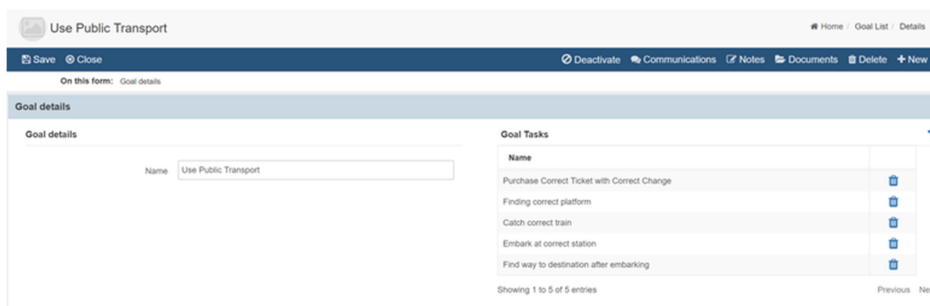


Brevity Goal Management

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:

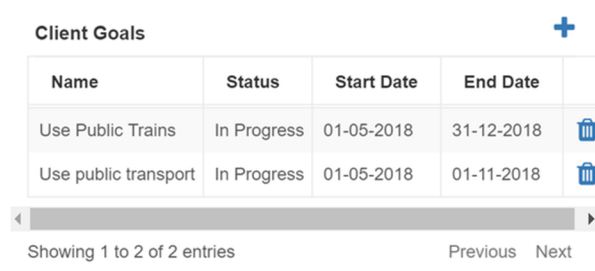


Name	Status	Start Date	End Date	
Use Public Transport				

Name	
Purchase Correct Ticket with Correct Change	
Finding correct platform	
Catch correct train	
Embark at correct station	
Find way to destination after embarking	

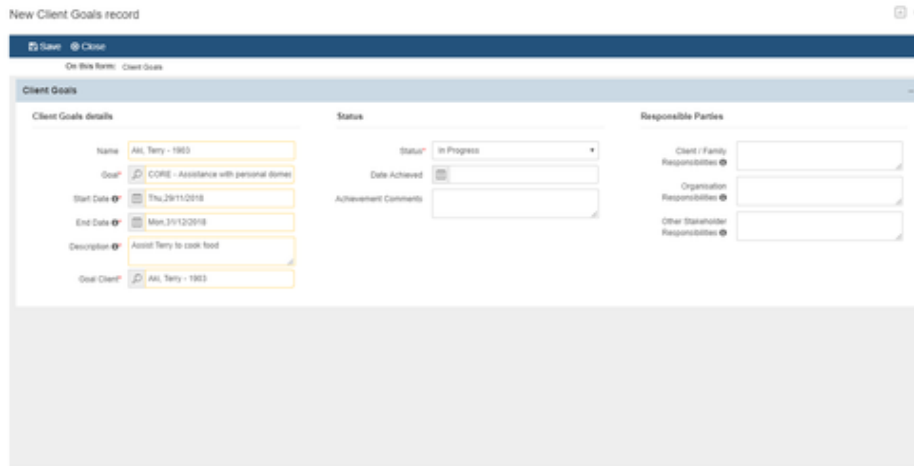
Setting up Client Goals

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):



Name	Status	Start Date	End Date	
Use Public Trains	In Progress	01-05-2018	31-12-2018	
Use public transport	In Progress	01-05-2018	01-11-2018	

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:



New Client Goals record

Client Goals

Client Goals details

Name: All Terry - 1903

Goal: CORE - Assistance with personal duties

Start Date: Thu, 29/11/2018

End Date: Mon, 30/12/2018

Description: Assist Terry to cook food

Goal Client: All Terry - 1903

Status

Status: In Progress

Date Achieved:

Achievement Comments:

Responsible Parties

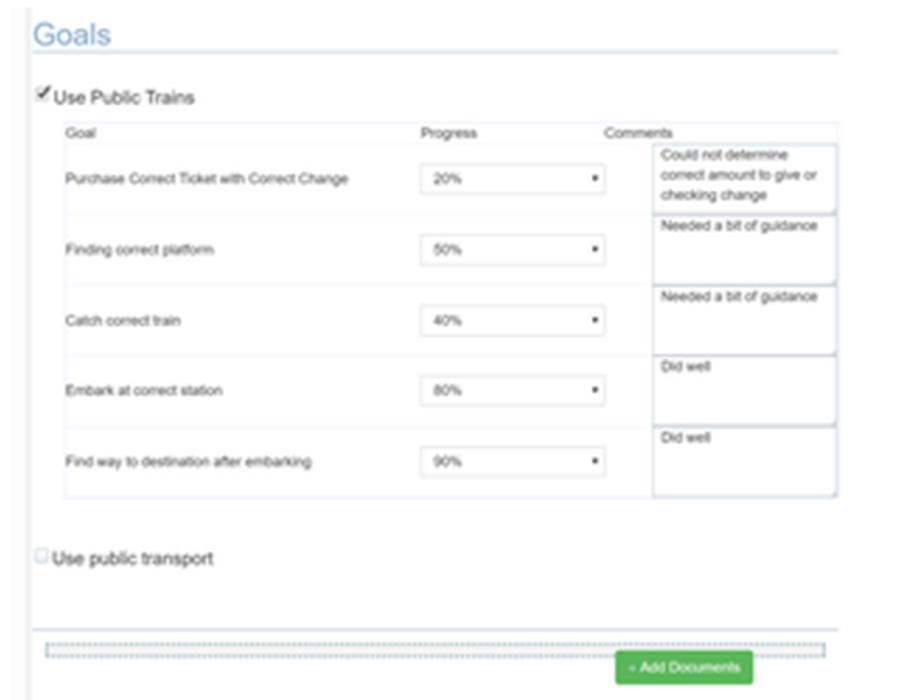
Client / Family Responsibilities:

Organization Responsibilities:

Other Stakeholder Responsibilities:

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).



Goals

Use Public Trains

Goal	Progress	Comments
Purchase Correct Ticket with Correct Change	20%	Could not determine correct amount to give or checking change
Finding correct platform	50%	Needed a bit of guidance
Catch correct train	40%	Needed a bit of guidance
Embark at correct station	80%	Did well
Find way to destination after embarking	90%	Did well

Use public transport

+ Add Documents

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

Report Period: 01/05/2018 to 31/06/2018



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%