

Goal Chart

Best Practice Category: _____

Best Practice: _____

Goals <i>Instructions – List each goal separately that your agency expects to achieve as a result of implementing this practice.</i>	How will you demonstrate that you met your goals? <i>Instructions – Describe how your agency will demonstrate that it was successful in meeting each goal (provide a separate description for each goal).</i>

Challenges and Assistance Form To Successfully Achieve our Goals

Instructions: Please be as open and thoughtful as possible in answering the following three questions. The purpose of this section is to give you the opportunity to identify and plan for challenges to your work plan, and to identify any outside support or training you may need to implement your plan and reach your goals.

Describe the challenges or barriers you might face in implementing this practice.

- 1.
- 2.
- 3.

Describe your plans for addressing the challenges described above.

- 1.
- 2.
- 3.

What external assistance is needed for your agency to implement this practice (e.g., training, technical assistance, resources, other)?

Self-Assessment Process Form

Please complete the following items to describe the process your agency used to conduct the self-assessment:

1. Describe the persons involved in the self-assessment process (list staff position and number of staff members in each position that participated).
2. Describe the process you used to conduct the self-assessment (e.g., team gathered and reviewed the self-assessment tool together, coming to consensus on each rating scale).
3. How many times did the team meet to complete the self-assessment?
4. Estimate the number of staff hours that were required to complete the self-assessment.
5. Is there anything else you would like to add about your agency's self-assessment process?