

**Individual Personal Goals
Goal Setting Process**
(Formerly known as Lifestyle Planning)

A goal setting process is to be offered to individuals in all Supported Lifestyles services each year. This process is to celebrate their hopes, dreams, wishes and achievements and to offer the opportunity to create their own successes. Client choice is a core value of the Agency.

The purpose of annual goal setting is to develop a person centred plan complete with goals the individual wants to achieve. A meeting with the individual needs to occur prior to, or as part of the first profile meeting, to focus on soliciting their goal ideas. Participation in the planning will vary depending on the individual involved. Some, especially non-verbal individuals, may rely on guardians and other advocates to generate ideas while others may come prepared with goals but, all goals should reflect what the individual likes or wants.

Documentation of the goal(s) needs to be included in the profile. This reference to goals should be to the client's personal goals so these need to be identified prior to the profile update occurring. The Individual Personal Goals form (located K: Drive – Forms) can be completed and brought to the initial profile meeting. 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(s) 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. While the involvement of many people is possible, it is also not required as long as the individual is given the opportunity to express their ideas regarding their goals prior to the profile being written.

The PDD Services Coordinator is included in the Individual Support Plan process which is combined into one meeting with the annual profile and consent signing. This combined multi-purpose meeting reduces the need for several smaller meetings. However, the goals from the client should be documented on the Individual Personal Goals form (forms drawer) and be brought forward to the first Profile Meeting to ensure the client's ideas are heard and included. 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 and Individual Service Planning)

