

Updated: November 19, 2018

Policy 7.01 Plan and Progress Report

Draft Plan

Timeframe: July 1, 2019 to June 30, 2020

Final Plan

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

Tribe(s)/RAIO(s): Quileute Tribe

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

Implementation Plan

Progress Report

(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update Since the Last 7.01 Meeting								
1. Prepare and disseminate pertinent statistics on American Indian community and participant populations, numbers of American Indian participants served and other relevant data.	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.	Jim Weatherly Tribal Liaison Nicole Earls Kala Jackson Joey Anderson As Requested.	Number of Quileute Tribal families receiving benefits through Port Angeles and Forks Community Service Offices (CSO's): [July 2018] <table border="1"> <tr> <td>SNAP</td> <td>106</td> </tr> <tr> <td>Medical</td> <td>14</td> </tr> <tr> <td>TANF</td> <td>5</td> </tr> <tr> <td>ABD/HEN</td> <td>0</td> </tr> </table> <p>*The above numbers represent a point-in-time count and may not be complete due to self-declaration and coding errors.</p>	SNAP	106	Medical	14	TANF	5	ABD/HEN	0
SNAP	106											
Medical	14											
TANF	5											
ABD/HEN	0											
2. Work with tribes to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, MOU's, contracts or processes.	A. Review and update Tribal TANF Operating Agreement (TTOA). <ul style="list-style-type: none"> CSO Administrator will send draft TTOA along with updated 7.01 plan for review by tribal representatives. 	Improved coordination and communication regarding Tribal TANF population.	Jim Weatherly Tribal Liaison gloria Marshall-Perez Patti Hicklin Meredith Parker Nicole Earls Kala Jackson March 2018	Tribal TANF Operating Agreement was updated and sent to tribe for review on 3-16-18. Agreement has not yet been signed. Last communication update from Tribe received May 1, 2018 (via OIP inquiry). gloria will contact ESA IT for ACES-related assistance.								

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	B. DSHS Financial/Social Service Staff will coordinate changes of circumstances, including overpayment to Quileute Tribal Staff.	Sharing of information on shared cases for positive program maintenance.	Jim Weatherly Tribal Liaison Meredith Parker Patti Hicklin Juli Murrain As Requested.	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.).		
	C. Coordinate and develop hiring processes that affirm value of diverse workforce. • Invite Quileute Tribe to participate in hiring panels.	More robust representation of all Olympic Peninsula communities in staffing at Port Angeles/Forks CSO's.	Jim Weatherly Tribal Liaison Nicole Earls Kala Jackson As Requested.	No hiring in 2018 yet. Tribal Liaison position became vacant in July 2018. CSO committed to filling this position. In the interim, Contact Center and local CSO staff teams available for assistance—including at tribal partner sites, as requested.		
3. Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint planning and problem solving.	A. Implement a process to identify action needed by Native American clients, so that their benefits are not terminated prematurely. • Review current Tribal TANF desk aide created in 2015,	Program needs and concerns of the Native American clients will be identified and addressed. Enhanced communication of state services to Tribal community.	Jim Weatherly Tribal Liaison Kala Jackson On Demand.	TANF desk aide not reviewed yet in 2018. All parties are also waiting for Tribal TANF agreement update.		

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	including refresher presentations as needed.			
	B. DSHS training and events and Tribal events will be communicated to promote shared understanding of programs, services and culture.	Sharing of information regarding DSHS training events and cultural programs for DSHS staff.	Jim Weatherly Tribal Liaison Nicole Earls Kala Jackson Brenda Francis-Thomas On Demand.	Tribal events continue to be shared through the monthly newsletter (Talking Raven). Suggested events discussed at 7.01 meeting include: 2019 Quileute Invitations: <ul style="list-style-type: none"> • Welcome of the Whales (March '19) • Elders Week (May '19) • Elders Bingo (Lisa Hohman) <ul style="list-style-type: none"> ○ Elders Events Calendar • Take Back the Night • Wednesday Night Drum Circles • Journey/Landing • Quileute Days
	C. Plan, develop, and implement training programs for both tribal and CSO staff.	1) Tribal members better informed about programs and more	Jim Weatherly Tribal Liaison Patti Hicklin Meredith Parker	2019 Training Requests: <ul style="list-style-type: none"> • WorkFirst Sanction Overview • BFET Overview

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	<ul style="list-style-type: none"> DSHS will put together presentations that provide basic program information and training for the tribe. All DSHS PAForks CSD staff will attend continuous/on-going government-to-government training, with priority given to new CSO hires. 	<p>likely to access needed services.</p> <p>2) CSO staff will be more culturally sensitive and provide services in a manner that builds trust with the tribe.</p>	<p>Juli Murrain Kala Jackson Nicole Earls</p> <p>As Requested.</p>	<ul style="list-style-type: none"> ACES Overview (Kala, Heather) Childcare Assistance (via Contact Center staff). [See: Goal 3, Activity F.] 	
	D. Invite tribal representatives to attend WorkFirst Local Planning Area (LPA) meetings and other appropriate forums.	Local planning efforts and service plans reflect the entire community, including the needs and perspective of tribal members. Tribes are invited to participate in the LPA meetings to design appropriate community service plans.	<p>Jim Weatherly Meredith Parker Patti Hicklin</p> <p>Monthly Meetings.</p>	<p>Quileute invited to attend the WorkFirst LPA meetings. LPA meetings are traditionally held at the PA CSO, but may be moved to locations more geographically accommodating for all attending—and by request, e.g. Tribe and/or LPA partner wants to host. There is also</p>	

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				discussion around the West End LPA re-forming. No Quileute attendance at 2018 LPA meetings, but strongly welcome it.	
	E.CSO invited to disseminate information through Tribal newsletters. <ul style="list-style-type: none"> Revisions or changes to DSHS programs and services will be shared with the Tribal Editor to determine what they would like to include in their newsletter. (Submissions due to Foster by 10th of each month.) 	Enhanced communications of State/DSHS/CSD information to Tribal members.	Jim Weatherly Tribal Liaison Nicole Earls Emily Foster As Requested.	<i>Talking Raven</i> tribal newsletter shared out electronically to CSO staff (via OIP and CSOA) in 2018.	
	F. Statewide CSD Contact Center will share a contact list for all programs administered	Enhanced communications of state call center information to Tribal members.	Joey Anderson Ron Thomas Londi Colton As Requested.	Updated information, including a contact list, was provided by Ron Thomas, CSCC Administrator, during the 7.01 meeting on 2-7-18.	

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	and provide contact center updates. <ul style="list-style-type: none"> Coordinate childcare program overview. 			Ron Thomas and Londi Colton will coordinate with PA CSO staff to present information regarding childcare assistance. No presentation was scheduled in 2018. Heather Dodge, Supervisor in Bremerton, will be contacting the Quileute Tribe to offer the overview on CCSP specific services.
	G. Upon request from the tribe, the services of the CSD Mobile CSO will be made available when regular CSD services are interrupted due to disaster or emergent situations.	Ensure individuals have access to CSD assistance programs through the Mobile CSO – a mobile office that is self-contained and fully functional. Experienced staff can determine initial eligibility on site.	CSD HQ Operations Staff, Josie Mendoza, Mobile CSO and BFET Operations Administrator. As requested.	This service was discussed during the 7.01 meeting on 2-7-18 and added to the plan.

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Completed or Tabled Items

Goal/Activity/Outcome	Date	Item Description
Goal 3, Activity C COMPLETED	May 2017	All Port Angeles, Forks CSO staff attended G2G training in 2017.
Goal 2, Activity A COMPLETED	February 2017	The Community Services Division (CSD) Tribal Relations and TANF Program Administrator, Martin Bohl, presented information on Washington Connection as a resource available to the tribe, and provided and update and additional information on Tribal Eligibility and sources of income, and application of the Indian Country Disregard and the American Indian Labor Force Report published by the Department of Interior.
Goal 2, Activity A COMPLETED	September 3, 2016	Amended Tribal TANF agreement to reflect partnership with Hoh Tribe.
Goal 3, Activity C COMPLETED	February 22, 2016	Requested to add Kala Jackson to the LPA email list. *previous LPA email was in error, i.e. kala.jackson@quileutenation.org
Goal 3, Activity A COMPLETED	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 COMPLETED	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 COMPLETED	May 29, 2014	Tribal Liaison attended the Quileute Health Fair on 05/29/2014
Goal 2, Activity-Coordinate and develop processes between the CSO and Tribal TANF population. COMPLETED	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 COMPLETED	April 2014	On 04/25/2014, the LPA held a conference hosted by the Jamestown Tribe with guest speaker: Dr. Donna Beegle – Communications Across Barriers. Staff from Quileute attended.
Goal 1, Activity COMPLETED	March 26, 2014	The LPA (Local Planning Area) and Clallam Co. Disability's combined with Lower Elwha for a 1 day even 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.
Gal 2, Activity – DSHS training and events and Tribal events will be communicated to promote	February 2014	On 02/11/2014, 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.

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shared understanding of programs, service and culture. COMPLETED		
Goal2, Activity- Coordinate and develop the processes between the CSO and Tribal TANF population. Schedule and hold meetings to improve coordination and communication. COMPLETED	January 2014	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 agreement.
Goal 2, Activity- Updated Quileute TT Agreement COMPLETED	October 2013	On 10/14/13, Social Service and DSHS staff met to update the TT Operating Agreement.
Goal 2, Activity- COMPLETED	October 2012	Diane provided information on the CHIPRA (Children's Health Insurance Program Reauthorization Act) Grant on 11/1/12 Update: Nicole Earls was instrumental in getting the CHIPRA grant for the Quileute Tribe and they have already received their equipment.

Contact Information

DSHS Contacts	Tribal Contacts
<p>Jim Weatherly Port Angeles/Forks CSO Administrator weathj@dshs.wa.gov 360-565-2182</p>	<p>Nicole Earls Human Services Director Nicole.earls@quileutenation.org 360-374-3353</p>
<p>Brenda Francis-Thomas Regional Manager, Office of Indian Policy Brenda.francis-thomas@dshs.wa.gov 360-565-2203</p>	<p>Kala Jackson TANF Coordinator Kala.jackson@quileutenation.org 360-374-0336</p>
<p>Joey Anderson CSD Contact Center Administrator andersj@dshs.wa.gov 360-397-9625</p>	<p>Heather Brux TANF Eligibility Specialist Heather.brux@quileutenation.org 360-374-5185</p>
<p>Patti Hicklin Social Services/WorkFirst Supervisor, Port Angeles CSO hicklpa@dshs.wa.gov 360-565-2185</p>	<p>Selina Foster TANF Case Manager selina.foster@quileutenation.org 360-374-4278</p>
<p>Meredith Parker WorkFirst Supervisor, Forks CSO parkem@dshs.wa.gov 360-374-3506</p>	<p>Barbara Manuel TANF & Special Programs barbara.manuel@quileutenation.org 360-374-4271</p>
<p>Martin C. Bohl Tribal Relations Program Administrator - TANF bohlmc@dshs.wa.gov 360-725-4656</p>	
<p>gloria Marshall-Perez Deputy Regional Administrator, Region 3 CSD marshgj@dshs.wa.gov 253-476-7025</p>	
<p>Juli Murrain Financial Services Supervisor, Port Angeles CSO murraid@dshs.wa.gov 360-565-2197</p>	