

### PSEI Definitions<sup>i</sup>

Term	Definition
<b>Policy change</b>	Changes in <b>written laws, regulations, and budget commitments</b> designed to influence personal and organizational behavior in both public and private sectors. Big <b>P</b> is often used to indicate actions formally adopted by legislative bodies. Little <b>p</b> sometimes is used to refer to non-legislative actions.
<b>Infrastructure change</b>	Sustainable changes <b>in procedures and protocols within institutions</b> and organizations designed to influence behaviors that do not involve formal written policies; for example, new communication channels between health and planning departments in a City government. This too can be referred to as little <b>p</b> .
<b>Systems change</b>	Changes in the way <b>organizations in different sectors interact with each other in an ongoing way</b> (therefore changes within a single organization, e.g., one city agency or one school district, constitutes a policy or infrastructure change, not a systems change). May or may not be supported by formal/written policy changes.
<b>Environmental change</b>	Changes in the <b>physical, economic and social surroundings</b> that have the potential to influence the behavior of a significant number of people (i.e., is not limited to an individual family/home environment).
<b>Capacity change</b>	Changes in organizational and community norms, resources and relationships that <b>increase the potential</b> for implementing sustainable PSEI changes
<b>Programmatic change</b>	Programs are <b>interventions where participants (those exposed) and non-participants can be clearly identified</b> . Conversely, with policies it can be hard to determine who, at the individual level, were targeted (exposed) to the policy.

Note: The terms above can have many definitions, and they frequently overlap.

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<sup>i</sup> Adapted from King County: Communities Putting Prevention to Work

### Assessing Gaps and Needs in Current Local Policies

Question	Answer
What are the concerns/issues or things that are not working that are driving this inquiry?	
What is constraining the ability to achieve your objectives and what is not adequately addressed?	
What policies are currently supporting the direction you want? Are there new conditions or situations that related to these policies?	
What is working in current policies? What needs to be changed?	
What is needed to achieve the outcomes you want? Programs? Coordination? Funding? Regulations? Political leadership and advocacy? New initiatives?	
Can policy help you meet your goals? What evidence supports your decision?	

## Policy Development Worksheet<sup>i</sup>

**Example 1:** Countywide ban on vaping and electronic cigarettes in public places

**Example 2:** 24/7 zero tolerance school district policies that prohibit students from consuming or possessing alcoholic beverages

**Example 3:** Drug free workplace rules extending beyond work hours

**Example 4:** An issue from your own community

Policy Checklist	Apply the Checklist to a Policy Idea
<b>What change do you want to see? What will this policy address?</b>	
<b>Is this policy community driven?</b> - Is it responsive to a community need or outcry?	
<b>Is policy the best way to resolve this issue?</b> - Can the issue be resolved without policy change? Why or why not?	
<b>Is this policy legally feasible?</b> -How do you know? -How might you find out?	
<b>Is the policy part of a larger plan? If so, what plan? How will that plan influence the new policy?</b>	

<b>Policy Checklist</b>	<b>Apply the Checklist to a Policy Idea</b>
<p><b>Is the policy politically feasible?</b></p> <ul style="list-style-type: none"> <li>- Is the policy language clear?</li> <li>- Does the policy solve the issue you want to address?</li> <li>- Is the community ready and desiring the policy?</li> <li>- Who will champion the policy?</li> <li>- Will there be opposition? From whom?</li> </ul>	
<p><b>Is this Big P, little p, Systems, Infrastructure or Environmental change?</b></p> <p>At what level would you engage (organization, city, county, state, etc)?</p>	
<p><b>Is this, or should this be, a top down or bottom up policy?</b></p>	
<p><b>Is the policy data driven?</b></p> <ul style="list-style-type: none"> <li>- What data or research makes the case for this policy approach?</li> <li>- If you do not have access to local data or research, how might you obtain the data?</li> <li>-</li> </ul>	
<p><b>Is the implementation clear and feasible?</b></p> <ul style="list-style-type: none"> <li>- What are potential barriers to implementation?</li> <li>- Is there language that you could include in the policy to make the implementation process clear and feasible?</li> <li>- Are there stakeholders who could help you improve feasibility before the policy is considered and adopted?</li> </ul>	

Policy Checklist	Apply the Checklist to a Policy Idea
<b>What will it take to enforce this policy?</b> <b>Is it complaint driven or enforcement driven?</b>	
<b>Is this policy financially feasible? Does it fit into the budget of enforcing agencies?</b> - Does it take advantage of existing funding streams? - What funding mechanisms would be utilized? - Does it generate revenue? - Is it low-cost or no cost? -How might you improve the financial feasibility?	
<b>What unintended consequences might be created by this policy?</b>	
<b>What other criteria do you need to apply?</b>	

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<sup>i</sup> modified from ChangeLab Solutions