# 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**

GL#34-KG-1748

**Date:** April 13, 2018

Speaker Benjamin J.F. Cruz

APR 16 2018

Time: 12:55 [ ] AM [X] PM File No. 34-1787

Received By:

**To:** HONORABLE BENJAMIN CRUZ
*Speaker*
34th Guam Legislature

**Enclosed herewith are the following documents:**

1. FY2018 2nd quarter list of expenditures over $5,000
2. FY2018 2nd quarter list of appropriations/expenditure reports
3. FY2018 2nd 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 APR 16 PM 2:11

**ACKNOWLEDGEMENT**
Receipt of the above is hereby acknowledged:

**Print Name:** _____ **Signature:** _____

**Date:** _____ **Time:** _____

1748

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April 13, 2018

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

Speaker Benjamin J.F. Cruz

APR 16 2018

Time: 12:55 [ ] AM [ ] PM File No. 34-1787

Received By:

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 has existing contracts with the following Government of Guam agencies: Governor Commission- Serve Guam Commission, 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 **January 1, 2018 through March 31, 2018 (2nd 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

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April 13, 2018

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

Håfa Adai Ms. Brooks:

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Executive Director

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


**Transmittal Form**

**Date:** April 13, 2018

**To:** DORIS FLORES BROOKS
*Public Auditor*

**Enclosed herewith are the following documents:**

1. FY2018 2nd quarter list of expenditures over $5,000
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☒ 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**

**ACKNOWLEDGEMENT**
Receipt of the above is hereby acknowledged:

**Print Name:** _____ **Signature:** _____

**Date:** _____ **Time:** _____

**Attachment 1**

***Sanctuary Incorporated of Guam***

***AmeriCorps Program***

Reporting Agency

Governor Commission- Serve Guam Commission

Reports

1. Program Progress Report

# SANCTUARY, INCORPORATED

*"Helping Youth and Families Help Themselves" since 1971*

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


April 9, 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 5th Quarter Report for period January 31, 2018 – March 31, 2018, for Grant Year 2016-2017.

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

Sincerely,

Theresa C Arriola
Executive Director
Sanctuary, Incorporated of Guam

RECEIVED
4/10/18

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

| 1. Federal Agency and Organizational Element to Which Report is Submitted | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency | Page | of |
|---|---|---|---|
| Corporation for National and Community Service | 10AC120075 | 1 | 1 pages |

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

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

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

| 8. Project/Grant Period From: (Month, Day, Year) | To: (Month, Day, Year) | 9. Reporting Period End Date (Month, Day, Year) |
|---|---|---|
| 1-Oct-16 | 30-Sep-17 | 31-Mar-18 |

| 10. Transactions | Cumulative |
|---|---|
| *(Use lines a-c for single or multiple grant reporting)* | |
| **Federal Cash** | |
| a. Cash Receipts | |
| b. Cash Disbursements | $0.00 |
| c. Cash on Hand (line a minus b) | $0.00 |
| *(Use lines d-o for single grant reporting)* | |
| **Federal Expenditures and Unobligated Balance:** | |
| d. Total Federal funds authorized | $539,997.00 |
| e. Federal share of expenditures | $454,597.24 |
| f. Federal share of unliquidated obligations | $0.00 |
| g. Total Federal share (sum of lines e and f) | $454,597.24 |
| h. Unobligated balance of Federal funds (line d minus g) | $85,399.76 |
| **Recipient Share:** | |
| i. Total recipient share required | $44,757.00 |
| j. Recipient share of expenditures | $28,250.75 |
| k. Remaining recipient share to be provided (line i minus j) | $16,506.25 |
| **Program Income:** | |
| l. Total Federal program income earned | $0.00 |
| m. Program income expended in accordance with the deduction alternative | $0.00 |
| n. Program income expended in accordance with the addition alternative | $0.00 |
| o. Unexpended program income (line l minus line m or line n) | $0.00 |

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

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

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

| a. Typed or Printed Name and Title of Authorized Certifying Official | c. Telephone (Area code, number and extension) |
|---|---|
| THERESA C ARRIOLA | (671) 475-7101 |
| | d. Email address: tcarriola@gmail.com |
| b. Signature of Authorized Certifying Official | e. Date Report Submitted (Month, Day, Year): 4/10/2018 |
| | 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.

RECEIVED 4/10/18

# REIMBURSEMENT FORMULA GRANT REQUEST FORM

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

| AC GRANT AWARD NUMBER | AC GRANT ID NUMBER | DOA VENDOR NUMBER | DOA CONTRACT NUMBER | EMPLOYER ID | EMPLOYER DUNS NUMBER |
|---|---|---|---|---|---|
| 14AFHGU0010007 | 16AC185048 | S1456001 | C170600520 | 96-0002543 | 855025284 |

| PROGRAM PERIOD: | PERIOD CLAIMING FOR: |
|---|---|
| 2016-2017 | Mar-18 |

REQUEST NUMBER: 2017-13 — FINAL CLAIM: ☐ YES ☑ NO

ACCOUNT NUMBER: 5101H172433SE103/280

| DEPT. OF ADMIN. | AMOUNT | AS400 PMT | CHK NUMBER | CNCS HHS OTE APPROVED | ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED |
|---|---|---|---|---|---|
| FUNDS REQUESTED | 3,050.38 | | | | |
| GRANT AWARD | $ 539,997.00 | | | | |
| LESS: PREVIOUSLY REQUESTED: | $ 451,546.86 | | | | |
| SUB-TOTAL | $ 88,450.14 | | | | |
| LESS: AMOUNT OF THIS REPORT | $ 3,050.38 | | | | |
| GRANT BALANCE: | $ 85,399.76 | | | | |

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

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

PROGRAM DIRECTOR SIGNATURE/ DATE: 4/9/18
CERTIFYING OFFICER SIGNATURE/ DATE: 4/9/18
EXECUTIVE DIRECTOR SIGNATURE/ DATE: 4/9/18

**Serve Guam Commission Use Only**

**Department of Administration Received Stamp**

| PROGRAM/MEMBER MANAGEMENT | PERFORMANCE MEASURES MANAGEMENT | FISCAL MANAGEMENT |
|---|---|---|
| ☐ CNCS NATIONAL SERVICE CRIMINAL HISTORY CHECKS | ☐ NATIONAL PERFORMANCE MEASURES | ☐ PER REIMBURSEMENT |
| ☐ ACCOMPANIMENT: 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<br>: 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 | | |

RECEIVED 4-10-18

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

***NOTE: REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE ABOVE SIGNATURES***

**SGC - ASSURANCE & CERTIFICATION:**

SGC CERTIFYING OFFICER/ DATE: _____
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

PY16-17 SGC FORM_VPUH_FC_REV5_8 8 17_1302 (A)

SGC - Standard Operating Procedures - Process Instructions

LIStep: 1 – Program Director/Fiscal are to fill out Periodic Expense Report(Sections I, II ,III)Program Director to submit with Reimbursement Cover and supporting document

I I Step: 2 - SGC to review for compliance, stamp, date and sign, for reimbursement processing

Program Name: AmeriCorps Ayuda Para I Guahan/at

| | CNCS SHARE | BUDGET MODIFICATION | BUDGET MODIFICATION | BUDGET TOTAL | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH 2018 | PROGRAM TOTAL | ENCS BUDGET YTD BAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **A Personnel** | | | | | | | | | | | | | | | | | | | |
| Program Director | 40,082.00 | 2,235.00 | 2,033.12 | 44,350.12 | 4,238.40 | 4,238.40 | 3,238.40 | 4,857.60 | 4,238.40 | 4,238.40 | 4,238.40 | 4,238.40 | 4,857.60 | 3,238.40 | 3,345.76 | 3,396.00 | 2,045.96 | 44,350.12 | 0.00 |
| Program Coordinator | 25,863.00 | 1,745.00 | 0.00 | 27,608.00 | 2,203.20 | 2,203.20 | 2,203.20 | 1,404.80 | 2,203.20 | 2,203.20 | 2,203.20 | 2,203.20 | 3,488.80 | 2,111.48 | 1,055.74 | 2,270.40 | 54.98 | 27,608.00 | 0.00 |
| Administrative Assistant | 24,929.00 | 655.00 | 0.00 | 25,584.00 | 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 | 1,845.88 | 2,044.80 | 39.42 | 25,584.00 | 0.00 |
| Total - Personnel | 90,874.00 | 4,635.00 | 2,033.12 | 97,542.12 | 7,427.20 | 7,427.20 | 7,427.20 | 11,240.80 | 7,427.20 | 7,427.20 | 7,427.20 | 7,427.20 | 11,224.80 | 7,156.78 | 6,247.38 | 7,651.20 | 2,130.76 | 97,542.12 | 0.00 |
| **B Fringe** | | | | | | | | | | | | | | | | | | | |
| FICA: 7.65% of salaries | 6,952.00 | 150.00 | -127.89 | 6,974.11 | 531.16 | 531.16 | 531.17 | 808.61 | 531.17 | 531.17 | 531.18 | 530.86 | 814.71 | 534.70 | 550.71 | 547.99 | 0.00 | 6,974.11 | 0.00 |
| Health Insurance: 350 monthly * 3 staff | 6,300.00 | 0.00 | -228.60 | 6,071.40 | 464.70 | 464.70 | 464.70 | 464.70 | 0.00 | 929.40 | 464.70 | 935.46 | 470.76 | 0.00 | 941.52 | 470.76 | 0.00 | 6,071.40 | 0.00 |
| Workers Compensation: 0.3% of salaries | 818.00 | 0.00 | -669.32 | 148.68 | 12.39 | 12.39 | 12.39 | 0.00 | 24.78 | 12.39 | 12.39 | 12.39 | 12.39 | 0.00 | 12.39 | 24.78 | 0.00 | 148.68 | 0.00 |
| Total - Fringe | 14,070.00 | 150.00 | -1,025.81 | 13,194.19 | 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 | 1,504.12 | 1,043.53 | 0.00 | 13,194.19 | 0.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [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 | 383.60 | -383.60 | 600.00 | 35.00 | 218.40 | 0.00 | 140.00 | 0.00 | 0.00 | 26.40 | 35.00 | 0.00 | 145.20 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| Office Supplies. 100/mo | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 | 166.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 59.89 | 259.34 | 134.11 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| Gasoline: 150*12 | 1,080.00 | 0.00 | 311.14 | 1,391.14 | 138.20 | 79.76 | 165.95 | 90.17 | 129.75 | 83.96 | 91.67 | 107.37 | 152.88 | 0.00 | 64.93 | 240.60 | 0.00 | 1,391.14 | 0.00 |
| AC Member Service Gear: 60*64 | 3,840.00 | -640.00 | 0.00 | 3,200.00 | 0.00 | 0.00 | 0.00 | 3,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,200.00 | 0.00 |
| S/Total -Supplies | 6,120.00 | -256.40 | -72.46 | 5,791.14 | 173.20 | 464.82 | 165.95 | 3,436.17 | 129.75 | 83.96 | 118.07 | 202.26 | 412.17 | 259.31 | 64.93 | 280.60 | 0.00 | 5,791.14 | 0.00 |
| **F Contractual:** | | | | | | | | | | | | | | | | | | | |
| Xerox Copier Equipment Lease | 900.00 | 0.00 | 0.00 | 900.00 | 157.56 | 279.73 | 0.00 | 306.55 | 0.00 | 76.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80.37 | 0.00 | 900.00 | 0.00 |
| Internet Service | 1,175.00 | 0.00 | -342.15 | 582.85 | 50.25 | 50.24 | 0.00 | 50.24 | 90.45 | 40.20 | 50.25 | 50.24 | 0.00 | 0.00 | 100.49 | 100.49 | 0.00 | 582.85 | 0.00 |
| Vehicle | 6,221.00 | 655.00 | -655.00 | 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 | 625.00 | 596.00 | 0.00 | 6,221.00 | 0.00 |
| Telephone | 720.00 | 100.00 | -125.52 | 694.48 | 58.72 | 57.68 | 0.00 | 50.83 | 114.50 | 52.15 | 59.62 | 60.13 | 0.00 | 0.00 | 117.49 | 115.36 | 0.00 | 694.48 | 0.00 |
| Cellular | 1,560.00 | 0.00 | 387.82 | 1,947.82 | 261.38 | 265.40 | 0.00 | 0.00 | 484.64 | 161.46 | 363.64 | 162.33 | 0.00 | 0.00 | 323.09 | 326.08 | 0.00 | 1,947.82 | 0.00 |
| S/Total -Contractual | 10,576.00 | 755.00 | -934.85 | 10,346.15 | 427.91 | 1,178.05 | 0.00 | 1,663.62 | 691.59 | 1,579.60 | 1,523.51 | 272.50 | 625.00 | 0.00 | 1,166.07 | 1,218.30 | 0.00 | 10,346.15 | 0.00 |
| **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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **G2 Member Training:** | | | | | | | | | | | | | | | | | | | |
| What is National Service / What'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 | 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **H Evaluation** | 600.00 | | | | | | | | | | | | | | | | | | |
| | 600.00 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 600.00 |
| **I Other Program Operating Costs:** | | | | | | | | | | | | | | | | | | | |
| (Federal) FBI Check | 1,200.00 | 660.00 | 0.00 | 540.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 540.00 | 0.00 | 0.00 | 0.00 | 0.00 | 540.00 | 0.00 |
| Drug Testing | 1,920.00 | -870.60 | 0.00 | 1,049.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,049.40 | 0.00 | 0.00 | 0.00 | 0.00 | 1,049.40 | 0.00 |
| CPR & First Aid Training | 2,205.00 | 1,737.00 | 0.00 | 468.00 | 0.00 | 12.00 | 0.00 | 0.00 | 360.00 | 96.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 468.00 | 0.00 |
| AmeriCorps (4x8) Banner for Advert. | 325.00 | 0.00 | 0.00 | 325.00 | 0.00 | 0.00 | 0.00 | 0.00 | 325.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 325.00 | 0.00 |
| S/Total - OPOC | 5,650.00 | -3,267.60 | 0.00 | 2,382.40 | 0.00 | 12.00 | 0.00 | 360.00 | 421.00 | 0.00 | 0.00 | 0.00 | 1,589.40 | 0.00 | 0.00 | 0.00 | 0.00 | 2,382.40 | 0.00 |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [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% | 100.00% | 100.00% | 100.00% | 99.54% | 0.46% |
| **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 | 21,924.00 | 0.00 | 0.00 | 297,540.00 | 78,300.00 |
| S/Total | 375,840.00 | 0.00 | 0.00 | 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 | 21,924.00 | 0.00 | 0.00 | 297,540.00 | 78,300.00 |
| **B Member Support Cost** | | | | | | | | | | | | | | | | | | | |
| FICA/Medicare | 28,752.00 | | | 28,752.00 | 1,996.65 | 4,395.98 | 2,356.05 | 2,276.18 | 2,196.42 | 2,196.49 | 2,076.52 | 1,996.65 | 1,876.85 | 1,757.05 | 1,677.19 | 0.00 | 0.00 | 22,801.93 | 5,950.07 |
| 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 | 173.46 | 206.50 | 0.00 | 2,424.31 | 549.69 |
| S/Total | 31,726.00 | 0.00 | 0.00 | 31,726.00 | 2,203.15 | 2,643.78 | 2,603.85 | 2,276.18 | 2,658.98 | 2,423.64 | 2,303.67 | 2,215.54 | 2,083.35 | 1,757.05 | 1,850.65 | 206.50 | 0.00 | 25,226.24 | 6,499.76 |
| Section II - Total | 407,566.00 | 0.00 | 0.00 | 407,566.00 | 28,303.15 | 33,963.78 | 33,401.85 | 32,030.18 | 31,368.98 | 30,611.64 | 29,447.67 | 28,315.54 | 26,617.35 | 24,725.05 | 23,774.65 | 206.50 | 0.00 | 322,766.24 | 84,799.76 |
| | 100.00% | | | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 80IV/01 | 79.19% |
| **Section III** | | | | | | | | | | | | | | | | | | | |
| **A Corporation Fiscal** | | | | | | | | | | | | | | | | | | | |
| **B Cost** | 2,575.00 | 0.00 | 0.00 | 2,575.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 337.62 | 1,317.76 | 0.00 | 919.62 | 2,575.00 | 0.00 |
| S/ Total | 2,575.00 | 0.00 | 0.00 | 2,575.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 337.62 | 1,317.76 | 0.00 | 919.62 | 2,575.00 | 0.00 |
| Section III - Total | 2,575.00 | 0.00 | 0.00 | 2,575.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 337.62 | 1,317.76 | 0.00 | 919.62 | 2,575.00 | 0.00 |
| BUDGET TOTAL | 539,997.00 | 0.00 | 0.00 | 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 | 33,019.46 | 34,074.91 | 10,400.13 | 3,050.38 | 454,597.24 | 85,399.76 |
| | 100.00% | | | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 84.19% | 15.81% |
| PER Total: | 539,997.00 | 0.00 | 0.00 | 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 | 33,019.46 | 34,074.91 | 10,400.13 | 3,050.38 | 454,597.24 | 85,399.76 |

Program Name: AmeriCorps Ayuda Para I Kmunidat

| Section I | | PROGRAM SHARE | BUDGET MODIFICATION | BUDGET MODIFICATION | BUDGET TOTAL | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEB. 2018 | MARCH 2018 | 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 | 114.91 | 0.00 | 1,776.97 | 1,947.00 | 0.00 |
| | Administrative Assistant | 2,469.00 | | | 2,469.00 | 0.00 | 0.00 | 0.00 | 0.00 | 454.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,014.38 | 2,064.06 | 404.94 |
| | Executive Director | 6,479.00 | | | 6,479.00 | 0.00 | 591.20 | 0.00 | 0.00 | 783.84 | 0.00 | 567.68 | 567.68 | 0.00 | 567.68 | 567.68 | 567.68 | 567.68 | 4,241.12 | 2,237.88 |
| | QA Officer | 1,520.00 | | | 1,520.00 | 117.32 | 144.18 | 151.04 | 226.56 | 151.04 | 151.04 | 151.04 | 226.56 | 0.00 | 80.18 | 0.00 | 0.00 | 0.00 | 1,520.00 | 0.00 |
| | 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 | 163.28 | 106.36 | 0.00 | 2,061.00 | 0.00 |
| | Fiscal Officer | 4,239.00 | | | 4,239.00 | 345.56 | 261.28 | 261.28 | 391.92 | 261.28 | 261.28 | 261.28 | 261.28 | 391.92 | 261.28 | 261.28 | 261.28 | 261.28 | 3,742.00 | 497.00 |
| | 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 | 355.68 | 355.68 | 99.70 | 4,500.00 | 0.00 |
| | Total - Personnel "A" | 23,211.00 | 0.00 | 0.00 | 23,211.00 | 759.58 | 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 | 1,523.01 | 1,291.00 | 4,734.01 | 20,875.18 | 5,135.82 |
| B | Fringe | | | | | | | | | | | | | | | | | | | |
| | FICA | 1,776.00 | | | 1,776.00 | 98.81 | 109.96 | 101.73 | 158.13 | 166.15 | 99.67 | 114.67 | 114.67 | 139.74 | 96.00 | 83.55 | 124.13 | 378.29 | 1,776.00 | 0.00 |
| | Health Insurance | 6,400.00 | | | 6,400.00 | 37.09 | 37.09 | 48.72 | 38.72 | 0.00 | 77.44 | 48.72 | 38.72 | 39.24 | 0.00 | 39.24 | 39.24 | 510.00 | 934.22 | 5,365.78 |
| | Workman's Compensation | 487.00 | | | 487.00 | 20.65 | 20.65 | 20.65 | 0.00 | 20.65 | 26.52 | 20.65 | 20.65 | 20.65 | 0.00 | 46.04 | 41.30 | 53.69 | 302.10 | 184.90 |
| | Total - Fringe | 8,663.00 | 0.00 | 0.00 | 8,663.00 | 151.55 | 167.70 | 160.60 | 196.85 | 186.80 | 203.63 | 174.04 | 174.04 | 199.63 | 96.00 | 168.83 | 204.67 | 941.98 | 3,012.32 | 5,550.68 |
| | S/Total (A/B) | 31,774.00 | 0.00 | 0.00 | 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 | 1,691.84 | 1,495.67 | 5,655.99 | 23,887.50 | 8,886.50 |
| F | Supplies: | | | | | | | | | | | | | | | | | | | |
| | AC Program Supplies and Materials | 800.00 | | | 800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 318.69 | 0.00 | 0.00 | 202.76 | 521.45 | 78.55 |
| | Office Supplies: | 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 | 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 | 128.75 | 128.75 | 591.25 |
| | S/Total -Supplies | 1,920.00 | 0.00 | 0.00 | 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 | 0.00 | 331.51 | 650.20 | 1,269.80 |
| G | Contractual: | | | | | | | | | | | | | | | | | | | |
| | Xerox | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 | 0.00 | 0.00 | 204.37 | 0.00 | 50.52 | 0.00 | 239.47 | 0.00 | 0.00 | 0.00 | 105.64 | 0.00 | 600.00 | 0.00 |
| | Internet Access | 375.00 | 0.00 | 0.00 | 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 | 50.25 | 50.25 | 324.75 |
| | Vehicle Lease | 1,579.00 | 0.00 | 0.00 | 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 | 1,279.00 | 0.00 | 1,279.00 | 300.00 |
| | Telephone | 720.00 | 0.00 | 0.00 | 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 | 219.65 | 219.65 | 500.35 |
| | Cellular Phone | 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| | S/Total -Contractual | 3,274.00 | 0.00 | 0.00 | 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 | 1,384.64 | 269.90 | 2,148.90 | 1,125.10 |
| 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 | | 0.00 | | 800.00 |
| | S/Total - Staff Training | 800.00 | 0.00 | 0.00 | 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 | 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| | S/Total - Training (H/I) | 800.00 | 0.00 | 0.00 | 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 | 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 | 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 | 0.00 | 0.00 | 60.00 | 440.00 |
| | S/Total - OPOC | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 | 690.00 |
| | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 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 | 0.00 | 0.00 | 2,973.00 |
| | S/Total | 2,973.00 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 2,973.00 |
| | Section II - Total | 2,973.00 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 2,973.00 |
| | | 100.00% | | | | | | | | | | | | | | | | | 67.36% | 32.64% |
| Section III | | | | | | | | | | | | | | | | | | | | |
| B | Federally Approved Indirect Cost | 3,266.00 | 0.00 | 0.00 | 3,266.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 151.04 | 90.86 | 381.97 | 1,680.28 | 2,304.15 | 961.85 |
| | S/Total | 3,266.00 | 0.00 | 0.00 | 3,266.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 151.04 | 90.86 | 381.97 | 1,680.28 | 2,304.15 | 961.85 |
| | Section III - Total | 3,266.00 | 0.00 | 0.00 | 3,266.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 151.04 | 90.86 | 381.97 | 1,680.28 | 2,304.15 | 961.85 |
| | BUDGET TOTAL | 44,757.00 | 0.00 | 0.00 | 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 | 1,918.65 | 1,782.70 | 3,262.28 | 7,837.68 | 28,250.75 | 16,506.25 |
| | | 100.00% | | | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 63.12% | 36.88% |
| | PER Total: | 44,757.00 | 0.00 | 0.00 | 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 | 1,918.65 | 1,782.70 | 3,262.28 | 7,837.68 | 28,250.75 | 16,506.25 |

**Attachment 2**

***Sanctuary Incorporated of Guam***

***Foster Care Program***

Reporting Agency

Department of Public Health and Social Services

Reports

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

# SANCTUARY, INCORPORATED OF GUAM

*"Helping Youth and Families Help Themselves" since 1971*

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


April 10, 2018

TO: Mr. Leo Casil, Director
Department of Public Health and Social Services
123 Chalan Kareta
Mangilao, Guam 96913

RE: Quarterly Program Status Report

*Hafa Adai* Mr. Casil:

Attached is the quarterly status report for the period of **January 1, 2018-March 31, 2018**. If you should have any questions or require more information, please feel free to contact me at 475-7101.

*Si Yu'os Ma'åse.'*

THERESA C. ARRIOLA
Executive Director

RECEIVED
Director's Office
Division Of General Administration
APR 10 2018
DPH&SS
Time: 350pm Locator#:

# 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


April 6, 2018

Mr. Leo Casil
Acting Director
Department of Public Health and Social Services
123 Chalan Kareta Route 10
Mangilao, Guam 96913

Dear Mr. Casil:

Hafa Adai! The information listed below is for Foster Care Program for the 2nd Quarter of Fiscal Year 2018 from January 01, 2018 thru March 31, 2018.

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.

Sinseramente,

Theresa C. Arriola
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam**
**Pursuant to P.L. 31-77 (Sanctuary, Incorporated)**
**FY 2018 (January 01, 2018 - March 31, 2018)**
**2nd Quarter Expenditure Report**
**Department of Public Health and Social Services**
**Foster Care**

| Fund | Contract Amount | Object Classification | Expenditure |
|---|---|---|---|
| General | $ 60,000.00 | | |
| | | Salary | $ 9,571.13 |
| | | Benefits | 1,202.96 |
| | | Travel | - |
| | | Contractual | 395.00 |
| | | Supplies & Materials | - |
| | | Equipment | 105.90 |
| | | Utilities | 3,585.96 |
| | | Miscellaneous | - |
| | | Grand Total | $ $ 14,860.95 |

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: 4/6/18

# 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: January 1, 2018 – March 31, 2018**

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

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

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

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

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

| Month | Full | Partial |
|---|---|---|
| **January 2018** | **6** | **1** |
| **February 2018** | **4** | **2** |
| **March 2018** | **5** | **7** |
| **Total:** | **15** | **10** |

**Attachment 3**

***Sanctuary Incorporated of Guam***

***Rehabilitation Services for Adolescents***

Reporting Agency

Guam Behavioral Health and Wellness Center

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

Reports

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

# 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



RECEIVED BY
GUAM BEHAVIORAL
WELLNESS
2018 APR 10 PM 4:32


April 10, 2018

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

RE: Quarterly Program Status Report

*Hafa Adai* Mr. Vega:

Attached is the quarterly status report for the period of **January 1, 2018-March 31, 2018**. If you should have any questions or require more information, please feel free to contact me at 475-7101.

*Si Yu'os Ma'åse.'*

THERESA C. ARRIOLA
Executive Director

# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

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

April 06, 2017

RECEIVED BY
GUAM BEHAVIORAL HEALTH & WELLNESS
APR 10 2017 11:32 AM

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

Dear Mr. Vega:

Hafa Adai! The information provided below is for the Drug and Alcohol Program (2nd Quarter of Fiscal Year 2018) from January 01, 2018 thru March 31, 2018.

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.

Sinseramente,

Theresa C. Arriola
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam**
**Pursuant to P.L. 31-77 (Sanctuary, Incorporated)**
**FY 2018 (January 1, 2018 - March 31, 2018)**
**2nd Quarter Expenditure Report**
**Guam Behavioral Health & Wellness Center**
**Drug and Alcohol Program**

RECEIVED BY
GUAM BEHAVIORAL HEALTH & WELLNESS CENTER
2018 APR 10 PM 4:32

| Fund | Contract Amount | Object Classification | Expenditure |
|---|---|---|---|
| General/Federal | **$ 550,000** | | |
| | | Salary | $ 99,463.49 |
| | | Benefits | 10,377.70 |
| | | Travel | - |
| | | Contractual | 241.80 |
| | | Supplies & Materials | 1,899.77 |
| | | Equipment | - |
| | | Utilities | 8,560.02 |
| | | Miscellaneous | 4,330.58 |
| | | Vehicle Lease | - |
| | | **Grand Total** | **$ 124,873.36** |

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

SIGNATURE OF AUTHORIZED OFFICIAL:

THERESA C. ARRIOLA
EXECUTIVE DIRECTOR

DATE: 4/6/18

# SANCTUARY, INCORPORATED OF GUAM

*"Helping Youth ond Families Help Themselves" since 1971*

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


Needs AS-O 2-14-18
Fwd to Pharmacy D+A

RECEIVED BY
GUAM BEHAVIORAL
FEB 12 PM 12:28
HEALTH & WELLNESS
CENTER

February 9, 2018

File
FEB 12 2018

TO: Rey Vega
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 **January 1 to January 31, 2018**. If you should have any questions or concerns, please contact me at 475-7101.

*Si Yu'os Ma'åse'*,

THERESA C. ARRIOLA
Executive Director

DMHDD 1248-004


**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: inqutrires@sanctuaryguam.com
www.sanctuaryguam.com


## INVOICE

| | | | |
|---|---|---|---|
| **FROM:** | SANCTUARY INCORPORATED OF GUAM<br>Drug & Alcohol Residential Treatment<br>Program - Sagan Na' Homlo | **Address:**<br>790 Gov. Carlos G. Camacho Rd.<br>Tamuning, Guam 96913 | **DATE:**<br>1/31/2018 |
| **TO:** | Mr. Rey Vega<br>Director<br>Guam Behavioral Health & Wellness<br>Center (GBHWC) | **Vendor Acct. No.** S1456001<br>**Document No.**<br>**Contract No.** RFP 09-2016 (Outpatient)<br>**Job Order No.** C170606041<br>**Purchase Order No.**<br>**Invoice No.** DMHSA-2018-04 | |

| 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 5110A1823010GA015.290

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.

Therese C. Arriola — Date 1/31/18
Executive Director

*Recommended for payment: I certify Invoice No. DMHSA-2018-04 to be true and correct; and that services for January 1-31, 2018 been rendered; and payment for this period is due.*

Athena Duenas — Date 2/16/18
Acting D & A Supervisor

| Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | January 1, 2018 through January 31, 2018 |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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|---|---|
| In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed.<br><br>• Work with GBHWC and partners<br>• Meet regularly to Establish standardized assessment and referral protocols<br>• 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.<br><br>• Utilize evidenced-based models<br>• Utilize Matrix, contingency management for these levels of care<br>• 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 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. |



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| | 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.<br><br>• Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse<br>• Determine appropriateness and eligibility for admission or referral<br>• Experienced with the ASAM PPC for Level I and Level II<br>• 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.<br><br><u>During this reporting period, six (6) screenings were conducted:</u><br><br>• **Two (2)** client received ***no recommendations***<br>• **Four (4)** clients were scheduled to complete ***full bio-psychosocial assessments***<br><br>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.<br><br>Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness. |
| In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. | 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) |



Doc. No. 34GL-18-1748.

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| • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services<br>• Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care<br>• Chart pertinent ongoing information pertaining to client<br>• Utilize relevant information from written documents for client care<br>• Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996 | locked doors at all times.<br><br>Each individual, group or family session and treatment plan is documented in client file.<br><br>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 ***17 registered group members*** during the month of January and conducted a ***total of four (4) sessions.*** One (1) client 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 (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.<br><br>• Relevant alcohol, tobacco and other drug use/abuse information | 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: |



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| • Assist them to make rational decisions<br>• Build social skills to prevent substance related problems from re-occurring.<br>• Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island<br>• Information about the legal aspects that pertains to drug and alcohol related crimes | **Early Recovery Skills**: Readiness to Change, Stages of Change, Alcohol Arguments, Pros and Cons<br><br>**Relapse Prevention**: Having fun without being high, Relapse Justification I, School and future goals<br><br>**D&A Education**: Cannabis, Ecstasy, GHB, Ketamine, LSD, Cocaine<br><br>Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions.<br><br>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.<br><br>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.<br><br>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 |

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| 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.<br><br>***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.<br><br>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.<br><br>Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices.<br><br>. |
| **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. |



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| | 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.<br><br>Utilizing the ASAM dimensions, in the month of January, 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 January, with a total of nine (9) sessions. To date, "High Hopes" has provided services to a total of ***twenty-seven (28) adolescents during this 2018 fiscal year.*** There was one (1) client completions in the program for the month of January. There is presently two (2) 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. |
| **II.3b** Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes | 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 January 2017, an additional group was added on Thursdays from 2:00 |



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| detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment. | 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).<br><br>Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.<br><br>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.<br><br>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.<br><br>• Minimum six (6) hours a week for treatment<br>• Utilize Matrix Model for teens curriculum<br>• 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.<br><br>Parent education groups are held on Saturdays from 12:00 to 1:30.<br><br>Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily |



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| | scheduling and calendars activities in addition to the following lessons during the month of January:<br><br>**Early Recovery Skills**: Readiness to Change, Stages of Change, Alcohol Arguments, Pros and Cons<br><br>**Relapse Prevention**: Having fun without being high, Relapse Justification I, School and future goals, Users in my home, Clean and Sober<br><br>**D&A Education**: Cannabis, Ecstasy, GHB, Ketamine, LSD, Cocaine<br><br>Supplemental materials were also utilized to reinforce the Matrix Model's lessons, including video clips and other educational resources during their coordinating sessions. National Geographic's documentaries "Drug Inc." on hallucinogens and LSD. Group members also had an introductory activities on origami.<br><br>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.<br><br>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. |



Doc. No. 34GL-18-1748.

| Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | January 1, 2018 through January 31, 2018 |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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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. |
| **II3i** Comply with Charitable Choice Regulations should applicant be a faith based organization. If a client objects to a religious character of the faith based organization then the participating faith based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that may be reviewed upon a program evaluation by GHBWC. | Sanctuary, Incorporated is not a faith based organization. |

| Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | January 1, 2018 through January 31, 2018 |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

| Sanctuary Representative: | GBHWC Representative: |
|---|---|
| Theresa C. Arriola<br>Position Title: Executive Director<br>Date: February 1, 2018<br><br>Prepared by: K. Jensen | Received By: _____<br><br>Position Title: _____<br><br>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


March 7, 2018

TO: Rey Vega
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 **February 1 to February 28, 2018**. If you should have any questions or concerns, please contact me at 475-7101.

*Si Yu'os Ma'åse'*,

THERESA C. ARRIOLA
Executive Director

# Sanctuary Incorporated of Guam

***A Non-profit Organization Established in 1971***

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www.sanctuaryguam.com


## INVOICE

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|---|---|---|---|
| **FROM:** | SANCTUARY INCORPORATED OF GUAM<br>Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo | **Address:**<br>790 Gov. Carlos G. Camacho Rd.<br>Tamuning, Guam 96913 | **DATE:**<br>2/28/2018 |
| **TO:** | Mr. Rey Vega<br>Director<br>Guam Behavioral Health & Wellness Center (GBHWC) | **Vendor Acct. No.** S1456001<br>**Document No.**<br>**Contract No.** RFP 09-2016 (Outpatient)<br>**Job Order No.**<br>**Purchase Order No.**<br>**Invoice No.** DMHSA-2018-05 | |

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

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

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

3/1/18.

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

*Recommended for payment: I certify Invoice No. DMHSA-2018-05 to be true and correct; and that services for February 1-28, 2018 been rendered; and payment for this period is due.*

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

RECEIVED
2/9/18
Drug & Alcohol Branch, DMHSA
11:20am

| Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | February 1, 2018 through February 28, 2018 |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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| In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed.<br><br>• Work with GBHWC and partners<br>• Meet regularly to Establish standardized assessment and referral protocols<br>• 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.<br><br>• Utilize evidenced-based models<br>• Utilize Matrix, contingency management for these levels of care<br>• 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 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. |



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| | 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.<br><br>• Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse<br>• Determine appropriateness and eligibility for admission or referral<br>• Experienced with the ASAM PPC for Level I and Level II<br>• 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.<br><br><u>During this reporting period, nine (9) screenings were conducted:</u><br><br>• **Two (2)** client received ***no recommendations***<br>• **Seven (7)** clients were scheduled to complete ***full bio-psychosocial assessments.*** Of the seven (7), six (6) have been completed. Four (4) clients were recommended for Pathways Level 1 and two (2) are recommended for High Hopes, Level 2.1.<br><br>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.<br><br>Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness. |

| Rehabilitation Services for Adolescents | |
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| Monthly Reporting Period: | **February 1, 2018 through February 28, 2018** |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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| In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed.<br><br>• Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services<br>• Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care<br>• Chart pertinent ongoing information pertaining to client<br>• Utilize relevant information from written documents for client care<br>• 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.<br><br>Each individual, group or family session and treatment plan is documented in client file.<br><br>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 ***14 registered group members*** during the month of February 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-eight (28) adolescents during the 2018 fiscal year***. There are no 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 |

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| • Relevant alcohol, tobacco and other drug use/abuse information<br>• Assist them to make rational decisions<br>• Build social skills to prevent substance related problems from re-occurring.<br>• Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island<br>• Information about the legal aspects that pertains to drug and alcohol related crimes | February:<br><br>**Early Recovery Skills:** Readiness to Change, Pros and Cons of Using; Triggers; and Thought Stopping<br><br>**Relapse Prevention**: Trust; School and Future Goals; Destructive Behaviors; Clean and Sober<br><br>**D&A Education**: Methamphetamines; Opiates; Inhalants; PCP & Rohyphol<br><br>Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions.<br><br>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.<br><br>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.<br><br>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. |

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| **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.<br><br>***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.<br><br>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.<br><br>Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices.<br><br>. |
| **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 |

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| | attended.<br><br>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.<br><br>Utilizing the ASAM dimensions, in the month of February, 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 ***thirteen (13) registered group members*** during the month of February, with a total of nine (9) sessions. To date, "High Hopes" has provided services to a total of ***thirty-three (33) adolescents during this 2018 fiscal year.*** There are presently two (2) 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. |
| **II.3b** Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, | 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 |

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| adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment. | February 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).<br><br>Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.<br><br>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.<br><br>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.<br><br>• Minimum six (6) hours a week for treatment<br>• Utilize Matrix Model for teens curriculum<br>• 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.<br><br>Parent education groups are held on Saturdays from 12:00 to 1:30. |

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| | 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 February:<br><br>**Early Recovery Skills:** Readiness to Change, Pros and Cons of Using; Triggers; and Thought Stopping<br><br>**Relapse Prevention**: Destructive Behaviors; School and Future Goals; Clean and Sober; Abusing prescription medication and Inhalants, Twelve Step Tips; Trust; Admitting Use: Relapse is not a failure; Managing Anger<br><br>**D&A Education**: Methamphetamines; Opiates; Inhalants; PCP & Rohyphol<br><br>Supplemental materials were also utilized to reinforce the Matrix Model's lessons, including video clips and other educational resources during their coordinating sessions.<br><br>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.<br><br>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, |

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| | build communication skills, and enhance the relationship between parent and child.<br><br>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. |
| **II3i** Comply with Charitable Choice Regulations should applicant be a faith based organization. If a client objects to a religious character of the faith based organization then the participating faith based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that may be reviewed upon a program evaluation by GHBWC. | Sanctuary, Incorporated is not a faith based organization. |

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| | **Rehabilitation Services for Adolescents** |
| Monthly Reporting Period: | **February 1, 2018 through February 28, 2018** |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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| **Sanctuary Representative:**<br><br>Theresa C. Arriola<br>Position Title: Executive Director<br>Date: March 1, 2018<br><br>Prepared by: K. Jensen | **GBHWC Representative:**<br><br>Received By: _____<br><br>Position Title: _____<br><br>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

April 9, 2018

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

RECEIVED
4/10/18
Drug & Alcohol Branch,
DMHSA

Re: Rehabilitative Services for Adolescent Report

*Hafa Adai* Mr. Vega:

Attached is the Monthly Program Status Report **(Outpatient)** for the period of **March 1 to March 31, 2018**. If you should have any questions, please contact me at 475-7101.

*Si Yu'os Ma'åse'*,

THERESA C. ARRIOLA
Executive Director

# Sanctuary Incorporated of Guam

***A Non-profit Organization Established in 1971***

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


## INVOICE

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| **FROM:** | SANCTUARY INCORPORATED OF GUAM<br>Drug & Alcohol Residential Treatment<br>Program - Sagan Na' Homlo | **Address:**<br>790 Gov. Carlos G. Camacho Rd.<br>Tamuning, Guam 96913 | **DATE:**<br>3/31/2018 |
| **TO:** | Mr. Rey Vega<br>Director<br>Guam Behavioral Health & Wellness<br>Center (GBHWC) | **Vendor Acct. No.** S1456001<br>**Document No.**<br>**Contract No.** RFP 09-2016 (Outpatient)<br>**Job Order No.**<br>**Purchase Order No.**<br>**Invoice No.** DMHSA-2018-06 | |

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

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

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

4/3/18

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

*Recommended for payment: I certify Invoice No. DMHSA-2018-06 to be true and correct; and that services for March 1-31, 2018 been rendered; and payment for this period is due.*

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

| Rehabilitation Services for Adolescents | |
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| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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| In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed.<br><br>• Work with GBHWC and partners<br>• Meet regularly to Establish standardized assessment and referral protocols<br>• 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.<br><br>• Utilize evidenced-based models<br>• Utilize Matrix, contingency management for these levels of care<br>• 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 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-18-1748.

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| | 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.<br><br>• Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse<br>• Determine appropriateness and eligibility for admission or referral<br>• Experienced with the ASAM PPC for Level I and Level II<br>• 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.<br><br><u>During this reporting period, nine (9) screenings were conducted:</u><br><br>• **Three (3)** clients received ***no recommendations***<br>• **One (1)** was referred to New Beginnings for patient education<br>• **Four (4)** clients were scheduled to complete ***full bio-psychosocial assessments.*** Of the four (4), two (2) are still pending assessment results; one (1) client was recommended for Pathways Level 1 and one (1) is recommended for High Hopes, Level 2.1.<br><br>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.<br><br>Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness. |

| Rehabilitation Services for Adolescents | |
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| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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| In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed.<br><br>• Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services<br>• Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care<br>• Chart pertinent ongoing information pertaining to client<br>• Utilize relevant information from written documents for client care<br>• 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.<br><br>Each individual, group or family session and treatment plan is documented in client file.<br><br>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 ***14 registered group members*** during the month of March and conducted a ***total of four (4) sessions.*** "Pathways" has provided services to a total of ***twenty-eight (28) adolescents during the 2018 fiscal year.*** There is one adolescent on the 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 |

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| • Relevant alcohol, tobacco and other drug use/abuse information<br>• Assist them to make rational decisions<br>• Build social skills to prevent substance related problems from re-occurring.<br>• Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island<br>• Information about the legal aspects that pertains to drug and alcohol related crimes | March:<br><br>**Early Recovery Skills:** Alcohol Arguments; stages of recovery; pros and cons<br><br>**Relapse Prevention**: Truthfulness; I'm not cool if I don't use; Your decision to use or not to use<br><br>**D&A Education**: Inhalants; Alcohol; Steroids<br><br>**Family Activity**: Chamorro Month traditional cooking demonstration<br><br>Supplemental materials were also utilized to reinforce the Matrix Model's lessons; including video clips and other educational resources during their coordinating sessions.<br><br>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.<br><br>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.<br><br>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 |



Doc. No. 34GL-18-1748.

| Rehabilitation Services for Adolescents | |
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| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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| | 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.<br><br>***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.<br><br>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.<br><br>Male and female condoms; lubricants; and dental dams are available and readily assessable in each of our counselor's offices.<br><br>. |
| **II.2g** Incorporate provisions that will continue providing at least a minimum of four (4) hours a week for treatment sessions utilizing the Matrix | 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 |

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| Model for Teens curriculum. | from 3:30 to 5:30, provided the session is not repetitive of previous sessions already attended.<br><br>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. |
| **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 ***fourteen (14) registered group members*** during the month of March, with a total of nine (9) sessions. To date, "High Hopes" has provided services to a total of ***thirty-three (33) adolescents during this 2018 fiscal year.*** 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. |
| **II.3b** Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, | 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 |

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| adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment. | March 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).<br><br>Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.<br><br>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.<br><br>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.<br><br>• Minimum six (6) hours a week for treatment<br>• Utilize Matrix Model for teens curriculum<br>• 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.<br><br>Parent education groups are held on Saturdays from 12:00 to 1:30. |

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| | Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of March:<br><br>**Early Recovery Skills:** Pros and cons; Alcohol arguments; stages of recovery<br><br>**Relapse Prevention**:<br><br>**D&A Education**: Inhalants; Steroids; Alcohol<br><br>**Family Activity**: Chamorro Month traditional cooking demonstration<br><br>Supplemental materials were also utilized to reinforce the Matrix Model's lessons, including video clips and other educational resources during their coordinating sessions.<br><br>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.<br><br>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 | |
|---|---|
| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

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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. |
| **II3i** Comply with Charitable Choice Regulations should applicant be a faith based organization. If a client objects to a religious character of the faith based organization then the participating faith based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that may be reviewed upon a program evaluation by GHBWC. | Sanctuary, Incorporated is not a faith based organization. |

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|---|---|
| | **Rehabilitation Services for Adolescents** |
| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Inc. Monthly Progress Report |

| | |
|---|---|
| **Sanctuary Representative:**<br><br>Theresa C. Arriola<br>Position Title: Executive Director<br>Date: March 1, 2018<br><br>Prepared by: K. Jensen | **GBHWC Representative:**<br>Received By: [signature]<br>Position Title: LPSW<br>Date of Submission: 4/10/18 - [illegible] |

# 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


MEMO 02-14-18
Routed to Program Dir

RECEIVED BY
GUAM BEHAVIORAL
2018 FEB 12 PM 12:23
HEALTH & WELLNESS
CENTER

File
FEB 12 2018

February 9, 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 **January 1 to January 31, 2018.** If you should have any questions or concerns, please contact me at 475-7101.

*Si Yu'os Ma'ase'*,

THERESA C. ARRIOLA
Executive Director

DA#021218-004

**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<br>Drug & Alcohol Residential Treatment<br>Program - Sagan Na' Homlo | **Address:**<br>790 Gov. Carlos G. Camacho Rd.<br>Tamuning, Guam 96913 | **DATE:**<br>1/31/2018 |
| **TO:** Mr. Rey Vega<br>Director<br>Guam Behavioral Health & Wellness<br>Center (GBHWC) | **Vendor Acct. No.** S1456001<br>**Document No.**<br>**Contract No.** RFP 03-2018 (Residential)<br>**Job Order No.** CM1805040101<br>**Purchase Order No.**<br>**Invoice No.** DMHSA-2018-4/1 | |

| 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** 5002A1823010A210.230 |

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

Theresa C. Arriola — Date 1/31/18
**Executive Director**

*Recommended for payment: I certify Invoice No. DMHSA-2018-4/1 to be true and correct; and that services for January 1-31, 2018 have been rendered, and payment for this period is due.*

Athena Duenas — Date 2/16/18
**Acting D & A Supervisor**

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | January 1, 2018 through January 31, 2018 |
| 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.**<br><br>**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.**<br><br>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:<br>30-day Treatment<br>• 0 Client was served.<br>• 0 Transfer to another level of care (Aftercare)<br>• 0 Wait Listed<br>• 0 Completed:<br><br>180-day Treatment<br>• 8 Clients were served.<br>• 0 Transfer to another level of care (Aftercare)<br>• 4 Wait Listed<br>• 2 Pending List<br>• 1 Completed<br><br>— Client on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available.<br>— Client on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5<br>— Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics.<br>— 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 |



Doc. No. 34GL-18-1748.

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | January 1, 2018 through January 31, 2018 |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

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|---|---|
| | goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation. |
| In narrative form, briefly state how clients benefited from the core functions or services from this level? | The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers. |
| State any commendations to show the strengths of the Program: | Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group.<br>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 |



Doc. No. 34GL-18-1748.

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | January 1, 2018 through January 31, 2018 |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

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|---|---|
| | when needed to help clients move through the stages of change. |
| **II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral:** Briefly state how sections II.2g to II.2j are being addressed. | Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness.<br><br>Assessments were ongoing throughout client's treatment episode. |
| **MATRIX Model Family Education: Family Education / Support Group** | During this monthly reporting period:<br><br>• 4 sessions were conducted.<br>• 18 family members in attendance<br>• Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office.<br>• Number of successful completions: N/A<br>• Number of clients transferred to another level of care: N/A<br>• 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: Roadmap for Recovery was discussed in the different stages of use as well as recovery. Parents discussed the signs and symptoms observed with their child when they suspected the onset of substance use. Parents and family members completed a questionnaire on Creating Healthy Families. 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, |



Doc. No. 34GL-18-1748.

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | January 1, 2018 through January 31, 2018 |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

| | |
|---|---|
| | assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment. |

| Sanctuary Representative: | GBHWC Representative: |
|---|---|
| Theresa C. Arriola<br>Position Title: Executive Director<br>Date: February 6, 2018<br><br>Prepared By: Dawn Cruz, CSAC &<br>Eugene Anderson, CSAC - | Received By: _____<br><br>Position Title: _____<br><br>Date of Submission: _____ |



Doc. No. 34GL-18-1748.

# SANCTUARY INCORPORATED OF GUAM

*"Helping Youth and Families Help Themselves" since 1971*

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


March 7, 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 **February 1 to February 28, 2018.** 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<br>Drug & Alcohol Residential Treatment<br>Program - Sagan Na' Homlo | **Address:**<br>790 Gov. Carlos G. Camacho Rd.<br>Tamuning, Guam 96913 | | **DATE:**<br>2/28/2018 |
| **TO:** Mr. Rey Vega<br>Director<br>Guam Behavioral Health & Wellness<br>Center (GBHWC) | **Vendor Acct. No.**<br>**Document No.**<br>**Contract No.**<br>**Job Order No.**<br>**Purchase Order No.**<br>**Invoice No.** | S1456001<br><br>RFP 03-2016<br><br><br>DMHSA-2018-5/1 | (Residential) |

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

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

3/1/18.

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

*Recommended for payment: I certify Invoice No. DMHSA-2018-5/1 to be true and correct; and that services for February 1-28, 2018 have been rendered; and payment for this period is due.*

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

RECEIVED
3/6/18
Drug & Alcohol Branch,
DMHSA

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | **February 1, 2018 through February 28, 2018** |
| 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.**<br><br>**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.**<br><br>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:<br>30-day Treatment<br>• 0 Client was served.<br>• 0 Transfer to another level of care (Aftercare)<br>• 0 Wait Listed<br>• 0 Completed:<br><br>180-day Treatment<br>• 8 Clients were served.<br>• 0 Transfer to another level of care (Aftercare)<br>• 8 Wait Listed<br>• 0 Pending List<br>• 0 Completed<br><br>— Client on waitlist have completed PPD Clearance, Physical examination and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5<br>— Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations.<br>— Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics.<br>— 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.<br>— Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters. |
| In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed? | Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed |

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | **February 1, 2018 through February 28, 2018** |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

| | |
|---|---|
| | 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. |
| 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.<br>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.** | 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 |

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | **February 1, 2018 through February 28, 2018** |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

| | |
|---|---|
| In narrative form, state how evidence-based models are implemented and addressed. | Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change. |
| **II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral:** Briefly state how sections II.2g to II.2j are being addressed. | Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness.<br><br>Assessments were ongoing throughout client's treatment episode. |
| **MATRIX Model Family Education: Family Education / Support Group** | During this monthly reporting period:<br><br>• 3 sessions were conducted.<br>• 19 family members in attendance<br>• Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office.<br>• Number of successful completions: N/A<br>• Number of clients transferred to another level of care: N/A<br>• 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: Signs and Symptoms of Inhalants, Marijuana, Spice and Prescribed medications; What are the developmental issues for teens; The Brain and Addiction. 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 |

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | **February 1, 2018 through February 28, 2018** |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

| | |
|---|---|
| | 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. |

| | |
|---|---|
| **Sanctuary Representative:**<br><br>Theresa C. Arriola<br>Position Title: Executive Director<br>Date: March 6, 2018<br><br>Prepared By: Dawn Cruz, CSAC &<br>Eugene Anderson, CSAC | **GBHWC Representative:**<br><br>Received By: _____<br><br>Position Title: WPSH<br><br>Date of Submission: 3/9/18 - 11:20am |



Doc. No. 34GL-18-1748.

# 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

April 9, 2018

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

RECEIVED
4/10/18
Drug & Alcohol Branch, DMHSA

RE: Rehabilitation Services for Adolescent Report

*Hafa Adai* Mr. Vega:

Attached is the Monthly Program Status Report **(Residential)** for the period of **March 1 to March 31, 2018.** If you should have any questions or concerns, please contact me at 475-7101.

*Si Yu'os Ma'åse'*,

THERESA C. ARRIOLA
Executive Director

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

# INVOICE

| | | | |
|---|---|---|---|
| **FROM:** SANCTUARY INCORPORATED OF GUAM<br>Drug & Alcohol Residential Treatment<br>Program - Sagan Na' Homlo | **Address:**<br>790 Gov. Carlos G. Camacho Rd.<br>Tamuning, Guam 96913 | | **DATE:**<br>3/31/2018 |
| **TO:** Mr. Rey Vega<br>Director<br>Guam Behavioral Health & Wellness<br>Center (GBHWC) | **Vendor Acct. No.**<br>**Document No.**<br>**Contract No.**<br>**Job Order No.**<br>**Purchase Order No.**<br>**Invoice No.** | S1456001<br><br>RFP 03-2016<br><br><br>DMHSA-2018-6/1 | (Residential) |

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

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

4/3/18

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

*Recommended for payment: I certify Invoice No. DMHSA-2018-6/1 to be true and correct; and that services for March 1-31, 2018 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: | **March 1, 2018 through March 31, 2018** |
| 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.**<br><br>**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.**<br><br>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:<br>30-day Treatment<br>• 0 Client was served.<br>• 0 Transfer to another level of care (Aftercare)<br>• 0 Wait Listed<br>• 0 Completed:<br><br>180-day Treatment<br>• 8 Clients were served.<br>• 0 Transfer to another level of care (Aftercare)<br>• 7 Wait Listed<br>• 1 Pending List<br>• 1 Completed<br><br>— Client on waitlist have completed PPD Clearance, Physical examination and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5<br>— Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations.<br>— Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics.<br>— 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.<br>— Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters. |
| In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed? | Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed |

| Residential Rehabilitation Services for Adolescents | |
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| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

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|---|---|
| | 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. |
| 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.<br>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.** | 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 |

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

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| In narrative form, state how evidence-based models are implemented and addressed. | Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change. |
| **II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral:** Briefly state how sections II.2g to II.2j are being addressed. | Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness.<br><br>Assessments were ongoing throughout client's treatment episode. |
| **MATRIX Model Family Education: Family Education / Support Group** | During this monthly reporting period:<br><br>• 5 sessions were conducted.<br>• 53 family members in attendance<br>• Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office.<br>• Number of successful completions: N/A<br>• Number of clients transferred to another level of care: N/A<br>• 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: Avoiding/Coping with relapse; Families in Recovery; Mes Chamorro Family cooking activity; I respectfully disagree with you. Families in Recovery was discussed in two sessions to address parent and family questions and concerns on the development of substance use issues and the healing of the brain while working on 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 | Staff to continue networking efforts with community partners as well as be open to input and feedback. |

| Residential Rehabilitation Services for Adolescents | |
|---|---|
| Monthly Reporting Period: | **March 1, 2018 through March 31, 2018** |
| Task/Activity | Sanctuary, Incorporated of Guam Monthly Progress Report |

| | |
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| service delivery: | Staff continues to research the latest information through articles, journals, and on-line updates. Staff continues 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. |

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| **Sanctuary Representative:**<br><br>Theresa C. Arriola<br>Position Title: Executive Director<br>Date: April 2, 2018<br><br>Prepared By: Dawn Cruz, CSAC &<br>Eugene Anderson, CSAC | **GBHWC Representative:**<br><br>Received By: _____<br><br>Position Title: CHP23 II<br><br>Date of Submission: 4/10/18 |

**Attachment 4**

***Sanctuary Incorporated of Guam***

***Runaway and Homeless Youth Basic Center***

Reporting Agency

Department of Youth Affairs

Reports

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

# SANCTUARY INCORPORATED OF GUAM

*"Helping Youth and Families Help Themselves" since 1971*

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


April 10, 2018

TO: Mr. Peter Alexis Ada, Director
Department of Youth Affairs
#169 San Isidro St.
Mangilao Guam 96923

RE: Quarterly Program Status Report

*Hafa Adai* Mr. Ada:

Attached is the quarterly status report for the period of **January 1, 2018-March 31, 2018**. If you should have any questions or require more information, please feel free to contact me at 475-7101.

*Si Yu'os Ma'åse.'*

THERESA C. ARRIOLA
Executive Director

Department of Youth Affairs
APR 10 2018
Director's Office
3:44pm

# Sanctuary, Incorporated of Guam

***A Non-profit Organization Established in 1971***

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


April 05, 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 (2nd Quarter of Fiscal Year 2018) from January 01, 2018 thru March 31, 2018.

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.

Sinseramente,

Theresa C. Arriola
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam**
**Pursuant to P.L. 31-77 (Sanctuary, Incorporated)**
**FY 2018 (January 1, 2018 - March 31, 2018)**
**2nd Quarter Expenditure Report**
**Department of Youth Affairs**
**Runaway Homeless Program**

| Fund | Contract Amount | Object Classification | Expenditure |
|---|---|---|---|
| General/Federal | **$ 332,150** | | |
| | | Salary | 43,779.26 |
| | | Benefits | 4,458.64 |
| | | Travel | - |
| | | Contractual | 589.33 |
| | | Supplies & Materials | 2,337.33 |
| | | Equipment | - |
| | | Utilities | 9,204.17 |
| | | Miscellaneous | 4,038.41 |
| | | Vehicle Lease | - |
| | | **Grand Total** | **$ 64,407.14** |

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: 4/6/18

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

### Department of Youth Affairs

### QUARTERLY PERFORMANCE REPORT FORM

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|---|---|
| **ORGANIZATION/AGENCY:** Sanctuary Incorporated of Guam | |
| **VENDOR NUMBER:** S1456001 | |
| **PERSON COMPLETING REPORT:** Lakretia Castro-Santos | |
| **TELEPHONE:** 475-7101 | **FAX:** 477-3117 |
| **REPORT PERIOD:** January 1, 2018-March 31, 2018 | **DATE OF REPORT:** April 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:**

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| **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.<br><br>Decrease recidivism and problems of runaways and homeless youth.<br><br>**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.<br><br>**Indicator/Outcomes/Periodicity:** *Awareness of available services for run away and troubled youth for the community of Guam as a whole.* | - For this reporting period, our agency provided services for Twenty seven (27) youth in the community. Two (2) of which were victims of physical/sexual abuse, One (1) that ran away from home, Seven (7) were victims of neglect, Eight (8) were on temporary timeouts, and nine (9) were on extended furlough from the Department of Youth Affairs. |

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| **Responsible Parties:**<br>Crisis Intervention Worker, Case Manager I and Case Manager II | famagu'on-ta, GALA , Alee shelter, New Beginnings, Lighthouse Recovery Center and Island Girl Power. |
| **Objective III:**<br>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.<br><br>**Indicators/Outcomes/Periodicity:** *Accessibility of emergency 24hr placement for runaway and homeless youth needing assistance/guidance to begin the reunification process.*<br><br>**Activity A:**<br>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.<br><br>**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.<br><br>**Timeline:** ongoing<br><br>**Responsible Parties:** Case Manager II, Case Manager I | **Results:** During this quarter a total of twenty seven (27) youth received shelter services. There were nineteen (19) new intakes admitted to shelter. Eight (8) youth continued to receive shelter services into the month of April. Five (5) clients placed in aftercare services after being exited from this shelter.<br><br>During this reporting quarter eight (8) clients transitioned into the care of their biological parents, nine (9) were transitioned to a family relative, three (3) clients were placed back into the custody of the Department of Youth Affairs, and one(1) was transitioned into another treatment facility. A total of twenty one (21) youth were exited from the COED Emergency shelter.<br><br>**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**<br>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.<br><br>**Indicators/Outcomes/Periodicity:** *Conflict Mediation skills of children and their families*<br><br>**Activity A:**<br>Provide family skills training sessions for youth and | **Results:**<br>A total of twelve (12) family skills training sessions were provided this reporting period to youth and their families experiencing crisis. Family sessions were conducted as well to develop a reunification plan. During this quarter all other youth transitioned back home to a parent/legal guardian, the Department of Youth Affairs, or other youth center facilities. |

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| **Timeline:** ongoing<br><br>**Responsible Parties:** Case Manager II | |

**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. Lastly, parents and/or guardians failed to make contact with their child while in the shelter. It was hard to establish communication and schedule family time due to parents and/or guardians being out of reach.

**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 new case manager I in training. This writer is now the new case manager II, with a Bachelor in Social Work and started in October of 2017. 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:

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| Social Competence | Case Manager and shelter staff have reported to observe improvement in social interactions and, defined as maintaining positive relationships with others 22 of 27 (81%) 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 27 (63%) 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 |

| Performance Measures | Data |
|---|---|
| **Performance Measures: Number and Percent of program youth committed to correctional facility.**<br>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:**<br>A. The number of program youth enrolled in a correctional facility | 9 |
| B. Number of youth in the program. | 27 |
| C. Percent (A/B) | 33.3% |
| **Performance Measures** (Description) **Number and percent of program youth completing program requirements**<br>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:**<br>A. The number of program youth who exited the program having completed program requirements. | 6 |
| B. Number of youth who left the program. | 10 |
| C. Percent (A/B) | 60% |