

**Washington State Children’s Administration Intake Referral and  
After-Hours Field Response Coordination  
With Washington State Federally Recognized Tribes**

1. What is my role with contacting and coordinating with Washington State federally recognized Tribes when there is a case involving a family that is or may be affiliated with a Tribe?

CPS Intake Response Type	Intake Staff	After Hours Field Response Staff	Local DCFS/DLR Office
CPS Investigation - Emergent Response (24 hour)	<p>Initiates contact (e.g., email, call, fax, etc.) with the Tribe(s) associated with the emergent intake per <a href="#">Washington State Tribes Intake Referral and After Hours Field Response Contact Information link</a>. Contact WA State Tribe(s) as a collateral contact prior to making intake decision. Document the contact or attempts in the ICW section within the CA intake.</p> <p>Notifies After Hours Field Response Supervisor of the emergent intake and the need for coordination per the Tribe(s), <a href="#">Washington State Tribes Intake Referral and After Hours Field Response Contact Information link</a>.</p>	<p>Contacts Tribe(s) for coordination of response on the emergent intake, using the <a href="#">Washington State Tribes Intake Referral and After Hours Field Response Contact Information link</a>.</p>	<p>Makes follow-up contact with the Tribe(s) on the emergent intake, if requested.</p>
<p>CPS Investigation - Non Emergent (72 hour) Response</p> <p>CPS FAR Response - Non Emergent (72 hour) Response</p>	<p>Contact WA State Tribe(s) as a collateral contact prior to making intake decision. Document the contact or attempts in the ICW section within the CA intake.</p>		<p><i>Reviews, verifies and makes final screening decision.</i></p> <p>Initiates contact with Tribe(s) using the <a href="#">Washington State Tribes Intake Referral and After Hours Field Response Contact Information link</a>.</p> <p>Sends intake to Tribe(s) Coordinates response with Tribe(s)</p>
Information Only/ Screened Out	<p>Contact WA State Tribe(s) as a collateral contact prior to making intake decision. Document the contact or attempts in the ICW section within the CA intake.</p>		<p><i>Reviews and verifies final screening decision.</i></p> <p>Sends intake to Tribe(s) using the <a href="#">Washington State Tribes Intake Referral and After Hours Field Response Contact Information link</a>.</p>

If the initial screening decision is changed by the local office, the final screening decision follows the guidance outlined above as in regards to contact and coordination expectations with the Tribe(s).

2. Where do I locate the current list of Tribes and special requirements to contact and coordinate with Tribes?

**Step 1:** A current list of Tribes is located on the CA intranet under “Programs” - “Indian Child Welfare” at this link:

<http://ca.dshs.wa.gov/intranet/programs/icw.asp>

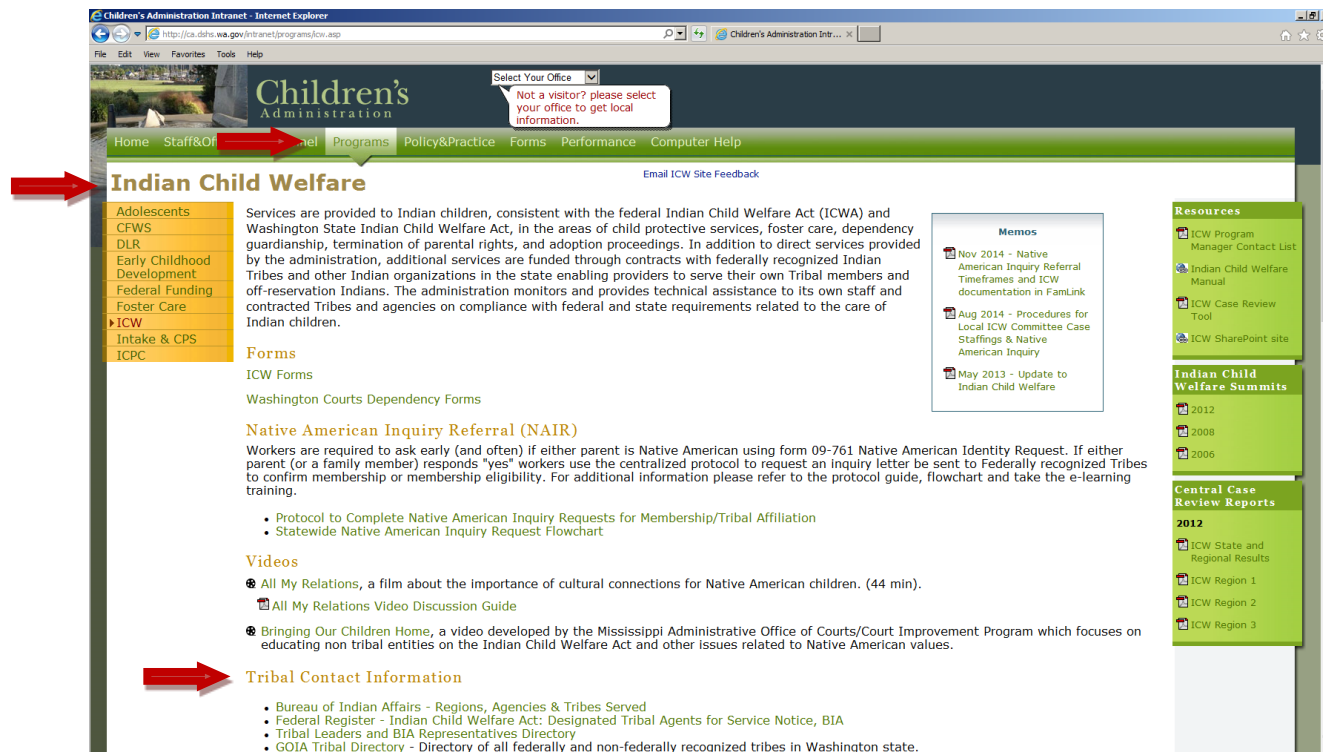
**See Screen Shot 1.**

**Step 2:** Under the Title “Tribal Contact Information” click on “Washington State Tribes – Intake Referral and After-Hours Field Response Contact Information”

link: <https://www.dshs.wa.gov/sites/default/files/CA/icw/documents/Triballntake.pdf>

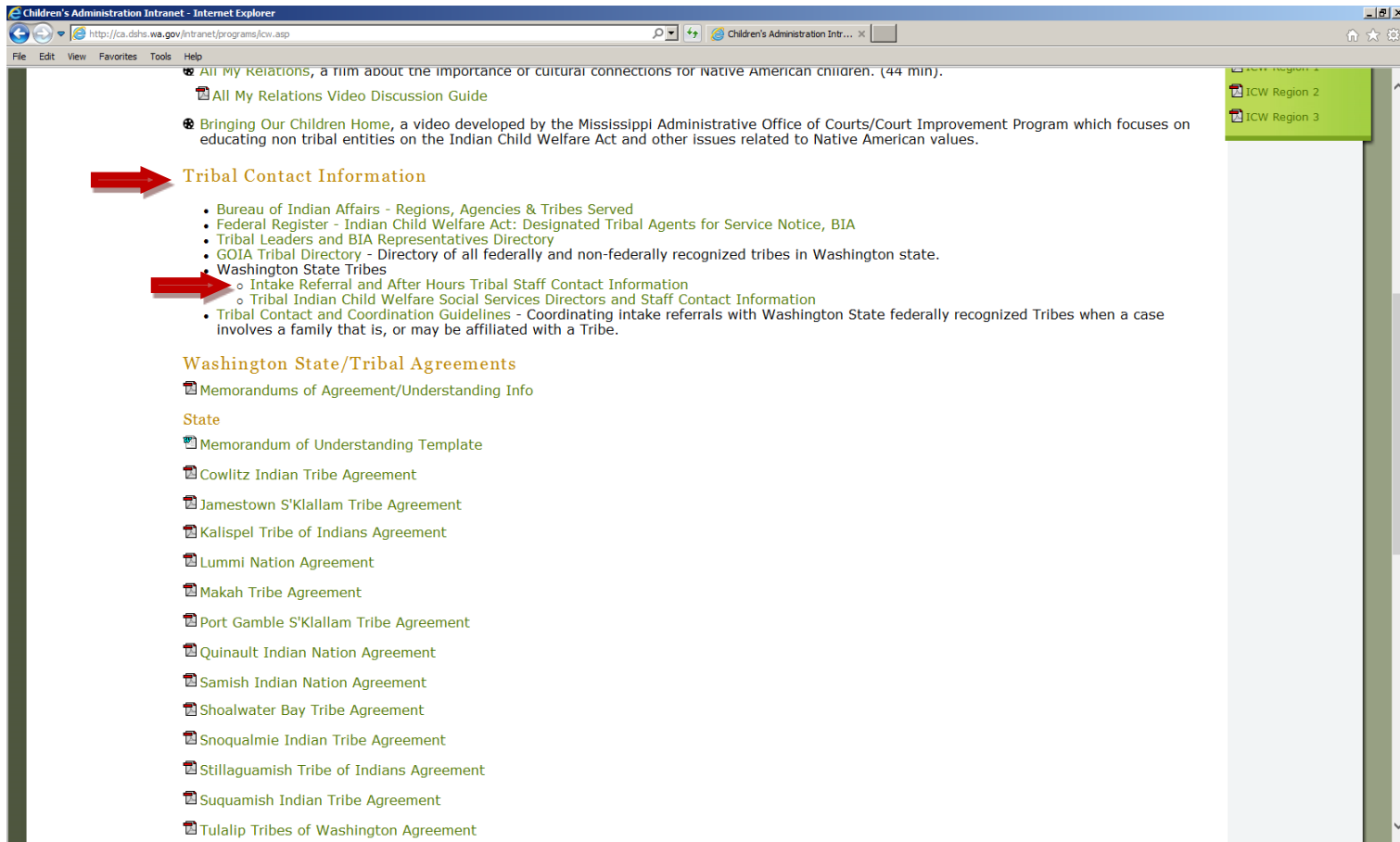
**See Screen Shot 2.** It is important to know that this link is updated **monthly** with the Tribes to provide up-to-date, accurate contact and coordination information with Tribes.

**Screen Shot 1 – ICW Page**



2/6/2018 – Updates to screenshot 3 (FamLink) and screenshot 4 (Contact list)

Screen Shot 2 - Washington State Tribes – Intake Referral and After Hours Field Response Contact Information Link:



3. How do I obtain ICW Information to help determine if a family is affiliated with a Tribe?

ICW information is required to be collected from the referent at intake. If no information is known or provided by the referrer, intake staff can also review FamLink records, such as the ICW status located on the ICW Page of Person Management (See Screen Shot 3).

You can also look for ICW information in **previous intakes**, **case notes** with “**Staffing – LICWAC/Tribal,**” etc.

**Screen Shot 3 – Person Management Page – “ICW” Tab**

The screenshot shows the FamLink interface with the 'ICW' tab selected. The left sidebar contains various navigation links, including 'Washington State Tribes:'. A red arrow points from this link to the 'Tribal Name' field of the first entry in the 'Tribal Affiliation' table. The table lists the following information:

Tribal Name	Person's Status with Tribe	NAIR Process Completed	Tribal Involvement
St. Croix Chippewa Indians of Wisconsin	Non-ICWA	01/09/2017	None
Spirit Lake TRIBE North Dakota	Non-ICWA	01/17/2017	None
Nez Perce Tribe	Non-ICWA		None

4. After clicking on the “Washington State Tribes – Intake Referral and After-Hours Field Response Contact Information” link, locate the Tribe(s) the family is associated with, and look for any specific Tribal Instructions for contacting and coordinating with Tribes (**See Screen Shot 4 for examples**).

**Screen Shot 4 – Review and Apply Specific Tribal Contact and Coordination Instructions**

REGION 3						
Tribe	Contact for intakes tribe screen	Contact for intakes CA screen	Contact for after hours	Phone number	Fax number	Email
Chehalis	Frances Pickernell	Frances Pickernell	(360) 709-1745	(360)709-1745	(360) 273-5207	<a href="mailto:fpickernell@chehalis-tribe.org">fpickernell@chehalis-tribe.org</a>
<b>Chehalis Specific Instructions:</b>						
Cowlitz	Mike Yates	Mike Yates		(360) 355-2835	(360) 577-7432	<a href="mailto:Myates.health@cowlitz.org">Myates.health@cowlitz.org</a>
<b>Cowlitz Specific Instructions:</b>						
Hoh	Kristina Currie	Kristina Currie	Kristina Currie (360) 374- 6502	(360) 374-6502	(360) 374-6502	<a href="mailto:kristinac@hohtribe-nsn.org">kristinac@hohtribe-nsn.org</a>
<b>Hoh Specific Instructions:</b>						
Jamestown	Sue Mapes Tanya Pankowski (send to both)	Sue Mapes Tanya Pankowski (send to both)	Sue Mapes Tanya Pankowski (send to both)	(360) 681-4660 (360) 681-4639	(360) 681-3402	<a href="mailto:smapes@jamestowntribe.org">smapes@jamestowntribe.org</a> <a href="mailto:tpankowski@jamestowntribe.org">tpankowski@jamestowntribe.org</a> (please email both)
<b>Jamestown Specific Instructions:</b>						
Lower Elwha	Becca Weed	Becca Weed	Becca Weed	(360) 461-7033 (360) 565-7257, Ext 7456	1 866 277 3141	<a href="mailto:Becca.weed@elwha.org">Becca.weed@elwha.org</a>
<b>Lower Elwha Specific Instructions:</b>						
<ul style="list-style-type: none"> <li>Contact Lower Elwha and send a copy of the intake to the Tribe regardless of whether the referral was called in by the Lower Elwha Tribe itself, CA will notify Lower Elwha of all intakes, including screened out intakes</li> </ul> <p><i>This function should be done by the local office, unless it's an emergent response – then CI or regional intake is required to respond.</i></p>						
Makah	Leanne Ellis	Leanne Ellis		(360) 645-3257,	(360) 645-2806	<a href="mailto:Leanne.Ellis@makah.com">Leanne.Ellis@makah.com</a>