CHAPIN HALL
AT THE UNIVERSITY OF CHICAGO

Implementation & Change Management

Family First Policy Analysis Tool

Purpose: **The purpose of this policy analysis tool is to identify the extent to which existing policies, procedures, training, and other directives align with Family First and related system transformation efforts. Identifying gaps or discrepancies informs where new or revised policies, procedures, training, and other directives may be needed.**

Directions: **The template below represents a crosswalk of current jurisdiction policies, policy alignment with the Family First prevention plan, and policy alignment with Family First training materials. In as much detail as possible, use each section to document information about the policy and its alignment with Family First policies and trainings. Use the last few columns as an opportunity to highlight policy redundancy, conflicting guidance, identify gaps, and provide recommendations. Jurisdictions are encouraged to modify or customize this tool as needed to fully align with their specific needs.**

For more information contact us at FamilyFirstChapin@Chapinhall.org.

Policy *[include the name of the relevant statute, policy, or FYI and date]*	Audience Identified *[identification of the intended audience]*	Legal Authority	Summary of Policy or Standard Operating Procedure	Prevention Plan Alignment with SOP	Training Module Alignment with SOP	Redundancy & references across policies *[identification of redundancy or references made across policies]*	Recommendation *[brief explanation of the recommendation]*	Conflicting Guidance *[n/a or brif identification of conflicting guideance]*	Notes