

**Updated:** February 28, 2019

Draft Plan

Final Plan

**Policy 7.01 Plan and Progress Report**

**Timeframe:** July 1, 2019 to June 30, 2020

**Administration/Division:** ESA/CSD (DSHS) **Region/Office:** Region 3/Shelton CSO

**Tribe(s)/RAIO(s):** Squaxin Island Tribe

|                       | Yes | No |
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| Met with Tribe?       | X   |    |
| Tribe provided input? | X   |    |
| Tribal approval?      | X   |    |

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| (1) Goals/Objectives   | (2) Activities   | (3) Expected Outcome   | (4) Lead Staff and Target Date  | (5) Status Update Since Last 7.01 Meeting  |             |    |                |   |             |   |                |   |
|--|--|--|---|--|-------------|----|----------------|---|-------------|---|----------------|---|
| <p>1. Prepare and disseminate pertinent statistics and other relevant data about the Squaxin Island Tribe and Tribal member's participation in public assistance programs.</p> | <p>A. The Shelton CSO will provide data to the Squaxin Island Tribe quarterly and as requested regarding their tribal members receiving assistance under specific program types.</p> | <p>Tribe will be better informed about its members' utilization of CSO services.</p> | <p>Vicky Engel,<br/>Family Services Director</p> <p>Jamie Queen,<br/>Vulnerable Adult Specialist</p> <p>Rose Henry,<br/>TANF Site Manager</p> <p>Connie Whitener<br/>Health Service Director</p> <p>Jason Reed, CSOA</p> <p><u>Target Date:</u><br/>Updated tribal member DSHS benefit statistics will be provided to the Tribe quarterly in April, July, October, and January.</p> | <p>Number of Squaxin Island Tribal families receiving benefits through Shelton Community Service Office (CSO):</p> <p>As of November 2018</p> <table border="1" data-bbox="1570 735 1913 873"> <tbody> <tr> <td><b>SNAP</b></td> <td>92</td> </tr> <tr> <td><b>Medical</b></td> <td>9</td> </tr> <tr> <td><b>TANF</b></td> <td>0</td> </tr> <tr> <td><b>ABD/HEN</b></td> <td>1</td> </tr> </tbody> </table> <p>*The above numbers may not be complete due to self-declaration and coding errors.</p> | <b>SNAP</b> | 92 | <b>Medical</b> | 9 | <b>TANF</b> | 0 | <b>ABD/HEN</b> | 1 |
| <b>SNAP</b>  | 92   |  |   |  |             |    |                |   |             |   |                |   |
| <b>Medical</b>   | 9  |  |   |  |             |    |                |   |             |   |                |   |
| <b>TANF</b>  | 0  |  |   |  |             |    |                |   |             |   |                |   |
| <b>ABD/HEN</b>   | 1  |  |   |  |             |    |                |   |             |   |                |   |
| <p>2. Work with the Tribes to determine the need to negotiate and/or implement local Tribal-</p>   | <p>A. The Squaxin Island Tribe will identify needs of their Tribal population and determine whether current programs and policies meet their needs.</p>                              | <p>Strengthened collaboration between the Squaxin Island</p>                         | <p>Vicky Engel,<br/>Family Services Director</p> <p>Connie Whitener,</p>  | <p>Outreach services were provided during 2018 by a Shelton CSO Financial Service Specialist, per the mutually agreed upon</p>   |             |    |                |   |             |   |                |   |

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| <p>State agreements, protocols, MOU's, contracts or processes.</p>  | <ul style="list-style-type: none"> <li>The Shelton CSO Administrator and Vicky Engel will meet as needed in the upcoming year to evaluate the services being provided by the Shelton Financial Service Specialist 2 days per week.</li> </ul> | <p>Tribe and the Shelton CSO while ensuring that Tribal member's needs are adequately met.</p> | <p>Health Service Director<br/>Jason Reed, CSO Administrator<br/>Heather Kennedy, Financial Supervisor</p> <p><u>Target Dates:</u><br/>Outstation worker schedule and services write-up will be submitted to Tribe by 3/15/19.</p> <p>The Shelton CSO and Tribe will schedule a meeting by 2/28/19 to discuss the updated outstation worker agreement.</p> | <p>contract. No concerns were brought forward by either party.<br/>Tribal representatives requested a write-up of the outstation worker's schedule at the Tribe, along with a description of services offered. The schedule and description of services will be sent to Teresa Henderson for distribution throughout the Tribe.<br/>Outstation Worker Agreement ends on 02/28/19. The Shelton CSO administrator will schedule a meeting with Vicki Engel to begin work on an updated agreement.</p> |
| <p>3. Ensure communication with the Squaxin Island Tribe for information sharing, joint planning, consultation, problem</p> | <p>A. DSHS will continue to communicate and share available trainings, job postings, resources and changes that occur in our programs with the Tribe.</p>   | <p>Tribal representatives are better informed about changes and opportunities at the CSO.</p>  | <p>Jason Reed, CSO Administrator<br/>Vicky Engel, Family Services Director</p>   | <p>During the 7.01 meeting on 1/29/19, the Tribe expressed interest in participating in the panel to fill the administrator position at the Shelton CSO.</p>  |

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| <p>solving, and job postings.</p> | <ul style="list-style-type: none"> <li>The tribe will be invited to participate on panels for office hirings.</li> <li>CSD will provide statewide and local organization charts.</li> </ul> |  | <p>Jamie Queen, Vulnerable Adult Specialist</p> <p><u>Target Date:</u><br/>The tribe will be notified of the date(s) and time(s) for the Shelton Administrator interview panel, and be invited to participate on the panel, when this information is available.</p> |   |
|                                   | <p>B. Schedule and hold a meeting semi-annually to review and update the 7.01 plan.</p>   | <p>Improved coordination and communication between DSHS and the tribe.</p> | <p>Vicky Engel,<br/>Family Services Director</p> <p>Jamie Queen,<br/>Vulnerable Adult Specialist</p> <p>Marcella Cooper,<br/>Family Justice Services Coordinator</p> <p>Marie Natrall, Regional Manager, OIP (DSHS)</p>   | <p>Annual 7.01 planning meeting held at the Squaxin IslandTribe on 1/29/19. Participants from the Tribe included Jamie Queen and Marcella Cooper. Participants from DSHS included Heather Kennedy, Ron Thomas, Heather Dodge and Tim Collins (OIP). The Tribe requested future meetings occur on a semi-annual basis.</p> |

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|                      |  |  | <p><u>Target Date:</u><br/>Next meeting will occur in July 2019.</p>  |   |
|                      | <p>C. Invite statewide Customer Service Contact Center (CSCC) to disseminate information at 7.01 meetings.</p> | <p>Enhanced customer service access points for tribal members.</p> | <p>Ron Thomas, Northwest Administrator to CSCC</p> <p>Joey Anderson, Southwest Administrator to CSCC</p> <p><u>Target Date:</u><br/>To be reviewed Semi-Annually.</p> <p>Ron Thomas will schedule a Child Care Program presentation at the Tribe prior to 06/30/19.</p> | <p>During the 7.01 meeting on 1/29/19, Ron Thomas shared the following updates from the CSCC:</p> <ul style="list-style-type: none"> <li>The Child Care Program currently housed within DSHS will be moved to the Department of Children, Youth and Families (DCYF) effective 7/1/19.</li> <li>CSCC core service hours have been expanded from 2:00 pm to 3:00 pm.</li> </ul> |

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|                      | D. DSHS will develop a presentation for the tribe with basic information on the following programs: WorkFirst, TANF, Basic Food and ABD/HEN.   | Information sharing about DSHS programs and updates on service changes.            | Jason Reed,<br>Shelton CSO Administrator<br><br>Vicki Engel,<br>Family Services Director<br><br><u>Target Date:</u><br>6/30/19  | The Shelton CSO will coordinate scheduling a DSHS services presentation at the Tribe in 2019.  |
|                      | E. DSHS will provide ongoing Washington Connection support to the Tribe, as well as present information to the Tribe regarding its SSI Facilitation program<br><br>As the new Region 3 Access Consultant transitions into his new position, DSHS/CSD Region 3 will arrange for a meeting between the Squaxin Island Tribe and DSHS/CSD Headquarters to provide technical assistance with Washington Connection.<br>The Shelton CSO Administrator will work with the Squaxin Island Tribe (Vicki Engel) and CSD Region 3 SSIF | Improved understanding of online services options and the SSI application process. | Eddie Rodriguez,<br>CSD Region 3 Administrator<br><br>Jason Reed,<br>Shelton CSO Administrator<br><br>David Skaar,<br>BFET Program Manager<br><br>Josie Mendoza,<br>Mobile CSO Administrator<br><br>Vicki Engel,<br>Family Services Director<br><br><u>Target Date:</u> | Effective 1/16/19, Elijah Moon was hired as the Region 3 Access Consultant.<br><br>The Tribe requested presentations in the following areas:<br><ul style="list-style-type: none"> <li>• Washington Connection - Client Benefit Accounts.</li> <li>• SSI Facilitation</li> <li>• BFET</li> </ul> |

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|                      | <p>Supervisor to coordinate an SSIF presentation at the Squaxin Island Tribe.</p> <p>The Shelton CSO Administrator will work with the Squaxin Island Tribe (Vicki Engel) and BFET Program Manager to schedule a presentation.</p>   |   | <p>All requested presentations will be scheduled with the Tribe prior to 6/30/19.</p>   |  |
|                      | <p>F. Invite Office of Indian Policy (OIP) staff to attend 7.01 meetings or other joint meetings as needed.</p> <ul style="list-style-type: none"> <li>The OIP Regional Manager will attend joint meetings with the Tribe and DSHS representatives to provide up to date information sharing and strong lines of communication.</li> </ul> <p><a href="https://www.dshs.wa.gov/sesa/office-indian-policy">https://www.dshs.wa.gov/sesa/office-indian-policy</a></p> | <p>Enhanced awareness of Indian policy and improved service delivery to tribal members.</p> | <p>Marie Natrall, Regional Manager, OIP</p> <p><u>Target Date:</u><br/>OIP representative will attend scheduled 7.01 meeting in July 2019 and semi-annual 7.01 meetings thereafter.</p> | <p>Tim Collins (OIP) attended the 7.01 Planning meeting at the Squaxin Island Tribe on behalf of Marie Natrall.</p>  |
|                      | <p>G. Ensure CSO staff are aware of Tribal events and trainings to enhance staff knowledge of Tribal activities and attend them when possible.</p>  | <p>Increased awareness and participation in tribal activities by CSO staff.</p>             | <p>Jason Reed,<br/>CSO Administrator</p> <p>Heather Kennedy, Heather<br/>(DSHS) Financial Supervisor</p>  | <p>Shelton CSO continues to support staff participation in tribal events and outreach with the Squaxin Island Tribe by sharing the Tribal newsletter (Klah-Che-Min). The</p> |

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|                      | <ul style="list-style-type: none"> <li>The Shelton CSO is committed to supporting staff participation in outreach with the Squaxin Island Tribe and will continue to share the Klah-Che-Min Newsletter and all Squaxin Island Events with our staff.</li> </ul>   |   | <p><u>Target Date:</u><br/>Participation in Tribal events/activities will be reviewed at the July 2019 7.01 meeting and semi-annually thereafter.</p>                                   | monthly newsletter is printed and shared with staff, along with the website.  |
|                      | <p>H. All Shelton CSO staff will attend Government to Government Training.</p> <p>DSHS will continue to ensure ongoing education to existing and new staff.</p>   | CSO staff are familiar with tribal authority and have the skills to operate in a manner that honors government to government relations. | <p>Jason Reed,<br/>Shelton CSO Administrator</p> <p><u>Target Date:</u><br/>Tribal relations training will be discussed at the July 2019 7.01 meeting and semi-annually thereafter.</p> | <p>All current CSO staff have participated in tribal relations training.</p> <p>7.01 Plan training offered by OIP for DSHS staff is 2-3 hours in length and free of charge. It is recommended that DSHS staff working with tribes take this training every 3 years.</p> |
|                      | <p>I. Invite tribal representatives to attend WorkFirst Local Planning Area (LPA) Meetings and other appropriate forums (e.g. Community Service Group of Mason County).</p> <ul style="list-style-type: none"> <li>The Shelton CSO will be diligent in inviting the Skokomish Tribe to our LPA Meetings.</li> </ul> | Enhanced community awareness and leveraged resources.   | <p>Jason Reed,<br/>Shelton CSO Administrator</p> <p><u>Target Date:</u><br/>Participation at the Mason County LPA will be discussed in the semi-annual 7.01 meetings.</p>               | The Expanded Local Planning Area (LPA) meets once a quarter. The Tribe was invited to these meetings and will be notified of changes in meeting dates /times.   |

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|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|



## Completed or Tabled Items

| Goal/Activity/Outcome                              | Date       | Item Description  |
|--|------------|---|
| Annual 7.01 Meeting/Joint Communication & Planning | 1/29/19    | Representatives from the Squaxin Island Tribe met with DSHS staff to discuss the 7.01 Plan and Progress Report.   |
| Annual 7.01 Meeting/Joint Communication & Planning | 4/3/18     | Representatives from the Squaxin Island Tribe met with DSHS staff to discuss the 7.01 Plan and Progress Report.   |
| Participation in Tribal Events                     | 08/08/2017 | DSHS Tribal Liaison attended the First Salmon Ceremony in August 2017 to have CSO representation. We plan to attend more of these type of functions in the upcoming year. |
| Access to Mobile CSO Services                      | 10/26/2012 | The DSHS Mobile CSO was at the Squaxin Elder Abuse Summit on 10/26/12.  |

## Contact Information

| DSHS Contacts   | Tribal Contacts  |
|---|--|
| <p>Jason Reed,<br/>CSO Administrator<br/><a href="mailto:reedje@dshs.wa.gov">reedje@dshs.wa.gov</a><br/>360-338-2831</p>  | <p>Vicky Engel,<br/>Family Services Director,<br/><a href="mailto:vengel@squaxin.us">vengel@squaxin.us</a><br/>360-432-3914</p>              |
| <p>Heather Kennedy,<br/>Financial Supervisor<br/><a href="mailto:kennehr@dshs.wa.gov">kennehr@dshs.wa.gov</a><br/>360-432-2091</p>  | <p>Connie Whitener<br/>Health Services Director,<br/><a href="mailto:bsanchez@squaxin.us">bsanchez@squaxin.us</a><br/>360-427-9006</p>       |
| <p>Ron Thomas,<br/>South Sound Administrator, Customer Service Contact Center (CSCC)<br/><a href="mailto:thomaR@dshs.wa.gov">thomaR@dshs.wa.gov</a><br/>360-584-3150</p>  | <p>Ray Peters,<br/>Tribal Liaison,<br/><a href="mailto:rpeters@squaxin.us">rpeters@squaxin.us</a></p>  |
| <p>gloria Marshall-Perez,<br/>Deputy Regional Administrator<br/><a href="mailto:marshgl@dshs.wa.gov">marshgl@dshs.wa.gov</a><br/>360-725-4814</p>                         | <p>Famie Mason<br/>Chilcare Coordinator/Community Advocate<br/><a href="mailto:fmason@squaxin.us">fmason@squaxin.us</a><br/>360-432-3931</p> |
| <p>Marie Natrall,<br/>Regional Manager, Office of Indian Policy<br/><a href="mailto:natramf@dshs.wa.gov">natramf@dshs.wa.gov</a><br/>360-725-4880</p>                     | <p>Rose Henry<br/>TANF Site Manager<br/><a href="mailto:rhenry@squaxin.us">rhenry@squaxin.us</a><br/>360-432-3950</p>                        |
| <p>David Skaar<br/>BFET Operations Supervisor<br/><a href="mailto:David.skaar@dshs.wa.gov">David.skaar@dshs.wa.gov</a><br/>206-406-6862</p>                               | <p>Jamie Queen<br/>Vulnerable Adult Specialist<br/><a href="mailto:jqueen@squaxin.us">jqueen@squaxin.us</a><br/>360-432-3844</p>             |
| <p>Josie Mendoza<br/>Mobile CSO and BFET Operations Administrator<br/><a href="mailto:Josefina.mendoza@dshs.wa.gov">Josefina.mendoza@dshs.wa.gov</a><br/>509-734-4117</p> | <p>Marcella Cooper<br/>Family Justice Coordinator<br/><a href="mailto:mcooper@squaxin.us">mcooper@squaxin.us</a><br/>360-485-5150</p>        |