

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
of the 24th NAVAJO NATION COUNCIL - Second Year, 2020

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES; AMENDING PLANS
OF OPERATION FOR NAVAJO NATION DIVISION OF SOCIAL SERVICES

BE IT ENACTED:

SECTION ONE. AUTHORITIES

- A. The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. § 600 (A).
- B. The Health, Education and Human Services Committee has oversight over the Division of Social Services and its programs. 2 N.N.C. § 601(C)(1).
- C. The Health, Education and Human Services Committee pursuant to 2 N.N.C. § 601(B)(4) is authorized to approve and amend plans of operation for programs over which it exercises oversight authority.

SECTION TWO. FINDINGS

- A. The Navajo Division of Social Services is established as a Division under the Executive Branch of the Navajo Nation Government. See 2 N.N.C. § 1601.
- B. The Navajo Division of Social Services Office consists of an Executive Administration, the Department of Child Care and Development, the Department of Family Services, the Department for Self Reliance, the Navajo Developmental Disabilities Program, the Navajo Indian Child Welfare Act Program, and the Navajo Treatment Center for Children and Their Families. To update the general functions and for purposes of simplification and organization, the Division and programs within the division have submitted recommendations for revisions to their respective Plans of Operation.
- C. The proposed amendments to the Plans of Operation have been reviewed by the Navajo Nation Department of Justice and deemed sufficient.

D. The Navajo Nation finds it in the best interest of the Navajo People to approve the recommended amendments to the Plans of Operation as submitted by the Navajo Division of Social Services and as attached hereto as **Exhibits A through G**.

SECTION THREE. APPROVING AMENDMENTS TO PLANS OF OPERATION FOR DIVISION OF SOCIAL SERVICES

The Navajo Nation hereby approves amendments to the Plans of Operation for the Executive Administration of the Navajo Division of Social Services (attached as **Exhibit A**), the Department of Child Care and Development (attached as **Exhibit B**), the Department of Family Services (attached as **Exhibit C**), the Department for Self Reliance (attached as **Exhibit D**), the Navajo Developmental Disabilities Program (attached as **Exhibit E**), the Navajo Indian Child Welfare Act Program (attached as **Exhibit F**), and the Navajo Treatment Center for Children and Their Families (attached as **Exhibit G**).

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 24th Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 5 in favor, 0 opposed, on this 8th day of January 2020.



Daniel E. Tso, Chairperson
Health, Education and Human Services Committee
Of the 24th Navajo Nation Council

Motion: Honorable Charlaine Tso
Second: Honorable Edison J. Wauneka

NAVAJO DIVISION OF SOCIAL SERVICES

Office of the Executive Director

Plan of Operation

I. ESTABLISHMENT

There is hereby established an Office of the Executive Director, Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

II. PURPOSE

- A. The purpose of an Office of the Executive Director is to ensure essential, high quality, comprehensive, and culturally relevant human services and social services are accessible and provided on and near the Navajo Nation, where mandated by applicable laws, statutes and regulations.

III. STAFFING AND ORGANIZATION

A. Staffing

1. The Navajo Division of Social Services shall be administered by an Executive Director, pursuant to 2 N.N.C. §1653, who shall be appointed by the President of the Navajo Nation and recommended by the Health, Education and Human Services Committee of the Navajo Nation Council as required by 2 N.N.C. §1005 (C) (3), with confirmation by the Navajo Nation Council, pursuant to 2 N.N.C. §102 (F), and shall serve at the pleasure of the President of the Navajo Nation.
2. The Executive Director shall employ a Deputy Director and shall employ professional, technical, and administrative support personnel as may be deemed necessary to carry out the purposes of the Navajo Division of Social Services and as funds are available. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual and other applicable Navajo Nation laws, policies and agreements.

3. The Deputy Director of the Navajo Division of Social Services and Managers for the Navajo Department of Child Care and Development, Navajo Department of Family Services, Navajo Department for Self Reliance, Navajo Developmental Disabilities Program, Navajo Children and Family Services, and Navajo Treatment Center for Children and Their Families shall report to the Executive Director.
4. The Deputy Director of the Navajo Division of Social Services shall be delegated in the absence of the Executive Director.
5. The supervisors of the Navajo Division of Social Services technical support service sections, including the Information Technology, Policy, Administrative Support, Financial Management, and Human Resources shall report to the Deputy Director of the Navajo Division of Social Services.

B. Organization

The Navajo Division of Social Services shall consist of an Office of the Executive Director, three (3) Departments and three (3) Programs to execute the purpose, goals, objectives, authorities, duties, and responsibilities of the Navajo Division of Social Services. The Office of the Executive Director, Departments and Programs may consist of sections and offices to accomplish the respective Departments and Programs' purposes. The Office of the Executive Director, three (3) Departments, and three (3) Programs are as follows:

1. The Office of the Executive Director, including administrative and technical support;
2. Navajo Department of Child Care and Development;
3. Navajo Department of Family Services;
4. Navajo Department for Self Reliance;
5. Navajo Developmental Disabilities Program;
6. Navajo Children and Family Services; and
7. Navajo Treatment Center for Children and Their Families.

The Organizational Chart of the Navajo Division of Social Services' Office of the Executive Director is attached as Attachment 1.

IV. RESPONSIBILITY AND AUTHORITY

A. Executive Director:

The Executive Director shall have the authority for the overall Division's operational planning and direction. The Executive Director shall have the following duties and responsibilities:

1. Report and be responsible to the Office of the President and Vice-President of the Navajo Nation;
2. Provide effective and efficient overall management and financial direction to the Navajo Division of Social Services' departments, programs, center, sections and offices within the policies and procedures of the Navajo Nation;
3. Report to the Health, Education and Human Services Committee of the Navajo Nation Council.
4. Execute the powers and authority of the Navajo Division of Social Services, pursuant to 2 N.N.C. Section 1604;
5. Issue procedures to ensure the proper and timely implementation of the Navajo Division of Social Services' projects;
6. Represent the Navajo Division of Social Services through lobbying, advocating, testifying, and maintaining the government-to-government relationships with the federal, state, and local governments as authorized;
7. Establish and maintain partnerships with local, county, state, federal and other entities on human services and social services, and other matters related to the goals and objectives of the Navajo Division of Social Services;
8. Recommend policies and legislations on human services and social services issues;
9. Negotiate written agreements or contracts on behalf of the Navajo Division of Social Services relevant to its direct human services and social services departments, programs, functions, services, and activities;
10. Seek external funding and other resources to enhance, expand and improve direct human services and social service programs, functions, services and activities;

11. Recommend the creation, merger, separation, amendment, or abolishment of departments, programs, sections, offices, or specific functions within the Navajo Division of Social Services in accordance with applicable Navajo Nation laws and policies; and
12. Recruit, select, supervise, and train personnel; conduct employee performance evaluation; and recommend reclassification of positions for the Office of the Executive Director personnel and Department and Program managers in accordance with the Navajo Nation Personnel Policies Manual.

B. Office of the Executive Director:

The Office of the Executive Director shall provide for overall management of the Navajo Division of Social Services. The Office of the Executive Director personnel shall handle its duties and responsibilities in accordance with the Navajo Nation laws and policies. The duties and responsibilities are as follows:

1. Assist with overall direction of the Navajo Division of Social Services by developing, implementing, monitoring, and evaluating short and long range strategic initiatives, plans, goals, and objectives;
2. Support departments, programs, center, sections, and offices to execute their functions, authorities and responsibilities, and assist with the development and coordination of strategies to implement the Navajo Division of Social Services functions; and
3. Develop, implement and maintain an administrative, operational, and technical infrastructure to support the performance of direct human services and social services departments, programs, functions, services, and activities by establishing:
 - a) An Information Technology section that shall be responsible for the management of reliable and efficient information technology system to accommodate:
 - i. a secured exchange of human, case management, financial and social services data and information for program management;
 - ii. data collection, analysis and reporting;

- iii. automation of manual work;
 - iv. modernize administrative function; and
 - v. monitor, update, and maintain the Navajo Division of Social Services' website, media medium, telecommunication equipment, hardware and software.
- b) A Policy section that shall be responsible for increased cooperation, collaboration, and partnership across multiple human and social service sectors to:
- i. develop, revise, or interpret policies, procedures, standards, and protocols for effective, efficient and adequate management of the Navajo Division of Social Services;
 - ii. provide guidance on human and social services policies;
 - iii. conduct research and analysis, and develop recommendations of current and proposed federal, state and tribal legislations, regulations, and policies for their potential impact on the Navajo people and human and social services;
 - iv. coordinate tribal consultation activities with the federal, state, and local governmental agencies; and
 - v. develop annual, quarter, and other reports; briefing materials; issue, position, or white papers; testimonies; and talking points.
- c) A Financial Management section that shall be responsible for an effective and efficient financial management system to:
- i. review and monitor agreements, contracts, and grants;
 - ii. develop and implement a property, procurement, and records management;
 - iii. develop, implement, and provide technical assistance with the application of internal control standards and measures;
 - iv. monitor internal and external audits; and
 - v. serve as the prime contact for budget formulation, budget negotiation, audit, and condition of appropriation and other compliance.

- d) A Human Resources section that shall be responsible for a sound human resource system to:
 - i. ensure a competent workforce through assessment of personnel competencies, individual training, and professional development;
 - ii. support the Departments and Programs to attract, recruit, and retain personnel through the application of a premium salary schedule for professional personnel who meet the preferred qualifications;
 - iii. monitor compliance with the Navajo Nation Personnel Policies Manual, licensure, certification, employee relations, collective bargaining, and risk and safety policies; and
 - iv. monitor work environment.
- e) An Administrative Support section that shall be responsible for the continuous flow of communication and information between the Office of the Executive Director and Navajo Division of Social Services departments, sections and offices; and oversee employee time keeping and reporting.
- f) A Communication section that shall be responsible to provide information, communication, alerts, and advice about human services and social services to the general public and media in a timely, accurate, and adequate manner.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Division of Social Services shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

Navajo Division of Social Services

Office of the Executive Director

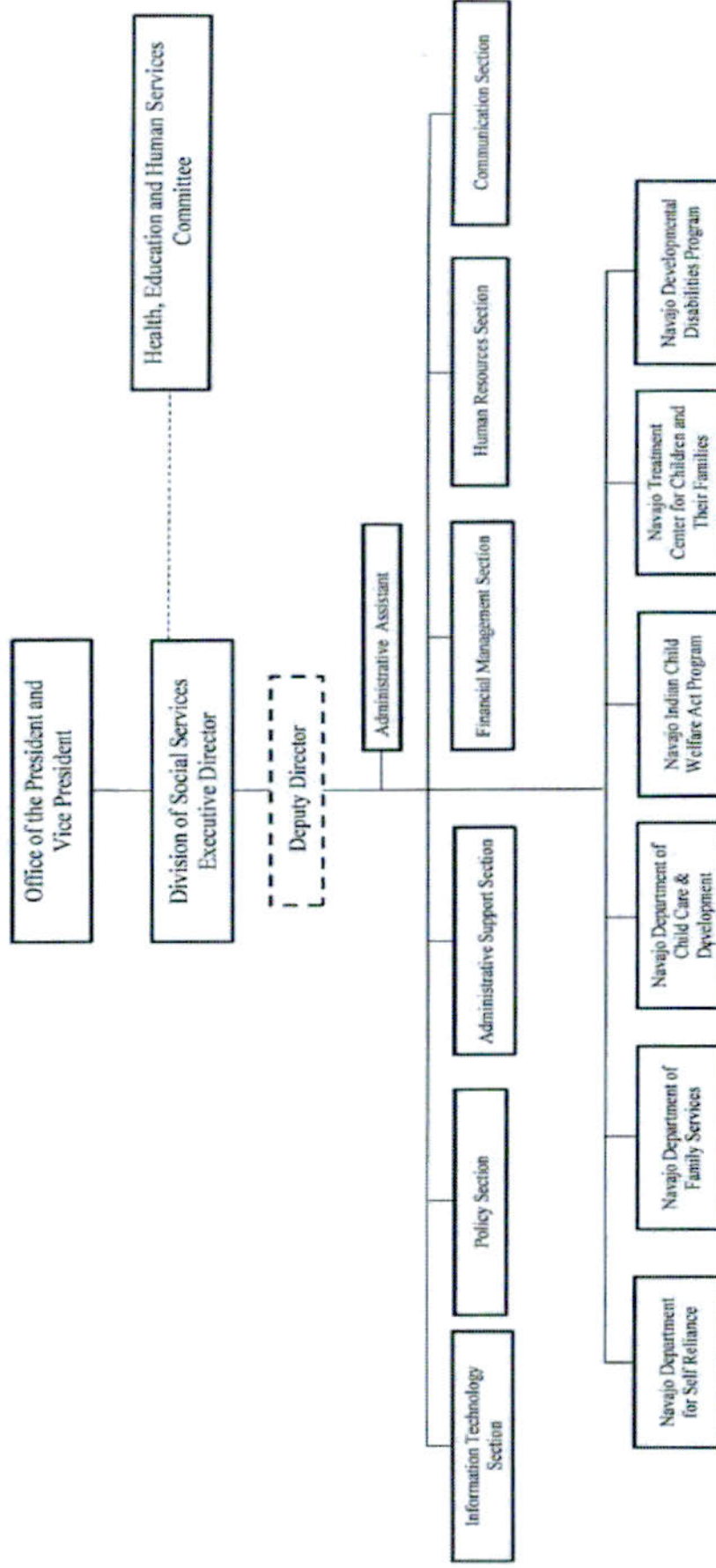


EXHIBIT B

NAVAJO DIVISION OF SOCIAL SERVICES Navajo Department of Child Care and Development Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Department of Child Care and Development within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the Navajo Department of Child Care and Development is to provide the availability, affordability, and quality of child care services for income eligible parents who are working, participating in job training or an educational program, and/or for children who have special needs or are in protective services.

III. STAFFING AND ORGANIZATION

A. Staffing

1. The Navajo Department of Child Care and Development shall be directed by and supervised under the guidance of a Department Manager III and who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Department Manager III shall be under the general direction and supervision of the Executive Director of the Navajo Division Social Services.
3. The Department Manager III shall be authorized to recommend additional professional, technical and administrative positions, and establish field offices as needed to carry out the organizational purpose(s), as stated herein. Additional positions shall be acquired in accordance with the Navajo Nation Personnel Policies Manual within applicable budget rules established for

conducting the annual tribal budget process.

B. Organization

The Navajo Department of Child Care and Development shall consist of an Administration Unit comprised of six (6) sections to provide technical support services and a Direct Services Unit comprised of two (2) sections with six (6) regional child care centers and five (5) regional casework units: to execute the Navajo Department of Child Care and Development's purpose, authorities, goals, objectives, duties, and responsibilities. This includes:

1. Administration Unit for Technical Support Services:
 - a. Finance Section;
 - b. Management Information System Section;
 - c. Quality Assurance Section;
 - d. Human Resources Section;
 - e. Administrative Support Section; and
 - f. Facilities and Building Maintenance Section.
2. Direct Service Unit for Regional Child Care Centers and Regional Casework:
 - a. Chinle;
 - b. Crownpoint;
 - c. Fort Defiance;
 - d. Shiprock;
 - e. Southwest; and
 - f. Tuba City.

The Organizational Chart of the Navajo Department of Child Care and Development is attached as Attachment 1.

IV. RESPONSIBILITY AND AUTHORITY

- A. Administer the Navajo Department of Child Care and Development in full compliance with all applicable Navajo Nation and federal laws and policies.
- B. Monitor and evaluate program, compliance of administration and direct service delivery system at the central and field level.

- C. Manage all budgetary matters with proper authorization to assure compliance and address issues and concerns related to Navajo Department of Child Care and Development contracts and grants in a timely manner.
- D. Promote early childhood development and learning initiatives and strategies to improve child care services throughout the Navajo Nation.
- E. Actively participate in the program audits, evaluations, and prepare and implement appropriate corrective action plans in a timely manner.
- F. Provide high quality childcare services, including social, physical, speech, emotional, and cognitive development in a healthy and safe environment.
- G. Monitor and evaluate the Navajo Department of Child Care and Development operation, services, resources (staff, property and equipment), and expenditures to assure and improve the effectiveness and efficiency of service delivery.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et seq.*, the Navajo Department of Child Care and Development shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

Navajo Division of Social Services
Navajo Department of Child Care and Development

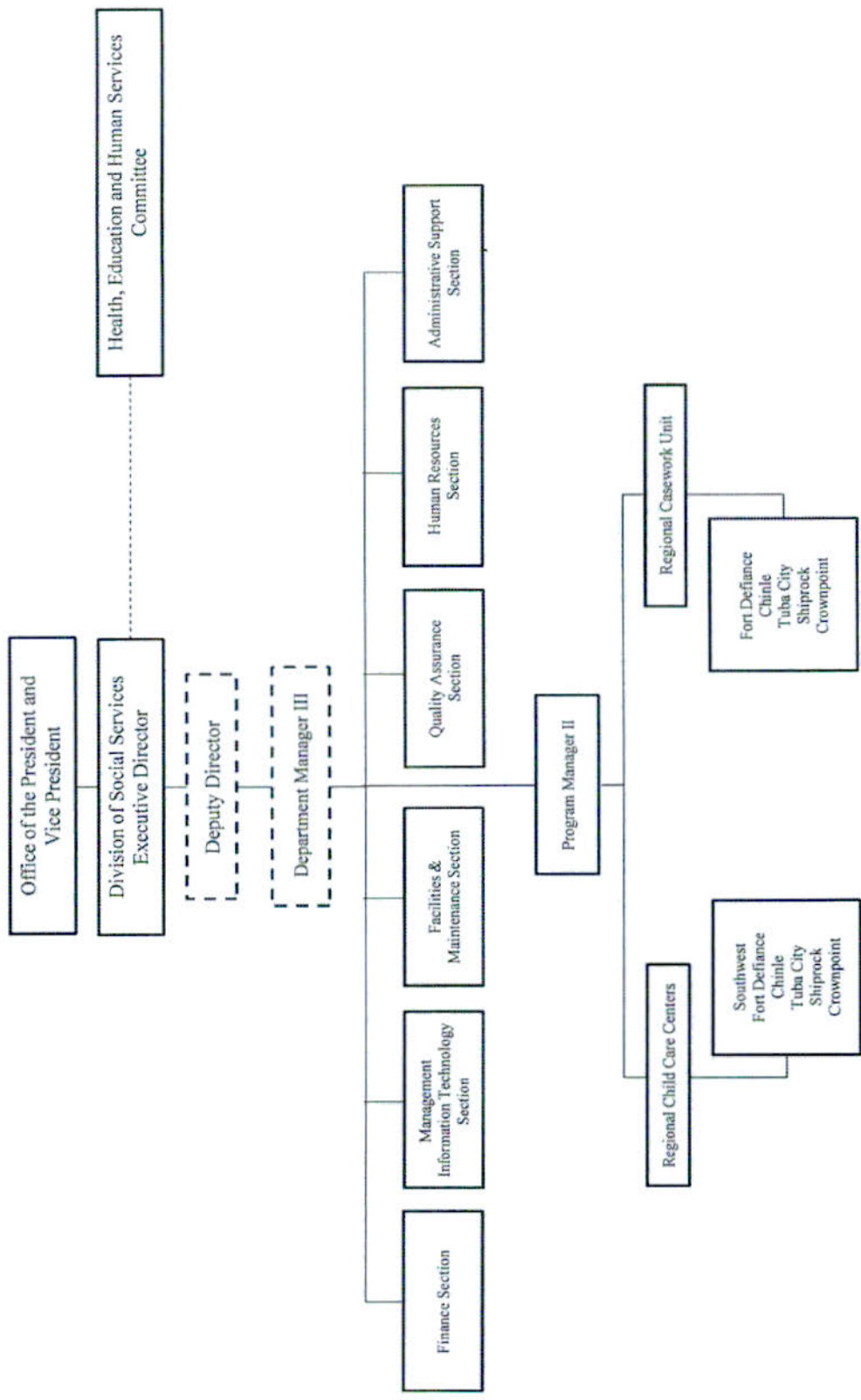


EXHIBIT C

NAVAJO DIVISION OF SOCIAL SERVICES

Navajo Department of Family Services

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Department of Family Services within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the Navajo Department of Family Services is to provide specialized services to children, adult and elderly who are experiencing abuse, neglect or crisis, and to help maintain healthy and stable families on the Navajo Nation.

III. STAFFING AND ORGANIZATION

A. Staffing

1. The Navajo Department of Family Services shall be directed by and supervised under the guidance of a Department Manager III who shall be selected in accordance with the Navajo Nation Personnel Policies and Procedures. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Department Manager III shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.
3. The Department Manager III shall determine and recommend the need for additional professional, technical and administrative positions, and establish field offices to carry out the purposes as stated herein.

B. Organization

The Navajo Department of Family Services shall consist of an Administration Unit comprised of six (6) sections to provide technical support services and a Direct Services Unit comprised of four (4) sections with twelve (12) field offices and four

(4) sub-offices: to execute the Navajo Department of Family Services' purpose, authorities, goals, objectives, duties, and responsibilities. This includes:

1. Administration Unit:
 - a. Staff Training Section;
 - b. Management Information Technology Section;
 - c. Special Projects Section;
 - d. Quality Assurance Section;
 - e. Finance Section; and
 - f. Human Resources Section.
2. Direct Services Unit:
 - a. Áłchíní Bìł Na'anish Services;
 - b. Child and Family Services;
 - c. Family Harmony Services; and
 - d. Adult/Elder Services;

The Organizational Chart of the Navajo Department of Family Services is attached as Attachment 1.

IV. AUTHORITY AND RESPONSIBILITY

- A. Provide oversight to insure service delivery is consistent with the Continuum of Service Model and all grants and contracts awarded to the Navajo Department of Family Services.
- B. Provide social work and case worker supervision and consultation consistent with professional Social Work ethics and standards to achieve increased skills and practice.
- C. Monitor and evaluate program operations, services, resources (staff, property and equipment), and expenditures to assure and improve the effectiveness and efficiency of service delivery.
- D. Develop and recommend policy changes that will be responsive to improving delivery of services.

- E. Develop program budgets consistent with Navajo Nation policies and any applicable laws.
- F. Identify, promote and support skill development and competence leading to staff credentialing and licensure, so the services provided to clients continually improves and expands.

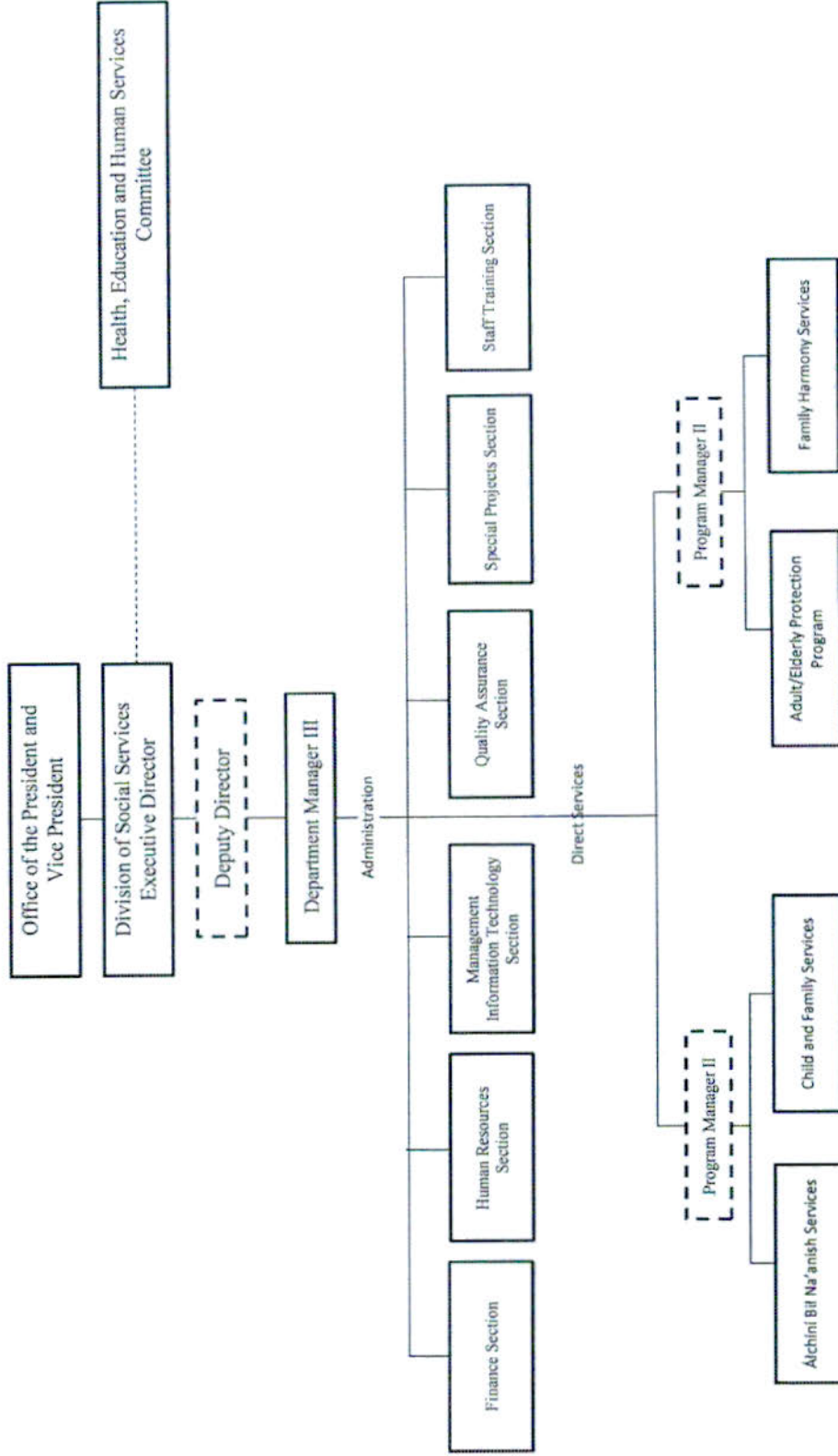
V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Department of Family Services shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education, and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

Navajo Division of Social Services
Navajo Department of Family Services



NAVAJO NATION DIVISION OF SOCIAL SERVICES

Navajo Department for Self Reliance

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Department for Self Reliance within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

II. PURPOSE

The Navajo Department for Self Reliance utilizes the Navajo concept and teachings of T'áá hwó ájít'éego to provide financial assistance and supportive services to eligible individuals and families, to empower and take responsibility for their lives through the development and implementation of a plan, which guide family members toward self-reliance.

III. STAFFING AND ORGANIZATION

A. Staffing

1. The Navajo Department for Self Reliance shall be directed by and supervised under the guidance of a Department Manager III who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with Navajo Nation Personnel Policies Manual.
2. The Department Manager III shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.
3. The Department Manager III shall determine and recommend the need for additional professional, technical, and administrative positions as needed to carry out the organizational purpose(s) as stated herein.

B. Organization

The Navajo Department for Self Reliance shall consist of an Executive Administration comprised of eight (8) sections to provide technical support services and a Quality Case Management Services shall consist of a Direct Services Administration comprised of three (3) direct service units, seven (7) field offices, and one (1) sub office to execute the Navajo Department for Self Reliance's purpose, authorities, goals, objectives, duties, and responsibilities. The Support Services and Quality Case Management Services shall consist of the following:

1. Support Services

- a. Executive Administration;
- b. Finance and Recovery Section;
- c. Information Technology Section;
- d. Tribal Assistance System Administration Section;
- e. Communication Section;
- f. Compliance Section;
- g. Liaison/Legislative Section;
- h. Fraud and Investigation Section; and
- i. Pathway to Quality Services Section.

2. Quality Case Management Services

- a. Direct Service Administration;
- b. Family Assistance Services;
- c. TANF Services;
- d. Education and Career Services;
- e. Field Offices: Chinle, Crownpoint, Farmington, Gallup, Kayenta, Window Rock and Tuba City;
- f. Sub Office: Lower Greasewood; and
- g. Other human services and programs as authorized.

The Navajo Department for Self Reliance Organizational Chart is displayed as Attachment 1.

IV. RESPONSIBILITY AND AUTHORITY

- A. Administer the federal legislative intent of Public Law 104-193, Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and other external and internal-funded programs in full compliance with the Navajo Nation and federal laws and policies.
- B. Promote personal responsibility and self-reliance through the Navajo traditional teachings of T'áá hwó ájit'éego; provide assistance and services that empower Customers and families to progress toward Hózhók'eh Iná; and reduce future dependency on governmental assistance by promoting education, employment, safe and stable families, and healthy lifestyles.
- C. Provide school clothing assistance to eligible Navajo school aged children who are enrolled in and attending schools on the Navajo Nation.
- D. Promote home energy crisis intervention by providing financial assistance to eligible households with low-income to meet their immediate home energy needs.
- E. Develop, negotiate and implement agreements and contracts with federal, state, tribal, and other entities to expand services and increase opportunities for Customers and their families to progress toward self-reliance.
- F. Uphold the integrity of human services by developing, implementing and updating program goals and objectives, policies, procedures and standards, and assuring compliance with the Navajo Nation and federal fiscal and programmatic regulations and circulars.
- G. Monitor and evaluate program operations, services, resources (staff, property and equipment), and expenditures to assure and improve the effectiveness and efficiency of service delivery.
- H. Assure due process is provided to Customers who would like to dispute a decision made regarding their application or case. An initial consideration shall be provided at the direct service level and the Navajo Department for Self Reliance Compliance Hearing Officer shall consider formal hearing requests.
- I. Establish, maintain and improve necessary infrastructure, including information technology, to provide effective and efficient overall management and financial

guidance to the Support Services, Quality Case Management and Direct Services; and to ensure continuity of services, assistance, and activities provided to Customers and families.

- J. Promote and support the professional growth of Navajo Department for Self Reliance personnel through educational, training and advancement opportunities, so the services provided to Customers continually improves and expands.

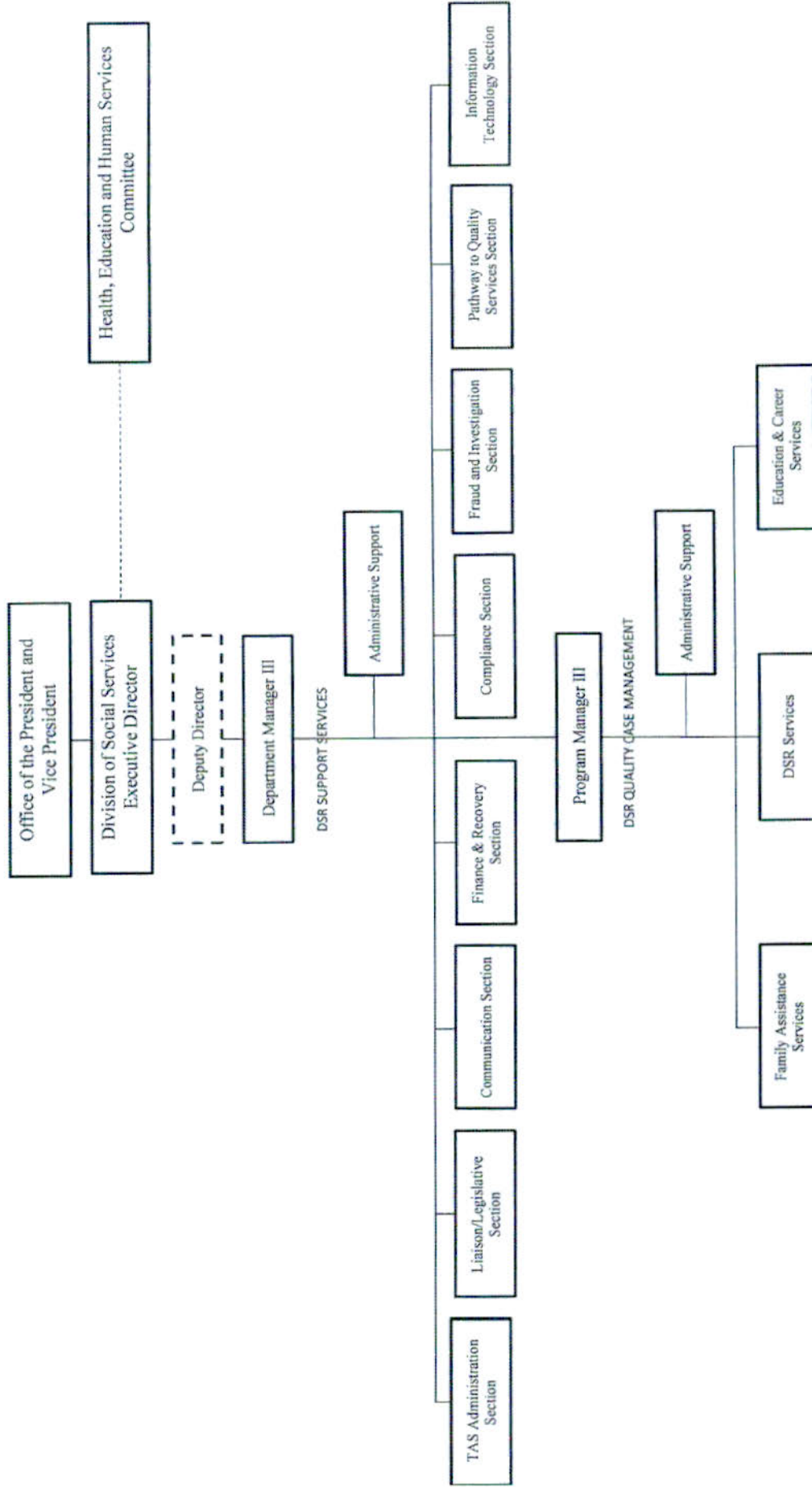
V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Department for Self Reliance shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

Navajo Division of Social Services
Navajo Department for Self Reliance



NAVAJO DIVISION OF SOCIAL SERVICES

Navajo Developmental Disabilities Program

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Developmental Disabilities Program within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the Navajo Developmental Disabilities Program is to develop a comprehensive case management system to ensure medically necessary services are delivered timely to Medicaid eligible members that include the aged, blind, and/or physically and developmentally disabled.

III. STAFFING AND ORGANIZATION

A. Staffing

1. The Navajo Developmental Disabilities Program shall be directed by and supervised under the guidance of a Program Manager I who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager I shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.
3. The Program Manager I shall determine and recommend the need for personnel and additional professional, technical and administrative positions as needed to carry out the organizational purpose(s), as stated herein.

B. Organization

The Organizational Chart for the Navajo Developmental Disabilities Program is attached as Attachment 1.

IV. RESPONSIBILITIES AND AUTHORITY

- A. Administer the intent of Title XIX of the Social Security Act for Medicaid-eligible beneficiaries in full compliance with applicable Navajo Nation, federal and state laws and policies.
- B. Facilitate intergovernmental relationships and agreements between Tribal, State, and Federal agencies as they relate to Title XIX services.
- C. Ensure coordination and facilitation of the delivery of Title XIX medical necessary covered services for mental health and developmentally disabled populations.
- D. Ensure case management services allow members to reach and maintain the highest level of functioning in the most efficient and cost-effective manner through which appropriate and cost effective medical, medically-related social services, and behavioral health services can be identified, planned, obtained, and monitored.
- E. Ensure and provide technical assistance to providers within the Navajo Nation.
- F. Coordinate with tribal, county, state and/or federal entities in the implementation, management, and provision of agreement(s).
- G. Serve as a point of contact for matters related to Medicaid Title XIX of the Social Security Act.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400, the Navajo Developmental Disabilities Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

Navajo Division of Social Services
Navajo Developmental Disabilities Program

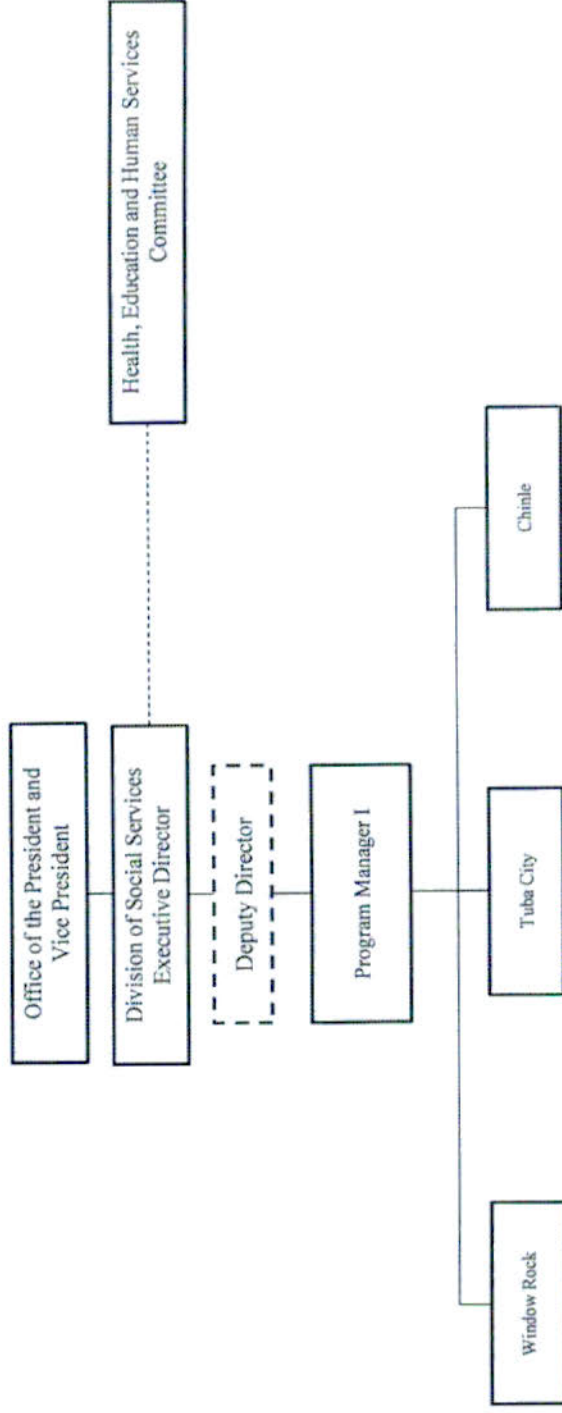


EXHIBIT F

NAVAJO DIVISION OF SOCIAL SERVICES

Navajo Indian Child Welfare Act Program

Plan of Operation

I. ESTABLISHMENT

~~—There is hereby established the Navajo Indian Child Welfare Act Program within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.~~

II. PURPOSE

~~The purpose of the Navajo Indian Child Welfare Act Program is to preserve and reunite Navajo children with their parents, next of kin, other appropriate Navajo families, or a Native American family; and provide ongoing, quality case management services to Navajo children who are domiciled off the Navajo Nation, and are subject to out of home care.~~

III. STAFFING AND ORGANIZATION

A. Staffing

- ~~1. The Navajo Indian Child Welfare Act Program shall be directed by and supervised under the guidance of a Program Manager II who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.~~
- ~~2. The Program Manager II shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.~~
- ~~3. The Program Manager II shall determine and recommend the need for additional professional, technical and administrative support positions as needed to carry out the organizational purposes as stated herein.—~~

B. Organization

The organizational chart for the Navajo Indian Child Welfare Act Program is attached as Attachment 1.

IV. ~~RESPONSIBILITY AND AUTHORITY~~

- A. ~~Prevent the breakup of Indian families, protect the best interest of Navajo children, and promote the stability of Navajo families.~~
- B. ~~Preserve child placements with relatives or other Navajo families by strengthening families by providing education for parents and extended family members on traditional parenting and accessing community resources.~~
- C. ~~Provide specialized case management services including recruitment, completing relative/kinship studies, newborn relinquishments and post placement activities, educating and providing technical assistance on Navajo culture, traditional beliefs and practice recruitment and completing relative/kinship home studies.~~
- D. ~~Administer the federal legislative intent of the Indian Child Welfare Act and other external funded programs and agreements in full compliance with the Navajo Nation and federal laws and policies.~~
- E. ~~Seek and secure funding from the federal, state and other agencies.~~
- F. ~~Provide administrative, operational and technical support, and training to divisions, programs and offices.~~
- G. ~~Develop policies and procedures to implement, monitor and evaluate the purpose of the Navajo Indian Child Welfare Act Program.~~
- H. ~~Integrate into the Navajo Indian Child Welfare Act Program's services and activities Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices.~~
- I. ~~Monitor and evaluate program operations, services, resources (staff, property and equipment), and expenditures to assure and improve the effectiveness and efficiency of service delivery.~~
- J. ~~Promote and support the personnel and professional growth of staff through education, training, certification and licensure, and advancement opportunities.~~

so that the services provided to children and their families continually improves and expands.

~~V. — LEGISLATIVE OVERSIGHT~~

~~Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Indian Child Welfare Act Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.~~

~~VI. — AMENDMENTS~~

~~The Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).~~

Navajo Division of Social Services
Navajo Indian Child Welfare Act Program

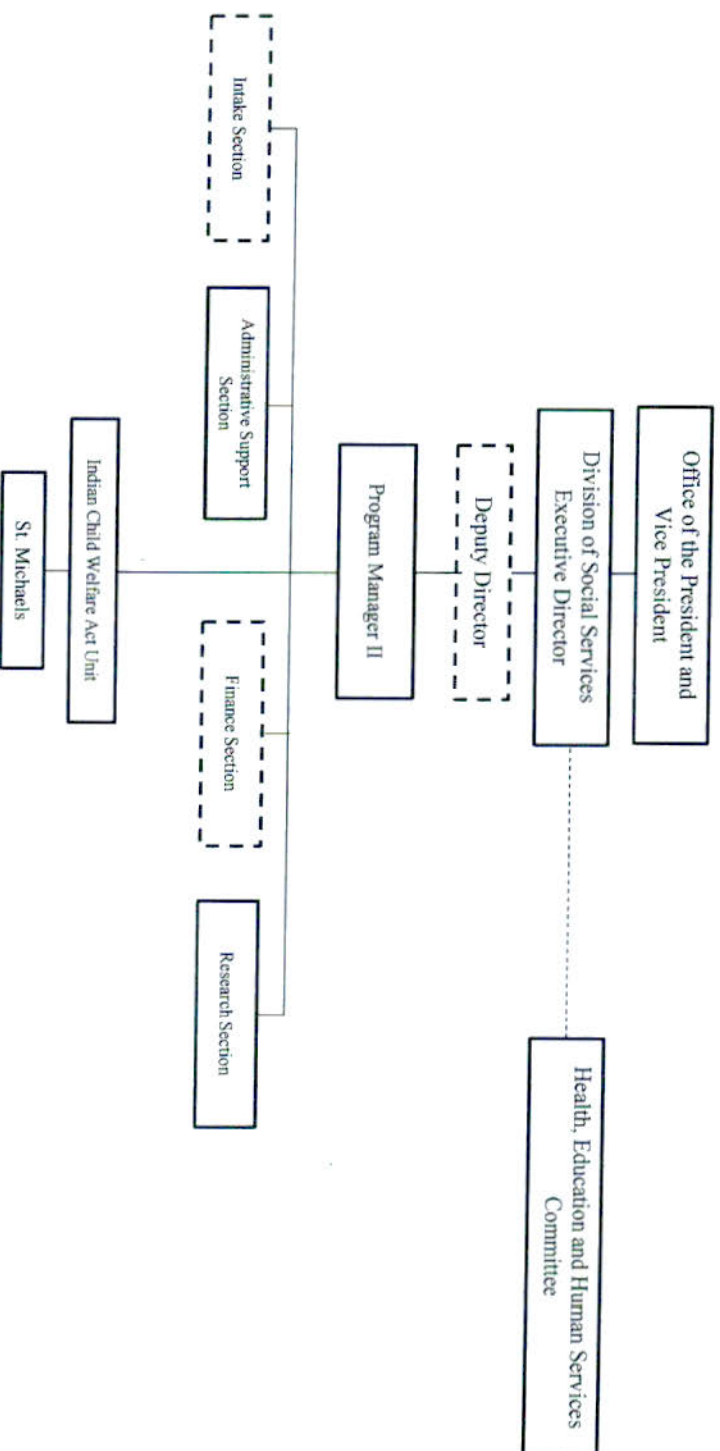


EXHIBIT G

NAVAJO DIVISION OF SOCIAL SERVICES Navajo Treatment Center for Children and Their Families Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Treatment Center for Children and Their Families within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the Navajo Treatment Center for Children and Their Families is to provide mental health outpatient therapeutic trauma-focused clinically-based treatment services to children who have been impacted by childhood trauma.

III. STAFFING AND ORGANIZATION

A. Staffing

1. The Navajo Treatment Center for Children and Their Families shall be directed by and supervised under the guidance of a Program Manager II who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager II shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.
3. The Program Manager II shall determine and recommend the need for additional professional technical and administrative support positions as needed to carry out the organizational purpose(s) as stated herein.

B. Organization

The Organizational Chart for the Navajo Treatment Center for Children and Their Families is attached as Attachment 1.

IV. RESPONSIBILITY AND AUTHORITY

- A. Administer external-funded programs in full compliance with all applicable Navajo Nation laws and policies.
- B. Seek and secure funding from the federal, state and other agencies.
- C. Provide administrative, operational and technical support, and training to the division, programs and offices.
- D. Develop policies, procedures and protocols to implement the purpose of the Navajo Treatment Center for Children and Their Families.
- E. Monitor and evaluate program operations, services, resources (staff, property and equipment), and expenditures to assure and improve the effectiveness and efficiency of service delivery.
- F. Provide outpatient therapeutic trauma-focused services through a family systems approach and treatment for individuals and families.
- G. Develop, coordinate and implement quality behavioral health services that is culturally and linguistically responsive to the continuum of care which may include outpatient treatment, self-directed recovery, and aftercare services.
- H. Establish and maintain partnerships with an array of provider network, including but not limited to health care, social service, and other relevant support services for improved integrated care coordination, screening, education, outreach, client navigation, and care management.
- I. Operate treatment clinics in a professional manner and ensure procedures are properly maintained for the highest degree of safety and confidentiality.

V. LEGISLATIVE OVERSIGHT

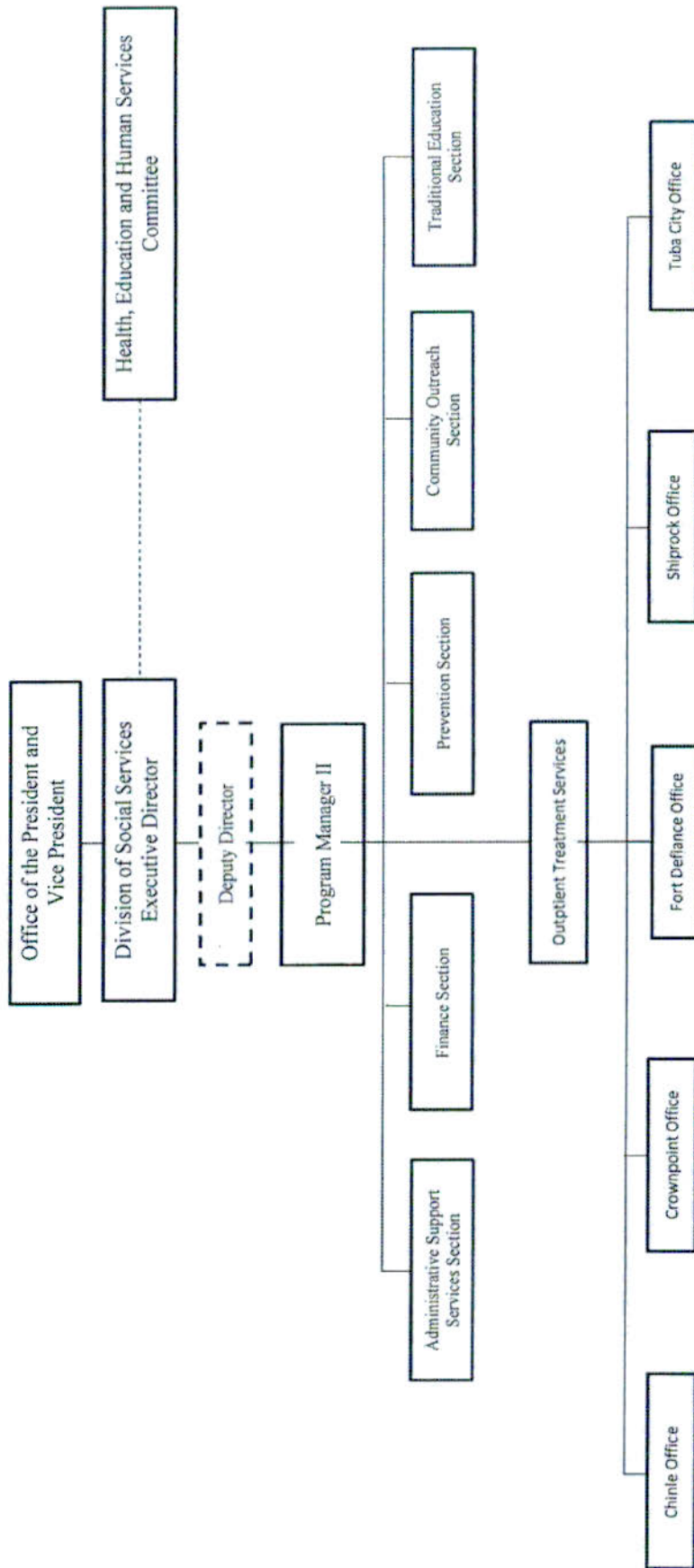
Pursuant 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Treatment Center for Children and Their Families shall be operated under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

The Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

Navajo Division of Social Services

Navajo Treatment Center for Children and Their Families



HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
Regular Meeting
January 08, 2020

Roll Call
Vote Tally Sheet

LEGISLATION NO. 0303-19

AN ACT RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES; AMENDING PLANS
OF OPERATION FOR NAVAJO NATION DIVISION OF SOCIAL SERVICES

(Note: Eligible for Committee Action October 09, 2019)

Sponsor: Honorable Pernell Halona

October 16, 2019 - Tabled for Work Session on 10/31/19

Motion by: Honorable Carl R. Slater

Seconded by: Honorable Charlaine Tso

Vote: 5 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Carl R. Slater; Charlaine Tso; Edison J. Wauneka; Pernell Halona; Paul Begay, Jr.

Nays: none; Absent (excused): all present

October 31, 2019 - Work Session conducted with NDSS

January 08, 2020 - Recall Motion

Motion by: Honorable Pernell Halona

Seconded by: Honorable Charlaine Tso

Vote: 3 in favor; 2 Opposed; Chairperson Not Voting

Yeas: Pernell Halona; Charlaine Tso; Carl R. Slater

Nays: Edison J. Wauneka; Paul Begay, Jr.; Absent (excused): all present

January 08, 2020 - Amendment One (1) Motion

Motion by: Honorable Carl R. Slater

Seconded by: Honorable Pernell Halona

Vote: 5 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Carl R. Slater; Pernell Halona; Edison J. Wauneka; Paul Begay, Jr.; Charlaine Tso;

Nays: none; Absent (excused): all present

January 08, 2020 - Main Motion


Motion by: Honorable Charlaine Tso

Seconded by: Honorable Edison J. Wauneka

Vote: 5 in favor; 0 Opposed; Chairperson Not Voting

Yeas: Charlaine Tso; Edison J. Wauneka; Carl R. Slater; Pernell Halona; Paul Begay, Jr.

Nays: none; Absent (excused): all present



Daniel E. Tso, Chairperson
Health, Education and Human Services Committee



Beverly Martinez, Legislative Advisor
Health, Education and Human Services Committee