### Annual Goal Setting - ChildPlus Instructions

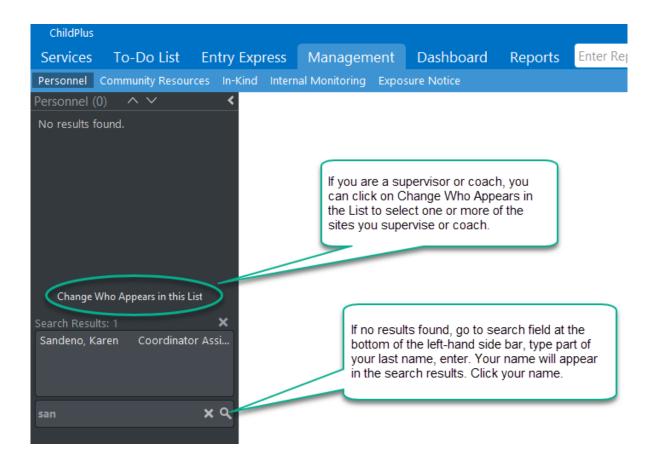
### General Information

Annual Goal Setting module is under Personnel tab. Click Management tab. Click Personnel.

• If no results show up on the left-hand side bar, go to search field at the bottom of the page and search for your name. Click on your name to open your record.

If you are a supervisor or coach, you will have access to your teams for collaborative goal setting.

• Click Change Who Appears in this List to select one or more of the sites you supervise or coach.



#### Data Entry

Click Annual Goal Setting tab. Click Add Annual Goal Setting



Final Version, 10/8/21

## Sample Data Entry

# Goal Setting and Action Planning

					Print	Save	Cancel	Delete
Year		Position						
2021-2022	•	testing new module						
Supervisor		Coach						
Sheridan, Kristen	•	Bengtsson, Trina	•					
Goal Area(s)								
Area of Focus			Area of Focus is a				1	
Organizational Systems			to 5 Strengths and	d Need	ls Self-Asse	ssment.		
Specific, Measurable, Attainable, Relevant,	Time-	Bound					(L) #80 (E)	3 2 4 2
Databases up to date at all times. Con			ay deadlines, utilize	CP ins	structions ar	nd OESD pro		
								v
Area of Focus								
Interactions and Relationships								
Specific, Measurable, Attainable, Relevant,	Time-	Bound					⊕ ABC [	
I will share observations and feedback			s regarding child's	develo	pment. Mea	asured by da	ata in the Re	ady
Rosie database and also in CP routine	cont	acts or ILP actions.						
								~
Area of Focus								
Specific, Measurable, Attainable, Relevant,	Time-	Bound					⊕ ABC [	3002
								*
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Final Version, 10/8/21 2

### Action Plan

9 5 8 8 6 7 What activities or procedures will you engage in to accomplish your goal(s)? To Do lists, utilizing a tracking system, schedule specific uninterrupted time for data entry each week. Use Ready Rosie playlist and follow up. Strengths-based conversations with families about ASQ. Review ASQ reports prior to meeting with families and have learning activities ready to support growth. Success Indicators (9 ) B (B (A ) 2 What will be the indicators that you are making progress or have reached your goal(s)? to do list continues to shrink as tasks completed on time, less need for corrective action on monitoring checklists, All my families engaged in Ready Rosie. Grow in my confidence and ability in motivational interviewing with families, which in turn families will share more of their observations and information about their family so I can better serve them. Supports and Resources (B \* B \(\overline{\overli How can your coach and/or supervisor help you achieve your goal(s)? What resources might you need to help achieve your goal(s)? meetings with supervisor to review monitoring checklist, to do lists and prioritizing Coach support with ASQ strategies. Coach will model ASQ review with a family so I can observe and debrief strategies with coach. Date Employee Signature 9/19/21 == Capture Signature Clear Electronically signed on 9/19/21 User: Admin Date Supervisor Signature ----No signature on file Capture Signature Clear Coach Signature Date :::: No signature on file Capture Signature Clear

Final Version, 10/8/21 3