

# Title X Policy Development and Implementation Worksheet



**Purpose:** To facilitate a conversation with your team and to capture key points, decisions, and actions in your agency's policy development and implementation process. While this worksheet provides a structured framework, each team's process may vary depending on unique needs, context, and goals.

**Instructions:** Discuss each step of the policy development and implementation process with your team. Write down the key points, decisions, and actions for each step in the worksheet. The steps listed are intended to provide a framework and are not meant to be exhaustive. Tailor them to best fit your team's objectives and context and then apply the information you have recorded to the next steps in your policy development and implementation efforts.

Policy Development and Implementation Steps	Notes
<b>1. Identify the team.</b>  Discuss how your team will: <ul style="list-style-type: none"> <li>• include individuals with a range of skills, knowledge, and roles relevant to the policy area.</li> <li>• include staff and stakeholders who will be directly impacted by the policy.</li> <li>• incorporate representatives from different departments within the agency.</li> <li>• identify a Team Lead who will keep the process on track.</li> <li>• clarify everyone's roles on the team.</li> </ul>	
<b>2. Identify policy needs.</b>  Discuss how your team will: <ul style="list-style-type: none"> <li>• utilize the Title X Policy and Procedure Checklist.</li> <li>• review the <a href="#">Title X statutes and regulations</a> and the <a href="#">Title X Handbook</a> to ensure compliance with Title X Program Expectations.</li> </ul>	
<b>3. Formulate the policies.</b>  Discuss how your team will: <ul style="list-style-type: none"> <li>• review the <a href="#">Title X Policy Templates</a>.</li> <li>• ensure legal and regulatory compliance.</li> <li>• draft clear, simple language to ensure that the objectives, procedures, and responsibilities are understandable to those who will need to comply with and implement the policy.</li> <li>• gather input from staff who implement procedures to ensure they accurately reflect feasible practices that fit with your agency's workflow.</li> <li>• consider the costs involved in implementing the policy.</li> </ul>	
<b>4. Adopt the policies.</b>  Discuss how your team will: <ul style="list-style-type: none"> <li>• obtain formal approval from the decision-making body.</li> </ul>	

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<b>5. Implement the policies.</b>	
<p>Discuss how your team will:</p> <ul style="list-style-type: none"> <li>• ensure staff have the tools and resources they need to implement the policy.</li> <li>• communicate the policy to the staff, using multiple mechanisms (i.e., newsletter, email, staff meeting).</li> <li>• train staff on the policy and their roles in executing them.</li> </ul>	
<b>6. Monitor the policies.</b>	
<p>Discuss how your team will:</p> <ul style="list-style-type: none"> <li>• discuss how the policy will be monitored, and consider incorporating monitoring into existing quality assurance/ quality improvement plans, or site reviews.</li> <li>• consider collecting both qualitative and quantitative data to get a full picture of the policy's effectiveness and impact.</li> <li>• gather feedback from key stakeholders—staff, clients, or external partners—affected by the policy.</li> </ul>	
<b>7. Review and update the policies.</b>	
<p>Discuss how your team will:</p> <ul style="list-style-type: none"> <li>• establish a review process schedule.</li> <li>• define responsibilities.</li> <li>• review current local and federal regulations to ensure the policy reflects legal standards.</li> <li>• examine social, economic, technological, and other evolutions and how they might necessitate policy updates.</li> <li>• review the procedures to identify and address any barriers or inefficiencies.</li> </ul>	
<b>8. Communicate updates.</b>	
<p>Discuss how your team will:</p> <ul style="list-style-type: none"> <li>• ensure coordination between leadership and managers.</li> <li>• use multiple communication channels.</li> <li>• develop clear and concise language.</li> <li>• provide context and rationale.</li> <li>• offer training and opportunities for Q&amp;A.</li> <li>• follow up and reinforce the information.</li> <li>• tailor all communication to the team.</li> <li>• be transparent and available for questions and feedback.</li> </ul>	