
1. Identify the ethical issues, including the social work values and ethics that conflict.

2. Identify the individuals, groups, and organizations that are likely to be affected by the ethical decision.

3. Tentatively identify all possible courses of action and the participants involved in each, along with possible benefits and risks for each.

4. Thoroughly examine the reasons in favor of and opposed to each possible course of action, considering relevant (a) ethical theories, principles, and guidelines; (b) codes of ethics and legal principles; (c) social work practice theory and principles; and (d) personal values (including religious, cultural, and ethnic values and political ideology).

5. Consult with colleagues and appropriate experts (such as agency staff, supervisors, agency administrators, attorneys, ethics scholars, and ethics committees).

6. Make the decision and document the decision-making process.

7. Monitor, evaluate, and document the decision.