



Performance Management: SMART Goals and Objectives

Goals are larger, visionary statements that state the purpose and outcomes of the grant. Typically, there should be no more than two goals. Objectives are actions that accomplish the goal. Typically, there should be no more than four objectives. Activities are efforts that accomplish the objective. Limit the number of activities to major work items that will have a meaningful impact on accomplishing the objective.

The program goal and objectives should be identified by the DHS contract administrator to encompass the entire program. Contract goals and objectives should be jointly agreed to by the contract agency and the DHS contract administrator to reflect the purpose of the grant funding and the specific situation in the agency service area.

Below is information to help in the development of SMART goals and objectives.

<u>S</u>pecific	<p>State your goal/objective. What will be done? Who will do it? What is the intended outcome?</p> <p>Example: Clients will successfully complete substance use treatment, as evidenced by most or all of the following:</p> <ul style="list-style-type: none"> a) attendance at scheduled sessions consistent with the treatment plan b) length or duration of treatment consistent with the treatment plan c) sustained, good progress, or achievement of treatment plan objectives d) discharge plan developed and discussed with the client
<u>M</u>easurable	<p>State how you will track your progress related to the goal/objective. How much? How many? How will you know when the goal/objective is accomplished?</p> <p>Example: Clients participating in this program will increase successful completion of substance abuse treatment from 45% to 60%.</p>
<u>A</u>chievable	<p>Evaluate your goal/objective. Is it realistic and attainable given your abilities and resources?</p> <p>Example: Service changes and improvements are underway to increase the current rate of 50% successfully completing treatment.</p>
<u>R</u>elevant	<p>Evaluate your goal/objective. Does it align with the purpose of the grant funding? Is it a needed component of the work that needs to be done? Does it match the mission and guiding principles of your organization and your stakeholders?</p> <p>Example: Stakeholders, including clients, agree that successful completion of treatment is a very important contract objective, and research has shown that treatment completion correlates with positive post-treatment outcomes.</p>
<u>T</u>ime-bound	<p>Evaluate your goal/objective. Does it have a target date for completion?</p> <p>Example: The goal/objective will be achieved by the end of the third quarter 2020.</p>

Put all of the above together and you have a SMART goal/objective.

Example: Increase successful completion of treatment from 45% to 60% among clients discharged during the third quarter of 2020 and thereafter as evidenced by:

- a) attendance at scheduled sessions consistent with the treatment plan;
- b) length or duration of treatment consistent with the treatment plan;
- c) sustained, good progress or achievement of treatment plan objectives; and
- d) discharge plan developed and discussed with the client.