

TEMPORARY ADVICE FOR USE DURING COVID-19 SOCIAL-DISTANCING MEASURES

Interim Reports

The Interim Reports are two check points during your award. They allow you (and us) to check that everything is still on track and help you to maintain your environment. There are parts of completing an interim report which may be difficult under the current Covid-19 lockdown and social-distancing measures and this guidance explains how we have adapted the Interim reporting requirements during this time.

Q: Who completes the Interim Reports?

A: All services who receive the Enabling Environments Award are expected to complete the Interim Reports as part of maintaining their award.

Q: How many Interim Reports are there?

A: There are two Interim Reports:

- 12 Month Interim Report

This is completed 12 months after your award date and includes notification of any major changes, an updated service data sheet and information on activity you have undertaken, or have planned, to meet the development suggestions in your Award Report.

- 24 Month Interim Report

This is completed 24 months after your award date and includes notification of any major changes to your service, an updated service data sheet and a self-assessment review of your service against the standards. You can then use this self-assessment to plan the next stage of your quality improvement in preparation for renewing your Award.

***We are able to extend your 12- or 24-month deadline by two months during the Covid-19 lock-down and social distancing restrictions. If you need this extension, please simply tell us by emailing the address at the bottom of this sheet. ***

Q: How do we complete an Interim Report during the Covid-19 restrictions?

- 1) Templates for the Interim Report are sent out to you by email a few months before your report is due. (If you need another copy or have not been sent the report please contact the Enabling Environments Project team who will be able to help)

- 2) Nominate someone to complete the interim report, usually a manager or the EE or Portfolio Lead in your service. Since working in groups and collaboration is not possible at this time, we suggest that you nominate one person to complete the report. They should speak individually to as many people as they can whilst doing this, but we do not expect services to complete the report collaboratively in the current circumstances.
- 3) Questionnaires

For the 12-month Interim report you are usually asked to complete a set of EE questionnaires. The current circumstances make this difficult, both for you to do and for our team to administer. **You will not be asked to complete questionnaires as part of an Interim report during the Covid-19 lock-down restrictions.** If your service was due to complete a set of questionnaires these will now be delayed until your 24-month Interim report.
- 4) Testimonies

Instead of completing a full set of questionnaires you will need to gather a few individual testimonies. Please supply two recipient testimonies and two provider testimonies about life in the service. This will give our assessors a view of life in the service which they would normally get from the questionnaires. Testimonies do not need to be long - around one side of A4 – and should be written from a personal point of view.
- 5) Send the completed report and testimonies back to the Enabling Environments Project Team by email

Q: What happens after the Interim Report?

A: Your report will be viewed by the Evidence Review Team and you will receive helpful advice on how to further improve your environment.

There are three possible outcomes of submitting an Interim Report:

- 1) The Evidence Review team are satisfied with your report and you receive your report back with supportive, helpful comments.
- 2) The Evidence Review Team contacts you for further information or to clarify some of your information before making a decision.
- 3) The Evidence Review Team raise some concerns which you cannot satisfy, and they refer your report to the Award Panel for consideration. The Award Panel will then ask you for an action plan to resolve the issues, start the Pause Button process for you or, in extreme circumstances (e.g. safeguarding or health and safety concerns etc.), they can choose to remove your award.

Q: Questions about your Interim Report?

A: If you have any questions or concerns about completing your Interim Reports please contact the Enabling Environments project team:

Email: eadmin@rcpsych.ac.uk