

## Goal Attainment Scaling (GAS) Chart Guidance

*Every effort should be made to use the Microsoft Excel version of the GAS chart prior to using the Microsoft Word version. Programs designed for MAC (Numbers, Pages) is not recommended. Within the excel version, specific functionalities are embedded along with guidance each section. Additionally, one excel file can include up to 5 GAS charts. The following contains guidance for what information is needed in each section.*

### Demographics

- Participant Name: Enter the first and last name of the participant.
- Service: Enter the name of the service from the following options (Career Planning/Job Finding, Career Planning/Vocational Assessment, Community Transition Services, Day Habilitation, Family Support, Nutritional Consultation, SSD/Behavioral Specialist Services, SSD/Systematic Skill Building, SSD/Community Support, Supported Employment, Temporary Supplemental Services, Counseling, Speech/Language Therapy, Transitional Work Services).
- Plan Effective Date: Enter the participant's plan effective date as mm/dd/yy. If unknown, contact the participant's Supports Coordinator.
- Person Completing GAS Chart: Enter the first and last name of the person completing GAS chart.
- Provider Agency: Enter the provider agency of the person completing GAS chart.
- GAS Chart Development Date: Enter the GAS chart development date as mm/dd/yy

*Goal/Objective- For additional guidance regarding BAS expectations, please review Goal/Objective Cheat Sheet and Goal Category Resources uploaded to MyODP.*

- Goal Phrase: Enter the goal phrase
- Goal Statement: Enter the goal statement, which will be the same as the "behavior" in the objective.
- Goal Category: Enter the goal category from the following options (Social/Communication, ADL, Behavior, Employment/Education).
- Annual Objective- Condition: Enter the condition of the annual objective following the BAS template.
- Annual Objective- Behavior: Enter the same information as the "Goal Statement."
- Annual Objective- Criteria: Enter the criteria of the annual objective following the BAS template.
- Concerns Related to the Goal/Baseline: Enter information to describe how the participant is currently performing the skill as it relates to the criteria (e.g. if the criteria reflects % on a task analysis, baseline should do the same). Baseline will be entered into Quarter 1, Level -2. Additional information pertinent to the goal/objective may be captured here as well.

**GAS Chart-** Every cell in the GAS chart must be completed. Tip: There are several cells that match other cells. In the excel version those cells will duplicate automatically. In the word version, it must be done manually.

	Quarter 1 Dates: Enter start and end date for Quarter 1	Quarter 2 Dates: Enter start and end date for Quarter 2	Quarter 3 Dates: Enter start and end date for Quarter 3	Quarter 4 Dates: Enter start and end date for Quarter 4
-2	Enter baseline information	The information entered in Quarter 1, Level +1 gets copied and pasted here.	The information entered in Quarter 2, Level +1 gets copied and pasted here.	The information entered in Quarter 3, Level +1 gets copied and pasted here.
-1	Enter progress that is more than Quarter 1, Level -2, but less than Quarter 1, Level 0.	The information entered in Quarter 1, Level +2 gets copied and pasted here.	The information entered in Quarter 2, Level +2 gets copied and pasted here.	The information entered in Quarter 3, Level +2 gets copied and pasted here.
0	Enter expected outcome for Quarter 1	Enter expected outcome for Quarter 2	Enter expected outcome for Quarter 3	Copy and paste "annual objective-criteria" here.
+1	Enter progress that is slightly more than Quarter 1, Level 0 but less than Quarter 1, Level +2.	Enter progress that is slightly more than Quarter 2, Level 0 but less than Quarter 2, Level +2.	Enter progress that is slightly more than Quarter 3, Level 0 but less than Quarter 3, Level +2.	Enter progress that is slightly more than Quarter 4, Level 0 but less than Quarter 4, Level +2.
+2	Enter progress that is slightly more than Quarter 1, Level +1 but less than Quarter 2, Level 0.	Enter progress that is slightly more than Quarter 2, Level +1 but less than Quarter 3, Level 0.	Enter progress that is slightly more than Quarter 3, Level +1 but less than Quarter 4, Level 0.	Enter progress that is slightly more than Quarter 4, Level +1.

**Progress Reporting-** At the end of each quarter, identify the level of attainment, write a few comments to justify the level, and make an instructional decision. This information will be used to develop MPNs and QSRs.

- **Level of Attainment:** Identify and record the level of attainment (-2, -1, 0, +1, +2) at the end of each quarter
- **Comments:** Enter comments at the end of each quarter
- **Instructional Decision:** Choose the best instructional decision from the following options (No changes/continue instruction, Improve motivation, Improve/change antecedents/environment/materials, Modify/simplify instruction, Change staff delivery of skills, Discontinue, Other). If "other" is selected or more than one decision is needed, provide details in the "Comments" section.