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

COPY

Transmittal Form

GUH34 17-1077
Speaker Benjamin J.F. Cruz

OCT 13 2017
Time: 1:48 [ ] AM [✓] PM File No. 34-1022
Received By: Ines S-A-

Date: October 13, 2017

To: DORIS FLORES BROOKS
Public Auditor

Enclosed herewith are the following documents:

1. FY2017 3rd quarter list of expenditures over $5,000
2. FY2017 3rd quarter list of appropriations/expenditure report
3. FY2017 3rd 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 OCT 13 PM 2:17

Senseramente,

Theresa C. Arriola
Executive Director

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: _____ **Signature:** _____

Date: _____ **Time:** _____

1077

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

October 13, 2017

DORIS FLORES BROOKS
Public Auditor
238 Archbishop Flores St.
Pacific News Building, Suite 401
Hagåtña, GU 96910

Buenas yan Håfa Adai Ms. Brooks:

In compliance with Public Law 28-150, please find the enclosed programmatic and financial reports for our collective programs which receive funding through a Government of Guam agency. These reports are for the **reporting period of July 1, 2017 through September 30, 2017** (3rd 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

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

Transmittal Form

Date: October 13, 2017

To: HONORABLE BENJAMIN J. CRUZ
Speaker
34rd Guam Legislature

Enclosed herewith are the following documents:

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

Purpose/Action Needed:

☐ Needs your approval on the above

☐ Needs reply or comment

☐ To fulfill your requirement

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

Senseramente,

Theresa C. Arriola
Executive Director

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: _____ **Signature:** _____

Date: _____ **Time:** _____

SANCTUARY, INCORPORATED OF GUAM

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Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

October 13, 2017

HONORABLE BENJAMIN J. CRUZ
Speaker
34th Guam Legislature
155 Hesler Place
Hagåtña, GU 96910

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 July 1, 2017 through September 30, 2017** (3rd 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.

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Un Dångkalu na Si Yu'os Ma'åse',

Theresa C. Arriola
Executive Director

Attachment 1

Sanctuary, Incorporated of Guam

AmeriCorps Program

Reporting Agency

Governor's Serve Guam Commission

Reports

1. Quarterly financial expenditures and obligation
2. 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

October 09, 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 3rd Quarter Report ending September 30, 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

RECEIVED 10/9/17

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	10AC120075	1	1 pages

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

Sanctuary Incorporated of Guam 406 Mai Mai Road Chalan Pago, GU 96910

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	30-Sep-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	$294,595.57
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$294,595.57
h. Unobligated balance of Federal funds (line d minus g)	$245,401.43
Recipient Share:	
i. Total recipient share required	$44,757.00
j. Recipient share of expenditures	$9,845.42
k. Remaining recipient share to be provided (line i minus j)	$34,911.58
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

THERESA C ARRIOLA, EXECUTIVE DIRECTOR

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)
(671) 475-7101

d. Email address
tcarriola@gmail.com

e. Date Report Submitted (Month, Day, Year)
10/9/2017

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.

RECEIVED 10/9/17

REIMBURSEMENT FORMULA GRANT REQUEST FORM

FROM: Sanctuary Inc.
AC PROGRAM NAME: AmeriCorps Ayuda Para I Komunidat
ADDRESS: 406 Mai Mai Road
Chalan Pago, Guam 96910

AC GRANT AWARD NUMBER	AC GRANT ID NUMBER	DOA VENDOR NUMBER	DOA CONTRACT NUMBER	EMPLOYER ID	EMPLOYER DUNS NUMBER
14AFHGU0010007	16AC185048	S1456001	C170600520	96-0002543	855025284
PROGRAM PERIOD:			PERIOD CLAIMING FOR:		
2016-2017			Sep-17		
REQUEST NUMBER: 2017-07			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	39,524.67				
GRANT AWARD	$ 539,997.00				
LESS: PREVIOUSLY REQUESTED:	$ 255,070.90				
SUB-TOTAL	$ 284,926.10				
LESS: AMOUNT OF THIS REPORT	$ 39,524.67				
GRANT BALANCE:	$ 245,401.43				

☐ *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, problamatic 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:	10/9/17
CERTIFYING OFFICER SIGNATURE/ DATE:	10/9/17
EXECUTIVE DIRECTOR SIGNATURE/ DATE:	10/9/17

Serve Guam Commission Use Only

Department of Administration Received Stamp

PROGRAM/MEMBER MANAGEMENT	PERFORMANCE MEASURES MANAGEMENT	FISCAL MANAGEMENT
☐ CNCS NATIONAL SERVICE CRIMINAL HISTORY CHECKS	☐ NATIONAL PERFORMANCE MEASURES	☐ PER REIMBURSEMENT
☐ ACCOMPANIAMENT: DAILY TIME SHEET/TIME IN/OUT/HOURS	☐ BINDERS FOR EACH FOCUS AREA	☐ BUDGET MODIFICATION
☐ MEMBER DAILY SERVICE ACTIVITY: DAILY TIME SHEET/TIME IN/OUT/HOURS	☐ SIGN IN AND OUT SHEETS ☐ PRE/POST ASSESSMENT	☐ FFR'S
☐ MEMBER MONTHLY AUDIT SHEET	☐ CAPACITY BUILDING BINDER	☐ RESIDUAL SUPPLIES
☐ EGRANTS MEMBER ENROLLMENT	☐ VOLUNTEER REGISTRATION FORM	☐ IN-KIND/MATCH FORM
☐ EGRANTS MEMBER EXIT	☐ VOLUNTEER LIABILITY FORM	☐ FISCAL SITE VISIT
☐ MID TERM MEMBER EVALUATION	☐ VOLUNTEER SERVICE LOG	☐ FISCAL CLOSE OUT
☐ END OF TERM MEMBER EVALUATION	☐ PERFORMANCE MEASURES SITE VISIT	
☐ PROGRAM SITE VISIT	☐ PERFORMANCE MEASURES CLOSE OUT	
☐ PROGRAM CLOSE OUT		

SGC PROGRAM OFFICER CERTIFICATION OF COMPLIANCE SIGNATURE/DATE:	SGC PROGRAM MANAGER CERTIFICATION OF COMPLIANCE SIGNATURE/DATE:	SGC FISCAL OFFICER CERTIFICATION OF COMPLIANCE SIGNATURE/DATE:

NOTE: REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE ABOVE SIGNATURES

SGC - ASSURANCE & CERTIFICATION:

SGC CERTIFYING OFFICER/ DATE: _____
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

PY16-17 SGC FORM_VPLIII_FC_REV5_8.8.17_1302 (A)

Doc. No. 34 GL-17-1077 .

RECEIVED 10/9/17

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	BUDGET TOTAL	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A	**Personnel**															
	Program Director	40,082.00	40,082.00	3,238.40	3,238.40	3,238.40	4,857.60	3,238.40	3,238.40	3,238.40	0.00	0.00	0.00	0.00	24,288.00	15,794.00
	Program Coordinator	25,863.00	25,863.00	2,203.20	2,203.20	2,203.20	3,304.80	2,203.20	2,203.20	2,203.20	0.00	0.00	0.00	0.00	16,524.00	9,339.00
	Administrative Assistant	24,929.00	24,929.00	1,985.60	1,985.60	1,985.60	2,978.40	1,985.60	1,985.60	1,985.60	0.00	0.00	0.00	0.00	14,892.00	10,037.00
	Total - Personnel	90,874.00	90,874.00	7,427.20	7,427.20	7,427.20	11,140.80	7,427.20	7,427.20	7,427.20	0.00	0.00	0.00	0.00	55,704.00	35,170.00
B	**Fringe**															
	FICA: 7.65% of salaries	6,952.00	6,952.00	531.16	531.18	531.17	808.61	531.17	531.17	531.18	0.00	0.00	0.00	0.00	3,995.64	2,956.36
	Health Insurance: 350 monthly * 3 staff	6,300.00	6,300.00	464.70	464.70	464.70	464.70	0.00	929.40	464.70	0.00	0.00	0.00	0.00	3,252.90	3,047.10
	Workers Compensation: 0.3% of salaries	818.00	818.00	12.39	12.39	12.39	0.00	24.78	12.39	12.39	0.00	0.00	0.00	0.00	86.73	731.27
	Total - Fringe	14,070.00	14,070.00	1,008.25	1,008.27	1,008.26	1,273.31	555.95	1,472.96	1,008.27	0.00	0.00	0.00	0.00	7,335.27	6,734.73
	S/Total (A/B)	104,944.00	104,944.00	8,435.45	8,435.47	8,435.46	12,414.11	7,983.15	8,900.16	8,435.47	0.00	0.00	0.00	0.00	63,039.27	41,904.73
E	**Supplies:**															
	AC Program Supplies and Materials 100/mo	600.00	600.00	35.00	218.40	0.00	140.00	0.00	0.00	26.40	0.00	0.00	0.00	0.00	419.80	180.20
	Office Supplies: 100/mo	600.00	600.00	0.00	166.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.66	433.34
	Gasoline: 150*12	1,080.00		138.20	79.76	165.95	96.17	129.75	83.96	91.62	0.00	0.00	0.00	0.00	693.79	386.21
	AC Member Service Gear: 60*64	3,840.00	3,840.00	0.00	0.00	0.00	3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00	640.00
	S/Total -Supplies	6,120.00	6,120.00	173.20	464.82	165.95	3,436.17	129.75	83.96	118.02	0.00	0.00	0.00	0.00	4,571.87	1,548.13
F	**Contractual:**															
	Xerox Copier Equipment Lease	900.00	900.00	157.56	279.73	0.00	306.55	0.00	75.79	0.00	0.00	0.00	0.00	0.00	819.63	80.37
	Internet Service	1,125.00	1,125.00	50.25	50.24	0.00	50.24	90.45	40.20	50.25	0.00	0.00	0.00	0.00	331.63	793.37
	Vehicle	6,221.00	6,221.00	0.00	625.00	0.00	1,250.00	0.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00	4,375.00	1,846.00
	Telephone	720.00	720.00	58.72	57.68	0.00	56.83	116.50	52.15	59.62	0.00	0.00	0.00	0.00	401.50	318.50
	Cellular	1,560.00		161.38	165.40	0.00	0.00	484.64	161.46	163.64	0.00	0.00	0.00	0.00	972.88	587.12
	S/Total -Contractual	10,526.00	10,526.00	427.91	1,178.05	0.00	1,663.62	691.59	1,579.60	1,523.51	0.00	0.00	0.00	0.00	7,064.28	3,461.72
G1	**Staff Training**															
	CNCS or Serve Guam Commission Mtg	96.00	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	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	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	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	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	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	2,205.00	0.00	12.00	0.00	360.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	468.00	1,737.00
	AmeriCorps (4x8) Banner for Advert.	325.00	325.00	0.00	0.00	0.00	0.00	325.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00	0.00
	S/Total - OPOC	5,650.00	5,650.00	0.00	12.00	0.00	360.00	421.00	0.00	0.00	0.00	0.00	0.00	0.00	793.00	4,857.00
	Section I - Grand Total	129,856.00	129,856.00	9,036.56	10,090.34	8,601.41	17,873.90	9,225.49	10,563.72	10,077.00	0.00	0.00	0.00	0.00	75,468.42	54,387.58
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					58.12%	41.88%
Section III																
A	**Living Allowance**															
	Half Time	375,840.00	375,840.00	26,100.00	31,320.00	30,798.00	29,754.00	28,710.00	28,188.00	27,144.00	0.00	0.00	0.00	0.00	202,014.00	173,826.00
	S/Total	375,840.00	375,840.00	26,100.00	31,320.00	30,798.00	29,754.00	28,710.00	28,188.00	27,144.00	0.00	0.00	0.00	0.00	202,014.00	173,826.00
B	**Member Support Cost**															
	FICA/Medicare	28,752.00	28,752.00	1,996.65	2,395.98	2,356.05	2,276.18	2,196.32	2,196.49	2,076.52	0.00	0.00	0.00	0.00	15,494.19	13,257.81
	Worker's Compensation	2,974.00	2,974.00	206.50	247.80	247.80	0.00	462.56	227.15	227.15	0.00	0.00	0.00	0.00	1,618.96	1,355.04
	S/Total	31,726.00	31,726.00	2,203.15	2,643.78	2,603.85	2,276.18	2,658.88	2,423.64	2,303.67	0.00	0.00	0.00	0.00	17,113.15	14,612.85
	Section II - Total	407,566.00	407,566.00	28,303.15	33,963.78	33,401.85	32,030.18	31,368.88	30,611.64	29,447.67	0.00	0.00	0.00	0.00	219,127.15	188,438.85
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					53.76%	46.24%
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	0.00
B	**Federally Approved Indirect Cost**	2,575.00	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	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	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	539,997.00	37,339.71	44,054.12	42,003.26	49,904.08	40,594.37	41,175.36	39,524.67	0.00	0.00	0.00	0.00	294,595.57	245,401.43
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					54.56%	45.44%
	PER Total:	539,997.00	539,997.00	37,339.71	44,054.12	42,003.26	49,904.08	40,594.37	41,175.36	39,524.67	0.00	0.00	0.00	0.00	294,595.57	245,401.43

Attachment 2

Sanctuary, Incorporated of Guam

Foster Care Program

Reporting Agency

Department of Public Health and Social Services.

Reports

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

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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

October 12, 2017

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

Dear Mr. Gillan:

Hafa Adai! The information listed below is for Foster Care Program for the 4th Quarter of Fiscal Year 2017 from July 01, 2017 thru September 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 (July 1, 2017 - September 30, 2017)
4th Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification	Expenditure
General	$ 102,885.00		
		Salary	$ 7,530.24
		Benefits	1,171.96
		Travel	0.00
		Contractual	450.00
		Supplies & Materials	1,163.04
		Equipment	868.67
		Utilities	3,150.00
		Miscellaneous	0.00
		Grand Total	$ $ 14,333.91

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: 10/13/17

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

October 10, 2017

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

Re: Quarterly Program Status Report

Hafa Adai Mr. Gillan:

Attached is the quarterly program status report for July 1, 2017 through September 30, 2017. If you should have any questions, please contact me at 475-7101.

Si Yu'os Ma'ase',

Theresa C. Arriola
Executive Director

Form#400-2-6
Revised 4/12/12

SANCTUARY, INCORPORATED

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Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

Report Period: July 1, 2017 – September 30, 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
July 2017	**6**	**1**
August 2017	**5**	**3**
September 2017	**5**	**4**
Total:	**16**	**8**

Attachment 3

Sanctuary, Incorporated of Guam

Rehabilitation Services for Adolescents

Reporting Agency

Guam Behavioral Health and Wellness Center

1. **Outpatient**
2. **Residential**

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report for **Outpatient** (July)
4. Program progress report for **Outpatient** (August)
5. Program progress report for **Outpatient** (September)
6. Program progress report for **Residential** (July)
7. Program progress report for **Residential** (August)
8. Program progress report for **Residential** (September)

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.com

October 11, 2017

Mr. Rey 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 (4th Quarter of Fiscal Year 2017) from July 01, 2017 thru September 30, 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.

Senceramente,

Theresa C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2017 (July 1, 2017 - September 30, 2017)
4rd Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 550,000**		
		Salary	$ 95,381.84
		Benefits	10,352.92
		Travel	-
		Contractual	226.22
		Supplies & Materials	4,236.23
		Equipment	-
		Utilities	6,899.02
		Miscellaneous	6,326.87
		Vehicle Lease	-
		Grand Total	**$ 123,423.10**

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:_____

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

[COPY]

August 7, 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 **July 1 to July 31, 2017**. If you should have any questions, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Rcvd: J Tenorio
8/10/17 - 9:15am

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.com
www.sanctuaryguam.com

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		DATE: 7/31/2017
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 09-2016 DMHSA-2017-10	(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.

Theresa C. Arriola — Date 8/8/17.
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-10 to be true and correct; and that services for July 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:	**July 1, 2017 through July 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, The trial period for pro-bono assistance from the Superior Court of Guam to provide court appointed trained interpreters during our Saturday Parent Education Groups and nontraditional hours will continue for Parent Education and during regular work hours, while Sanctuary will employee current staff to provide interpretive services for screenings and after hours appointments. Psycho-educational group topics are adapted to use

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	Each individual, group or family session and treatment plan is documented in client file. Both Level I Outpatient and Level II Intensive Outpatient Services were, for the first time, ***fully accredited*** during Sanctuary's tri-annual CARF survey. During the debriefing at the conclusion of the survey, there were ***zero (0) recommendations for both Level I and Level II.***
II.2a Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.	Level I Outpatient program "Pathways" has a total of ***17 registered group members*** during the month of July and conducted a ***total of four (4) sessions***, with a total of 29 participants in attendance for all four (4) groups. Two (2) clients successfully completed the program; one (1) was discharged due to non-compliance with attendance after attempts to assist were not successful; and two (2) clients were admitted into Level I services from higher levels of care. To date, "Pathways" has provided services to a total of ***fifty-one (51) adolescents during this 2017 fiscal year***. As of July31, 2017, nineteen (19) clients successfully completed the program. There are three (3) 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	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 July:

	All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
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.*** Accommodations are made for families whose employers are not able to support the request for time off on a regular basis throughout the treatment episode. Sobriety Supporting Family fieldtrips may be assigned along with homework assignments and longer family sessions which includes parent education are some of the accommodations that can made on a case by case basis, dependent on the needs of the client and his or her family. 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. An additional 2 employees are working on their supervised hours to complete the RRC certification process. 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. Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices. During the month of July, the DPHSS HIV and STD department ("Prutehi Hao") conducted

who are intravenous drug users be given preference to treatment.	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. Utilizing the ASAM dimensions, in the month of July, two (2) clients were moved to a lower level of care and three (3) clients were moved to a higher level of care.
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" had a total of ***twenty-one (21) registered group members*** during the month of July, with a total of seven (7) sessions, with sixty-nine (69) clients in attendance for all ***seven (7) groups***. To date, "High Hopes" has provided services to a total of ***thirty-nine (39) adolescents during this 2017 fiscal year.*** There were no client completions in the program for the month of July. Two (2) adolescents were moved into residential treatment, and one (1) client was moved to a lower level of care. There are presently four (4) adolescents on a waiting list that are pending a 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, educational opportunities and other community

	enough to have open, honest, and genuine conversations, not only with their adolescents in our treatment program, but their other children in the family. Some family members stayed back for almost ninety (90) minutes after group ended, to ask questions both privately and collectively.
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 July: <u>Early Recovery Skills</u>: External Triggers; Alcohol Arguments, Stages of Recovery; Conversation Skills; Thought Stopping, "Follow the Leader" (An activity to demonstrate the active thought processes needed to overcome the negative peer influences) <u>Relapse Prevention</u>: Cigarette Arguments; When Did You Start Using; Relapse Justification I; Legal Consequences of Alcohol and Drug Use; "Make and play with slime therapy" and the "Tobacco Trial" (The tobacco trial was a response to some group members who had recently gotten caught using tobacco products – a violation of their probation and group rules. The "smokers" pled their case to the "non-smokers" who played the sentencing jury, the judge and prosecutor. Clients were all given differing consequences based on their individual defenses. This activity steered the group into the Matrix Cigarette Argument lesson). <u>D&A Education</u>: Alcohol, Caffeine; Tobacco, and STD's and their Connection to Drug Use "Ice Breaker" activities throughout the month focused on communication skills; quick

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**July 1, 2017 through July 31, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

	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: August 1, 2017 Prepared by: K. Jensen	**GBHWC Representative:** Received By: [signature] Position Title: UPOS # Date of Submission: 8/10/17 - 9:15 am

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

September 11, 2017

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

RECEIVED
9/11/17
Drug & Alcohol Branch, DMHSA

Re: Rehabilitative Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report **(Outpatient)** for the period of **August 1 to August 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.com
www.sanctuaryguam.com

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		DATE: 8/31/2017
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 09-2016 DMHSA-2017-11	(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.

8/31/17

Theresa C. Arriola — Date
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-11 to be true and correct; and that services for August 1-31, 2017 been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

RECEIVED
9/1/17
Drug & Alcohol Branch, DMHSA

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**August 1, 2017 through August 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, The trial period for pro-bono assistance from the Superior Court of Guam to provide court appointed trained interpreters during our Saturday Parent Education Groups and nontraditional hours will continue for Parent Education and during regular work hours, while Sanctuary will employee current staff to provide interpretive services for screenings and after hours appointments. 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 CRAFFT Screening Interview (version 2.0) 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. During this reporting period, thirteen (13) screenings were conducted: • **Five (5)** clients received ***no recommendations*** • **Four (4)** clients were ***referred to New Beginnings*** for ASAM Level 0.5 services • **Four (4)** clients were scheduled to complete ***full bio-psychosocial assessments*** 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	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.

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	Both Level I Outpatient and Level II Intensive Outpatient Services were, for the first time, ***fully accredited*** during Sanctuary's tri-annual CARF survey. During the debriefing at the conclusion of the survey, there were ***zero (0) recommendations for both Level I and Level II.***
II.2a Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.	Level I Outpatient program "Pathways" has a total of ***18 registered group members*** during the month of August and conducted a ***total of four (4) sessions***, with a total of 30 participants in attendance for all four (4) groups. One (1) client successfully completed the program. To date, "Pathways" has provided services to a total of ***fifty-one (53) adolescents during this 2017 fiscal year***. As of August 31, 2017, twenty (20) clients successfully completed the program. There are four (4) 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,	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 August: **Early Recovery Skills:** Internal Triggers; Thought Stopping, Stages of Recovery; External Triggers **Relapse Prevention**: Relapse Justification 2; Having a good time without being high;

• 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	Dealing with problems **D&A Education**: Cannabis; Cocaine; Ecstasy Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions including; 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. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
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***. Accommodations are made for families whose employers are not able to support the request for time off on a regular basis throughout the treatment episode. Sobriety Supporting Family fieldtrips may be assigned along with homework assignments and longer family sessions which includes

	parent education are some of the accommodations that can made on a case by case basis, dependent on the needs of the client and his or her family. 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. An additional 2 employees are working on their supervised hours to complete the RRC certification process. 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. Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices. .
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 Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with their primary counselor, clients who need to miss a Saturday session can attend group on Tuesdays from 3:30 to 5:30, provided the session is not repetitive of previous sessions already attended. 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; WestCare Pacific Islands; Big Brothers/Big Sisters Guam; Island Girl Power; and CPS. (This is not an inclusive list)

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**August 1, 2017 through August 31, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
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. Utilizing the ASAM dimensions, in the month of August, one (1) client was moved to a higher level of care.
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" had a total of ***twenty-four (24) registered group members*** during the month of August, with a total of seven (8) sessions, with eighty (80) clients in attendance for all ***eight (8) groups***. To date, "High Hopes" has provided services to a total of ***forty-two (42) adolescents during this 2017 fiscal year.*** There were two (2) client completions in the program for the month of August. One (1) adolescent was placed on the waiting list for residential treatment. There are presently three (3) adolescents on a waiting list that are pending a 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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	August 1, 2017 through August 31, 2017
Task/Activity	Sanctuary, Inc. Monthly Progress Report

	Free parenting classes, educational opportunities 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. An additional 2 employees are working on their supervised hours to complete the RRC certification process. 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. Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices.
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 July: <u>Early Recovery Skills</u>: External Triggers; Internal Triggers; Thought Stopping; Stages of change <u>Relapse Prevention</u>: Dealing with problems; Pros and cons; Guilt an dshame; One day at a time; today I feel; Relapse Justification 2; Making the link, Having a good time without

	being high; clean and sober; destructive behaviors D&A Education: Cannabis; Cocaine; Ecstasy Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions including; "Dying High" and Every 15 minutes" 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. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of Understanding with two (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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**August 1, 2017 through August 31, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

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: September 1, 2017 for CA Prepared by: K. Jensen	**GBHWC Representative:** Received By: [signature] Position Title: Ops II Date of Submission: 9/11/17 - 2pm

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

[COPY]

October 4, 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 **September 1 to September 30, 2017**. If you should have any questions, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

RECEIVED
10/6/17
Drug & Alcohol Branch, DMHSA
10:25am

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: inquirires@sanctuaryguam.com
www.sanctuaryguam.com

INVOICE

FROM:	SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 9/30/2017
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-2017-12	

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 7,725.25
2. Fringe Benefits	1,258.12
3. Contractual	0.00
4. Other	333.33
5. Supplies	1,225.00
6. Utilities	291.67

TOTAL PAYMENT REQUEST: **$ 10,833.37**

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 10/2/17.
Executive Director **Date**

Recommended for payment: I certify Invoice No. DMHSA-2017-12 to be true and correct; and that services for September 1-30, 2017 been rendered; and payment for this period is due.

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

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 1, 2017 through September 30, 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, The trial period for pro-bono assistance from the Superior Court of Guam to provide court appointed trained interpreters during our Saturday Parent Education Groups and nontraditional hours will continue for Parent Education and during regular work hours, while Sanctuary will employee current staff to provide interpretive services for screenings and after hours appointments. Psycho-educational group topics are adapted to use

	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. Both Level I Outpatient and Level II Intensive Outpatient Services were, for the first time, ***fully accredited*** during Sanctuary's tri-annual CARF survey. During the debriefing at the conclusion of the survey, there were ***zero (0) recommendations for both Level I and Level II.***
II.2a Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.	Level I Outpatient program "Pathways" has a total of ***18 registered group members*** during the month of September and conducted a ***total of four (4) sessions***, with a total of 29 participants in attendance for all four (4) groups. Two (2) clients are receiving individual only sessions to best meet their needs. No clients successfully completed the program during this reporting period. "Pathways" provided services to a total of ***fifty-six (56) adolescents during the 2017 fiscal year.*** As of September 30, 2017, twenty (20) clients successfully completed the program. There are three (3) 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

	later date. **<u>September 30, 2017:</u>** Clients and their parents participated in the "**LIFE Teen Expo 2017**," the first expo of its kind on Guam and offered students the opportunity to take over Agana Shopping Center in a fun-filled event aimed at helping teenagers learn valuable life skills as they transition into young adulthood. These events assisted in fostering parent and child bonding and connections facilitated the process of further trust building, and opportunities to learn new things about one another. Families also have a broader understanding of the impact alcohol and other drugs has on both family and community; the importance of family support during treatment; the difficulties that can exist in the climb to recovery; community resources which can be utilized; and the feeling of connectedness brought through recovery and the celebration of recovery month. Because the majority of monthly group activities took place within the community, clients currently being held at DYA and transported by protective staff, were unable to participate in these special events. Those clients impacted were able to meet individually with their assigned primary counselors.
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.*** Accommodations are made for families whose employers are not able to support the request for time off on a regular basis throughout the treatment episode. Sobriety Supporting Family fieldtrips may be assigned along with homework assignments and longer family sessions which includes parent education are some of the accommodations that can made on a case by case basis, dependent on the needs of the client and his or her family.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 1, 2017 through September 30, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

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. Utilizing the ASAM dimensions, in the month of September, one (1) client was moved to a higher level of care.
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" had a total of ***twenty-five (25) registered group members*** during the month of September, with a total of seven (7) sessions, with fifty-five (55) clients in attendance for all ***seven (7) groups***. To date, "High Hopes" has provided services to a total of ***forty-five (45) adolescents during this 2017 fiscal year.*** There were two (2) client completions in the program for the month of September. There is presently one (1) adolescent on the waiting list that is pending a 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, educational opportunities and other community

	Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions including; "The Chemistry of Addiction in the Adolescent Brain," and the "3 Wishes Game," which utilizes art as therapy. Adolescents and their parents, who are enrolled in Level 2.1 ("High Hopes") groups, also participated in special weekly activities throughout the entire month of September, in recognition of "Recovery Month." **September 2, 2017:** Clients and their family members welcomed "Recovery Month" with a **family movie day**, watching the documentary film, "The New High." The movie chronicles a year of intense physical and emotional rehabilitation for an adult group of men and women who were previously homeless and drug and/or alcohol dependent, before attempting to climb Mt. Rainier, one of the most dangerous mountains in the country. **September 9, 2017:** Clients and their family members participated in the **Recovery Month Community Outreach** Event which took place at the Agana Shopping Center. Families worked in tandem to explore each vendor, in order to successfully answer a series of questions vying for small prizes such as candies, and a shot at the grand prize, (a $10.00 gas card) for the family with the most correct answers. **September 14, 2017:** Recovery Month Zumba. Certified Zumba instructors volunteered and assisted staff in facilitating a one hour long class which took place at Sanctuary's main office. Group members are looking forward to additional Zumba activities in the future, both at Sanctuary and within the community. **September 16, 2017:** Group members participated in Sanctuary's annual "**Too Cool to do Drugs**" conference. This year's theme was, "Choose Life, Your Positive High." The conference featured presentations from some of the island's agencies and individuals who specialize in substance abuse prevention and youth services. Throughout the event raffle drawings took place with numerous prizes donated by community partners, and the

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 1, 2017 through September 30, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

	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: October 1, 2017 Prepared by: K. Jensen	**GBHWC Representative:** Received By: _____ Position Title: WPSH Date of Submission: 10/6/17 - 10:28am

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

August 7, 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 **July 1 to July 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

Congratulation on your Accreditation by CARF!
Thank You!

Read by
8/10/17-9:15am

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.com
www.sanctuaryguam.com

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 7/31/2017
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 03-2016 (Residential) **Job Order No.** **Purchase Order No.** **Invoice No.** DMHSA-2017-10/1	

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.

8/8/17.

Theresa C. Arriola **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-10/1 to be true and correct; and that services for July 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:	**July 1, 2017 through July 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) • 0 Wait Listed • 0 Completed: 180-day Treatment • 8 Clients were served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 4 Pending List • 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, I Famaguon'ta, DPHSS and private clinics. — Program staff continues to work with Juvenile Drug Court, DYA 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

	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: • 5 sessions were conducted. • 54 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 – Liberation; Creating Healthy Functional Families; Adolescents and Marijuana; Sharing Experiences; HIV/STD 101 and Testing. 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. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to

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

September 11, 2017

RECEIVED
9/11/17
Drug & Alcohol Branch, DMHSA

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 **August 1 to August 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

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Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquiries@sanctuaryguam.com
www.sanctuaryguam.com

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 8/31/2017
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 03-2016 (Residential) **Job Order No.** **Purchase Order No.** **Invoice No.** DMHSA-2017-11/1	

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.

8/21/17

Theresa C. Arriola **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2017-11/1 to be true and correct; and that services for August 1-31, 2017 have been rendered; and payment for this period is due.

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

RECEIVED
9/1/17
Drug & Alcohol Branch, DMHSA

Residential Rehabilitation Services for Adolescents	
nthly Reporting Period:	**August 1, 2017 through August 31, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
?a, II.2f.a&b Maintain treatment capacity in AM Level III.5 to serve a minimum of 8 adolescents ale or female) at any given time. **?i Pregnant adolescent females and females with ɔendent children are to be given preference in nission and/or ensured receipt of the most ɔropriate services available within forty-eight ırs.** te the number of clients served, as well as those who cessfully completed, within the reporting period. If ılicable, state the number of clients transferred to ıther level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 8 Clients were served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 4 Pending List • 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, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA 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.
ıarrative form, briefly state how activities from II.2.a I.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

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onthly Reporting Period:	**August 1, 2017 through August 31, 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.
narrative form, briefly state how clients benefited from 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, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
ite any commendations to show the strengths of the ogram:	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.
te any recommendations for the improvement of vice delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
la Work with GBHWC and its partners to ablish a system of care for substance abuse atment that is culturally competent: Give a brief nmary of activities that occurred with GBHWC and its tners 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, Child Protective Services, 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.
ld.e & II.2g: Identify evidenced-based models (i.e., ıtrix For Teens Model, Motivational Interviewing, iving with Care, Trauma Informed Care, etc.) and ıctices to implement that focuses on core treatment. ıarrative form, state how evidence-based models are ılemented 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, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized

Residential Rehabilitation Services for Adolescents	
onthly Reporting Period:	**August 1, 2017 through August 31, 2017**
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	when needed to help clients move through the stages of change.
.1 g-j Evaluate the psychological, social, and ıysiological signs and symptoms of alcohol and drug ›use. Determine the client's appropriateness and igibility for admission or referral: Briefly state how ctions 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.
ATRIX Model Family Education: Family lucation / Support Group	During this monthly reporting period: • 4 sessions were conducted. • 60 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
narrative form, briefly state how activities from Matrix rent Education/Support Group were implemented and dressed?	The group lessons/activities included: Is this Normal for my teen, Prescription medications, Triggers and Cravings – What is the disease of addiction, Dopamine, Introductory Phase, Maintenance Phase, Communication, Rules in my home, Rewards. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
narrative form, briefly state how Family benefited from ; 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.
ıte any commendations to show the strengths of the ›gram:	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.
ıte any recommendations for the improvement of ·vice 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. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to

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

anctuary Representative: heresa C. Arriola osition Title: Executive Director ate: August 1, 2017 repared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	**GBHWC Representative:** Received By: _____ Position Title: _____ Date of Submission: 9/11/17 - 2pm

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

October 4, 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 **September 1 to September 30, 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

RECEIVED
10/6/17
Drug & Alcohol Branch,
DMHSA
10:25am

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: inquirires@sanctuaryguam.com
www.sanctuaryguam.com

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 9/30/2017
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 03-2016 (Residential) **Job Order No.** **Purchase Order No.** **Invoice No.** DMHSA-2017-12/1	

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.

Theresa C. Arriola 10/2/17.
Executive Director **Date**

Recommended for payment: I certify Invoice No. DMHSA-2017-12/1 to be true and correct; and that services for September 1-30, 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:	**September 1, 2017 through September 30, 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) • 0 Wait Listed • 0 Completed: 180-day Treatment • 8 Clients were served. • 0 Transfer to another level of care (Aftercare) • 2 Wait Listed • 1 Pending List • 2 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, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA 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

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	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, 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, Child Protective Services, 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, 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: • 5 sessions were conducted. • 15 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 Movie Day- The new high; Sanctuary's annual too cool to do drugs conference; Serenity walk; Recovery Month Outreach; Youth Expo. 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. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 1, 2017 through September 30, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: October 2, 2017 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: _____ Position Title: _____ Date of Submission: 10/6/17 - 10:25am

Attachment 4

Sanctuary, Incorporated of Guam

Runaway and Homeless Youth Basic Center

Reporting Agency

Department of Youth Affairs

Reports

1. Quarterly financial expenditures and obligation
2. Program progress report

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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

October 10, 2017

Mr. Peter Alexis Ada
Director of Youth Affairs
P.O. Box 236371 GMF
Barrigada, Guam 96921

Dear Mr. Ada:

Hafa Adai! The information listed below is for the Runaway Homeless and Abused Program (4th Quarter of Fiscal Year 2017) from July 01, 2017 thru September 30, 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 (July 1, 2017 - September 30, 2017)
4th Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	$ 332,150		
		Salary	$ 63,943.98
		Benefits	$ 5,764.19
		Travel	$ -
		Contractual	$ 496.37
		Supplies & Materials	$ 4,383.07
		Equipment	$ -
		Utilities	$ 7,496.12
		Miscellaneous	$ 10,543.83
		Vehicle Lease	$ -
		Grand Total	**$ 92,627.56**

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: 10/11/17

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: Leilani G. Giltinag	
TELEPHONE: 475-7101	**FAX:** 477-3117
REPORT PERIOD: July 1, 2017 to September 30, 2017	**DATE OF REPORT:** October 12, 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 twenty-two (22) youth in the community. Five (5) of which were victims of physical/sexual abuse, three (3) were victims of neglect, and fourteen (14) 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, thirteen (13) youth resided in the shelter during the month of July. Eleven (11) youth resided in the shelter during the month of August. Fourteen (14) youth resided in the month of September. Approximately two hundred eighty-two (282) 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 Supervisor	**Results:** • Roughly two hundred sixty (260) contacts were made via 24-hour crisis hotline. • Household and family dynamics, beyond control, neglect, physical abuse, and sexual abuse, and homelessness, violation of probation, drug & alcohol concerns were the top issues of concern for youth and families 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 eighty-three (83) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&A, OASIS

Responsible Parties: Crisis Intervention Worker, Case Manager and Case Manager Supervisor	Empowerment, 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 Supervisor, Case Manager	**Results:** During this quarter a total of twenty-two (22) youth received shelter services. There were ten (10) new intakes admitted to shelter. Eleven (11) youth continued to receive shelter services into the month of October. Two (2) client continued in aftercare services once reunified with their parent or legal guardian; one from the month of May through August, and the other from the month of September through November. During this reporting quarter, eight (8) clients transitioned into the care of their biological parents, two (2) clients were placed back into the custody of the Department of Youth Affairs, two (2) was transitioned to the Sagan Na' Homlo treatment facility, and one (1) was transitioned into Guam Behavioral Health & Wellness Center. A total of thirteen (13) youth were exited from the COED Emergency shelter. **Results:** During this quarter all youth who were admitted into shelter met their basic needs, and were referred to appropriate agencies or organizations for further services needed by the youth and their families. The Case Managers and Executive Director worked with other agencies and organizations in the field of human services to promote 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*	**Results:** A total of thirty-six (36) 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, the Department of Youth Affairs, or other youth center facilities.

Activity A: Provide family skills training sessions for youth 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, Case Manager	
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-two (22) Middle/High School YAM classes were conducted during this reporting period with a total of four (4) youth in attendance at the Astumbo Midddle School class site. There were also eight (8) participants who attended a total of eleven (11) 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 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 eighty-two (282) youth individual supportive counseling sessions. - Thirty-six (36) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 75.2%
Activity B: The project will provide case management services for youth and their families	**Results:**

that will enhance stabilize and strengthen their relationships. **Timeline:** ongoing **Responsible Parties:** Case Manager Supervisor	Twenty-two (22) youth received case management services via the Co-Ed Shelter and two (2) participated in Aftercare services.

Problems Encountered:

Sanctuary Incorporated of Guam continues to face the same challenges as last quarter. Alternate placement is not being identified in a timely manner for youth who are wards of the state due to exhaustion of alternate familial placement and limited number of foster homes available. The youth and their parents are always encouraged to sign up for aftercare services to help ease the transition home in the event that problems arise. Unfortunately, most clients who have exited our care this quarter opted not to participate in aftercare services, but were still provided with a transitional plan to be used at their discretion. Parents were encouraged to participate in supportive groups and counseling. However, some parents choose not to participate in the services we recommend regardless of their initial agreement to become a part of healing process and reunification plan upon intake of the client. Lastly, some parents failed to comply with all the recommended therapeutic regimen to provide positive family support to the youth, causing a relapse in negative behavioral outbursts in the youth once reunification takes place.

Future Plans:

The Case Management and Counseling departments continue to develop corrective action plans to address several gaps in services such as improving placement time periods, 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 capacity. Additionally, we have recently been awarded a grant through the Family and Youth Services Bureau (FYSB) to start up the Transitional Living Program Facility which will be aimed towards youth ages 16 to 24 who are in transition to independency. 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. Sanctuary also provides Tobacco/Nicotine Cessation and Education classes to adults and youth who wish to stop smoking or using tobacco products.

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 20 of 22 (90%) 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 manager 17 out of 22 (77%) 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 17 out of 21 family members reported verbal feedback during this reporting period. Of the total number of family members who have reported 80% have stated to be satisfied with all aspects of the program including 76% 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 80% 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 77% 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	15
B. Number of youth in the program.	22
C. Percent (A/B)	68.2%
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.	8
B. Number of youth who left the program.	13
C. Percent (A/B)	61.5%

Attachment 5

Sanctuary, Incorporated of Guam

Forrester's Refuge – Permanent Housing Program

Reporting Agency

Guam Housing and Urban Renewal Authority (GHURA)

Reports

1. Quarterly financial expenditures and obligation
2. Program Progress report

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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October 12, 2017

Mr. Michael J. Duenas
Executive Director
Guam Housing and Urban Renewal Authority (GHURA)
Government of Guam
117 Bien Venida Avenue
Sinajana, GU 96910

Dear Mr. Duenas:

Hafa Adai! The information provided below is for the Continuum of Care Program (3rd Quarter of Calendar Year 2017) from July 1, 2017 thru September 30, 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

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

Date: September 30, 2017

Subject: 3rd Progress Quarterly Report

Description:

The Permanent Housing Program is a program designed to prepare homeless individuals who are eighteen (18) to twenty four (24) years of age for independent living & self-sufficiency by providing a shelter home like environment, supportive counseling, & life-skills instruction. Those individuals' who seek services through PHP, may fill out an application & go through a screening process with a three (3) business day review for qualification entry to our program. Those who may qualify are individuals with an approved diagnosis of mental disability & completion of drug/alcohol treatment background. The program also provides an individual working plan that indicates the resident's expectations & goals that are measurable & attainable.

Program Qualifications:

a. Youth Male/Female Ages 18 to 24 years
b. Chronically Homeless Persons with a Mental Disability and/or Drug & Alcohol Treatment (non-completion or completion of treatment)
c. Certification of Disability and/or Drug & Alcohol Treatment Completion or Continuation
d. Certification of Homeless Status (Agency Referral, Family, Friends, & or other homeless persons)
e. Police & Court Clearance
f. PPD Skin Test Clearance
g. Program Application (Review Process three (3) working days)

Program Report:

The Permanent Housing Program hosts up to 4 homeless individuals; this reporting period there are a total of:

Residents	Ethnicity	Age	Gender	Status
1	Chamorro/Palauan	21	Male	Level II
1	Chamorro	21	Male	Level I

1	Paluan	35	Male	Level II

Total Residents in this reporting period are: Three (3)

Program Accomplishments:

1. The program now serves up to 3 individuals at 75% housing capacity.
2. The program continues to be monitored 24 hours 7 days a week with Residential Workers who continue to provide everyday guidance, life skills, assistance with job opportunities and secondary education.
3. The program currently has 2 active residents receiving Drug & Alcohol Treatment, 2 active full/part-time employed with a government or private sector.
4. The program continues to assist in the efforts in actively accessing main stream benefits/public assistance/guidance.

Major Challenges:

1. Support funding for individuals who enter into the program with no income to obtain required documentations.
2. Interested applicants who qualify due to homelessness, however unable to qualify due to no diagnosis or disability.

Stephanie M. Guzman
Project Coordinator
Permanent Housing Program