

COMMUNITIES FOR CHILDREN REGULAR ACTIVITY UPDATE

COMMUNITY PARTNER name – ACTIVITY NAME 2019-2020

PURPOSE

This template provides a mechanism for the Australian Red Cross' Communities for Children Coordinator to capture monthly progress made towards implementation of the ACTIVITY NAME by COMMUNITY PARTNER NAME during regular meetings.

These regular, approximately monthly meetings between the CfC Coordinator and COMMUNITY PARTNER NAME are designed to be informal in nature, and completion of all, or part, of this template at each meeting is a means to record the outcomes discussed and ensure delivery of the activity is on track.

This template provides for the capturing of key issues and risks, as well learnings and successes. It also serves as a means to track progress towards achieving key performance indicators as stipulated in the Service Agreement.

COMMUNITY PARTNER NAME is not required to populate this template, however data regarding clients serviced and activities delivered must be populated using the separate spreadsheet provided prior to the monthly activity update meetings.

Date and location of meeting:

Attendees at meeting:

Next meeting date:

Follow up actions:



1. *Overall, how has delivery of the activity gone in the last month/period of time?*
2. *Are there any key successes or learnings of the last month which you would like to share?*
3. *Have any key issues or risks arisen in the last month which are hindering or may hinder delivery of the activity? If so, have steps been taken to alleviate or minimise these issues and risks?*
4. *Are there any potential future opportunities you have identified to modify or improve the program in the future?*
5. *Has the spreadsheet with client and activity data been populated? If no, why not? Has the data been entered into DEX?*
6. *Are there any other comments you would like to make about the activity and/or its delivery?*

7. Milestones as stated in the service agreement

Service description from the service agreement				
Local Tiwi early childhood workers and family support services will be trained to utilise the NAME OF ACTIVITY approach to support parents of children 4 – 7 years of age to understand their child’s needs and appropriately respond to challenging behaviour. This will be done by implementing a training package for early childhood educators and family support services as well as a parent program consisting for 4 x 4 hour group parent and child play sessions.				
Milestones	Deliverables or measures	Status last meeting	Status this meeting	Notes
Compliance with all provisions in the service agreement	See agreement details			
Advice to Red Cross of the schedule and location of the activity by end of July 2019	Advice by email & public notices			
At quarterly meetings, COMMUNITY PARTNER NAME staff will provide evidence of: <ul style="list-style-type: none"> - Employment of the Tiwi Indigenous Implementation Officer mentored under this agreement - The dates and times of all activity undertaken under this agreement - The main topics and activities focussed on in each activity session - Participant numbers (adults and children) involved in each parent activity session 	Name of local worker Documented in activity data Documented in activity data Documented in activity data			
Implementation of continuous quality improvement of ACTIVITY NAME program in December 2019 and June 2020.	Evidence of evaluation and changes			
Show evidence of: <ul style="list-style-type: none"> - Home visiting approximately 30 parents from two of the three cohorts in July to August 2019, and February to March 2020. - Supervision and mentoring of the Tiwi facilitators to deliver ACTIVITY NAME workshops. - Deliver 1 x ACTIVITY NAME 1 day workshop to approximately 10 early childhood workers and community workers at Wurrumiyanga between July and December 2019 	List of session, session types, numbers or DEX reports List of sessions and content Workshop flyers, lists of participants			

<ul style="list-style-type: none"> - Evaluation of 1 day workshop for service providers - Delivery of at least 4 sessions of ACTIVITY NAME program to a minimum of 6 parents and 6 children facilitated by supported Tiwi facilitators between Feb and June 2020. - Collection of baseline data and post participation data from parent participants in ACTIVITY NAME program by 30 June 2020. 	<p>Participant evaluation forms and summative report</p> <p>Workshop flyers, attendance list, photographs</p> <p>Sight participant pre & post evaluation forms</p>			
<p>An evaluation report analysing feedback from baseline data and post participation data from trainee facilitators and from parent participants by 31 July 2020</p>	<p>A summative evaluation report provided</p>			
<p>Participation in the Communities for Children and any funding body evaluation and monitoring process including a face to face presentation to the CfC Committee(s) near the end of financial year.</p>	<p>Committee feedback sessions/presentations</p> <p>Any other requested workshops or events with 8 weeks notice</p>			
<p>At least yearly, evidence will be provided of methods used and outcomes achieved to demonstrate how parents and their children have built and maintained strong positive relationships through participation on this CfC funded activity.</p>	<p>Evaluation pre and post participation</p> <p>Anecdotes shared at meetings & case studies</p>			
<p>Developing and maintaining appropriate service delivery documentation/reporting mechanisms which appropriately record information on the families and the children attending includes the requirement for you to ensure that all funded activity participants are advised as follows. This wording is required by DSS to form part of your participant consent form and is set out in the Data Exchange Protocols of DSS.</p>	<p>Evidence that the data is directly entered into the DSS Data Exchange, by the end of the week after the end of each quarter 2019-2020</p>			

Reporting requirements – is COMMUNITY PARTNER NAME on track to satisfy these reporting deadlines specified in the Service Agreement Schedule 3

1. Midyear report for the period 1 July to 31 December 2019. Due on or before **13 January 2020**
2. End of year report for the period 1 January 2020 to -30 June 2020. Due on or before **13 July 2020**
3. An authorised financial statement for the period 1 July 2019 to 30 June 2020. Due on or before **31 August, 2020**