

**Administrative Policy 7.01
2015-2016 Annual Plan and Progress Report
Lower Elwha 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) <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>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>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>Port Angeles, Port Townsend, and Forks CSO's (Community Services Office) Number of Tribal Members receiving benefits through the CSO's: December 2014 : Statewide Totals</p> <p>Food: 165 TANF: 4 ABD/MCS: 2 Medical: 332</p> <p>The above number may not be complete due to self-declaration and coding errors.</p> <p>Tribes continue to provide information regarding commodity food participants. *Diane Reviews the monthly STOWW (Small Tribes of Western WA) list to make sure there is no duplication of services. She also posts it on a share</p>

				drive for all DSHS staff to review.
	<p>B. There are no formal arrangements but due to tribal service population, ongoing efforts are made to hire Native Americans</p> <p>Include Tribal representatives on interview panels.</p>	<p>Open communication with Tribal leaders and Program staff.</p> <p>Hiring that impacts Tribes.</p>	<p>Patricia Busse, Diane Mitchell</p> <p>Ongoing</p>	<p>Tribal representatives from Lower Elwha will be invited to participate in interview panels when openings occur in the Port Angeles, Port Townsend, Forks, or Neah Bay CSOs. The addition of Tribal members to our interview panels has strengthened the interview and selection process.</p> <p>Information is shared on the State Job Postings process. The website to apply for State Openings is: http://www.careers.wa.gov</p>
	<p>C. Job announcements shared within Clallam and Jefferson County.</p>	<p>Increase opportunity for the Native American population to apply.</p>	<p>Patricia Busse, Diane Mitchell, Brenda Francis-Thomas</p> <p>Ongoing</p>	<p>All local office job openings are emailed to tribal contacts. Diane shares job information with the tribe.</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 outstanding issues/gaps in service and develop performance expectations, which can be implemented,</p>	<p>Schedule and hold meetings to improve coordination and communication.</p>	<p>Patricia Busse, Diane Mitchell</p> <p>Ongoing</p>	<p>Tribes are invited (and Lower Elwha does participate) in the Local Planning Area Meetings (LPA) to design appropriate community service plans.</p> <p>***Upcoming Events: * For the past 2 year, the LPA and Clallam</p>

	monitored and evaluated.			<p>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>*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>
3.Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint planning, and problem solving.	A. Share CSO Tribal Contact List.	Ensure ease of access with timely updates of the CSO Tribal contact list.	Patricia Busse, Diane Mitchell	Current contact List for 2015 is included in the packet today.
	B. Monthly meetings coordinated between the Tribal TANF staff and the Port Angeles CSO staff	Improved information sharing, consultation, joint planning and problem solving.	Diane Mitchell, Monica Henry Tammie Stevens Becky Charles Ongoing	Update: Tammie Stevens, Becky Charles and Diane Mitchell continue to meet on Wednesday mornings to review any pending cases, policy changes, ect.
	C. CSO's invited to disseminate information through Tribal newsletters.	Enhanced communications of state programs to Tribal members.	Patricia Busse, Diane Mitchell, Monica Henry	Revisions or changes to DSHS programs & services will be shared with the Tribal editor Sherry Curran @ sherry.curran@elwha.nsn.us to determine what they would like to include in their newsletter. DSHS has been added to Tribe's mailing list.
	D. Continue to provide outreach via the Tribal Liaison at Tribal facilities where	Currently Diane is scheduled to be at the Lower Elwha Social Services	Diane Mitchell, Monica Henry Patricia Busse,	Diane Mitchell continues to work Wednesday afternoon's at the Social Services office.

	appropriate to work with Tribal members.	Office every Wednesday from 8:30-4:30.		
	E. Have Make up days when scheduled is changed due to DSHS obligations	Clients have weekly access to services on the reservation	Diane Mitchell, Patricia Busse, Monica Henry Ongoing	Update: Tribe requests when DSHS work/requirements prevent me from coming on scheduled day, a make-up day be scheduled when possible.
	F. Improvement of services to Tribal members	Easier accessibility for Native American clients.	Diane Mitchell	Full-time Tribal Liaison provides a means of communication and services between the Tribes and the Port Angeles, Port Townsend, and Forks CSO's. The CSO will continue to support their staff's participation in cultural events.
	G. Implement a process to identify action needed by Native American clients, so that their benefits are not terminated.	Reduced breaks in service for tribal members.	Diane Mitchell Ongoing	Diane reviews/shares with tribal staff a monthly Native American Eligibility Review Ad-Hoc report and makes client contacts as appropriate.
	H. Provide training for Tribal staff on how to use on-line application process in order to streamline the process for their Tribal members. Request by Tribe to give the training to new Tribal TANF staff	Provide training for staff when resources are available.	Patricia Busse, Diane Mitchell, Monica Henry	Keep training current for Financial Staff to ensure knowledge of Tribal boundary zones that are applicable for Tribal TANF and WorkFirst jurisdiction as it applies to federal law.

	<p>I. Policy Training, Tribal TANF Boundary Training and Gov't to Gov't training offered to CSO Staff</p>			<p>Update: All new DSHS staff have been attending Gov't to Gov't training.</p>
	<p>J. Provide opportunities to come together.</p>		<p>Patricia Busse, Tammie Stevens, CSO Staff/Lower Elwha Social Services Staff</p>	<p>We are currently working together to have both Tribal TANF and State TANF WorkFirst clients attend the Hub, which is located at Serenity House</p> <p>Update: Diane Mitchell and Jessica Egnaw have continued teaching their class on "Cultural Diversity".</p>
	<p>K. Staff participate in Tribal activities</p>		<p>Diane Mitchell, CSO Staff</p>	<p>Diane continues to attend Health Fair and other tribal functions.</p>

Completed or Tabled Items

Goal/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 3	August 2014	Diane attended the Lower Elwha Health Fair
Goal 3,	May 2014	A one -time “mini” HUB was held in both Port Townsend and Forks.
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 Lower Elwha 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 -	February 2014	On 2/11/14, 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 - Improvement of the ADATSA (Alcoholism and Drug Addiction Treatment Support Act) referral process for Tribal members.	January 2014	As of 1/1/14, Diane/DSHS is no longer able to process ADATSA applications. Clients now need to apply at: www.healthplanfinder.org .
Goal 3, Activity – Improved communication between the Lower Elwha Tribe and the CSO	January 2014	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.
Goal 3, Activity - Develop a grievance process to ensure timely resolution of tribal client concerns.		The process agreed to is as follows: Contact Diane Mitchell, who can respond to Financial and other program issues. Also, Patricia Busse is a resource. This has been successful.
Goal 3, Activity - Communication	November 2013	On 11/19/13, Social Service and DSHS staff met to update the TT Operating Agreement.
Goal 3, Activity - Improvement of services to Tribal members	October 2012	The CHIPRA (Children’s Health Insurance Program Reauthorization Act) grant information was given to the Social Services and Klallam Counseling Staff on 10/31/12. Update: Monica Henry was instrumental in signing Lower Elwha up for the CHIPRA Grant and have already received their equipment.

