Family First
Policy Analysis Recommendations

For more information contact us at FamilyFirstChapin@Chapinhall.org.
Methodology
Chapin Hall’s Policy Analysis Strategy

IDENTIFY
the scope of the policy analysis

ORGANIZE
relevant information received by the jurisdiction and design a policy screening tool

CONDUCT
a gap analysis and synthesize policies

DEVELOP
policy analysis recommendations
Comparing one or more policies to a reference policy to determine

- Variation
- Alignment
- Gaps
### Develop Policy Screening Tool

<table>
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<tr>
<th>Step</th>
<th>Description</th>
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<tr>
<td>1. Identify rules, regulations, standard operating procedures (SOPs) and policies (hereafter ‘policies’) applicable to Family First implementation through a thorough review of policy manuals and other relevant materials</td>
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<td>2. Assess if policies are accurately and clearly identified within the Prevention Plan</td>
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<td>3. Assess any existing training modules for accuracy and alignment with the Prevention plan</td>
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<td>4. Review policies for redundancy and provide recommendations for consolidation</td>
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<td>5. Crosswalk the policies, Prevention Plan, and any training and claiming modules for discrepancies and contradictions</td>
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<td>6. Conduct a gap analysis of policies and develop recommendations.</td>
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Gap Analysis to inform recommendations

CURRENT POLICIES

GAP ANALYSIS

DESIRED/FUTURE POLICIES