# Goal Writing Guidance and Template: Aging Plans for 2025–2027

## Goal Writing Guidance

**Goal statement should explain:** What improvements do we envision for our program or services? It may help to consider these questions in framing goal statements and strategies:

1. **Why are we choosing this thing to focus our efforts on?** Autonomy and person-centered choice of respite care provider.
2. **Why do we believe this particular effort will make things better?** Respite care provides family caregivers with a short-term break from their caregiving responsibilities. It can be arranged for a couple of hours or several days or weeks. Care can be provided in the home, at an adult day center, or in a healthcare facility. A recent evaluation of the National Family Caregiver Support Program (NFCSP) found that caregivers who received four or more hours of respite care per week had a decrease in self-reported burden over time.[[1]](#footnote-1)
3. **How do we think this leads to people being better off?** Establishing much-needed relief to family caregivers.
4. **How will we know that when we’re done with this effort?** \_\_\_\_% of caregivers report some relief after contacting our agency *and* the number of respite care providers will increase by\_\_\_[anticipated number]\_, offering choice to caregivers.
5. **How will we know whether anyone is better off because of this effort?** Quantitative 🡪 there will be an increase in the number of respite care providers. Qualitative 🡪 Caregivers report some relief after contacting our agency, including choice of respite care providers.

**Plan or strategy should explain:**

1. Do we intend to increase the amount of effort, improve the quality of efforts, or make some other changes that improve the program?
2. How do we think these improvements will benefit our community and/or program participants?
3. What will we do to move forward with this improvement?

**Preliminary ideas about how we will document our efforts and accomplishments:**

1. Tools that will tell us **how much** we have done.
2. Tools that will tell us whether we have **done things well**.
3. Tools that will tell us if anyone is **better off** because of the changes we made.

## Goal Writing Template

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| **Older Americans Act program area** (Select a program area if applicable.)  Title III-B Supportive Services  Title III-C1 and/or III-C2 Nutrition Program  Title III-D Evidence-Based Health Promotion  Title III-E Caregiver Supports |
| **Aging Network value** (Select a value if applicable.)  Person centeredness  Equity  Advocacy |
| **Goal statement:** Support the expansion of respite care that available allowing caregivers greater autonomy and person-centered services. |
| **Plan or strategy:** Research RCAW’s free respite care provider [training](https://respitecarewi.org/free-training-courses/), respite care [registry](https://respitecarewi.org/registry/), Wisconsin’s [Certified Direct Care Professional (CDCP)](https://www.dhs.wisconsin.gov/caregiver-career/index.htm) training program, [Bringing Respite to Your Community](https://respitecarewi.org/bringing-respite-to-your-community/), [Wisconsin Interfaith in Action Network](https://www.wifian.org/), and/or other respite care programs. Identify one or two opportunities to promote and educate the community and AU staff to increase respite care providers within the county. |
| **Documenting efforts and tools:**  Documenting **how much** has been done:  Gather baseline data   * Count of current respite care providers. * Implement/revise local survey and/or follow-up phone calls to family caregivers.   Documenting **how well** it has been done:  Gather baseline data.   * Capture the number/description of respite programs researched. * Once a program (or two) has been decided on, track staff training. * Once a program (or two) has been decided on, track community training.   Assessing whether anyone is **better off**:  Gather baseline data.   * Increase in respite options = increase in caregiver choice and person-centered services. * Information gathered from the caregiver surveys and/or follow-up calls will offer qualitative data, “Did you [the caregiver] find relief from strain?” and “Did you [the caregiver] find a respite care provider of your choice?” |
| ***OPTIONAL*: Notes on considerations for framing goals**   1. **Why are we choosing this thing to focus our efforts on?**   To autonomy and person-centered choice of respite care provider.   1. **Why do we believe this particular effort will make things better?**   Respite care provides family caregivers with a short-term break from their caregiving responsibilities. It can be arranged for a couple of hours or several days or weeks. Care can be provided in the home, at an adult day center, or in a healthcare facility. A recent evaluation of the National Family Caregiver Support Program (NFCSP) found that caregivers who received four or more hours of respite care per week had a decrease in self-reported burden over time.   1. **How do we think this leads to people being better off?**   Establishing much-needed relief to family caregivers.   1. **How will we know when we’re done with this effort?**   \_\_\_\_% of caregivers report some relief after contacting our agency *and* the number of respite care providers will increase by\_\_\_[anticipated number]\_, offering choice to caregivers.   1. **How will we know whether anyone is better off because of this effort?**   Quantitative 🡪 there will be an increase in the number of respite care providers. Qualitative 🡪Caregivers report some relief after contacting our agency, including choice of respite care providers. |

1. <https://acl.gov/sites/default/files/programs/2018-12/Caregiver_Outcome_Evaluation_Final_Report.pdf> [↑](#footnote-ref-1)