

# Goal Setting

Goals can provide clarity and motivation in order to complete next steps for a larger plan. Setting SMART Goals allows for these goal and check in conversations to flow easier while being focused on improvement.

## 1 Discuss With Your Client

Talking about goals can be a positive way to keep the conversation going towards the achievements your client may want. Goals should always be determined by the client you are working with.

Goals do not always need to be housing oriented. They can be as small as maintaining taking vitamins for a week straight or calling a doctor for an appt. Housing goals can be scary and can come after more comfortable goals are accomplished first, if that is what the client wants.

## Steps of SMART Goals:



### Specific

What do you want to achieve?

### Measurable

How will you know when progress is made or the goal is accomplished?

### Achievable

How can this goal be accomplished?  
List 1-3 steps.

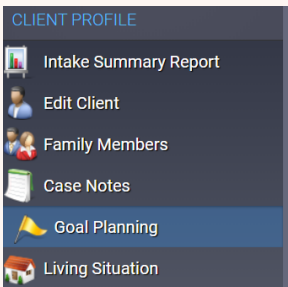
### Relevant

Why is this goal important/is this goal helping achieve bigger goals?

### Time-Bound

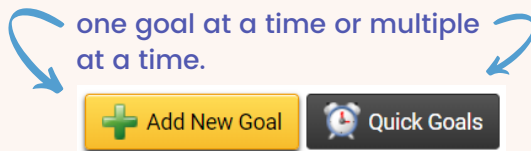
When do you want to achieve this goal?

## 2 Track in HMIS



Goal planning can be tracked by selecting the option on the Client Profile sub-menu.

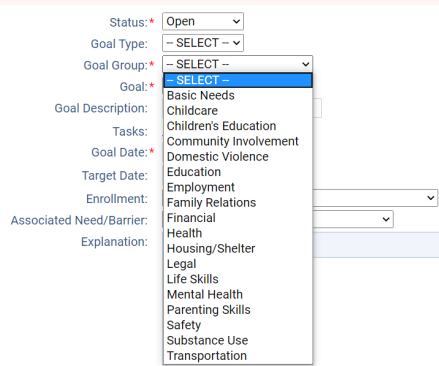
Either option from below can be selected in order to add one goal at a time or multiple at a time.



## 3 Options in HMIS

When selecting a goal, you can:

- Narrow focus on goals with the goal groups
- Add tasks for the goal to be completed
- Attach to an enrollment or a barrier
- List a completion date
- Include notes



## 4 Follow Up

With goals in place, checking in on progress and completion can be helpful in the follow up process. Inside HMIS you can list:

- Progress made
- Case notes related to the goal
- Services your agency provided for the goal

