

# CTI Smart Goals Recap & Case Presentations

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Housing Transitions

**QUERI**

# CTI Phase Plan Form



- [https://www.vactitoolkit.com/uploads/1/3/7/6/137694226/phase\\_plan\\_fillable\\_2022.pdf](https://www.vactitoolkit.com/uploads/1/3/7/6/137694226/phase_plan_fillable_2022.pdf)
- Tracks 1-3 SMART Goals Per Phase
- Filled out at the beginning of Phases 1-3
- Filled out at the end of Phase 1 & 2

A screenshot of the CTI Phase Plan form. The form is titled "CTI Phase Plan" and features the Housing Transitions QUERI logo in the top right corner. It includes fields for "Phase #:" with three checkboxes for "Phase One: Transition", "Phase Two: Try-Out", and "Phase Three: Transfer". Below this is a "Today's Date:" field with three input boxes for "Month", "Day", and "Year", and a "Veteran's Name:" text input field. A yellow highlighted section contains "Date Phase Starts:" and "Due Date for End of Phase:" fields, each with three input boxes for "Month", "Day", and "Year". A section titled "Check the focus areas for this Phase: (Choose 1 to 3 areas)" lists 12 categories with checkboxes: Benefits, Employment, Survival Needs (food, clothing, furniture, etc.), Child Care, Transportation, Education (child/adult), Natural Supports, Budget Management, Health and Mental Health, Children's Health and Mental Health, House, and Legal Concerns. At the bottom, there is a section for "Area #1" with a text input field, followed by "Reason for choosing this area:" and "Overall goal for this area:" with corresponding text input fields.


# CTI Phase Plan Form



The CTI Phase Plan Form is helpful for documenting and tracking SMART Goals across Phases:

- *“Reason for choosing this area:”*
  - ✓ Tie back to larger specific goal & relevance of the goal
- *“Overall goal for this area:”*
  - ✓ Break down the goal into 3-5 action steps that are achievable in the next two months

### CTI Phase Plan



Phase #: Phase One: Transition  Phase Two: Try-Out  Phase Three: Transfer

Today's Date:       Veteran's Name:

Date Phase Starts:       Due Date for End of Phase:

Check the focus areas for this Phase: (Choose 1 to 3 areas)

<input type="checkbox"/> Benefits	<input type="checkbox"/> Natural Supports
<input checked="" type="checkbox"/> Employment	<input checked="" type="checkbox"/> Budget Management
<input type="checkbox"/> Survival Needs (food, clothing, furniture, etc.)	<input type="checkbox"/> Health and Mental Health
<input type="checkbox"/> Child Care	<input type="checkbox"/> Children's Health and Mental Health
<input type="checkbox"/> Transportation	<input type="checkbox"/> House
<input type="checkbox"/> Education (child/adult)	<input type="checkbox"/> Legal Concerns

Area #1

Reason for choosing this area:  
Veteran wants to secure part time work (15-20 hours/week) to save \$200/month for travel to grandchildren who make her feel at peace and allows her to help her daughter out.

Overall goal for this area:  
In Phase 2, Veteran will spend 30 minutes at the library 3 days/week for two weeks to prepare a draft of her resume to send to her VA Voc Rehab specialist on 01-02-2023. She will apply to 5 or more restaurants by 02-02-2023.

# CTI SMART Goals Worksheet



- [cti smart goals worksheet editable pdf.pdf \(vactitoolkit.com\)](https://vactitoolkit.com/cti-smart-goals-worksheet-editable-pdf.pdf)
- *Optional/ As needed CTI form*
- Tool for helping Veterans develop SMART goals on their own
- May also be helpful for case managers who are new to developing SMART goals or when barriers around goals arise

## CTI SMART GOALS WORKSHEET



### CTI Goal Focus Areas:

<input type="checkbox"/> Benefits	<input type="checkbox"/> Transportation	<input type="checkbox"/> Social/Relationships
<input type="checkbox"/> Vocational	<input type="checkbox"/> Education (self or child)	<input type="checkbox"/> Financial
<input type="checkbox"/> Basic needs	<input type="checkbox"/> Legal Concerns	<input type="checkbox"/> Health/ Healthcare
<input type="checkbox"/> Children	<input type="checkbox"/> Housing	<input type="checkbox"/> Mental health
<input type="checkbox"/> Life skills	<input type="checkbox"/> Spiritual	<input type="checkbox"/> Substance Use

### Turn your goal focus area into a SMART goal:

<b><u>S</u></b>	Specific	What exactly will you accomplish? What are small steps you can take to achieve it?
<b><u>M</u></b>	Measurable	How will you know when you have reached this goal? What will be different? What will you be doing more regularly? What will you be doing less of?
<b><u>A</u></b>	Achievable	How can the goal be accomplished? What do you need to accomplish it?
<b><u>R</u></b>	Relevant	Why is this goal significant to your housing stability? To your life? How will it benefit you?
<b><u>T</u></b>		When will you achieve this goal? How long will it take to accomplish it?

- CTI documents are designed to structure and streamline your documentation by capturing essential information and helping you plan for what is next
- There is a lot of information, and it can seem overwhelming at first. If you are feeling this way, it is totally normal!
- The CTI Forms and Processes Cheat Sheet summarizes the core components and forms used in CTI
- It provides information about who the process/form is for and how often a process/ form is used

[\\*cti\\_forms\\_and\\_processes\\_cheat\\_sheet\\_wave2.pdf \(vactitoolkit.com\)](https://vactitoolkit.com/cti_forms_and_processes_cheat_sheet_wave2.pdf)

# Community Agreements (Ground Rules)- Reminder



- This is a safe space; what is said here stays here
- Be mindful and respectful of other's backgrounds, experiences, training, and knowledge of CTI
- We encourage you to contribute often while making room for others to share
- Cameras are on as much as possible
- Try not to talk over other (and be respectful when it happens, especially in a virtual space!)

# Case Presentation Feedback



- We will exercise our ground rules within case presentations
- Our goal is to help one another apply CTI with Veterans in Aftercare
- “I don’t know” is perfectly acceptable.
- We encourage you to keep an open mind. Growth requires change, takes time, and can be uncomfortable. The intention of the CoP is to uplift you as you grow.
- Any suggestions or recommendations are just that – they are not criticism or an indication that you are doing anything wrong. Take or leave any and/or all, as you wish.

- 1. Focus on observation and not assumptions and interpretations**
- 2. Focus on Veteran's behavior (what they do/ their actions) and not who the individual is**
- 3. Focus on things that can be changed**
- 4. Provide recommendations and solutions**



- **(Optional) Drop-in Hour: January 25<sup>th</sup>, 2023**

11-12am AKST/ 12am-1pm PST / 1-2pm MST / 2-3pm CST / 3-4pm EST

- Stop by if you have questions, would like to discuss a case, or have a burning desire to learn more about CTI!

- **Next CoP: February 1<sup>st</sup>, 2023**

10-11am AKST/ 11am-12pm PST / 12-1pm MST / 1-2pm CST / 2-3pm EST

- Guest Speaker- Carolyn Hanesworth
- CTI core components and supervision