| **Policy 7.01 Plan****Region 3 Developmental Disabilities Administration (DDA) and Lower Elwha 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 Lower Elwha Klallam Tribe has information available for services and support | DDA will meet quarterly with the Lower Elwha Klallam Tribe to schedule a review of the 7.01 Plan.The designated local DDA liaison will participate in meetings as requested by the Lower Elwha Klallam Tribe.Promote local collaboration between the Lower Elwha Klallam Tribe and DDA.As requested or in conjunction with the Lower Elwha Klallam Tribal quarterly meetings DDA staff will provide training and education regarding DDA programs and services.As requested by the Lower Elwha Klallam Tribe local DDA Tribal Liaison will participate in staffings and/or LICWAC meetings. | The Lower Elwha Klallam Tribal members will have the opportunity to apply and receive services as Tribal member DDA eligibility is identified | DDA Regional Administrator (RA) and DDA Quality Assurance (QA) ManagerOffice of Indian Policy (OIP)Brenda Francis-ThomasDDA local TribalLiaisonTobias ClawsonTribal RepresentativeWill meet in:January 2015April 2014July 2014October 2014 | DDA and the Lower Elwha Klallam Tribe met on:December 2013February 2014 |
| 2. Provide written information about DDA services to the Lower Elwha Klallam Tribe at least annually | In conjunction with Office of Indian Policy, Region 3 DDA will send a formal letter to Lower Elwha Klallam Tribal Chair with copies to the Lower Elwha Klallam Tribal representative 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 Lower Elwha Klallam Tribe on an ongoing basis | DDA Regional QA Manager will provide on an annual basis | The information identified in section 2 was provided in the 7.01 meeting on 2/3/2014, to the designated Lower Elwha Klallam Tribal members, as well as Office of Indian Policy |
| 3. Facilitate employment opportunities within DDA for Lower Elwha Klallam Tribal members  | Send ongoing emails to Lower Elwha Klallam Tribal designated representatives concerning job announcements | Ongoing opportunity for Lower Elwha Klallam Tribal members to apply for DDA positionsIncreased diversity within the DDA workforce | Monica HenryDDA Regional Administrative Assistant | DDA will check the status during quarterly meetings tentatively scheduled for:January 2015April 2014July 2014October 2014 |
| 4. Promote cultural awareness and sensitivity by all DDA staff | Ensure DDA staff attends 7.01, Government-to-Government and Centennial Accord training as appropriate.Participate in cultural sensitivity training offered by the Lower Elwha Klallam Tribe | DDA staff will be available to the Lower Elwha Klallam Tribe to learn their history as opportunity and training is provided by the Lower Elwha Klallam Tribe | Designated Lower Elwha Klallam Tribal representatives, local Tribal liaisons, regional DDA staff and. Brenda Francis-Thomas, OIP | DDA Regional Administrator has formally communicated the priority of all supervisors and applicable staff to attend Government to Government training by June 30, 201415 DDA staff attended 7.01 training during this reporting period |
| 5. Ensure that the Lower Elwha Klallam Tribe is made aware of trainings available through DDA. | Send a quarterly email to Lower Elwha Klallam Tribal designated representatives concerning DDA trainings | Ongoing opportunities for Lower Elwha Klallam Tribal members to be aware of and participate in DDA trainings | Monica HenryQA Manager or designee | DDA will check the status during quarterly meetings tentatively scheduled for:January 2015April 2014July 2014October 2014 |