SW 671: Social Policy Development and Enactment

Winter Semester 2004       Wednesdays, 2:00-5:00 p.m.
Instructor: Michael Reisch       Classroom: SSWB 2752

Course Description
This course will review the overall design of human service systems, how to plan and design such systems, how to develop the legislative mandates and regulations that operationalize these designs, and how to facilitate their formal enactment. Students will learn both the analytic and interactional skills associated with the development and enactment of policies that give specification to human service systems.

Course Content
Human service systems include a variety of separate programs, driven by differing policy (legislative and other) mandates. These programs involve extremely complicated implementation procedures and processes. This course will present the beginning level skills associated with the policy design and implementation of complex human service systems. “System design” involves networks of services, agencies, and clients. Therefore, this course will move beyond the individual agency and the single program and in the direction of complex, multi-program and multi-service systems. Since one important “stock-in-trade” of policy professionals engaged in most design and implementation tasks is the written policy document, this course will place a heavy emphasis on the skills associated with the preparation of documents, such as memos, briefing papers, policy specification papers, legislative drafts, and program regulations and guidelines. Special emphasis will be placed on policies targeted towards underserved populations.

Students seeking to understand how complex systems are designed and enacted need to have a clear idea of the processes involved in achieving desired results and of the unintended consequences that sometimes occur when policies are implemented. Accordingly, this course will focus on both the analytic skills associated with the development of policies that give specification to human service systems, as well as the interactional skills associated with facilitating the enactment of these policies.

Course topics will include (among others):
- Policy concepts and terms
- Cycles for developing policies
- Assessing policy environments (e.g., bureaucratic, fiscal, legislative, community)
• Analyzing complex systems (e.g., for issue identification and option generation)
• Advocacy roles (e.g., political, scientific, and ideological)
• Professional standards and ethics that affect the policy development and enactment processes
• Preparing and enhancing the utilization of policy documents
• Using quantitative and qualitative data in policy documents;
• Developing written policies (e.g., drafting legislation, writing guidelines and administrative regulations; and developing feedback mechanisms)
• Selling policy to interested groups (e.g., issue selling, lobbying, testifying, and building coalitions of support)

Course Objectives
Upon completion of the course, students will be able to:

1. Apply beginning level skills in the major analytic tools most commonly used to assess and evaluate complex policy systems of human and social services.
2. Apply beginning levels skills in the use of interactional tools and techniques for facilitating group process and decision making.
3. Design a procedure for reviewing and assessing a social service policy system that encompasses a wide variety of separately mandated programs.
4. Develop and evaluate a reasonable set of options (and policy recommendations) for changing a particular service system.
5. Design and implement (or prepare for the implementation of) a preliminary political strategy to facilitate the enactment of the preferred option.
6. Organize and prepare different types of policy documents or policy recommendations.
7. Analyze typical ethical concerns related to social policy development and enactment.

Course Design
This course will include lecture and discussion, in-class exercises, student projects, analysis of readings and videotapes, and guest speakers.

Relationship of the Course to Four Curricular Themes

- **Privilege:** The course will focus on how certain populations are included or excluded from the policy development and enactment process, and on the consequences of that inclusion/exclusion for the distribution of societal resources, power, and opportunities. The course will also discuss how systems of policy development and enactment can be changed to overcome the effects of privilege.

- **Oppression:** The course will examine how the processes by which social policies are developed and enacted in U.S. society serve to perpetuate or ameliorate conditions of economic, social, political, and cultural oppression. Students will assess strategies by which both the content and process of policy development and implementation can be altered to contribute to the elimination of oppression in U.S. society.
• **Diversity:** Students will develop the capacity to identify ways in which gender, race, ethnicity, social class, age, and other forms of social stratification and disenfranchisement influence and are affected by the social policy development and enactment process. Issues of diversity will also be addressed through the discussion of the different client populations served by the systems discussed in the course; the means by which policies are designed in order that they will be responsive to the special circumstances of their clients; and the use of social policies that are targeted towards specific racial, ethnic, or cultural groups.

• **Social Justice:** Students will learn about the role social policy can play in creating a more equitable distribution of resources, power, status, and opportunities in U.S. society. Particular attention will be given in the course to the differential impact of policies and programs, and the processes that shape them, on low income persons, racial and ethnic minorities, women, LGBT populations, the aged, and the disabled.

**Relationship of the Course to Social Work Ethics and Values**
This course covers a complex array of ethical dilemmas that arise in the process of developing and enacting social policies. It will examine the ways in which the NASW Code of Ethics may be used to guide and resolve value and ethical issues. In particular, the course will review such ethical issues as confidentiality, self-determination, respect for cultural and religious differences, allocation of scarce resources, and the promotion of social justice. The course also includes consideration of the social worker’s responsibility to promote the general welfare of society commonly confronted in social policy development and enactment (e.g., through the prevention and elimination of discrimination; the promotion of equal access to resources, services, and opportunities; and through advocacy on behalf of specific social policy changes).

**Course Requirements**

**Assignment 1 – Briefing Memo:** Identify a policy issue that affects the agency in which you are placed or are working. Select one (1) of the frameworks for policy analysis on the syllabus and write a memorandum to the Executive Director of your agency in which you apply this framework to the issue. (Indicate briefly at the beginning of your memo, your reasons for using this particular framework.) Your memorandum should be 2-3 pages, single-spaced (double-spaced between paragraphs), using 12-point font and standard margins. Details will be discussed in class. **Due Date: January 28. (15%)**

**Assignment 2 – Budget Analysis:** For this assignment, you are to assume the role of Director of Government Relations for your agency. Using websites and printed sources from governmental, research, and advocacy organizations, and interviews (where feasible and appropriate), identify a provision in either the proposed FY 2005 federal budget or the proposed FY 2005 budget for the state of Michigan that will have an impact on your agency or the clients it serves. It can be either an expenditure or revenue provision. (The draft budgets are released in late January.) Over the course of the semester, track the progress of this provision. Applying one or more of the policy analysis frameworks from
the course readings, write two monthly reports in memo format (2-3 pages, single-spaced) discussing the status of this provision. In April, write a 5-page report that summarizes the present status of this provision, succinctly analyzes the factors that have produced the results to date, and assesses the future possibilities of this provision. Details will be discussed in class. **Due Dates: February 11, March 3, and April 7 (30%)**

**Assignment 3 – Written Testimony:** In regard to either the budgetary provision above or a related piece of legislation, you have been asked to testify before one of the following legislative bodies on behalf of your agency: The U.S. Congress, the Michigan State Legislature, the Washtenaw County Council, or the Ann Arbor City Council. Submit a draft of your written testimony, which should not exceed 2-3 pages (typed, double-spaced), not including any supplemental charts. **Due Date: March 17 (15%)**

**Assignment 4 – Policy Analysis Paper:** There are two (2) options to complete this assignment. **Option 1** is a group project that analyzes the development and implementation of a policy initiative at the local level (city or county). Students who select this option must form their group and identify their topic via a 2-page briefing memo by January 21. The group will write a detailed policy analysis of this issue that includes recommended policy changes and implementation strategies. In addition, the group will make an in-class presentation of the “Executive Summary” of their report. These will be scheduled during the weeks of March 31, April 7, and April 14 (depending on the number of groups). Details will be discussed in class. **Due Date (for paper): April 21. (30%: 15% for presentation; 15% for paper).**

**Option 2** is an individual term paper that compares and contrasts two (or more) policy development and enactment efforts. There are several ways to approach the paper. For example, (A) It could compare efforts around the same issue in different historical contexts or different geographic areas; (B) It could compare efforts around different issues that use comparable strategies; or (C) It could compare efforts around the same issue that used different strategies (e.g., judicial vs. legislative approaches). Papers should be 15-20 pages, double-spaced, using APA citation format. Students who select this option must identify their topic via a 1-page memo by January 21. Further details will be discussed in class. **Due Date: April 21. (30%)**

**Class Participation (10%)**
Student attendance is a critical aspect of class participation. Students’ participation grade will be based upon class attendance and participation in classroom discussions, exercises, and simulations. “Showing up” is just the beginning of class participation. As part of class participation, students are expected to do all the assigned readings, reflect upon them, and be prepared to engage critically and constructively in the issues presented.

**Note:** All written assignments should use only your student identification number (not your name). They must list all the sources used (print, electronic, and verbal). Students are bound by the University Honor Code in the preparation of all assignments.
Required Readings
1. Available at Ulrich’s Book Store (on South University Avenue):

2. Available at Excel Test Preparation1117 South University Avenue:
   - A coursepack of articles

3. Class handouts and web-based readings as assigned

4. Regular reading of at least one daily newspaper (e.g., the *New York Times*, *Los Angeles Times*, *Wall Street Journal*, *Detroit Free Press*, *Ann Arbor News*)

Recommended Journals (partial list)
- Administration in Social Work
- Affilia
- American Behavioral Scientist
- American Journal of Political Science
- Child Welfare
- Chronicle of Philanthropy
- Families in Society
- Harvard Business Review
- Journal of Applied Social Sciences
- Journal of Policy Analysis and Management
- Journal of Sociology and Social Welfare
- Nonprofit Management and Leadership Quarterly
- Policy Sciences
- Political Science Quarterly
- Politics and Society
- Policy Studies Journal
- Public Welfare
- Social Policy
- Social Problems
- Social Security Bulletin
- Social Service Review
- Social Work
Course Outline and Readings (* = in coursepack)

Week 1/January 7  Introductions: Course Requirements & Expectations
The Nature of Social Policy Development & Enactment

Week 2/January 14  The Components of Policy Development & Enactment I
Reading:


Week 3/January 21: The Components of Policy Development & Enactment II
Reading:


TV Assignment: Watch President Bush’s “State of the Union” Speech January 20.

** Group Project Memos & Term Paper Proposals Due **
Week 4/January 28  Federal Social Policy I: The Budget Process

Reading:


** Assignment #1/Briefing Memo Due **

Week 5/February 4  Federal Social Policy II: The Legislative Process

Reading:


Week 6/February 11  Federal Social Policy III: The Judicial Process

Reading:


**1st Budget Tracking Memo Due**

Week 7/February 18 Federal Policy IV: The Regulatory Process

Reading:


February 25 Semester Break – No Class

Week 8/March 3 Federal Policy V: Monitoring Legislation

Reading:


** 2nd Budget Tracking Due **

**Week 9/March 10 State Policy I: The Budget Process**

*Reading:*

*Brown, Brett (September 2001). *Tracking the well-being of children and youth at the state and local levels using the federal statistical system*, Washington, DC: The Urban Institute.

Finegold, Kenneth, Stephanie Schardin, and Rebecca Steinbach (March 2003). *How are states responding to fiscal stress?*, Washington, DC: The Urban Institute, 7 pp. (Class handout).


**Week 10/March 17 State Policy II: Legislation at the State Level**

*Reading:*


**Assignment #3/Legislative Testimony Due**

**Week 11/March 24 State Policy III: The State Courts & Public Policy**

**Reading:**


**Week 12/March 31 Local Policy I: City and County Budget Processes**

**Reading:**


**Group Presentations Begin**

**Week 13/April 7 Local Policy II: Local Planning and Regulation**

**Reading:**


** Final Budget Tracking Memo Due **

** Week 14/April 14 **

Local Policy III: Legislation at the Local Level

Reading:


** Week 15/April 21 **

Future Trends in Policy Development & Enactment

Reading:

** Term Papers Due **
Selected Internet Websites
(to be augmented during the semester)

1. General Statistical Data
U.S. Census Bureau:  www.census.gov

Poverty Statistics at the Census Bureau: www.census.gov/hhes/www/poverty.html

Statistical Abstract of the U.S.: www.census.gov/stat_abstract


Citynet: www.city.net

Research Engines for the Social Sciences: www.carleton.ca/~cmckie/research.html

General Social Survey: www.icpsr.umich.edu/gss/

Welfare Information Network: www.welfareinfo.org

2. Policy Analysis and Evaluation
Office of the Assistant Secretary for Planning and Evaluation Research Department:
www.aspe.os.dhhs.gov/hsp/cyp/cyplist.htm

National Association for Welfare Research and Statistics:
www.ucdata.berkeley.edu/NAWRS/index.html

Urban Institute: www.urban.org

American Public Welfare Association: www.apwa.org

Economic Policy Institute: www.epinet.org

Center on Budget and Policy Priorities: www.cbpp.org

Center for Law and Social Policy: www.epn.org/clasp.html

Families USA: www.epn.org/families

Cato Institute: www.cato.org

Empower America: www.empower.org

Institute for Research on Poverty: www.ssc.wisc.edu/irp
Brookings Institution: www.brook.edu

National Conference of State Legislators: www.ncsl.org

Agency for Health Care Policy and Research: www.ahcpr.gov

National Center for Children in Poverty: www.caip.cpmc.columbia.edu/dept/nccp

National Child Care Information Center: www.ericpos.ed.uiuc.edu/nccic/nccichome.html

Dept of HHS Central Database: www.os.dhhs.gov

Progressive Policy Institute: www.dlcppi.org

3. Legislative Information and Updates
American Public Welfare Association: www.apwa.org

National Association of Counties: www.naco.org

National Association of State Budget Officers: www.nasbo.org

Center on Budget and Policy Priorities: www.cbpp.org

Center for Law and Social Policy: www.epn.org/clasp.html

National Conference of State Legislatures: www.ncsl.org

Children’s Defense Fund: www.childrensdefense.org

Child Welfare League of America: www.cwla.org

The Library of Congress (Thomas): www.thomas.loc.gov

Department of HHS: www.os.dhhs.gov

Administration for Children and Families: www.acf.dhhs.gov

4. Organizations of State and Local Officials
National League of Cities: www.nlc.org

U.S. Conference of Mayors: www.usmayors.org/home.html

American Public Welfare Association: www.apwa.org

Council of State Governments: www.csg.org
National Association of Counties: www.naco.org
National Conference of State Legislatures: www.ncsl.org
National League of Cities: www.nlc.org
US Conference of Mayors: www.usmayors.org/home.html

5. National Research and Policy Organizations
Cato Institute: www.cato.org
Institute for Research on Poverty: www.ssc.wisc.edu/irp
Joint Center for Poverty Research: www/spc.uchicago.edu/PovertyCenter/
Brookings Institutes: www.brook.edu
Manpower Demonstration Research Corporation: www.mdrc.org
Urban Institute: www.urban.org
Hudson Institute: www.hudson.org/hudson
Heritage Foundation: www.heritage.org
American Enterprise Institute: www.aei.org
Alliance for Justice: www.afj.org/fai/nonprof.html
National Academy of Sciences: www.nas/edu/news.nsf

6. Selected Federal Agencies
Department of Health and Human Services: www.os.dhhs.gov
Administration for Children and Families: www.acf.dhhs.gov
Agency for Health Care Policy and Research: www.ahecpr.gov
National Child Care Information Center: www.ericps.ed.uiuc.edu/nccichome.html
Department of Labor: www.dol.gov
US Department of Labor Employment & Training Administration: www.doleta.gov
Office of the Assistant Secretary for Planning & Evaluation: www.aspe.os.dhhs.gov

Department of HHS Database: www.os.dhhs.gov

General Accounting Office: www.gao.gov

Administration for Children and Families Fact Sheet: www.acf.dhhs.gov/programs/opa/facts

Centers for Disease Control: www.cdc.gov

Department of Justice: www.usdoj.gov

Department of Housing & Urban Development: www.hud.gov

HUD Library Page: www.hud.gov/toolkit.html

HUD Research Site: www.huduser.org

Empowerment Zone and Enterprise Community Program: www.ezec.gov

7. Newspapers

8. Generic Search Sites
Yahoo: www.yahoo.com

Altavista: www.altavista.digital.com

Google: www.google.com

Northern Light: www.nlsearch.com

9. Social Policy and Social Services Networks
Linking the Human Services Community Online: www.handsnet.org

Electronic Policy Network: www.epn.org

The Policy Community On-Line: www.policy.com

Townhall: www.townhall.com

Contacting the Congress: www.visi.com/juan/congress

Action without Borders (volunteering): www.idealist.org
List of Nonprofits: www.nonprofits.org

Children, Youth, and Family Consortium: www.cyfc.umn.edu

AIDS Clearinghouse: www.cdcnac.org


Alcoholism and Drug Abuse Information: www.health.org

Child Prevention Network: www.child.cornell.edu

Violence and Abuse Clearinghouse: www.umn.edu/mincava

World Wide Web Resources for Social Workers: www.nyu.edu/socialwork/wwwrsw

National Association of Social Workers: www.naswdc.org

Council on Social Work Education: www.cswe.org

League of Women Voters: www.lwv.org

Michigan League of Women Voters: www.mi.lwv.org

Research Engine for the Social Sciences: www.carleton.ca/~cmckie/research.html

PRAXIS: www.ssw.upenn.edu/oth.html

Influencing State Policy (based at Virginia Commonwealth University): www.statepolicy.org/

Center for Child and Youth Policy, University of California-Berkeley: www.cssr.berkeley.edu/CCYP

10. Community Network Resources
From the UM School of Information & Library Sciences: www.sils.umich.edu/Community/Community.html

From the WWW Virtual Library: www.rmsd.com/comnet/wwwv1_comnet.html


Freenets & Community Networks from Peter Scott: www.duke.usask.ca/~scottp/free.html

**11. Social Security and Elderly Information Sites**
Social Security Administration: [www.ssa.gov](http://www.ssa.gov)

National Committee to Preserve Social Security and Medicare: [www.spry.org/nc.html](http://www.spry.org/nc.html)

Benefits: [www.benefitscheckup.org](http://www.benefitscheckup.org)

National Council of Senior Citizens: [www.ncsinc.org](http://www.ncsinc.org)

**12. Political Parties**
Democratic Party: [www.democrats.org/index.html](http://www.democrats.org/index.html)

Republican Party: [www.rnc.org](http://www.rnc.org)

Green Party: [www.greens.org](http://www.greens.org)

Libertarian Party: [www.lp.org](http://www.lp.org)

Natural Law Party: [www.natural-law.org](http://www.natural-law.org)

Socialist Party: [www.sp-usa.org](http://www.sp-usa.org)

Democratic Socialist Party: [www.dsausa.org/dsa.html](http://www.dsausa.org/dsa.html)

Social Democrats: [www.idsonline.org/sdus](http://www.idsonline.org/sdus)

Reform Party: [www.reformparty.org](http://www.reformparty.org)


**13. General Voting Relating Sites**
Project Vote Smart: [www.vote-smart.org](http://www.vote-smart.org)

E-The People: [www.e-thepeople.com](http://www.e-thepeople.com)

Democracy Net: [www.dnet.org](http://www.dnet.org)

Web, White & Blue 2004: [www.webwhiteblue.org](http://www.webwhiteblue.org)


League of Women Voters: [www.lwv.org](http://www.lwv.org)
14. **Other Health Issues**
Initiative to Eliminate Racial & Ethnic Disparities in Health: [www.raceandhealth.hhs.gov](http://www.raceandhealth.hhs.gov)

15. **Criminal Justice**
FBI Crime Reports: [www.fbi.gov/ucrpress.htm](http://www.fbi.gov/ucrpress.htm)

16. **Political Commentary**
TomPaine.Com: [www.tompaine.com](http://www.tompaine.com)

The Progressive: [www.progressive.org](http://www.progressive.org)

Eat the State: [www.earthstate.org](http://www.earthstate.org)

Grassroots.com: [www.grassroots.com](http://www.grassroots.com)

The Nation: [www.thenation.com](http://www.thenation.com)

Gallup Poll: [www.gallup.com](http://www.gallup.com)

17. **Reproductive Rights**
Planned Parenthood Affiliates of Michigan: [www.miplannedparenthood.org](http://www.miplannedparenthood.org)

Planned Parenthood Federation of America: [www.plannedparenthood.org](http://www.plannedparenthood.org)

The Alan Guttmacher Institute: [www.agi-usa.org](http://www.agi-usa.org)

18. **Legal Cases**
Jenkins: [www.jenkinslaw.org](http://www.jenkinslaw.org)

19. **Comprehensive Sites**

How to Effectively Locate Federal Government Information: [www.library.ucsb.edu/universe/dedecker.html](http://www.library.ucsb.edu/universe/dedecker.html)

FedWorld: [www.fedworld.gov](http://www.fedworld.gov)


U.S. Census Bureau: [www.venus.census.gov/cdrom/lookup](http://www.venus.census.gov/cdrom/lookup)
20. Regulations
National Archives and Records Administration: www.access.gpo.gov/nara/cfr/cfr-table-search.html

National Center for Children in Poverty:
www.cpmcnet.columbia.edu/dept/nccp/roleCDC.html

21. State of Michigan Sites
State of Michigan: www.michigan.gov/

Michigan House of Representatives: www.house.state.mi.us/

Michigan Senate: www.senate.state.mi.us/

Michigan Legislature: www.michiganlegislature.org/

Michigan Legislative Council: www.milegislativecouncil.org/

Library of Michigan: www.libofmich.lib.mi.us/

22. General U.S. Government Sites

The White House: www.whitehouse.gov/

U.S. Senate: www.senate.gov

U.S. House of Representatives: www.house.gov/

Library of Congress: www.loc.gov/