

DO's and DON'Ts Tip Sheet for Outcome Statements

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The purpose of this tip sheet is to provide guidance and to generate conversation when writing outcome statements in accordance with ODP requirements.

DO:

- ✓ Include the person's first name in every outcome statement.
- ✓ Write the outcome statement in the present tense.
 - *Test:* Is the statement in the here and now?
 - *Test:* Is this statement happening in this moment?
- ✓ Include an action word in each outcome statement.
 - *Test:* Can you demonstrate it or can it be recognized?
 - *Test:* Is the action individualized?
 - *Tip:* Avoid using words such as 'enjoys', 'busies', 'needs' and words ending in 'ing'
- ✓ Demonstrate a positive impact on the person's life in each outcome statement.
 - *Test:* Does the statement reflect the result of the service in the person's life?
 - Ask yourself: "How is the person's life better as a result of the outcome?"
 - Ask yourself: "Why does the person want this outcome?"
 - *Tip:* It *might* help to use 'in order to' or 'so that' in your outcome statement.
- ✓ Reflect what is Important "TO" the person in each outcome statement.
 - *Test:* Is it listed in Important TO/Desired Activities?
- ✓ Connect Important "TO" with Important "FOR, *if* Important "FOR" is included in the outcome statement.
 - *Tip:* If safety, well-being, and/or health need to be in an outcome statement be sure it links to something Important TO the person.
- ✓ Use person first language in each outcome statement.
 - *Test:* Does the statement sound like it could have been written about you?
 - *Tip:* 'Doesn't use words to communicate' vs. 'Non-verbal'
'Uses a wheelchair to get around' vs. 'Non-ambulatory'

****If any of the test questions were answered with 'No,' the outcome statement needs to be rewritten.****

DO NOT:

- ✓ Reflect a paid service in the outcome statement.
 - *Tip:* The name of a service should not easily replace a word/short phrase in the statement.
- ✓ Use language that is specific to one field (clinical language) in an outcome statement.
 - *Tip:* Avoid using words/statements such as 'outing', 'out in the community', 'non-compliant', 'attention seeking behaviors', etc.
 - *Tip:* Considering using words that are more conversational/words you would use in everyday conversations.

Think About...

- The outcome statement should reflect what is important to a person based on relationships/people they wish to be with, status and control, things to do and places to go, rituals and routines, rhythm and pace of life, and things to have.
- What is the result that the person desires from the service? (not the provider/agency)
- Every outcome statement doesn't have to have a service but every service needs to be attached to an outcome.
- Several services can be linked to one outcome statement.
- Each service can have more than one outcome.

Test Run Your Outcome Statement:

- Use the Rubric to see if your developed outcome statement meets ODP requirements. (on back)
- Would you want this outcome statement written for yourself or a loved one?
 - Ask yourself: Is the statement stigmatizing? Is it respectful/dignified?
- Is the outcome statement unique or individualized to the person?
 - Ask yourself: Does it describe specific aspects of the person's life?
 - Ask yourself: Are there details from the person's plan?

Blair County Developmental Disability Services Outcome Statement Development Checklist

Outcome Statement	Person's name?	Present tense?	Action?	Reflect positive impact on person's life?	Something Important TO the person?	If Important FOR is present, how does it connect to Important TO?	Does not reference a paid service.	Does not contain jargon/clinical words.

What is important to a person includes what results in feeling satisfied, content, comforted, fulfilled, and happy:

- ↳ Relationships (people to be with)
- ↳ Status and control (valued role)
- ↳ Rituals & routines (cultural and personal)
- ↳ Rhythm or pace of life
- ↳ Things to do and places to go (something to look forward to)
- ↳ Things to have