

# DD Council 5-Year Plan TA Brief

## *Goals, Objectives, Expected Goal Outcomes and Required work #7 - Part E*



### Goals and Objectives

Goals are something the Council wants to achieve. They define direction and destination. They are big picture and long-term (5 years).

Objectives are the actions the Council needs to take to achieve the 5-year goal. An objective is precise, tangible, concrete, and can be measured.

#### Roles

Council members reach consensus and approve the 5-year goals and objectives. Council members provide input into the expected goal outcome statement(s).

Council staff draft and refine 5-year goals and objectives ensuring the goal provides direction and goals and objectives are specific, measurable, attainable, realistic, and timely.

#### What to produce and by when?

5-year goals and objectives must be developed and approved by the Council before asking for public comment.

### Developing Goals and Objectives

#### Framework

The SMART Framework is recommended for writing goals and objectives.

This framework offers a way to develop goals and objectives that are realistic, clear, and carefully written, with results you can measure.

#### GOALS

A goal is written as a broad statement of what the Council wants to accomplish. It should reflect the final impact or outcome(s) or what you want to accomplish with your funding. Use the SMART framework as a guide when developing goals.

**S – Specific.** The goal includes the population of focus, what the Council intends to do, and what result the Council is working towards and a timeframe. Everyone knows what the Council is trying to achieve.

**M – Measurable.** The goal has a measure of success everyone can understand (i.e., increase, decrease, establish).

**A – Achievable.** The goal should be achievable based on the Council's capacity (funding, time, knowledge), while also being meaningful.

**R – Relevant.** The goal makes sense and fits the purpose of the Council program and aligns with the mission of the Council.

**T – Timely.** The goal has an end date the Council will work towards.

## OBJECTIVES

Objectives support actionable steps to achieve the 5-year goals, include detailed targets within the scope of the goal, and serve as tangible ways to measure progress towards the goal.

Use the same SMART framework to write the objectives.

Below are a few **sentence structure formulas** for writing objectives. An example is included.

### **[Who] will do [what] resulting in [measure] by [when].**

Example: The Council will provide outreach, training, technical assistance, and citizen leadership skill development to strengthen self-advocacy organizations led by people with developmental disabilities so there are more leaders with developmental disabilities and a more unified collective self-advocacy movement is achieved annually.

### **By [when], [who] will do [what] resulting in [measure].**

Example: Annually, the Council will provide outreach, training, technical assistance and citizen leadership skill development to strengthen state self-advocacy organizations led by individuals with developmental disabilities so there are more leaders with developmental disabilities and a more unified self-advocacy movement is achieved.

### **By [when], [measure – includes who and what].**

Example: Annually, the Council will provide outreach, training, technical assistance, and citizen leadership skill development to strengthen self-advocacy organizations led by individuals with developmental disabilities so there are more leaders with developmental disabilities and a more unified self-advocacy movement is achieved.

### **[Measure – includes who and what] by [when].**

Example: More leaders with developmental disabilities will be supported and developed and more self-advocacy organizations led by people with developmental disabilities will be strengthened through outreach, training, technical assistance and citizen leadership skill development so that a more unified self-advocacy movement is achieved annually.

## WORK REQUIRED BY THE DD ACT

### SELF-ADVOCACY

Because the DD Act requires these activities annually, we recommend you consider a separate goal or objective for **self-advocacy**. This will help ensure the self-advocacy requirements do not get “lost” in other 5-year plan activities. It will also help keep the focus on people with intellectual and developmental disabilities and the required activities can be clearly identified, worked, and outcomes measured.

Councils must report on these activities separately from other advocacy efforts (as required by the DD Act, Section 125 (c)(7)(D)).

The following activities MUST be included and worked EACH year of the State plan.

- Establish or strengthen a program for the direct funding of a self-advocacy organization in your State or Territory **LED by people with intellectual or developmental disabilities.**
- Support opportunities **for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders.**
- Support and expand **participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.**

### Goal Outcome Statement

The expected goal outcome statement should reflect what the Council expects to happen for people with intellectual and developmental disabilities and their families if the 5-year goal is reached.

**Example:**

**Goal:** By 202X, the Council will increase partnerships with and support of more people with intellectual and developmental disabilities and their families, so they know about services, supports, and other assistance and can access them in their communities.

**Expected goal outcome statement:** People with ID/DD and their families will experience increased community experiences & fewer barriers in accessing support & services they need. Self and family advocates and others will have information and access to services & supports from systems associated with education, employment, housing health/safety &/or emerging issues.

### For more information

Amy Deaville, MS; [adeaville@nacdd.org](mailto:adeaville@nacdd.org) and Sheryl Matney, EdD; [smatney@nacdd.org](mailto:smatney@nacdd.org)

Training and Technical Assistance to Councils is funded by contract #75P00121C00067 from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. The contents of this document do not necessarily reflect the views or policies of the Office of Intellectual and Developmental Disabilities, Administration on Community Living, Department of Health and Human Services, or the US Government.