

## HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q2)

<b>PROJECT: 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>July – Sept 2009 (Q2)</b>	<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>Local Steering group set up;</li> </ul>	<ul style="list-style-type: none"> <li>Diary sheets;</li> </ul>	0	
	<ul style="list-style-type: none"> <li>To identify 2 local YW leads (Strategic and Participation Lead);</li> </ul>	<ul style="list-style-type: none"> <li>3 leads identified, strategic, implementation and participation</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Lead: Denis Cronin</li> <li>Implementation Lead: Emily Thomas</li> <li>Participation Lead: Nicky Houghton;</li> </ul>	+1	
	<ul style="list-style-type: none"> <li>Develop 1 local implementation plan in partnership with the local You're Welcome leads;</li> </ul>	<ul style="list-style-type: none"> <li>1 Local YW Implementation plan completed and submitted to GOSW;</li> </ul>	<ul style="list-style-type: none"> <li>Implementation Plan;</li> </ul>	0	
	<ul style="list-style-type: none"> <li>To work with min. 5 young people to produce an EEFO poster for distribution to locations young people frequent;</li> </ul>	<ul style="list-style-type: none"> <li>Identified 5 young people to take part in poster workshop during half term</li> </ul>	<ul style="list-style-type: none"> <li>Consultation Workshop set up in October</li> </ul>	<ul style="list-style-type: none"> <li>Workshop set up in October half term</li> </ul>	<ul style="list-style-type: none"> <li>Poster will be published and distributed during Q3</li> </ul>
	<ul style="list-style-type: none"> <li>To set up 10 training sessions for providers;</li> </ul>	<ul style="list-style-type: none"> <li>Training approach finalised and 10 sessions organised.</li> </ul>	<ul style="list-style-type: none"> <li>EEFO Training Flyers;</li> </ul>	0	

	<ul style="list-style-type: none"> <li>To raise awareness of the EEFO Quality Standards and attend min. 2 events;</li> </ul>	<ul style="list-style-type: none"> <li>Attended 4 Events for young people and services (1<sup>st</sup> July, Tic Tac and 8<sup>th</sup> July, School Nurse Meeting and 28<sup>th</sup> July, Library Services Meeting and 24<sup>th</sup> September, EHC Pharmacy Training)</li> </ul>	<ul style="list-style-type: none"> <li>Diary Sheets;</li> </ul>	+2	
	<ul style="list-style-type: none"> <li>To attend min. 2 network meetings with key partner organisations and stakeholders;</li> </ul>	<ul style="list-style-type: none"> <li>Attended 2 network meetings (28<sup>th</sup> July, Interlink locality meeting and 11<sup>th</sup> September Health Service Journal Awards presentation)</li> </ul>	<ul style="list-style-type: none"> <li>Diary Sheets;</li> </ul>	0	
	<ul style="list-style-type: none"> <li>To continue EEFO Approving Services; approve a minimum of 3 services at level 1, minimum 3 services at level 2 and minimum 1 service at level 3</li> </ul>	<ul style="list-style-type: none"> <li>EEFO Approved 6 services at Level 1</li> <li>9 services approved at Level 2 and 6 services at level 3</li> </ul>	EEFO database	+14	
	<ul style="list-style-type: none"> <li>To raise awareness of the Level 2 and 3 EEFO Quality Standards during approvals and renewals (Engage with minimum 3 services at Level 1, 10 services at Level 2 and 5 services at Level 3)</li> </ul>	<ul style="list-style-type: none"> <li>Services Engaged <ul style="list-style-type: none"> <li>➤ Level 1 = 5</li> <li>➤ Level 2 = 45</li> <li>➤ Level 3 = 12</li> </ul> </li> </ul>	Spreadsheet	+44	

	<ul style="list-style-type: none"> <li>Continue raising awareness of EEFO website with at least 2000 hits per month</li> </ul>	<ul style="list-style-type: none"> <li>September <ul style="list-style-type: none"> <li>Hits: 2,804</li> </ul> </li> <li>August <ul style="list-style-type: none"> <li>Hits: 2,292</li> </ul> </li> <li>July <ul style="list-style-type: none"> <li>Hits: 2,625</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>EEFO Monthly management reports;</li> </ul>	+1721	
	<ul style="list-style-type: none"> <li>To advertise in at least 1 publication;</li> </ul>	<ul style="list-style-type: none"> <li>1 Publication in Schools Out;</li> </ul>	<ul style="list-style-type: none"> <li>Advert;</li> </ul>	0	
	<b>Activities planned</b>		<b>Targets planned</b>		
<b>Oct – Dec 2009 (Q3)</b>	<ul style="list-style-type: none"> <li>To provide You're Welcome Workshops to Health Services in Cornwall and the Isles of Scilly;</li> </ul>		<ul style="list-style-type: none"> <li>Min. 1 workshop provided minimum 3 services in attendance</li> </ul>		
	<ul style="list-style-type: none"> <li>To attend a regional quarterly You're Welcome network meeting for leads;</li> </ul>		<ul style="list-style-type: none"> <li>Attend 1 quarterly regional meeting;</li> </ul>		
	<ul style="list-style-type: none"> <li>To verify and moderate submitted You're Welcome self assessments and provide feedback to services and when necessary provide support to achieve standards;</li> </ul>		<ul style="list-style-type: none"> <li>Min. 1 services YW self assessment forms are Desk based verified;</li> </ul>		
	<ul style="list-style-type: none"> <li>To establish an EEFO young people Consultation group;</li> </ul>		<ul style="list-style-type: none"> <li>Minimum 5 young people identified;</li> </ul>		
	<ul style="list-style-type: none"> <li>To publish copies of new EEFO poster and distribute to venues young people frequent</li> </ul>		<ul style="list-style-type: none"> <li>New EEFO posters produced and minimum 2000 distributed to minimum 50 different venues young people frequent;</li> </ul>		
	<ul style="list-style-type: none"> <li>To publish new articles on the EEFO website;</li> </ul>		<ul style="list-style-type: none"> <li>3 new articles published;</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 minimum 2 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 at least 3 networking meetings;</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, minimum 3 services at level 2 and minimum 1 service at level 3</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>• At least one Training session attended by minimum 8 people;</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue raising awareness of EEFO website;</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 2,000 monthly hits on EEFO.net</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>• EEFO advert published in at least one publication;</li> </ul>