IES **Institute of Education Sciences**

Materials to Support the Implementation of the Handle With Care (HWC) Program in Schools

The Regional Educational Laboratory (REL) Appalachia Cross-State Partnership on Using Data and Evidence to Facilitate Action developed a portfolio of materials to support the implementation and monitoring of the HWC program. The table below provides links to the materials and identifies each product's file format, purpose, and target audience.

Materials	Format	Purpose	Audience
HWC School Counselor Workbook	Excel file	The HWC School Counselor Workbook supports school counselors to document and monitor interactions with students identified for HWC support.	School counselors in schools implementing HWC
HWC School Counselor Workbook	PDF file	The HWC School Counselor Workbook supports school counselors to document and monitor interactions with students identified for HWC support. This is a Word version of the HWC School Counselor Workbook Excel file.	School counselors in schools implementing HWC
HWC Data Lead Workbook	Excel file	The HWC Data Lead Workbook supports designated school staff to document and monitor HWC implementation and student outcome data.	HWC data leads
Using Data to Support Program Improvement: A Guide for Monitoring HWC in Schools (the *Guide*)	PDF file	The *Guide* supports HWC school teams to monitor program implementation and student outcome data (attendance, behavior, and academic achievement). The *Guide* includes instructions on how to use the HWC School Counselor and HWC Data Lead Workbooks.	HWC school team members and other educators and stakeholders interested in learning about HWC implementation and the available supporting materials
Discussion Guide for Teachers	PDF file	The Discussion Guide for Teachers supports the HWC teacher liaison to gather and document key points about program implementation and	HWC teacher liaisons and other HWC school team members

Materials	Format	Purpose	Audience
		suggestions for improvement from colleagues who teach students identified for HWC support.	
HWC School Team Data Review Meeting Discussion Guide	PDF file	The Data Review Meeting Discussion Guide supports the HWC school team to reflect on strengths and weaknesses of program implementation, identify priorities for improvement, and plan for next steps.	HWC school team facilitator and other HWC school team members
Using Data to Monitor and Improve Handle With Care in Schools	PDF infographic	The two-page infographic provides information about what the HWC program is, what resources are available to support schools with program implementation, and how implementing the program and using the accompanying materials can support schools.	Individuals interested in learning more about HWC implementation and data monitoring within communities and schools
Introducing New Handle With Care Program Materials: Monitoring Implementation and Student Outcomes in Schools	Webinar	The 30-minute webinar provides an overview of the HWC materials and aims to enhance educators' ability to use data for decisionmaking related to the HWC program.	Individuals who work in schools, district or state education agencies, community agencies, and other organizations that support children impacted by trauma
Implementing Handle With Care: A Data-Driven Approach	Video	The 15-minute video provides information about what the HWC program is, what resources are available to support schools with program implementation, and how implementing the program and using the accompanying materials can support schools and the students they serve.	Educators and leaders in schools and districts who implement or are interested in implementing HWC
Monitoring Handle With Care (HWC) Implementation and Student Outcome Data (PowerPoint) PDF format	PDF, PowerPoint	The training slide deck is for anyone tasked with training educators in districts or schools that have adopted the HWC program. It provides trainers and trainees with information about the HWC materials and processes to support HWC implementation and data monitoring.	State, district, and/or school leaders who train local educators on HWC implementation and data monitoring