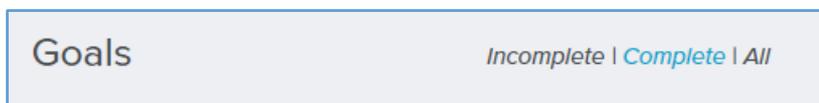


Goals-Actions-Reviews

Here you can set up and keep track of goals, the associated actions/plans and who is involved in them and track the progress of completed actions and also add written reviews on how you are getting on with a specific action or goal.

Some examples could include setting up all the items identified on an Education, Health and Care Plan, as goals, or learning to swim, doing a course at college, taking more exercise etc. Sharing your goals with others ensures they are well placed to help you achieve them. You can also keep track of progress by using the review section.

Goals you have set up will be listed on the left of the screen. Once you select a goal the details will be displayed in the main area of the screen. Where you can add multiple actions and reviews. There is a menu for you to select if you see just incomplete goals, completed goals or all.



Entering information in goals

You need to enter a short title for the goal and select the “Type”, which is the area of your life the goal relates to. If an appropriate area is not listed select “other” from the list and enter your own choice. Goals set up for areas selected from the dropdown list will be displayed on the relevant About Me information pages.



After saving a goal you can now

Add an Action: You may now add even more details about the steps, treatments, activities that will help you achieve your goal. Add as many actions as you want, or none at all!

- **Edit an action/mark as completed:** Click on the action select complete action or select edit.

Add a Reviews: Review progress you are making frequently. After selecting the goal, select add review and select if the review relates to the Overall Goal or an action related to the goal. You can enter a review or you can add a review date in the future to act as a reminder to do a review.

Mark a goal as completed

Once you have completed a goal you can mark it as completed by clicking on Completed Goal. They will then be displayed in a list of completed goals, but they can be re-opened by selecting them and clicking on the re-open goal button.

Back to Dashboard Jennie's Goals Add Goal

Goals *Incomplete | Complete | All*

Eating

Mobility

Not to run off
0%

Washing

Health

Dressing

Staying Safe: stop me running away from school

I must hold hands/link arms at all times when outside as I sometimes run off and don't understand the dangers. Tell me "Jennie good linking arms" then I don't mind.

Start date: 13/05/2016 Target date: 02/06/2019

Edit Goal

Complete Goal

Showing progress:

As you complete actions related to a goal the progress bar will indicate progress. For example if 2 out of 4 actions have been completed the progress bar will show as 50% complete