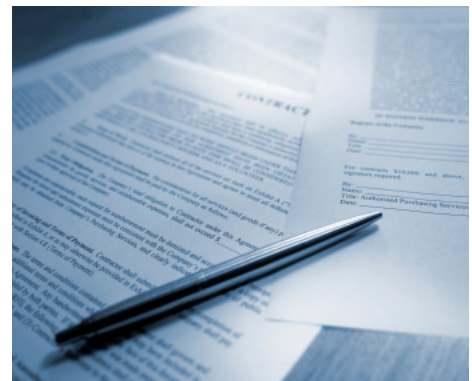


Written Policy Elements to Support SDM® System Integration With Casework Practice

Well-written agency policies and procedures are essential to ensuring fidelity of practice approach and expectations. At their best, these policies communicate values, desired child and family outcomes, and shared practice and procedural guidance for working with families as part of daily casework. Written policies can create a common understanding of practices—building consistency, clarity, and transparency across the organization and with families and stakeholders.

A well-written policy and procedure document includes the following elements.



Overview (***the why***): Explanation of background, context, statutory or regulatory authorities, values, and desired outcomes of policy.



Policy (***the what***): Guiding statements describing (1) specific operational intentions and (2) the organization's expectations for specific program processes and functions.



Procedures (***the how***): Step-by-step guidance for caseworker actions in practice with families and detailed procedures for how to document these actions. Outlines key procedures and agency expectations supporting worker practice—for example, around supervisor review/continuous quality improvement activities and use of agency infrastructure such as group consultation and family meetings.



Practice guidance (***best practice/resources for the how***): Links to the core practice model framework, practice tips, and quick guides/prompts.