



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
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November 13, 2014

TO: Children's Administration All Staff

FROM: Jennifer A. Strus, Assistant Secretary

SUBJECT: ICW INQUIRY TIMEFRAMES, PENDING ERROR CLEAN UP ASSIGNMENT & FAMLINK INDIAN CHILD WELFARE PAGE CHANGES

We continue to work on our efforts to improve policy and procedure related to Indian Child Welfare and compliance with federal and state Indian Child Welfare Acts. In August a memo was sent out announcing changes to the inquiry process. And we want to clarify staff procedure and timeframe expectations. We also want to inform staff of an upcoming data clean up assignment and FamLink changes.

ICW Inquiry Timeframes

All staff, other than the Spokane ICW unit, must use the centralized Native American Inquiry Request (NAIR) process. **Staff have 15 days** from the time Indian Ancestry is identified to complete the referral to the NAIR unit. Staff can find steps to complete this process on the [ICW intranet page](#).

The NAIR unit will use the following timeframes to complete the inquiry process:

- First inquiry letter will be sent by the NAIR unit within 30 days from the time Indian Ancestry is identified.
- Second inquiry letters will be sent by the NAIR unit 60 days from the initial inquiry (note: for out-of-state Tribes the NAIR unit will only complete two inquiry attempts).
- Third inquiry letters will be sent by the NAIR unit 60 days from the second attempt for Washington State federally recognized Tribes.

Workers are responsible for continued outreach after the NAIR unit has made two attempts for out-of-state federally recognized Tribes, and three attempts for Washington State Federally recognized Tribes.

ICW Pending Inquiry Clean Up Assignment

Beginning December 2014, staff will be asked to work on cleaning up a backlog of documentation errors related to Tribal affiliation. This clean-up will occur over four to six months. And a main objective is to establish a baseline and get an accurate count on children who are members, or eligible for membership, of a federally recognized Tribe/s. Data clean-up will focus on the following areas:

- BIA Text in the LICWAC Determination Field
- No Date of Letter Sent
- Tribal Status-Tribal Response Conflicts
- Pending Over 60 Days

Your regional leads that will help you with this process are identified below:

Region One

Tim Nelson
Linda Adkinson
Brandon Cobb
Carol Bailey
Colleen McGuire

Region Two

Steve Ellis
Carmelita Adkins
Roxanne Finney

Region Three

Alisha Vilela
Jeannie Bennett
Nicole Miller

FamLink ICW Page Changes

We want staff to be aware that the section in the ICW FamLink page titled "LICWAC Determination" group box will be disabled. This is being done because

- 1) Only a Tribe has the authority to determine if a child is Indian for the purposes of ICWA; and
- 2) The group box is not used as designed.

Both the LICWAC determination dropdown and comments text field will be disabled. Documentation related to LICWAC case staffings should be made in the Shared Planning Meeting tab (section 2, section 5, and section 7) and case notes.

If you have questions please contact Bob Smith at (360) 902-0298, or Robert.smith@dshs.wa.gov.