# Washington State Children’s Administration Intake Referral and After-Hours Field Response 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?

<table>
<thead>
<tr>
<th>CPS Intake Response Type</th>
<th>Intake Staff</th>
<th>After Hours Field Response Staff</th>
<th>Local DCFS/DLR Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPS Investigation - Emergent Response (24 hour)</strong></td>
<td>Initiates contact (e.g., email, call, fax, etc.) with the Tribe(s) associated with the emergent intake per Washington State Tribes Intake Referral and After Hours Field Response Contact Information link, 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.</td>
<td>Contacts Tribe(s) for coordination of response on the emergent intake, using the Washington State Tribes Intake Referral and After Hours Field Response Contact Information link.</td>
<td>Makes follow-up contact with the Tribe(s) on the emergent intake, if requested.</td>
</tr>
</tbody>
</table>
| **CPS Investigation - Non Emergent (72 hour) Response** | 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. | | Reviews, verifies and makes final screening decision.  
Initiates contact with Tribe(s) using the Washington State Tribes Intake Referral and After Hours Field Response Contact Information link.  
Sends intake to Tribe(s)  
Coordinates response with Tribe(s) |
| **CPS FAR Response - Non Emergent (72 hour) Response** | 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. | | Reviews and verifies final screening decision.  
Sends intake to Tribe(s) using the Washington State Tribes Intake Referral and After Hours Field Response Contact Information link.  
Coordinates response with Tribe(s) |
| **Information Only/Screened Out** | 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. | | Reviews and verifies final screening decision.  
Sends intake to Tribe(s) using the Washington State Tribes Intake Referral and After Hours Field Response Contact Information link.  
Coordinates response with Tribe(s) |

---

2/6/2018 – Updates to screenshot 3 (FamLink) and screenshot 4 (Contact list)
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 Field Response 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

2/6/2018 – Updates to screenshot 3 (FamLink) and screenshot 4 (Contact list)
2/6/2018 – Updates to screenshot 3 (FamLink) and screenshot 4 (Contact list)
3. How do I obtain ICW Information to help determine if a family is affiliated with a 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
4. After clicking on the “Washington State Tribes – Intake Referral and After-Hours Field Response 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

<table>
<thead>
<tr>
<th>Tribe</th>
<th>Contact for intakes tribe screen</th>
<th>Contact for intakes CA screen</th>
<th>Contact for after hours</th>
<th>Phone number 1</th>
<th>Fax number 1</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chehalis</td>
<td>Frances Pickernell</td>
<td>Frances Pickernell</td>
<td>(360) 709-1745</td>
<td>(360) 709-1745</td>
<td>(360) 273-5207</td>
<td><a href="mailto:fpickernell@chehalistribe.org">fpickernell@chehalistribe.org</a></td>
</tr>
<tr>
<td>Cowlitz Specific Instructions:</td>
<td>Mike Yates</td>
<td>Mike Yates</td>
<td>(360) 355-2835</td>
<td>(360) 577-7432</td>
<td><a href="mailto:Myates.health@cowlitz.org">Myates.health@cowlitz.org</a></td>
<td></td>
</tr>
<tr>
<td>Cowlitz</td>
<td>Kristina Currie</td>
<td>Kristina Currie</td>
<td>(360) 374-6502</td>
<td>(360) 374-6502</td>
<td><a href="mailto:kristinac@hohtribe-nsn.org">kristinac@hohtribe-nsn.org</a></td>
<td></td>
</tr>
<tr>
<td>Hoh</td>
<td>Tanya Pankowski</td>
<td>Tanya Pankowski</td>
<td>(360) 681-4639</td>
<td>(360) 681-3402</td>
<td><a href="mailto:smapes@jamestowntribe.org">smapes@jamestowntribe.org</a></td>
<td></td>
</tr>
<tr>
<td>Jamestown</td>
<td>Sue Mapes</td>
<td>Sue Mapes</td>
<td>(360) 461-7033</td>
<td>(360) 565-7257, Ext 7456</td>
<td></td>
<td><a href="mailto:Becca.weed@elwha.org">Becca.weed@elwha.org</a></td>
</tr>
<tr>
<td>Jamestown Specific Instructions:</td>
<td>(send to both)</td>
<td>(send to both)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Elwha</td>
<td>Becca Weed</td>
<td>Becca Weed</td>
<td>Becca Weed</td>
<td>(360) 645-3257,</td>
<td>(360) 645-2806</td>
<td><a href="mailto:Leanne.Ellis@makah.com">Leanne.Ellis@makah.com</a></td>
</tr>
<tr>
<td>Lower Elwha Specific Instructions:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2/6/2018 – Updates to screenshot 3 (FamLink) and screenshot 4 (Contact list)