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

Date: April 17, 2017

GL# 34-17-408
Speaker Benjamin J.F. Cruz

APR 17 2017

Time: 450 [ ] AM [ ] PM File No. ____
Received By: ____

To: HONORABLE BENJAMIN CRUZ
Speaker
34th Guam Legislature

Enclosed herewith are the following documents:

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

2017 APR 18 AM 8:08

Senseramente,

THERESA C. ARRIOLA
Executive Director

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: Ed Pocaigue **Signature:** ____

Date: 4/17/17 **Time:** 450p

0408

[redacted]

SANCTUARY, INCORPORATED OF GUAM

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

April 17, 2017

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

Speaker Benjamin J.F. Cruz
APR 17 2017
Time: 4:50 [ ] AM [ ] PM File No.
Received By:

Buenas yan 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 January 1, 2017 through March 31, 2017** (2nd 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.

Un Dångkalu na Si Yu'os Ma'åse',

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

April 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 Quarter Report ending March 31, 2017 for Grant Year 2016-2017.

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

4-10-17
RECEIVED

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	16AC185048	1	1 pages

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

Sanctuary Inc. 238 Archbishop Flores St. DNA Bldg. Hagatna, GU 96910-5205

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type	7. Basis of Accounting
855025284	96-0002543	14AFHGU0010007	X Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☐ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
1-Oct-16	30-Sep-17	31-Mar-17

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
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	$539,997.00
e. Federal share of expenditures	$37,339.71
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$37,339.71
h. Unobligated balance of Federal funds (line d minus g)	$502,657.29
Recipient Share:	
i. Total recipient share required	$44,757.00
j. Recipient share of expenditures	$910.93
k. Remaining recipient share to be provided (line i minus j)	$43,846.07
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

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	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
	d. Email address: tcarriola@gmail.com
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year): 4/10/2017
	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 regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

REIMBURSEMENT FORMULA GRANT REQUEST FORM

FROM: Sanctuary Inc.
AC PROGRAM NAMrps 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 DUNS NUMBER
14AFHGU0010007	16AC185048	S1456001	C170600570	96-0002543	855025284
PROGRAM PERIOD:				PERIOD CLAIMING FOR:	
2016-2017				Mar-17	
REQUEST NUMBER: 2017-01			FINAL CLAIM:	☐ YES	☑ NO
ACCOUNT NUMBER: 5101H172433SE103/280					

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	37,339.71				
GRANT AWARD	$ 539,997.00				
LESS: PREVIOUSLY REQUESTED:	$ -				
SUB-TOTAL	$ 539,997.00				
LESS: AMOUNT OF THIS REPORT	$ **37,339.71**				
GRANT BALANCE:	$ 502,657.29				

☐ *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, problematic and chronic reporting indicating HIGH RISK will result on one official warning notice, suspension of contract and corrective actions, possibile withholding of payment, and termination of contract.*

PROGRAM DIRECTOR SIGNATURE/ DATE: 4/10/17

CERTIFYING OFFICER SIGNATURE/ DATE: 4/10/17

EXECUTIVE DIRECTOR SIGNATURE/ DATE: 4/10/17

Serve Guam Commission Use Only

FISCAL MANAGEMENT	PROGRAM MANAGEMENT
☐ PER REIMBURSEMENT	☐ NATIONAL PERFORMANCE MEASURES
☐ BUDGET MODIFICATION	☐ CNCS NATIONAL SERVICE CRIMINAL HISTORY CHECKS
☐ FFR'S	☐ ACCOMPANIAMENT: DAILY TIME SHEET/TIME IN/OUT/HOURS
☐ RESIDUAL SUPPLIES	☐ EGRANTS MEMBER ENROLLMENT
☐ IN-KIND/MATCH FORM	☐ EGRANTS MEMBER EXIT
☐ FISCAL SITE VISIT	☐ MID TERM MEMBER EVALUATION
☐ FISCAL CLOSE OUT	☐ END OF TERM MEMBER EVALUATION
	☐ PROGRAM SITE VISIT
	☐ PROGRAM CLOSE OUT

Department of Administration Received Stamp

4-10-17
RECEIVED

SGC - ASSURANCE & CERTIFICATION:

SGC CERTIFYING OFFICER/ DATE: _____
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

PY16-17 SGC FORM_VPLIII_FC_REV4_3.1.16_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

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I		CNCS SHARE	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A	Personnel														
	Program Director	40,082.00	3,238.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,238.40	36,843.60
	Program Coordinator	25,863.00	2,203.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,203.20	23,659.80
	Administrative Assistant	24,929.00	1,985.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,985.60	22,943.40
	Total - Personnel	90,874.00	7,427.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,427.20	83,446.80
B	Fringe														
	FICA: 7.65% of salaries	6,952.00	531.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	531.16	6,420.84
	Health Insurance: 350 monthly * 3 staff	6,300.00	464.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	464.70	5,835.30
	Workers Compensation: 0.3% of salaries	818.00	12.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.39	805.61
	Total - Fringe	14,070.00	1,008.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,008.25	13,061.75
	S/Total (A/B)	104,944.00	8,435.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,435.45	96,508.55
E	Supplies:														
	AC Program Supplies and Materials 100/mo	600.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	565.00
	Office Supplies: 100/mo	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
	Gasoline: 150*12	1,080.00	138.20	0.00	0.00	0.00	0.00	0.00						138.20	941.80
	AC Member Service Gear: 60*64	3,840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,840.00
	S/Total -Supplies	6,120.00	173.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173.20	5,946.80
F	Contractual:														
	Xerox Copier Equipment Lease	900.00	157.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.56	742.44
	Internet Service	1,125.00	50.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.25	1,074.75
	Vehicle	6,221.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,221.00
	Telephone	720.00	58.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.72	661.28
	Cellular	1,560.00	161.38	0.00	0.00	0.00	0.00	0.00						161.38	1,398.62
	S/Total -Contractual	10,526.00	427.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	427.91	10,098.09
G1	Staff Training														
	CNCS or Serve Guam Commission Mtg	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.00
G2	Member Training:														
	What is National Service / Whos's Serve Guam! Commission/GVC	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,920.00
	S/Total - Training (G1/G2)	2,016.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,016.00
H	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:														
	(Federal) FBI Check	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	0.00	1,200.00
	Drug Testing	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,920.00
	CPR & First Aid Training	2,205.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,205.00
	AmeriCorps (4x8) Banner for Advert.	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
	S/Total - OPOC	5,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,650.00
	Section I - Grand Total	129,856.00	9,036.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,036.56	120,819.44
		100.00%	100.00%											6.96%	93.04%
Section II															
A	Living Allowance														
	Half Time	375,840.00	26,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,100.00	349,740.00
	S/Total	375,840.00	26,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,100.00	349,740.00
B	Member Support Cost														
	FICA/Medicare	28,752.00	1,996.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.65	26,755.35
	Worker's Compensation	2,974.00	206.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.50	2,767.50
	S/Total	31,726.00	2,203.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,203.15	29,522.85
	Section II - Total	407,566.00	28,303.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,303.15	379,262.85
		100.00%	100.00%											6.94%	93.06%
Section III															

A	Corporation Fixed Percentage	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
B	Federally Approved Indirect Cost	2,575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,575.00
	S/ Total	2,575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,575.00
	Section III - Total	2,575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,575.00
	BUDGET TOTAL	539,997.00	37,339.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,339.71	502,657.29
		100.00%	100.00%											6.91%	93.09%
	PER Total:	539,997.00	37,339.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,339.71	502,657.29

Doc. No. 34GL-17-0408.

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I	PROGRAM SHARE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	PROGRAM TOTAL	PROGRAM YTD BAL
A Personnel														
Program Coordinator	1,947.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,947.00
Administrative Assistant	2,465.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	2,465.00
Executive Director	6,479.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	6,479.00
QA Officer	1,520.00	117.32	0.00	0.00	0.00	0.00	0.00						117.32	1,402.68
HR Manager	2,061.00	158.56	0.00	0.00	0.00	0.00	0.00						158.56	1,902.44
Fiscal Officer	4,239.00	345.36	0.00	0.00	0.00	0.00	0.00						345.36	3,893.64
Accounting Asst	4,500.00	138.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.14	4,361.86
Total - Personnel	23,211.00	759.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	759.38	22,451.62
B Fringe														
FICA	1,776.00	93.81	0.00	0.00	0.00	0.00	0.00						93.81	1,682.19
Health Insurance	6,300.00	37.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.09	6,262.91
Workman's Compensation	487.00	20.65	0.00	0.00	0.00	0.00	0.00						20.65	466.35
Total - Fringe	8,563.00	151.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.55	8,411.45
S/Total (A/B)	31,774.00	910.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	910.93	30,863.07
F Supplies:														
AC Program Supplies and Materials	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
Office Supplies: 2 Laptops/4 Tables	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
Gasoline	720.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	720.00
S/Total -Supplies	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,920.00
G Contractual:														
Xerox	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
Internet Access	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00
Vehicle Lease	1,579.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	1,579.00
Telephone	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
S/Total -Contractual	3,274.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,274.00
H Staff Training	800.00	0.00	0.00	0.00	0.00	0.00	0.00							
S/Total - Staff Training	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	0.00
I Member Training:														
S/Total - Member Training Training	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
S/Total - Training (H/I)	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	800.00
K Other Program Operating Costs:														
Newsletters/Publication Printing	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
Advertisement/Banners/Display	500.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	500.00
S/Total - OPOC	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
Section I - Grand Total	38,518.00	910.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	910.93	37,607.07
Section II														
B Member Support Cos t														
Worker's Compensation	2,973.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,973.00
S/Total	2,973.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,973.00
Section II - Total	2,973.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,973.00
	100.00%												2.36%	97.64%
Section III														
B Federally Approved Indirect Cost	3,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,266.00
S/ Total	3,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,266.00
Section III - Total	3,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,266.00
BUDGET TOTAL	44,757.00	910.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	910.93	43,846.07
	100.00%	100.00%											2.04%	97.96%
PER Total:	44,757.00	910.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	910.93	43,846.07

Doc. No. 34GL-17-0408.

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

"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

April 17, 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 **January 1, 2017-March 31, 2017**. 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

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

April 13, 2017

Mr. James Gilan
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 2nd quarter of Fiscal Year 2014 from January 1, 2017 to March 31, 2017.

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.

Sincerely,

Theresa C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2017 (January 1, 2017 - March 31, 2017)
2nd Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification		Expenditure
General	$ 102,885.00			
		Salary	$	8,838.81
		Benefits		976.39
		Travel		0.00
		Contractual		276.91
		Supplies & Materials		311.49
		Equipment		0.00
		Utilities		4,500.00
		Miscellaneous		0.00
		Grand Total	$	$ 14,903.60

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: 4/17/2017

SANCTUARY, INCORPORATED

"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

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: January 1, 2017 – March 31, 2017

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
January 2017	2	4
February 2017	4	1
March 2017	3	1
Total:	9	6

Attachment 3

Sanctuary, Incorporated of Guam

Rehabilitation Services for Adolescents

Reporting Agency

Guam Behavioral Health and Wellness Center

1. Crisis

2. Outpatient

3. 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

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

April 15, 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 (2nd Quarter of Fiscal Year 2017) from January 01, 2017 thru March 31, 2017.

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 (January 1, 2017 - March 31, 2017)
2nd Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 550,000**		
		Salary	$ 105,265.43
		Benefits	12,441.43
		Travel	-
		Contractual	211.80
		Supplies & Materials	2,125.86
		Equipment	-
		Utilities	6,772.39
		Miscellaneous	4,530.87
		Vehicle Lease	-
		Grand Total	**$ 131,347.78**

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: 4/17/17.

Sanctuary, Incorporated
Profit & Loss
January through March 2017

	DMHSA	TOTAL
Ordinary Income/Expense		
Income		
Grants	138,124.66	138,124.66
Total Income	138,124.66	138,124.66
Gross Profit	138,124.66	138,124.66
Expense		
Client Incentives	270.00	270.00
Equipment Lease		
Xerox	211.80	211.80
Total Equipment Lease	211.80	211.80
Incentive	440.00	440.00
Insurance		
Liability Insurance	203.52	203.52
Property	113.88	113.88
Vehicle	98.16	98.16
Total Insurance	415.56	415.56
Payroll Expenses	1,824.42	1,824.42
Personnel		
Fringe Benefits		
FICA	7,608.41	7,608.41
Health	4,699.25	4,699.25
Worker's Comp	133.77	133.77
Total Fringe Benefits	12,441.43	12,441.43
Salaries and Wages		
Accounting Assistant III	4,279.45	4,279.45
Case Manager II	3,071.88	3,071.88
Clinical Director	15,297.60	15,297.60
Executive Director	5,167.50	5,167.50
Human Resource Manager	3,695.40	3,695.40
Maint. Oper. Worker III	3,029.39	3,029.39
Program Coordinator	18.00	18.00
Project Assistant III	1,204.84	1,204.84
Project Coordinator II	4,385.20	4,385.20
Quality Assurance Officer	1,649.70	1,649.70
Residential Assistant I	11,333.61	11,333.61
Residential Assistant II	8,452.71	8,452.71
Residential Assistant III	25,107.32	25,107.32
Substance Abuse Counselor	4,128.96	4,128.96
Substance Abuse Counselor I	5,637.52	5,637.52
Salaries and Wages - Other	4,963.35	4,963.35
Total Salaries and Wages	101,422.43	101,422.43
Salaries and Wages - Holiday/OT		
Holiday/Overtime	2,018.58	2,018.58
Total Salaries and Wages - Holiday/...	2,018.58	2,018.58
Total Personnel	115,882.44	115,882.44
Police/Court Clearance	210.00	210.00
Repair & Maintenance		
Shelter	2,485.93	2,485.93
Vehicle	651.51	651.51
Total Repair & Maintenance	3,137.44	3,137.44

Sanctuary, Incorporated
Profit & Loss
January through March 2017

	DMHSA	TOTAL
Supplies		
Food	47.92	47.92
Gasoline/Oil	1,345.29	1,345.29
Office	261.92	261.92
Shelter	355.73	355.73
Supplies - Other	115.00	115.00
Total Supplies	2,125.86	2,125.86
Utilities		
Cable	148.47	148.47
Cellular Phones	351.48	351.48
Internet	258.75	258.75
Power	4,461.93	4,461.93
Telephone	87.37	87.37
Water	1,464.39	1,464.39
Total Utilities	6,772.39	6,772.39
Website Dev. & Maint.	57.87	57.87
Total Expense	131,347.78	131,347.78
Net Ordinary Income	6,776.88	6,776.88
Net Income	6,776.88	6,776.88

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

February 10, 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 January 1 to January 31, 2017. 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

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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: 1/31/2017
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)		Vendor Acct. No. S1456001 Document No. Contract No. RFP 07-2013 (Outpatient) Job Order No. Purchase Order No. Invoice No. DMHSA-2017-04	

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 1/31/17
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-04 to be true and correct; and that services for January 1-31, 2017 been rendered; and payment for this period is due.

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

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**January 1, 2017 to January 31 2017**
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 approaeh 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 contingeney management by hosting several youth and parent clean and sober activities, ineentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with ineentives 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.

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 25 (twenty-five) youth. As of January 31, 2017 there were two (2) adolescents who successfully completed the program; with one (1) involuntary 'active' adolescent discharged due to excessive unexcused absences; with nine (9) youth pending PPD clearance and scheduling and completing orientation; and four 'pending' adolescents needing re-assessments due to failure to obtain proof on PPD clearance within in a very generous timely manner. 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 frec 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	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

• Information about the legal aspects that pertains to drug and alcohol related crimes	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. 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 triggers; You're here because why; Alcohol Arguments; and Pros and Cons; Relapse Prevention Skills that were taught include topics such as: Destructive Behaviors; School and future goals; Trust; and Truthfulness. Drug & Alcohol Education included: MDMA, Ketamine, & LSD; Methamphetamine; Opiates; and PCP. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered.
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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	January 1, 2017 to January 31 2017
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

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 two (2) adolescents who successfully completed the program; and there are presently four (4) 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: Triggers, Trigger, thought, craving, use (2x); Thought stopping Techniques; External Triggers; Internal Triggers; You're here because why; Alcohol Arguments; Stages of Recovery; and Pros and Cons. Relapse Prevention Skills that were taught include topics such as: Abusing Prescription Medications and Inhalants; Twelve Step Tips; Trust; Admitting Use: relapse is not a failure; Managing Anger; Truthfulness; I'm not cool if I don't use; Dealing with Feelings and Depression; and Staying Busy. Drug & Alcohol Education included: MDMA, GHB, Ketamine, & LSD; Methamphetamine; Opiates; and PCP. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. 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 Marriage & Family Therapist (MFT). 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: February 3, 2017	**DMHSA Representative:** Received By: _____ Position Title: CPS II Date of Submission: 2/10/17

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

March 8, 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 February 1 to February 28, 2017. 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: 2/28/2017
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 09-2016 DMHSA-2017-05	(Outpatient)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 7,725.25
2. Fringe Benefits	1,258.08
3. Contractual	0.00
4. Other	333.33
5. Supplies	1,225.00
6. Utilities	291.67

TOTAL PAYMENT REQUEST: $ 10,833.33

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.

3/8/17

Theresa C. Arriola — Date
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-05 to be true and correct; and that services for February 1-28, 2017 been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

Jedante 3.9.2017
RECEIVED

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	February 1, 2017 to February 28, 2017
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.

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 30 (thirty) youth. As of February 28, 2017 there was one (1) adolescent who successfully completed the program and with two (2) youth pending PPD clearance and scheduling and completing orientation. 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 pertains to drug and alcohol related crimes	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 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: Internal triggers; You're here because why; Alcohol Arguments; and Pros and Cons; Relapse Prevention Skills that were taught include topics such as: Destructive Behaviors; School and future goals; Trust; and Truthfulness. Drug & Alcohol Education included: MDMA, Ketamine, & LSD; Methamphetamine; Opiates; and PCP. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered.
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 at any given time for Level II Intensive Outpatient	Level II Intensive Outpatient program "High Hopes" provided D&A treatment services to 17 (seventeen) adolescents. There were two (2) adolescents who successfully completed the program;

Services.	with one (1) adolescent had transferred to the 180 day Sagan placement; with one (1) adolescent being placed on a 'wait list' for the 180 day Sagan Placement; with one (1) adolescent placed on a 'wait list' for a 30 day Sagan placement; with two (2)adolescents having been involuntary discharged due to excessive absences; and there are presently eight (8) 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: Triggers, Trigger, thought, craving, use (2x); Thought stopping Techniques; External Triggers; Internal Triggers; You're here because why; Alcohol Arguments; Stages of Recovery; and Pros and Cons. Relapse Prevention Skills that were taught include topics such as: Abusing Prescription Medications and Inhalants; Twelve Step Tips; Trust; Admitting Use: relapse is not a failure; Managing Anger; Truthfulness; I'm not cool if I don't use; Dealing with Feelings and Depression; and Staying Busy. Drug & Alcohol Education included: MDMA, GHB, Ketamine, & LSD; Methamphetamine; Opiates; and PCP. Video Lectures and Drug & Alcohol associated films were also used to enhance learning by reinforcing the topics that were covered. 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 Marriage & Family Therapist (MFT). 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: March 1, 2017	**DMHSA Representative:** Received By: Jdante Position Title: PT II Date of Submission: 3.9.2017

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

April 13, 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 March 1 to March 31, 2017. 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: 3/31/2017
TO:	Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	Vendor Acct. No. S1456001 Document No. Contract No. RFP 09-2016 (Outpatient) Job Order No. Purchase Order No. Invoice No. DMHSA-2017-06	

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 7,725.25
2. Fringe Benefits	1,258.08
3. Contractual	0.00
4. Other	333.33
5. Supplies	1,225.00
6. Utilities	291.67

TOTAL PAYMENT REQUEST: $ 10,833.33

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.

Katharine Dominguez — Date 4/3/17
Acting Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-06 to be true and correct; and that services for March 1-31, 2017 been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

SANCTUARY, INCORPORATED

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

March 22, 2017

Memorandum

To: All Sanctuary Staff

From: Executive Director

Re: Acting Executive Director

Hafa Adai:

Please be advised that I will be off-island from Thursday, March 23, 2017 through Monday, April 3, 2017. During my absence, I am appointing Kathy Dominguez as Acting Executive Director.

Please give your usual support and cooperation extended to Kathy Dominguez during this time.

Si Yu'os Ma'ase

Theresa C. Arriola

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**March 1, 2017 through March 31, 2017**
Task/Activity	Sanctuary, Inc. 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 staff continue to work with I' Famagu'onta (GBH&WC) in the coordination of mental health services for qualifying youth, as well as, 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 sessions; family sessions; 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 our program is consistently developing and strengthening our bilingual volunteers, including our AmeriCorps members. While the volunteer interpreter program continues to be in its development stage, we have recently been given pro-bono assistance from the Superior Court of Guam to provide court appointed trained interpreters during our Saturday group sessions, including Parent Education Groups, as well as after traditional working hours and weekends for both individual and family sessions. The initial feedback from clients and family is promising, and it is anticipated this trial period over the next three (3) months, will prove beneficial as model program for the court to extend the same services to other human service organizations who work closely with the judicial system. 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's clinical team utilizes the CRAFT screening interview in addition to 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 or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.
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 HIPPA workshops annually and whenever offered via on island training. Staff ensures that all information collected for client is secured behind two (2) locked doors 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 thirty (30) adolescents. As of March 31, 2017, two (2) clients successfully completed the program. There are eight (7) adolescents on a

	waiting list pending PPD clearances and orientation. Program staff continues to work with DYA social workers, I'Famagu'on-ta case managers, and family members in obtaining PPD clearances by referring to the Express Care clinics, DPHSS northern and southern clinics or free outreach immunization clinics. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during an outreach at our facility.
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 pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of March: Early Recovery Skills: Thought Stopping techniques; External Triggers; Internal Triggers; You're Here Because Why Relapse Prevention: Dealing with problems; Making the link; Users in my Home; Having a Good Time Without Being High; Destructive Behaviors D&A Education: Caffeine; Cannabis; Alcohol Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources. Clients also participated in a clean and sober family activity and watched "Beauty and the Beast" with their peers and family members on March 25, 2017. The activity promoted having fun without the use of drugs and or alcohol, as well as reconnecting and building trust between the adolescents and their parents/guardians. Additionally, video lectures and box office movies are used to reinforce topics such as Coping with difficult emotions, Managing Anger, and Resentments. 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; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, 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 information learned, 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 being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both work and school. Parent education groups are held on Saturdays from 12:00 to 1:30. Counselors are continuously working with DYA social workers and family members by referring them to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics, as well as Express Care for those who have the ability to pay for TB testing services.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.
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 Tuesdays from 3:30 to 5:30 and Saturdays from 10:00 to 1:30. Parent education groups are held on Saturdays from 12:00 to 1:30.
II.2h Make referrals for other services not provided by Contractor and outlined in client individualized treatment plans.	Program counselors make 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.	Counselors are aware to give preference to this population. None have 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.	Counselors 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 the recovery process.
II.3a Provide services for a minimum of 8 adolescents at	Level II Intensive Outpatient program "High Hopes" provided D&A treatment services to twelve (12)

any given time for Level II Intensive Outpatient Services.	adolescents. There were no program client completions for the month of March 2017. There are presently five (5) adolescents on a waiting list who are pending PPD and 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. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during outreaches at our facility.
II.3b Proved 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 being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics. Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced during each group and individual session.
II.3c Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.
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 being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. Parent education groups are held on Saturdays from 12:00 to 1:30. Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily scheduling

	and calendars activities, in addition to the following lessons during the month of March: Early Recovery Skills: Thought Stopping techniques; External Triggers; Internal Triggers; You're Here Because Why; Making the Link; Alcohol Arguments; Stages of Recovery Relapse Prevention: Twelve Step Introduction; Dealing with problems; Making the link; Users in my Home; Having a Good Time Without Being High; Destructive Behaviors; School and Future Goals D&A Education: Caffeine; Cannabis; Alcohol Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources. Clients also participated in a clean and sober family activity and watched "Beauty and the Beast" with their peers and family members on March 25, 2017. The activity promoted having fun without the use of drugs and or alcohol, as well as reconnecting and building trust between the adolescents and their parents/guardians. Additionally, video lectures and box office movies are used to reinforce topics such as Coping with difficult emotions, Managing Anger, and Resentments. On March 14, 2017 there were no group members in attendance for the session. DYA lockdown, night school beginning for those who need to make up credits and group projects at school were the 3 main factors identified for the poor attendance. Participants explore 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	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of Understanding with two

referral arrangements.	(2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have 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.	Counselors meet with clients individually to transition client towards next level of care as needed. Counselors 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 may be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith based organization.
Sanctuary Representative: Theresa C. Arriola Position Title: Executive Director Date: April 1, 2017 Prepared by: K. Jensen	**GBHWC Representative:** Received By: _____ Position Title: WPSII Date of Submission: 4/13/17 – 2:41pm

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

February 10, 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 January 1 to January 31, 2017. 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: 1/31/2017
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-2017-04/1	(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 1/31/17
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-4/1 to be true and correct; and that services fo January 1-31, 2017 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:	**January 1, 2017 through January 31, 2017**
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) • 2 Wait Listed • 0 Completed: 180-day Treatment • 7 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:	**January 1, 2017 through January 31, 2017**
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:	**January 1, 2017 through January 31, 2017**
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. • 47 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 – Movie - Lifted; Soft is a heart of a child; Creating Healthy Boundaries; Setting Healthy Boundaries.. 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:	**January 1, 2017 through January 31, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: February 3, 2017	Received By: _____ Position Title: WPSH Date of Submission: 2/10/17

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

March 8, 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 February 1 to February 28, 2017. 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

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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: 2/28/2017
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 03-2016 DMHSA-2017-05/1	(Residential)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 26,425.21
2. Fringe Benefits	$ 3,176.02
3. Contractual	$ 460.00
4. Other	$ 683.37
5. Supplies	$ 1,755.40
6. Utilities	$ 2,500.00
TOTAL PAYMENT REQUEST:	**$ 35,000.00**

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.

3/8/17

Theresa C. Arriola — Date
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-5/1 to be true and correct; and that services fo February 1-28, 2017 have been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

3.9.2017

RECEIVED

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**February 1, 2017 through February 28, 2017**
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) • 1 Wait Listed • 0 Completed: 180-day Treatment • 9 Clients were served. • 1 Transfer to another level of care (Aftercare) • 2 Wait Listed • 1 Completed • 1 AWOL — 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

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**February 1, 2017 through February 28, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
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.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**February 1, 2017 through February 28, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

II.1 g-j Evaluate the psychological, social, and 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.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episodc.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 4 sessions were conducted. • 45 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 Activity – 5K Youth Fun Run; Alcohol, Sharing Your Experience, Marijuana – The escape to Nowhere. 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.

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

April 13, 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 March 1 to March 31, 2017. 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: 3/31/2017
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 03-2016 DMHSA-2017-06/1	(Residential)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 26,425.21
2. Fringe Benefits	$ 3,176.02
3. Contractual	$ 460.00
4. Other	$ 683.37
5. Supplies	$ 1,755.40
6. Utilities	$ 2,500.00
TOTAL PAYMENT REQUEST:	$ 35,000.00

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.

Katharine Dominguez — Date 4/3/17
Acting Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-6/1 to be true and correct; and that services for March 1-31, 2017 have been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

SANCTUARY, INCORPORATED

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

March 22, 2017

Memorandum

To: All Sanctuary Staff

From: Executive Director

Re: Acting Executive Director

Hafa Adai:

Please be advised that I will be off-island from Thursday, March 23, 2017 through Monday, April 3, 2017. During my absence, I am appointing Kathy Dominguez as Acting Executive Director.

Please give your usual support and cooperation extended to Kathy Dominguez during this time.

Si Yu'os Ma'ase

Theresa C. Arriola

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**March 1, 2017 through March 31, 2017**
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) • 1 Wait Listed • 0 Completed: 180-day Treatment • 9 Clients were served. • 1 Transfer to another level of care (Aftercare) • 3 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. — Sanctuary 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, and the Superior Court of Guam 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:	**March 1, 2017 through March 31, 2017**
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, bowling, island tours, community activities, and 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 at least 6 hours of psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. In addition, clients attend 12-Step groups within the community at least twice a week. Anger Management, Parenting, Collaborative Problem Solving Skills, Tobacco Cessation, 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 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.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement 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. • 47 (duplicated) 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 • Interpreters from the Superior Court of Guam provided services for parents and guardians whose primary language is Chuukese.
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Communication, Marijuana: The Escape to Nowhere, Is this normal for my teen, and a clean and sober family activity on March 25, 2017 whereby clients and their parents/guardians and peers watched "Beauty and the Beast" at the Agana Shopping Center theaters. 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	Staff to continue networking efforts with community partners as well as be open to input and feedback.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**March 1, 2017 through March 31, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

service delivery:	Staff continues to research the latest information through articles, journals, and on-line updates. While Sanctuary's Clinical Director, a licensed Professional Counselor, provides both group and individual supervision on a weekly and as needed basis.

Sanctuary Representative: Theresa C. Arriola Position Title: Executive Director Date: April 1, 2017 Prepared by; K. Jensen	**GBHWC Representative:** Received By: [signature] Position Title: WPSH Date of Submission: 4/13/17 - 2:41pm

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

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April 13, 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 (2nd Quarter of Fiscal Year 2017) from January 01, 2016 thru March 31, 2017.

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 (January 1, 2017 - March 31, 2017)
2nd Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	$ 332,150		
		Salary	$ 44,194.04
		Benefits	6,509.27
		Travel	-
		Contractual	553.82
		Supplies & Materials	3,114.92
		Equipment	-
		Utilities	7,919.82
		Miscellaneous	1,823.50
		Vehicle Lease	-
		Grand Total	**$ 64,115.37**

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: 4/14/17

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: January 1, 2017-March 31, 2017	**DATE OF REPORT:** April 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 Fifteen (15) youth in the community. Three (3) of which were victims of abuse, one(1) was a victim of neglect, two(2) were victims of homelessness, three(3) were in need of an alternate placement, two (2) simply requested for a timeout from their families, and four (4) 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, nine (9) youth resided in the shelter during the month of January. Ten (10) youth resided in the shelter during the month of February. Ten (10) youth resided in the month of March. At least two hundred and thirty two(232) 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 two hundred and sixty (260) contacts were made via 24-hour crisis hotline. • Household and family dynamics, 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 One hundred and sixteen(116) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&A, OASIS Empowerment,

Responsible Parties: Crisis Intervention Worker, Case Manager and Program Director.	Child Protective Services, I famagu'on-ta, Inafamaolek, GALA , Alee shelter, New Beginning, and Lighthouse Recovery Center, Department of Corrections.
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 fifteen (15) youth received shelter services. There were ten (10) new intakes admitted to shelter. Seven (7) youth continued to receive shelter services into the month of April. One (1) clients continued in aftercare services once reunified with their parent or legal guardian from the month of Febraury through May. During this reporting quarter four (4) clients transitioned into the care of their biological parents, two(2) were placed into foster care, and two (2) were placed back into the custody of the Department of Youth Affairs. A total of eight (8) youth were exited from the COED Emergency shelter. **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 twelve (12) 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 thirteen (13) Middle/High School YAM classes were conducted during this reporting period with a total of thirteen(13) youth in attendance at the Astumbo Midddle School class site. There were also fifteen (15) participants who attended a total of thirteen(13) 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: - Two hundred and thirty two (232) youth individual supportive counseling sessions. - Twelve (12) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 73%
Activity B: The project will provide case management services for 200 youth and their families that will enhance stabilize and strengthen their relationships.	**Results:** Fifteen (15) 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. We now also have funding through the Basic Center grant to assist in funding self referrals in shelter. To assist with these plans we continue to increase our staff population, and have hired a new case manager. 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 12 of 18 (80%) 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 9 out of 13(69%) 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 13 out of 15 family members reported verbal feedback during this reporting period. Of the total number of family members who have reported , 87% have stated to be satisfied with all aspects of the program including a 73% 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	7
B. Number of youth in the program.	15
C. Percent (A/B)	46.7%
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.	6
B. Number of youth who left the program.	8
C. Percent (A/B)	75%