SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

Transmittal Form

2017 JAN 17 PM 5:00 KC

Date: January 17, 2017

To: HONORABLE Benjamin J.F. Cruz
Speaker
34th Guam Legislature

Enclosed herewith are the following documents:

1. FY2017 1st quarter list of expenditures over $5,000
2. FY2017 1st quarter list of appropriations/expenditure report
3. FY2017 1st quarter progress report

Purpose/Action Needed:

☐ Needs your approval on the above

☐ Needs reply or comment

☐ To fulfill your requirement

☒ Other: In compliance with Public Law 28-150 herein reports for all our programs which receive funding through a Government of Guam agency

Senseramente,

THERESA C. ARRIOLA
Executive Director

Speaker Benjamin J.F. Cruz
JAN 17 2017
Time: 433 (1) AM 17 PM File No.
Received By:
GL# 34-17-0067

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: Ed Rocimo **Signature:**

Date: 1/17/17 **Time:** 4:33 pm

0067

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
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January 17, 2017

HONORABLE Benjamin J.F. Cruz
Speaker
34th Guam Legislature
155 Hesler Place
Hagåtña, GU 96910

Speaker Benjamin J.F. Cruz
JAN 17 2017
Time: 4:34 [ ] AM [/] PM File No.
Received By:

Håfa Adai Speaker Cruz:

In compliance with Public Law 28-150, please find the enclosed programmatic and financial reports for our collective reports which receive funding through a Government of Guam agency. These reports are for the reporting period of **October 1, 2017 through December 31, 2016 (1st Quarter of Fiscal Year 2017).** Section 7 specifically states: *"All non-profit organizations funded by this Act shall maintain financial records that accurately account for appropriated funds and shall provide a budgetary breakdown by object category to the department or agency overseeing the appropriation."* Sanctuary, Incorporated of Guam has existing contracts with the following Government of Guam agencies: Department of Public Health and Social Services, Guam Behavioral Health and Wellness Center, the Department of Youth Affairs, and the Department of Labor, Serve Guam! Commission.

While the current law does not require non-profits to submit reports directly to the Legislature and Public Auditor, we nonetheless would like to provide this information for your record-keeping.

For additional information or further clarification, please do not hesitate to contact me via telephone at 475-7101.

Senseramente,

THERESA C. ARRIOLA
Executive Director

Attachment 1

Sanctuary, Incorporated of Guam

AmeriCorps Program

Reporting Agency

Department of Labor
Serve Guam! Commission

Reports

1. Program Progress Report

SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

406 Maimai Rd., Chalan Pago, Guam 96910 • Tel: 475-7101 • Fax: 477-3117 • Crisis Hotline: 475-7100
Website: www.sanctuaryguam.org • E-mail: inquiries@sanctuaryguam.org

COPY

January 10, 2017

Ms. Doris M Aguon
Executive Director
Serve Guam! Commission
Guam Capital Investment Corporation
414 West Soledad Avenue
Hagatña, Guam 96932

Dear Ms. Aguon:

Attached for your review is the Federal Financial Report for AmeriCorps - *Ayuda Para I Komunidåt* Program for the third (3rd) quarter ending December 31, 2016 for Grant Year 2015-2016.

Should you have any questions or comments, please feel free to contact me at 475-7101, fax me at 477-3117, or email at tcarriola@gmail.com

Sincerely,

Theresa C Arriola
Executive Director
Sanctuary, Incorporated of Guam

Rcvd: 1/10/17

Financial Main View
1st Qtr Report
2nd Qtr Report
3rd Qtr Report

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	Page	of
Corporation for National and Community Service	15AC172575	1	1 pages

3. Recipient Organization (Name and complete address including Zip code)

AMERICORPS - *AYUDA PARA I KOMUNIDAT*

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type	7. Basis of Accounting
855025284	96-0002543	14AFHGU0010006	☒ Quarterly ☐ Semi-Annual	☐ Cash ☒ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
1-Oct-15	31-Jan-17	OCTOBER 01, 2016 - DECEMBER 31, 2016

10. Transactions *(Use lines a-c for single or multiple grant reporting)*	Cumulative
Federal Cash	
a. Cash Receipts	
b. Cash Disbursements	$0.00
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$432,004.00
e. Federal share of expenditures	$301,545.09
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$301,545.09
h. Unobligated balance of Federal funds (line d minus g)	$130,458.91
Recipient Share:	
i. Total recipient share required	$50,289.00
j. Recipient share of expenditures	$20,501.39
k. Remaining recipient share to be provided (line i minus j)	$29,787.61
Program Income:	
l. Total Federal program income earned	$0.00
m. Program income expended in accordance with the deduction alternative	$0.00
n. Program income expended in accordance with the addition alternative	$0.00
o. Unexpended program income (line l minus line m or line n)	$0.00

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	N/A	N/A	N/A	N/A	N/A	0	0
				g. Totals:			

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. **Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Theresa C Arriola, Executive Director	(671) 475-7101
b. Signature of Authorized Certifying Official	d. Email address [redacted]
	e. Date Report Submitted (Month, Day, Year) 10-Jan-17
	14. Agency use only:

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments

DEPT. OF ADMINISTRATION STAMP REC'D

REIMBURSEMENT FORMULA GRANT REQUEST FORM

FROM: SANCTUARY, INCORPORATED
AC PROGRAM NAME: AMERICORPS - AYUDA PARA I KOMUNIDAT
ADDRESS: 406 MAI MAI ROAD
CHALAN PAGO, GUAM 96910

AC GRANT AWARD NUMBER	AC GRANT ID NUMBER	DOA VENDOR NUMBER	DOA CONTRACT NUMBER	EMPLOYER ID	EMPLOYER DUNNS NUMBER
14AFHGU001-0006	15AC172575	S1456001	C160600570	96-0002543	85502584

PROGRAM PERIOD:	PERIOD CLAIMING FOR:		
2015-2016	Dec-16		
REQUEST NUMBER: 2015-09 (PY 2015-2016)	FINAL CLAIM:	YES	NO
ACCOUNT NUMBER: 5101H 162433SE103			X

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPRO VED	ATTACH CNCS EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	**36,669.23**				
GRANT AWARD	$ 432,004.00				
LESS: PREVIOUSLY REQUESTED:	$ 264,875.86				
SUB-TOTAL	$ 167,128.14				
LESS: AMOUNT OF THIS REPORT	**$ 36,669.23**				
GRANT BALANCE:	$ 130,458.91				

☐ *PROGRAM REPORTS are due on/ or before the 10th of each* **MONTH** *for compliance and reimbursement.*
☐ *FISCAL REPORTS are due on/ or before the 10th of each* **MONTH** *for compliance.*
☐ *FFR's are due on/ or before the 10th of each* **QUARTER** *for compliance.*

Certification: *I certify to the best of my knowledge that this report is true and correct and that* ***PROGRAM & FISCAL*** *expenditures are approved and signed for purposes set forth and in the Grant Award. I understand that failure to comply in submitting on time due to late and chronic reporting will result on one warning notice, suspension of contract and corrective actions to include possibile withholding of payment.*

PROGRAM DIRECTOR/ DATE: 1/9/17
CERTIFYING OFFICER/ DATE: 1/9/17
EXECUTIVE DIRECTOR/ DATE: 1/9/17

SGC/ DOL USE ONLY -

Reviewed against PERIODIC EXPENSE REPORT (PER) & BUDGET MODIFICATION

SGC Administrative Assistant

Julie Iriarte/ Signature/ Date: _____

☐ PER REIMBURSEMENT ☐ BUDGET MODIFICATION ☐ FFR's

Submit: Supporting Documents

SGC/ AMERICORPS PROGRAM COMPLIANCE:

EGRANTS NPM SUBMISSION:

☐ NATIONAL PERFORMANCE MEASURES (NPM)
☐ CNCS NATIONAL SERVICE CRIMINAL HISTORY CHECKS
☐ ACCOMPANIEMENT: DAILY TIME SHEET/ TIME IN/ OUT/ HOURS

☐ EGRANTS MEMBER ☐ ENROLLMENT ☐ EXIT ☐ EVALUATIONS ☐ MID ☐ FINAL
☐ PROGRAM SITE VISIT ☐ FISCAL SITE VISIT
☐ PROGRAM CLOSE OUT ☐ FISCAL CLOSE OUT ☐ PROGRAM EVALUATIONS

SGC/ DDOL - ASSURANCE & CERTIFICATION:

DOL CERTIFYING OFFICER/ DATE: _____
Nellie N. Asanuma

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

SGC FORM_VPLIII_FC_REV2_9.10.14_1302 (A)

SGC - Standard Operating Procedures - Process Instructions:
☐Step: 1 – Program Director/Fiscal are to fill out Periodic Expense Report(Sections I, II ,III)Program Director to submit with Reimbursement Cover and supporting documents
☐Step: 2 - SGC to review for compliance, stamp, date and sign, for reimbursement processing

AmeriCorps - Ayuda Para I Komunidat **-14AFHGU0010006**

Section I	CNCS SHARE	1ST BUDGET MOD	BUDGET TOTAL	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	[redacted]	Jan-17	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A Personnel															
Program Director	40,872.00		40,872.00	2,793.60	2,793.60	4,190.40	2,793.60	2,793.60	2,793.60	2,793.60	2,968.80	4,716.00	0.00	28,636.80	12,235.20
Program Coordinator	21,382.00		21,382.00	1,644.80	1,644.80	2,467.20	1,644.80	1,644.80	1,644.80	1,644.80	2,097.60	3,208.80	0.00	17,642.40	3,739.60
Admin Asst	21,997.00		21,997.00	1,542.40	1,542.40	2,313.60	1,542.40	1,542.40	1,542.40	1,542.40	1,928.00	2,892.00	0.00	16,388.00	5,609.00
Total - Personnel	84,251.00	0.00	84,251.00	5,980.80	5,980.80	8,971.20	5,980.80	5,980.80	5,980.80	5,980.80	6,994.40	10,816.80	0.00	62,667.20	21,583.80
B Fringe															
FICA	6,445.00		6,445.00	457.54	457.54	686.31	434.68	457.54	457.54	457.54	510.67	796.91	0.00	4,716.27	1,728.73
Health Insurance	4,320.00	408.90	4,728.90	0.00	916.20	511.20	511.20	511.20	511.20	464.70	464.70	464.70	0.00	4,355.10	373.80
Workers Comp	253.00		253.00	0.00	24.78	12.39	12.39	12.39	12.39	12.39	12.39	0.00	0.00	99.12	153.88
Total - Fringe	11,018.00	408.90	11,426.90	457.54	1,398.52	1,209.90	958.27	981.13	981.13	934.63	987.76	1,261.61	0.00	9,170.49	2,256.41
S/Total (A/B)	95,269.00	408.90	95,677.90	6,438.34	7,379.32	10,181.10	6,939.07	6,961.93	6,961.93	6,915.43	7,982.16	12,078.41	0.00	71,837.69	23,840.21
E Supplies:															
Program-Office Supplies / Materials	1,200.00	3,000.00	4,200.00	431.16	0.00	0.00	96.00	144.13	63.20	31.08	35.00	1,329.12	0.00	2,129.69	2,070.31
Gasoline	1,350.00	200.00	1,550.00	0.00	209.49	88.12	149.43	79.23	57.97	166.77	90.50	148.06	0.00	989.57	560.43
Service Gears	3,120.00	-700.70	2,419.30	0.00	0.00	2,419.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,419.30	0.00
S/Total -Supplies	5,670.00	2,499.30	8,169.30	431.16	209.49	2,507.42	245.43	223.36	121.17	197.85	125.50	1,477.18	0.00	5,538.56	2,630.74
F Contractual:															
Xerox Equipment Lease	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Internet Service / Cable	750.00	300.00	1,050.00	367.72	0.00	0.00	112.92	49.40	50.25	0.00	87.75	0.00	0.00	668.04	381.96
Vehicle Lease	6,240.00	700.00	6,940.00	1,250.00	1,250.00	625.00	625.00	625.00	0.00	0.00	625.00	1,250.00	0.00	6,250.00	690.00
Telephone	720.00	300.00	1,020.00	137.26	0.00	0.00	113.71	59.38	58.53	0.00	120.40	0.00	0.00	489.28	530.72
Cellular	1,170.00	300.00	1,470.00	162.51	0.00	0.00	496.00	162.61	161.91	0.00	165.33	161.52	0.00	1,309.88	160.12
S/Total -Contractual	8,880.00	1,600.00	10,480.00	1,917.49	1,250.00	625.00	1,347.63	896.39	270.69	0.00	998.48	1,411.52	0.00	8,717.20	1,762.80
G Staff Training		0.00													
CNCS or Serve Guam Commission Mtg	84.00	-84.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S/Total - Training	84.00	-84.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Member Training:															
CNCS or Serve Guam Commission Mtg	1,344.00	-1,344.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	S/Total - Training	1,344.00	-1,344.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total - Training	1,428.00	-1,428.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I	Other Program Operating Costs:																
	FBI Check	1,040.00	-644.00	396.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396.00	0.00	0.00	396.00	[illegible]	0.00
	Drug Testing	1,820.00	-1,008.20	811.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	811.80	0.00	0.00	811.80	[illegible]	0.00
	CPR / 1st Aid Training	1,785.00	-1,428.00	357.00	0.00	0.00	333.00	0.00	24.00	0.00	0.00	0.00	0.00	0.00	357.00	[illegible]	0.00
	S/Total - OPOC	4,645.00	-3,080.20	1,564.80	0.00	0.00	333.00	0.00	24.00	0.00	0.00	1,207.80	0.00	0.00	1,564.80	[illegible]	0.00
	Section I - Grand Total	115,892.00	0.00	115,892.00	8,786.99	8,838.81	13,646.52	8,532.13	8,105.68	7,353.79	7,113.28	10,313.94	14,967.11	0.00	87,658.25	[illegible]	28,233.75
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	100.00%	[illegible]	100.00%
Section III																	
A	Living Allowance																
	Half Time	290,304.00	0.00	290,304.00	21,168.00	24,192.00	23,688.00	22,680.00	22,176.00	21,168.00	21,168.00	21,168.00	20,160.00	0.00	197,568.00	[illegible]	92,736.00
	S/Total	290,304.00	0.00	290,304.00	21,168.00	24,192.00	23,688.00	22,680.00	22,176.00	21,168.00	21,168.00	21,168.00	20,160.00	0.00	197,568.00	[illegible]	92,736.00
B	Member support Cost																
	FICA	22,208.00	0.00	22,208.00	1,619.52	1,850.88	1,812.32	1,733.87	1,696.61	1,619.52	1,619.52	1,619.52	1,542.12	0.00	15,113.88	[illegible]	7,094.12
	Worker's Compensation	871.00	0.00	871.00	0.00	371.70	194.11	189.98	115.21	0.00	0.00	0.00	0.00	0.00	871.00	[illegible]	0.00
	Health	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[illegible]	0.00
	S/Total	23,079.00	0.00	23,079.00	1,619.52	2,222.58	2,006.43	1,923.85	1,811.82	1,619.52	1,619.52	1,619.52	1,542.12	0.00	15,984.88	[illegible]	7,094.12
	Section II - Total	313,383.00	0.00	313,383.00	22,787.52	26,414.58	25,694.43	24,603.85	23,987.82	22,787.52	22,787.52	22,787.52	21,702.12	0.00	213,552.88	[illegible]	99,830.12
		100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	68.14%	[illegible]	31.86%
Section III																	
B	Federally Approved Indirect Cost	2,729.00	0.00	2,729.00	0.00	0.00	0.00	214.20	0.00	12.39	14.74	92.63	0.00	0.00	333.96	[illegible]	2,395.04
	S/ Total	2,729.00	0.00	2,729.00	0.00	0.00	0.00	214.20	0.00	12.39	14.74	92.63	0.00	0.00	333.96	[illegible]	2,395.04
	Section III - Total	2,729.00	0.00	2,729.00	0.00	0.00	0.00	214.20	0.00	12.39	14.74	92.63	0.00	0.00	333.96	[illegible]	2,395.04
		100.00%		100.00%	100.00%	#DIV/0!	#DIV/0!	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	12.24%	[illegible]	87.76%
	BUDGET TOTAL	432,004.00	0.00	432,004.00	31,574.51	35,253.39	39,340.95	33,350.18	32,093.50	30,153.70	29,915.54	33,194.09	36,669.23	0.00	301,545.09	[illegible]	130,458.91
		100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	100.00%	[illegible]	100.00%
	PER Total:	432,004.00	0.00	432,004.00	31,574.51	35,253.39	39,340.95	33,350.18	32,093.50	30,153.70	29,915.54	33,194.09	36,669.23	0.00	301,545.09	[illegible]	130,458.91

AmeriCorps - Ayuda Para I Komunidat

Section I		PROGRAM SHARE	BUDGET MODIFICATION	BUDGET TOTAL	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	[redacted]	Jan-17	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A	Personnel															
	Program Coordinator	5,346.00		5,346.00	411.20	411.20	616.80	359.84	411.20	411.20	411.20	0.00	0.00	0.00	3,032.64	2,313.36
	Administrative Aide	5,397.00		5,397.00	385.60	385.60	578.40	337.44	385.60	385.60	385.60	0.00	0.00	0.00	2,843.84	2,553.16
	Executive Director	6,479.00		6,479.00	0.00	0.00	826.80	551.20	551.20	0.00	0.00	0.00	0.00	0.00	1,929.20	4,549.80
	Quality Assurance Officer	1,520.00		1,520.00	0.00	175.97	175.98	117.32	117.32	117.32	117.32	117.32	175.98	0.00	1,114.53	405.47
	Human Resource Manager	2,061.00		2,061.00	0.00	237.84	237.84	158.56	158.56	158.56	158.56	158.56	237.84	0.00	1,506.32	554.68
	Accounting Asst	4,239.00		4,239.00	0.00	489.12	489.12	345.36	345.36	345.36	345.36	345.36	518.04	0.00	3,223.08	1,015.92
	Accounting Admn	4,500.00		4,500.00	0.00	518.04	518.04	138.14	138.14	138.14	138.14	138.14	207.21	0.00	1,933.99	2,566.01
	Total - Personnel	29,542.00	0.00	29,542.00	796.80	2,217.77	3,442.98	2,007.86	2,107.38	1,556.18	1,556.18	759.38	1,139.07	0.00	15,583.60	13,958.40
B	Fringe															
	FICA	2,260.00		2,260.00	35.76	138.98	216.76	133.08	118.58	97.50	124.45	69.80	157.06	0.00	1,091.97	1,168.03
	Health Insurance	2,880.00		2,880.00	0.00	106.10	63.90	39.82	42.60	0.00	37.09	37.09	37.09	0.00	363.69	2516.31
	Worker's Compensation	89.00		89.00	0.00	41.30	33.04	14.66	0.00	0.00	0.00	0.00	0.00	0.00	89.00	0.00
	Total - Fringe	5,229.00	0.00	5,229.00	35.76	286.38	313.70	187.56	161.18	97.50	161.54	106.89	194.15	0.00	1,544.66	3,684.34
	S/Total (A/B)	34,771.00	0.00	34,771.00	832.56	2,504.15	3,756.68	2,195.42	2,268.56	1,653.68	1,717.72	866.27	1,333.22	0.00	17,128.26	17,642.74
E	Supplies:															
	Program-Office Supplies / Materials	1,200.00		1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
	Gasoline	450.00		450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
	S/Total -Supplies	1,650.00	0.00	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,650.00
F	Contractual:															
	Xerox Copier	1,200.00		1,200.00	150.75	134.80	134.80	134.80	0.00	269.60	260.26	150.36	177.05	0.00	1,412.42	212.42
	Internet Service	750.00		750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
	Vehicle Lease	1,560.00		1,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,560.00
	Telephone	720.00		720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
	Cell Phone	390.00		390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.76	0.00	0.00	162.76	227.24
	S/Total -Contractual	4,620.00	0.00	4,620.00	150.75	134.80	134.80	134.80	0.00	269.60	260.26	313.12	177.05	0.00	1,575.18	3,044.82
G	Staff Training															
	AC Policies & Procedures	1,800.00		1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00

	S/Staff Training	1,800.00	0.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00
H	Evaluation																
	Data Collection	600.00		600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	S/Total - Evaluation	600.00		600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
I	Other Program Operating Costs:																
	Newsletter/Publication Printing	250.00		250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
	Advertisment (banner / ads / display)	825.00		825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
	S/Total - OPOC	1,075.00	0.00	1,075.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,075.00
	Section I - Total	44,516.00	0.00	44,516.00	832.56	2,638.95	3,891.48	2,330.22	2,268.56	1,653.68	1,717.72	866.27	1,510.27	0.00	17,128.26	27,387.74	
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	100.00%	100.00%	
Section III																	
B	**Federally Approved Indirect Cost**	5,773.00	0.00	5,773.00	0.00	0.00	0.00	327.15	416.58	0.00	537.53	516.69	0.00	0.00	1,797.95	3,975.05	
	S/ Total	5,773.00	0.00	5,773.00	0.00	0.00	0.00	327.15	416.58	0.00	537.53	516.69	0.00	0.00	1,797.95	3,975.05	
	Section III - Total	5,773.00	#REF!	5,773.00	0.00	0.00	0.00	327.15	416.58	0.00	537.53	516.69	0.00	0.00	1,797.95	3,975.05	
		100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	100.00%	100.00%		100.00%	31.14%	68.86%	
	BUDGET TOTAL	50,289.00	0.00	50,289.00	983.31	2,638.95	3,891.48	2,657.37	2,685.14	1,923.28	2,515.51	1,696.08	1,510.27	0.00	20,501.39	29,787.61	
		100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	40.77%	59.23%	
	PER Total:	50,289.00	0.00	50,289.00	983.31	2,638.95	3,891.48	2,657.37	2,685.14	1,923.28	2,515.51	1,696.08	1,510.27	0.00	20,501.39	29,787.61	

Attachment 2

Sanctuary, Incorporated of Guam

Foster Care Program

Reporting Agency

Department of Public Health and Social Services

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net
www.sanctuaryguam.org

January 06, 2017

Mr. James Gillian
Director
Department of Public Health and Social Services
123 Chalan Kareta Route 10
Mangilao, Guam 96913

Dear Mr. Gillian:

The information listed below is for the Foster Care Program for the 1st quarter of Fiscal Year 2017 from October 1, 2016 to December 31, 2016.

We have listed all expenditures for services and equipment that were $5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sinceramente,

Theresa C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2017 (October 1, 2016 - December 31, 2016)
1st Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification		Expenditure
General	$ 102,885.00			
		Salary	$	8,022.00
		Benefits		919.78
		Travel		0.00
		Contractual		183.56
		Supplies & Materials		0.00
		Equipment		0.00
		Utilities		4,500.00
		Miscellaneous		0.00
		Grand Total	$	$ 13,625.34

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2016 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

THERESA C. ARRIOLA
EXECUTIVE DIRECTOR

DATE: 1/9/17

Sanctuary, Incorporated

General Ledger

As of December 31, 2016

Type	Date	Num	Name	Memo	Account	Class	Balance
Accounts Receivable							
Invoice	10/28/2016	FC2016-10	DPHSS	OCT16	Accounts Receivable	Foster Care	5,701.17
Invoice	11/22/2016	FC2016-11	DPHSS	NOV16	Accounts Receivable	Foster Care	11,391.00
Invoice	12/27/2016	FC2016-12	DPHSS	DEC16	Accounts Receivable	Foster Care	13,625.34
Total Accounts Receivable							13,625.34
Grants							0.00
Invoice	10/28/2016	FC2016-10	DPHSS	Contribution from Funding Source OCT16	Grants	Foster Care	-5,701.17
Invoice	11/22/2016	FC2016-11	DPHSS	Contribution from Funding Source NOV16	Grants	Foster Care	-11,391.00
Invoice	12/27/2016	FC2016-12	DPHSS	Contribution from Funding Source DEC16	Grants	Foster Care	-13,625.34
Total Grants							-13,625.34
						TOTAL	0.00

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

January 10, 2017

TO: James Gilan, Director
Department of Public Health and Social Services
123 Chalan Kareta
Mangilao, Guam 96913

RE: Quarterly Program Status Report

Hafa Adai Mr. Gilan:

Attached is the quarterly status report for the period of **October 1, 2016-December 31, 2016**. If you should have any questions or require more information, please feel free to contact me at 475-7101.

Si Yu'os Ma'åse.'

THERESA C. ARRIOLA
Executive Director

01/11/17

SANCTUARY, INCORPORATED

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Address: 406 Maimai Rd., Chalan Pago, Guam 96910

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Website: www.sanctuaryguam.org * E-mail: inquiries@sanctuaryguam.org

Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

Report Period: October 1, 2016 – December 31, 2016

Sanctuary, Incorporated receives foster care payments from DPHSS for those children/youth that are referred by Child Protective Services (CPS).

No reports are required although every year Sanctuary reapplies for licensure that includes site visits to ensure the health and safety of the clients. Periodic visits by DPHSS staff also occur to monitor the shelters for compliance and to meet with the clients.

The amount of reimbursement varies from month to month depending on the number of clients who are in residence for that period. In addition, a monthly clothing allowance may be added.

The current reimbursement rate per month is **$779.43 per** child for a full month or a pro-rated amount thereof.

The clients referred to Sanctuary for foster care from DPHSS for this period were:

Month	Full	Partial
October 2016	**7**	**5**
November 2016	**6**	**5**
December 2016	**4**	**4**
Total:	**17**	**14**

Attachment 3

Sanctuary, Incorporated of Guam

Rehabilitation Services for Adolescents

Reporting Agency

Guam Behavioral Health and Wellness Center

1. Outpatient
2. Residential

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net
www.sanctuaryguam.org

January 09, 2017

Mr. Ray Vega
Director
Guam Behavioral Health & Wellness Center
Government of Guam
790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Dear Mr. Vega:

Hafa Adai! The information provided below is for the Drug and Alcohol Program (1st Quarter of Fiscal Year 2017) from October 01, 2016 thru December 31, 2016.

We have listed all expenditures for services and equipment that were $5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Senceramente,

Theresa C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2017 (October 1, 2016 - December 31, 2016)
1st Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 490,000**		
		Salary	$ 95,116.71
		Benefits	10,000.27
		Travel	-
		Contractual	578.40
		Supplies & Materials	2,903.14
		Equipment	-
		Utilities	5,962.16
		Miscellaneous	1,585.91
		Vehicle Lease	-
		Grand Total	**$ 116,146.59**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2016 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

THERESA C. ARRIOLA
EXECUTIVE DIRECTOR

DATE: 1/10/17

Sanctuary, Incorporated
Profit & Loss
October through December 2016

	(DMHSA)	TOTAL
Ordinary Income/Expense		
Income		
Grants	128,124.00	128,124.00
Total Income	128,124.00	128,124.00
Gross Profit	128,124.00	128,124.00
Expense		
Client Clothing Allowance	75.00	75.00
Client Incentives	70.00	70.00
Contractual Services		
Training & T.A.	578.40	578.40
Total Contractual Services	578.40	578.40
Equipment Lease		
Xerox	211.80	211.80
Total Equipment Lease	211.80	211.80
Indirect Costs		
Utilities	51.12	51.12
Total Indirect Costs	51.12	51.12
Insurance		
Liability Insurance	203.52	203.52
Property	113.88	113.88
Vehicle	98.16	98.16
Total Insurance	415.56	415.56
Personnel		
Fringe Benefits		
FICA	6,864.33	6,864.33
Health	3,002.17	3,002.17
Worker's Comp	133.77	133.77
Total Fringe Benefits	10,000.27	10,000.27
Salaries and Wages		
Accounting Assistant III	6,155.40	6,155.40
Case Manager II	3,567.96	3,567.96
Clinical Director	17,847.20	17,847.20
Executive Director	6,545.50	6,545.50
Human Resource Manager	2,774.80	2,774.80
Maint. Oper. Worker III	3,477.60	3,477.60
Project Assistant III	926.80	926.80
Project Coordinator II	7,588.00	7,588.00
Quality Assurance Officer	2,199.60	2,199.60
Residential Assistant I	5,241.77	5,241.77
Residential Assistant II	9,045.40	9,045.40
Residential Assistant III	14,161.54	14,161.54
Substance Abuse Counselor	8,935.96	8,935.96
Substance Abuse Counselor I	5,070.60	5,070.60
Total Salaries and Wages	93,538.13	93,538.13

Sanctuary, Incorporated
Profit & Loss
October through December 2016

	(DMHSA)	TOTAL
Salaries and Wages - Holiday/OT		
Holiday/Overtime	1,578.58	1,578.58
Total Salaries and Wages - Holiday/OT	1,578.58	1,578.58
Total Personnel	105,116.98	105,116.98
Repair & Maintenance		
Shelter	752.30	752.30
Vehicle	61.25	61.25
Total Repair & Maintenance	813.55	813.55
Supplies		
Food	1,705.73	1,705.73
Gasoline/Oil	424.08	424.08
Office	409.91	409.91
Shelter	363.42	363.42
Total Supplies	2,903.14	2,903.14
Utilities		
Cable	175.62	175.62
Cellular Phones	449.97	449.97
Internet	306.06	306.06
Power	4,143.98	4,143.98
Telephone	100.16	100.16
Water	611.49	611.49
Utilities - Other	123.76	123.76
Total Utilities	5,911.04	5,911.04
Total Expense	116,146.59	116,146.59
Net Ordinary Income	11,977.41	11,977.41
Net Income	**11,977.41**	**11,977.41**

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

November 7, 2016

TO: Rey Vega
Director
Guam Behavioral Health and Wellness Center
790 Governor Carlos Camacho Road
Tamuning, Guam 96913

RE: Rehabilitation services for adolescent report

Hafa Adai Mr. Vega:

Attached is the monthly program status report **(Outpatient)** for the period of **October 1 to October 31, 2016**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Received by: 11/7/16

Sanctuary Incorporated of Guam
A Non-profit Organization Established in 1971
406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquiries@sanctuaryguam.org
www.sanctuaryguam.org

FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		DATE: 10/31/2016
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	Vendor Acct. No. Document No. Contract No. Job Order No. Purchase Order No. Invoice No.	S1456001 RFP 07-2013 (Outpatient) DMHSA-2017-01	

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 5,719.69
2. Fringe Benefits	675.00
3. Contractual	112.50
4. Other	98.44
5. Supplies	281.25
6. Utilities	613.13

TOTAL PAYMENT REQUEST: $ 7,500.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Saga Na' Homlo and that this is a true and certified original.

Theresa C. Arriola — Date 10/31/16
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-01 to be true and correct; and that services for October 1-31, 2016 been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2016 to October 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed. • Work with GBHWC and partners • Meet regularly to Establish standardized assessment and referral protocols • Share resources and provide training opportunities for staff	Program staffs continue to work with I Famagu'on-ta (GBH&WC) in the coordination of mental health services for qualifying youth, as well as with New Beginnings for Level 0.5 Early Recovery Education and PEACE for Tobacco Cessation classes, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT).
In narrative form, state how the activities from **II.1d** to **II.1e** were implemented and addressed. • Utilize evidenced-based models • Utilize Matrix, contingency management for these levels of care • Identify and justify any adaptations or modifications to proposed models	Sanctuary has been utilizing The Matrix Model for Teens & Young Adults, an organized set of evidence-based therapeutic interventions. The program consists of research-based techniques integrated into an approach that includes individual, family, and group sessions, introduction to Twelve Step programs, parent substance abuse education, and adolescent substance education. The Matrix Model for Teens & Young Adults integrated several treatment approaches in the program to include motivational interviewing and contingency management by hosting several youth and parent clean and sober activities, incentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with incentives such as movie passes, gas coupons, and department store gift certificates
II.1f Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.	Sanctuary has employees that are bilingual and the program staffs are presently developing a program utilizing AmeriCorps volunteers who are bilingual, as interpreters. Additionally, tutoring is offered to outpatient clients by AmeriCorps members to assist clients work on educational goals towards advancement to the next grade level or graduation from high school. Psycho-educational group topics are adapted to use language and concepts that are culturally appropriate and sensitive to allow for a more enriched individual and group learning experience. Thus, experiential learning is incorporated through exercises and activities that include cultural references.
In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed. • Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse • Determine appropriateness and eligibility for admission or referral • Experienced with the ASAM PPC for Level I and Level II • Determine any coexisting conditions that indicate the need for additional professional assessment and services	Sanctuary staff utilize a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment and/or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2016 to October 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and HIPAA workshops annually and whenever offered. Staff ensures that all information collected for client is secured behind two (2) locks at all times. Each individual, group, or family session and treatment plan is documented in client file.
II.2a Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.	Level I Outpatient program "Pathways" provided services to 15 youth. As of October 31, 2016 there were three adolescents who successfully completed the program; with one (1) adolescent needing to be re-assed after being dropped from the 'pending list', due to numerous failures to obtain PPD clearance and/or missing orientation(s); with seven (7) youth pending PPD clearance and scheduling and completing orientation; and individual adolescent orientation is schedule within ten days upon proof of PPD clearance. Program staff continues to work with DYA social workers, I Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics, or free outreach immunization clinics.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island	The Group lesson/activity included Daily Schedule and Calendars, Early Recovery Skills MATRIX Model topics that were covered were: Readiness for Change, Alcohol Arguments, and Stages of Recovery. Relapse Prevention Skills that were taught include topics such as, Making New Friends, Cigarette Arguments, and Club Drugs. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. Clients also participated in a Halloween activity that will support living a clean and sober lifestyle. During the psycho-educational groups and individual counseling sessions, clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; and are guided in recognizing and planning events that are not associated

Doc. No. 34GL-17-0067.

• Information about the legal aspects that pertains to drug and alcohol related crimes	with substance use; they are rewarded for meeting their goals with incentives such as movie tickets, pizza day, school/art supplies, and hygiene products. Parents are also rewarded with a gas coupons incentive for attending parent sessions or family education and support groups. Based on staff observation, the strength of the class was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and learn information, build communication skills, and enhance the relationship between parent and child.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are held on Mondays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 12:00 p.m. Adolescent education groups are held on Saturdays from 12:00 p.m. to 1:00 p.m. Groups are conducted at these scheduled times to work with school schedule and parents' work schedules. Parent education groups are held on Saturdays from 12:00 to 1:30. Program staffs are working with DYA social workers and family members in referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs a certified HIV Risk Reduction Counselor that can provide HIV/AIDS/STDs education and testing. Referrals will be made to DPHSS for treatment of HIV/AIDS/STDs.
II.2g Incorporate provisions that will continue providing at least a minimum of four (4) hours a week for treatment sessions utilizing the Matrix Model for Teens curriculum.	Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens & Young Adults on Mondays from 3:30 to 5:30 and Saturdays from 10:00 to 1:30. Additional therapeutic interventions are used as well to accommodate the diverse cultures the make up the membership of the groups. Exercises using art and current events are used alongside the Matrix Model for Teens & Young Adults.
II.2h Make referrals for other services not provided by Contractor and outlined in client individualized treatment plans.	Program staffs make the necessary referrals to GBHWC – I Famagu'on-ta Services, New Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Program staff is aware to give preference to this population. None has been identified during this reporting period.
II.2j Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Program staffs meet with clients individually to transition client towards next level of care, as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in their recovery program.
II.3a Provide services for a minimum of 8 adolescents	Level II Intensive Outpatient program "High Hopes" provided D&A treatment services to 18

at any given time for Level II Intensive Outpatient Services.	(eighteen) adolescents. There were three (3) adolescents who successfully completed the program; are presently two (2) adolescents on a waiting list - with two (2) youths pending PPD clearance and orientation; there was one young adult who was referred to LRC as the individual reached the age of majority; and one (1) adolescent needing to be re-assed after being dropped from the 'pending list', due to numerous failures to obtain PPD clearance and/or missing orientation(s) . Program staff are working with DYA social workers, I Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics or free outreach immunization clinics. Additionally, Sanctuary continues to explore ways to assist and support families to obtain the required PPD clearance to begin D&A treatment.
II.3b Provide detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are held on Mondays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 12:00 p.m. Adolescent education groups are held on Saturdays from 12:00 p.m. to 1:00 p.m. Groups are conducted at these scheduled times to work with school schedule and parents work schedules. Parent education group are held on Saturdays from 12:00 to 1:30 p.m. Program staff are working with DYA social workers and family members in referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics. Free parenting classes and other community resources that are announced publicly that Sanctuary staffs are made notice of.
II.3c Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs a certified HIV Risk Reduction Counselor that can provide HIV/AIDS/STDs education and testing. Referrals will be made to DPHSS for treatment of HIV/AIDS/STDs.
In narrative form, state how the activities from **II.3d** to **II.3e** were implemented and addressed. • Minimum six (6) hours a week for treatment • Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	Weekly groups are held on Mondays from 3:30pm to 5:30pm and on Saturdays from 10:00am to 12:00pm. Adolescent-education groups are held on Saturdays from 12:00pm to 1:00 pm. Parent-education groups are held on Saturdays from 12:00pm to 1:30pm. The Group lesson/activity included Daily Schedule and Calendars, Early Recovery Skills MATRIX Model topics that were covered were: Readiness for Change, Alcohol Arguments, and Stages of Recovery. Relapse Prevention Skills that were taught include topics such as, Making New Friends, Cigarette Arguments, and Club Drugs. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. Clients also participated in a Halloween activity that will support living a clean and sober lifestyle. Participants explored pros and cons for use, or staying clean and sober to help them to make informed and well thought-out decisions about their use. Small group discussions facilitate understanding of the importance of each topic in recovery. Role-play, rehearsal, repetition, and practice in session help clients to identify strengths and needs. In addition, group participation teaches empathy and helps to

	develop effective communication skills. The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's Clinical Director is a Licensed Professional Counselor (LPC), Licensed Mental Health Counselor (LMHC) and Licensed Marriage & Family Therapist (LMFT). Additionally, Sanctuary consults with mental health providers via Guam Behavioral Health and Wellness Center.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Program staffs are aware to give preference to this population. None has been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Program staffs meet with clients individually to transition client towards next level of care as needed. Program staffs also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations should applicant be a faith based organization. If a client objects to a religious character of the faith-based organization then the participating faith-based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that June be reviewed upon a program evaluation by GBHWC.	Sanctuary, Incorporated of Guam is not a faith-based organization.
Sanctuary Representative: Theresa C. Arriola Position Title: Executive Director Date: November 3, 2016	**DMHSA Representative:** Received By: [signature] Position Title: wpsff Date of Submission: 11/7/16

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

December 6, 2016

To: Rey Vega, Director
Guam Behavioral Health and Wellness Center
790 Governor Camacho Road
Tamuning, Guam 96913

COPY

Re: Rehabilitative Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report **(Outpatient)** for the period of November 1 to November 30, 2016. If you should have any questions, please contact me at 475-7101.

Si Yu'os Ma'åse',

Theresa C. Arriola
Executive Director

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquiries@sanctuaryguam.org
www.sanctuaryguam.org

INVOICE

FROM: SANCTUARY INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		DATE: 11/30/2016
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	Vendor Acct. No. Document No. Contract No. Job Order No. Purchase Order No. Invoice No.	S1456001 RFP 07-2013 (Outpatient) DMHSA-2017-02	

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 5,719.69
2. Fringe Benefits	675.00
3. Contractual	112.50
4. Other	98.44
5. Supplies	281.25
6. Utilities	613.13

TOTAL PAYMENT REQUEST: $ 7,500.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Saga Na' Homlo and that this is a true and certified original.

Theresa C. Arriola Date 11/30/16
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-02 to be true and correct; and that services for November 1-30, 2016 been rendered; and payment for this period is due.

Athena Duenas Date
Acting D & A Supervisor

RECEIVED
12/7/16
Drug & Alcohol Branch,
DMHSA

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2016 to November 30 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed. • Work with GBHWC and partners • Meet regularly to Establish standardized assessment and referral protocols • Share resources and provide training opportunities for staff	Program staffs continue to work with I Famagu'on-ta (GBH&WC) in the coordination of mental health services for qualifying youth, as well as with New Beginnings for Level 0.5 Early Recovery Education and PEACE for Tobacco Cessation classes, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT).
In narrative form, state how the activities from **II.1d** to **II.1e** were implemented and addressed. • Utilize evidenced-based models • Utilize Matrix, contingency management for these levels of care • Identify and justify any adaptations or modifications to proposed models	Sanctuary has been utilizing The Matrix Model for Teens & Young Adults, an organized set of evidence-based therapeutic interventions. The program consists of research-based techniques integrated into an approach that includes individual, family, and group sessions, introduction to Twelve Step programs, parent substance abuse education, and adolescent substance education. The Matrix Model for Teens & Young Adults integrated several treatment approaches in the program to include motivational interviewing and contingency management by hosting several youth and parent clean and sober activities, incentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with incentives such as movie passes, gas coupons, and department store gift certificates
II.1f Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.	Sanctuary has employees that are bilingual and the program staffs are presently developing a program utilizing AmeriCorps volunteers who are bilingual, as interpreters. Additionally, tutoring is offered to outpatient clients by AmeriCorps members to assist clients work on educational goals towards advancement to the next grade level or graduation from high school. Psycho-educational group topics are adapted to use language and concepts that are culturally appropriate and sensitive to allow for a more enriched individual and group learning experience. Thus, experiential learning is incorporated through exercises and activities that include cultural references.
In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed. • Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse • Determine appropriateness and eligibility for admission or referral • Experienced with the ASAM PPC for Level I and Level II • Determine any coexisting conditions that indicate the need for additional professional assessment and services	Sanctuary staff utilize a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment and/or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.

Doc. No. 34GL-17-0067.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2016 to November 30 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and HIPAA workshops annually and whenever offered. Staff ensures that all information collected for client is secured behind two (2) locks at all times. Each individual, group, or family session and treatment plan is documented in client file.
II.2a Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.	Level I Outpatient program "Pathways" provided services to 18 (eighteen) youth. As of November 30, 2016 there was one (1) adolescent who successfully completed the program; with seven (7) youth pending PPD clearance and scheduling and completing orientation; and individual adolescent orientation is schedule within ten days upon proof of PPD clearance. Program staff continues to work with DYA social workers, I Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics, or free outreach immunization clinics.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that	The Group lesson/activity included Daily Schedule and Calendars, Early Recovery Skills MATRIX Model topics that were covered were: Pro's & Cons; Relapse Prevention Skills that were taught include topics such as, Why did you start using, and Drug & Alcohol Education included Alcohol. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. Members and their family also participated in Sanctuary's Town Hall Meeting regarding Prevention of Underage Drinking; outreach activity at the GPO Food Court to participate in a scavenger hunt from partner outreach booths in order to answer questions for small incentives/rewards; were encouraged to volunteer at the Salvation Army's annual Feed the Homeless Thanksgiving Celebration. During the psycho-educational groups and individual counseling sessions, clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the

pertains to drug and alcohol related crimes	results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; and are guided in recognizing and planning events that are not associated with substance use; they are rewarded for meeting their goals with incentives such as movie tickets, pizza day, school/art supplies, and hygiene products. Parents are also rewarded with a gas coupons incentive for attending parent sessions or family education and support groups. Based on staff observation, the strength of the class was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and learn information, build communication skills, and enhance the relationship between parent and child.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are held on Mondays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 12:00 p.m. Adolescent education groups are held on Saturdays from 12:00 p.m. to 1:00 p.m. Groups are conducted at these scheduled times to work with school schedule and parents' work schedules. Parent education groups are held on Saturdays from 12:00 to 1:30. Program staffs are working with DYA social workers and family members in referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs a certified HIV Risk Reduction Counselor that can provide HIV/AIDS/STDs education and testing. Referrals will be made to DPHSS for treatment of HIV/AIDS/STDs.
II.2g Incorporate provisions that will continue providing at least a minimum of four (4) hours a week for treatment sessions utilizing the Matrix Model for Teens curriculum.	Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens & Young Adults on Mondays from 3:30 to 5:30 and Saturdays from 10:00 to 1:30. Additional therapeutic interventions are used as well to accommodate the diverse cultures the make up the membership of the groups. Exercises using art and current events are used alongside the Matrix Model for Teens & Young Adults.
II.2h Make referrals for other services not provided by Contractor and outlined in client individualized treatment plans.	Program staffs make the necessary referrals to GBHWC – I Famagu'on-ta Services, New Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Program staff is aware to give preference to this population. None has been identified during this reporting period.
II.2j Provide provisions that will assess and implement motivational strategies that will assist clients with their	Program staffs meet with clients individually to transition client towards next level of care, as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure

Doc. No. 34GL-17-0067.

transition towards the next level of care, as applicable.	that clients are in the appropriate level of care as they progress in their recovery program.
II.3a Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.	Level II Intensive Outpatient program "High Hopes" provided D&A treatment services to 15 (fifteen) adolescents. There were four (4) adolescents who successfully completed the program; are presently two (2) youths pending PPD clearance and/or orientation; there are three (3) youths that are being considered to the 'Sagan' program, and there was one (1) adolescent who was actually transferred to the 'Sagan' program. Program staff are working with DYA social workers, I Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics or free outreach immunization clinics. Additionally, Sanctuary continues to explore ways to assist and support families to obtain the required PPD clearance to begin D&A treatment.
II.3b Provide detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are held on Mondays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 12:00 p.m. Adolescent education groups are held on Saturdays from 12:00 p.m. to 1:00 p.m. Groups are conducted at these scheduled times to work with school schedule and parents work schedules. Parent education group are held on Saturdays from 12:00 to 1:30 p.m. Program staff are working with DYA social workers and family members in referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics. Free parenting classes and other community resources that are announced publicly that Sanctuary staffs are made notice of.
II.3c Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs a certified HIV Risk Reduction Counselor that can provide HIV/AIDS/STDs education and testing. Referrals will be made to DPHSS for treatment of HIV/AIDS/STDs.
In narrative form, state how the activities from **II.3d** to **II.3e** were implemented and addressed. • Minimum six (6) hours a week for treatment • Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	Weekly groups are held on Mondays from 3:30pm to 5:30pm and on Saturdays from 10:00am to 12:00pm. Adolescent-education groups are held on Saturdays from 12:00pm to 1:00 pm. Parent-education groups are held on Saturdays from 12:00pm to 1:30pm. The Group lesson/activity included Daily Schedule and Calendars, Early Recovery Skills MATRIX Model topics that were covered were: Pro's & Cons; Triggers; Trigger: Thought-Craving-Use; Thought-Stopping Techniques; and External Trigger Questionnaire & Trigger Chart. Relapse Prevention Skills that were taught include topics such as Taking Responsibility; Justification and how it relates to relapse – process of group after the disclosure of 2 members involved in risky situations which could compromise their sobriety; Why did you start using; Relapse Justification I; Dealing with Problems; and Making the Link. Drug & Alcohol Education included Alcohol. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. Members and their family also participated in Sanctuary's Town Hall Meeting regarding Prevention of Underage Drinking; outreach activity at the GPO Food Court to participate in

	a scavenger hunt from partner outreach booths in order to answer questions for small incentives/rewards; were encouraged to volunteer at the Salvation Army's annual Feed the Homeless Thanksgiving Celebration. Participants explored pros and cons for use, or staying clean and sober to help them to make informed and well thought-out decisions about their use. Small group discussions facilitate understanding of the importance of each topic in recovery. Role-play, rehearsal, repetition, and practice in session help clients to identify strengths and needs. In addition, group participation teaches empathy and helps to develop effective communication skills. The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's Clinical Director is a Licensed Professional Counselor (LPC), Licensed Mental Health Counselor (LMHC) and Licensed Marriage & Family Therapist (LMFT). Additionally, Sanctuary consults with mental health providers via Guam Behavioral Health and Wellness Center.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Program staffs are aware to give preference to this population. None has been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Program staffs meet with clients individually to transition client towards next level of care as needed. Program staffs also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations should applicant be a faith based organization. If a client objects to a religious character of the faith-based organization then the participating faith-based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that June be reviewed upon a program evaluation by GBHWC.	Sanctuary, Incorporated of Guam is not a faith-based organization.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2016 to November 30 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

Sanctuary Representative:	**DMHSA Representative:**
Theresa C. Arriola Position Title: Executive Director Date: November 3, 2016	Received By: [signature] Position Title: WPSII Date of Submission: 12/7/16

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

January 9, 2017

To: Rey Vega, Director
Guam Behavioral Health and Wellness Center
790 Governor Camacho Road
Tamuning, Guam 96913

Re: Rehabilitative Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report (**Outpatient**) for the period of December 1 to December 31, 2016. If you should have any questions, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

1.10.2017

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquiries@sanctuaryguam.org
www.sanctuaryguam.org

INVOICE

FROM:	SANCTUARY INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		DATE: 12/31/2016
TO:	Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	Vendor Acct. No. Document No. Contract No. Job Order No. Purchase Order No. Invoice No.	S1456001 RFP 07-2013 (Outpatient) DMHSA-2017-03	

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 5,719.69
2. Fringe Benefits	675.00
3. Contractual	112.50
4. Other	98.44
5. Supplies	281.25
6. Utilities	613.13

TOTAL PAYMENT REQUEST: **$ 7,500.00**

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Saga Na' Homlo and that this is a true and certified original.

1/3/17

Theresa C. Arriola **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-03 to be true and correct; and that services for December 1-31, 2016 been rendered; and payment for this period is due.

Athena Duenas **Date**
Acting D & A Supervisor

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**December 1, 2016 to December 31 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed. • Work with GBHWC and partners • Meet regularly to Establish standardized assessment and referral protocols • Share resources and provide training opportunities for staff	Program staffs continue to work with I Famagu'on-ta (GBH&WC) in the coordination of mental health services for qualifying youth, as well as with New Beginnings for Level 0.5 Early Recovery Education and PEACE for Tobacco Cessation classes, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT).
In narrative form, state how the activities from **II.1d** to **II.1e** were implemented and addressed. • Utilize evidenced-based models • Utilize Matrix, contingency management for these levels of care • Identify and justify any adaptations or modifications to proposed models	Sanctuary has been utilizing The Matrix Model for Teens & Young Adults, an organized set of evidence-based therapeutic interventions. The program consists of research-based techniques integrated into an approach that includes individual, family, and group sessions, introduction to Twelve Step programs, parent substance abuse education, and adolescent substance education. The Matrix Model for Teens & Young Adults integrated several treatment approaches in the program to include motivational interviewing and contingency management by hosting several youth and parent clean and sober activities, incentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with incentives such as movie passes, gas coupons, and department store gift certificates
II.1f Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.	Sanctuary has employees that are bilingual and the program staffs are presently developing a program utilizing AmeriCorps volunteers who are bilingual, as interpreters. Additionally, tutoring is offered to outpatient clients by AmeriCorps members to assist clients work on educational goals towards advancement to the next grade level or graduation from high school. Psycho-educational group topics are adapted to use language and concepts that are culturally appropriate and sensitive to allow for a more enriched individual and group learning experience. Thus, experiential learning is incorporated through exercises and activities that include cultural references.
In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed. • Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse • Determine appropriateness and eligibility for admission or referral • Experienced with the ASAM PPC for Level I and Level II • Determine any coexisting conditions that indicate the need for additional professional assessment and services	Sanctuary staff utilize a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment and/or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2016 to December 31 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and HIPAA workshops annually and whenever offered. Staff ensures that all information collected for client is secured behind two (2) locks at all times. Each individual, group, or family session and treatment plan is documented in client file.
II.2a Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.	Level I Outpatient program "Pathways" provided services to 19 (nineteen) youth. As of December 31, 2016 there was one (1) adolescent who successfully completed the program; with 14 (fourteen) youth pending PPD clearance and scheduling and completing orientation; and individual adolescent orientation is schedule within ten days upon proof of PPD clearance. Program staff continues to work with DYA social workers, I Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics, or free outreach immunization clinics.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that	During the psycho-educational groups and individual counseling sessions, clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; and are guided in recognizing and planning events that are not associated with substance use; they are rewarded for meeting their goals with incentives such as movie tickets, pizza day, school/art supplies, and hygiene products. Parents are also rewarded with a gas coupons incentive for attending parent sessions or family education and support groups. Based on staff observation, the strength of the class was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and

pertains to drug and alcohol related crimes	their child to practice new skills and learn information, build communication skills, and enhance the relationship between parent and child.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are held on Mondays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 12:00 p.m. Adolescent education groups are held on Saturdays from 12:00 p.m. to 1:00 p.m. Groups are conducted at these scheduled times to work with school schedule and parents' work schedules. Parent education groups are held on Saturdays from 12:00 to 1:30. Program staffs are working with DYA social workers and family members in referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs a certified HIV Risk Reduction Counselor that can provide HIV/AIDS/STDs education and testing. Referrals will be made to DPHSS for treatment of HIV/AIDS/STDs.
II.2g Incorporate provisions that will continue providing at least a minimum of four (4) hours a week for treatment sessions utilizing the Matrix Model for Teens curriculum.	Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens & Young Adults on Mondays from 3:30 to 5:30 and Saturdays from 10:00 to 1:30. Additional therapeutic interventions are used as well to accommodate the diverse cultures the make up the membership of the groups. Exercises using art and current events are used alongside the Matrix Model for Teens & Young Adults. The Group lesson/activity included Daily Schedule and Calendars, Early Recovery Skills, Relapse Prevention, and Drug & Alcohol Prevention MATRIX Model topics. Early Recovery Skills topics covered were: Triggers - Trigger-Thought-Craving-Use; Internal Trigger Chart and Questionnaire; and Thought-Stopping Techniques. Relapse Prevention Skills that were taught include topics such as Relapse Justification; and Making the Link. Drug & Alcohol Education included Caffeine, Cocaine and Cannabis (3x). Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. Members and their family also participated in Sanctuary's D&A Group Holiday Party on the 31st.
II.2h Make referrals for other services not provided by Contractor and outlined in client individualized treatment plans.	Program staffs make the necessary referrals to GBHWC – I Famagu'on-ta Services, New Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Program staff is aware to give preference to this population. None has been identified during this reporting period.
II.2j Provide provisions that will assess and implement	Program staffs meet with clients individually to transition client towards next level of care, as needed.

motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in their recovery program.
II.3a Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.	Level II Intensive Outpatient program "High Hopes" provided D&A treatment services to 12 (twelve) adolescents. There was one (1) adolescent who successfully completed the program; and there are presently five (5) youths pending PPD clearance and/or orientation. Program staff are working with DYA social workers, I Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics or free outreach immunization clinics. Additionally, Sanctuary continues to explore ways to assist and support families to obtain the required PPD clearance to begin D&A treatment.
II.3b Provide detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are held on Mondays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 12:00 p.m. Adolescent education groups are held on Saturdays from 12:00 p.m. to 1:00 p.m. Groups are conducted at these scheduled times to work with school schedule and parents work schedules. Parent education group are held on Saturdays from 12:00 to 1:30 p.m. Program staff are working with DYA social workers and family members in referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics. Free parenting classes and other community resources that are announced publicly that Sanctuary staffs are made notice of.
II.3c Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs a certified HIV Risk Reduction Counselor that can provide HIV/AIDS/STDs education and testing. Referrals will be made to DPHSS for treatment of HIV/AIDS/STDs.
In narrative form, state how the activities from **II.3d** to **II.3e** were implemented and addressed. • Minimum six (6) hours a week for treatment • Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	Weekly groups are held on Mondays from 3:30pm to 5:30pm and on Saturdays from 10:00am to 12:00pm. Adolescent-education groups are held on Saturdays from 12:00pm to 1:00 pm. Parent-education groups are held on Saturdays from 12:00pm to 1:30pm. The Group lesson/activity included Daily Schedule and Calendars, Early Recovery Skills, Relapse Prevention, and Drug & Alcohol Prevention MATRIX Model topics. Early Recovery Skills topics covered were: Internal Trigger Chart and Questionnaire; You're Here Because Why?; Alcohol Arguments; Stages of Recovery; and Pros and Cons. Relapse Prevention Skills that were taught include topics such as Users In My Home; Having a Good Time Without Being High; Clean and Sober (2x); and School and Future Goals. There was also a topic on 12-5-16, covering Taking Responsibility / Justification and how it relates to relapse after the disclosure of two (2) group members being involved in risky situations which could compromise their sobriety. Drug & Alcohol Education included Cocaine and Cannabis. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. Members and their family also participated in Sanctuary's D&A Group Holiday Party on the 31st.

	Participants explored pros and cons for use, or staying clean and sober to help them to make informed and well thought-out decisions about their use. Small group discussions facilitate understanding of the importance of each topic in recovery. Role-play, rehearsal, repetition, and practice in session help clients to identify strengths and needs. In addition, group participation teaches empathy and helps to develop effective communication skills. The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's Clinical Director is a Licensed Professional Counselor (LPC), Licensed Mental Health Counselor (LMHC) and Licensed Marriage & Family Therapist (LMFT). Additionally, Sanctuary consults with mental health providers via Guam Behavioral Health and Wellness Center.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Program staffs are aware to give preference to this population. None has been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Program staffs meet with clients individually to transition client towards next level of care as needed. Program staffs also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations should applicant be a faith based organization. If a client objects to a religious character of the faith-based organization then the participating faith-based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that June be reviewed upon a program evaluation by GBHWC.	Sanctuary, Incorporated of Guam is not a faith-based organization.
Sanctuary Representative: Theresa C. Arriola Position Title: Executive Director Date: December 6, 2016	**DMHSA Representative:** Received By: _____ Position Title: _____ Date of Submission: _____

Doc. No. 34GL-17-0067.

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

November 7, 2016

TO: Rey Vega
Director
Guam Behavioral Health and Wellness Center
790 Governor Carlos Camacho Road
Tamuning, Guam 96913

RE: Rehabilitation services for adolescent report

Hafa Adai Mr. Vega:

Attached is the monthly program status report **(Residential)** for the period of **October 1 to October 31, 2016**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Received by: 11/7/16

Sanctuary, Incorporated of Guam
A Non-profit Organization Established in 1971
406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquiries@sanctuaryguam.org
www.sanctuaryguam.org

FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		DATE: 10/31/2016
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	Vendor Acct. No. Document No. Contract No. Job Order No. Purchase Order No. Invoice No.	S1456001 RFP 04-2014 DMHSA-2017-01/1	(Residential)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 25,420.58
2. Fringe Benefits	$ 2,999.97
3. Contractual	$ 500.00
4. Other	$ 437.50
5. Supplies	$ 1,249.99
6. Utilities	$ 2,724.96
TOTAL PAYMENT REQUEST:	$ 33,333.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Saga Na' Homlo and that this is a true and certified original.

Theresa C. Arriola — Date 10/31/16
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-1/1 to be true and correct; and that services fo October 1-31, 2016 have been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2016 through October 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 4 Clients were served. • 0 Transfer to another level of care (Aftercare) • 2 Wait Listed • 0 Completed — Client on waitlist are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. — Program staff continues to address barriers regarding PPD clearances by working with DYA, Guam Community College, DPHSS and private clinics. — Program staff continues to work with Juvenile Drug Court and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2016 through October 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, yoga, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Storytelling for Empowerment; Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2016 through October 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 5 sessions were conducted. • 42 family members in attendance • Group time identified for Saturdays from 12:00pm—130pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Family Activities – Halloween Social and Recovery Month Picnic; Families in Recovery; Building Support and Urge Surfing. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.

Doc. No. 34GL-17-0067.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2016 through October 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: November 1, 2016	Received By: [signature] Position Title: WPSA Date of Submission: 11/7/16

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

December 6, 2016

TO: Rey Vega
Guam Behavioral Health and Wellness Center
790 Governor Camacho Road
Tamuning, Guam 96913

COPY

RE: Rehabilitation Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report **(Residential)** for the period of November 1 to November 30, 2016. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquiries@sanctuaryguam.org
www.sanctuaryguam.org

INVOICE

FROM:	SANCTUARY INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 11/30/2016
TO:	Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 04-2014 DMHSA-2017-02/1	(Residential)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 25,420.58
2. Fringe Benefits	$ 2,999.97
3. Contractual	$ 500.00
4. Other	$ 437.50
5. Supplies	$ 1,249.99
6. Utilities	$ 2,724.96
TOTAL PAYMENT REQUEST:	**$ 33,333.00**

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Saga Na' Homlo and that this is a true and certified original.

11/30/16.

Theresa C. Arriola — **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-2/1 to be true and correct; and that services fo November 1-30, 2016 have been rendered; and payment for this period is due.

Athena Duenas **Date**
Acting D & A Supervisor

RECEIVED
12/7/16
Drug & Alcohol Branch, DMHSA

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2016 through November 30, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 5 Clients were served. • 0 Transfer to another level of care (Aftercare) • 2 Wait Listed • 1 Completed — Client on waitlist are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. — Program staff continues to address barriers regarding PPD clearances by working with DYA, Guam Community College, DPHSS and private clinics. — Program staff continues to work with Juvenile Drug Court and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2016 through November 30, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, yoga, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Storytelling for Empowerment; Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2016 through November 30, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 4 sessions were conducted. • 25 family members in attendance • Group time identified for Saturdays from 12:00pm—130pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Family Activities – Thanksgiving Luncheon, Townhall meeting; GPO Outreach – Resources in the Community; Families in Recovery. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2016 through November 30, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: December 1, 2016	Received By: _____ Position Title: apstt Date of Submission: 12/2/16

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

January 9, 2017

TO: Rey Vega
Guam Behavioral Health and Wellness Center
790 Governor Camacho Road
Tamuning, Guam 96913

RE: Rehabilitation Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report **(Residential)** for the period of December 1 to December 31, 2016. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Jan. 10, 2017

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquiries@sanctuaryguam.org
www.sanctuaryguam.org

INVOICE

FROM: SANCTUARY INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 12/31/2016
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 04-2014 DMHSA-2017-03/1	(Residential)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 25,420.58
2. Fringe Benefits	$ 2,999.97
3. Contractual	$ 500.00
4. Other	$ 437.50
5. Supplies	$ 1,249.99
6. Utilities	$ 2,724.96
TOTAL PAYMENT REQUEST:	**$ 33,333.00**

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Saga Na' Homlo and that this is a true and certified original.

Theresa C. Arriola — 1/3/17
Executive Director — Date

Recommended for payment: I certify Invoice No. DMHSA-2017-3/1 to be true and correct; and that services fo December 1-31, 2016 have been rendered; and payment for this period is due.

Athena Duenas Date
Acting D & A Supervisor

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2016 through December 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 4 Clients were served. • 0 Transfer to another level of care (Aftercare) • 3 Wait Listed • 0 Completed — Client on waitlist are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. — Program staff continues to address barriers regarding PPD clearances by working with DYA, Guam Community College, DPHSS and private clinics. — Program staff continues to work with Juvenile Drug Court and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2016 through December 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, yoga, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Storytelling for Empowerment; Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement

physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 4 sessions were conducted. • 17 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Family Activities – Christmas Activity; Communication; Program orientation; Alcohol, Tobacco & Marijuana; Respectfully Disagree with you . Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2016 through December 31, 2016**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: January 6, 2017	Received By: _____ Position Title: _____ Date of Submission: _____

Attachment 4

Sanctuary, Incorporated of Guam

Runaway and Homeless Youth Basic Center

Reporting Agency

Department of Youth Affairs

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Program progress report

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net
www.sanctuaryguam.org

Department of Youth Affairs
JAN 10 2017 3:59pm
Director's Office

January 09, 2017

Mr. Adonis Mendiola
Director of Youth Affairs
P.O. Box 236371 GMF
Barrigada, Guam 96921

Dear Mr. Mendiola:

Hafa Adai! The information listed below is for the Runaway Homeless and Abused Program (1st Quarter of Fiscal Year 2017) from October 01, 2016 thru December 31, 2016.

We have listed all expenditures for services and equipment that were $5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sinceramente,

Therese C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2017 (October 1, 2016 - December 31, 2016)
1st Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 332,150**		
		Salary	$ 61,041.75
		Benefits	8,558.45
		Travel	-
		Contractual	556.97
		Supplies & Materials	4,275.35
		Equipment	-
		Utilities	7,806.65
		Miscellaneous	2,294.87
		Vehicle Lease	-
		Grand Total	**$ 84,534.04**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2017 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

THERESA C. ARRIOLA
EXECUTIVE DIRECTOR

DATE: 1/9/17

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910
Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

Department of Youth Affairs
JAN 10 2017
Director's Office

January 10, 2017

TO: Adonis Mendiola, Director
Department of Youth Affairs
#169 San Isidro St.
Mangilao Guam 96923.

RE: Quarterly Program Status Report

Hafa Adai Mr. Mendiola:

Attached is the quarterly status report for the period of **October 1, 2016-December 31, 2016**. If you should have any questions or require more information, please feel free to contact me at 475-7101.

Si Yu'os Ma'åse.'

THERESA C. ARRIOLA
Executive Director

FY 2016-2017 RUNAWAY HOMELESS YOUTH (RHY) BASIC CENTER

Department of Youth Affairs

QUARTERLY PERFORMANCE REPORT FORM

ORGANIZATION/AGENCY: Sanctuary Incorporated of Guam	
VENDOR NUMBER: S1456001	
PERSON COMPLETING REPORT: Tiffany Paulino	
TELEPHONE: 475-7101	**FAX:** 477-3117
REPORT PERIOD: October 1, 2016 -December 31, 2016	**DATE OF REPORT:** January 9, 2017

Project Description:

The Runaway Homeless Youth (RHY) CO-ED shelter is a community based program specifically designed to assist runaway, homeless, victims of abuse and other similarly troubled youth and their families. The program provides a 24-hour shelter and care as a safe home for runaway, homeless and victims of abuse for up to 30 days during which case management services are provided in resolving their issues of conflict in times of crisis at the same time keeping focus on strengthening the family as a collective unit. The case management unit includes crisis intervention, individual program planning, group and family counseling, aftercare, outreach and referrals. The primary purpose of the program is to 1) provide a viable temporary safe alternative to the natural home, detention center or the streets; and 2) to facilitate the problem solving process of case management by lowering the level of tension in the family to a point in which constructive dialog may begin.

Project Goals and Objectives; Project Activities; Project Performance Measures; Project Outcomes:

Goal: The overall goal of the CO-ED is to provide professional services for up to 200 who are runaways, homeless, or victims of abuse. Decrease recidivism and problems of runaways and homeless youth. **Objective 1.** To increase the awareness of available services and issues related to Runaway and Homeless youth and victims of abuse by conducting outreach efforts directed at youth, parents, and community agencies through a 24-hour crisis hotline, presenting information through the local media (newspapers, television & radio), public presentations, bus stop murals, school presentations, door-to-door street outreach, and informational displays at shopping centers throughout the island. **Indicator/Outcomes/Periodicity:** *Awareness of available services for run away and troubled youth for the community of Guam as a whole.*	- For this reporting period, our agency provided services for Eighteen (18) youth in the community. Seven (7) of which were victims of abuse, six (6) simply requested for a timeout from their families, and five (5) were on extended furlough from the Department of Youth Affairs.

Activity A: The Emergency Shelter program will provide individual supportive counseling at least twice a week for each youth residing in the shelter. **Time Line:** Daily; ongoing daily sessions **Responsible Parties:** Case Manager and Residential Assistants	**Results:** • During, this reporting period, sixteen (16) youth resided in the shelter during the month of October. Fourteen (14) youth resided in the shelter during the month of November. Ten (10) youth resided in the month of December. At least three hundred and twenty (320) individual supportive counseling sessions were conducted that included educational, health and personal growth.
Activity B: To provide therapeutic and recreational activities for youth to promote personal well being. **Timeline:** Daily **Responsible Parties:** Case Manager and/or and Residential Assistants	**Results:** • On a weekly basis, the program facilitates various support activities for therapeutic and recreational purpose such as life skills to include money management, cooking skills, home management, mentoring, and exercise to promote social skills and personal growth.
Objective II. To increase crisis intervention services to runaway and homeless youth and their families by providing 24 hours services to 200 youth parent and/or community members. **Indicators/Outcomes/Periodicity:** *Accessibility of children and their families in crisis situations who use Emergency Shelter services.* **Activity A**: 24-hour crisis hotline is open to the general public to provide immediate feedback, assessments and referrals to appropriate agencies. **Time line:** on-going, **Responsible Parties:** Crisis Intervention Worker and Case Manager	**Results:** • Roughly Four hundred and twenty five (425) contacts were made via 24-hour crisis hotline. • Household and family dynamics, runaway/throwaways, beyond control, physical abuse and sexual abuse were the top issues of concern for youth who accessed the crisis hotline.
Activity B: Provide referral services for all youth and their family members assessed for services needed from other agencies. **Timeline:** ongoing	**Results:** • An estimation of two hundred and fifty(250) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&A Department, Child

Responsible Parties: Crisis Intervention Worker, Case Manager and Program Director.	Protective Services, I famagu'on-ta, Inafamaolek, GALA , Alee shelter, New Beginning, and Lighthouse Recovery Center.
Objective III: To reduce the problems of youth 12-17 who are runaway, homeless and victims of abuse by providing temporary shelter and aftercare services for up to 10 youth at any given time while they resolve problematic issues. **Indicators/Outcomes/Periodicity:** *Accessibility of emergency 24hr placement for runaway and homeless youth needing assistance/guidance to begin the reunification process.* **Activity A:** The project will provide temporary shelter and aftercare service for 10 youth 12-17 years of age for up to 30 days while providing the youth with supportive counseling and connecting youth and families with other agencies. **Activity B:** The project will provide basic necessities such as food, clothing, shelter, and transportation services to and from school and appointments while also providing supportive counseling and guidance to promote reunification and reconciliation. **Timeline:** ongoing **Responsible Parties:** Case Manager.	**Results:** During this quarter a total of eighteen (18) youth received shelter services. There were nine (9) new intakes admitted to shelter. Five (5) youth continued to receive shelter services into the month of January. One (1) clients continued in aftercare services once reunified with their parent or legal guardian from the month of October through January . During this reporting quarter seven (7) clients transitioned into the care of their biological parents, four(4) was placed into foster care, and four (4) was placed back into the custody of the Department of Youth Affairs. There were two(2) youth who returned on an extended furlough from the Department of Youth Affairs. **Results:** During this quarter all youth who were admitted into shelter met their basic needs, and referred to appropriate agencies or organizations to further meet the youth and family's needs. The Case Managers and Executive Director worked with other agencies and organizations in the field of human services to help work towards promoting reunification and reconciliation between the youth and family.
Objective IV To strengthen family relationships of 120 youth and their families through individual family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification. **Indicators/Outcomes/Periodicity:** *Conflict Mediation skills of children and their families* **Activity A:** Provide 120 family skills training sessions for youth	**Results:** A total of fifteen (15) family skills training sessions were provided this reporting period to youth and their families experiencing crisis. Family sessions were conducted as well to develop a reunification plan. During this quarter all other youth transitioned back home to a parent/legal guardian, foster care, or the Department of Youth Affairs.

and their families experiencing crisis situations through Sanctuary's 24-hour crisis hotline or Emergency Shelter Program. **Time line:** ongoing **Responsible Parties:** Crisis Intervention Worker	
Activity B: The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger. **Timeline:** ongoing **Responsible Parties:** AmeriCorps facilitators and volunteers.	**Results:** • A total of twenty ten (10) Middle/High School YAM classes were conducted during this reporting period with a total of seven(7) youth in attendance at the Astumbo Midddle School class site. There were also fourteen (14) participants who attended a total of twelve(12) YAM classes at Sanctuary inc. These youth were mentored by Sanctuary's AmeriCorps Volunteers during the group session. The group's participants consisted of youth in Sanctuary programs, as well as outside referrals from other agencies such as GDOE, I Famagu'on-ta, Probation as well as self referrals.
Objective V: To decrease recidivism and problems of runaway and homeless youth and their families to assist with their transition back home and meet their long-term needs. **Indicators/Outcomes/Periodicity:** *Availability of supportive services to children and their families in crisis situations.* **Activity A:** The project will provide individual supportive counseling for 120 youth and their parent/legal guardians assisting them in making appropriate decisions relative to their family dynamics. **Timeline:** ongoing **Responsible Parties:** Crisis worker and Case-Manager	**Results:** Individual supportive counseling sessions were provided this reporting period to assist youth and their parent/legal guardians to make appropriate decisions relative to their family dynamics. The breakdown of the sessions are as follow: - Three Hundred and twenty (320) youth individual supportive counseling sessions. - Fifteen (15) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 85%
Activity B: The project will provide case management services for 200 youth and their families that will enhance stabilize and strengthen their relationships.	**Results:** Eighteen (18) youth received case management services via the Co-Ed Shelter and one (1) participated in Aftercare services.

Timeline: ongoing **Responsible Parties:** Case Manager	

Problems Encountered:
A challenge encountered this quarter is again not being able to identify an alternate placement in a timely manner for youth who are wards of the state due to exhaustion of alternate familial placement and limited foster care placement. The youth and parent are always encouraged to sign up for aftercare services to help with the transition back home easier when problems arise. Unfortunately most clients who have exited our care this quarter opted not to participate in aftercare, but were still provided with a transitional plan to be used at their discretion. Parent involvement in programs (groups and supportive counseling) is limited; parents do not participate in all the services we recommend despite agreeing to participate and access other services upon intake of client. Finally one of the key issues were parents who failed to comply and provide positive family support to the youth in our shelter.

Future Plans:
The Case Management and Counseling departments continue to develop corrective action plans to address several deficiency areas such as improving data collections, monitoring of case management activities, and case updates. Sanctuary continues to partner with agencies such as Child Protective Services and the Department of Youth Affairs by increasing day to day communication to discuss ways to better serve clients in shelter. To assist with these plans we now have the capacity to hire new staff as well as another case manager for the COED emergency shelter. Executive Director Theresa C. Arriola continues to partner up with many other organizations on island to promote and bring about awareness on issues that directly affect the youth in our community.

Performance Measures:

Social Competence	Case Manager and shelter staff have reported to observe improvement in social interactions and, defined as maintaining positive relationships with others 15 of 18 (83%) clients served within this reporting period. Observations are based on demeanor and nature of client interactions as documented using daily client progress reports.
Family Relationships	Noted improvements in family relationships, defined as willingness to address family issues, and improved styles of communication, has been reported by case manger 16 out of 18(89%) based on parents verbal feedback to the Case Manager. Several of the clients during this reporting period were wards of the state. The number provided above only includes clients who were able to work towards reunification with a family member or foster parent. It is challenging to work on a family relationship when a family member or foster parent is not identified. More than 30 days are needed to work on fostering a positive relationship when working with CPS clients and their family members or foster parent.

Families Satisfied with Program	A total of 20 out of 24 family members completed Sanctuary's Satisfaction Survey during this reporting period. Of the total number of family members who have completed the satisfaction survey, 83% have reported to be satisfied with all aspects of the program including a 83% of families stating that they will access Sanctuary services for future familial issues. Again the numbers above only include cases in which parental involvement is present. Areas surveyed include: 1) Noted quality in family relationships 2) Future access of services 3) Accessibility and response time 4) Overall rating of services 5) Recommending services to others
Client Satisfaction	Of all clients who have completed satisfaction survey, 77% have reported an increased quality in familial relationships. A total of 77% have stated that they had good or very good access to services with prompt response time. A total of 77% have rated overall services as good or very good and 90% of clients surveyed have indicated that they would likely or very likely refer others to Sanctuary for services needed.

Performance Measures	Data
Performance Measures: Number and Percent of program youth committed to correctional facility. Definition: The number of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult correctional facilities. Official records are the preferred data source.	
Reporting Format: A. The number of program youth enrolled in a correctional facility	6
B. Number of youth in the program.	18
C. Percent (A/B)	33.3%
Performance Measures (Description) **Number and percent of program youth completing program requirements** Definition: The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a pre-defined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	
Reporting Format: A. The number of program youth who exited the program having completed program requirements.	11
B. Number of youth who left the program.	15
C. Percent (A/B)	73%

Attachment 5

Sanctuary, Incorporated of Guam

Forrester's Refuge – Permanent Housing Program

Reporting Agency

Guam Housing and Urban Renewal Authority (GHURA)

Reports

1. Program Progress Report