

NEXTSTEP

Creating Custom Objectives

Last Modified on 11/04/2025 1:02 pm EST

Path: Main Menu > Admin Tools Menu > Treatment Plan Template and Program Setup

About

You can add the ability for your users to create Custom Objectives on Treatment Plans to further individualize objectives to address the individuals needs, abilities and preferences and improve client engagement and outcome

In this article:

- [Add a New Outcome](#)

Add a New Outcome

Create a fully customized Objective for a Goal in a Treatment Plan.

From the **Main Menu > Admin Tools > Treatment Plan Template Setup**, select the radio button for Add/Edit Goals, and click the Continue button.

TREATMENT PLAN TEMPLATE SETUP

PLEASE SELECT AN OPTION THEN PRESS THE CONTINUE BUTTON:

- ☐ Add/Edit Categories
- ☒ Add/Edit Goals
- ☐ Edit Objectives
- ☐ Add/Edit Interventions
- ☐ Add/Edit Programs
- ☐ Customize ITP Wizard Fields
- ☐ Customize ITP Report Footer
- ☐ Setup ITP Printable Template

To view the Goal-Objective-Intervention Grid, [Click Here](#)
To view all the Goals with their Measurables, [Click Here](#)
To view the Category-Goal-Objective Diagram, [Click Here](#)
To view the Intervention-Goal-Objective Diagram, [Click Here](#)

[Continue](#) [View Diagram](#) [Main Menu](#)

On the **Setup Person Centered Plan** page, select a Goal from the **SELECT AN EXISTING GOAL TO EDIT:** dropdown, to add the Objective to.

SETUP PERSON CENTERED PLAN

SELECT AN EXISTING GOAL TO EDIT: --Select A Goal--

☐ Show Goals that are not in use

[Add New](#)

(X) Error - The following Goal(s) do not have any Objectives linked:

-

(?) Warning - The following Goal(s) do not fall under an Category:

-

The Client and family will explore additional supports needed for a safe environment.
The Client will access necessary resources to improve their living environment
The Client will and/or function and cope with Trauma symptoms.
The Client will detox safely from alcohol
The Client will detox safely from alcohol and drugs
The Client will detox safely from drugs
The Client will develop a healthy support system
The Client will develop a routine that will support their overall wellbeing.
The Client will develop healthy coping strategies
The Client will develop healthy sexual interactions
The Client will develop skills to improve routine and other areas of self-improvement.
The Client will enhance their emotional and/or physical wellbeing.
The Client will enhance their spiritual, and/or mental wellbeing.
The Client will explore the risk/benefits of medication management for ADHD symptoms.
The Client will explore the risk/benefits of medication management for Anxiety symptoms.
The Client will explore the risk/benefits of medication management for Bipolar symptoms.
The Client will explore the risk/benefits of medication management for Conduct Disorder symptoms.
The Client will explore the risk/benefits of medication management for Depression symptoms.



NEXT STEPS...

Then click on the **Edit** button.

SETUP PERSON CENTERED PLAN

SELECT AN EXISTING GOAL TO EDIT: The Client will detox safely from alcohol

☐ Show Goals that are not in use

Title: The Client will detox safely from alcohol
This Goal is **NOT** mandatory.
This Goal is currently in use.

[Add New](#) [Edit](#) [ITP Setup](#)

Scroll down to the **Define new Objectives** section and click on hyper-link **Click here to define new Objectives**.

☐ Works towards the maintenance of a healthy weight

Define new Objectives: [Click here to define new Objectives. \(These will have to be linked to Interventions later\)](#)

GOAL MEASURABLES:

This Goal has the following measurables. Check the measurables you want removed:

Remove	Measurable
☐	Client self report of improvement

Interventions will need to be added after the Objective is added. So make sure to remember how the Objective is labeled so it can be found later to add Interventions. This is a temporary label that will only appear in Treatment Plan Template Setup and on **STEP 2 PERSONALIZE GOALS** page of the Treatment Plan Wizard.

Enter the **Objective Title** text box and select the check box for **Custom Objective**

Define new Objectives:

Objective Title: ☒ In Use ☒ Custom Objective

* Click "Define More" to add another Objective.
* Click "Delete Last" to remove the last Objective.
* Place a vertical bar, "|" in the Objective title where the benchmark belongs.

[Define More](#) [Delete Last](#)

Scroll to the bottom of the page and click the **Save Changes** button.

Click on the **ITP Setup** button to return to the **Treatment Plan Template Setup** page, and now select the **Edit Objectives** radio button.

TREATMENT PLAN TEMPLATE SETUP

PLEASE SELECT AN OPTION THEN PRESS THE CONTINUE BUTTON:

- ☐ Add/Edit Categories
- ☐ Add/Edit Goals
- ☒ Edit Objectives
- ☐ Add/Edit Interventions
- ☐ Add/Edit Programs
- ☐ Customize ITP Wizard Fields
- ☐ Customize ITP Report Footer
- ☐ Setup ITP Printable Template

To view the Goal-Objective-Intervention Grid, [Click Here](#)
To view all the Goals with their Measurables, [Click Here](#)
To view the Category-Goal-Objective Diagram, [Click Here](#)
To view the Intervention-Goal-Objective Diagram, [Click Here](#)

[Continue](#) [View Diagram](#) [Main Menu](#)

The following errors exist in the Template and need to be corrected:

- There are 1 Objective(s) without an Intervention linked.



SELECTED

Select the **Continue** button and on **Setup Person Centered Plan Objectives** page, select the newly created Objective from the **SELECT AN EXISTING OBJECTIVE TO EDIT** dropdown.

SETUP PERSON CENTERED PLAN OBJECTIVES

SELECT AN EXISTING OBJECTIVE TO EDIT: --Select an Objective--

☐ Show Objectives

- Report any withdrawal/concerns with symptoms to MAT provider and counselor.
- Reports health issues appropriately.
- Reports to work/school/groups/appointments as scheduled
- Safely reduce symptoms of withdrawal |
- Safely reduce symptoms of withdrawal |
- Safely reduce symptoms of withdrawal |
- Safely reduce symptoms of withdrawal |
- Seek out appropriate support
- Seeks clarification when unclear or uncertain about what another has said or meant
- Takes medication as prescribed
- Temporary Name for Custom Objective**
- Utilize skills to improve social, academic, occupational, or other important areas of functioning
- Verbalizes an understanding of anger triggers
- Verbalizes an understanding of the appropriate outlets for anger
- Verbalizes an understanding of the impact gambling/addiction has on self and others
- Verbalizes own thoughts and feelings
- Verbalizes responsibility for his/ her behavior
- Wear appropriate clean attire for weather and activities
- with a sponsor, and helping others in recovery
- Works towards the maintenance of a healthy weight

Then click on the **Edit Objective** button. Scroll to the bottom of the page and select the desired Interventions (or **Select All**) for the Objective and click on **Save Changes** button.

OBJECTIVE'S INTERVENTIONS:

This Objective is not linked to any Interventions.

You can link this Objective to Interventions. Check all you'd like to add from the list below:

Add Intervention

☐ Select All ☐ Unselect All

- ☒ EMDR
- ☒ Family Therapy
- ☒ Group Therapy
- ☒ Homework
- ☒ Individual Session
- ☒ Individual Therapy
- ☒ Life Coaching
- ☒ Medical
- ☒ Mental Health
- ☒ Parenting Skills
- ☒ Psychiatrist
- ☒ Skill Building

Save Changes **Cancel**

When the Goal selected is attached to a Problem in the Treatment Plan, on the **STEP 2 PERSONALIZE GOALS** page of the wizard, the new objective will be displayed.



WIZARD

CATEGORY: WITHDRAW MANAGEMENT
GOAL: 1 THE CLIENT WILL DETOX SAFELY FROM ALCOHOL

Problems:

- The list of Problems that accomplishing this Goal would help to address:
Alcohol Withdrawal

Specify the Start and End Date for this Goal:

- The Start Date is when the staff should begin working toward meeting this Goal.
- The End Date is the date when the Goal is expected to be met or reviewed.

Start Date: 9/17/2025
End Date: 12/17/2025

Details of Personalized Goal (in the words of the person served - use quotation marks):

- Please describe in detail why this Goal has been identified and how it relates to the Problem listed above. Provide current issues, quotes, and history.
- Staff will see these details when charting on this Goal.

Add/Remove Objectives:

- Below is a list of Objectives for this Goal.
- Please select one or more Objectives to add to this plan.

☐ **Add All Objectives**

☐ Care Coordinator will link family/child with

☐ Follow detox protocol set up by the medical team.

☐ I will identify, at least 3, behavioral changes that I need to make to promote long term recovery.

☐ Reduce CIWA to less than [] per month below 8

☐ Reports health issues appropriately.

☐ Safely report signs or symptoms of withdrawal

☒ **Temporary Name for Custom Objective**
 The client will report any significant signs or symptoms of withdrawal to the Nurse or available staff

Previous **Save & Quit** **Next** **Cancel**

On all of the following steps and in the finalized Treatment Plan, only the text you enter into Custom Objective memo field will display. For example on **STEP 3**

PCP INTERVENTIONWIZARD - STEP 3

Name: Test, Thomas **Case No.:** 1021777-7
Admit Date: 09/16/2025 02:49 PM **Programs:** Level 3.7 Withdrawal Management, Peer Recovery Support

Show only those Goals for the selected Programs:
 Select...

Program Guide:

Goals	Objectives	Individual Therapy	Life Coaching	Medical	Skill Building
1 The Client will detox safely from alcohol	The client will report any significant signs or symptoms of withdrawal to the Nurse or available staff.	☐	☐	☒	☐

and the **INTERVENTIONS** on **STEP 4**



PCP WIZARD - STEP

Name:	Test, Thomas	Case No.:	102177;
Admit Date:	09/16/2025 02:49 PM	Programs:	Level 3 Recover

[Click to Show Instructions](#)

INTERVENTIONS:

- Medical
 - The Client will detox safely from alcohol:

The client will report any significant signs or symptoms of withdrawal to the Nurse or available staff.

- To return to the previous step without saving changes, click the "Previous" button.
- To save your changes, click the "Save Changes" button
- To save and move to the next step, click the "Next" button.
- To exit the ITP Wizard without saving changes, click the "Cancel" button.

Previous

Save Changes

Next