

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.

The screenshot shows the ChildPlus interface with the Personnel tab selected. The left-hand side bar displays 'Personnel (0)' and 'No results found.' A search field at the bottom of the left-hand side bar contains the text 'san'. A search results box shows 'Search Results: 1' and 'Sandeno, Karen Coordinator Assi...'. A callout box points to the 'Change Who Appears in this List' link in the left-hand side bar, stating: 'If you are a supervisor or coach, you can click on Change Who Appears in the List to select one or more of the sites you supervise or coach.' Another callout box points to the search field, stating: 'If no results found, go to search field at the bottom of the left-hand side bar, type part of your last name, enter. Your name will appear in the search results. Click your name.'

Data Entry

Click Annual Goal Setting tab. Click Add Annual Goal Setting

The screenshot shows the Personnel record for Karen Sandeno. The 'Annual Goal Setting' tab is selected. A callout box points to the 'Add Annual Goal Setting' button, which is highlighted in green. Below the tab, there is a table with the following data:

Year	Position	Supervisor	Coach	Area of Focus	Area of Focus	Area of Focus
2021-2022	testing new module	Sheridan,...	Bengtssso...	Organizational Systems	Interactions and Relations...	

Goal Setting and Action Planning

Print Save Cancel Delete

Year: 2021-2022
Position: testing new module
Supervisor: Sheridan, Kristen
Coach: Bengtsson, Trina

Goal Area(s)

Area of Focus: Organizational Systems

Area of Focus is a Practice Area from the Birth to 5 Strengths and Needs Self-Assessment.

Specific, Measurable, Attainable, Relevant, Time-Bound
Databases up to date at all times. Consistently meeting 30-45-90 day deadlines, utilize CP instructions and OESD procedures

Area of Focus: Interactions and Relationships

Specific, Measurable, Attainable, Relevant, Time-Bound
I will share observations and feedback with families on regular basis regarding child's development. Measured by data in the Ready Rosie database and also in CP routine contacts or ILP actions.

Area of Focus:

Specific, Measurable, Attainable, Relevant, Time-Bound

Action Plan

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

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

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

9/19/21

Employee Signature

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Electronically signed on 9/19/21 User: Admin

Date

Supervisor Signature

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Date

Coach Signature

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