Goal Planning Document – Guidelines for Use.

Front Sheet:

Fill out personal details on front sheet.

Page 1

Click Enable Content.



Page 2

Current and Potential Page

* Click on relevant arrow button on **Current** stage line on how independent they are **now**.
* Click on relevant arrow button on **Potential** line of independence you feel they could **achieve**.
* Repeat process above clicking on the arrows for all areas as included in the document.

Once this is done it will automatically populate ‘the next steps pages’ (**page 3**) with the objective to achieve you have clicked on (page 2).

**Page 3**

You add in your own words the ‘Steps’ you feel you need to do to achieve this. An example is shown:-

Clear, measurable, progressive. We’re *not* asking for everybox to be filled in. A Filled in example shown below:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Max Potential GOAL** | **More exact detail of Current status if required.** | **Step 1** | Completed | Date Completed | **Step 2** |
| **Cooking** | I can cook main meals with prompts and supervision or visual guidance. | Only use this if there is commentary you would like to add. | I would like to have more support with something like frying oil. | Y | 22/08/19 | I would like staff to help me with cooking a full evening meal. |

There is a ‘Completed’ column to mark your progress.

Please keep scrolling across and you will see after the ‘Steps’ columns the next set of columns shown below:-

* There are drop down boxes to click on in the Review cells to help you populate your choice.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review** Please choose which step you plan to have reached by 3 months | **Review** Please choose which step you plan to have reached by 6 months | **Review** Please choose which step you plan to have reached by 9 months | **Review** Please choose which step you plan to have reached by 12 months | **Weekly Support Hours Outcome** If you expect completing a step to reduce the weekly hours, please choose which step. | **Commentary** Please enter any notes you wish to mention here. | **Blockers** Please record here anything outside of your control preventing or slowing progress |
|
|

We want to know what things outside of your control are slowing you down.

To give us an idea of what to expect, tell us how far you realistically plan to have progressed by 3, 6, 9 & 12 months.

Once you’re finished, please name the file with their initials and swift/Eclipse number then email it back to us.

You will be contacted by the LD Team to review the document at 3, 6, 9 and 12 months to monitor progress and answer any questions you may have.

Please send the GPD to the Practitioners inbox as guided by them.

There are 3 graphs on the front sheet that condense progress recorded to an easier to read format – shown below:-

Just as an extra: - What do the Spider Graphs on the front sheet mean?