

## HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q1)

<b>PROJECT TITLE: EEFO</b>					
	<b>Activities and targets planned</b>	<b>Activities delivered and targets achieved</b>	<b>Evidence list</b>	<b>Variance</b>	<b>Action Plan to address any variance</b>
<b>April – June 09 (Q1)</b>	<ul style="list-style-type: none"> <li>To raise awareness of the EEFO Quality Standards at events;</li> </ul>	<ul style="list-style-type: none"> <li>Presented at Events for young people and services;</li> </ul>	<ul style="list-style-type: none"> <li>Diary Sheets</li> </ul>		<ul style="list-style-type: none"> <li>EEFO Programme Coordinator will support this work from Q2 onwards;</li> </ul>
	<ul style="list-style-type: none"> <li>To network with key partner organisations and stakeholders to mainstream EEFO;</li> </ul>	<ul style="list-style-type: none"> <li>Attended as many meetings as possible;</li> </ul>	<ul style="list-style-type: none"> <li>Diary Sheets</li> </ul>		<ul style="list-style-type: none"> <li>EEFO Programme Coordinator will support this work from Q2 onwards;</li> </ul>
	<ul style="list-style-type: none"> <li>To continue EEFO Approving Services;</li> </ul>	<ul style="list-style-type: none"> <li>EEFO Approved minimum 3 services at Level 1;</li> </ul>	<ul style="list-style-type: none"> <li>EEFO Approvals                             <ul style="list-style-type: none"> <li>➤ Level 1 = 10</li> <li>➤ Level 2 = 5</li> <li>➤ Level 3 = 1</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>To ensure all EEFO Approved Services have their Approval renewed on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>Wherever possible, renewed Approval status for all services due to expire.</li> </ul>	<ul style="list-style-type: none"> <li>EEFO Database</li> </ul>		
	<ul style="list-style-type: none"> <li>To further encourage non-approved services to get EEFO Approved;</li> </ul>	<ul style="list-style-type: none"> <li>Communicated with non-Approved Services across the County;</li> </ul>	<ul style="list-style-type: none"> <li>Letters sent;</li> </ul>		
	<ul style="list-style-type: none"> <li>To raise awareness of the Level 2 and 3</li> </ul>	<ul style="list-style-type: none"> <li>Promoted Level 2 and 3 standards;</li> </ul>	<ul style="list-style-type: none"> <li>Services Engaged                             <ul style="list-style-type: none"> <li>➤ Level 1 = 1</li> </ul> </li> </ul>		

	EEFO Quality Standards during approvals and renewals;		<ul style="list-style-type: none"> <li>➤ Level 2 = 7</li> <li>➤ Level 3 = 7</li> </ul>		
	<ul style="list-style-type: none"> <li>• Provide ongoing support for services who want to get EEFO Approved at Levels 2 and 3;</li> </ul>	<ul style="list-style-type: none"> <li>• EEFO support provided to services;</li> </ul>	<ul style="list-style-type: none"> <li>• Diary sheets;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Organise training for services aiming to achieve Level 2 and 3 EEFO quality standards;</li> </ul>	<ul style="list-style-type: none"> <li>• Training arranged for most services;</li> <li>;</li> </ul>	<ul style="list-style-type: none"> <li>• Training schedule;</li> </ul>		<ul style="list-style-type: none"> <li>• EEFO Programme Coordinator will support this work from Q2 onwards;</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue raising awareness of EEFO website;</li> </ul>	<ul style="list-style-type: none"> <li>• Monitored monthly visitor numbers to the EEFO website;</li> </ul>	<ul style="list-style-type: none"> <li>• EEFO Monthly management reports;</li> </ul>		<ul style="list-style-type: none"> <li>• EEFO Programme Coordinator will support this work from Q2 onwards;</li> </ul>
	<ul style="list-style-type: none"> <li>• To advertise in Student handbooks, magazines and newsletters to continue raising awareness of EEFO;</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisements and press releases published;</li> </ul>	<ul style="list-style-type: none"> <li>• Published adverts;</li> </ul>		<ul style="list-style-type: none"> <li>• EEFO Programme Coordinator will support this work from Q2 onwards;</li> </ul>
	<ul style="list-style-type: none"> <li>• To roll out the Level 2 and 3 quality standards incorporating the 'You're Welcome' quality criteria;</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 and 3 quality standards rolled out;</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 and 3 guidance packs;</li> </ul>		

<b>July – Sept 09 (Q2)</b>	<b>Activities planned</b>	<b>Targets planned</b>
	<ul style="list-style-type: none"> <li>To update the EEFO website to reflect the changes; made to the EEFO Quality Standards Level 2 and 3 (incl. You're Welcome);</li> </ul>	<ul style="list-style-type: none"> <li>Website updated;</li> </ul>
	<ul style="list-style-type: none"> <li>Set up a Local steering group to support implementation of You're Welcome locally;</li> </ul>	<ul style="list-style-type: none"> <li>Steering group set up;</li> </ul>
	<ul style="list-style-type: none"> <li>To identify local YW Strategic and Participation Lead;</li> </ul>	<ul style="list-style-type: none"> <li>YW Strategic and Participation lead identified;</li> </ul>
	<ul style="list-style-type: none"> <li>To brief Strategic and Participation lead on local YW requirements;</li> </ul>	<ul style="list-style-type: none"> <li>Briefing provided;</li> </ul>
	<ul style="list-style-type: none"> <li>Develop a local implementation plan in partnership with the local You're Welcome leads;</li> </ul>	<ul style="list-style-type: none"> <li>Local YW Implementation plan completed;</li> </ul>
	<ul style="list-style-type: none"> <li>To establish and manage the verification process for You're Welcome;</li> </ul>	<ul style="list-style-type: none"> <li>YW verification approach identified and incorporated into EEFO Approval process;</li> </ul>
	<ul style="list-style-type: none"> <li>To provide quarterly reports to Health Promotion on EEFO activities;</li> </ul>	<ul style="list-style-type: none"> <li>HPS Quarterly report;</li> </ul>
	<ul style="list-style-type: none"> <li>To provide quarterly reports to the Cornwall Children's Trust on numbers of services EEFO Approved and engaged at Level 1, 2 and 3;</li> </ul>	<ul style="list-style-type: none"> <li>Report to Children's Trust;</li> </ul>
	<ul style="list-style-type: none"> <li>To work with young people to produce and EEFO poster for distribution to locations young people frequent;</li> </ul>	<ul style="list-style-type: none"> <li>New EEFO poster published;</li> </ul>
	<ul style="list-style-type: none"> <li>To produce and distribute a bi-annual EEFO newsletter;</li> </ul>	<ul style="list-style-type: none"> <li>Newsletter circulated;</li> </ul>
	<ul style="list-style-type: none"> <li>To identify a training approach to ensure the training plan for Service Providers is delivered;</li> </ul>	<ul style="list-style-type: none"> <li>Training approach finalised and delivered;</li> </ul>
	<ul style="list-style-type: none"> <li>To ensure all EEFO Approved Services information is up to date and accurate;</li> </ul>	<ul style="list-style-type: none"> <li>Website and database updated;</li> </ul>

	<ul style="list-style-type: none"> <li>• To raise awareness of the EEFO Quality Standards at events;</li> </ul>	<ul style="list-style-type: none"> <li>• Present at Events for young people and services;</li> </ul>
	<ul style="list-style-type: none"> <li>• To network with key partner organisations and stakeholders to mainstream EEFO;</li> </ul>	<ul style="list-style-type: none"> <li>• Attend as many meetings as possible;</li> </ul>
	<ul style="list-style-type: none"> <li>• To continue EEFO Approving Services;</li> </ul>	<ul style="list-style-type: none"> <li>• EEFO Approve minimum 3 services at Level 1;</li> </ul>
	<ul style="list-style-type: none"> <li>• To ensure all EEFO Approved Services have their Approval renewed on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Wherever possible, renew Approval status for all services due to expire.</li> </ul>
	<ul style="list-style-type: none"> <li>• To further encourage non-approved services to get EEFO Approved;</li> </ul>	<ul style="list-style-type: none"> <li>• Communication made with non-Approved Services across the County;</li> </ul>
	<ul style="list-style-type: none"> <li>• To raise awareness of the Level 2 and 3 EEFO Quality Standards during approvals and renewals;</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion of Level 2 and 3 standards;</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide ongoing support for services who want to get EEFO Approved at Levels 2 and 3</li> </ul>	<ul style="list-style-type: none"> <li>• EEFO support provided</li> </ul>
	<ul style="list-style-type: none"> <li>• Organise training for services aiming to achieve Level 2 and 3 EEFO quality standards;</li> </ul>	<ul style="list-style-type: none"> <li>• Training arranged for Services;</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue raising awareness of EEFO website;</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor monthly visitor numbers to the EEFO website;</li> </ul>
	<ul style="list-style-type: none"> <li>• To advertise in Student handbooks, magazines and newsletters to continue raising awareness of EEFO;</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisements and press releases published;</li> </ul>