DELETING A GOAL

1. Using ClientPoint, find a client and click the name to pull up the Client Profile screen. (See Figure 1-67)

2. From the Client Profile screen, click the Case Plans link. (1) The screen will refresh and display a list of current goals. (See Figure 1-68)

3. Click the Red X icon to the left of the goal title. A warning window will display asking the following, "Are you sure you want to delete this Goal?"
4. Click **Yes** to continue. **(1)** The screen will refresh and the goal will no longer be listed on the **Case Plans** screen.