1. **What is the current ethical issue or concern at hand?**
2. **What are the facts of the current issue or concern?**
   1. What happened?
   2. When?
   3. Who is involved?
   4. Why is it a concern?
   5. How will all parties be affected by it?
      1. Person Receiving Support
      2. Family or Guardians
      3. Service Provider
      4. Support Staff
3. **How is the problem influenced by the CVCDA code of ethics?**
   1. Core Values?
   2. Policies and Procedures?
4. **How is the problem influenced by your own professional code of ethics?**
5. **Are there any discrepancies between the codes of ethics?**
6. **Have supervising staff been consulted (if needed: Program Manager, Director, Ethics Committee)?**
7. **What are the alternatives?**
   1. Who will decide the alternatives?
   2. Can a choice of alternatives be presented?
8. **Propose and Test Resolutions!**
   1. Conduct a meeting to propose resolutions.
   2. Implement resolutions.
   3. Monitor resolutions (include data and summaries when possible).
   4. Revise resolutions if needed.