



Administrative Policy No. 7.01

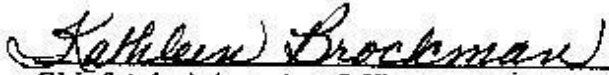
Subject: American Indian Policy

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Authorizing Sources: [Washington State 1989 Centennial Accord](#)
[President's Executive Order #13175](#)
Office of the Secretary

Effective Date: November 1, 1987

Revised: March 31, 2009

Approved By: 
Chief Administrative Officer

Sunset Review Date: March 31, 2011

Background

The Department of Social and Health Services (DSHS) follows a government-to-government approach to seek consultation and participation by representatives of tribal governments in policy development and service program activities. This is in compliance with the Washington State [1989 Centennial Accord](#) and current federal Indian policy as outlined by [Executive Order #13175](#) signed by President Clinton in November 2000, which promotes government-to-government relationships with American Indian Tribes.

Purpose

This policy defines the Department's commitment to consultation with Federally Recognized Tribes of Washington State, and to work in collaboration with Recognized American Indian Organizations and individual American Indians and Alaska Natives in the planning of DSHS service programs, to ensure quality and comprehensive service delivery to all American Indians and Alaska Natives in Washington State.

Scope

This policy applies to all DSHS programs and employees. DSHS administrators and regional program managers who oversee contracted services are also responsible for implementing this policy in the planning and delivery of contracted services by incorporating the appropriate language into the contracts.

Definitions

American Indian: Individuals the Federal Government recognizes in accordance with [25 USC Section 2902](#).

Alaska Native: Individuals the Federal Government recognizes in accordance with [43 USC Chapter 33 section 1602](#).

Consultation: Consultation requires an enhanced form of communication that emphasizes trust and respect. It requires a shared responsibility that allows an open and free exchange of information and opinion among parties that leads to mutual understanding and comprehension. [See Attachment 3](#).

Contracted Services: DSHS contracts with a large number of entities to provide client services, personal services and purchased services. These contractors include individual providers, public agencies and private (profit or non-profit) organizations, including but not limited to Area Agencies on Aging, Alcohol and Substance Abuse and Regional Support Networks. Other contracted agencies also provide licensing services, group care services and other social and health services.

Culturally Relevant: Describes a condition where services provided to clients are appropriate according to the clients' cultural backgrounds.

Executive Leadership Team: Representatives to the Secretary's Executive Team that include the Assistant Secretaries and some key Directors. The IPSS Director is a member of this team.

Federally Recognized Tribes (Tribes): Self-governing American Indian and Alaska Native governments recognized under applicable federal and common law. Because of their unique sovereign status, Federally Recognized Tribes have the inherent power to make and enforce laws on their lands, and to create governmental entities.

Government-to-Government: Describes the relationships and protocols among and between Federally Recognized Tribes and the federal, state and other governments.

Indian Policy Advisory Committee (IPAC): DSHS advisory committee comprised of representatives from Federally Recognized Tribes of Washington State and the Recognized American Indian Organizations. It guides the implementation of the Centennial Accord and the

DSHS American Indian Policy. The Office of Indian Policy and Support Services (IPSS), along with the Department tribal liaisons, provide technical support to IPAC in its ongoing communications through meeting, planning and consultation activities. According to Article XI of the IPAC by-laws, IPAC does not have the authority or power to infringe upon or jeopardize the sovereignty of any Federally Recognized Tribe or non-member Tribe.

Identified Key Positions: DSHS managers and employees in positions that have decision-making authority or policy-changing authority, in regional or headquarters offices, whose emphasis of responsibility is working in conjunction or association with the American Indian and Alaska Native Tribes and Recognized American Indian Organizations.

Office of Indian Policy and Support Services (IPSS): Reports to the Secretary of DSHS and is responsible for coordinating efforts with Federally Recognized Tribes of Washington State and the Recognized American Indian Organizations in order to address the collective service needs of individual American Indians and Alaska Natives in Washington State.

Plan and Progress Report: The matrix submitted annually to the Assistant Secretaries to record the work of the regions.

Recognized American Indian Organizations (RAIO): Organizations, as recognized in accordance to IPAC by-laws, including the American Indian Community Center (AICC), N.A.T.I.V.E. Project, Seattle Indian Health Board (SIHB), Small Tribes of Western Washington (STOWW), United Indians of All Tribes Foundation (UIATF), and South Puget Intertribal Planning Agency (SPIPA), a tribal consortium. These organizations exercise their rights as American Indians, citizens of the United States and residents of the State of Washington.

Tribal Sovereignty: Federal law recognizes Federally Recognized Tribes as possessing sovereignty over their members and their territory. The Code of Federal Regulations (CFR) for the Bureau of Indian Affairs identifies territory as the Service Area and the CFR for the Indian Health Services defines territory as the Contract Health Services Delivery Area. Sovereignty means that tribes have the legislative, executive and judicial power to make and enforce laws, and to establish courts and other forums for resolution of disputes.

Policy

A. General Guidelines

1. DSHS shall provide necessary and appropriate social and health services to people of Federally Recognized Tribes of Washington State (Tribes) and Recognized American Indian Organizations and American Indian and Alaska Native individuals.
2. DSHS recognizes, honors and supports consultation with Tribes on a government-to-government basis, and for planning purposes, collaboration with Recognized American Indian Organizations.

3. In making policy on Indian issues, DSHS shall:
 - a. Recognize American Indian and Alaska Native tribes as Federally Recognized political governing bodies and respect their sovereignty and the unique social/legal status they hold. The department shall acknowledge and consider findings under the Supremacy Clause and Indian Commerce Clause of the United States Constitution, federal treaties, executive orders, Indian Citizenship Act of 1924, Indian Child Welfare Act of 1978, the Centennial Accord, other relevant statutes, and tribal, federal and state court decisions.
 - b. Acknowledge and consider Federal Law providing for American Indian self-determination and self-governance for federally funded and federally assisted programs without diminishing the sovereign status of Federally Recognized Tribes.
 - c. Work in cooperation and coordination with the Governor's Office of Indian Affairs.
 - d. Acknowledge and consider the opportunity for Federally Recognized Tribes' involvement and consultation in, but not limited to, the Department plans, budgets, policies, program services (including those provided by contractors and grantees), operational procedures, federal waivers or exemptions to state plans that affect American Indian people.
4. DSHS shall ensure that programs and services to Tribes, Recognized American Indian Organizations and individual American Indians and Alaska Natives are culturally relevant and in compliance with this policy.
5. DSHS shall conduct periodic evaluations of the responsibilities listed above to identify progress and outstanding issues.
6. DSHS shall explore the opportunity to develop a data collection process, in consultation with Tribes and Recognized American Indian Organizations, to show statewide and tribal specific patterns of service use and access.
7. This policy does not waive, alter, or diminish the sovereignty of Federally Recognized Tribal governments, nor does it affect federal or tribal protected rights for Individual American Indians or Alaska Natives, or any other rights under the Centennial Accord, Treaty, Executive Order, self-determination, self-governance, or other applicable Federal, Tribal or State laws.
8. DSHS shall recognize the rights of Federally Recognized Tribes to bring their issues and needs to the direct attention of the Governor under the Centennial Accord at any time.

9. This policy defines specific duties and responsibilities for DSHS employees who work with Tribes and Recognized American Indian Organizations. This policy also provides opportunities for Tribes and RAIO to participate “in part” or “in total” at their discretion. This policy is in full force and effect regardless of the degree of participation of any Tribe or Indian Organization. DSHS employees shall extend the full benefit of this policy even if a Tribe or Indian Organization decides not to participate.
10. Each Regional Administrator, Field Services Administrator, District Manager or Division Director shall develop and submit an annual Policy 7.01 Plan and update to his or her Assistant Secretary by April 2nd of each year. Each Assistant Secretary shall submit the consolidated Plan and update for his or her administration to the Office of Indian Policy and Support Services (IPSS) by April 30 of each year. The IPSS Director shall provide to the Executive Leadership Team an overview of each administration’s Implementation Plan by June 30 of the same year.
11. Development of the Policy 7.01 Implementation Plan and the annual Progress Report is in consultation and collaboration with the Tribes and Recognized American Indian Organizations. A uniform matrix format will be used for performance measurements. See [Attachment 1: Policy 7.01 Implementation Plan Reporting Guidelines](#).
12. DSHS managers with appointing authority shall include representatives from Tribes and Recognized American Indian Organizations on employee interview panels for identified key positions.
13. Employees in identified key positions are required to attend the American Indian Administrative Policy 7.01 Training.

B. Communications

All communications with the Tribes and RAIO will be in accordance with the Communication protocols. [See Attachment 2](#).

1. The IPSS staff and regional managers shall maintain the information distribution list within their regions and provide information to the Tribes, Recognized American Indian Organizations and designated DSHS Tribal Liaisons on a regular basis.
2. IPSS shall hold quarterly meetings with each Assistant Secretary to timely identify issues between DSHS and the Tribes and discuss strategies for addressing the issues.

3. The Assistant Secretaries shall update the Executive Leadership Team on tribal relations and the status of their Policy 7.01 Implementation Plans specific to each administration.
4. The IPSS staff shall hold quarterly meetings with all programs' liaisons/program managers identified by each administration to discuss collaboration and integration within DSHS with respect to tribal services.
5. IPSS shall schedule two Assistant Secretaries to attend each Indian Policy Advisory Committee (IPAC) meeting and discuss the planning for specific areas of partnership with the Tribes and Recognized American Indian Organizations.

C. Consultation Process

Consultation with the Tribes and Recognized American Indian Organizations shall be in accordance with the Consultation protocols. [See Attachment 23.](#)

1. Administrations of DSHS may initiate a consultation process with Tribes and seek advice from IPAC at the same time. [Attachment 3: DSHS Administrative Policy 7.01 Consultation Flowchart](#) provides detailed information of this process.
2. Representatives from DSHS, Tribal governments and Recognized American Indian Organizations shall identify the participants in the two-way consultation process and establish participation at the appropriate level.
3. Participants shall provide a clear description of the nature of the issues. The Department must provide all participants in advance with related documents or statements describing the purpose and issues.
4. Participants shall have sufficient time to review documents and respond to requests for consultation. The amount of time can vary depending on the nature and complexity of the issues. If decisions require quick actions due to imposed deadlines, the Department must make every effort to provide advance written notice to allow for meaningful input and response.
5. Participants shall establish and adhere to a schedule for consultation. DSHS, tribal participants and Recognized American Indian Organizations shall jointly determine the protocols, timing and number of meetings needed for consultation.
6. Participants shall recognize that each Tribe is unique culturally and administratively. It is important to acknowledge tribal customary law or religious rules.
7. Participants shall consider use of roundtables or workgroups to develop recommendations for actions on various technical, legal or policy issues.

8. Participants shall report the outcomes of the consultation to the Tribes, Recognized American Indian Organizations, DSHS Secretary, and appropriate administrations. The goal will be to reach consensus as the outcome of the consultation, so DSHS and tribal participants shall actively participate in the consultation to ensure that all views are considered. Once the consultation is completed and a policy decision is final, all recommendations for follow-up actions need to be communicated, implemented and monitored. For documentation purposes, the issue and the solution shall be incorporated into the Policy 7.01 Implementation Plan, including all related attachments.
9. For planning purposes, DSHS will collaborate with the Recognized American Indian Organizations.

D. Dispute Resolution Process

In recognition of the sovereign government status of Tribes, when consultation alone has not succeeded in resolving issues at the regional level, Tribes have the authority to raise the issues to the Assistant Secretary, Secretary or the Governor.

E. Duties and Responsibilities

1. The Secretary of DSHS shall:
 - a. Communicate with each Tribe, Recognized American Indian Organization and IPAC, review their recommendations, and where appropriate, implement the recommendations within the realm of his or her authority, and provide periodic updates to the Governor's Cabinet.
 - b. Consider seeking legislative support for Tribal and Recognized American Indian Organization programs and services when submitting budget requests to the Office of Financial Management (OFM) and submitting legislative proposals related to social and health services.
 - c. Support the federal model of "self-determination" and "self-governance" for tribal management of state funded programs while discussing relevant issues with OFM and the Governor's Office.
 - d. Work with Tribes, Recognized American Indian Organizations and IPAC in assessing and addressing unmet needs, service gaps, and other outstanding issues, within the realm of his/her authority.
 - e. Consult with Tribes, Recognized American Indian Organizations and IPAC before making substantive changes to IPSS or the American Indian Policy.

- f. Present the DSHS Policy 7.01 Progress Report each year to the: (1) IPAC members, Tribes and Recognized American Indian Organizations, (2) Governor's Cabinet, and (3) DSHS Executive Leadership Team.
2. The Office of Indian Policy and Support Services (IPSS) shall:
 - a. Coordinate, monitor, and assess the department's relationships with Tribes and Recognized American Indian Organizations.
 - b. Facilitate DSHS communications and consultations on an ongoing basis with Tribes and Recognized American Indian Organizations to ensure the department's thorough consideration of all suggestions and recommendations.
 - c. Advocate for the delivery of quality, culturally sensitive DSHS services, and ensure that American Indian and Alaska Native children, families and individuals can access DSHS services in a timely manner.
 - d. Communicate with DSHS management, regional representatives and contractors to help them understand and implement this policy.
 - e. Monitor issues on services to American Indians and Alaska Natives, bring issues to the appropriate administrator for resolution and recommend specific actions to resolve issues in compliance with this policy. IPSS staff are authorized to participate at any level of DSHS and to access any information necessary for the performance of their duties.
 - f. Provide staff support to IPAC for its ongoing communications through meeting, planning and consultation activities.
 - g. Provide Department and Tribal staff with ongoing training and information on this policy.
 - h. Work with administrators and concerned Tribes to resolve issues based on IPSS Director's reviews of Policy 7.01 Implementation Plans and progress reports with the Assistant Secretaries.
3. The Assistant Secretaries shall:
 - a. Include consideration of resources (including state funds, contracts or grants) to support Policy 7.01 planning activities, functions and goals when submitting budget requests to the Secretary for DSHS budget submittal to OFM.
 - b. Identify federal waivers and exemptions in consultation with Tribes, Recognized American Indian Organizations and IPAC and include those

waivers or exemptions to their state plans when they are resubmitted, updated or modified to promote and enhance tribal self-determination and self-governance.

- c. Review and utilize regional Policy 7.01 Implementation Plans to develop administration specific statewide plans. These plans shall capture common issues and potential problems and provide ways to bring attention to concerns specific to Tribes and Recognized American Indian Organizations.
 - d. Inform and seek input from IPSS when developing policies and procedures that will have a unique effect on Tribes or Recognized American Indian Organizations.
 - e. Each Assistant Secretary will periodically provide feedback to the regions of implementations and changes resulting from their 7.01 plans.
4. Division Directors shall:
- a. Identify, measure and evaluate performance indicators related to the implementation of this policy.
 - b. Inform and seek input from IPSS when developing policies and procedures that will have a unique effect on Tribes or Recognized American Indian Organizations.
5. Regional Administrators, Field Services Administrators, District Managers and/or Division Directors shall:
- a. Seek tribal consultation in the development of annual Policy 7.01 Implementation Plan and Progress Report (see [Attachment 1: Policy 7.01 Plan and Reporting Guidelines](#)).
 - b. Inform and seek input from IPSS when developing policies and procedures that will have a unique effect on Tribes or Recognized American Indian Organizations.
 - c. Appoint Tribal Liaisons and provide opportunities for tribal specific training and participation in meetings and conferences as funding permits. Designated Tribal Liaisons will attend IPAC meetings providing technical support and/or information to IPAC participants.
 - d. Identify, measure and evaluate performance indicators related to the implementation of this policy.

- e. Ensure that employees in identified key positions attend American Indian Administrative Policy 7.01 training.

Attachment 1

American Indian Policy 7.01 Implementation Plan Reporting Guidelines

Develop the Policy 7.01 Implementation Plans and Progress Reports in consultation and collaboration with each Tribe and Recognized American Indian Organization.

A. Reporting Schedule:

Each Regional Administrator, Field Services Administrator or District Manager shall:

1. Develop and submit the annual Policy 7.01 Plan and progress report to his or her Assistant Secretary by April 2 of each year.
2. Incorporate any amendments to the Policy 7.01 Plan as they are negotiated during the year, and immediately send the amendments to the Assistant Secretary.

Each Assistant Secretary shall:

1. Submit the consolidated annual plan for his or her administration to IPSS by April 30 of each year.
2. Upon receiving any amendments to the Policy 7.01 Plan from the Regional Administrator, Field Services Administrator or District Manager, review and finalize the amendments and submit to IPSS within 30 days of approval.

B. Planning Checklist

This checklist is provided to assist the assigned employees in identified key positions to develop the Implementation Plan. This exercise can help identify areas that need improvement.

1. Have you scheduled regular meetings with the Tribes to discuss the Policy 7.01 Implementation Plan and Progress Report? When and how often do you meet?
2. Have your Administration, Region, Division, Program, Contractors or Grantees met with the Tribes and Recognized American Indian Organizations in your area and identified issues that need to be addressed? What were the topics of the issues? What were the agreeable solutions?
3. Have you included Tribal and Recognized American Indian Organization contacts in your information sharing, problem-solving and planning activities? Who are your contacts at the Tribe or RAIO?
4. Have you notified Tribes and Recognized American Indian Organizations of funding opportunities, RFP's, available grants or training opportunities from DSHS? What were they?
5. Do you have any special/pilot projects that include tribal participation or need to have tribal and Recognized American Indian Organization participation? What are they?
6. Are your employees trained to address culturally sensitive issues or have access to culturally relevant resources?
7. Is your program/division able to respond to current needs of the Tribes and Recognized American Indian Organizations? How do you achieve this?

- 8. Did your program or division provide training to the Tribes and Recognized American Indian Organizations? Which Tribes and Recognized American Indian Organizations participated? What kind of training did you provide?
- 9. Did you provide technical assistance to the Tribes and Recognized American Indian Organizations? If yes, in what capacity?
- 10. Do you have Local Area Agreements or current working agreements with the Tribes? What are they? Are they current?
- 11. Do you contract directly with the Tribes? What are these contracts?
- 12. Do you have a plan for recruiting Native American providers, contractors or employees?
- 13. Did you inform and seek input from IPSS when developing policies and procedures that will have a unique effect on Tribes or Recognized American Indian Organizations?
- 14. Do you have issues or concerns that require assistance from IPSS? Have you discussed these issues with IPSS?

C. Format

Use the matrix below for the 7.01 Plan and Progress Report.

Policy 7.01 Plan and Progress Report				
Annual Due Date: April 2 (Submit Regional Plan to the Assistant Secretary) and April 30 (submit Assistant Secretary's Plan to IPSS).				
Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1

Attachment 2

Communication Protocol

Between Department of Social and Health Services, Tribal Governments,
Recognized American Indian Organizations

Purpose:

To assist Department of Social and Health Services (DSHS) staff when communicating with Tribal Governments and Recognized American Indian Organizations (RAIO).

Administrations will transmit the following types of formal correspondence with cover letters:

- Submission of contracts and contract amendments
- Consultation requests and announcements
- Announcement of scheduled monitor or site visits
- Monitoring/site visit reports
- Announcement of Administrative Policy 7.01 meetings
- When seeking formal input

Formal correspondence will be addressed in the following manner:

- Honorable Chairman, Chairperson, President, with a salutation of Dear Tribal Chairman, Chairperson, President
- Dear RAIO Director

With copies to:

- Respective administration staff according to internal protocol
- The administration's Tribal Liaison
- Indian Policy and Support Services (IPSS)
 - Indian Policy Advisory Committee (IPAC) Delegate; IPSS will forward by email appropriate correspondence to IPAC delegates
- Tribal Program Administration, IPAC Delegate
- For contract materials Central Contract Services

IPSS will maintain a current distribution list of Tribal Chairs, Recognized American Indian Organization (RAIO) Directors and IPAC Delegates.

Regional Administrators will follow these communications guidelines:

- Ongoing Department to Tribal Peer-to-Peer communications at the local level
- Administrative Policy 7.01 meetings as agreed by the Tribes, RAIO and administration
 - Include notification of meeting to IPSS Regional Manager
 - Include timely notification for cancellation of meetings to the Tribes, RAIO and IPSS Regional Manager
- Letters are required for:
 - Contracts
 - A copy to Central contracts and IPSS – Olympia
 - Visits
 - Compliance matters

Consultation Protocol

Between Department of Social and Health Services, Tribal Governments,
Recognized American Indian Organizations

Purpose:

In accordance with the Centennial Accord and Administrative Policy 7.01, the Department maintains a commitment to consultation. Consultation is a formal Government-to-Government meeting, called to provide an opportunity for an exchange of information and opinion prior to a decision.

Consultation may be for the following matters:

- Statewide implications
- Proposed change to policy that has an impact to the Tribes or RAIO
- Fund distribution
- At the request of a tribe
- At the request of IPAC

Consultation will be called at the highest level of the Department:

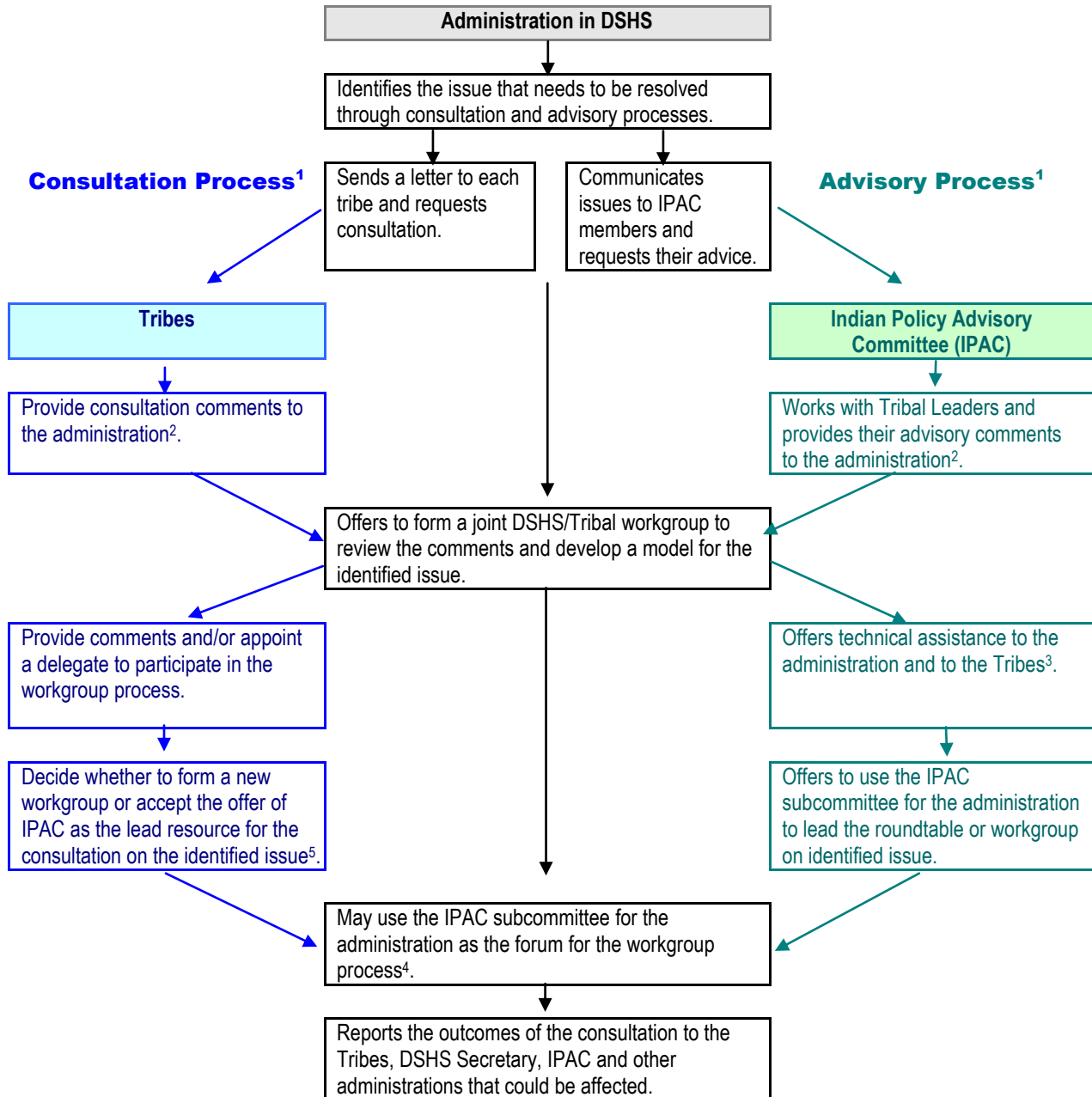
- Secretary, Deputy Secretary or Assistant Secretary
- DSHS will send a minimum of two written notifications
 - The first one within 45 – 60 days prior to the consultation
 - The second one within 15 – 30 days prior to the consultation
- DSHS will email IPAC Delegates:
 - Participation notification
 - Follow-up notification
 - Minute distribution

Round tables and work groups should be used for discussions, problem resolution and preparation for consultation. When matters are resolved by utilizing the round table and work group process, notification of any final outcomes to these meetings will be distributed to the affected Administration, IPSS, Tribes and RAIO in accordance to these written directions.

- Roundtable meeting between Tribal/RAIO and State Administrations.
 - These meetings are designed to be with the administrations of the groups in advance to determine the scope of the situation and establish a work plan.
- Workgroup meeting between Tribal/RAIO and State Technical Team
 - Will provide the opportunity for technical teams from the state and tribes to address any technical challenges or barriers.
 - Work collaboratively on development of technical solutions.

Attachment 3

DSHS American Indian Administrative Policy 7.01 Consultation Flowchart



Footnotes:

1. The "consultation" with Tribes and Recognized American Indian Organizations can occur at the same time that IPAC performs their "advisory" work.
2. Sometimes the same employee provides the consultation comments on behalf of the Tribe and prepares the advisory comments as an IPAC delegate.
3. The IPAC letter would also include a list of the current IPAC delegates and subcommittee members. This would make it easier for Tribal Leaders to identify people who are already working on the issues through IPAC.
4. Many Tribes and Recognized American Indian Organizations have already designated delegates to IPAC, and the existing subcommittee could be the lead resource for Tribes and Recognized American Indian Organizations to work on the joint DSHS/Tribal model development.
5. Some Tribes and Recognized American Indian Organizations may prefer to use their existing IPAC delegates and work through the IPAC subcommittee rather than having duplicate meetings on the same issue.