5-Year State Plan Goals and Objectives

Overview

The Office of Intellectual and Developmental Disabilities (OIDD) administers the DD Council Program as authorized by the Developmental Disabilities Assistance and Bill of Rights Act (DD Act, PL 106-402). The DD Act requires each DD Council to develop and implement a 5-year State plan and specify 5-year goals, as developed through data driven strategic planning for advocacy, capacity building, and systemic change related to the areas of emphasis to be undertaken (Section 124(c)(4)(A)). This document includes information about how to write good 5-year goals, examples of good 5-year goals and a 5-year goals checklist. In addition, this document includes information about writing SMART objectives, examples of SMART objectives and a SMART objectives checklist.

Writing Good Five-Year Goals

A **goal** is a measurable statement of purpose for the desired long-term (5-year), global impact of the area of focus. Goals generally address change.

Well written goals help to establish the overall direction for and focus of a DD Council, define the scope of what the DD Council should achieve, and serves as the foundation for developing DD Council strategies and objectives. Strategies are the means or broad approach by which a DD Council will achieve its goals. Objectives are statements that describe DD Council results to be achieved and how they will be achieved. Both strategies and objectives should align with 5-year State plan goals.

"Good" goals

- Specify an expected effect
- Identify the target population to be affected
- Set overall priorities

Additionally, "good goals" are

- **Declarative statements**—provide a complete sentence that describes an outcome.
- **Jargon free**—use language that most people in the field outside the DD Council are likely to understand.
- **Concise**—get the complete idea of your goal across as simply and briefly as possible, leaving out unnecessary detail.
- **Easily understood**—provide a goal in which the language is clear and easily understood.
- **Positive terms**—frame the outcomes in positive terms. Avoid the use of double negatives.
- **Framework for objectives**—provide a framework so that the objectives are stepping stones to make progress to achieve the goals.

Checklist

Criteria to assess goals	yes	no
GOAL: A broad statement of DD Council purpose that describes the expected 5-year effects of an area of focus.		
1. Does it specify an expected program effect in addressing an issue for people with developmental disabilities and their families?		
2. Is a target population identified?		
3. Is it a declarative statement?		
4. Is it free of jargon?		
5. Is it concise?		
6. Is it easily understood?		
7. Is it stated in positive terms?		
8. Does it provide a framework for strategies and objectives?		

Five-Year Goal Examples

Unclear Goal 1: Quality affordable accessible health care will be provided throughout the lifespan.

This is not a good goal because it does not *identify a target population and does not specify an effect in addressing a healthcare issue.*

Improved Goal 1: People with developmental disabilities and their families will have increased access to health care services that meets their needs and preferences.

Unclear Goal 2: To increase inclusive education for children K-12 by providing information and training for parents of children K-12 by increasing the number of parent advocates participating in IEP meetings and obtaining services.

This is not a good goal because it is not *concise and uses jargon*. It can be simplified to -

Improved Goal 2: People with developmental disabilities and their families will have increased information to obtain inclusive education services.

Objectives

An **objective** is a specific, measurable statement of the desired immediate or direct outcomes of the initiative that support the accomplishment of a goal. Objectives are more immediate than goals, are the basis for monitoring and implementing strategies and activities, and set targets for accountability. Often times, objectives are a source for evaluation questions.
In general, objectives:

- ✓ Describe results to be achieved and the manner in which results will be achieved.
- ✓ Set targets for progress and accountability

Writing SMART Objectives

The SMART method of writing objectives provides a framework to ensure a quality objective.

What is the SMART method? Each letter of the words below create the acronym SMART

- ➢ **Specific:**
    - o Who? (Target population and who is doing the activity) and what? (Action or broad activity for the objective).
    - o Use action verbs; objectives with more than one verb imply that more than one activity is being measured.
    - o The greater the specificity, the greater the measurability.

- ➢ **Measurable:**
    - o The focus is on "how much" change is expected. Objectives should quantify the amount of change expected. It is impossible to determine whether objectives have been met unless they can be measured.
    - o The objective provides a reference point from which a change in the target population can clearly be measured.

- ➢ **Achievable:**
    - o Objectives should be attainable within a given time frame and given resources

- ➢ **Realistic:**
    - o Objectives are most useful when they accurately address the scope of the issue and programmatic steps that can be implemented within a specific time frame.
    - o Objectives address the DD Council's purpose and proposes reasonable programmatic steps toward goals.

- ➢ **Time-phased:**
    - o Objectives should provide a time frame indicating when the objective will be measured or a time by which the objective will be met.
    - o Including a time frame in the objective helps in planning and evaluating.

Objectives Checklist

Is the objective SMART?	Yes	No
Specific: Who (target population and persons doing the activity?)		
Specific: What (action/activity)		
Measurable: How much change is expected		
Achievable: Can be realistically accomplished given current resources and constraints		
Realistic: Addresses the scope of the program and proposes reasonable programmatic steps		
Time-phased: Provides a timeline indicating when the objective will be met		

Non-SMART Objective: Create an environment which assures the need for quality affordable health care is addressed by health care providers and incorporated into state policy through advocacy, training and information dissemination.

This objective is not SMART because it is not specific, measurable, achievable, realistic, or time-phased.

SMART Objective: By year two of the project, the DDC will increase knowledge and awareness among 200 people with developmental disabilities and their families about the availability of health care and how to access health care related services and supports.

Reference and Resource: Good Goals and Smart Objectives Resources.
Available at https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf