

## **Client Goal Setting Process** (also known as Lifestyle Planning )

A goal setting process, like Lifestyle Planning (LSP) is to be offered to individuals in service each year. This process is to celebrate their hopes, dreams, wishes and achievements and to offer the opportunity to create their own successes.

The purpose of annual goal setting is to develop a person centred plan complete with goals the individual wants to achieve. Participation in the planning will vary depending on the individual involved. Some individuals may rely on guardians and other advocates to generate ideas while others may come prepared with goals.

Documentation regarding the progress made towards goals is tracked in monthly summaries and followed up in team meetings. Working towards goals is an on-going process where updates or changes may be required throughout the year. It is the responsibility of the service area supervisor to ensure that any updates are completed to the file documents and relevant information is shared across team members.

Involvement of key team members may include but is not limited to: the Individual ; the Guardian; family members; home supervisors, residential supervisor; career services supervisor; administrative supervisor (residential only) and the support approach consultant. Front line support workers from any service area the individual is connected with are also great sources for ideas and when they are unable to attend themselves, the supervisor should come prepared to represent their views.

The PDD Client Services Coordinator is included in the Individual Support Plan process which is combined into one meeting with the annual profile review. This combined multi-purpose meeting reduces the need for several smaller meetings. However, this combined meeting may be more than some individuals can cope with successfully. A smaller meeting focused on soliciting the individual's input can occur with their ideas documented on the Client Personal Goals form brought forward to the larger meeting. The individual's choices should be the basis for goal development, activities and supports as well as be reflected in the Profile and the ISP.

**LIFE PLANNING AREAS FOR CONSIDERATION FOR PERSONAL GOALS**

**(as outlined within Lifestyles Planning Process)**



