| **Policy 7.01 Plan****Region 3 Developmental Disabilities Administration (DDA) and The Suquamish Tribe****2014-2015 Update** |
| --- |
| **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 Suquamish Tribe has information available for services and support. | DDA will meet annually with the Suquamish Tribe to schedule a review of the 7.01 Plan.The designated local DDA liaison will participate in meetings as requested by the Suquamish Tribe.As requested by the Suquamish Tribe, DDA staff will provide training and education regarding DDA programs and services. This may include information regarding intake and eligibility.The DDA local liaison will be available for individual meetings with Tribal members to help assist, explain and provide support regarding the DDA application for services process. | The Suquamish 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) ManagerWill meet in:February 2015DDA local Tribal LiaisonMuriel AndersonBrenda Francis-Thomas, OIPTribal Representatives | DDA and the Suquamish Tribe met on 5-3-13 and 4-2-14. |
| 2. Provide written information about DDA services to the Suquamish Tribe at least annually. | Region 3 DDA will send a formal letter to the Tribal Chair with copies to the Social Services Director and to the Office of Indian Policy, including:* Current brochures describing DDA services;
* A current list of Region 3 DDA staff designated Tribal liaisons, including staff telephone numbers and email addresses.
 | Information about DDA services and local contacts will be available to the Suquamish Tribe on an ongoing basis. | DDA Regional Administrator and QA Manager will send out on an annual basis. | On 4-2-14 DDA shared with the designated Suquamish Tribal members, DDA informational brochures and contact information. |
| 3. Facilitate employment opportunities within DDA for Suquamish Tribal members  | DDA will forward job/recruitment announcements electronically to the Suquamish Tribe’s designated representatives. | Ongoing opportunity for Suquamish Tribal members to apply for DDA positions.Increased diversity within the DDA workforce. | DDA Regional Administrative Assistant | The current process of sharing the information via email will continue and will be evaluated during 7.01 meetings between DDA and The Suquamish Tribe, both formal and informal. |
| 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 Suquamish Tribe.At the request of the Suquamish Tribe the DDA liaison will participate in the Annual Health Fair on 10-16-14; Women’s Health Fair on 5-13-14, and the Honoring of Elders event on 9-18-14. | DDA staff will be available to the Suquamish Tribe to learn their history as opportunity and training is provided by the Tribe. | Designated Tribal representatives, local Tribal liaisons, and regional DDA staff.Brenda Francis-Thomas, OIP | During this last reporting period 15 DDA staff have attended 7.01 Training.DDA Regional Administrator has formally communicated the priority of all supervisors and applicable staff to attend Government to Government training by June 30, 2014. |
| 5. Ensure that the Suquamish Tribe is made aware of trainings available through DDA. | DDA will forward training announcements and information electronically to the Suquamish Tribe’s designated representatives. | Ongoing opportunities for Suquamish Tribal members to be aware of and participate in relevant DDA trainings. | QA manager or designee | Ongoing as Suquamish Tribe has requested. Process will be evaluated during both formal and informal meetings between DDA and the Suquamish Tribe. |