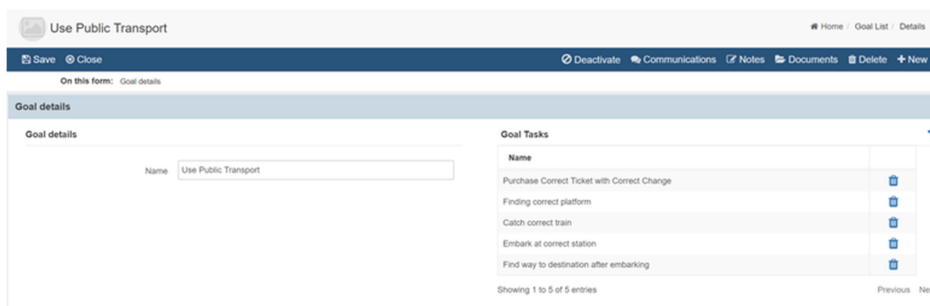# Brevity Goal Management

As you know NDIS is outcomes based, which makes it important to track progress during each shift. Using our goal management functionality, you are able to seamlessly record goal progress and report on these using an easy to ready consolidated report.

Creating Goal Templates

The first step in setting up goal, is to setup your goal templates. Goal templates allow you to specify all the tasks the client must complete to achieve their goals. This allows you to assign the same task to all clients that have the same goals. You can access the *Goal Template* section from the *Administration* menu:
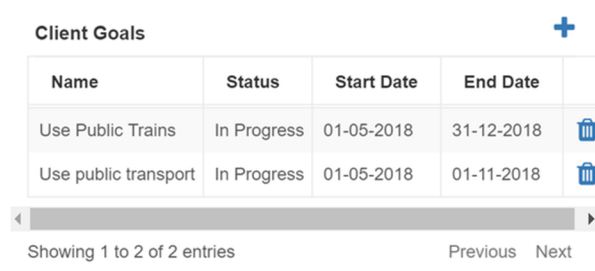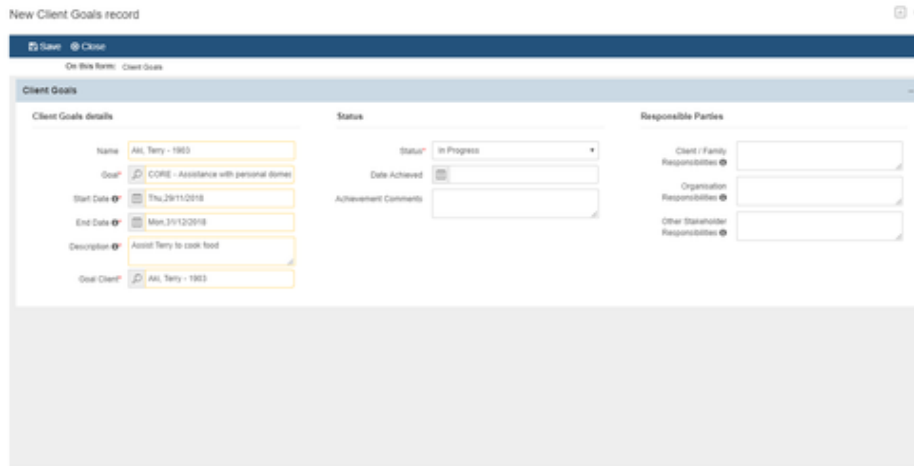

Setting up Client Goals

Once you have setup your goal templates, you are able to then setup the client goals. Client goals are setup from the client screen (Client Goals section):

Each client goal is assigned a period for achieving the goal. Progress toward the goal can be assessed every couple of weeks and the Status and Comments completed as required:
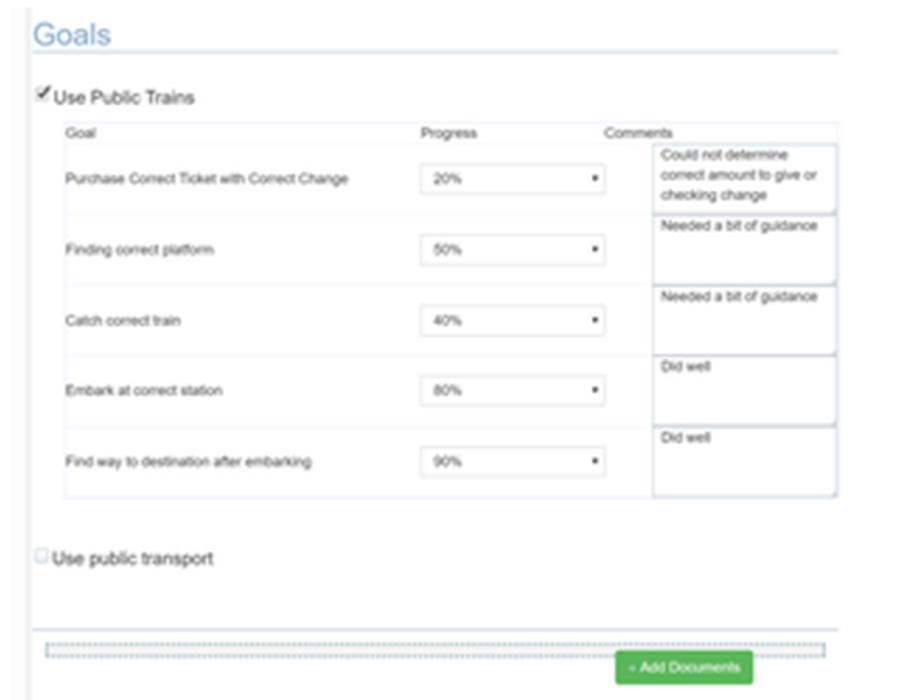
Recording Goal Progress

Progress toward a Goal can be easily recorded during each service with the client. The report can be completed by the care worker at the time of completing their timesheets via the staff portal (or at a later date).

Reporting on Goal Progress

You can report on goals using the in-built reporting as both evidence to NDIA or to provide to the client:

Client Goals
Druff, Dan - 1958

BREVITY
CARE SOFTWARE

Report Period: 01/05/2018   to   31/08/2018

Use Public Trains
Achievement Period: **01-05-18** to **31-12-18**

	Purchase Correct Ticket with Correct Change	Finding correct platform	Catch correct train	Embark at correct station	Find way to destination after embarking
Fri, 01-Jun-2018	**70%** Completed but with hesitation	**100%** Did well	**100%** Did well	**60%** Distracted on train and did not pay attention to stops	**70%** Found way after a bit of effort
Fri, 08-Jun-2018	**90%** Did well	**90%** Did well	**90%** Did well	**90%** Did well	**100%** Did well
Fri, 22-Jun-2018	**80%** Did well	**60%** Did well	**40%** Did well	**90%** Did well	**80%** Did well
Period Avg	**80%**	**83%**	**77%**	**80%**	**83%**

Use public transport
Achievement Period: 01-05-18 to 01-11-18

	Purchase Correct Ticket with Correct Change	Finding correct platform	Catch correct train	Embark at correct station	Find way to destination after embarking
Fri, 01-Jun-2018	**50%** Needs work	**10%** Needs work	**30%** Needs work	**80%** Did well	**80%** Did well
Period Avg	**50%**	**10%**	**30%**	**80%**	**80%**