

## Washington State Children’s Administration Intake Referral Coordination With Washington State Federally Recognized Tribes

1. What is my role with contacting and coordinating with Washington State federally recognized Tribes when there is a case involving a family that is or may be affiliated with a Tribe?

CPS Intake Response Type	Intake Staff	After Hours Field Response Staff	Local DCFS/DLR Office
CPS Investigation - Emergent Response (24 hour)	<p>Initiates contact (e.g., email, call, fax, etc.) with the Tribe(s) associated with the emergent intake per <a href="#">Washington State Tribes Intake Referral and After Hours Contact Information link</a>. Contact WA State Tribe(s) as a collateral contact prior to making intake decision. Document the contact or attempts in the ICW section within the CA intake.</p> <p>Notifies After Hours Supervisor of the emergent intake and the need for coordination per the Tribe(s), <a href="#">Washington State Tribes Intake Referral and After Hours Contact Information link</a>.</p>	<p>Contacts Tribe(s) for coordination of response on the emergent intake, using the <a href="#">Washington State Tribes Intake Referral and After Hours Contact Information link</a>.</p>	<p>Makes follow-up contact with the Tribe(s) on the emergent intake, if requested.</p>
CPS Investigation - Non Emergent (72 hour) Response CPS FAR Response - Non Emergent (72 hour) Response	<p>Contact WA State Tribe(s) as a collateral contact prior to making intake decision. Document the contact or attempts in the ICW section within the CA intake.</p>		<p><i>Reviews, verifies and makes final screening decision.</i></p> <p>Initiates contact with Tribe(s) using the <a href="#">Washington State Tribes Intake Referral and After Hours Contact Information link</a>. Sends intake to Tribe(s) Coordinates response with Tribe(s)</p>
Information Only/ Screened Out	<p>Contact WA State Tribe(s) as a collateral contact prior to making intake decision. Document the contact or attempts in the ICW section within the CA intake.</p>		<p><i>Reviews and verifies final screening decision.</i></p> <p>Sends intake to Tribe(s) using the <a href="#">Washington State Tribes Intake Referral and After Hours Contact Information link</a>.</p>

If the initial screening decision is changed by the local office, the final screening decision follows the guidance outlined above as in regards to contact and coordination expectations with the Tribe(s).

2. Where do I locate the current list of Tribes and special requirements to contact and coordinate with Tribes?

**Step 1:** A current list of Tribes is located on the CA intranet under “Programs” - “Indian Child Welfare” at this link:

<http://ca.dshs.wa.gov/intranet/programs/icw.asp>

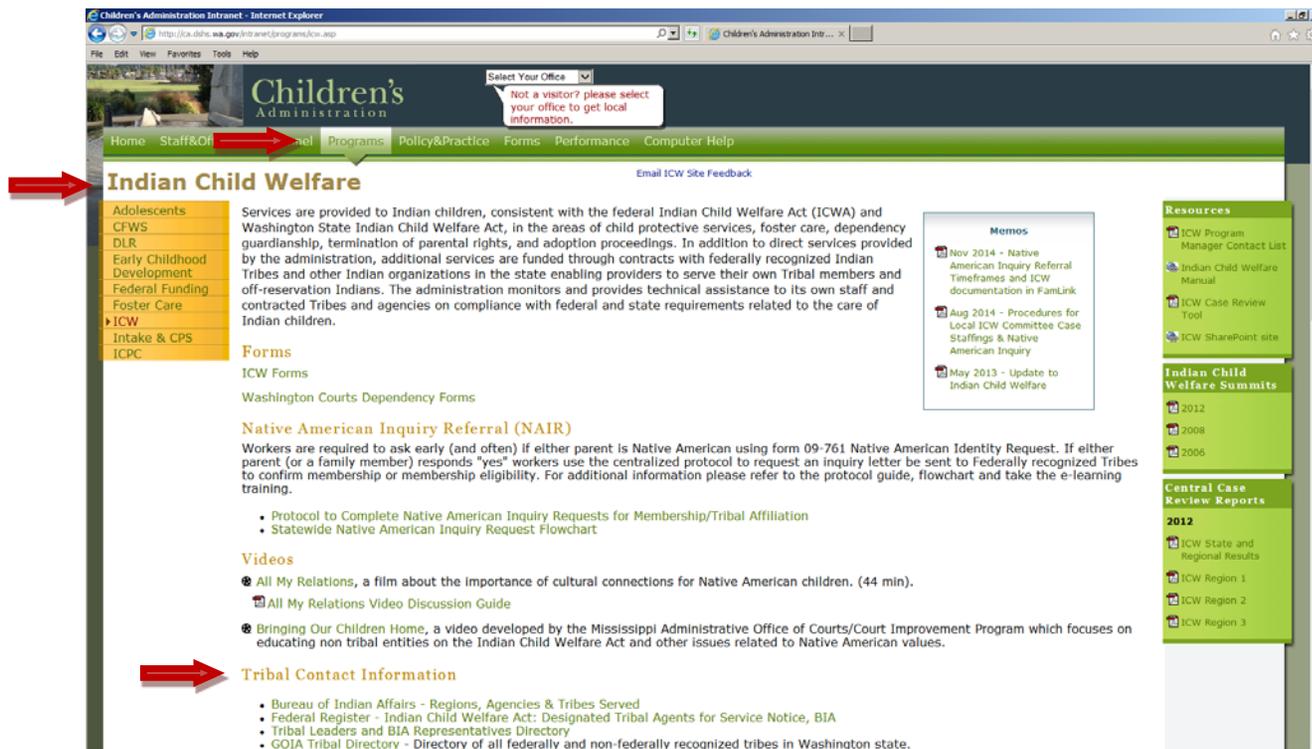
See Screen Shot 1.

**Step 2:** Under the Title “Tribal Contact Information” click on “Washington State Tribes – Intake Referral and After Hours Contact Information” link:

<https://www.dshs.wa.gov/sites/default/files/CA/icw/documents/TribalIntake.pdf>

See Screen Shot 2. It is important to know that this link is updated **monthly** with the Tribes to provide up-to-date, accurate contact and coordination information with Tribes.

Screen Shot 1 – ICW Page



Screen Shot 2 - Washington State Tribes – Intake Referral and After Hours Contact Information Link:

Children's Administration Intranet - Internet Explorer  
http://ca.dshs.wa.gov/intranet/programs/icw.asp

All My Relations, a film about the importance of cultural connections for Native American children. (44 min).  
All My Relations Video Discussion Guide

Bringing Our Children Home, a video developed by the Mississippi Administrative Office of Courts/Court Improvement Program which focuses on educating non tribal entities on the Indian Child Welfare Act and other issues related to Native American values.

**Tribal Contact Information**

- Bureau of Indian Affairs - Regions, Agencies & Tribes Served
- Federal Register - Indian Child Welfare Act: Designated Tribal Agents for Service Notice, BIA
- Tribal Leaders and BIA Representatives Directory
- GOIA Tribal Directory - Directory of all federally and non-federally recognized tribes in Washington state.
- Washington State Tribes
  - Intake Referral and After Hours Tribal Staff Contact Information
  - Tribal Indian Child Welfare Social Services Directors and Staff Contact Information
- Tribal Contact and Coordination Guidelines - Coordinating intake referrals with Washington State federally recognized Tribes when a case involves a family that is, or may be affiliated with a Tribe.

**Washington State/Tribal Agreements**

Memorandums of Agreement/Understanding Info

State

- Memorandum of Understanding Template
- Cowlitz Indian Tribe Agreement
- Jamestown S'Klallam Tribe Agreement
- Kalispel Tribe of Indians Agreement
- Lummi Nation Agreement
- Makah Tribe Agreement
- Port Gamble S'Klallam Tribe Agreement
- Quinault Indian Nation Agreement
- Samish Indian Nation Agreement
- Shoalwater Bay Tribe Agreement
- Snoqualmie Indian Tribe Agreement
- Stillaguamish Tribe of Indians Agreement
- Suquamish Indian Tribe Agreement
- Tulalip Tribes of Washington Agreement

### 3. How do I obtain ICW Information and determine what Tribe may be affiliated with the Tribe?

ICW information is required to be collected from the referent at intake. If no information is known or provided by the referrer, intake staff can also review FamLink records, such as the ICW status located on the ICW Page of Person Management (**See Screen Shot 3**).

You can also look for ICW information in **previous intakes, case notes** with “**Staffing – LICWAC/Tribal,**” etc.

#### Screen Shot 3 – Person Management Page – “ICW” Tab

The screenshot displays the 'ICW' tab in the Person Management system. The sidebar on the left contains sections for 'Actions' (Health/Mental Health), 'Documents' (Family Ancestry Chart), and 'Links' (American Indian Resource Directory, Native Tribes of US/Canada, Tribal Leaders Directory). The main content area has tabs for 'Basic', 'Additional', 'AKA', 'Address', 'Relationship', 'ICW', 'Background Check', and 'Training History'. The 'ICW' tab is selected, showing a 'LICWAC Determination' section with a dropdown menu, a date field set to '00/00/0000', and a comments field. To the right is an 'ICW Involvement' section listing 'Blackfeet Indian Tribe Of The Blackfeet Indian Res ICWA - Party to Case'. Below this is a 'Tribal Affiliation' table with one entry: 'Blackfeet Indian Tribe Of The Blackfeet Res' (Enrolled member) from '02/01/2010' to 'ICWA - Party to Case'. The entry includes contact information: 'P.O. BOX 880, Browning, MT 59417 United States', 'Phone: (406)338-7544', and 'Fax: (406)338-7530'. There are 'Edit/View' and 'Delete' links for this entry. Red arrows highlight the 'ICW' tab and the tribal affiliation entry.

Tribal Affiliation			
Blackfeet Indian Tribe Of The Blackfeet Res	Enrolled member	02/01/2010 -	ICWA - Party to Case
P.O. BOX 880, Browning, MT 59417 United States			
Phone: (406)338-7544		Fax: (406)338-7530	

4. After clicking on the “Washington State Tribes – Intake Referral and After Hours Contact Information” link, locate the Tribe(s) the family is associated with, and look for any specific Tribal Instructions for contacting and coordinating with Tribes (See Screen Shot 4 for examples).

**Screen Shot 4 – Review and Apply Specific Tribal Contact and Coordination Instructions**

REGION 3						
Tribe	Contact for intakes tribe screen	Contact for intakes CA screen	Contact for after hours	Phone number	Fax number	Email
Chehalis	Frances Pickernell	Frances Pickernell	(360) 709-1745	(360)709-1745	(360) 273-5207	<a href="mailto:fpickernell@chehalis-tribe.org">fpickernell@chehalis-tribe.org</a>
<b>Chehalis Specific Instructions:</b>						
Cowlitz	Mike Yates	Mike Yates		(360) 355-2835	(360) 577-7432	<a href="mailto:Myates.health@cowlitz.org">Myates.health@cowlitz.org</a>
<b>Cowlitz Specific Instructions:</b>						
Hoh	Kristina Currie	Kristina Currie	Kristina Currie (360) 374- 6502	(360) 374-6502	(360) 374-6502	<a href="mailto:kristinac@hohtribe-nsn.org">kristinac@hohtribe-nsn.org</a>
<b>Hoh Specific Instructions:</b>						
Jamestown	Sue Mapes Tanya Pankowski (send to both)	Sue Mapes Tanya Pankowski (send to both)	Sue Mapes Tanya Pankowski (send to both)	(360) 681-4660 (360) 681-4639	(360) 681-3402	<a href="mailto:smapes@jamestowntribe.org">smapes@jamestowntribe.org</a> <a href="mailto:tpankowski@jamestowntribe.org">tpankowski@jamestowntribe.org</a> (please email both)
<b>Jamestown Specific Instructions:</b>						
Lower Elwha	Becca Weed	Becca Weed	Becca Weed	(360) 461-7033 (360) 565-7257, Ext 7456	1 866 277 3141	<a href="mailto:Becca.weed@elwha.org">Becca.weed@elwha.org</a>
<b>Lower Elwha Specific Instructions:</b>						
<ul style="list-style-type: none"> <li>Contact Lower Elwha and send a copy of the intake to the Tribe regardless of whether the referral was called in by the Lower Elwha Tribe itself, CA will notify Lower Elwha of all intakes, including screened out intakes</li> </ul> <p><i>This function should be done by the local office, unless it's an emergent response – then CI or regional intake is required to respond.</i></p>						
Makah	Leanne Ellis	Leanne Ellis		(360) 645-3257,	(360) 645-2806	<a href="mailto:Leanne.Ellis@makah.com">Leanne.Ellis@makah.com</a>