** **Date Description (opt)** |  |
| **Name** **Date Description (opt)** |  |
| **Name** **Date Description (opt)** |  |
| **Name** **Date Description (opt)** |  |
| **Name** **Date Description (opt)** |  |
| **Widgets** |
| **Tabs** – This is text to describe what your project is on one tab and provide additional information on additional tabs. There is no requirement to use the additional tabs. Again, the information should be public friendly.  | **Tab 1** |  |
| **Title****Text** |
| **Tab 2 (opt)** |  |
| **Title****Text** |
| **Calendar** – We will complete this for you based on the items you provided for the **Timeline**, but you may want to add others. |  |
| **Contact** – Be more public friendly by putting a face and job title to the project, and providing contact details (which could be a generic inbox).  | **Contact Name (Project leader)** |  |
| **Job Title** |  |
| **Phone Number (opt)** |  |
| **Email Address (may be generic)** |  |
| **Photograph** | Please provide with form. |
| **Project Documentation** – You can share your Case for Change, Engagement Report and any other useful documentation.  | Please provide with form - ensure the documents are named as you want them to appear. |
| **Section 2: OPTIONAL**  |
| **Widgets** |
| **FAQ** – Two of these are standard (how to stay updated and talking to someone, which is populated from the **Contact** widget) but you may want to add some of your own. Adding additional FAQs are optional. | **FAQ 3 (opt)** |  |
| **Question****Answer** |
| **FAQ 4 (opt)** |  |
| **Question****Answer** |
| **FAQ 5 (opt)** |  |
| **Question****Answer** |
| **FAQ 6 (opt)** |  |
| **Question****Answer** |
| **FAQ 7 (opt)** |  |
| **Question****Answer** |
| **FAQ 8 (opt)** |  |
| **Question****Answer** |
| **Poll** – Make your tile more interesting by making it interactive with a **Poll**. Provide a simple question with up to 5 options (you can use 'Other' to flesh this out). This may also give you some useable data, though if you want more data please create a Survey and add a link to a **Tab**. | **Question** |  |
| **Options** |  |
| **Lifecycle of Project** – Similar to the **Calendar** but outlining the stages and descriptions.  | **Project Stage 1 Description** |  |
| **Project Stage 2 Description** |  |
| **Project Stage 3 Description** |  |
| **Project Stage 4Description** |  |
| **Video** – We can add a video to our YouTube channel or take a link for a video and add it. | Please note in your email if you have a video you need uploading to our YouTube channel or provide a link here. |
| **Useful Resources** – Provide links for any other resources. |  |
| Please send this form to DDICB.Engagement@nhs.net**Ensure you also send a photograph of the Project Lead and any documentation.**It can take 2 weeks to create a tile, or longer if we need to ask for additional information, though typically timescales are shorter. |