

**Administrative Policy 7.01
2015-2016 Annual Plan and Progress Report
Jamestown S’Klallam Tribe
Port Angeles, Port Townsend, Forks CSO
February 3, 2015**

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) Status Update for the Fiscal Year Starting Last July 1
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 Jamestown 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>Patricia Busse, Administrator bussepa@dshs.wa.gov 360-565-2182</p> <p>Diane Mitchell, Tribal Liaison mitchmd@dshs.wa.gov 360-565-2196</p> <p>Louise Huntingford, Port Townsend Administrator huntial@dshs.wa.gov 360-379-4305</p> <p>Rob Welch, Director of Social/Behavioral Services rwelch@jamestowntribe.org 360-582-4868</p> <p>Sue Mapes, Comm. & Social Services Supervisor smapes@jamestowntribe.org 360-681-4660</p> <p>Jessica Payne, Tribal Gov’t Policy Associate jpayne@jamestowntribe.org 360-681-4657</p>	<p>Statewide Number of Tribal households receiving benefits through the CSO’s: December 2014 - Statewide</p> <p>Food: 54 Medical: 110 TANF: 11 ABD/MCS: 1</p> <p>The above number may not be complete due to self-declaration and coding errors. Tribes continue to provide information regarding commodity food participants</p>

	B. Statistics including JAMESTOWN S'KLALLAM TRIBE Tribal community receiving Basic Food, Medical Assistance, and Childcare.	Open communication with Tribal leaders and Program staff.	Diane Mitchell	<p>Diane reviews the monthly STOWW (Small Tribes of Western WA) list to make sure there are no duplication of services. She also posts it on a share drive for all of the DSHS staff to review.</p> <p>Diane reviews/shares with tribal staff a monthly Native American Eligibility Review Ad-Hoc report and makes client contacts as appropriate.</p>
2. Work with tribes to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, MOU's, contracts, or processes.	A. CSO invited to utilize the Tribal newsletter to disseminate information.	Schedule and hold meetings to improve coordination and communication.	<p>Patricia Busse, Diane Mitchell, Brenda Francis-Thomas, Liz Mueller</p> <p>Diane send information on 3/6/15</p>	<p>It's mandatory that all new DSHS staff attend the 7.01 Gov't to Gov't training.</p> <p>***Upcoming Events:</p> <p>* For the past 2 year, the LPA and Clallam Co. Disability's and the Lower Elwha Tribe have combined for a 1 day event that included classes on how to find employment, write resumes, ect. Local employers who had open positions were doing interviews on the spot. There was also a clothing closet that helped provide work appropriate attire. Lunch was provided by the food bank. This event has already been scheduled for March 25, 2015.</p> <p>Update: Request for the # of clients hired through this event and the list of Employers participating in 2015</p>

				<p>and 2015</p> <p>DSHS/DCS Presentation – We are in the process of putting together a presentation that will provide basic program information and training for the tribes. We are planning on holding this at Makah at the end of March or April. More information to follow.</p> <p>Jamestown requested that we send out an Org. Chart for the State and Region 3.</p> <p>Update: Included in packet</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. Implement a process to identify action needed by Native American clients, so that their benefits are not terminated prematurely.</p>	<p>Program needs and concerns of the Native American clients will be identified and addressed.</p> <p>Enhanced communication of state services to Tribal community.</p>	<p>Patricia Busse, Louise Huntingford, Diane Mitchell</p>	<p>Diane is stationed at the Jamestown Tribe every Tuesday.</p> <p>Update: A Tribal TANF Cheat Sheet was created for staff to have a quick guide of State vs Tribal TANF and procedures when an American Indian/Alaska Native client comes in to apply for TANF. A Copy of this is included in your packet.</p> <p>1/30/15 – Diane held an all staff Webinar to review this form/current procedures.</p>

	B. Tribal Liaison attend monthly IPAC Meeting via web conferencing at the Jamestown Health Clinic		Liz Mueller, Diane Mitchell, Patricia Busse Ongoing	Have Diane attend Monthly IPAC Meetings
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Completed or Tabled Items

Goals/Activity/Outcome	Date	Item
Goal 1, Activity	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 2, Activity – Communication/Tribal Events	July 2014	Diane, Patty Busse and Juli Murrain volunteered at the Annual Elder’s Gathering on 07/11/14
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 the Jamestown Tribe 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, ect.

		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 - Schedule and hold meetings to improve coordination and communication.	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. Jamestown staff attended.
Goal 2, Activity - Implement a process to identify action needed by Native American clients, so that their benefits are not terminated prematurely.	January 2014	With the Healthcare Reform, there are several changes to how medical is processed. Beginning 10/1/13, Client sign up for medical coverage through: www.wahealthplanfinder.org . DSHS is no longer be accepting applications for medical.
Goal 2, Activity - Improvement of the ADATSA (Alcoholism and Drug Addiction Treatment Support Act) referral process for Tribal community.	January 2014	As of 1/1/14, Diane/DSHS is no longer able to process ADATSA applications. Beginning 10/1/13, clients now need to apply at: www.healthplanfinder.org .
Goal 2, Activity – Communication/Tribal Events	July 2013	Diane volunteered at the Elder’s Annual gathering on 07/12/13.
Goal 2, Activity – Have a FQHC (Federally Qualified Health Center) worker, stationed at the Jamestown Clinic	October 2013	On 10/1/13, Jamestown decided to terminate the use of an outstation worker, due to lack of space and need.
Goal 2, Activity – Communication/Tribal Events	November 2012	Diane attended the Jamestown Resource Fair on 11/17/12.

