Introducing New Handle With Care Program Materials:
Monitoring Implementation and Student Outcomes in Schools

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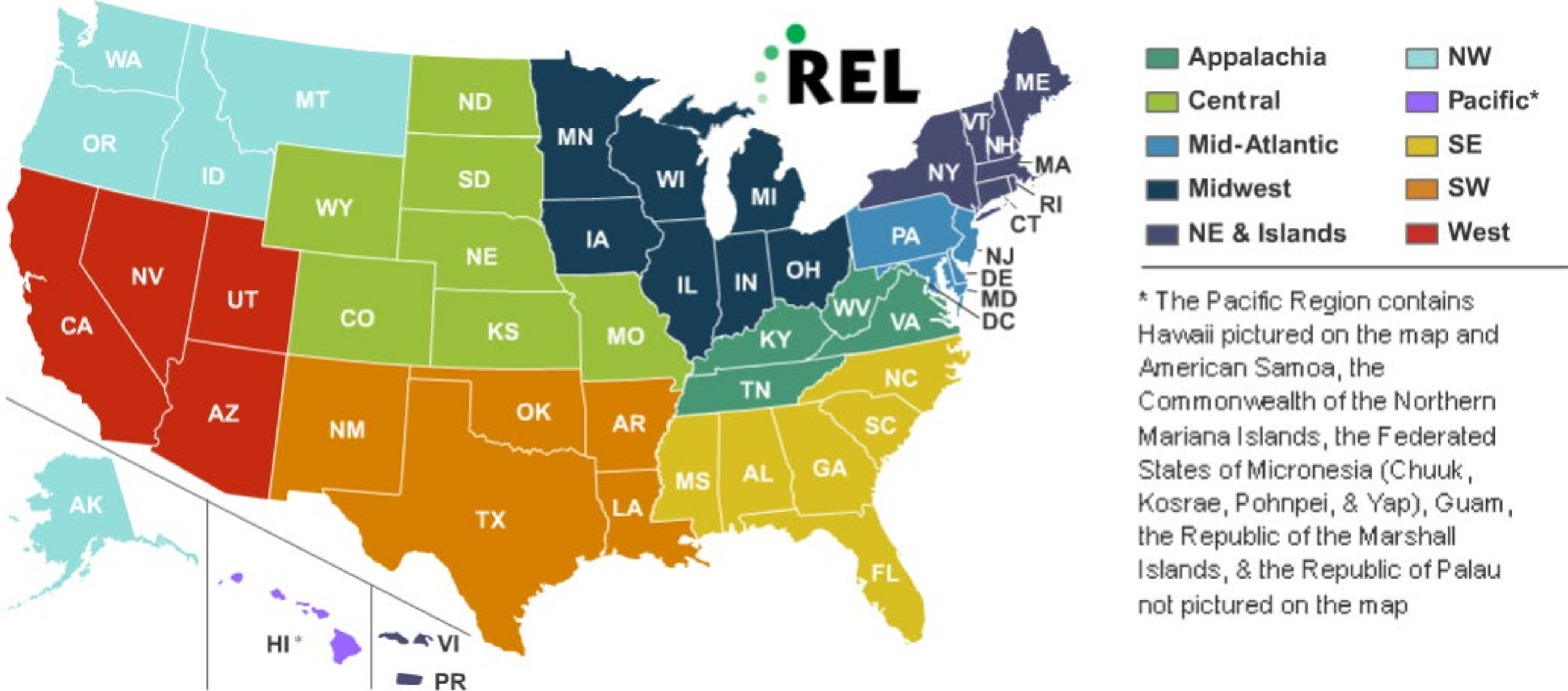# Welcome, Introductions, and Session Overview

Meet the facilitators
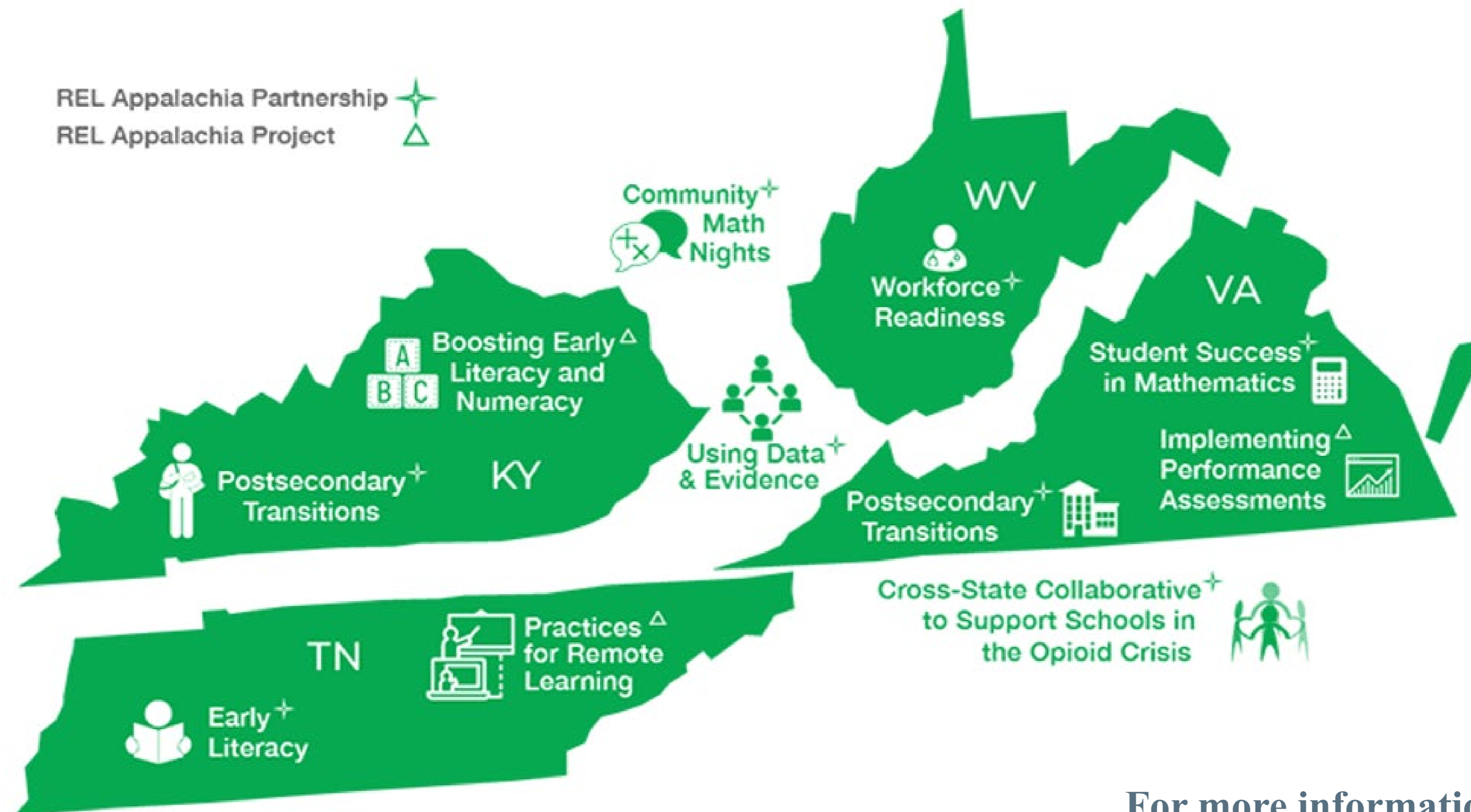
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Objectives

Participants will understand:

- How to apply a continuous improvement approach to using data for decisionmaking while implementing HWC.

- The value of using the new materials – *Using Data to Support Program Improvement: A Guide for Monitoring HWC in Schools* (the *Guide*) and two HWC Excel workbooks – to monitor implementation and student outcome data.

Agenda

- Welcome, introductions, and session overview
- Handle With Care (HWC) program overview
- Using data for continuous improvement in the HWC program
- Practice reviewing HWC data and using the new HWC materials
- Recap, next steps, and questions

Tell us who is in the audience!

Complete the poll to share your role:

- An educator

- A law enforcement officer

- An emergency services provider

- A social services provider

- Other? (if so, what is your role?)

What brings you here today?

Handle With Care Program Overview

HWC theory of change

HWC is a school-community partnership program founded in 2013 to help ensure that children exposed to trauma in their home, school, or community receive appropriate support to help them achieve academically.

If local law enforcement, emergency management services, and fire departments notify school staff when a student is present at the scene of any incident, and

If school staff have training and resources to recognize and support symptoms of trauma in students they serve,

Then they can identify students who need interventions and provide appropriate supports or refer them to mental health services,

Thus, improving students' behavioral, social-emotional, and academic outcomes.

Using Data for Continuous Improvement in the HWC Program

Focusing on data

"Without data, you're just another person with an opinion."

-Edwards Deming, Statistician

For all our students

Why study implementation?

- Programs may fail to achieve intended outcomes because of:
  - Poor design
  - Lack of adequate training and ongoing support
  - Weak implementation
  - Failure to plan
- Examining the measures of implementation and student outcomes can:
  - Help identify the factors that contribute to the success or failure of a program
  - Allow for mid-course corrections

What types of data will HWC school teams monitor?

- HWC school teams will consistently monitor two types of data related to HWC.

Implementation Data	**Student Outcome Data**
Information to determine how teachers and other school staff carry out the HWC program	Information on educational objectives including attendance, school behavior, and academic achievement

- Monitoring HWC data will help school teams, leaders, and teachers to:
  - Identify trends over time
  - Assess the capacity of school staff to respond to student needs and plan for improvements
  - Ensure supports are in place to help students succeed
  - Determine areas where school leaders and staff need professional development, if any.

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Newly developed HWC program materials

- ***Using Data to Support Program Improvement: A Guide for Monitoring HWC in Schools* (The *Guide*)**
  - Recommends processes for conducting program improvement
  - Provides overview, instructions, protocols, and examples

- **HWC School Counselor Workbook (or Word document)**
  - Documents and monitors interactions of school counselors and other mental health specialists with students identified for HWC support
  - Summarizes data to share with the HWC data lead

- **HWC Data Lead Workbook**
  - Documents and monitors HWC implementation and student outcomes
  - Customizes tables and graphs to visualize data

More new HWC program materials

- Infographic

- Video

- Zoom Supplement (for West Virginia users only)

- Generic PowerPoint presentation for training district and school teams to use the materials (forthcoming by December 2021)

The *Guide:* Overview and key questions

- The *Guide* supports school teams to monitor implementation and student outcome data that can inform improvements to HWC program implementation.

- It contains an overview of using data to inform program improvement, including a list of key questions educators can answer after using the new materials.

The *Guide*: HWC implementation and data monitoring process

HWC school teams use this 5-step process to:

- Implement the program as intended.
- Identify trends in HWC notices and select student outcomes.
- Potentially increase school staff's overall responsiveness to the needs of students who may experience trauma.
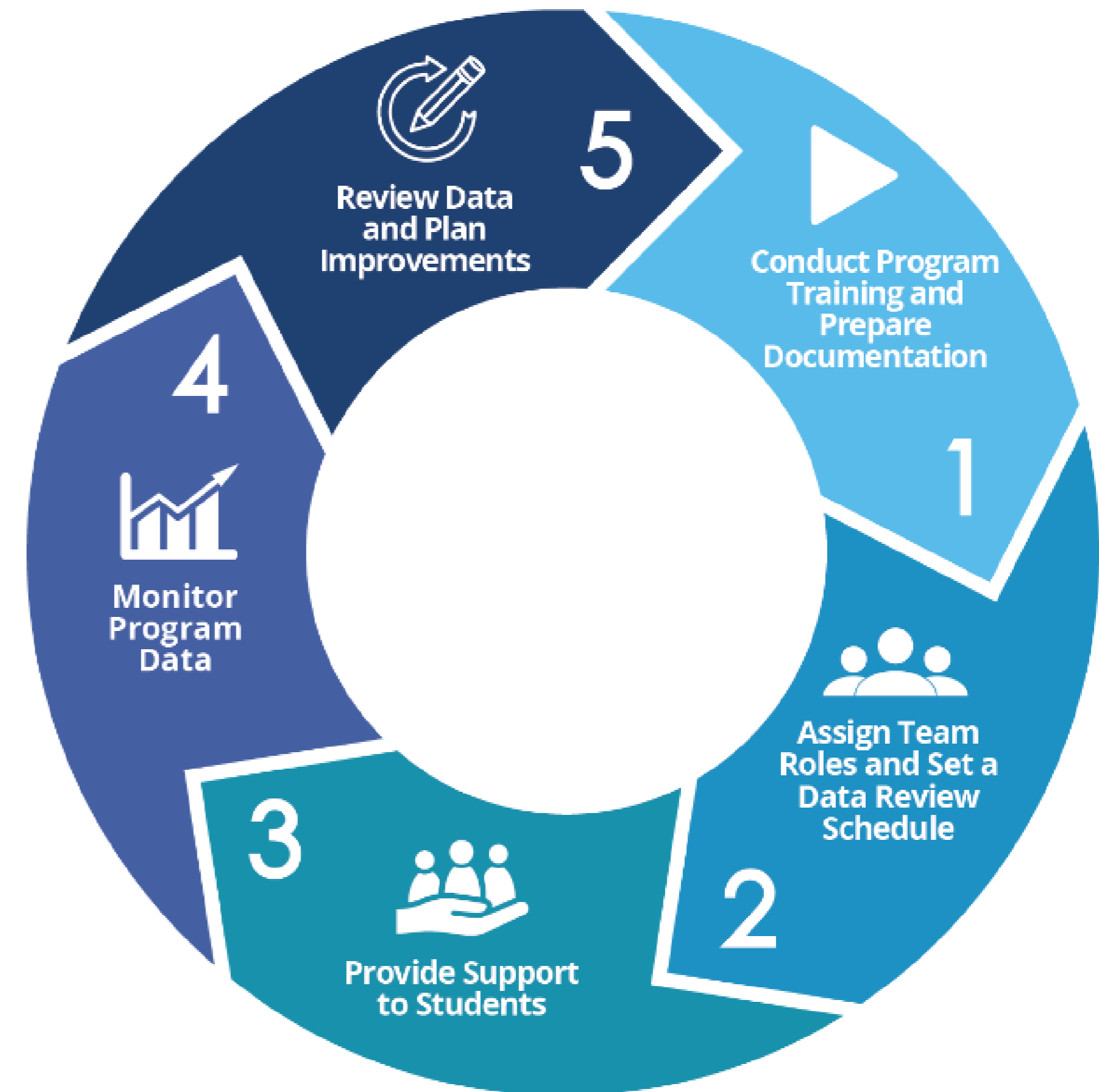
The *Guide*: Creating an HWC school team

HWC school team roles:

- Data lead
- Meeting facilitator
- Meeting notetaker
- Teacher liaison
- School counselor
- Team member

The *Guide:* Appendices that provide instructions and discussion guides

- **A**: School-level Logic Model for HWC

- **B**: Discussion Guide for Teachers

- **C**: Example Data Review Schedules

- **D**: Additional Resources for Educators on How to Support Students Experiencing Trauma

- **E**: Guidance for Monitoring Student Achievement Data

- **F**: HWC School Counselor Workbook Instructions

- **G**: HWC Monitoring Sheet for School Counselors

- **H**: HWC Data Lead Workbook Instructions

- **I**: HWC School Team Data Review Meeting Discussion Guide

- **J**: HWC Glossary
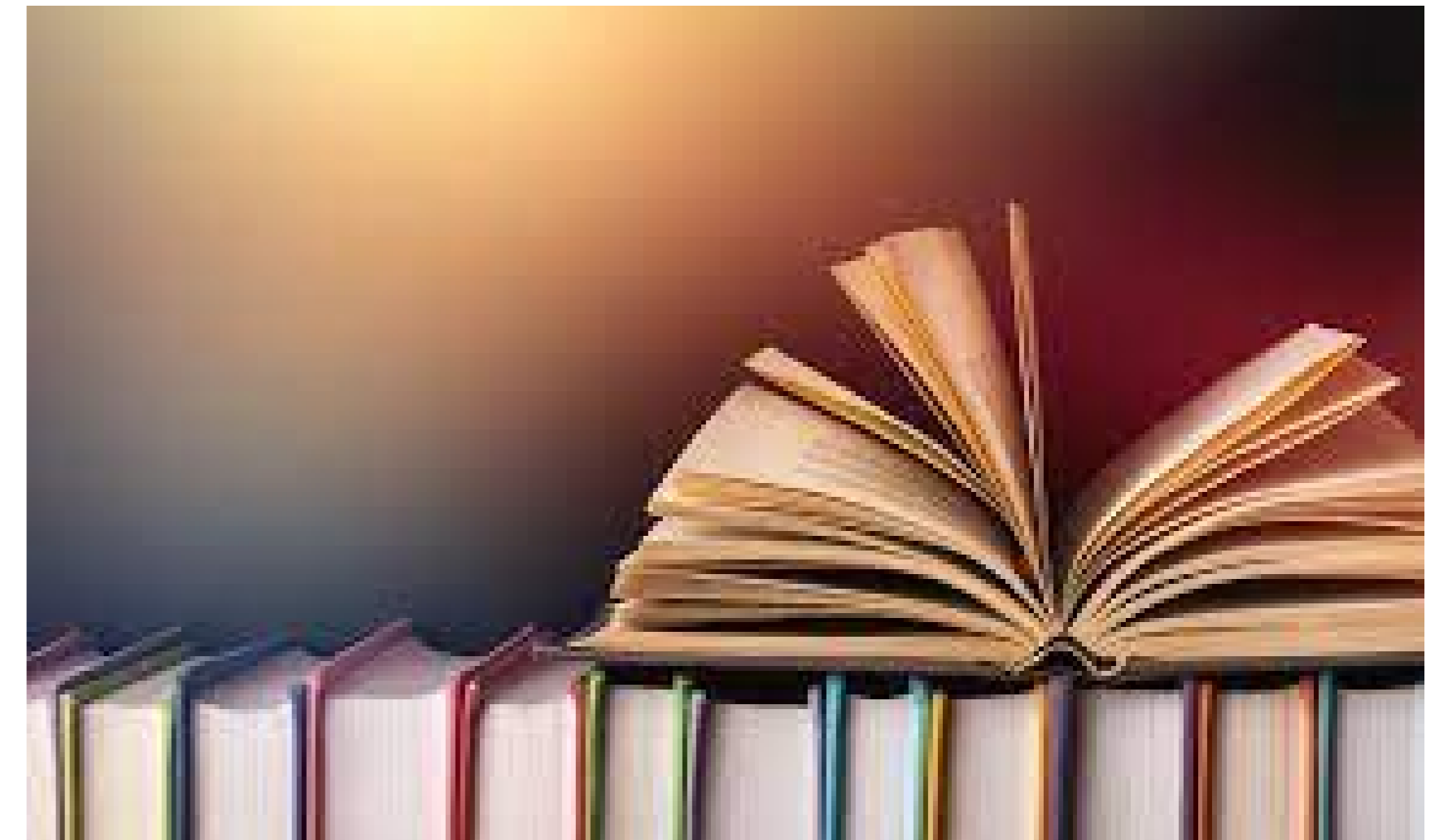
The *Guide*: Helpful discussion guides

Teacher Discussion Guide (Appendix B)

- Uses systematic approach for gathering teacher input about implementing HWC
- Informs discussion at HWC school team meetings

Data Review Meeting Discussion Guide (Appendix I)

- Uses systematic approach for examining HWC data and student outcome data
- Informs how teams review, reflect, and plan
- Requires staff assigned to three key roles: facilitator, note taker, and data lead

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How to use the Data Review Meeting Discussion Guide

Cycle: _____ [Enter *Month/Day/Year* to *Month/Day/Year*]

Date: _____

Meeting Attendees:

_____

Facilitator: _____ Note Taker: _____

Data Lead: _____

Part 1. Reflection

Instructions: Use output from the **Implementation Data Dashboard** and **Student Outcome Data Dashboard** tabs in the HWC Data Lead Workbook and information gathered from school counselors, educators, and other staff to ground your discussion, and answer the questions in the table below. When reflecting on the questions, consider the actions your team took to improve HWC implementation from the preceding cycle.

Key Questions and Responses	Related Sub-questions*	What worked well?	What could be improved?
Program Requirements			
1. Are there any program set-up requirements that remain unmet, such as having all staff trained, and having all documentation in place? Which program requirements are hard to adhere to and remain unmet?	If there are unmet program requirements, what can we do to ensure that we meet them as soon as possible? Which of the unmet program requirements is the highest priority?		
Trends in HWC Notices from Law Enforcement, EMS, and Fire Department			

Monitoring HWC data for three student groups

Cycle HWC Group

The subset of students identified for HWC support in a given cycle (month)

Cumulative HWC Group

The subset of students identified for HWC support over the course of the school year

Schoolwide Group

ALL students in the school, including students identified for HWC support

Questions?

Practice Reviewing HWC Data and Using the New HWC Materials

Let's practice!

- Today you will have a chance to use some of the materials we just introduced you to.*
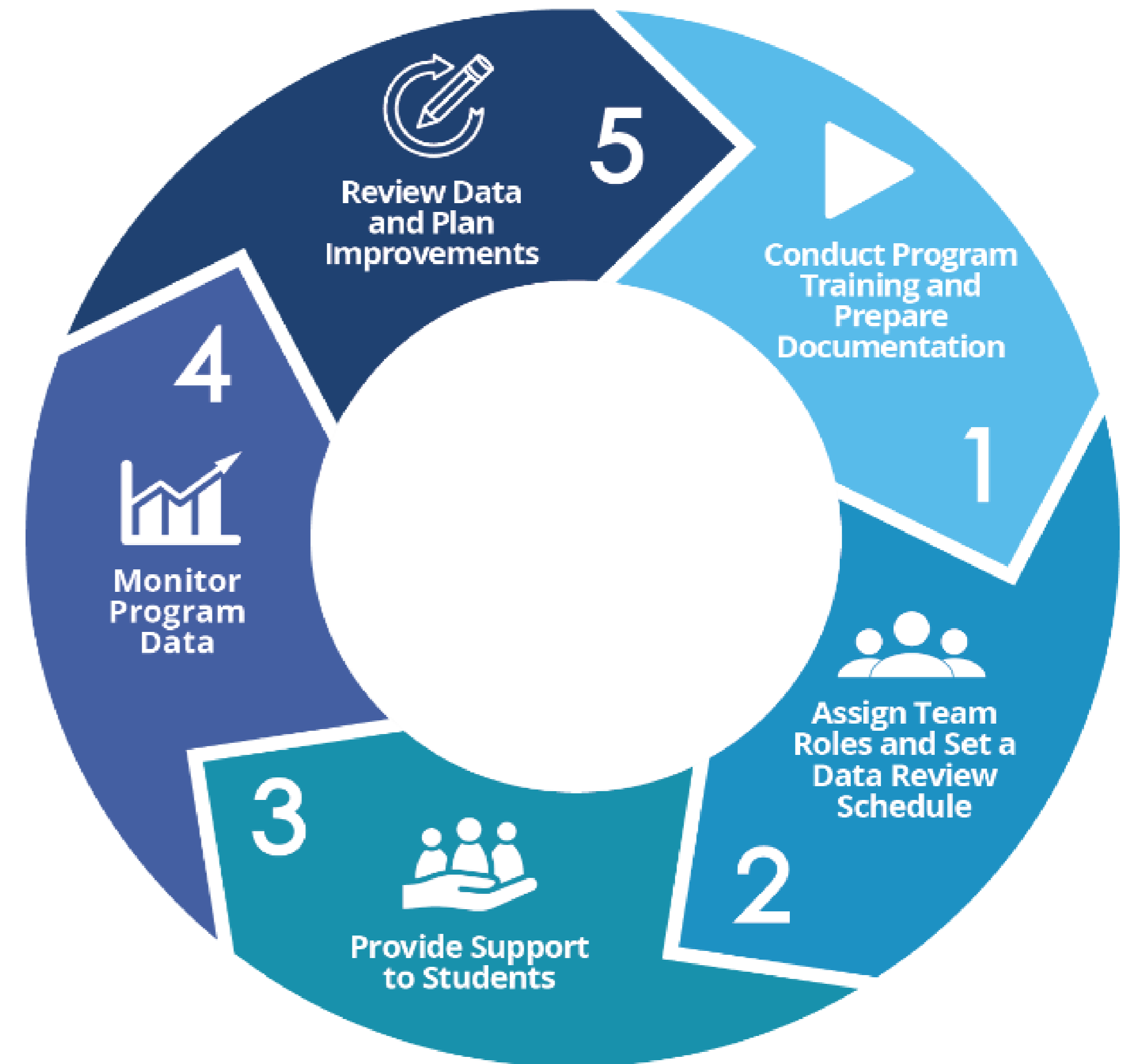
*The materials for this activity were adapted from training resources developed for the HWC implementation project funded by the Office of Juvenile Justice and Delinquency Prevention.

Let's practice! (continued)

1. In breakout rooms of 4-6, form a HWC school team.
2. Review Handout 1. Pay special attention to the highlighted items (2, 5, 7, 10, 11).
3. Read the mock data scenario in Handout 2 and answer the questions as a group.
4. Return to Handout 1 and review the highlighted items, and Part 2.
5. Select a representative from your HWC school team to share out the group's experience.

Group discussion

- How might the process of monitoring implementation and student outcomes lead to program improvement in this scenario?

- What actions could the HWC school team take based on the data?

- Are there any data the HWC school team should pay particular attention to during the next data review cycle?

Questions?

Recap, Next Steps, and Questions

Recap: Handle With Care implementation support materials

Recap: 5-step process

Adopt today!

To learn more:

Check out the Handle With Care website:
http://handlewithcarewv.org/

Contact Andrea Darr, Director, West Virginia Center for Children's Justice
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Questions?

For our growth

We appreciate your feedback as we continue to improve our work
to meet your needs!

Please share your feedback at:
https://sri.co1.qualtrics.com/jfe/form/SV_3awNgH2J9cIj7aC

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