

## MEMORANDUM OF UNDERSTANDING

### PREAMBLE

This Memorandum of Understanding ("MOU") by and between the Hoopa Valley Tribe (the "Tribe") and the County of Humboldt, by and through its Department of Health and Human Services, Child Welfare Services Division ("CWS") (referred to collectively as "the Parties") is effective as of \_\_\_\_\_.

### 1. RECITALS

- a. Recognizing that the purpose of the Indian Child Welfare Act ("ICWA") is to protect the future and integrity of Native American Tribes and their children, the Parties are committed to a collaborative process intended to prevent the breakup of Native American families in Humboldt County;
- b. Recognizing that the Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Sec 3201 et seq.) mandates (1) greater coordination between law enforcement and child protection agencies serving Native children on tribal lands; and (2) improved reporting standards before and during investigations of alleged child abuse and neglect involving Native children on tribal lands;
- c. Recognizing that the Parties are committed to establishing and maintaining a mutually supportive, respectful, and cooperative working relationship, and further make a firm commitment to fostering open communication and information-sharing with regard to Hoopa Valley Tribe children and families;
- d. The Parties have entered into negotiations on a government-to-government basis to address issues pertaining to the Indian Child Welfare Act and affirm that this MOU is based upon fundamental principles of Tribal sovereignty; and
- e. The Parties have established a framework for collaborative intervention, cross reporting of cases, and transfer of jurisdiction so that the purposes of ICWA can be accomplished.

## 2. DEFINITIONS

- a. Business hours means 8:00 am to 5:00 pm, Monday through Friday excepting the following Holidays which are recognized by either or both Parties:
  - i. New Year's Day
  - ii. Martin Luther King Jr.
  - iii. Lincoln's Birthday
  - iv. President's Day
  - v. Cesar Chavez Day
  - vi. Memorial Day
  - vii. Independence Day
  - viii. Labor Day
  - ix. Veteran's Day
  - x. Day of the Boat Dance
  - xi. Indian Day
  - xii. Thanksgiving Day
  - xiii. Friday after Thanksgiving
  - xiv. Christmas Day
- b. Child Welfare Services ("CWS") means the Humboldt County Department of Health and Human Services, Child Welfare Services Division.
- c. County of Humboldt is a subdivision of the government of the State of California as administered and represented by its Board of Supervisors.
- d. Hoopa Valley Tribe Child and Family Services (HVTCTS) is the Hoopa Valley Tribe's designated child protective services agency.
- e. Indian Child Welfare Act ("ICWA") means 25 U.S.C. ' 1901 *et seq.*
- f. No support or care. The child was left without provision for support, an incarcerated or institutionalized parent cannot arrange for the child's care, or a

relative or adult custodian with whom the child was left is unwilling or unable to care for or support the child and the parent cannot be located despite reasonable effort. (WIC §361(c)(5).)

- g. Severe emotional damage. The child is suffering from severe emotional damage that requires removal from the home. (WIC §361(c)(3).)
- h. Sexual abuse. The child or a sibling was sexually abused, or is at substantial risk of sexual abuse, by the parent, guardian, household member, or other person known to the parent, and there are no reasonable means to protect the child without removal or the child does not wish to return home. (WIC §361(c)(4).)
- i. Social worker is the staff person who performs social services to identify needs for intensive casework services and provides casework services.
- j. State Court is the Superior Court of the State of California, County of Humboldt, including the Juvenile Division of the Superior Court.
- k. Structured Decision Making (SDM) is the suite of research-based assessment tools and decision guidelines used by child protection agencies to provide a high level of consistency and validity in the assessment and decision making processes for families.
- l. Substantial danger. Leaving or returning the child home will cause a substantial danger to the child's physical health, safety, protection, or physical or emotional well-being, and there are no reasonable means to protect the child without removal. (WIC §361(c)(1).)
- m. Tribal Court is the Hoopa Valley Tribe's Court system.
- n. Unwilling to assume custody. The parent or guardian is unwilling to assume physical custody of the child and was notified that the child might be declared permanently free of parental custody and control if he or she remains outside the home for a statutory period. (WIC §361(c)(2).)
- o. Hoopa Valley Tribal child means an unmarried person who is under age eighteen (18) and is either:
  - i. An enrolled member of the Tribe;
  - ii. Eligible for membership in the Tribe and is the biological child of a member of the Tribe.

### **3. COLLABORATION EXPECTATIONS**

- a. CWS staff will demonstrate respect throughout all interactions and communication.
  - i. CWS staff will respect tribal sovereignty, tribal law, tribal culture, and the knowledge of the tribal staff, including social workers and elders.
    - 1. Respect includes flexibility, ability to empathize, and the ability to defer to tribal experts.
- b. CWS staff shall have an understanding of community values.
  - i. Willingness to learn from Hoopa social workers.
  - ii. Willingness to follow Hoopa placement preferences.
- c. CWS staff shall participate in cultural trainings.

### **4. REPORTING**

- a. When CWS receives a report of suspected child abuse or neglect involving Hoopa Valley Tribal children or children affiliated with a member of the Tribe:
  - i. CWS and HVTCS shall share all details of the referral including the name of the reporting party.
  - ii. CWS will immediately cross report to HVTCS via telephone and follow up via email within one (1) hour.
    - 1. If HVTCS is available, CWS and HVTCS shall jointly complete the Structured Decision Making (SDM) hotline tools together to determine the response and the response time priority.
    - 2. If HVTCS is not available, CWS shall complete the SDM hotline tool and submit for supervisor approval. CWS shall leave a detailed message with HVTCS regarding the report and request a return call from HVTCS immediately.
      - a. If the decision is to evaluate-out and HVTCS returns the call prior to the 10-day response priority:

- i. CWS and HVTCVS will jointly complete the SDM hotline tools to determine the response and the response time priority.
  - ii. If HVTCFS provides information that changes the response or response time priority to an in-person response, CWS shall reopen the referral and assign it for investigation.
3. If HVTCFS and CWS cannot agree with the response and/or the response priority, CWS shall connect HVTCFS to the on duty supervisor. When applicable, CWS will calendar the referral for a joint staffing with HVTCFS.
4. In the event the CWS supervisor is unable to resolve the disagreement, CWS and HVTCFS shall follow the dispute resolution set forth in Section 8 of this MOU.

**b. Legally mandated reporters**

- i. The Parties agree to comply with Section 3203 of the Indian Child Protection and Family Violence Prevention Act regarding "Reporting Procedures" for the abuse of a child in Indian country, including any actions that would reasonably be expected to result in abuse of a child in Indian Country. (18 U.S.C. Section 1169.)
- ii. The Parties acknowledge, and the Tribe agrees to comply with, the Duty to Investigate and Report Abuse and Neglect pursuant to federal and Tribal law. Hoopa Valley Tribal law requires that "mandated reporters" must report suspected abuse or neglect, and provides that such reports remain anonymous and immune from civil liability and criminal prosecution if reported in good faith.
- iii. The Parties acknowledge, and CWS agrees to comply with, California's Child Abuse and Neglect Reporting Act (CANRA) requiring that suspected child abuse and neglect be reported when a person who is a legally mandated reporter "has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse. . . ." (P.C. 11166(a).)

- c. CWS and HVTCFS will cross report all instances of child abuse or neglect involving Hoopa Valley Tribal children or children affiliated with a member of the Tribe.
- d. **Referrals requiring a 24-hour or immediate response**
  - i. When CWS receives a report of suspected child abuse and/or neglect concerning Hoopa Valley Tribal children requiring a 24-hour or immediate response, CWS will cross report via email to the on-call HVTCFS worker within one (1) hour.
  - ii. CWS will provide HVTCFS copies of all reports and records pertaining to Hoopa Valley Tribal children within one (1) hour.
  - iii. CWS will collaborate with HVTCFS upon request and will abide by statutory response times when called on by HVTCFS to participate in an investigation.
  - iv. CWS shall seek permission from the assigned HVTCFS social worker to enter the Hoopa Valley Indian Reservation to conduct the investigation. Pursuant to section 4 (a) i of this MOU, the HVTCFS social worker shall grant permission.
  - v. An HVTCFS social worker will participate in all immediate response investigations involving Hoopa Valley Tribal children conducted on the Hoopa Valley Indian Reservation.
    - 1. During business hours, CWS will call HVTCFS and will jointly respond on all investigations involving Hoopa Valley Tribal children residing on the Hoopa Valley Indian Reservation.
    - 2. After business hours:
      - a. CWS shall call the designated HVTCFS emergency response phone number and leave a message.
      - b. The CWS assigned Social Worker (SW) will follow up the next business day with a telephone call to HVTCFS within one (1) hour of receiving the referral assignment.

**e. Referrals that do not require an immediate or 24-hour response.**

- i. When CWS receives a report of suspected child abuse and/or neglect that does not require a 24-hour or immediate response, CWS will cross report via email to the on-call HVTCSF worker within three (3) business days.
- ii. CWS will provide HVTCSF copies of all reports and records pertaining to Hoopa Valley Tribal children within three (3) business days.

**f. Referrals determined to not require and in-person response.**

- i. CWS will notify HVTCSF of a decision to “evaluate out” a report received within three (3) business days.

**5. INVESTIGATIONS**

**a. Terms of CWS Investigations involving Hoopa Valley Tribal Children**

- i. Recognizing the sovereign status of the Hoopa Valley Tribe, CWS hereby requests, and the Hoopa Valley Tribe hereby grants, CWS permission to enter the Hoopa Valley Indian Reservation to conduct investigations into allegations of child abuse and neglect pursuant to the terms set forth in this MOU.
- ii. The Parties agree to coordinate with each other regarding any investigation into allegations of child abuse or neglect regarding any Hoopa Valley Tribal child and CWS will document this collaboration in the file. [See Exhibit A: ICWA Collaboration Checklist]
- iii. CWS agrees that if it will investigate referrals of suspected child abuse or neglect within the boundaries of the Hoopa Valley Indian Reservation, CWS will notify HVTCSF prior to entering Tribal lands.
  - 1. During business hours, CWS will notify HVTCSF immediately (or as soon as practicably possible) via telephone and will follow up with an email using the system established for cross-reporting referrals to HVTCSF.
  - 2. After hours, CWS will notify HVTCSF via email using the system established for cross-reporting referrals to HVTCSF.
  - 3. CWS will document this notification in the file, including HVTCSF response, if any.

- iv. For child abuse or neglect allegations investigated on the Hoopa Valley Indian Reservation by CWS, the HVTCSF agrees that it will provide access to CWS to perform an investigation where CWS provides advance notice to the HVTCSF, including an opportunity to participate in the investigation, in accordance with the terms of this MOU.
- v. CWS agrees that, unless there are (1) exigent circumstances, or (2) parental consent, CWS will not interview, detain, perform an investigative medical examination, or enter a private home within the Hoopa Valley Indian Reservation without first obtaining a court order, protective custody warrant, detention order, or search warrant, as appropriate, from the Humboldt County Superior Court.

**b. Investigations Requiring a 24-Hour or Immediate Response**

- i. When CWS receives a report of suspected child abuse and/or neglect involving Hoopa Valley Tribal children requiring a 24-hour or immediate response, CWS will cross-report via email to HVTCSF within one (1) hour.
- ii. CWS will provide HVTCSF copies of all reports and records pertaining to Hoopa Valley Tribal children within one (1) hour.
- iii. CWS will collaborate with HVTCSF upon request and will abide by statutory response times when called on by HVTCSF to participate in an investigations.
- iv. CWS shall notify HVTCSF social worker before entering the Hoopa Valley Indian Reservation to conduct the investigation.
- v. HVTCSF social worker will participate in all immediate response investigations involving Hoopa Valley Tribal children conducted on the Hoopa Valley Indian Reservation.
  - 1. After hours, CWS will call the designated telephone number and leave a message and will follow up with a phone call the next business day within one (1) hour of receiving the assignment.



**c. Investigations That Do Not Require an Immediate or 24-Hour In-Person Response**

- i. When CWS receives a report of suspected child abuse and/or neglect that does not require 24-hour or immediate response, CWS will cross report via email within three (3) business days.

**d. Release of Information**

- i. The parties acknowledge that the Hoopa Valley Tribal Code, Title 67, Info Disclosure Act, controls the release of any information that is controlled by the Hoopa Valley Tribe and that the Hoopa Valley Tribal Code, Title 14, Child Protection/Family Assistance Code, permits the exchange of confidential Child Welfare Information to provide for the welfare, care, and protection of the children and families on the Hoopa Valley Indian Reservation. To facilitate the coordination and delivery of services the Tribal Council hereby authorizes the Child and Family Services Department to release information that is necessary for Child Welfare cases and Immediately upon initiating an investigation or emergency removal HVTCSF agrees to provide a Release of Information form to Hoopa Valley Tribal families that will authorize the release of confidential information to the County. Such information shall include, not is not limited to medical/mental health records, substance abuse treatment records, and educational records.
- ii. The parties acknowledge that, pursuant to section 552a of Title 5, the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g), or any other provision of law, agencies of any Indian tribe, of any State, or of the Federal Government that investigate and treat incidents of abuse of children may provide information and records to those agencies of any Indian tribe, any State, or the Federal Government that need to know the information in performance of their duties. For purposes of this section, Indian tribal governments shall be treated the same as other Federal Government entities. (See also Section 3205 of Title 25 of the United States Code.)
- iii. The Parties acknowledge that California Welfare and Institutions Code section 827 permits the exchange of confidential Child Welfare Information between CWS and HVTCSF.

- iv. To facilitate the coordination and delivery of services, immediately upon initiating an investigation or emergency removal, CWS agrees to provide an ROI form to HVTCS families that will authorize the release of confidential information to HVTCS. Such information shall include, but is not limited to medical/mental health records, substance abuse treatment records, and educational records.
- v. If HVTCS is not present when CWS investigates an allegation of child abuse or neglect involving a Hoopa Valley Tribal child, CWS agrees to:
  - 1. Describe the benefits of HVTCS services and Tribal assistance;
  - 2. Ensure that the family understands that HVTCS is required to maintain all information confidentially and in accordance with Hoopa Valley Tribal law, the Hoopa Valley Tribe's Children's Code (Title 14), and the MOU executed between the Tribe and CWS.
- vi. HVTCS agrees to provide an informational flyer containing information about ICWA, HVTCS, and the services and assistance HVTCS may provide to CWS or the family, as appropriate.

**e. Services/Active Efforts**

- i. Federal, state and Hoopa Valley Tribal laws require that CWS and HVTCS make "active efforts" to prevent the removal of an Indian child by providing culturally appropriate remedial services and rehabilitative programs designed to prevent the breakup of an Indian family. CWS agrees to coordinate with HVTCS regarding the provision of services to Hoopa Valley Tribal families in the following circumstances:
  - 1. Where referrals for services are provided in conjunction with an involuntary proceeding, or if applicable, on a voluntary basis;
  - 2. During the development of a Case Plan in an involuntary proceeding or, if applicable, on a voluntary basis.
- ii. CWS agrees to provide HVTCS with the opportunity to recommend culturally appropriate services available through HVTCS or other Indian social services agencies or providers. CWS will document this notification, and any resulting collaboration between CWS and HVTCS, in writing in the file. [See Exhibit A: ICWA Collaboration Checklist]

- iii. The parties agree that HVTCFS has critical information regarding natural supports and community resources and it is essential that they participate in the Child and Family (CFT) meeting process.
  - 1. CWS shall meet and confer with HVTCFS prior to a CFT in order to reach joint agreements as to their expectations for the family.
  - 2. CWS shall include HVTCFS in all CFT meetings.
    - a. CWS shall conduct CFT meetings in the most convenient location for HVTCFS and the natural supports identified.
    - b. CWS shall make arrangements for phone participation as needed.
  - 3. CWS shall include identified supports and family members recommended by HVTCFS in all CFT meetings.
- iv. CWS shall incorporate the HVTCFS recommendations regarding behaviors and culturally appropriate services into its Case Plan unless CWS determines that such services would not adequately address the presenting issues. In such a case:
  - 1. CWS shall document this determination in the file.
  - 2. CWS shall give HVTCFS an opportunity to recommend alternate culturally appropriate services, or referrals. [See Exhibit A: ICWA Collaboration Checklist]
- v. CWS and HVTCFS shall collaborate to identify additional resources and funding opportunities that would assist HVTCFS or other Indian social services agencies in providing culturally appropriate services to Hoopa Valley Tribal children.

**f. Removal**

- i. CWS shall notify HVTCFS prior to the emergency removal of a Hoopa Valley Tribal child. [See Exhibit A: ICWA Collaboration Checklist]
- ii. CWS shall conduct a CFT meeting, including HVTCFS as well as identified supports and family members recommended by HVTCFS.

- iii. Upon notification of the need for an emergency removal of a Hoopa Valley Tribal child, HVTFCFS will determine whether a relative or Indian foster home is available and shall inform CWS immediately if an emergency HVTFCFS-approved placement is available for the child. [See Exhibit A: ICWA Collaboration Checklist]
  - 1. If an emergency HVTFCFS-approved placement is available, CWS shall place the child in that placement.
  - 2. If a HVTFCFS-approved placement is not available, CWS will collaborate with HVTFCFS to place the child in a HVTFCFS-preferred placement.

**g. Placement**

- i. The Parties acknowledge that CWS is required to comply with ICWA's mandatory placement preferences for Indian children. HVTFCFS mandatory placement preferences supersede all other considerations, regardless what reunification services CWS offers the parents.
  - 1. CWS shall coordinate with HVTFCFS to determine whether relative or HVTFCFS-approved placements are available for a Hoopa Valley Tribal child.
  - 2. CWS will collaborate with HVTFCFS regarding all placement decisions for Hoopa Valley Tribal children and will document that collaboration and coordination in the file. [See Exhibit A: ICWA Collaboration Checklist]
- ii. If HVTFCFS cannot recommend a specific placement for a Hoopa Valley Tribal child, CWS and HVTFCFS will collaborate to make a placement consistent with ICWA's mandatory placement preferences. [See Exhibit A: ICWA Collaboration Checklist]

**6. EXPERT WITNESSES**

- a. When an expert witness is required pursuant to Welfare and Institutions Code section 224.6, as well as 25 U.S.C. section 1912, CWS shall select the witness designated by HVTFCFS.

## **7. CASE MANAGEMENT**

- a. CWS shall make active efforts to prevent to the breakup of Hoopa Valley Tribal families receiving ongoing services (court and non-court) and shall document those active efforts in the case file. [See Exhibit A: ICWA Collaboration Checklist]
  - i. CWS and HTVCFS shall jointly conduct monthly contacts with children in their placement.
    1. CWS and HTVCFS shall jointly interview the child independent from the caregiver.
    2. CWS and HTVCFS shall jointly make recommendations to the Superior Court regarding the appropriateness of the placement.
    3. In the event HTFCFS is unavailable for a joint contact, CWS shall immediately contact HVTFCFS and convey the results of that interview.
  - ii. CWS and HTVCFS shall work collaboratively with the family to deliver services.
  - iii. CWS and HTVCFS shall share records and progress reports from service providers.
  - iv. CWS and HTVCFS shall collaborate to make recommendations to the Superior Court as applicable.
    1. In the event, CWS and HTVCFS do not agree on recommendations, the Parties shall follow the dispute resolution set forth in Section 8 of this MOU.
  - v. CWS shall provide adequate advance notice to the family and HTVCFS when conducting announced contacts on the Hoopa Valley Indian Reservation.
  - vi. CWS shall provide adequate advance notice to HTVCFS when conducting unannounced contacts on the Hoopa Valley Indian Reservation.
  - vii. CWS shall collaborate with HTVCFS to make recommendations to the Superior Court regarding visitation and shall document that collaboration in the file. [See Exhibit A: ICWA Collaboration Checklist]

1. CWS shall consider all background information provided by HTVCFS in making visitation recommendations.
  2. CWS shall prioritize parental behavior change and any assessment tools utilized in making recommendations to transition a Hoopa Valley Tribal child from supervised to unsupervised visitation as well as unsupervised to supervised visitation.
- viii. CWS and HTVCFS shall collaborate to recommend the long term living plan to the Superior Court, whether that plan be guardianship, tribal customary adoption and/or adoption.
1. CWS and HTVCFS shall jointly complete all applicable assessment tools to determine the best recommendation for the child's plan.
- ix. CWS and HTVCFS shall jointly complete all applicable assessment tools to determine the best recommendation for case closure.

## **8. TRAINING**

- a. CWS shall provide education and training opportunities to HTVCFS personnel, Hoopa Valley Tribal Police Officers and staff, Tribal leaders, and Tribal foster parents, upon request.
- b. HTVCFS shall provide education and training opportunities to CWS regarding Indian children and Hoopa Valley Tribal families, including traditional and cultural approaches to child and family welfare, upon request.

## **9. DISPUTE RESOLUTION**

- a. The Parties agree to engage in a good faith effort to resolve any issues or disputes arising from this MOU in a cooperative, culturally sensitive, and mutually respectful manner.
  - i. The Parties will make every effort to resolve disputes at lowest level possible.
  - ii. If necessary, the Parties will convene a case staffing within three (3) business days to discuss any issues or disputes.
- b. The Parties agree that where a case staffing does not resolve an issue or dispute the Parties will engage in a meet and confer dispute resolution process:

- i. The aggrieved Party will document the issue or dispute to be resolved in writing and will provide this documentation to the Director of HTVCFS or Director of CWS within ten (10) calendar days and will request a meeting to discuss the issue or dispute.
  - ii. The responding Party will respond in writing within ten (10) calendar days to HTVCFS or CWS's designated representative. Such response will either document an agreed upon solution; or proposed solution; and will provide the opportunity to schedule an additional meeting within ten (10) business days.
- c. If the Parties are unable to resolve the dispute by means of the meet and confer process, they may engage in mediation or another traditional dispute resolution forum to resolve the issue or dispute.
- d. The Parties agree that when issues or disputes cannot be resolved by means of a meet and confer or alternative dispute resolution process, the following process will be followed:
  - i. When the issue involves the delivery of services for families and/or specific placements of Hoopa Valley Tribal children who are dependents of the Juvenile Division Dependency Court, the Parties agree to bring their dispute before the Juvenile court for a final determination of the issue.
  - ii. When the issue involves an administrative decision not within the jurisdiction of either the Tribal or Juvenile Division Dependency Courts, including, but not limited to funding decisions, and placement approvals (for instance compliance with criminal exemption process), the Parties agree to bring the issue before the designated representative of the California Department of Social Services.

#### **10. TRIBAL COURT**

- a. The Parties acknowledge that the Hoopa Valley Tribal Court is authorized to hear Indian Child Welfare matters and the Tribal Court's civil jurisdiction extends to all

lands within the boundaries of the Hoopa Valley Indian Reservation and all lands held in trust by the United States for the Tribe.

- b. The Parties acknowledge that Tribal Court Judgments regarding Indian child welfare matters are entitled to Full Faith and Credit under Federal Law.
- c. The Parties acknowledge that State Court judgments regarding Indian child welfare are entitled to Full Faith and Credit under Tribal law.
- d. The parties acknowledge that federal, tribal, and state law provide for the transfer of Indian child welfare cases to the Hoopa Valley Tribal court.

#### **11. SOVEREIGN IMMUNITY**

- a. The Parties agree that nothing in this MOU shall be deemed, construed, or implied to be a waiver of sovereign immunity of either party and should a court find that any provision in this MOU is considered by law a waiver of sovereign immunity then that waiver shall be strictly and narrowly construed to the extent that the law allows.

#### **12. NOTICES**

TRIBE: Hoopa Valley Tribe Child and Family Services  
Attention: (Director Name), Director, Hoopa Valley Tribe Child and Family Services  
80 Willow Lane  
Hoopa, CA 95546

COUNTY: Humboldt County DHHS - Child Welfare Services  
Attention: (Director Name), Director, Child Welfare Services  
2440 Sixth Street  
Eureka, CA 95501



**13. TERM; EXTENSION; MODIFICATION; TERMINATION**

- a. This MOU is effective on the date set forth in the PREAMBLE *infra*.
- b. The Term of this MOU is TWO YEARS.
- c. The Term of this MOU may be extended for an additional term of TWO YEARS upon written agreement of the Parties.
- d. This MOU may be amended by written agreement of the Parties.
- e. Either Party may terminate this agreement upon ninety (90) days written notice.
- f. This MOU may be executed in counterparts.

IN WITNESS THEREOF, this Memorandum of Understanding has been executed by and on behalf of the Hoopa Valley Tribal Council, the Hoopa Valley Tribe Child & Family Services, the Humboldt County Board of Supervisors, and the Humboldt County Department of Health and Human Services, Child Welfare Services as of the dates shown below.

Dated: \_\_\_\_\_

\_\_\_\_\_

Chairman of the  
Hoopa Valley Tribal  
Council

Dated: \_\_\_\_\_

Chair of the Humboldt  
County Board of Supervisors

Dated: 7/7 \_\_\_\_\_

Director, Hoopa Valley Tribe, Child  
& Family Services

Dated: \_\_\_\_\_

\_\_\_\_\_

Director, Humboldt County  
Department of Health and Human  
Services, Child Welfare Services

\_\_\_\_\_

**Exhibit A**  
**Humboldt County CWS and**  
**Hoopa Valley Tribe Child and Family Services (HVTFCFS) Collaboration Checklist**

Child(ren) Information							
Child Name		DOB		Hoopa Enrollment Status		Other Tribal Affiliation	
Child Name		DOB		Hoopa Enrollment Status		Other Tribal Affiliation	
Child Name		DOB		Hoopa Enrollment Status		Other Tribal Affiliation	
Child Name		DOB		Hoopa Enrollment Status		Other Tribal Affiliation	

Parent/Caregiver Information			
Mother's Name		Tribal Affiliation	
Father's Name		Tribal Affiliation	
Other Caregiver Name		Tribal Affiliation	
Other Caregiver Name		Tribal Affiliation	

Referral/Case Information	
Date/Time CWS Report Received	
Referral ID #	
Case ID #	
CWS Screening social worker	
CWS Investigating social worker	
CWS Ongoing social worker	
HVTFCFS social worker	

Intake				
Screening Social Worker	Collaboration Steps	Date	Initial to verify step completed	
			CWS SW	HVTFCFS
	Verify Tribal membership or eligibility with HVTFCFS			
	Request any additional information/input from HVTFCFS			
	Include Tribal input in screener narrative with date/time of contact and information provided			
	Complete SDM Hotline tool together with HVTFCFS			
	If HVTFCFS not available at time of call, complete tool and leave message requesting call back by HVTFCFS to re-complete the SDM Hotline tool together			
	Provide response priority to HVTFCFS			
	Submit cross report to HVTFCFS including copies of all reports and records pertaining to child			



**Exhibit A**  
**Humboldt County CWS and**  
**Hoopa Valley Tribe Child and Family Services (HVTFCFS) Collaboration Checklist**

Investigation					
	Collaboration Steps	Date	Initial to verify step completed		
			CWS SW	CWS SWS	HVTFCFS
<b>Investigating Social Worker</b>	Request permission to enter Hoopa Valley Indian Reservation				
	Request a joint contact with HVTFCFS				
	HVTFCFS present during child interview				
	<i>Non-Emergency Placement:</i> Consult with Hoopa SW on Placement				
	<i>Emergency Placement during business hours:</i> Contact HVTFCFS prior to removal Place in 1) Approved or 2) Preferred HVTFCFS placement				
	<i>Emergency Placement after hours:</i> Place in 1) Approved or 2) Preferred HVTFCFS placement and contact HVTFCFS on the next business day to consult				
	Invite HVTFCFS to CAST Interview				
	Consult with HVTFCFS when completing the MH Screening tool. Include input on any disabilities or any special needs.				
	Identify Tribal supports for ongoing support				
	Complete SDM Risk Assessment with HVTFCFS				
	Develop Safety Plan in collaboration with HVTFCFS				
	Complete SDM Safety Assessment with HVTFCFS				
	Provide referral disposition to HVTFCFS				
	Provide Case Promotion decision to HVTFCFS				
	Investigation Disposition: <input type="checkbox"/> Unfounded <input type="checkbox"/> Inconclusive <input type="checkbox"/> Substantiated				
	Case Promotion Decision: <input type="checkbox"/> Do not Promote <input type="checkbox"/> Vol. FM <input type="checkbox"/> Court FM <input type="checkbox"/> FR				

Ongoing					
	Collaboration Steps	Date	Initial to verify step completed		
			CWS SW	CWS SWS	HVTFCFS
<b>Ongoing Social Worker</b>	Conduct joint case planning meetings				
	Develop case plan collaboratively with HVTFCFS				
	Conduct monthly contacts jointly with HVTFCFS				
	Complete SDM Risk Reassessment Tool with HVTFCFS				
	Develop visitation plan collaboratively with HVTFCFS				
	Develop court report collaboratively with HVTFCFS				
	Develop concurrent plan collaboratively with HVTFCFS				
	Consult with HVTFCFS for school enrollment decisions				
	Invite HVTFCFS to all IEP meetings				
	Invite HVTFCFS to all 504 meetings				
	Refer parent(s) for a mental health assessment				

**Exhibit A**  
**Humboldt County CWS and**  
**Hoopa Valley Tribe Child and Family Services (HVTFCFS) Collaboration Checklist**

<b>Child's Plan</b>			
	<b>Plan Components</b>	<b>Initial to verify step completed</b>	
		<b>CWS SW</b>	<b>HVTFCFS</b>
<b>Ongoing Social Worker</b>	1. That (Child's name) _____ remain current on his/her medical and dental examinations and immunizations as patients at _____.		
	2. That _____ continue to participate in mental health counseling with _____ Ph.D, a Native American therapist or _____ LCSW/MSW or _____ title, at _____;		
	3. That _____ participate in age appropriate weekly cultural education projects and activities prepared, directed, and documented by her/his family; Tribal representatives and other Indian service providers for the Hoopa Valley Tribal children;		
	4. That _____ be allowed to continue to visit with their extended families at a minimum of ___ hour(s) a week according to the families and the children's respective schedules supervised and monitored by the ___ department or their HVTFCFS representative;		
	5. That _____ be allowed to participate in other identified cultural or religious ceremonies as identified by either family and according to the children's and families respective schedules.		
	6. Refer _____ for a mental health assessment from United Indian Health Services/Two Feathers/Other and provide the recommended treatment plan as provided in the assessment/intake evaluation.		
	7. Refer _____ for a mental health assessment from Humboldt County Mental Health and provide the recommended treatment plan as provided in the assessment/intake evaluation.		

<b>Case Closure</b>					
<b>Ongoing SW</b>	<b>Collaboration Steps</b>	<b>Date</b>	<b>Initial to verify step completed</b>		
			<b>CWS SW</b>	<b>CWS SWS</b>	<b>Hoopa SW</b>
	Consult with HVTFCFS prior to case closure				
	Complete SDM Case Closure tool with HVTFCFS				