

I. Problem Identification

Clarify and frame the problem or issue in terms of the effect on population health

- Collect, summarize, and interpret information relevant to a problem or issue (e.g., nature of the problem, causes of the problem)
- Define the characteristics (e.g., frequency, severity, scope) of the problem or issue
- Identify gaps in the data
- Frame the problem or issue in a way that lends itself to potential policy solutions

II. Policy Analysis

Identify different policy options to address the problem/issue and use quantitative and qualitative methods to evaluate and the policy options to determine the most effective, efficient, and feasible option.

- Research and identify policy options
- Describe: a) how the policy will impact morbidity and mortality (health impact), b) the political and operational factors associated with adoption and implementation (feasibility), and c) the costs to implement the policy and how the costs compare with the benefits (fiscal and economic impact)
- Assess and prioritize policy options

III. Strategy and Policy Development

Identify the strategy for getting the policy adopted and how the policy will operate.

- Identify how the policy will operate and what is needed for policy enactment and implementation (e.g., understand jurisdictional context and identify information and capacity needs)
- Define strategy for engaging stakeholders and policy actors
- Possibly draft the policy (law, regulation, procedures, actions, etc.)

IV. Policy Enactment

Follow internal or external procedures for getting policy enacted or passed.

- Enact law, regulation, procedure, administrative action, incentive, or voluntary practice

V. Policy Implementation

Translate the enacted policy into action, monitor uptake, and ensure full implementation.

- Translate policy into operational practice and define implementation standards
- Identify indicators and metrics to evaluate implementation and impact of the policy
- Coordinate resources and build capacity of personnel to implement policy
- Assess implementation and ensure compliance with policy
- Support post-implementation sustainability of policy

Overarching Domains

Should be considered as appropriate through all domains.

Stakeholder Engagement and Education

Identify and connect with decision-makers, partners, those affected by the policy, and the general public.

- Identify key stakeholders, including supporters and opponents (e.g., community members, decision-makers, nonprofit, and for-profit agencies)
- Assess relevant characteristics (e.g., knowledge, attitudes, needs)
- Implement communication strategies and deliver relevant messages and materials
- Solicit input and gather feedback

Evaluation

Formally assess the appropriate steps of the policy cycle, including the impact and outcomes of the policy.

- Define evaluation needs, purpose, and intended uses and users
- Conduct evaluation of prioritized evaluation questions (e.g., was the problem defined in a way that prioritized action, how were stakeholders engaged, is the policy being implemented as intended, what is the impact of the policy)
- Disseminate evaluation results and facilitate use