Purpose

This tip sheet guides Care Coordinators in writing SMART goals in members' Support Plans. All members are required to have at least **one** high-priority goal, which should be in the SMART format: Specific, Measurable, Attainable, Relevant, and Timely. Use these tips to develop practical, person-centered goals for your members.

Definitions

- <u>Specific</u>: Clearly define the goal using person-centered statements reflecting the member's desires and needs.
- <u>Measurable</u>: Ensure the goal can be quantified or assessed, including criteria for measuring progress.
- <u>Attainable</u>: Set realistic and achievable goals by breaking them down into smaller, actionable steps.
- <u>Relevant</u>: Ensure that the goal is important and meaningful to the member, aligning with their current situation and priorities.
- <u>Timely</u>: Define a clear timeframe for achieving the goal and set deadlines to ensure adequate progress monitoring.

Examples of SMART goal criteria

Specific

- Poor Example: Sam wants to have better health.
- Good Example: Sam wants to improve his health by taking his medications for his High Blood Pressure and Diabetes.
    - Tip: Use motivational interview practices to help members express their goals. Ask open-ended questions to encourage them to share their thoughts and ideas.

Measurable

- Poor Example: Sam will try to take his medications regularly.
- Good Example: Sam will take his medications as prescribed at least 6 days per week and use a pill box to monitor.
    - Tip: Define clear criteria for measuring progress. Utilize tools such as medication logs or adherence tracking apps.

Attainable

- Poor Example: Sam will quit smoking altogether by tomorrow.
- Good Example: Sam will reduce his smoking to 10 cigarettes or fewer per day.
    - Tip: Break the goal into smaller steps. Identify barriers and create a plan to address them.

Relevant

- Poor Example: Sam should exercise more because it's good for everyone.
    - Good Example: Sam wants to improve his mobility to prevent falls.
        - Tip: Ensure the goal is meaningful to the members. Discuss why the goal is important and how it will benefit them.

Timely

- Poor Example: Sam will work on his mobility when he has time.
- Good Example: Sam will attend physical therapy sessions twice weekly for three months to improve his mobility due to pain in his back.
- Tip: Set clear deadlines and schedule follow-ups. Prioritize goals by importance and address potential barriers.

SMART goal examples

- Willma will attend group meetings at least three out of five days each week for the next six months and report her attendance at the following scheduled review.
- I will self-report having my preventative annual within 6 months.

Common Pitfalls

- Vague Goals: Avoid goals that are not clearly defined. Ensure each goal is specific and detailed.
- Unrealistic Goals: Set achievable goals. Consider the members' current situation and resources.
- Lack of Measurement: Include criteria for measuring progress. Utilize tools and methods to track goal achievement.
- Irrelevant Goals: Ensure the goal is important to the member. Align goals with the member's priorities and needs.
- No Timeframe: Define a clear timeframe for achieving the goal. Set deadlines and schedule follow-ups.

Checklist for Creating SMART Goals

- Is the goal Specific?
    - Does it clearly define what the member wants to achieve?
- Is the goal Measurable?
    - Can progress be tracked and assessed?
- Is the goal Attainable?
    - Is it realistic and achievable?
- Is the goal Relevant?
    - Is it necessary and meaningful to the member?
- Is the goal Timely?
    - Is there a clear timeframe for achieving the goal?