

Guidance notes for completion of CLEAR Standards	Standards Page Number	Reference
Determine which level of support is offered by your organisation NOTE: Where organisations are delivering a range of services which fall into different tier levels e.g. where they provide both health promotion services and counselling services, they need only complete the standards frame work for the HIGHER tier level, i.e. “Section Three – Tier Two & Tier Three”	Page 10	Section one Introduction 3.1
Assess your organisation and services against the defined standards for the level of intervention offered: Tier One services Tier Two & Tier Three Services	Page 12 Page 19	Section Two Section Three
Examples provided within the self –assessment framework are there only as guidance and may not be applicable to all organisations.	Page 12 - 28	Section Two & Section Three
Where your organisation has not fully met one of the defined standards complete an action plan of how, by whom and by when this standard should be met	See sample action plan	www.clearproject.co.uk
Complete Standards Registration Form		www.clearproject.co.uk
Submit completed standard to CLEAR Project		shauna@derryhc.com
Schedule date for review of standards		

CHECK LIST

Documents to be submitted to the CLEAR Project for Registration

Please ensure that the following items are returned to the CLEAR Project:

- Completed self assessment framework
- Completed action plans
- Standards Registration form – Please ensure this has been signed

Please return completed documents to CLEAR guidance and support is available from the CLEAR Project Manager (shauna@derryhc.com). Please submit completed assessment to the CLEAR Project.