SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

Transmittal Form

Date: January 16, 2018

GLH 34-16-1402

To: HONORABLE BENJAMIN CRUZ
Speaker
34th Guam Legislature

Speaker Benjamin J.F. Cruz

JAN 16 2018
Time: 3:45 AM / PM File No.
Received By:

Enclosed herewith are the following documents:

1. FY2018 1st quarter list of expenditures over $5,000
2. FY2018 1st quarter list of appropriations/expenditure reports
3. FY2018 1st quarter progress reports

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

Un Dångkalo na Si Yu'os Ma'åse,

THERESA C. ARRIOLA
Executive Director

2018 JAN 17 AM 8:26

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: Ed Rodriguez **Signature:**

Date: 1/16/18 **Time:** 3:45 pm

- 1402

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

January 16, 2018

HONORABLE BENJAMIN CRUZ
Speaker
34th Guam Legislature
163 Chalan Santo Papa Juan Pablo Dos
Hagåtña, 96910, Guam

Håfa Adai Speaker Cruz:

In compliance with Public Law 28-150, please find herein reports for all our programs which receive funding through a Government of Guam agency. 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, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from **October 1, 2017 through December 31, 2017 (1st Quarter of Fiscal Year 2018).**

Please note that the current law does not require non-profits to submit reports directly to the Legislature and Public Auditor. However, we are providing such for your information and records.

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

Un Dångkalo 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

COPY

Date: January 16, 2018

To: DORIS FLORES BROOKS
Public Auditor

Enclosed herewith are the following documents:

1. FY2018 1st quarter list of expenditures over $5,000
2. FY2018 1st quarter list of appropriations/expenditure reports
3. FY2018 1st quarter progress reports

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

Un Dångkalo na Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

RECEIVED
OFFICE OF PUBLIC ACCOUNTABILITY
BY: JM
DATE: 01.16.18
TIME: 4:00 ☐AM ☑PM

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: MARISOL ANDRADE **Signature:** MAndrade

Date: 01.16.18 **Time:** 4:00 p.m.

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 16, 2018

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

Håfa Adai Ms. Brooks:

In compliance with Public Law 28-150, please find herein reports for all our programs which receive funding through a Government of Guam agency. 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 has existing contracts with the following Government of Guam agencies: Department of Public Health and Social Services, Guam Behavioral Health and Wellness Center, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from **October 1, 2017 through December 31, 2017 (1st Quarter of Fiscal Year 2018).**

Please note that the current law does not require non-profits to submit reports directly to the Legislature and Public Auditor. However, we are providing for your information and records.

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

Un Dångkalu na Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Attachment 1

Sanctuary Incorporated of Guam

AmeriCorps Program

Reporting Agency

Governor Commission- Serve Guam Commission

Reports

1. Quarterly Program Progress Report **October through December 2017**

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

January 10, 2018

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 4th Quarter Report ending December 31, 2017 for Grant Year 2016-2017.

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

Sincerely,

Theresa C Arriola
Executive Director
Sanctuary, Incorporated of Guam

1-10-18

SF-PPR-1 (REVISED)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

NATIONAL & COMMUNITY SERVICE

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	31-Dec-17

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	$0.00
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$539,997.00
e. Federal share of expenditures	$407,071.82
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$407,071.82
h. Unobligated balance of Federal funds (line d minus g)	$132,925.18
Recipient Share:	
i. Total recipient share required	$44,757.00
j. Recipient share of expenditures	$15,268.09
k. Remaining recipient share to be provided (line i minus j)	$29,488.91
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

b. Signature of Authorized Certifying Official

Theresa C Arriola 1/10/18

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

d. Email address
tcarriola@gmail.com

e. Date Report Submitted (Month, Day, Year)
1/10/2018

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.

END

RECEIVED

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: 2016-2017		PERIOD CLAIMING FOR: Dec-17	
REQUEST NUMBER: 2017-10		FINAL CLAIM:	☐ YES ☑ NO
ACCOUNT NUMBER: S101H172433SE103/280			

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	33,013.46				
GRANT AWARD	$ 539,997.00				
LESS: PREVIOUSLY REQUESTED:	$ 374,058.36				
SUB-TOTAL	$ 165,938.64				
LESS: AMOUNT OF THIS REPORT	$ 33,013.46				
GRANT BALANCE:	$ 132,925.18				

☐ *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, possible withholding of payment, and termination of contract.*

PROGRAM DIRECTOR SIGNATURE/ DATE: 1/10/18
CERTIFYING OFFICER SIGNATURE/ DATE: 1/10/18
EXECUTIVE DIRECTOR SIGNATURE/ DATE: 1/10/18

Serve Guam Commission Use Only

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

Department of Administration Received Stamp

SGC - ASSURANCE & CERTIFICATION:

SGC CERTIFYING OFFICER/ DATE: Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: Doris M. Aguon

PY16-17 SGC FORM_VPUI_FC_REV5_8.8.17_1302 (A)

Doc. No. 34GL-18-1402.

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 reviewfor 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	3,238.40	4,857.60	3,258.40		35,622.40	
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	2,203.20	3,388.80	2,111.48		24,227.48	
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	1,985.60	2,978.40	1,806.90		21,682.90	
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	7,427.20	11,224.80	7,156.78	0.00	81,512.78	9,361.22
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	530.86	814.71	534.70	0.00	5,875.91	
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	935.46	470.76	0.00	0.00	4,659.12	
Workers Compensation: 0.3% of salaries	818.00	818.00	12.39	12.39	12.39	0.00	24.78	12.39	12.39	12.39	12.39	0.00	0.00	111.51	
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	1,478.71	1,297.86	534.70	0.00	10,646.54	3,423.46
S/Total (A+B)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
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	35.00	0.00	145.20	0.00	600.00	
Office Supplies: 100/mo	600.00	600.00	0.00	166.66	0.00	0.00	0.00	0.00	0.00	59.89	259.34	114.11	0.00	600.00	
Gasoline: 150*12	1,080.00		138.20	79.76	165.95	96.17	129.75	83.96	91.62	107.37	152.83	0.00	0.00	693.79	
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	
S/Total -Supplies	6,120.00	6,120.00	173.20	464.82	165.95	3,436.17	129.75	83.96	118.02	202.26	412.17	259.31	0.00	5,445.61	674.39
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	
Internet Service	1,125.00	1,125.00	50.25	50.24	0.00	50.24	90.45	40.20	50.25	50.24	0.00	0.00	0.00	381.87	
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	625.00	0.00	0.00	5,000.00	
Telephone	720.00	720.00	58.72	57.68	0.00	56.83	116.50	52.15	59.62	60.13	0.00	0.00	0.00	461.63	
Cellular	1,560.00		161.38	165.40	0.00	0.00	484.64	161.46	163.64	162.13	0.00	0.00	0.00	972.65	
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	272.50	625.00	0.00	0.00	7,961.78	2,564.22
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	
G2 Member Training:															
What is National Service / Who'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	
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	540.00	0.00	0.00	540.00	
Drug Testing	1,920.00	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,049.40	0.00	0.00	1,049.40	
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	
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	
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	1,589.40	0.00	0.00	2,382.40	3,267.60
Section I - Grand Total	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		83.13%	
Section II															
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	26,100.00	24,534.00	22,968.00	0.00	275,616.00	
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	26,100.00	24,534.00	22,968.00	0.00	275,616.00	100,224.00
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	1,996.65	1,876.85	1,757.05	0.00	21,124.74	
Worker's Compensation	2,974.00	2,974.00	206.50	247.80	247.80	0.00	462.56	227.15	227.15	218.89	206.50	0.00	0.00	2,044.35	
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	2,215.54	2,083.35	1,757.05	0.00	23,169.09	8,556.91
Section II - Total	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		73.31%	
Section III															
A Corporation Fixed Percentage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
B Federally Approved Indirect Cost	2,575.00	2,575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	337.62	0.00	337.62	
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	337.62	0.00	337.62	2,237.38
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	337.62	0.00	337.62	2,237.38
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	37,696.21	41,766.58	33,013.46	0.00	407,071.82	132,925.18
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		75.38%	
FOR Total	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I		PROGRAM SHARE	BUDGET TOTAL	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	PROGRAM TOTAL	PROGRAM YTD BAL
A	**Personnel**															
	Program Coordinator	1,947.00	1,947.00	0.00	0.00	0.00	0.00	55.12	0.00	0.00	0.00	0.00	0.00	0.00	55.12	1,891.88
	Administrative Assistant	2,465.00	2,465.00	0.00	0.00	0.00	0.00	49.68	0.00	0.00	0.00	0.00	0.00	0.00	49.68	2,415.32
	Executive Director	6,479.00	6,479.00	0.00	551.20	0.00	0.00	283.84	0.00	567.68	567.68	0.00	567.68	0.00	2,538.08	3,940.92
	QA Officer	1,520.00	1,520.00	117.32	134.18	151.04	226.56	151.04	151.04	151.04	151.04	226.56	0.00	0.00	1,459.82	60.18
	HR Manager	2,061.00	2,061.00	158.56	163.28	163.28	244.92	163.28	163.28	163.28	163.28	244.92	163.28	0.00	1,791.36	269.64
	Fiscal Officer	4,239.00	4,239.00	345.36	261.28	261.28	391.92	261.28	261.28	261.28	261.28	391.92	261.28	0.00	2,958.16	1,280.84
	Accounting Asst	4,500.00	4,500.00	138.14	355.68	355.68	533.52	355.68	355.68	355.68	355.68	533.52	355.68	0.00	3,694.94	805.06
	Total - Personnel	23,211.00	23,211.00	759.38	1,465.62	931.28	1,396.92	1,319.92	931.28	1,498.96	1,498.96	1,396.92	1,347.92	0.00	12,547.16	10,663.84
B	**Fringe**															
	FICA	1,776.00	1,776.00	93.81	109.96	101.23	158.13	166.15	95.67	114.67	114.67	139.74	96.00	0.00	724.95	1,051.05
	Health Insurance	6,300.00	6,300.00	37.09	37.09	38.72	38.72	0.00	77.44	38.72	38.72	39.24	0.00	0.00	345.74	5,954.26
	Workman's Compensation	487.00	487.00	20.65	20.65	20.65	0.00	20.65	16.52	20.65	20.65	20.65	0.00	0.00	99.12	387.88
	Total - Fringe	8,563.00	8,563.00	151.55	167.70	160.60	196.85	186.80	189.63	174.04	174.04	199.63	96.00	0.00	1,169.81	7,393.19
	S/Total (A/B)	31,774.00	31,774.00	910.93	1,633.32	1,091.88	1,593.77	1,506.72	1,120.91	1,673.00	1,673.00	1,596.55	1,443.92	0.00	14,244.00	17,530.00
F	**Supplies:**															
	AC Program Supplies and Materials	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.69	0.00	318.69	281.31
	Office Supplies: 2 Laptops/4 Tables	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
	Gasoline	720.00	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
	S/Total -Supplies	1,920.00	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.69	0.00	318.69	1,601.31
G	**Contractual:**															
	Xerox	600.00	600.00	0.00	0.00	0.00	204.37	0.00	50.52	0.00	239.47	0.00	0.00	0.00	494.36	105.64
	Internet Access	375.00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00
	Vehicle Lease	1,579.00	1,579.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,579.00
	Telephone	720.00	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
	S/Total -Contractual	3,274.00	3,274.00	0.00	0.00	0.00	204.37	0.00	50.52	0.00	239.47	0.00	0.00	0.00	494.36	2,779.64
H	**Staff Training**	800.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	S/Total - Staff Training	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
I	**Member Training:**															
	S/Total - Member Training Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	S/Total - Training (H/I)	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
K	**Other Program Operating Costs:**															
	Newsletters/Publication Printing	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
	Advertisement/Banners/Display	500.00	500.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	440.00
	S/Total - OPOC	750.00	750.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	690.00
	Section I - Grand Total	38,518.00	38,518.00	910.93	1,633.32	1,091.88	1,798.14	1,566.72	1,171.43	1,673.00	1,912.47	1,596.55	1,762.61	0.00	15,117.06	23,400.94
Section II																
B	**Member Support Cost**															
	Worker's Compensation	2,973.00	2,973.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,973.00
	S/Total	2,973.00	2,973.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,973.00
	Section II - Total	2,973.00	2,973.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,973.00
		100.00%													39.25%	60.75%
Section III																
B	**Federally Approved Indirect Cost**	3,266.00	3,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.04	0.00	151.04	3,114.96
	S/Total	3,266.00	3,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.04	0.00	151.04	3,114.96
	Section III - Total	3,266.00	3,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.04	0.00	151.04	3,114.96
	BUDGET TOTAL	44,757.00	44,757.00	910.93	1,633.32	1,091.88	1,798.14	1,566.72	1,171.43	1,673.00	1,912.47	1,596.55	1,913.65	0.00	15,268.09	29,488.91
		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		34.11%	65.89%
	PER Total:	44,757.00	44,757.00	910.93	1,633.32	1,091.88	1,798.14	1,566.72	1,171.43	1,673.00	1,912.47	1,596.55	1,913.65	0.00	15,268.09	29,488.91

Attachment 2

Sanctuary Incorporated of Guam

Foster Care Program

Reporting Agency

Department of Public Health and Social Services.

Reports

Quarterly Program Progress Report for the period of **October through December 2017**

Report is inclusive of:

i. List of expenditures for services and equipment $5,000 or greater
ii. Quarterly financial expenditures and obligation
iii. Breakdown of Foster Care payments for project period

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

January 10, 2018

TO: James Gillan
Director
Department of Public Health and Social Services
123 Chalan Kareta Route 10
Mangilao, Guam 96913

RE: Quarterly Progress Report for Foster Care Program

Hafa Adai Mr. Gillan:

Attached is the quarterly progress report for the Foster Care Program (**1st Quarter of Fiscal Year 2018**), beginning on October 1, 2017 and ending on December 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

RECEIVED
Director's Office
Division Of General Administration
JAN 10 2018
DPH&SS
Time: 4:12 Locator#: 149

Doc. No. 34GL-18-1402.

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

January 9, 2018

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 1st Quarter of Fiscal Year 2018 from October 01, 2017 thru December 31, 2017.

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

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

Please let us know if you have any questions.

Sinceramente,

Theresa C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2018 (October 01, 2017 - December 31, 2017)
1st Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification		Expenditure
General	$ 60,000.00			
		Salary	$	8,551.20
		Benefits		1,257.85
		Travel		-
		Contractual		340.00
		Supplies & Materials		-
		Equipment		450.00
		Utilities		4,084.67
		Miscellaneous		-
		Grand Total	$	$ 14,683.72

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2018 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

THERESA C. ARRIOLA
EXECUTIVE DIRECTOR

DATE: 1/9/18

SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

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

Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

Report Period: October 1, 2017 – Decemeber 31, 2017

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

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

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

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

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

Month	Full	Partial
October 2017	7	0
November 2017	6	2
December 2017	3	5
Total:	16	7

Attachment 3

Sanctuary Incorporated of Guam

Rehabilitation Services for Adolescents

Reporting Agency

Guam Behavioral Health and Wellness Center

Reports

1. Quarterly Financial Report to include:
   i. List of expenditures for services and equipment $5,000 or greater
   ii. Quarterly financial expenditures and obligation
2. Monthly Program progress report for **Outpatient** (October 2017)
3. Monthly Program progress report for **Residential** (October 2017)
4. Monthly Program progress report for **Outpatient** (November 2017)
5. Monthly Program progress report for **Residential** (November 2017)
6. Monthly Program progress report for **Outpatient** (December 2017)
7. Monthly Program progress report for **Residential** (December 2017)

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

COPY

January 10, 2018

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

GUAM BEHAVIORAL HEALTH & WELLNESS CENTER
JAN 10 2018
3:46

RE: Rehabilitation Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the financial status report (inclusive of Residential and Outpatient grants) for the **1st Quarter of Fiscal Year 2018**, beginning on October 1, 2017 and ending on December 31, 2017. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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

January 09, 2018

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

Dear Mr. Vega:

Hafa Adai! The information provided below is for the Drug and Alcohol Program (1st Quarter of Fiscal Year 2018) from October 01, 2017 thru December 31, 2017.

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

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

Please let us know if you have any questions.

Sinceramente,

Theresa C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2018 (October 01, 2017 - December 31, 2017)
1st Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 550,000**		
		Salary	$ 119,826.51
		Benefits	$ 13,004.01
		Travel	$ -
		Contractual	$ 211.80
		Supplies & Materials	$ 2,539.38
		Equipment	$ -
		Utilities	$ 8,479.12
		Miscellaneous	$ 6,640.52
		Vehicle Lease	$ -
		Grand Total	**$ 150,701.34**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2018 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

THERESA C. ARRIOLA
EXECUTIVE DIRECTOR

DATE: 1/9/18

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

November 6, 2017

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

RECEIVED
11/7/17
Drug & Alcohol Branch, DMHSA
4:21pm

RE: Rehabilitation services for adolescent report

Hafa Adai Mr. Vega:

Attached is the monthly program status report **(Outpatient)** for the period of **October 1 to October 31, 2017**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'âse',

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: 10/31/2017
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	Vendor Acct. No. S1456001 Document No. Contract No. RFP 09-2016 (Outpatient) Job Order No. Purchase Order No. Invoice No. DMHSA-2018-01	

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
Executive Director

11/1/17.
Date

Recommended for payment: I certify Invoice No. DMHSA-2018-01 to be true and correct; and that services for October 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:	**October 1, 2017 through October 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, seven (7) screenings were conducted: • **Three (3)** clients received ***no recommendations*** • **One (1)** client was ***referred to New Beginnings*** for ASAM Level 0.5 services • **Two (2)** clients were scheduled to complete ***full bio-psychosocial assessments*** • **One (1)** client was ***referred*** for ***Tobacco Cessation*** Walk-in screening occurs every Saturday beginning at 9:00 a.m. All persons arriving prior to 10:00 a.m. are guaranteed to be seen on that day, on a first come, first serve basis. Exceptions to the regularly scheduled time can be made for extenuating circumstances such as those court ordered requests from the DYA Social Work Department. 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**	Program staff participates in 42 C.F.R. part II and HIPPA workshops

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	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" had a total of ***20 registered group members*** during the month of October and conducted a ***total of four (4) sessions***, with a total of 42 participants in attendance for all four (4) groups. No clients successfully completed the program during this reporting period. One client was discharged due to lack of compliance for continued non-attendance. "Pathways" has provided services to a total of ***twenty-one (21) adolescents during the 2018 fiscal year***. 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 **I.2d** were implemented and addressed.	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

• Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	August: **Early Recovery Skills:** I'm here because why?; Pros and cons; Alcohol Arguments; and Stages of Change **Relapse Prevention**: Relapse is not a failure; Dealing with Feelings and Depression; I'm not cool if I don't use; and Staying Busy **D&A Education**: LSD; GHB; Ketamine; Meth; Opiates; PCP and Rohyphol Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions. Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; 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 overco me 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	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

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.	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.

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

	Parent education groups are held on Saturdays from 12:00 to 1:30. For parents who are unable to attend parent education due to work related responsibilities, accommodations are made to provide meaningful experiences and education in family sessions and within the community.
II.3 h 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)
II.3 i 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.3 j 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 October, one (1) client was moved to a higher level of care.
II.3 a 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-seven (27) registered group members*** during the month of October, with a total of nine (9) sessions, with fifty-five (95) clients in attendance for all ***nine (9) groups***. To date, "High Hopes" has provided services to a total of ***twenty-seven (27) adolescents during this 2018 fiscal year.*** There was one (1) client completion in the program for the month of October. 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

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

	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 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. and an additional group has been added on Thursdays from 2:00 pm to 6:00 pm. 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 October:

Early Recovery Skills: I'm here because why?; Pros and cons; Alcohol Arguments; and Stages of Change

Relapse Prevention: Relapse is not a failure; Dealing with Feelings and Depression; I'm not cool if I don't use; Staying Busy; Taking Care of Yourself; Truthfulness; Managing Anger, Trust, and 12 step tips.

D&A Education: LSD; GHB; Ketamine; Meth; Opiates; PCP and Rohyphol

Supplemental materials were also utilized to reinforce the Matrix Model's lessons, including video clips and other educational resources during their coordinating sessions. Group members watched Steps 1-3, "The anatomy of Trust," and "Vulnerability" on YouTube.

In a special workshop, clients utilized video presentations, and other media along with mindfulness exercises to create their own personal "Life Motto."

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.
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.
II 3i 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.

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

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: November 1, 2017 Prepared by: K. Jensen	Received By: [signature] Position Title: WPSH Date of Submission: 11/13/17 4:24pm

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

November 6, 2017

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

RECEIVED
11/13/17
Drug & Alcohol Branch, DMHSA
4:32pm

RE: Rehabilitation Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report **(Residential)** for the period of **October 1 to October 31, 2017.** If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671) 475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: 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: 10/31/2017
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-2018-1/1	

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.

11/1/17.

Theresa C. Arriola
Executive Director
Date

Recommended for payment: I certify Invoice No. DMHSA-2017-12/1 to be true and correct; and that services for October 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:	**October 1, 2017 through October 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) • 2 Wait Listed • 2 Pending List • 0 Completed — Client on wait list have completed PPD Clearance and Physical Examination. — Client on pending list 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.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for

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

	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.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2017 through October 31, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
II.I g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 4 sessions were conducted. • 48 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 Morals and Values; Avoiding/Coping with relapse; Families in Recovery. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. 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 participate in treatment.

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

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: November 1, 2017 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: _____ Position Title: WPSA Date of Submission: 11/13-17-4:29pm

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

[COPY]

December 7, 2017

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mr. Vega:

Attached is the monthly program status report **(Outpatient)** for the period of **November 1 to November 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
Terry Dante
Delante
12.11.2017

Doc. No. 34GL-18-1402.

SANCTUARY INCORPORATED OF GUAM

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Address: 406 Mai Mai Road, Chalan Pago, Guam 96910 * Tel: 475-7101 * Fax: 477-3117 *
Crisis Hotline: 475-7100
Website: www.sanctuaryguam.com * E-mail: inquiries@sanctuaryguam.com

November 30, 2017

Memorandum

TO: All Sanctuary Staff

FROM: Executive Director

RE: Acting Executive Director

Hafa Adai:

Please be advised that I will be off-island from Sunday, December 3, 2017 through Monday, December 11, 2017. In my absence, I am appointing Kathy Dominguez as Acting Executive Director.

Please extend your usual cooperation and support to Ms. Kathy during this tine.

Si Yu'os Ma'ase,

Theresa C Arriola

Sanctuary Incorporated of Guam

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406 MaiMai Road Chalan Pago, Guam 96910 Administrative Office (671) 475-7101
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: inquirires@sanctuaryguam.com
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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: 11/30/2017
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-2018-02	

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

TOTAL PAYMENT REQUEST: **$ 10,833.33**

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

Katharine Dominguez 12/4/17
Katharine Dominguez Date
Acting Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2018-02 to be true and correct, and that services for November 1-30, 2017 been rendered, and payment for this period is due.

Athena Duenas Date
Acting D & A Supervisor

Doc. No. 34GL-18-1402. Terry Dante 12.11.2017

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**November 1, 2017 through November 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. f 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 develop slowly and is based on availability of knowledgeable members, 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. Sanctuary employs current staff to provide interpretive services for screenings and after hour's appointments.

Doc. No. 34GL-18-1402.

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**November 1, 2017 through November 30, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	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, nine (9) screenings were conducted: • **Two (2)** clients received ***no recommendations*** • **Two (2)** clients were ***referred to New Beginnings*** for ASAM Level 0.5 services • **Four (4)** clients were scheduled to complete ***full bio-psychosocial assessments*** • **One (1)** client was ***referred*** for ***Tobacco Cessation*** Walk-in screening occurs every Saturday beginning at 9:00 a.m. All persons arriving prior to 10:00 a.m. are guaranteed to be seen on that day, on a first come, first serve basis. Exceptions to the regularly scheduled time can be made for extenuating circumstances such as those court ordered requests from the DYA Social Work Department. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2017 through November 30, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and 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. Debriefing with the surveyors at the conclusion of the survey, they noted ***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" had a total of ***18 registered group members*** during the month of November and conducted a ***total of three (3) sessions***, with a total of 15 participants in attendance for all three (3) groups. Two (2) clients successfully completed the program during this reporting period. "Pathways" has provided services to a total of ***twenty-two (22) adolescents during the 2018 fiscal year***. There are two (2) 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.	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

• Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	August: **Early Recovery Skills:** Identifying internal and External Triggers **Relapse Prevention**: What Got Me Here? **D&A Education**: Inhalants and Steroids **Guest Speaker:** Guest speaker, Joe Cabrini, met with group members on 11/4/17. Mr. Cabrini discussed his 30 plus year history of working with the Boys and Girls Club of America, prior to returning to Guam from California. He also shared a unique perspective of the relationship he and his son had during his teenage years when he began developing what would later become a serious addiction to Heroine and Alcohol before entering recovery. Mr. Cabrini, also holds a black-belt in Kempo Karate, and worked with clients demonstrating basic techniques and benefits of physical activity during early and ongoing treatment. **Outreach Activity:** Youth and their parents participated in the Sanctuary Month community outreach held at GPO. Families were led through a series of activities which required one-on-one contact with each vendor in order to increase their awareness of services available in the community and increase overall awareness of recovery concepts and the importance of sobriety. Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions. Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; 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 **three (3) certified HIV/STD Risk Reduction Counselors (RRC)** that are able to provide HIV/AIDS/STDs education and testing. An additional employee is 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. 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. For parents who are unable to attend parent education due to work related responsibilities, accommodations are made to provide meaningful experiences and education in family sessions and within the community.
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)
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 November, two (2) clients were moved to a higher level of care.
II.3a Provide services for a minimum of 8	Level II Intensive Outpatient program "High Hopes" had a total of ***twenty-one (21)***

Rehabilitation Services for Adolescents	
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adolescents at any given time for Level II Intensive Outpatient Services.	***registered group members*** during the month of November, with a total of nine (9) sessions, with thirty-nine (39) clients in attendance for all ***nine (9) groups***. To date, "High Hopes" has provided services to a total of ***twenty-seven (27) adolescents during this 2018 fiscal year.*** There were three (3) client completions in the program for the month of November. Two (2) clients were moved into a higher level of care, and one (1) was administratively discharged for lack of engagement. 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. Effective beginning November 2017, an additional group was added on Thursdays from 2:00 p.m. to 6:00 p.m., for those clients incarcerated at the Department of Youth Affairs. This additional group reduces group distractions for all clients, and further reduces potential problems with contraband (including the use of cell phones). 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 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	Sanctuary currently employs **three (3) certified HIV/STD Risk Reduction Counselors**

receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	**(RRC)** that are able to provide HIV/AIDS/STDs education and testing. An additional employee is 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. 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. and an additional group has been added on Thursdays from 2:00 pm to 6:00 pm. 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 November: **Early Recovery Skills:** Internal and External Trigger and Thought-stopping Techniques **Relapse Prevention**: Today I Feel; What do You Want to do with Your Substance Use; One Day at a Time; Your Decision to Use or Not to Use. **D&A Education**: Inhalants and Steroids **Guest Speaker:** Guest speaker, Joe Cabrini, met with group members on 11/4/17. Mr. Cabrini discussed his 30 plus year history of working with the Boys and Girls Club of America, prior to returning to Guam from California. He also shared a unique perspective of the relationship he and his son had during his teenage years when he began developing what

would later become a serious addiction to Heroine and Alcohol before entering recovery. Mr. Cabrini, also holds a black-belt in Kempo Karate, and worked with clients demonstrating basic techniques and benefits of physical activity during early and ongoing treatment.

Outreach Activity: Youth and their parents participated in the Sanctuary Month community outreach held at GPO. Families were led through a series of activities which required one-on-one contact with each vendor in order to increase their awareness of services available in the community and increase overall awareness of recovery concepts and the importance of sobriety.

Supplemental materials were also utilized to reinforce the Matrix Model's lessons, including video clips and other educational resources during their coordinating sessions. Clients viewed material on brain development and dopamine producing activities on YouTube and also reviewed "Asking the Right Question," activity, whereby group members took the "why" questions they previous asked in group and turned them into "how" questions, in order to develop and empowering sense of self-ability, as opposed to identifying self as a victim.

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.

Rehabilitation Services for Adolescents	
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	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.
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.
II .3i 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.

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

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: December 1, 2017 Prepared by: K. Jensen	Received By: _____ Position Title: _____ Date of Submission: _____

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

December 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 **November 1 to November 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 12-11-2017
TERRY DANTE
Sedonte

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Mai Mai Road, Chalan Pago, Guam 96910 * Tel: 475-7101 * Fax: 477-3117 *
Crisis Hotline: 475-7100
Website: www.sanctuaryguam.com * E-mail: inquiries@sanctuaryguam.com

November 30, 2017

Memorandum

TO: All Sanctuary Staff

FROM: Executive Director

RE: Acting Executive Director

Hafa Adai:

Please be advised that I will be off-island from Sunday, December 3, 2017 through Monday, December 11, 2017. In my absence, I am appointing Kathy Dominguez as Acting Executive Director.

Please extend your usual cooperation and support to Ms. Kathy during this tine.

Si Yu'os Ma'ase,

Theresa C Arriola

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: 11/30/2017
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-2018-2/1	

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.

Katharine Dominguez — 12/4/17
Acting Executive Director — Date

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

Athena Duenas — Date
Acting D & A Supervisor

RECEIVED
Jedante
Teresa Pante 12.11.2017

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2017 through November 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 • 9 Clients were served. • 0 Transfer to another level of care (Aftercare) • 1 Wait Listed • 3 Pending List • 1 Completed — Client on wait list have completed PPD Clearance and Physical Examination. — Client on pending list 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.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.

Doc. No. 34GL-18-1402.

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

In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, 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.

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

I.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 4 sessions were conducted. • 48 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 Morals and Values; Avoiding/Coping with relapse; Families in Recovery. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. 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 participate in treatment.

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

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: November 1, 2017 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: _____ Position Title: _____ Date of Submission: _____

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 10, 2018

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

Re: Rehabilitative Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report (**Outpatient**) for the period of **December 1 to December 31, 2017**. If you should have any questions, please contact me at 475-7101.

Si Yu'os Ma'åse',

THERESA C. ARRIOLA
Executive Director

Received
Terry Dante
1.10.2018

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: 12/31/2017
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-2018-03	(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 1/2/18
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2018-03 to be true and correct; and that services for December 1-31, 2017 been rendered; and payment for this period is due.

Athena Duenas — Date
Acting D & A Supervisor

RECEIVED Terry Dante Sedente 1.10.2018

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**December 1, 2017 through December 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.
I.1f Describe in detail how the project will address ssues of age, race, ethnicity, culture and other imilar 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 develop slowly and is based on availability of knowledgeable members, 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. Sanctuary employs current staff to provide interpretive services for screenings and after hour's 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, nine (9) screenings were conducted: • **One (1)** client received ***no recommendations*** • **One (1)** client was ***referred to New Beginnings*** for ASAM Level 0.5 services • **Six (6)** clients were scheduled to complete ***full bio-psychosocial assessments*** • **One (1)** client was ***already receiving .05 services at New Beginnings and assigned counselor there determined a higher level of care was not needed at this time*** Walk-in screening occurs every Saturday beginning at 9:00 a.m. All persons arriving prior to 10:00 a.m. are guaranteed to be seen on that day, on a first come, first serve basis. Exceptions to the regularly scheduled time can be made for extenuating circumstances such as those court ordered requests from the DYA Social Work Department. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2017 through December 31, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	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. Debriefing with the surveyors at the conclusion of the survey, they noted ***zero (0) recommendations for both Level I and Level II***.
I.2a Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.	Level I Outpatient program "Pathways" had a total of ***18 registered group members*** during the month of December and conducted a ***total of four (4) sessions.*** Two (2) clients successfully completed the program during this reporting period. One client was moved to a higher level of care. "Pathways" has provided services to a total of ***twenty-two (22) adolescents during the 2018 fiscal year***. There are two (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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2017 through December 31, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of August: **Early Recovery Skills:** Identifying internal and External Triggers **Relapse Prevention**: Relapse Justification I and Dealing with Problems **D&A Education**: Alcohol, Caffeine and STD's and their connection to AOD **Guest Speakers:** Department of Public Health and Social Services HIV/STD section ("Prutehi Hao") conducted an HIV and STI informational workshop for both clients and their families. In addition to the educational workshop, willing participants (both youth and family) were able to get tested for HIV and the STI's, Chlamydia and Gonorrhea. Results for HIV testing were performed utilizing rapid testing technology and were provided to the clients within 20 minutes. STI results are provided directly to the clients by Prutehi Hao staff within two (2) weeks of testing and treatment for any positive infections are provided free of charge by DPHSS. Partner services are extended for those testing positive. "Lucky Packs," which were filled with condoms and lubricants, were also provided to those who were interested. This outreach event was also an effort to promote and highlight World Aids Day, which takes place December 1, every year. **Holiday Activity:** Youth and their parents participated and helped organize this year's holiday party, with donations for prizes coming from various resources and including, canned goods and hygiene products, movie tickets and pizza hut coupons. Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions. Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals.

	Clients are taught skills to prevent substance use and relapse; 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.
I.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.
I.2f Provide detailed provisions for clients to receive	Sanctuary currently employs **three (3) certified HIV/STD Risk Reduction Counselors**

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**December 1, 2017 through December 31, 2017**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
HIV/AIDS/STDs education and available linkages for early intervention and treatment.	**(RRC)** that are able to provide HIV/AIDS/STDs education and testing. An additional employee is 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. Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices.
I.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. For parents who are unable to attend parent education due to work related responsibilities, accommodations are made to provide meaningful experiences and education in family sessions and within the community.
I.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)
I.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.
I.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 December, two (2) 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 December, with a total of nine (9) sessions. To date, "High Hopes" has provided services to a total of ***twenty-seven (27) adolescents during this 2018 fiscal year.*** There was one (1) client completions in the program for the month of December. One (1) client was moved into a higher level of care, and five (5) were administratively discharged for lack of engagement. There is presently three (3) 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.
I.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. Effective beginning December 2017, an additional group was added on Thursdays from 2:00 p.m. to 6:00 p.m., for those clients incarcerated at the Department of Youth Affairs. This additional group reduces group distractions for all clients, and further reduces potential problems with contraband (including the use of cell phones). 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 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 **three (3) certified HIV/STD Risk Reduction Counselors (RRC)** that are able to provide HIV/AIDS/STDs education and testing. An additional employee is 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. Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices.
n narrative form, state how the activities from **II.3d** o **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. and an additional group has been added on Thursdays from 2:00 pm to 6:00 pm. 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 December: **Early Recovery Skills:** Internal and External Triggers **Relapse Prevention**: Making New Friends, Club Drugs, Cigarette Arguments, When did I start using, Relapse Justification I, Dealing with problems. **D&A Education**: Alcohol, Caffeine, and STD's and their connection to AOD **Guest Speakers:** Department of Public Health and Social Services HIV/STD section ("Prutehi

Hao") conducted an HIV and STI informational workshop for both clients and their families. In addition to the educational workshop, willing participants (both youth and family) were able to get tested for HIV and the STI's, Chlamydia and Gonorrhea. Results for HIV testing were performed utilizing rapid testing technology and were provided to the clients within 20 minutes. STI results are provided directly to the clients by Prutehi Hao staff within two (2) weeks of testing and treatment for any positive infections are provided free of charge by DPHSS. Partner services are extended for those testing positive. "Lucky Packs," which were filled with condoms and lubricants, were also provided to those who were interested. This outreach event was also an effort to promote and highlight World Aids Day, which takes place December 1, every year.

Holiday Activity: Youth and their parents participated and helped organize this year's holiday party, with donations for prizes coming from various resources and including, canned goods and hygiene products, movie tickets and pizza hut coupons.

Supplemental materials were also utilized to reinforce the Matrix Model's lessons, including video clips and other educational resources during their coordinating sessions. "The truth about alcohol" "Taboo" board game.

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,

Monthly Reporting Period:	December 1, 2017 through December 31, 2017
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	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.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference o treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
I.3h Provide provisions that will assess and mplement 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.
I3i 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.

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

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: January 1, 2018 Prepared by: K. Jensen	Received By: Terry Dante Position Title: PA II Date of Submission: 1.10.2018

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 10, 2018

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

RE: Rehabilitation Services for Adolescent Report

Hafa Adai Mr. Vega:

Attached is the Monthly Program Status Report **(Residential)** for the period of **December 1 to December 31, 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

TERRY DANTE
1.10.2018

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:** 12/31/2017
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-2018-3/1	

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 — 1/2/18
Executive Director — **Date**

Recommended for payment: I certify Invoice No. DMHSA-2018-3/1 to be true and correct; and that services for December 1-31, 2017 have been rendered; and payment for this period is due.

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

Terry Dante Sedante
1.10.2018

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2017 through December 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 • 9 Clients were served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 6 Pending List • 1 Completed — Client on wait list have completed PPD Clearance and Physical Examination. — Client on pending list 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.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2017 through December 31, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, 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.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2017 through December 31, 2017**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 4 sessions were conducted. • 21 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: Setting appropriate boundaries; Roadmap for recovery; HIV/STD 101 and testing; Holiday family activity. 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 participate in treatment.

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

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: January 6, 2018 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: Terry Dante Position Title: PT II Date of Submission: 1·10·2018

Attachment 4

Sanctuary Incorporated of Guam

Runaway and Homeless Youth Basic Center

Reporting Agency

Department of Youth Affairs

Reports

1. Quarterly Status Report for the period of **October 1-2017-December 31, 2017**
   Report is inclusive of:
   i. list of expenditures for services and equipment $5000 or greater
   ii. quarterly financial expenditures and obligation
   iii. quarterly performance report

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

COPY

January 10, 2018

TO: Peter Alexis Ada
Department of Youth Affairs
P.O. Box 236371 GMF
Barrigada, Guam 96921

RE: Financial Status Report for Runaway Homeless and Abused Program

Hafa Adai Mr. Ada:

Attached is the financial status report for the Runaway Homeless and Abused Program (**1st Quarter of Fiscal Year 2018**), beginning on October 1, 2017 and ending on December 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

Department of Youth Affairs
JAN 10 2018
Director's Office

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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

January 08, 2018

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 (1st Quarter of Fiscal Year 2018) from October 01, 2017 thru December 31, 2017.

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

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

Please let us know if you have any questions.

Sinceramente,

Theresa C. Arriola
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2018 (October 1, 2017 - December 31, 2017)
1st Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	$ 332,150		
		Salary	52,757.46
		Benefits	4,698.22
		Travel	-
		Contractual	621.05
		Supplies & Materials	1,882.76
		Equipment	-
		Utilities	10,112.67
		Miscellaneous	3,069.16
		Vehicle Lease	-
		Grand Total	**$ 73,141.32**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2018 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

THERESA C. ARRIOLA
EXECUTIVE DIRECTOR

DATE: _____

FY 2017-2018 RUNAWAY HOMELESS YOUTH (RHY) BASIC CENTER

Department of Youth Affairs

QUARTERLY PERFORMANCE REPORT FORM

ORGANIZATION/AGENCY: Sanctuary Incorporated of Guam	
VENDOR NUMBER: S1456001	
PERSON COMPLETING REPORT: Tiffany Paulino	
TELEPHONE: 475-7101	**FAX:** 477-3117
REPORT PERIOD: October 1, 2017-Decemebr 31, 2017	**DATE OF REPORT:** January 10, 2018

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 Nineteen (19) youth in the community. Three (3) of which were victims of physical/sexual abuse, Five(5) were victims of neglect, and eleven (11) 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, twelve (12) youth resided in the shelter during the month of October. Fourteen (14) youth resided in the shelter during the month of November. Eleven (11) youth resided in the month of December. At least two hundred and sixty(260) 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 three hundred and fifty (350) contacts were made via 24-hour crisis hotline. • Household and family dynamics, beyond control, physical abuse, homelessnesss, and sexual abuse were the top issues of concern for youth who accessed the crisis hotline.
Activity B: Provide referral services for all youth and their family members assessed for services needed from other agencies. **Timeline:** ongoing	**Results:** • An estimation of One hundred and fifteen(115) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&A, OASIS Empowerment,

Responsible Parties: Crisis Intervention Worker, Case Manager and Case Manager Supervisor	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 nineteen (19) youth received shelter services. There were ten (10) new intakes admitted to shelter. Eight(8) youth continued to receive shelter services into the month of January. There were no clients placed in aftercare services after being exited from this shelter. During this reporting quarter four (4) clients transitioned into the care of their biological parents, two(2) were transitioned to a family relative, one(1) client was placed back into the custody of the Department of Youth Affairs, three(3) were transitioned to the Sagan Na' Homlo treatment facility, and one(1) was transitioned into our Transitional Living Program. A total of eleven (11) youth were exited from the COED Emergency shelter. **Results:** During this quarter all youth who were admitted into shelter met their basic needs, and referred to appropriate agencies or organizations to further meet the youth and family's needs. The Case Managers and Executive Director worked with other agencies and organizations in the field of human services to help work towards promoting reunification and reconciliation between the youth and family.
Objective IV To strengthen family relationships of 120 youth and their families through individual family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification. **Indicators/Outcomes/Periodicity:** *Conflict Mediation skills of children and their families* **Activity A:**	**Results:** A total of fourteen (14) 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.

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 ten (10) Middle/High School YAM classes were conducted during this reporting period with a total of fourty six(46) youth in attendance at the Astumbo Midddle School and Main Office at Sanctuary Incoporated of Guam. 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 and sixty (260) youth individual supportive counseling sessions. - Fourteen (14) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 78.9%
Activity B: The project will provide case management services for youth and their families that will enhance stabilize and strengthen their relationships.	**Results:** Nineteen (19) youth received case management services via the Co-Ed Shelter and none (0) participated in Aftercare services.

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

Problems Encountered:

A challenge encountered this quarter is once again not being able to identify an alternate placement in a timely manner for youth who are wards of the state due to exhaustion of alternate familial placement and limited foster care placement. The youth and parent are always encouraged to sign up for aftercare services to help with the transition back home easier when problems arise. Unfortunately most clients who have exited our care this quarter opted not to participate in aftercare, but were still provided with a transitional plan to be used at their discretion. Parent involvement in programs (groups and supportive counseling) is limited; parents do not participate in all the services we recommend despite agreeing to participate and access other services upon intake of client. Last, were parents failing to take responsibility of the needs of the clients leading to constant recommendations for Child Protective Services to exert custody.

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 population, and currently have a second case manager in training. Executive Director Theresa C. Arriola continues to find innovative ways to access support services that directly benefit the COED Emergency shelter. We also have secured another source of funding under the VOCA grant to assist victims of crimes which we often encounter.

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 13 of 19 (68%) clients served within this reporting period. Observations are based on demeanor and nature of client interactions as documented using daily client progress reports.
Family Relationships	Noted improvements in family relationships, defined as willingness to address family issues, and improved styles of communication, has been reported by case manger 17 of 19(89%) based on parents verbal feedback to the Case Manager. Several of the clients during this reporting period were wards of the state. The number provided above only includes clients who were able to work towards reunification with a family member or foster parent. It is challenging to work on a family relationship when a family member or foster parent is not identified. More than 30 days are needed to work on fostering a positive relationship when working with CPS clients and their family members or foster parent.

Families Satisfied with Program	A total of 13 out of 19 family members reported verbal feedback during this reporting period. Of the total number of family members who have reported 92% have stated to be satisfied with all aspects of the program including, 77% 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, 67% 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 100% have rated overall services as good or very good and 90% of clients surveyed have indicated that they would likely or very likely refer others to Sanctuary for services needed.

Performance Measures	Data
Performance Measures: Number and Percent of program youth committed to correctional facility. Definition: The number of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult correctional facilities. Official records are the preferred data source.	
Reporting Format: A. The number of program youth enrolled in a correctional facility	11
B. Number of youth in the program.	19
C. Percent (A/B)	57.9%
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.	9
B. Number of youth who left the program.	11
C. Percent (A/B)	81.8%

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

INSERT GHURA REPORT HERE