

**Child and Family Services Plan**

***FY 2010-2014***

**Quileute Indian Child Welfare**

*Quileute Department of Human Services*

*191 Ocean Drive La Push, WA*

**Name of Tribal Agency:**

The Quileute Department of Human Services, in oversight of the Quileute Indian Child Welfare Program will provide administration of the Title IV-B Programs.

The Quileute Tribe is headed by the Quileute Tribal Council. Tribal Council consists of five elected members who serve three year terms in office. The Tribal Council oversees all activities and departments within the Tribe. Attached is the Quileute Tribe’s organizational chart. The Human Services Department reports directly to the Executive Director.

**Vision Statement:**

Within the Department of Human Services are many programs that assist families and individuals in need. Our vision statement is, “The Quileute Tribe Department of Human Services is deeply committed to providing compassionate services in a culturally sensitive manner that enhances the lives of individuals and families and the integrity of relationships”. The mission of the department is, “Fostering self sufficiency through our programs and services for the Quileute Community by promoting individual and family healing and growth, using culturally relevant practices that strengthen and sustain social, emotional, mental and spiritual well being”. This directly aligns with our vision of being able to provide comprehensive and compassionate services to children and families involved in the child welfare system. Of all the programs QDHS oversees, Child Welfare is the most conflicted and painful because of work with families in separation and crisis. For this reason, it is necessary to approach service delivery from a more intentional and supportive manner.

**Goals, Objectives, and Measures of Progress:**

The goals of our ICW Program are to improve maintenance and security of child and family records by 80%, increase involvement of grandparents and family members by 25% through Family Team Decision Making (FTDM) services, and increase effectiveness of family preservation services by reducing the number of repeat removals by 50%, through supportive FTDM services and solution-based casework,

- Improve maintenance and security of child and family records by 80%.
  - Objective 1.1: Purchase equipment for scanning documents and creation of electronic records protected by a secure, remote server.
    - Equipment necessary will be identified and purchased.
    - Equipment will be set up and tested by the Tribe’s technology specialist.
      - Purchase Requisitions and invoices will be proof of completion.
  - Objective 1.2: Provide one staff training on electronic file creation per year.
    - Training will be developed and provided in partnership with Peninsula College and the Tribe’s technology specialist.
    - Staff will be able to access on-call support throughout the year.

- Training records and invoices will be proof of completion.
  - Objective 1.3: Complete scanning of documents in all active files by the end of fiscal year 2014.
    - Staff will set quarterly benchmarks for scanning and creation of electronic files.
    - Temporary staff support will be utilized to assist with file scanning and creation.
      - An Excel spreadsheet will be kept to track files scanned and completed.
  - Objective 1.4: All electronic files will be backed up on a secure server.
    - Server will be purchased with other supplies.
    - Server will be set to back up files each night.
      - Purchase requisitions and invoices will be proof of completion.
- Increase involvement of grandparents and family members by 25% through Family Team Decision Making (FTDM) and visitation services for extended family who are part of the FTDM process.
  - Objective 2.1: Provide two family team decision making trainings for grandparents and families each year.
    - The ICW Program will identify source of trainings for FTDM.
    - Two trainings will be scheduled in the first year.
    - At least 25% of families and grandparents will attend.
      - Training fliers, agendas and sign in sheets will be kept as record of completion.
  - Objective 2.2: Organize Family Team Decision Making meeting for all families involved in ICW within 6 months of initial removal.
    - Court document will include language regarding FTDM meetings.
    - Parents will sign an agreement on intake regarding scheduling of and attendance at wraparound meeting within 6 months.
      - Confidentiality agreements and sign in sheets will be kept as proof of completion.
  - Objective 2.3: Develop and distribute information to grandparents and families regarding ICW services and guidelines.
    - Fliers and pamphlets will be developed for distribution.

- Fliers and pamphlets will be available in Tribal offices and departments serving youth and families.
    - Parents and caregivers will receive information packets upon entry into the program.
      - Copies of fliers and pamphlets will be kept as proof of completion.
      - Checklist will be kept regarding family and caregiver receipt of packets.
  - Objective 2.4: Provide opportunities and support for visitation with FTDM family members.
    - Include visitation schedule in FTDM plans.
      - FTDM plans will be written and distributed by the Family to Family Program Manager.
    - ICW case aide will arrange for visitations.
      - Visitation records will be kept in family file.
    - Costs for supervised visits, not paid by State payment only cases, will be covered through Title IV-B funds.
      - ICW caseworker will process purchase requisitions for supervised visitation costs.
      - Visitation records will be kept in family file.
- Increase effectiveness of Family Preservation Services through FTDM and solution based casework by reducing the number of repeat removals by 50%.
  - Objective 3.1: Develop partnerships and release of information forms to include all parties involved in the support of families.
    - MOUS will be developed between all programs working with families, including TANF, Youth and Family Intervention, Head Start, BabyFACE, Sunshine and Rainbows, West End Outreach, Quileute Health Clinic, Trillium Treatment Services, the Caring Place, local churches and other agencies as applicable.
    - Comprehensive release of information forms will be completed with parents and caregivers upon entry into the program.
    - Support agreements and confidentiality agreements will be developed and signed with all family and personal supports
      - Comprehensive lists for MOU, releases, and agreements will be kept as proof of completion.
  - Objective 3.2: Offer to organize supportive FTDM meetings for 100% of families who have been reunified every four months for one year.

- Schedule of supportive FTDM meetings will be developed with parents who choose to participate upon case closure.
    - Meeting reports and schedule will be kept in case file.
  - ICW will invite all parties and arrange for location of supportive FTDM meetings.
    - Sign in sheets and meeting dates for each family will be kept as documentation of completion.
- Objective 3.3: Provide information and referrals to local parenting and support group opportunities for 100% of children and parents in the reunification process.
  - ICW will identify and distribute information regarding parenting and support group opportunities.
  - MOUs will be developed with local parenting trainers and support groups.
    - Comprehensive list of MOUs will be kept as proof of completions
    - Copies of information distributed will be kept as proof of completion.
- Objective 3.4: Provide family team decision making training for 100% of Human Services staff directly involved with families whose cases have been closed within the last year.
  - The ICW Program will identify trainings for FTDM.
  - Two trainings will be scheduled in the first year.
  - All ICW and TANF staff will attend.
    - Training fliers, agendas and sign in sheets will be kept as record of completion.
- Objective 3.5: Provide solution-based casework training for 100% of Human Services staff directly involved with families whose cases have been closed within the last year.
  - The ICW Program will identify solution-based casework trainings
  - Two trainings will be scheduled in the first year.
  - All ICW and TANF staff will attend
    - Training fliers, agendas and sign in sheets will be kept as record of completion.

**Consultation and Coordination:**

The Quileute Indian Child Welfare works very closely with local programs and service providers in La Push, Forks and Port Angeles. Contracts have been in place with the State of Washington for increased ICW funding for several years. Letters of Agreement and/or Memorandums of Understanding are developed with TANF, DASA, Head Start, BabyFACE, Concerned Citizens and Sunshine and Rainbows

regarding services provided to meet the needs of families, including prevention and preservation activities.

Feedback from the elders, families and community, combined with research regarding wraparound and strength based services has led the program to decide upon moving towards a family oriented, strength-based approach, which will utilize FTDM and solution-based casework. This approach will ensure involvement of family members and friends who are a healthy, consistent source of support for the parent(s) and child(ren).

The ICW Program will continue to seek feedback and collect information regarding service provision and ways to improve. Stakeholder involvement and buy-in is a key element of our success.

### **Service Description:**

The Quileute ICW Program serves all Quileute children living on or off the Reservation. This includes children who are enrolled Quileute Tribal members or whose parents are enrolled Quileute Tribal members, regardless of enrollment or pending enrollment of the child. The geographic service area of Quileute ICW is restricted to the boundaries of the Quileute Reservation. Quileute ICW maintains primary investigation and case management of children and families living on the Reservation who are enrolled or descendants of an enrolled member of American Indian or Alaska Native Village. Because the Reservation is open, non-Quileute families can reside in La Push. If an intake with children enrolled in another Tribe or without Native ancestry living on Reservation, were to result in removal or in-home dependency, the case would be referred to the appropriate State or Tribal agency for assertion or exclusive jurisdiction. Quileute ICW serves an estimated 60 children and 30 families. There are 255 enrolled Quileute children approximately 60 additional children not enrolled or pending enrollment at this time and 10 children residing on the Reservation who are enrolled in a different Federally-recognized Tribe. This results in approximately 325 children under the age of 21 who are within the Quileute ICW service area and population.

With receipt of Title IV-B funding, the Quileute ICW program plans to begin providing Family Team Decision Making and solution-based casework services, which will increase services to parents and extended family involved in the child welfare system. With these funds, the ICW Program will be able to provide approximately 30 supervised visits for FTDM extended family members with the child(ren) placed out of home. We have chosen to allocate funds in this manner based on the traditional community values regarding importance of relationships with extended family members in the social, emotional, and cultural well-being of the child.

### **Health care services:**

Quileute ICW is actively committed to ensuring that the medical needs of children in care are met in a timely manner. Examinations are completed for every child upon removal from the home. This is to assess health and well-being and determine need for care and appropriate medical treatment.

Please see the Health Care Services Plan for a detailed description.

**Consultation with States:**

The Quileute Tribe also works with the State of Washington to provide child welfare services. Our caseworker serves as an IPAC delegate and a LICWAC representative, meeting regularly with State and other Tribal representatives regarding the needs of children in State care. The Quileute ICW has exclusive jurisdiction over Native children residing on the Reservation. If Quileute children living off the Reservation are referred to Child Protective Services, the State contacts the Tribe at the time of intake. Quileute ICW may then choose to assert jurisdiction and be a party to the case or to retain exclusive jurisdiction over the case.

If the Quileute ICW retains exclusive jurisdiction, the Quileute Tribe is then responsible for providing the welfare services and protections delineated at Section 422(b)(8) of the Act. If the State of Washington (or other State) maintains jurisdiction over a child welfare case and the Quileute Tribe chooses only to act as a party to the case, then that State is responsible for providing services and protections as under the Act. The Tribe enters into an agreement with the State respecting the care and custody of Indian children and the jurisdiction over child custody proceedings, including agreements which may provide for orderly transfer of jurisdiction on a case-by-case basis and agreements which provide for concurrent jurisdiction between State and Tribes.

**Disaster Plans:**

Please see attached Disaster Plan for Indian Child Welfare and the comprehensive Emergency Management Plan of the Quileute Tribe.

**Program Support:**

As part of the goals and objectives for the Quileute ICW Program, updates of the program regarding information management are necessary to improve services and file maintenance. The Tribe has committed to assisting the program in purchasing equipment necessary to develop electronic files that will improve and safeguard information of families and children involved in the ICW program.

**Training:**

Staff will be trained in electronic file development, Family Team Decision Making, and solution based casework.

Electronic file development training will be provided within the first quarter of fiscal year 2011. Electronic file development training will continue as needed, including online support for Excel and other computer programs utilized.

One FTDM and one solution based casework training will be provided within the first 6 months of fiscal year 2011. The second FTDM and solution-based casework trainings will be provided during the second

half of fiscal year 2011. Both TANF and ICW staff will be trained in FTDM and solution-based casework, because of mutual clientele and the need for seamless services and support for families and children.

**Technical Assistance:**

The Quileute ICW Program anticipates requesting technical assistance as necessary to improve program services and supports that align with the mission and vision of the department and the goals and objectives of the Child and Family Services Plan.

**Plan Availability:**

The Quileute Tribe will place a link to the CFSP from the ICW page on the Quileute Tribe's website. Hard copies of the CFSP will be available for those requesting the document in person.

**Assurances:**

Please see attachment.

**Certification of Population Count:**

Please see attachment.