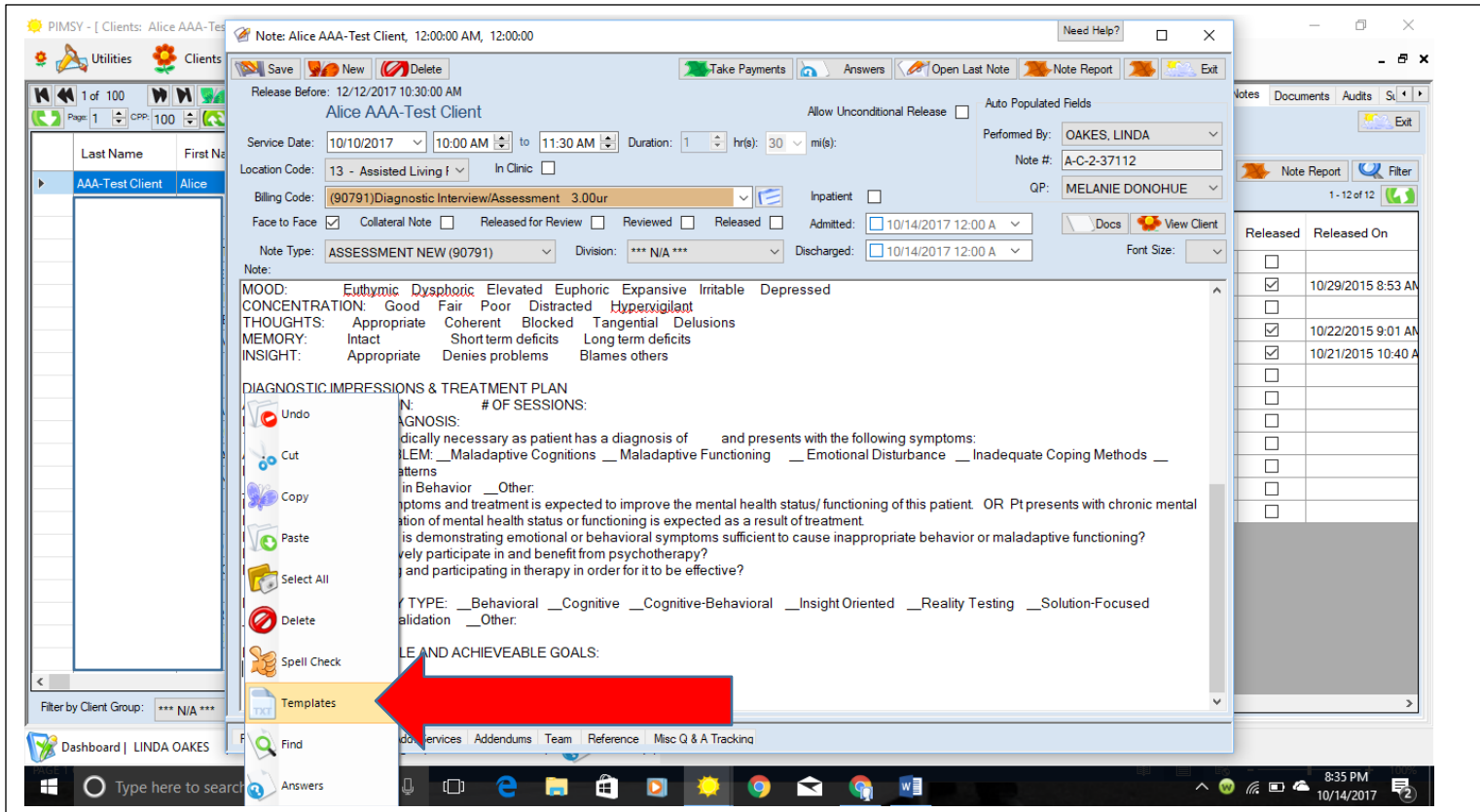
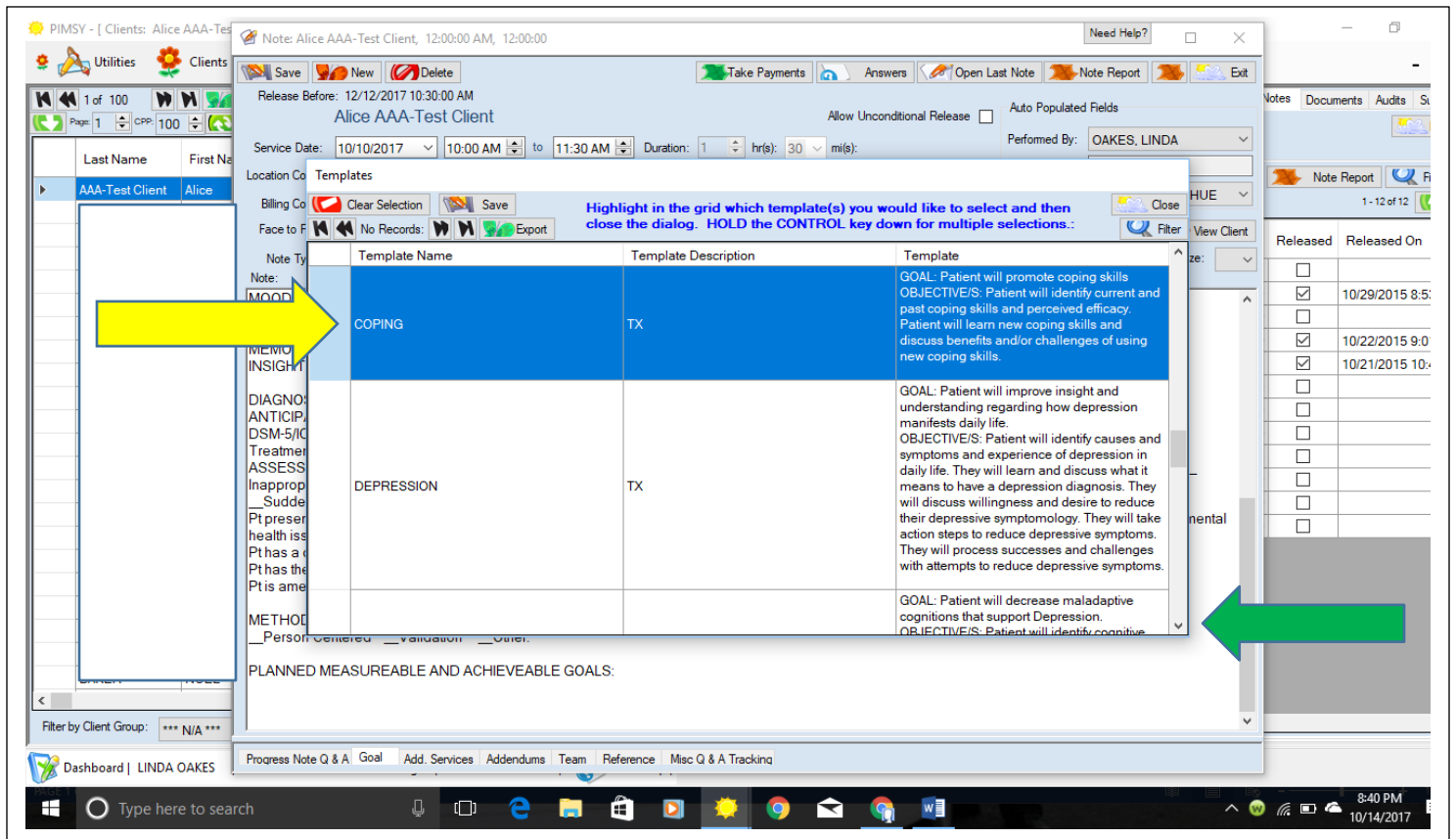


# HOW TO SELECT AND TRANSFER GOALS ONTO YOUR ASSESSMENT

When you have filled out your assessment and reach the very bottom part under the line; 'PLANNED MEASURABLE & ACHIEVABLE GOALS' click on blank space below it (NOT on any text). In this blank space, left click and then right click. You will see a small menu appear and about 2/3 of way down is the selection TEMPLATES (RED ARROW). Left click on that.

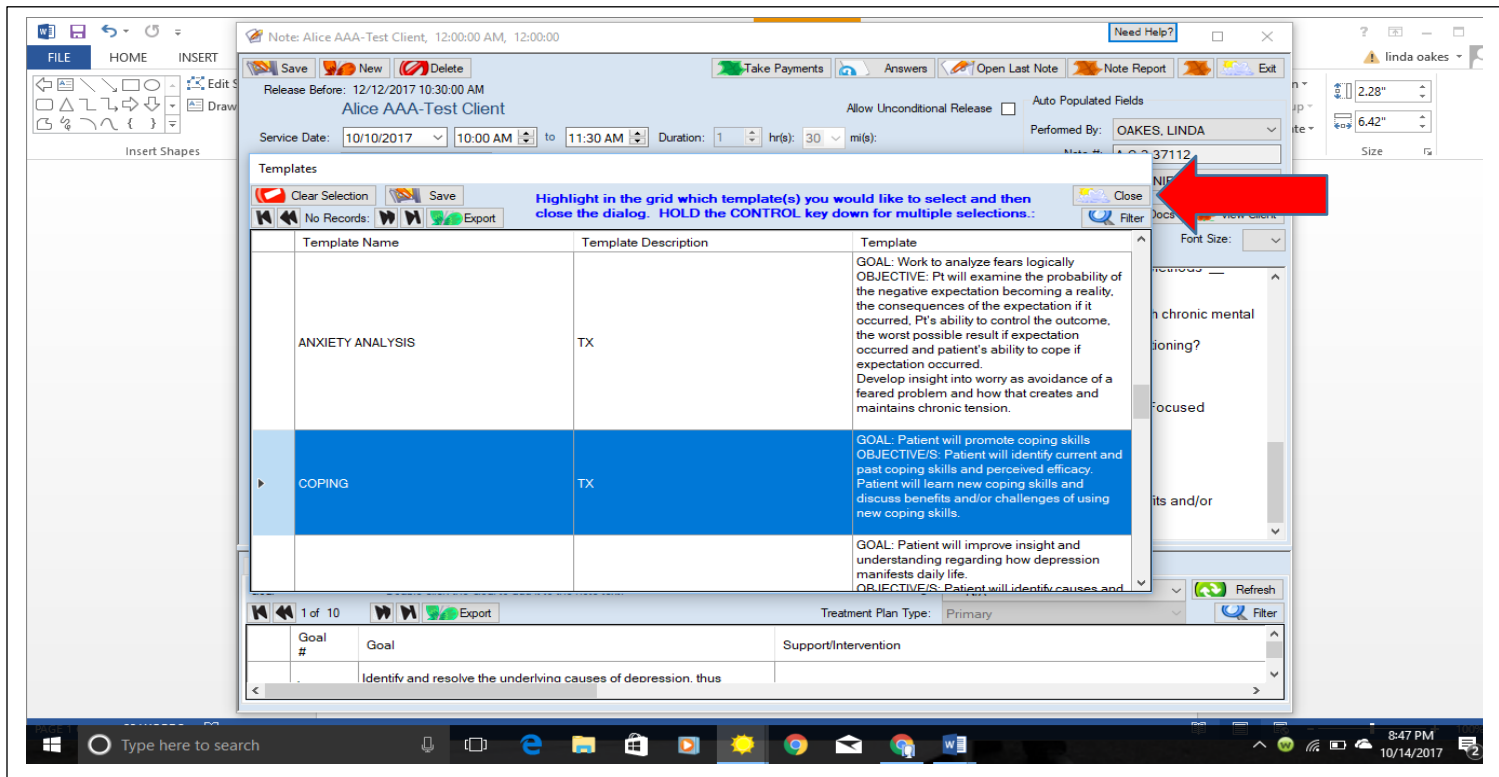


You will then see a new template, of which the first two selections are SYMPTOMS as you can see for Depression and then Anxiety. Slow click on the down arrow (GREEN ARROW) to the right of this template, do not roll the mouse or drag the bar or you will miss some of the treatment goals. You are not bound to only select goals specific to the diagnosis – i.e., coping skills can be selected for a number of diagnoses.



When you have chosen a goal that is appropriate for your patient, simply click on the narrow left hand column (YELLOW ARROW) and make the 3 columns of that selection blue. You may choose more goals by holding the CONTROL key down on your keyboard while clicking on the selected goals.

When you are finished selecting your goals, simply close the small template (RED ARROW) and the goals will transfer to the bottom of your assessment.



Be sure to save your goals as soon as they transfer to your assessment. Remember, you can add goals as you become more acquainted with your patient and their challenges. This is the simplest way to enter goals for your client. You can edit these goals once they have transferred. You may also add your own goals as well. If these goals are not appropriate or fitting for your client, ask me for the Wiley Planner method of getting goals.

