

**Policy 7.01 Implementation Plan
2015-16 Lower Elwha Klallam Tribe
Port Angeles/Forks CSO
February 18, 2016**

Implementation Plan				Progress Report
(1) <u>Goals/Objectives</u>	(2) <u>Activities</u>	(3) <u>Expected Outcome</u>	(4) <u>Lead Staff and Target Date</u>	(5) <u>Status Update for the Fiscal Year Starting Last July 1</u>
<p>1. Prepare and disseminate pertinent statistics on American Indian community and participant populations, numbers of American Indian participants served and other relevant data.</p>	<p>A. Provide accurate information to Lower Elwha Tribe relative to Tribal members in a timely manner.</p> <p>1. Statistics including Lower Elwha Tribal members receiving Basic Food, Medical Assistance, and Childcare.</p>	<p>Information and statistics provided on an as needed basis via eJAS and Barcode ad-hoc reports.</p>	<p>James Weatherly, Administrator: weathj@dshs.wa.gov 360-565-2182</p> <p>Diane Mitchell, Tribal Liaison mitchmd@dshs.wa.gov 360-565-2196</p> <p>Monica Henry, Social Services Director Monica.henry@elwha.org 360-565-7257 Ext. 7451</p> <p>Tammie Stevens, TT/GA Case Manager Tammie.stevens@elwha.org 360-565-7257 Ext. 7459</p> <p>Becky Charles TT/GA Case Manager Becky.charles@elwha.org 360-565-7257 Ext. 7455</p> <p>Melissa Gilman TANF Employment & Job Training Specialist</p>	<p>Port Angeles and Forks Community Services Office (CSO's)</p> <p>Number of Tribal Members receiving benefits through the CSO's: Statewide Totals as of January 2016</p> <p>Food: 164 TANF: 4 ABD/MCS: 1 Medical: 347</p> <p><i>*Lower Elwha Klallam Tribe has requested to see its numbers more detailed to include local statistics moving forward. Tribal Liaison will begin disseminated the data in partnership with Region 3 DSHS office.</i></p> <p><i>*The above number may not be complete due to self-declaration and coding errors. Tribes continue to provide information regarding commodity food participants. Tribal Liaison reviews the monthly STOWW (Small Tribes of Western WA) list to make sure there is no duplication of services</i></p>

			melissa.gilman@elwha.org 360-417-8545 Ext 2912. Nora Norminton Social Services Employment Program Manager Nora.norminton@elwha.org 360-565-7257,Ext 7483	
2. Work with tribes to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, MOU's, contracts, or processes	A. Identify outstanding issues/gaps in service and develop performance expectations, which can be implemented, monitored and evaluated.	Schedule and hold meetings to improve coordination and communication.	James Weatherly Diane Mitchell Monica Henry Reviewed Annually - - Martin C. Bohl – Tribal Relations Program Administrator – TANF: bohlmc@dshs.wa.gov 360-725-4656 gloria Marshall-Perez – Deputy Regional Administrator, Region 3 CSD: marshgj@dshs.wa.gov 253-476-7025 James Weatherly Diane Mitchell Monica Henry Ongoing	In addition to the annual 7.01 meeting, DSHS CSD PA/FORKS CSO will maintain its State-Tribal relationship with Lower Elwha Klallam Tribe and strive to improve it, based on recommendations and feedback from the Tribe. The CSD Tribal Relations and TANF Program Administrator presented information on Washington Connection as a resource available to the tribe, and provided an update and additional information on Tribal Eligibility and sources of unearned income, and application of the Indian Country Disregard and the American Indian Labor Force Report published by the Dept. of Interior.
	B. DSHS ESA CSD PA/FORKS CSO hiring processes to include participation with area Tribes for a more robust representation of	Coordinate and develop processes between the CSO and Tribes to improve DSHS staff hiring outcomes.	James Weatherly Diane Mitchell Monica Henry Melissa Gilman Nora Norminton	Tribal Liaison shall attend future hiring panels. Lower Elwha Klallam Tribe will receive an invite to attend future hiring panels, as part of the DSHS PA/FORKS CSO employment onboarding process.

	all Olympic Peninsula communities.			
3. Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint planning, and problem solving.	A. Identify needs of American Indian clients & communities and whether current programs and policies meet these needs.	The Tribal Liaison will continue to provide outreach services with Tribal Members	Diane Mitchell James Weatherly Monica Henry	Full-time Tribal Liaison provides and coordinates communication between the Lower Elwha Klallam, Hoh, Jamestown S’Klallam and Makah Tribes and the local DSHS CSO’s that serve them. Tribal Liaison continues to work at Lower Elwha’s social services office on Wednesdays. In between visits, Tribal Liaison is available by phone or email.
	B. Meetings between the Tribal TANF staff and PA/FORKS CSO staff.	Improved information sharing, consultation, joint planning and problem solving.	Diane Mitchell Patti Hicklin– Social Services/WorkFirst Supervisor, PA/FORKS CSO: hicklpa@dshs.wa.gov 360-565-2185 Juli Murrain – Financial Services Supervisor, PA/FORKS CSO: murrajd@dshs.wa.gov 360-565-2197 James Weatherly gloria Marshall-Perez Nora Norminton Tammie Stevens Becky Charles Melissa Gilman Reviewed Annually	As requested, DSHS will put together presentations that provide basic program information and training for the Tribe. DSHS Region office support also available for training opportunities, per request. - - Lower Elwha Klallam Tribe has been invited to attend the Local Planning Area meetings. Tribes are invited to participate in the LPA meetings to design appropriate community service plans. LPA meetings are traditionally held at the PA CSO, but may be moved to locations more geographically accommodating for all attending—and by request, e.g. Tribe and/or LPA partner wants to host.
	C. CSO invited to disseminate information through Tribal newsletters.	Enhanced communications of state programs to Tribal members.	James Weatherly Diane Mitchell Sherry Curran – LEKT Newsletter Editor sherry.curran@elwha.org	Revisions or changes to DSHS program and services will be shared with the Tribal Editor to determine what they would like to include in their newsletter.

			Monica Henry	
	D. CSO staff participate in Tribal activities.		Diane Mitchell CSO Staff Monica Henry Reviewed Annually	Tribal Liaison continues to attend Health Fair and other tribal functions. The CSO will continue to support their staff's participation in cultural events.
	E. DSHS training and events and Tribal events will be communicated to promote shared understanding of programs, services, and culture.	Sharing of information regarding DSHS training events and cultural programs for DSHS staff	Monica Henry Brenda Francis-Thomas James Weatherly Diane Mitchell Ongoing - - James Weatherly Diane Mitchell Patti Hicklin March 23, 2016	All DSHS PA/FORKS CSD staff will attend continuous/ongoing government-to-government training, with priority given to new CSO hires. Local Planning Area (LPA) sponsored Clallam County Hiring Fair event continues.
	F. Implement a process to identify action needed by Native American clients, so that their benefits are not terminated prematurely.	Program needs and concerns of the Native American clients will be identified and addressed resulting in reduced breaks in service for tribal members.	Diane Mitchell James Weatherly Monica Henry Tammie Stevens Becky Charles Nora Norminton Melissa Gilman Review Annually	Tribal Liaison reviews monthly Native American eligibility review ad-hoc report and makes client contacts as appropriate. Tribal Liaison shares the list with Elwha staff.
	G. Statewide CSD Contact Center invited to disseminate information at 7.01 meetings.	Enhanced communications of state call center information to Tribal members.	Joey Anderson – CSD Contact Center Administrator: andersj@dshs.wa.gov 360-397-9625	Customer Service Contact Center will share a contact list for all programs administered and provide contact center updates.

Completed or Tabled Items

Goal/Activity/Outcome	Date	Item
Goal 1, Activity COMPLETED	January 22, 2015	The LPA (Local Planning Area) brought the Evergreen Empowerment group to do a workshop on how to overcome obstacles in the job market when you have had legal issues.
Goal 3 COMPLETED	August 2014	Tribal Liaison attended the Lower Elwha Health Fair.
Goal 3 COMPLETED	May 2014	A one -time “mini” HUB was held in both Port Townsend and Forks.
Goal 2, Activity COMPLETED	April 2014	On 4/25/14, the LPA held a conference hosted by the Jamestown Tribe with guest speaker: Dr. Donna Beegle - Communication Across Barriers. Staff from Lower Elwha attended.
Goal 1, Activity COMPLETED	March 26, 2014	The LPA (Local Planning Area) and Clallam Co. Disability’s combined with Lower Elwha for a 1 day event that included classes on how to find employment, write resumes, etc. Local employers who had open positions were doing interviews on the spot. There was also a clothing closet that helped provide work appropriate attire.
Goal 2, Activity COMPLETED	February 11, 2014	DSHS offered a Lean Training Seminar. Lean is a process that the state is implementing to look at how we do business. This is a used by many large corporations, such as Toyota. Becky Charles, Tammie Stevens & Jessica Egnew attended.
Goal 3, Activity – Improved communication between the Lower Elwha Tribe and the CSO COMPLETED	January 29, 2014	Tribal Liaison facilitated a meeting between the DSHS WorkFirst Staff and the Lower Elwha and Quileute TT Case Managers to review the current Tribal TANF Agreements.
Goal 3, Activity - Improvement of the ADATSA (Alcoholism and Drug Addiction Treatment Support Act) referral process for Tribal members. COMPLETED	January 1, 2014	Tribal Liaison/DSHS is no longer able to process ADATSA applications. Clients now need to apply at: www.healthplanfinder.org .
Goal 3, Activity - Communication COMPLETED	November 19, 2013	Social Service and DSHS staff met to update the TT Operating Agreement.
Goal 3, Activity - Improvement of services to Tribal members COMPLETED	October 31, 2012	The CHIPRA (Children’s Health Insurance Program Reauthorization Act) grant information given to the Social Services and Klallam Counseling Staff. Update: Monica Henry was instrumental in signing Lower Elwha up for the CHIPRA Grant and have already received their equipment.