

# AGING PLAN GOAL DEVELOPMENT

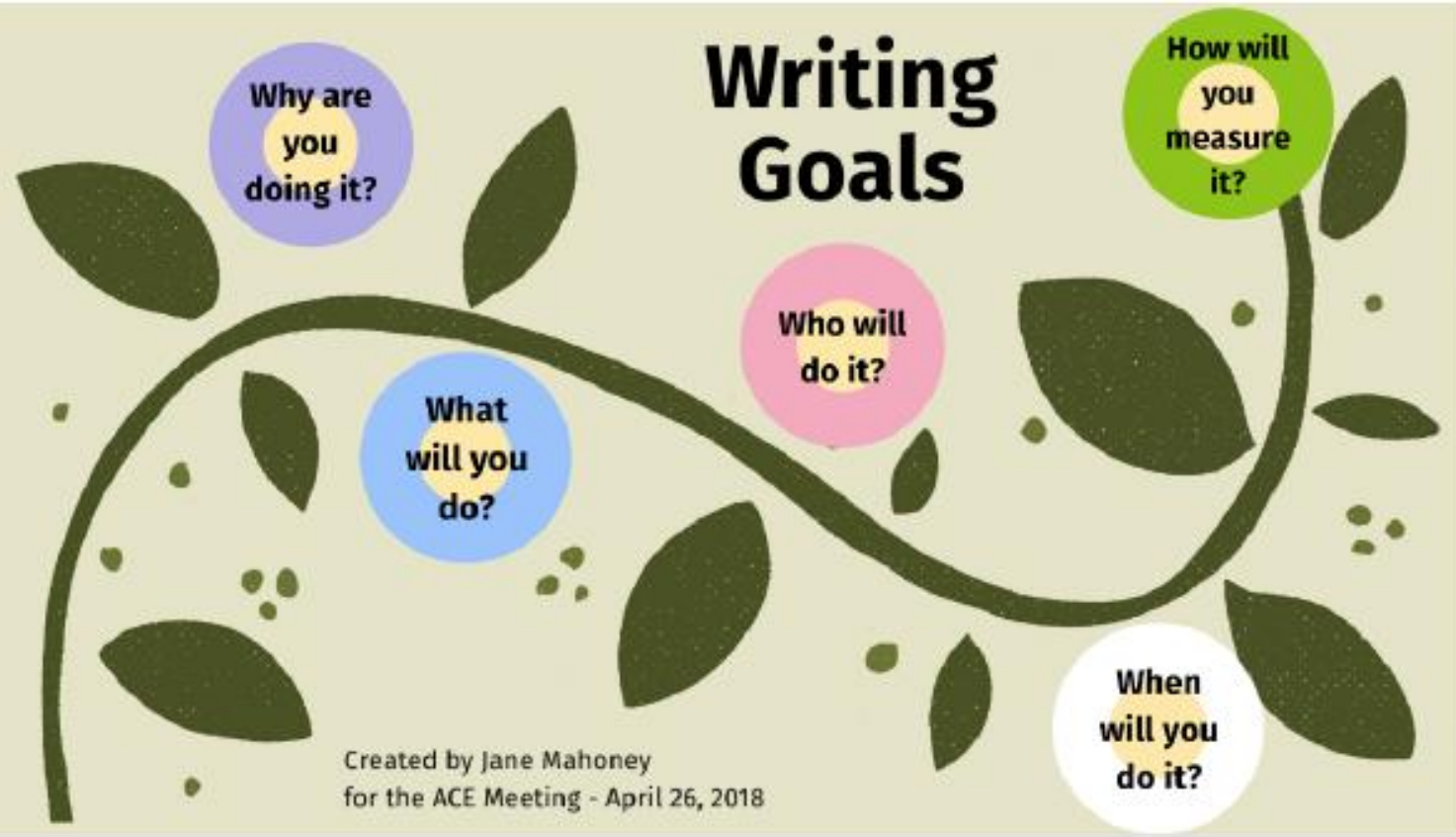


# AGENDA

1. Making Goals SMART
2. Goal Development Worksheet
3. Goal Template
4. Small Group Exercise
5. Q&A
6. Closing

# MAKING GOALS SMART

A well-written goal answers five questions



# MAKING GOALS SMART

## WHY are you doing it?



- What do you want to gain or improve on?
- How will life be better as a result of doing it?
- Is the goal meaningful?
- Is this a response to an identified need?
- Does it align with your mission and vision?



## WHAT will you do?

- Indicate exactly what you plan to do.
- Be clear and concise.
- Be reasonable – make sure you can actually accomplish it.
- Do not include things you already do.
- Stretch your agency to accomplish new things.

## WHO will do it?

- Clearly state who is responsible to complete the goal?
- It can be your agency or a specific department in your agency.
- It can be a partner agency, but the ultimate responsibility is with the Aging Unit.



# MAKING GOALS SMART

## WHEN will you do it?



- Indicate when the overall goal will be completed.
- Indicate when each strategy or action step will be accomplished
- Report goal progress at the end of each milestone.



## HOW will you measure it?

- How will you know the goal or strategy was met?
- Can you use data to show it was accomplished?
- If the strategies were completed, did it result in the change you hoped for?
- Are things better as a result of your efforts?



# GOAL DEVELOPMENT WORKSHEET

## Purpose:

- Provide a tool to walk you through the goal development process;
- Starts with the problem or issue that needs to be addressed and works towards your goal; and
- Helps you build SMART goals.



# GOAL DEVELOPMENT WORKSHEET

- 1. What are you trying to improve? What problem are you trying to solve?**
- 2. What is the current status of your problem or situation? Is it getting better or worse?**
- 3. What factors are hindering your progress? (preventing you from succeeding)**
- 4. What factors are supporting your efforts?**
- 5. Who are your partners in helping you succeed? (who could you work with to make this better)**
- 6. What are some strategies or steps that could help? (ideas to fix the problem)**
- 7. What do you hope to see as an outcome or result?**
- 8. How will you measure your progress? How will you know that you have achieved the results you wanted?**

# GOAL TEMPLATE

<b>Focus Area:</b>		<b>Due Date</b>
<b>Goal Statement:</b>		
<b>Plan for measuring overall goal success – (How will you know that you have achieved the results you want? Use data.)</b>		
<b>Specific Strategies and Steps to meet your goal:</b>	<b>Measure (How will you know the strategies and steps have been completed?)</b>	<b>Due Date</b>
<b>Strategy 1:</b>		
Action Step:		
Action Step:		
Action Step:		
<b>Strategy 2:</b>		
Action Step:		
Action Step:		
Action Step:		
<b>Strategy 3:</b>		
Action Step:		
Action Step:		
Action Step:		
<b>Annual Progress Notes</b>		



# GOAL DEVELOPMENT WORKSHEET

## 1. What are you trying to improve? What problem are you trying to solve?

*(We aren't asking you to develop a goal here, but to think about what needs to change.)*



What needs to be fixed or addressed?



What is lacking from your program?



Describe what is not right/good that could be improved upon.



Think about the needs identified in your public input.

### EXAMPLE

- Hispanic/Latin-x older adults are underrepresented participants in nutrition program services in comparison to other populations in the nutrition program's service area. The nutrition program is aiming to provide equitable access to nutrition program services for Hispanic/Latin-X older adults.

# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 2. What is the current status of your problem or situation? Is it getting better or worse?



What direction are things trending?



If possible, use data to show where things are currently.

### EXAMPLE

- Hispanic health is often shaped by factors such as language/cultural barriers, lack of access to preventive care, and the lack of health insurance.
- 41% of older adults 60+ are overweight or obese, but Hispanic/Latin-X older adults are more likely to be overweight or obese. (Dietary Guidelines for Americans)
- Hispanic/Latin-X population is 1.4 times more likely to die from diabetes than the white population when adjusting for age. Mexican American individuals suffer disproportionately from diabetes. (CDC)
- COVID-19 has disproportionately affected the Hispanic/Latin-X community. Compared to White Wisconsin residents, Hispanic or Latinx residents have 1.7 times greater case rates, and because older adults are at a higher risk for complications and death, this poses a concern for Hispanic/Latin-X communities in Wisconsin.

# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 3. What factors are hindering your progress?



What is preventing you from succeeding?



What challenges do you need to address?

### EXAMPLE

- Challenges in **accessing language translation services** for program materials.
- Hispanic/Latin-X older adults in our communities have shared that they are **often caring for grandchildren, which presents a barrier** for accessing existing nutrition services.
- Existing cooking staff and caterers **lack familiarity with Hispanic/Latino cultural foods** and methods of preparation. Program nutritionists are **challenged in creating menus** that meet the needs and desires of the Hispanic/Latin-X population.

# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 4. What factors are supporting your efforts?



Are there things that are working in your favor?



What is supporting progress in this area?



What are some things that are working or helping?



Is there anything already going on to improve the situation?

### EXAMPLE

- Access to demographic and program data
- **Visibility of the ADRC/Aging Unit** in local communities through existing dining centers/home-delivered meals and connections to local media

# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 5. Who are your partners in helping you succeed?



Who is currently involved?



Who else could participate in reaching your goal?

### EXAMPLE

- [Hispanic Chamber of Commerce of Wisconsin](#)
- UW Extension
- Local public health department
- Hispanic/Latin-X communities of faith
- Schools/day care programs
- Local community organizations serving Hispanic/Latin-X communities

# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 6. What are some strategies or steps that could help?



What needs to happen to achieve your goal?



Are there successful strategies currently being done at your agency or elsewhere?



What other approaches might be successful?

### EXAMPLE

- Meet with and explore the ability to **contract with Hispanic/Latin-X-owned farms** to provide fresh, local foods for nutrition program
- Meet with and explore the ability to **contract with Hispanic/Latin-X-owned restaurant** to implement a My Meal, My Way restaurant model for congregate dining.

*continued on next page*



# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 6. What are some strategies or steps that could help? *(CONTINUED)*

### EXAMPLE

- Explore collaborations with Hispanic/Latin-X community organizations to hire staff or recruit volunteers that can facilitate better connections to the Hispanic/Latin-X older adult population
- Seek out local translating and interpreting resources
- Partner with local organizations who provide health and nutrition services to Hispanic/Latin-X to provide more culturally appropriate nutrition education and nutrition counseling opportunities
- Explore partnerships with trusted organizations to do nutrition screening and program registration/assessments.

# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 7. What do you hope to see as an outcome or result?



What specific thing(s) do you want to happen?



How do you want things to look as a result of your efforts?



What will success look like?

EXAMPLE

- provide equitable access to nutrition program services for Hispanic/Latin-X older adults



# GOAL DEVELOPMENT WORKSHEET - QUESTIONS

## 8. How will you measure your progress? How will you know that you have achieved the results you wanted?



Define a specific way to see if the desired outcome was attained.



What could be counted or quantified to show what was achieved?



What will be the clear evidence that the goal is completed.

### EXAMPLE

- Increased program participation based on data from January 2022 compared to December 2024.
- Satisfaction surveys

# QUESTIONS SO FAR?



# GOAL TEMPLATE

Use the answers to the questions to write your goal, utilizing the goal template provided.

You can use the template however it works best to meet your needs. You may not need this many strategies or action steps, or you may need more.

<b>Focus Area:</b>		<b>Due Date</b>
<b>Goal Statement:</b>		
<b>Plan for measuring overall goal success – (How will you know that you have achieved the results you want? Use data.)</b>		
<b>Specific Strategies and Steps to meet your goal:</b>	<b>Measure (How will you know the strategies and steps have been completed?)</b>	<b>Due Date</b>
<b>Strategy 1:</b>		
Action Step:		
Action Step:		
Action Step:		
<b>Strategy 2:</b>		
Action Step:		
Action Step:		
Action Step:		
<b>Strategy 3:</b>		
Action Step:		
Action Step:		
Action Step:		
<b>Annual Progress Notes</b>		

Refer to questions 1 and 7 to create a goal statement.

Include the date you plan to have accomplished the goal.

<b>Focus Area: Nutrition/Racial Equity</b>	<b>Due Date</b>
<b>Goal statement:</b> To provide equitable access to nutrition program services for Hispanic/Latin-X older adults	Dec 2024
<b>Plan for measuring overall goal success:</b> (How will you know that you have achieved the results you want? Use data.) Pre- and post-participation levels measured. Satisfaction surveys provided to new and existing participants to determine whether programming meets their needs/desires.	

Refer to question 8 to write your plan for measuring the success of the goal.

Refer to question 6 to help choose strategies and action steps

Each action step should be measurable so it is clear that it has been completed

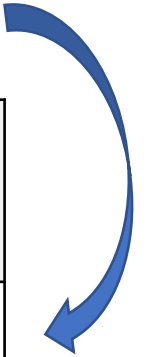
Specific strategies and steps to meet your goal:	Measure <i>(How will you know the strategies and steps have been completed?)</i>	Due Date
<b>Strategy 1:</b> Meet with partners to determine the best strategy to implement to meet the needs of the Hispanic/Latin-X older adult population in service area.		
<b>Action Step:</b> Establish partnerships – include at least one organization that directly serves the Hispanic/Latin-X community	At least 2 community agencies have agreed to participate in the project	Mar 2022
<b>Action Step:</b> Research existing programs and brainstorm new ideas/strategies that could be implemented	List of potential program ideas/strategies is created	May 2022
<b>Action Step:</b> Partners meet to choose a strategy idea that is realistic and achievable	Program idea/strategy is determined	July 2022

Each action step should have a completion date.

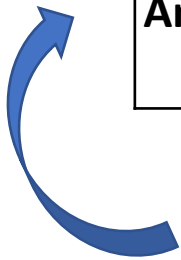
Q.4 may also give insight to choosing strategies and action steps

Include the date you plan to complete each action step

<b>Strategy 2:</b> Work with partners to create program materials focused on the Hispanic/Latin-X population, including translated program materials.		
<b>Action Step:</b> Determine the type of nutrition program materials that will be easy and effective to use (flyers, brochures, social media...)	Type of outreach materials have been chosen	Feb 2023
<b>Action Step:</b> Work with Hispanic/Latin-X marketing agency and/or translation service to design materials that will resonate with Hispanic/Latin-X older adults	Materials are designed and translated/vetted for use in Hispanic/Latin-X community	May 2023
<b>Action Step:</b> Create materials and distribute	Materials are being disseminated – list where	June 2023



<b>Strategy 3:</b> Implement strategy and provide culturally appropriate services (i.e. dining center opens or culturally appropriate nutrition education/counseling provided, etc.)		
<b>Action Step:</b> Identify specific roles of each partner agency <i>(details will be added after strategy has been chosen - July 2022)</i>	Roles defined and agreed upon by all partners	July 2023
<b>Action Step:</b> Create detailed implementation plan <i>(details will be added after strategy has been chosen - July 2022)</i>	Plan is created and shared with partners	Aug. 2023
<b>Action Step:</b> Create satisfaction survey to be used with new and existing participants. Determine how and when to distribute.	Satisfaction survey created and implementation process determined	Mar. 2024
<b>Annual Progress Notes:</b>		



Bottom row is for updates during the annual plan status reviews

# SMALL GROUP EXERCISE





# Q&A



# CLOSING

## What's next?

- Next monthly call – Focus is on context of the plan - April 22 at 1 pm
- Goal sharing and questions
  - Created an ideas wall on Social Pinpoint
  - Use it to share goal ideas, ask questions, start a discussion and learn what others are doing
- <https://gwaar.mysocialpinpoint.com/aging-plan/home>
- Aging Plan Instructions



# OAA Consultant Aging Plan Reviewer Assignments

# Questions? Need help?

Contact your  
assigned OAA  
Consultant.

Find the map [here](#)

