Area Plan Goals & Objectives

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DHS | Oregon Department of Human Services
AGING & PEOPLE WITH DISABILITIES

What we will cover today

- A deeper look at Area Plan Goals, Objectives and Action Steps
- What's required in the Area Plan Instructions
- Some examples and formats
- A little on Process

What's the process? (Who writes these things?)

There is no single process
Involve your Advisory Council(s) and stakeholders, share power

- A Work Group could be convened to draft the goals and objectives. The Work Group could use one or more face-to-face meetings or via e-mail exchanges.
- Work Group(s) can be involved in different aspects and at different levels of decision-making. They could prioritize needs for goal development or they could develop broad goal statements and flesh out objectives.
- Staff could develop a "first draft" of the goals and objectives for Work Group consideration. The Work Group then provides feedback and finalizes.
- Another option is for staff to develop a final draft of the goals and objectives, and invite others to fine tune the draft.

Section C – Focus Areas

Format for Focus Areas

Each narrative section includes:

- **Brief description of the topic, current status, etc.**
- **Problem/Need Statement:**
  - Identify the problems or needs and how the AAA proposes to address them.
  - This sets the stage for understanding the goals and objectives for each focus area.

Section C – Goals & Objectives

Goals and Objectives:

- Each narrative section is to be followed by a set of **goals and measurable objectives** for that focus area.
- The AAA may set one or several goals per focus area and one or several objectives per goal.

Section C – Focus Areas

Reminders about Focus Areas

- Throughout all Focus Areas, please embed principles and methodologies of Person–Directed Services and Supports and Service Equity into each areas' Goals and Objectives.

- The AAA can add one or more Focus Areas, as desired, to address significant priorities or initiatives.

- Additional focus areas have included: Age friendly communities, behavioral health, transportation, Veterans, and serving underserved populations.

- Additional Focus Area(s) follow the same format.

Goals – broadly speaking

- Goals are an end state and should give a clear picture of the direction the AAA is going.

- Goals generally refer to a *change.* A goal implies that you are *not* maintaining the status quo. You can improve a current state or address something that doesn't exist yet. The intent is to make some impact.

- Goals, and objectives, should be written in clear and concise language, using strong action verbs.

Goals – broadly speaking

- Goals are broad statements that can cut across programs, but it's also important for them to be specific and measurable.

- An AAA should be able to know if it has reached the goals it sets, even if they are stated in long-range terms.

- Write goals that are attainable, even though they may not be possible to accomplish within the 4-year period.

Goals – a little more specifically

- Goals should relate to overcoming the problem or fulfilling the need expressed in the Focus Area narrative.

- Goals should be described in consumer-related terms, to the extent possible.
  - Increase awareness of healthy aging strategies with emphasis on communities of color.
  - Support increased coordination of community transportation serving rural seniors.
  - Improve access to services to (specify target population).

Questions, Thoughts

Objectives

Each objective is tied to a particular goal and relates to the problem. Accomplishment of each objective is a measure of progress toward the goals.

Objectives can cross program boundaries or be program-specific.

Objectives identify concrete milestones to be accomplished in reaching a specific goal.

Objectives - specifically

When developing objectives, including tasks/action steps:

- State what you are going to do and describe how you are going to do it.

- Clearly state what is going to be accomplished within a specified time frame.

- Provide specific and measurable actions or activities that will occur across the four-year plan period.

Key Tasks, Action Steps, Strategies (same thing)

When developing Action Steps:

- Clearly state each activity.

- Include who/what position is lead on accomplishing the activity.

- Identify a specific time frame for each activity.

- Develop Tasks/Action Steps that will occur across the four-year plan period.

Questions, Thoughts

Annual Updates

- The Accomplishment or Update section should reflect what happened in the year(s) prior.

- Do not replace or delete historical information from previous years.

- This section reflects all previous annual updates (with dates associated) so the public can track efforts made towards achieving the goal over the several years of the plan.

Questions, Thoughts

Additional Resources

[Area Plans section](#) of Community Services and Supports Website

CSSU liaisons are available to AAAs for technical and other assistance.

Contact Information

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