

OhioHWC Implementation Outline



1. Initial Consultation/Consultation & Resources
2. County Partners Meeting
3. Training of Trainers
4. All School Staff & First Responder Trainings
5. Launch – Notices & First Responder Visits, On-site Counseling Services
6. Continuity: Ongoing Partners Meetings, Data Reporting & Consultation

INITIAL CONSULTATION/CONSULTATION & RESOURCES: Virtual Consultation Meetings between Coordinators and OhioHWC are required. The goal of all consultation meetings is to provide OhioHWC Coordinators with information, clarity, and support regarding each step of implementation with fidelity. Any person interested in coordinating HWC in their county/district will attend a one-hour Initial Consultation Meeting. The model of fidelity, steps of implementation, role of HWC Coordinator(s), and available resources will be discussed. Additional consultation meetings are required between each phase of implementation: prior to the Partners Meeting, prior to the Training of Trainers, during the All Staff Training Phase, prior to launch, and as needed while the program is Active. Each required consultation meeting is approximately one hour. Additional consultation meetings can occur as needed and range from fifteen minutes to hours-long.

OhioHWC provides all required materials, HWC Leaders/Coordinators are given access via a shared Google Folder. Materials provided include resources for introducing the program, PowerPoints for each of the required trainings, forms and outlines needed to plan program launch and First Responder Visits, and more! Materials are provided through each phase of the process in alignment with the consultation meetings.

PARTNERS MEETING: This 60-minute meeting serves to introduce the HWC model to community leaders from cross-systems agencies throughout a county. OhioHWC does require that the Partners Meeting be a county-wide opportunity, although communities within a county can move forward with/without countywide participation after the initial meeting; this is one of the factors that HWC Coordinators will manage along with county and community partners. Goals of the Partners Meeting include providing community leaders with an understanding of the OhioHWC Model and Portal, gaining commitment to move forward, discussions regarding First Responder Visits, and training preferences. Partners Meetings also serve as an opportunity to recruit additional HWC leaders, trainers, and champions.

- Local cross-systems leadership jointly attend a one-hour presentation providing an overview of the program and implementation. Leaders/Agencies commit to moving forward, becoming program Partners.
- Partners Meetings must include school and First Responder leadership, specifically Superintendents, Principals, school social workers, Sheriff, Police and Fire Chiefs, and School Resource Officers. OhioHWC programs also include other key Partners: Family & Children First Councils; Educational Service Centers; community mental health providers; juvenile courts; Alcohol, Drug Addiction, and Mental Health Services Boards; victim advocacy programs; Emergency Management Agencies; Health Departments; Prevention programs; Health Departments; community programs; parent organizations, etc.
- Team/Agency HWC Leaders: OhioHWC encourages all partnering agencies designate a person who will serve as the representatives/leader for their discipline. The Team/Agency HWC Leader will act as a liaison between their discipline/agency and the county/community HWC Coordinator.

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TRAINING OF TRAINERS: This is required for any person intending to provide the required training for school staff and/or first responders. Any person planning to train school staff is required to attend a 1 hour Training of Trainers. Any person planning to train First Responders only, attends the first 30 minutes of the Training of Trainers. The goal is equipping trainers with a thorough understanding of the model and ability to train colleagues to apply the model in their professional roles. The OhioHWC Lead facilitates the Training of Trainers, in coordination with local HWC Coordinator(s), scheduling must be coordinated and all needed materials are provided by OhioHWC.

ALL SCHOOL STAFF & FIRST RESPONDER TRAININGS: These trainings provide staff on the ground level with an understanding of *why and how to handle with care*, from either the school or First Responder perspective. Teachers/Certified Staff attend a 30-60 minute training covering trauma-informed responses to HWC notices; Classified Staff can be trained in as little as 15 minutes. Some schools may be eligible for a condensed Certified Staff training of 30 minutes, County Coordinators will discuss available options and requirements. For First Responders, the 15 minute training covers how/why to send the notices, shares opportunities for visiting the schools, and includes tips practicing trauma informed care during their school visits.

LAUNCH: After school staff and first responders are trained, school teams First Responders are given access to the OhioHWC Portal, HWC Coordinators will facilitate program launch. Launch protocol includes a Partners update, launch handouts to all trained staff, and press/media coverage. Within 4-6 weeks of launch, Coordinators collaborate with school/district leadership to confirm First Responder Visits schedule and communicate with participating First Responders. All required materials are provided, including staff handouts and press releases.

CONTINUITY: ONGOING PARTNERS MEETINGS, DATA REPORTING & CONSULTATION: HWC Coordinators will invite local Partners, Trainers, & Champions to ongoing Partners Meetings for troubleshooting, sharing successes, and any program updates twice each year. Coordinators will initiate Back-to-School Protocol each year, maintain communication with Partners as needed, manage publicity, attend at least 2 Community of Practice Meetings each year (group consultation) and maintain collaboration/communication with OhioHWC. Ongoing 1:1 Consultation may be necessary to preserve program fidelity and status. Data reporting is managed through the OhioHWC Portal, local HWC Coordinators manage their county/district profile on the OhioHWC Portal.

Thank you for your interest in bringing Handle With Care to your community! *Fidelity & Flexibility:* Ohio Handle With Care utilizes a standardized approach to the program's implementation to ensure we maintain fidelity of the program while also allowing for flexibility in respect to the strengths of each community. All Ohio programs are required to work in collaboration with Ohio Handle With Care.

Visit [OhioHWC.org](https://ohiohwc.org) to learn more!

Email handlewithcare@hopewellhealth.org to get started!