| **Policy 7.01 Plan**  **Region 3 Developmental Disabilities Administration (DDA) and Jamestown S’Klallam Tribe**  **2014-2015 Update** | | | | |
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| **Implementation Plan** | | | | **Progress Report** |
| **(1) Goals/Objectives** | **(2) Activities** | **(3) Expected Outcome** | **(4) Lead Staff and Target Date** | **(5) Status Update for the Fiscal Year Starting Last July 1** |
| 1. Ensure the Jamestown S’Klallam Tribe has information available for services and support | DDA will meet annually with the Jamestown S’Klallam Tribe to schedule a review of the 7.01 Plan  The designated local DDA liaison will participate in meetings as requested by the Jamestown S’Klallam Tribe. Meetings may include, but are not limited to: informal case staffings, LICWAC, the school district, and IPAC sub committee meetings  Promote local collaboration between the Jamestown S’Klallam Tribe and DDA. This may include the communication of information regarding changes within DDA at a state and or regional level  As requested by the Jamestown S’Klallam Tribe, DDA staff will provide training and education regarding DDA programs and services. This may include specific training on Intake and Eligibility | The Jamestown S’Klallam Tribal citizens will have the opportunity to apply and receive services as Jamestown S’Klallam Tribal citizens DDA eligibility is identified | DDA Regional Administrator (RA) and DDA Quality Assurance (QA) Manager  Office of Indian Policy (OIP)  Brenda Francis-Thomas  DDA local Tribal  Liaison  Tobias Clawson  Tribal Representatives  Will meet in:  February 2015 | DDA and the Jamestown S’Klallam Tribe met:  May 2013 February 2014  During this reporting period the local tribal liaison has had informal meetings and/or staffings with Jamestown S’Klallam Tribal Representatives regarding specific individuals and/or situations |
| 2. Provide written information about DDA services to Jamestown S’Klallam Tribe at least annually | In conjunction with Office of Indian Policy, Region 3 DDA will send a formal letter to the Jamestown S’Klallam Tribal Chair with copies to the Jamestown S’Klallam Tribal representatives including:   * Current brochures describing DDA services; * A current list of Region 3 DDA staff designated as Tribal liaisons, including staff telephone numbers and email addresses. | Information about DDA services and local contacts will be available to the Jamestown S’Klallam Tribe on an ongoing basis | DDA Regional Administrator and DDA QA Manager will provide on an annual basis | The information identified in section 2 was provided in the 7.01 meetings in May 2013 and in February 2014 to the designated Jamestown S’Klallam Tribal representatives, as well as the Office of Indian Policy |
| 3. Facilitate employment opportunities within DDA for Jamestown S’Klallam Tribal members | Send ongoing emails to Jamestown S’Klallam Tribal designated representatives concerning job announcements | Ongoing opportunity for Jamestown S’Klallam Tribal citizens to apply for DDA positions.  Increased diversity within the DDA workforce | DDA Regional Administrative Assistant, Susan Brown  Jim Weatherby, Jamestown S’Klallam Tribal Representatives | The current process DDA utilized during this reporting period to provide this information was reported to be working effectively. DDA will monitor the status of this activity at the annual 7.01 meeting tentatively scheduled for February 2015 |
| 4. Promote cultural awareness and sensitivity by all DDA staff | Ensure DDA staff attends7.01, Government-to-Government and Centennial Accord training as appropriate  Participate in cultural information and sensitivity training offered by the Jamestown S’Klallam Tribe This can include the local DDA liaison researching information on the Jamestown S’Klallam website and local Tribal library  At the request of the Jamestown S’Klallam Tribe DDA liaison will participate in cultural events such as the Annual Gathering of the Elders in July 2014 and the Resource Fair in October 2014 | DDA staff will be available to the Jamestown S’Klallam Tribe to learn their history as opportunity and training is available and provided by the Jamestown S’Klallam Tribe | Designated Tribal representative Mary Snodgrass and local Tribal liaisons Tobias Clawson | DDA Regional Administrator has formally communicated the priority of all supervisors and applicable staff to attend Government to Government training by June 30, 2014  15 DDA staff attended 7.01 training during this reporting period |
| 5. Ensure that the Jamestown S’Klallam Tribe is made aware of trainings available through DDA | Send a quarterly email to Jamestown S’Klallam Tribal designated representatives concerning DDA trainings  Local DDA liaison will ensure that Jamestown S’Klallam Tribe receives information and training regarding Individual Providers, Personal Care, and Respite | Ongoing opportunities for Jamestown S’Klallam Tribal Citizens to be aware of and participate in DDA trainings | QA manager or designee  Local DDA Tribal Liaison and Tribal Representative Tanya Pantowski | DDA will check the status of this activity during the annual 7.01 meeting tentatively scheduled for February 2015 |