

## POLICY GLOSSARY

**AGENDA SETTING** [ or ISSUE IDENTIFICATION]: an issue or problem becomes part of the public agenda by being recognized and addressed by a governmental agency (Palumbo, 1994, p. 21; Friedman, 1999). Agenda setting is the first stage in the *policy cycle*.

**BACKWARD MAPPING:** a process for developing policy that begins with a statement of a specific behavior at the lowest level of the implementation process that generates the need for a policy; this approach assumes that the closer one is to the source of the problem, the greater one's ability to influence the problem (Elmore, 1979/80 in Friedman, 1999). This process acknowledges that it is often the day-to-day decisions of direct service providers, the routines they establish, and the devices they invent to cope with uncertainties that effectively become public policy (Lipsky, 1980 in Palumbo, 1994, p. 21).

**CAPACITY-BUILDING:** provides information, training, education, or other resources to enable people to carry out the desired policy implementation activity (Palumbo, 1994, p. 66); the conditional transfer of money to individuals or agencies for the purpose of investment in future human, intellectual, or material sources (Friedman, 1999). Capacity-building is considered a *policy instrument*.

**FORWARD MAPPING:** a process for developing policy that begins at the top of the hierarchy with a clear statement of intent, and then proceeds downward through an organization or system to define what must occur at each level, to outline the necessary rules and actions, and to allocate responsibilities for implementing units (Elmore, 1979/80 in Friedman, 1999).

**IMPLEMENTATION GAP:** the difficulties that federal and state agencies face in obtaining compliance with their policy prescriptions by lower levels of government (Friedman, 1999).

**INCENTIVES** [or INDUCEMENTS]: tangible payoffs or sanctions; transfers of money to individuals and/or agencies on a conditional basis in return for the performance of certain actions (Friedman, 1999; Palumbo, 1994, p. 66). Incentives are considered *policy instruments*.

**INDUCEMENTS** [or INCENTIVES]: tangible payoffs or sanctions; transfers of money to individuals and/or agencies on a conditional basis in return for the performance

of certain actions (Friedman, 1999; Palumbo, 1994, p. 66). Inducements are considered *policy instruments*.

**ISSUE IDENTIFICATION** [or AGENDA SETTING]: an issue or problem becomes part of the public agenda by being recognized and addressed by a governmental agency (Palumbo, 1994, p. 21; Friedman, 1999).

**LAW** [or STATUTES]: the specific acts passed by legislatures in pursuance of public policy (Palumbo, 1994, p. 10).

**MANDATES**: rules governing the behaviors of individuals and agencies intended to achieve goals by requiring compliance (Friedman, 1999). Mandates are considered *policy instruments*.

**MODIFICATION**: after a policy has been implemented for a period of time, it may be revised based on the results of implementation (Friedman, 1999). Modification is a stage in the *policy cycle*.

**POLICY ANALYSIS**: the process of employing analytical techniques, typically prior to making decisions about a particular policy, in order to find the most efficient approach to maximize agency goals and objectives (Palumbo, 1994, p. 25).

**POLICY CYCLE** [or POLICY DEVELOPMENT]: a complex, interactive process that leads to the making of policy, often described using the following stages or components: 1) agenda setting/issue identification, 2) policy formulation, 3) implementation, 4) evaluation, 5) modification and/or termination (Palumbo, 1994, p.20-21; Friedman, 1999).

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**POLICY EVALUATION**: the impact of the policy and the processes by which it is being implemented are evaluated (Palumbo, 1994, p. 20). Evaluation is the fourth stage of the *policy cycle*.

**POLICY FORMULATION**: the issue or problem to be addressed is defined, interests

are aggregated in support or opposition to it, and a particular approach to solving the problem is adopted (Palumbo, 1994, p. 20, 66). Policy formulation is the second stage of the *policy cycle*.

**POLICY IMPLEMENTATION:** policies are translated into programs and are administered and managed, thereby beginning a process of interaction between a stated policy and the actions geared toward achieving it (Palumbo, 1994, p. 26, 101). Implementation is the third stage of the *policy cycle*.

**POLICY INSTRUMENTS:** tools, approaches, or strategies used by government in implementing policy, i.e., mandates, incentives or inducements, capacity-building, and system-change (Elmore, 1987 in Friedman, 1999).

**PUBLIC POLICY:** the strategies undertaken by governmental agencies to solve public problems (Palumbo, 1994, p. 11); “authoritative decisions that are made in the legislative, executive, or judicial branches of government” that are intended to direct or influence the actions, behaviors, or decisions of others (Longest, 1998, p. 4 in Friedman, 1999).

**STATUTE [or LAW]:** the specific acts passed by legislatures in pursuance of public policy (Palumbo, 1994, p. 10).

**SYSTEM-CHANGE:** the transfer of authority among individuals and agencies in order to alter the system by which services are delivered (Friedman, 1999). System-change is a *policy instrument*.

**TERMINATION:** a policy is removed because of loss of support, because it is not achieving its intended goals, or because it costs too much (Palumbo, 1994, p. 20). Termination may be the final stage of the *policy cycle*.