

Handle with Care Implementation Plan



This document is intended to guide Handle with Care stakeholder teams while planning the implementation of a new Handle with Care program.

Team Members

Lead Contact:

Law Enforcement:

School Personnel:

Mental Health Provider:

Additional Stakeholder(s):

Action	Assigned for	Due date
Start the Conversation		
Identify community contacts for the participating school district, local law enforcement agency, fire department, EMS and mental health agencies.	Lead contact	
Educate contacts on the Handle with Care program and how it helps children succeed.	Lead contact	
Collect commitment documentation from partner organizations (memorandum of understanding (MOU), letter of support, etc.)	Each member	
Create a Group and a Vision		
Set a regular meeting time (at least monthly).	Full team	
Establish general roles and responsibilities for each organization and contact.	Full team	
Determine how to measure program success, and set program goals.	Full team	
Establish Notification Flow		
Establish the general notification flow for the HWC Care program.	Full team	
Identify who will be responsible at each step of the process.	Full team	
Identify the necessary tools needed to ensure that notification flow is successful.	Full team	
Create any forms/documents needed for your flow.	Full team	
Consider how the notification flow will be monitored to track goals of the program.	Full team	
Work within your organization to create or modify any policies, procedures and forms that may be impacted by the HWC program.	Each member	
Confirm organizational commitment to implement the flow.	Each member	

Action	Assigned for	Due date
Implement the Program and Train Key Personnel		
Communicate with your organization's staff members about the HWC program, the notification flow and the goals of the program.	Each member	
Set up monitoring processes to track the HWC team's goals.	Full team	
Work with ACES Indiana Coalition to train your organization's key personnel in ACEs and trauma.	Each member	
Train your organization's staff members in how to use the new policies, procedures and forms to implement the HWC program.	Each member	
Add relevant information about the HWC program to new employee orientation resources.	Each member	
Promote and Monitor the Program		
Inform your organization's staff members of the HWC program through staff meetings, communications, etc.	Each member	
Inform your organization's stakeholders (families, greater community, etc.) about the HWC program and goals.	Each member	
Review program data to track goal progress.	Full team	
Review data to adjust program promotion.	Full team	
On-site Counseling		
Develop a contract with an out-of-school counseling service that can provide on-site therapy when needed (MOU).	Lead agency	
Media		
Inform parents and the greater community about the HWC the program and how it benefits the community.	Full team	
Legal		
Consult with school legal team to ensure that the notification process outlined meets all state and federal laws (e.g., school lawyer, city lawyer)	Lead agency	

For more information on Handle with Care, visit
[IN.gov/health/cfr/handle-with-care](https://www.in.gov/health/cfr/handle-with-care)

