

HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q4)

PROJECT TITLE: EEFO					
	Activities and targets planned	Activities delivered and targets achieved	Evidence list	Variance	Action Plan to address any variance
Jan – Mar 2010 (Q4)	To provide Min. 1 EEFO / YW workshop provided with minimum 3 services in attendance to Health Services in Cornwall and the Isles of Scilly;	2 workshops provided on 8 th February and 15 th March - 6 services in attendance	Diary Sheets and attendance register	+ 1 +3	
	To provide support to services to meet the You're Welcome standards (e.g. attend meetings, provide training sessions, workshops and presentations);	Necessary support depending on requirements provided to services;	Diary sheets	0	
	To attend a regional quarterly You're Welcome network meeting for leads;	Attended quarterly regional meeting on 11 th February;	Diary Sheets	0	
	To verify and moderate submitted You're Welcome self assessments and provide feedback to	1 service (SHARE St Austell) YW self assessment forms are Desk based verified;	YW Toolkit	0	

	services and when necessary provide support to achieve standards;				
	Write paper to raise awareness of EEFO implementation role for YW;	Paper circulated to minimum 3 Strategic Boards, Management meetings or Committees;	Paper Written	-3	Circulated by end April (after Year End)
	To consult with young people on web developments and You're Welcome development work;	1 EEFO Focus Group meeting held on 23 rd February;	Diary Sheets	0	
	To produce and distribute a bi-annual EEFO newsletter to min. 200 subscribers;	1 Newsletter circulated;		-1	Website developments to launch during May, newsletter will follow
	To develop a programme plan for 'mystery shopper' evaluations 2010;	1 programme plan written;	Programme Plan	0	
	To ensure all EEFO Approved Services information is up to date and accurate;	Website and database updated accordingly;	Website and Database	0	
	To finalise the development of the EEFO database to support the additional quality standards levels;	New EEFO database;	Database	0	

Present at 1 Event for young people and services to raise awareness of EEFO Quality Standards;	1 event attended on 21 st January, 1 event attended 3 rd February, 1 event attended 19 th March	Diary Sheets	+2	
Attend 3 network meetings with key partner organisations and stakeholders to mainstream EEFO;	Network meeting on 11 th January, 12 th January, 13 th January, 18 th January, 26 th January, 29 th January, 9 th February, 4 th March, 9 th March;	Diary sheets	+6	
To continue EEFO Approving Services (minimum 3 services at Level 1, minimum 3 services at level 2 and minimum 1 service at level 3);	<ul style="list-style-type: none"> • EEFO Approved 25 Services at Level 1, • EEFO Approved 18 Services at Level 2 • EEFO Approved 9 Service at Level 3 	<ul style="list-style-type: none"> • EEFO Database 	+45	
To ensure all EEFO Approved Services have their Approval renewed on an annual basis;	Wherever possible, renew Approval status for all services due to expire;	<ul style="list-style-type: none"> • EEFO Database 	0	
To continue to engage non approved services to meet quality standards (minimum 3 services engaged at Level 1, minimum 3 services engaged at level 2 and	<ul style="list-style-type: none"> • EEFO Engaged 32 Services at Level 1, • EEFO Engaged 50 Services at Level 2 • EEFO Engaged 16 Service at Level 3 	<ul style="list-style-type: none"> • EEFO Database 	+91	

	minimum 1 service engaged at level 3);				
	Provide ongoing support for services who want to get EEFO Approved at Levels 2 and 3;	EEFO support provided to 5 services;	Diary sheets	0	
	At least one training (8 people minimum) session delivered to support services working towards Level 2 and 3 EEFO quality standards;	1 training session delivered 27 th January 8 people attended, 1 training session 3 rd February 3 people attended, 1 training session 12 th March 10 people attended;	Attendance Register	+ 2 +13	
	Continue raising awareness of EEFO website (minimum 2,000 monthly hits on EEFO.net);	Monthly hits on EEFO.net: <ul style="list-style-type: none"> • January = 3401 • February = 3109 • March = 3634 	Website Management Reports	+4144	
	To publish EEFO advert in at least one publication (Student handbooks, magazines and newsletters) to continue raising awareness of EEFO;	EEFO advert published on FXU website;	FXU Website	0	