

Virginia Adult Day Center Model Infection Control and Prevention Policies Grant

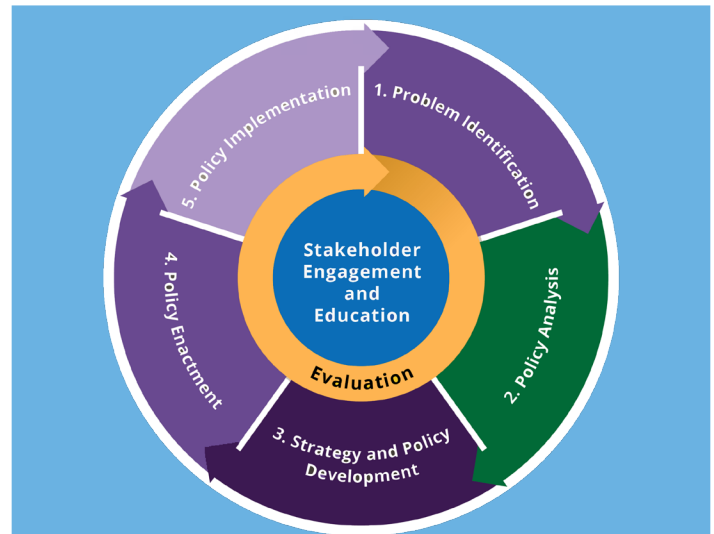
Policy Analysis Tip Sheet

What is Policy Analysis?

Policy analysis is the process of reviewing and comparing several policy documents that could potentially improve or enhance an organization's practices. The intent is to define and select policy options that will be the most effective, efficient, and feasible.

Why is Policy Analysis Important?

Conducting a policy analysis ensures you have completed the necessary assessment to choose the best policy option that fits the determined needs. Without a proper analysis, a selected policy could be impractical, costly, or not actually address the practices it was selected to improve. This could make it difficult to comply with the policy, sustain the new practice, and/or have no demonstrated effect on the problem.



Policy Analysis:

Identify possible policy options and pick the one you think is best. Consider several before deciding.

[Policy Analysis | CDC](#)

Who Should be Involved in Policy Analysis?

People who can provide and/or interpret information about the policy

These individuals serve as subject matter experts, depending upon the specific topic. They can be staff members, community partners, or other stakeholders.

- For an Injection Safety Policy, a nurse may be a subject matter expert.
- For an Infection Prevention Program policy, the Virginia Department of Health Office of Epidemiology may be a subject matter expert.

People whose lives or jobs may be affected by the policy

These individuals can provide contextual knowledge, such as potential social, educational, and cultural perspectives.

- Staff
- Participants
- Visitors
- Volunteers

People who administer resources related to the policy

These individuals can help you understand the potential economic and/or budgetary impacts of the policy options being considered. They can also help you understand the legal landscape around the potential policies.

- Center Leadership
- Quality Improvement Representative
- Risk Manager
- Legal Department
- Trade Association(s)

Literature Review

An examination of the current body of research about your policy problem (can include possible policy options). This type of review may help you identify what is already known about policy options, as well as any gaps in the current research.

Environmental Scan

A proactive, systematic collection of information about events, trends, and expectations of what you might encounter during the policy process.

How to Conduct a Policy Analysis

1. Research and identify policy options.

Start by reviewing research literature to discover what knowledge, recommendations, and practices already exist to fit the observed need. Conduct an environmental scan and research best practices recommended by trusted sources (such as the Centers for Disease Control and Prevention) to understand what other organizations are doing.

2. Describe the policy options.

When conducting the policy analysis, pay attention to the health impact, cost of implementation, and feasibility of each option. To describe these three factors, ask those parties involved in policy analysis questions such as:

- Which population(s) will be affected by each policy option? By how much? And when? Are there secondary populations that may also be intentionally or unintentionally impacted?
- What is the context around the possible policy options, including political history, environment, and policy debate?
- What are the costs and benefits associated with each policy option from a budgetary perspective?

When assessing feasibility, it is important to identify any barriers that could prevent a policy from being developed, enacted, implemented, or sustained. A policy might be more feasible in one department or at a certain time, but not others. It is possible that as circumstances change, what is considered affordable or publicly acceptable may change as well.

3. Use CDC's [Policy Analysis Table](#) to help you assess and compare policy options. Use the criteria to assign scores to the policies that best fit the observed need. This will formulate a ranking system that will allow you to select the policy with the most benefits.

4. On the following pages, use the checklist as a guide to evaluate criteria you should consider when performing a policy analysis. Not all aspects are required and other criteria beyond those noted here should sometimes be considered as well.

Criteria	Element	Y	N	Comments
Framing Criteria	Determine how the policy will work/operate (e.g., mandatory, enforcement necessary, funding, person responsible for administering).			
	Determine the objectives of the policy.			
	Determine the added value of the policy.			
	Establish expected short, intermediate, and long-term outcomes.			
	Identify the unintended positive and negative consequences of the policy.			
Potential Impact on Risk Factors, Quality of Life, Morbidity and Mortality	Identify how the policy addresses the problem or issue (e.g., protects participants from pathogen exposure).			
	Determine the magnitude, reach, and distribution of benefit and burden (including impact on risk factors, quality of life, morbidity and mortality).			
	Determine the population(s) that will benefit: How much? When?			
	Determine the population(s) that will be negatively impacted: How much? When?			
	Determine if the policy impacts health disparities/health equity.			
	Identify gaps in the data/evidence base.			

Criteria	Element	Y	N	Comments
Likelihood that the Policy can be Successfully Adopted and Implemented	Determine the resource, capacity, and technical needs for developing, enacting, and implementing the policy.			
	Determine how much time is needed for the policy to be enacted, implemented, and enforced.			
	Determine how scalable, flexible, and transferable the policy is.			
Comparison of the Costs to Enact, Implement, and Enforce the Policy with the Value of the Benefits	Analyze the costs and benefits associated with the policy, from a budgetary perspective.			
	Compare costs to benefits (e.g., cost-savings, costs averted, cost effectiveness, etc.).			
	Determine that the anticipated costs are reasonable and manageable, especially for ongoing costs.			