

**Policy 7.01 Plan and Progress Report  
2015-2016 Annual Plan and Progress Report  
Makah Tribe  
Port Angeles/Forks CSO  
January 29, 2016**

**\*Final 7.01 Plan pending Tribal/Council approval.\***

**Implementation Plan**

**Progress Report**

<b>(1) <u>Goals/Objectives</u></b>	<b>(2) <u>Activities</u></b>	<b>(3) <u>Expected Outcome</u></b>	<b>(4) <u>Lead Staff and Target Date</u></b>	<b>(5) <u>Status Update for the Fiscal Year Starting Last July 1</u></b>
<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. Complete an 'ad-hoc' request from Headquarters staff that will allow us to identify Makah Tribal members receiving medical assistance under specific program types.</p>	<p>Information and statistics provided on an as needed basis via eJAS and Barcode ad-hoc reports. Open communication with Tribal leaders and Program staff.</p>	<p>James Weatherly, Administrator: <a href="mailto:weathj@dshs.wa.gov">weathj@dshs.wa.gov</a> 360-565-2182</p> <p>Diane Mitchell, Tribal Liaison: <a href="mailto:mitchmd@dshs.wa.gov">mitchmd@dshs.wa.gov</a> 360-565-2196 (desk)</p> <p>Patti Hicklin, Social Services/WorkFirst Supervisor <a href="mailto:hicklpa@dshs.wa.gov">hicklpa@dshs.wa.gov</a> 360-565-2185</p> <p>Tracey Rascon, <a href="mailto:Tracey.rascon@ihs.gov">Tracey.rascon@ihs.gov</a> 360-645-2412</p> <p>Lisa Halttunen, <a href="mailto:lisa.halttunen@makah.com">lisa.halttunen@makah.com</a> 360-645-3280</p>	<p>Port Angeles and Forks Community Service Offices (CSO's)</p> <p>Number of Makah Tribal Families receiving benefits through the CSO's: Statewide Totals: As of – December 2015 *This is number of households/number of clients</p> <p>SNAP: 392/645 TANF: 32/54 ABD/MCS: 1/1</p> <p><i>The above numbers may not be complete due to self-declaration and coding errors. Tribes continue to provide information regarding Commodity Food Participants.</i></p>

			<p>Teresa Sawyer,  <a href="mailto:teresa.sawyer@makah.com">teresa.sawyer@makah.com</a>  360-645-3262</p> <p>Cynthia Castaneda,  <a href="mailto:cynthia.castaneda@makah.com">cynthia.castaneda@makah.com</a>  360-645-3275</p> <p>Robin Denney  <a href="mailto:robin.denney@makah.com">robin.denney@makah.com</a>  360-645-3251</p>	
<p>2. Work with tribes to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, MOU's, contracts, or processes.</p>	<p>A. Identify needs of American Indian clients &amp; communities and whether current programs and policies meet these needs.  Identify outstanding issues/gaps in service and develop performance expectations, which can be implemented, monitored and evaluated.</p>	<p>Continue to provide outreach via the Tribal Liaison at Tribal facilities.</p>	<p>Diane Mitchell  Patti Hicklin  James Weatherly</p> <p>Reviewed Annually</p> <p>Reviewed Annually</p> <p>Reviewed Annually</p> <p>- -</p>	<p>Tribal Liaison is at the Makah Reservation every other Monday with telephone/email contact as needed.</p> <p>Tribal Liaison will continue to meet with TANF clients in-person at the Education &amp; Training Office to facilitate with WorkFirst case managers via phone.</p> <p>Partner for sanction. Tribal Liaison will work in partnership with Lisa, Teresa and Cynthia to try to reengage clients who are at risk of sanction.</p>

			<p>Martin C. Bohl – Tribal Relations Program Administrator – TANF: <a href="mailto:bohlmc@dshs.wa.gov">bohlmc@dshs.wa.gov</a> 360-725-4656</p> <p>gloria Marshall-Perez – Deputy Regional Administrator, Region 3 CSD: <a href="mailto:marshgj@dshs.wa.gov">marshgj@dshs.wa.gov</a> 253-476-7025</p> <p>James Weatherly Diane Mitchell</p>	<p>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.</p>
	<p>B. DSHS ESA CSD PA/FORKS CSO hiring processes to include participation with area Tribes for a more robust representation of all Olympic Peninsula communities.</p>	<p>Coordinate and develop processes between the CSO and Tribes to improve DSHS staff hiring outcomes.</p>	<p>James Weatherly Diane Mitchell Lisa Halttunen</p>	<p>Tribal Liaison shall attend future hiring panels. Quileute Tribe will receive an invite to attend future hiring panels, as part of the DSHS PA/FORKS CSO employment onboarding process.</p>
<p>3. Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint planning, and problem solving.</p>	<p>A. Schedule &amp; hold meetings to improve coordination and communication</p>	<p>Continue full collaboration and cooperation.</p>	<p>James Weatherly Diane Mitchell Patti Hicklin Tribal Representatives Lisa Halttunen</p> <p>Louise Huntingford, Admin (CSOA) Port Townsend: <a href="mailto:HuntiAL@dshs.wa.gov">HuntiAL@dshs.wa.gov</a> 360-379-4305</p>	<p>Tribal Liaison provides a means of communication and services between the Makah, Hoh, Jamestown S’Klallam, Lower Elwha Klallam and Quileute Tribes and the Port Angeles, Port Townsend, and Forks CSO’s.</p>

B. Plan, develop, and implement DSHS overview training programs.

Expand opportunities for our staff and customers.

Diane Mitchell  
James Weatherly  
Patti Hicklin  
Tribal Representatives  
Louise Huntingford

Meetings held quarterly.  
Reviewed Annually

James Weatherly  
Diane Mitchell  
Patti Hicklin

March 23, 2016

Brenda Francis-Thomas  
James Weatherly  
Diane Mitchell  
Lisa Halttunen

Reviewed Annually

James Weatherly  
Diane Mitchell  
Patti Hicklin  
Juli Murrain – Financial  
Services Supervisor, PA/FORKS  
CSO:  
[murrajd@dshs.wa.gov](mailto:murrajd@dshs.wa.gov)  
360-565-2197

Makah 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.

Local Planning Area (LPA) sponsored Clallam County Hiring Fair event continues.

All DSHS PA/FORKS CSD staff will attend continuous/ongoing government-to-government training, with priority given to new CSO hires.

As requested, DSHS will put together presentations that provide basic program information and training for the Tribe.

			Reviewed Annually Spring 2016	
	C. CSO invited to disseminate information through Tribal newsletter.	Enhanced communication of state programs to Tribal members.	James Weatherly Diane Mitchell Lisa Halttunen	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.
	D. CSO invited to partner more closely with Makah Social Services department.	Implement a process to ensure ongoing coordination and cooperation with assisting families working with ICW has easy access to services.	Diane Mitchell Robin Denney  Reviewed Annually	Tribal Liaison works with ICW staff to assist clients as necessary.
	E. Statewide CSD Contact Center invited to disseminate information at 7.01 meetings.	Enhanced communications of state call center information to Tribal members.	Ron Thomas – Tribal Relations Liaison, Pierce/Kitsap Counties, CSD Contact Center: <a href="mailto:thomar@dshs.wa.gov">thomar@dshs.wa.gov</a> 360-584-3150  Joey Anderson – CSD Contact Center Administrator: <a href="mailto:andersj@dshs.wa.gov">andersj@dshs.wa.gov</a> 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
<p>Goal 3, Activity A COMPLETED</p>	<p>March 20, 2015</p>	<p>Tribal Liaison, WorkFirst/Social Services Supervisor, Administrator, frontline and Regional staff traveled to Neah Bay and held open house for TANF clients to meet the staff they work with and review the TANF program.</p> <p>Create flyer for Neah Bay clients explaining different ways they can participate to meet WorkFirst requirements. We specifically want to ensure our clients know how to report non - job search activities, such as volunteering. Tribal Staff would like to hold an in person meeting to review the process of doing home visits for Neah Bay clients.</p>
<p>Goal 3, Activity B *TABLED*</p>	<p>March 15, 2015</p>	<p>In May 2015, another Mini HUB will be held in Forks. CSO staff will contact Lisa Halttunen to work on possible transportation to and from Neah Bay.</p> <p>UPDATE: There was a request from the Tribal Staff that there be a Mini-HUB held in Neah Bay or that the Neah Bay clients could attend the one held in Forks via video conferencing.</p>
<p>Goal 2, Activity A COMPLETED</p>	<p>2014</p>	<p>An ongoing exception to policy was granted for all TANF clients living in Neah Bay that the mandatory WorkFirst orientation that had to be done in person at the Forks or Port Angeles CSO, may now be done by phone.</p> <p>An exception was also made that TANF clients living in remote areas can now do the CE (Comprehensive Evaluation) by phone.</p>
<p>Goal 3, Activity A COMPLETED</p>	<p>October 24, 2014</p>	<p>Lisa Halttunen, Cynthia Castaneda met with Patty Busse, Patti Hicklin and Diane Mitchell on 10/24/14. Lisa and Cynthia shared with us the hardship our clients were having getting to Port Angeles to work with Work Source. Provided Mimi Reeves, Work Source Administrator's contact information: <a href="mailto:mreeves@esd.wa.gov">mreeves@esd.wa.gov</a> 360-538-2347. Patty also emailed Mimi to set up introduction with the tribe.</p>

Goal 3, Activity - Schedule & hold meetings to improve coordination and communication <b>COMPLETED</b>	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. Tribal Staff were invited.
Goal 3, Activity - Schedule & hold meetings to improve coordination and communication <b>COMPLETED</b>	February 2014	On 2/11/14, DSHS held 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. Tribal staff were invited.
Goal 3, Activity - Improvement of ADATSA referral process for Makah Tribal Citizens <b>COMPLETED</b>	January 2014	As of 1/1/14, Diane/DSHS is no longer able to process ADATSA applications. Beginning 10/1/13, clients need to apply at: <a href="http://www.healthplanfinder.org">www.healthplanfinder.org</a> .
Goal 1, Activity - Update Agreement w/Makah for the location of the Neah Bay Outstation <b>COMPLETED</b>	2013	DSHS and Tribal staff collaborated in finding a new office for DSHS financial worker, Mardell McGimpsey which is located at the Sophie Trettevick Indian Health Clinic.
Goal 2, Activity - Identify outstanding issues/gaps in service and develop performance expectations, which can be implemented, monitored and evaluated <b>COMPLETED</b>	2013	Patty was able to get an Exception to Policy so that Mardell is able to authorize and issue EBT cards to Neah Bay clients. This way they won't have to travel to Forks or Port Angeles or wait up to 10 days for it to be mailed to them.
Goal 3, Activity - Schedule & hold meetings to improve coordination and communication <b>COMPLETED</b>	2013	Diane attended the College/Career Fair on 5/14/13 And the Senior Fair on 9/13/13.
Goal 2, Activity - Identify outstanding issues/gaps in service and develop performance expectations, which can be implemented, monitored and evaluated <b>COMPLETED</b>	November 2012	Diane provided information on the CHIPRA (Children's Health Insurance Program Reauthorization Act) Grant on 11/1/12 Update: Per email from Cynthia Castaneda on 9/26/13: Makah will be receiving the grant.
Goal 3, Activity A <b>COMPLETED</b>	May 2008	With the agreement of the Tribe, we have been able to expand the services of the Tribal Liaison. Ms. Mitchell continues to complete applications for assistance. This position will continue to be fully utilized at the service of the Tribes.