

**Policy 7.01 Plan and Progress Report  
2015-2016 Annual Plan and Progress Report  
Quileute Tribe  
Port Angeles/Forks CSO  
February 17, 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>								
1. Prepare and disseminate pertinent statistics on American Indian community and participant populations, numbers of American Indian participants served and other relevant data.	A. Provide accurate information to the Quileute Tribe relative to tribal members in a timely manner	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>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</p> <p>Nicole Earls – Human Services Director: <a href="mailto:Nicole.earls@quileutenation.org">Nicole.earls@quileutenation.org</a> 360-374-3353</p> <p>Kala Jackson – TANF Coordinator: <a href="mailto:kala.jackson@quileutenation.org">kala.jackson@quileutenation.org</a> 360-374-0336</p> <p>Joey Anderson – Contact Center Administrator: <a href="mailto:andersj@dshs.wa.gov">andersj@dshs.wa.gov</a> 360-397-9625</p>	<p>Port Angeles, Port Townsend and Forks CSO's (Community Services Office)</p> <p>Number of Quileute Tribal households receiving benefits through the CSO's: Statewide Totals as of January 2016</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">SNAP</td> <td style="text-align: center;">171</td> </tr> <tr> <td style="text-align: center;">TANF</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">ABD/MCS</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Medical</td> <td style="text-align: center;">375</td> </tr> </table> <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.</i></p>	SNAP	171	TANF	9	ABD/MCS	3	Medical	375
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<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>Coordinate and develop processes between the CSO and Tribal TANF population. Schedule and hold meetings to improve coordination and communication.</p>	<p>James Weatherly Diane Mitchell</p> <p>Patti Hicklin – Social Services/WorkFirst Supervisor, PA/FORKS CSO: <a href="mailto:hicklpa@dshs.wa.gov">hicklpa@dshs.wa.gov</a> 360-565-2185</p> <p>Nicole Earls Kala Jackson</p> <p>Ongoing/Quarterly meetings (with the option to move meetings around the peninsula, as advised by LPA members.</p> <p>- -</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>Quileute 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.</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>- -</p> <p>Amend Tribal TANF agreement to reflect partnership with Hoh Tribe.</p>
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	<b>B. DSHS Financial/Social Service staff will coordinate changes of circumstances, including overpayments to Quileute Tribal Staff.</b>	Sharing of information on shared cases for positive program maintenance.	James Weatherly Diane Mitchell  Juli Murrain – Financial Services Supervisor, PA/FORKS CSO: <a href="mailto:murraid@dshs.wa.gov">murraid@dshs.wa.gov</a> 360-565-2197	The DSHS PA/FORKS CSO continues to have financial workers process applications, including a financial outreach worker assigned to the Quileute Social Services office weekly when available (and not needed at the Forks CSO to assist with other duties as assigned, i.e. batch work, etc.).
	<b>C. DSHS ESA CSD PA/FORKS CSO hiring processes to include participation with area Tribes for a more robust representation of all Olympic Peninsula communities.</b>	Coordinate and develop processes between the CSO and Tribes to improve DSHS staff hiring outcomes.	James Weatherly Diane Mitchell Kala Jackson	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.
<b>3. Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint planning, and problem solving.</b>	<b>A. Implement a process to identify action needed by Native American clients, so that their benefits are not terminated prematurely.</b>	Program needs and concerns of the Native American clients will be identified and addressed. Enhanced communication of state services to Tribal community.	Diane Mitchell James Weatherly Kala Jackson	Continue utilizing the Tribal TANF desk aide created in 2015, including refresher presentations as needed.

	<p>B. DSHS training and events and Tribal events will be communicated to promote shared understanding of programs, services, and culture.</p>	<p>Sharing of information regarding DSHS training events and cultural programs for DSHS staff</p>	<p>Nicole Earls Kala Jackson Brenda Francis-Thomas James Weatherly Diane Mitchell</p> <p>Ongoing</p> <p>James Weatherly Diane Mitchell Patti Hicklin</p> <p>March 23, 2016</p> <p>- -</p> <p>James Weatherly Diane Mitchell Patti Hicklin Juli Murrain</p> <p>Spring 2016</p>	<p>All DSHS PA/FORKS CSD staff will attend continuous/ongoing government-to-government training, with priority given to new CSO hires.</p> <p>Local Planning Area (LPA) sponsored Clallam County Hiring Fair event continues.</p> <p>As requested, DSHS will put together presentations that provide basic program information and training for the Tribe.</p>
	<p>C. CSO invited to disseminate information through Tribal newsletters.</p>	<p>Enhanced communications of state programs to Tribal members.</p>	<p>James Weatherly Diane Mitchell Emily Foster Nicole Earls</p>	<p>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.</p>
	<p>D. Statewide CSD Contact Center invited to disseminate information at 7.01 meetings.</p>	<p>Enhanced communications of state call center information to Tribal members.</p>	<p>Joey Anderson Ron Thomas</p>	<p>Customer Service Contact Center will share a contact list for all programs administered and provide contact center updates.</p>

## Completed or Tabled Items

Goal/Activity/Outcome	Date	Item
Goal 3, Activity C	February 22, 2016	Request to add Kala Jackson to the LPA email list. *Previous LPA email was in error, i.e. <a href="mailto:kala.jackson@quileutenation.org">kala.jackson@quileutenation.org</a> .
Goal 3, Activity A	January 2015	Tribal TANF desk aide was created as a comparison guide between State and Tribal TANF, including procedures for when an American Indian/Alaska Native client comes in to apply for TANF.
Goal 3, Activity A	January 30, 2015	Tribal Liaison held an all-staff webinar to review State and Tribal TANF desk aide and current procedures.
Goal 2, Activity D	May 29, 2014	Diane attended the Quileute Health Fair on 5/29/14
Goal 2, Activity - Coordinate and develop processes between the CSO and Tribal TANF population.	May 2014	A one-time "mini" HUB was held in both Port Townsend and Forks. *** The HUB is a collaborative effort with the TANF partners in our community.
Goal 2, Activity	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 Quileute attended.
Goal 1, Activity	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 - DSHS training and events and Tribal events will be communicated to promote shared understanding of programs, services, and culture	February 2014	On 2/11/14, DSHS had 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. Quileute Staff attended the training.

<p>Goal 2, Activity - Coordinate and develop processes between the CSO and Tribal TANF population. Schedule and hold meetings to improve coordination and communication.</p>	<p>January 2014</p>	<p>Update: On 1/29/14, Diane facilitated a meeting between the DSHS WorkFirst Staff and the Lower Elwha and Quileute TT Case Managers to review the current Tribal TANF Agreements.</p>
<p>Goal 2, Activity -</p>	<p>January 2014</p>	<p>As of 1/1/14, DSHS is no longer processing medical applications.</p>
<p>Goal 2, Activity – Update Quileute TT Agreement</p>	<p>October 2013</p>	<p>On 10/14/13, Social Service and DSHS staff met to update the TT Operating Agreement.</p>
<p>Goal 2, Activity -</p>	<p>October 2012</p>	<p>Diane provided information on the CHIPRA (Children’s Health Insurance Program Reauthorization Act) Grant on 11/1/12</p> <p><b>Update:</b> Nicole Earls was instrumental in getting the CHIPRA grant for the Quileute Tribe and they have already received their computer equipment.</p>