

## Job Aid

# Next Step Statuses

Next Step statuses are found in a drop-down list on the “Next Steps” tab in TWIST. Following is the list of Next Step status choices, when to apply these statuses and whether or not applying the status will cause the system to enter today’s date as the date closing out the step. If the status applied closes out the step, then no further follow-up is required for that step.

Status	Apply when...	Cause Close Out?
Achieved	Participant has completed the step identified.	Yes
Exceeded	Participant has reached and exceeded the step they identified.	Yes
In Progress	Participant is planning on starting or working on the step they identified.	No
Not Addressed	Participant is not going to continue to work on the step identified.	Yes
Not Ready	Participant is not ready/willing to identify a Next Step.	No
Ongoing	The step identified has become is a continuing lifestyle practice. Further follow-up is not required.	Yes
No Longer Applicable	The step identified no long applies to the participant’s situation.	Yes

Resource: TWIST Manual, Chapter 3, Section 4, Lesson: Next Steps