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

Transmittal Form

Date: January 15, 2019

35 GL-01-9-2019

To: HONORABLE TINA MUNA-BARNES
Speaker
35th Guam Legislature

Enclosed herewith are the following documents:

1. FY2019 1st quarter list of expenditures over $5,000
2. FY2019 1st quarter list of appropriations/expenditure reports
3. FY2019 1st quarter progress reports

2019 JAN 16 PM 1:08

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,

Katharine Dominguez
Interim Executive Director

OFFICE Of The Speaker
Tina Muña Barnes
RECEIVED
DATE: 1/15/19

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: Stephanie Lorenzo

Signature: Stephanie Lorenzo

Date: 1/15/19

Time: 3:50pm

0019

SANCTUARY INCORPORATED OF GUAM

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January 15, 2019

HONORABLE TINA MUNA-BARNES
Speaker
35th Guam Legislature
163 Chalan Santo Papa Juan Pablo Dos
Hagåtña, 96910, Guam

Håfa Adai Speaker Muna-Barnes:

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, the Guam Department of Public Health and Social Services, 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 **Ocotber 1, 2018 through December 31, 2018 (1st Quarter of Fiscal Year 2019).**

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',

Katharine Dominguez
Interim Executive Director

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

Transmittal Form

Date: January 15, 2019

To: BENJAMIN J.F. CRUZ
Public Auditor
Office of Public Accountability
Suite 401 DNA Building
238 Archbishop Flores Street
Hagatna, Guam 96910

Enclosed herewith are the following documents:

1. FY2019 1st quarter list of expenditures over $5,000
2. FY2019 1st quarter list of appropriations/expenditure reports
3. FY2019 1st quarter progress reports

Purpose/Action Needed:

☐ Needs your approval on the above

☐ Needs reply or comment

☐ To fulfill your requirement

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

Un Dångkalo na Si Yu'os Ma'åse',

Katharine Dominguez
Interim Executive Director

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: _____ **Signature:** _____

Date: _____ **Time:** _____

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100
Website: www.sanctuaryguam.com * E-mail: inquiries@sanctuaryguam.com

January 15, 2019

BENJAMIN J.F. CRUZ
Public Auditor
238 Archbishop Flores St.
Pacific News Building, Suite 401
Hagatna, GU 96910

Håfa Adai Mr. 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, Guam Department of Public Health and Social Services, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from **October 1, 2018 through December 31, 2018 (1st Quarter of Fiscal Year 2019).**

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

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

Un Dångkalu na Si Yu'os Ma'åse',

Katharine Dominguez
Interim Executive Director

Attachment 1

Sanctuary Incorporated of Guam

AmeriCorps Program

Reporting Agency

Governor Commission- Serve Guam Commission

Reports

1. Program Progress Report for **3rd QTR ending December 31, 2018 for Grant Year 2017-2018.**

SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

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

January 9, 2019

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

Dear Ms. Aguon:

Attached for your review is the Federal Financial Report for AmeriCorps - *Ayuda Para I Komunidåt* Program for the 3rd Quarter Report ending December 31, 2018, for Grant Year 2017-2018.

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

Sincerely,

Katharine Dominguez
Interim Executive Director
Sanctuary, Incorporated of Guam

RECEIVED
1-10-19

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	17AC194459	1	1 pages

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

Sanctuary Incorporated of Guar 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	17AFHGU0010002	X Quarterly □ Semi-Annual □ Annual □ Final	□ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
1-Jan-18	31-Dec-18	31-Dec-18

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	$0.00
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$720,007.00
e. Federal share of expenditures	$372,153.87
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$372,153.87
h. Unobligated balance of Federal funds (line d minus g)	$347,853.13
Recipient Share:	
i. Total recipient share required	$35,062.00
j. Recipient share of expenditures	$13,626.84
k. Remaining recipient share to be provided (line i minus j)	$21,435.16
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)
KATHARINE DOMINGUEZ, INTERIM EXECUTIVE DIRECTOR	(671) 475-7101
b. Signature of Authorized Certifying Official	d. Email address: katharine.dominguez@gmail.com
	e. Date Report Submitted (Month, Day, Year): 1/10/2019
	14. Agency use only:

Standard Form 425

OMB Approval Number: 0348-0061

Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

REIMBURSEMENT FORMULA GRANT REQUEST FORM

FROM: Sanctuary Inc.
AC PROGRAM 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
17AFHGU0010002	17AC194459	S1456001	C180600760	96-0002543	855025284
PROGRAM PERIOD:			**PERIOD CLAIMING FOR:**		
2017-2018			Dec-19		
REQUEST NUMBER: 2018-08			**FINAL CLAIM:**	☐ YES	☑ NO
ACCOUNT NUMBER: 5101H180233SE103/280					

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	49,109.88				
GRANT AWARD	$ 720,007.00				
LESS: PREVIOUSLY REQUESTED:	$ 323,043.99				
SUB-TOTAL	$ 396,963.01				
LESS: AMOUNT OF THIS REPORT	**$ 49,109.88**				
GRANT BALANCE:	$ 347,853.13				

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

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

PROGRAM DIRECTOR SIGNATURE/ DATE	1/9/2019
CERTIFYING OFFICER SIGNATURE/ DATE	1/9/19
EXECUTIVE DIRECTOR SIGNATURE/ DATE	1/9/19

Serve Guam Commission Use Only

Department of Administration Received Stamp

RECEIVED
1-10-19

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

NOTE: REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE ABOVE SIGNATURES

SGC - ASSURANCE & CERTIFICATION:

SGC CERTIFYING OFFICER/ DATE: _____
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

PY16-17 SGC FORM_VPIII_FC_REV5_8.8.17_1302 (A)

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I	PROGRAM SHARE	BUDGET TOTAL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	PROGRAM TOTAL	PROGRAM YTD BAL
A Personnel																		
Executive Director	6,479.00	6,479.00	283.84	567.68	567.68	567.68	567.68	596.00	894.00	596.00	0.00	0.00	0.00	0.00	0.00	0.00	4,640.56	1838.44
QA Officer	1,520.00	1,520.00	75.52	151.04	151.04	151.04	151.04	151.04	188.76	125.84	0.00	0.00	0.00	0.00	0.00	0.00	1145.52	374.48
HR Manager	2,061.00	2,061.00	81.64	163.28	163.28	163.28	163.28	168.16	252.24	174.96	0.00	0.00	0.00	0.00	0.00	0.00	1330.12	730.88
Fiscal Officer	4,239.00	4,239.00	130.64	261.28	261.28	261.28	261.28	268.96	403.44	274.96	0.00	0.00	0.00	0.00	0.00	0.00	2123.92	2115.88
Accounting Asst	4,500.00	4,500.00	177.84	355.68	355.68	355.68	355.68	366.24	549.36	366.24	0.00	0.00	0.00	0.00	0.00	0.00	2882.40	1617.60
Total - Personnel	18,799.00	18,799.00	749.48	1,498.96	1,498.96	1,498.96	1,498.96	1,550.40	2,287.80	1,538.00	0.00	0.00	0.00	0.00	0.00	0.00	12,121.52	6677.48
B Fringe																		
FICA	1,438.00	1,438.00	124.80	124.80	127.44	127.44	127.44	127.44	175.02	175.02	0.00	0.00	0.00	0.00	0.00	0.00	1109.40	328.60
Health Insurance	5,040.00	5,040.00	0.00	49.04	39.24	39.24	39.24	42.31	0.00	42.30	0.00	0.00	0.00	0.00	0.00	0.00	251.97	4788.03
Workman's Compensation	394.00	394.00	0.00	20.65	20.65	20.65	20.65	20.65	0.00	41.30	0.00	0.00	0.00	0.00	0.00	0.00	144.55	249.45
Total - Fringe	6,872.00	6,872.00	124.80	194.49	187.33	187.33	187.33	190.40	175.02	258.62	0.00	0.00	0.00	0.00	0.00	0.00	1505.92	5366.08
S/Total (A/B)	25,671.00	25,671.00	874.28	1,693.45	1,686.29	1,686.29	1,686.29	1,740.80	2,462.82	1,796.62	0.00	0.00	0.00	0.00	0.00	0.00	13,626.84	12044.16
F Supplies																		
AC Program Supplies and Materials	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1200.00
Office Supplies:	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
Gasoline	648.00	648.00	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	648.00
S/Total -Supplies	1,848.00	1,848.00	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	1848.00
G Contractual																		
Xerox	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
Internet Access	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
Vehicle Lease	500.00	500.00	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	500.00
Telephone	1,800.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1800.00
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
S/Total -Contractual	2,300.00	2,300.00	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	2300.00
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	0.00	0.00	0.00	800.00
S/Total - Staff Training	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
I Member Training	0.00																	
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	800.00
S/Totals Training (H/I)	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
K Other Program Operating Costs																		
Newsletters/Publication Printing	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
Advertisement/Banners/Display	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 - OPOC	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
Section I Grand Total	30,619.00	30,619.00	874.28	1,693.45	1,686.29	1,686.29	1,686.29	1,740.80	2,462.82	1,796.62	0.00	0.00	0.00	0.00	0.00	0.00	13,626.84	16992.16
Section II																		
B Member Support Cost																		
Worker's Compensation	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	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
Section II Total	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
	100.00%																	
Section III																		
B Federally Approved Indirect Cost																		
S/Total	4,443.00	4,443.00	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	4443.00
Section III Total	4,443.00	4,443.00	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	4443.00
Budget Total	35,062.00	35,062.00	874.28	1,693.45	1,686.29	1,686.29	1,686.29	1,740.80	2,462.82	1,796.62	0.00	0.00	0.00	0.00	0.00	0.00	13,626.84	4443.00
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	38.86%	61.14%
Total	30,619.00	30,619.00	874.28	1,693.45	1,686.29	1,686.29	1,686.29	1,740.80	2,462.82	1,796.62	0.00	0.00	0.00	0.00	0.00	0.00	13,626.84	21435.16

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

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I	CNCS SHARE	BUDGET TOTAL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A Personnel																		
Program Director	44,000.00	44,000.00	1,668.00	3,336.00	3,336.00	3,336.00	3,336.00	3,336.00	5,004.00	3,336.00	0.00	0.00	0.00	0.00	0.00	0.00	26,688.00	17312.00
Program Coordinator	29,500.00	29,500.00	1,135.20	2,270.40	2,270.40	2,270.40	2,270.40	2,270.40	3,543.60	2,380.80	0.00	0.00	0.00	0.00	0.00	0.00	18,411.60	11088.40
Administrative Assistant	26,800.00	26,800.00	1,022.40	2,044.80	2,044.80	2,044.80	2,044.80	2,044.80	3,067.20	2,044.80	0.00	0.00	0.00	0.00	0.00	0.00	16,358.40	10441.60
Administrative Aide	15,873.00	15,873.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	503.25	0.00	0.00	0.00	0.00	0.00	0.00	503.25	15369.75
Total Personnel	116,173.00	116,173.00	3,825.60	7,651.20	7,651.20	7,651.20	7,651.20	7,651.20	11,614.80	8,264.85	0.00	0.00	0.00	0.00	0.00	0.00	61,961.25	54211.75
B Fringe																		
FICA: 7.65% of salaries	8,887.00	8,887.00	292.66	585.32	548.00	585.32	585.32	585.32	888.53	632.26	0.00	0.00	0.00	0.00	0.00	0.00	4,702.73	4184.27
Health Insurance: 350 monthly * 3 staff	7,560.00	7,560.00	0.00	470.76	941.52	470.76	470.76	507.66	0.00	507.66	0.00	0.00	0.00	0.00	0.00	0.00	3,369.12	4190.88
Workers Compensation: 0.3% of salaries	1,046.00	1,046.00	0.00	12.39	12.39	12.39	12.39	12.39	0.00	33.04	0.00	0.00	0.00	0.00	0.00	0.00	94.99	951.01
Total Fringe	17,493.00	17,493.00	292.66	1,068.47	1,501.91	1,068.47	1,068.47	1,105.37	888.53	1,172.96	0.00	0.00	0.00	0.00	0.00	0.00	8,166.84	9326.16
$/total (A/B)	133,666.00	133,666.00	4,118.26	8,719.67	9,153.11	8,719.67	8,719.67	8,756.57	12,503.33	9,437.81	0.00	0.00	0.00	0.00	0.00	0.00	70,128.09	63537.91
C Supplies																		
AC Program Supplies and Materials 100/mo	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00	134.40	0.00	0.00	0.00	0.00	0.00	0.00	238.40	961.60
Office Supplies: 100/mo	1,200.00	1,200.00	0.00	52.69	0.00	91.04	284.32	0.00	0.00	84.00	0.00	0.00	0.00	0.00	0.00	0.00	512.05	687.95
Gasoline: 180*12	1,512.00	1,512.00	0.00	0.00	301.44	110.55	201.40	93.41	188.27	170.22	0.00	0.00	0.00	0.00	0.00	0.00	1065.29	446.71
AC Member Service Gear: 80 mbrs + 4staff *20 (4sets)	6,720.00	6,720.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00	2520.00
$/total Supplies	10,632.00	10,632.00	0.00	52.69	301.44	201.59	485.72	93.41	4,492.27	388.62	0.00	0.00	0.00	0.00	0.00	0.00	6,015.74	4616.26
D Contractual																		
Xerox Copier Equipment Lease	1,200.00	1,200.00	0.00	118.33	269.24	0.00	236.36	0.00	158.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	781.98	418.02
Internet Service	1,200.00	1,200.00	0.00	50.25	50.25	0.00	50.25	0.00	50.73	50.73	0.00	0.00	0.00	0.00	0.00	0.00	252.21	947.79
Vehicle	7,000.00	7,000.00	0.00	0.00	1,250.00	625.00	1,250.00	0.00	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	4,375.00	2625.00
Telephone	1,200.00	1,200.00	0.00	55.98	59.38	0.00	121.31	0.00	55.98	58.98	0.00	0.00	0.00	0.00	0.00	0.00	351.63	848.37
Cellular	3,000.00	3,000.00	0.00	161.85	161.36	0.00	325.00	0.00	163.63	162.91	0.00	0.00	0.00	0.00	0.00	0.00	974.75	2025.25
$/total Contractual	13,600.00	13,600.00	0.00	386.41	1,790.23	625.00	1,982.92	0.00	428.39	1,522.62	0.00	0.00	0.00	0.00	0.00	0.00	6,735.57	6864.43
G1 Staff Training																		
CNCS or Serve Guam Commission Mtg	128.00	128.00	0.00	0.00	0.00	84.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.00	44.00
G2 Member Training																		
What is National Service / Whos's Serve Guam! Commission/GVC	2,560.00	2,560.00	0.00	0.00	0.00	2,128.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,128.00	432.00
$/total Training (G1/G2)	2,688.00	2,688.00	0.00	0.00	0.00	2,212.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,212.00	476.00
H Evaluation	1,000.00																	
Data Collection	1,000.00	1,000.00	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	1000.00
I Other Program Operating Costs																		
(Federal) FBI Check	1,600.00	1,600.00	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	0.00	1600.00
Drug Testing	2,520.00	2,520.00	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	2520.00
CPR & First Aid Training	3,360.00	3,360.00	0.00	12.00	372.00	72.00	0.00	0.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	552.00	2808.00
(banner/brochure)	1,025.00	1,025.00	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	1025.00
$/Total OPOC	8,505	8,505	0.00	12.00	372.00	72.00	0.00	0.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	552.00	7953.00
Section I Grand total	170,091	170,091	4,118.26	9,170.77	11,616.78	11,830.26	11,188.31	8,849.98	17,519.99	11,349.05	0.00	0.00	0.00	0.00	0.00	0.00	85,643.40	84447.60
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	50.35%	49.65%
Section III																		
A Personnel																		
Half Time	505,920.00	505,920.00	14,229.00	29,512.00	29,512.00	40,052.00	40,052.00	38,998.00	37,417.00	34,782.00	0.00	0.00	0.00	0.00	0.00	0.00	264,554.00	241366.00
$/total Personnel	505,920.00	505,920.00	14,229.00	29,512.00	29,512.00	40,052.00	40,052.00	38,998.00	37,417.00	34,782.00	0.00	0.00	0.00	0.00	0.00	0.00	264,554.00	241366.00
B Fringe																		
FICA/Medicare	38,703.00	38,703.00	1,088.52	2,257.67	2,257.67	3,063.98	3,063.98	2,983.35	2,862.40	2,660.82	0.00	0.00	0.00	0.00	0.00	0.00	20,238.89	18464.61
Worker's Compensation	3,965.00	3,965.00	0.00	231.28	231.28	318.01	313.88	305.62	0.00	318.01	0.00	0.00	0.00	0.00	0.00	0.00	1,718.08	2246.92
$/total Fringe	42,668.00	42,668.00	1,088.52	2,488.95	2,488.95	3,381.99	3,377.86	3,288.97	2,862.40	2,978.83	0.00	0.00	0.00	0.00	0.00	0.00	21,956.47	20711.53
Section III total	548,589.00	548,589.00	15,317.52	32,000.95	32,000.95	43,433.99	43,429.86	42,286.97	40,279.40	37,760.83	0.00	0.00	0.00	0.00	0.00	0.00	286,510.47	262078.53
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	52.23%	47.77%
Section II																		
A Contribution Applied Percentage																		
B Federally Approved Indirect Cost	1,327.00	1,327.00	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	1327.00
$/total	1,327.00	1,327.00	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	1327.00
Section II total	1,327.00	1,327.00	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	1327.00
BUDGET TOTAL	720,007.00	720,007.00	19,435.78	41,171.72	43,617.73	55,264.25	54,618.17	51,136.95	57,799.39	49,109.88	0.00	0.00	0.00	0.00	0.00	0.00	372,153.87	347853.13
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	51.69%	48.31%
PER Total:	720,007.00	720,007.00	19,435.78	41,171.72	43,617.73	55,264.25	54,618.17	51,136.95	57,799.39	49,109.88	0.00	0.00	0.00	0.00	0.00	0.00	372,153.87	347853.13

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. Quarterly Progress report for **October 1, 2018 – December 31, 2018**

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 10, 2019

COPY

Ms. Linda Unpingco-DeNorcey
Acting Director
Department of Public Health and Social Services
123 Chalan Kareta
Mangilao, Guam 96913

RE: FY2019 1st Quarter (October 1 – December 31, 2018) Program Status Report

Hafa Adai Ms. Unpingco-DeNorcey,

Attached is the quarterly status report for the period of **October 1 – December 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'ase',

Katharine Dominguez
Interim Executive Director

RECEIVED
Director s Office
Division of General Administration
JAN 11 2019
DPH&SS
Time: 5:48p 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:
inquiry@sanctuaryguam.org
www.sanctuaryguam.org

January 10, 2019

Ms. Linda Unpingco-DeNorcey
Acting Director
Department of Public Health and Social Services
123 Chalan Kareta, Route 10
Mangilao, Guam 96913

Dear Ms. Unpingco-DeNorcey,

Hafa Adai! The information provided below is for the Foster Care Program (1st Quarter of Fiscal Year 2019) from October 01, 2018 thru December 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.

Sinceramente,

Katharine Dominguez
Interim Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2019 (October 01, 2018 - December 31, 2018)
1st Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification		Expenditure
General	$ 60,000.00			
		Salary	$	7,487.20
		Benefits		572.77
		Travel		-
		Contractual		210.00
		Supplies & Materials		635.91
		Equipment		450.00
		Utilities		4,084.67
		Miscellaneous		530.00
		Grand Total	$	$ 13,970.55

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2019 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

KATHARINE DOMINGUEZ
EXECUTIVE DIRECTOR

DATE: 1/10/19

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

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

Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

Report Period: October 1, 2018 – December 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
October 2018	**8**	**0**
November 2018	**4**	**0**
December 2018	**5**	**0**
Total:	**17**	**0**

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 (October)**
4. Program progress report for **Outpatient (November)**
5. Program progress report for **Outpatient (December)**
6. Program progress report for **Residential (October)**
7. Program progress report for **Residential (November)**
8. Program progress report for **Residential (December)**

SANCTUARY INCORPORATED OF GUAM

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

January 10, 2019

COPY

Theresa C. Arriola
Acting Director
Guam Behavioral Health and Wellness Center
790 Governor Camacho Road
Tamuning, Guam 96913

RE: Quarterly Program Status Report

Hafa Adai Mrs. Arriola:

Attached is a quarterly status report for the period **of October 1 to December 31, 2018**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Katharine Dominguez
Interim 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

January 10, 2019

Ms. Theresa C. Arriola, Acting Director
Guam Behavioral Health & Wellness Center
Government of Guam
790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Dear Ms. Arriola:

Hafa Adai! The information provided below is for the Drug and Alcohol Program (1st Quarter of Fiscal Year 2019) from October 01, 2018 thru December 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.

Un Dankalu na Si Yu'os Ma'ase,

KATHARINE DOMINGUEZ
Interim Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2019 (October 1, 2018 - December 31, 2018)
1st Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 550,000**		
		Salary	$ 112,096.78
		Benefits	$ 3,980.07
		Travel	$ -
		Contractual	$ 120.00
		Supplies & Materials	$ 8,363.59
		Equipment	$ -
		Utilities	$ 7,510.09
		Miscellaneous	$ 2,068.53
		Vehicle Lease	$ -
		Grand Total	**$ 134,139.06**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2019 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

KATHARINE DOMINGUEZ
INTERIM EXECUTIVE DIRECTOR

DATE: 1/10/19

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 8, 2019

COPY

TO: Theresa C. Arriola
Guam Behavioral Health and Wellness Center
790 Governor Camacho Road
Tamuning, Guam 96913

RECEIVED
Drug & Alcohol Prevention, Treatment
1/8/19
10am

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Rehabilitation Services for Adolescents for the period **of December 1 to December 31, 2018**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Katharine Dominguez
Interim Executive Director

Gmail

Katharine Dominguez <katharine.dominguez@gmail.com>

Fwd: Acting ED for Sanctuary

2 messages

Theresa Arriola <tcarriola@gmail.com>
To: Katharine Dominguez <katharinedominguez@gmail.com>

Fri, Jan 4, 2019 at 6:25 PM

---------- Forwarded message ---------
From: **Limtiaco, Rindraty** <rlimtiaco@localiq.com>
Date: Fri, Jan 4, 2019, 3:03 PM
Subject: Acting ED for Sanctuary
To: Theresa Arriola <tcarriola@gmail.com>

Please send to all staff:

Effective Jan. 5, Kathy Dominguez will be interim executive director of Sanctuary, until a permanent executive director is hired by the board.

Please give her your full cooperation and support.

Thank you.

Rindraty Limtiaco

Chairperson, Sanctuary Board of Directors

Rindraty Limtiaco
President

Pacific Daily News

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PART OF THE USA TODAY NETWORK

Mobile: 6714830100

Office: 6714790100

rlimtiaco@localiq.com
guampdn.com

Doc. No. 35GL-19-0019.

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 12/31/2018
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 09-2016 GBHWC 2019-3	(Outpatient)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 7,725.25
2. Fringe Benefits	1,258.08
3. Contractual	0.00
4. Other	333.37
5. Supplies	1,225.00
6. Utilities	291.63

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.

1/3/19

Theresa C. Arriola **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-3 to be true and correct; and that services for December 1-31, 2018 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

RECEIVED
1/8/19
Drug & Alcohol Branch, DMHSA

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

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed. • Work with GBHWC and partners • Meet regularly to Establish standardized assessment and referral protocols • Share resources and provide training opportunities for staff	Program staff continue to work with I' Famagu'onta (GBH&WC) in the coordination of mental health services for qualifying youth, as well as, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marri age, and Family Therapist (AIMFT).
In narrative form, state how the activities from **II.1d** to **II.1e** were implemented and addressed. • Utilize evidenced-based models • Utilize Matrix, contingency management for these levels of care • Identify and justify any adaptations or modifications to proposed models	Sanctuary has been utilizing The Matrix Model for Teens & Young Adults, an organized set of evidence-based therapeutic interventions. The program consists of research-based techniques integrated into an approach that includes: individual sessions; family sessions; group sessions; introduction to Twelve Step programs; parent substance abuse education and adolescent substance education. The Matrix Model for Teens & Young Adults integrated several treatment approaches in the program to include motivational interviewing and contingency management by hosting several youth and parent clean and sober activities, incentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with incentives such as movie passes, gas coupons, and department store gift certificates.
II.1f Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.	Sanctuary has employees that are bilingual and our program is consistently developing and strengthening our bilingual volunteers, including our AmeriCorps members. We continue to work with the Superior Court of Guam who provides court appointed trained interpreters for both individual and family sessions. 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.

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

In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed. • Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse • Determine appropriateness and eligibility for admission or referral • Experienced with the ASAM PPC for Level I and Level II • Determine any coexisting conditions that indicate the need for additional professional assessment and services	Sanctuary's clinical team utilizes the CRAFFT screening interview in addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.
In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and HIPPA workshops annually and whenever offered via on island training. Staff ensures that all information collected for client is secured behind two (2) locked doors at all times. Each individual, group or family session and treatment plan is documented in client file.

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

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 21 group members during the month of December with a total of three (5) sessions. Group members participated in (1) Prosocial Christmas Activity and (1) Family Basketball Prosocial Activity in the month of December. To date, "Pathways" has provided services to a total of twenty-six (28) adolescents during this 2019 fiscal year There is presently four (3) adolescent on a waiting list who is pending PPD and orientation. Program staff continues to work with DYA social workers, I'Famagu'on-ta case managers, and family members in obtaining PPD clearances by referring to the Express Care clinics, DPHSS northern and southern clinics or free outreach immunization clinics. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during an outreach at our facility.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of December: <u>Early Recovery Skills</u>: You're Here Because Why, Alcohol Arguments, Stages of Recovery <u>Relapse Prevention</u>: Users in My Home, Having A Good Time without Being High, Clean & Sober <u>D&A Education</u>: Marijuana, Cocaine, Ecstasy Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery.

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

	Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both work and school. Parent education groups are held on Saturdays from 12:00 to 1:30. Counselors are continuously working with DYA social workers and family members by referring them to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics, as well as Express Care for those who have the ability to pay for TB testing services.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.
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 Mondays from 6:00 to 7:30, provided the session is not repetitive of previous sessions already attended. Parent education groups are held on Saturdays from 12:00 to 1:30.
II.2h Make referrals for other services not provided	Program counselors make necessary referrals to GBHWC – I Famagu'on-ta Services, New

by Contractor and outlined in client individualized treatment plans.	Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.2j Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.
II.3a Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.	Level II Intensive Outpatient program "High Hopes" had a total of 27 group members during the month of December with a total of six (10) sessions. Group members participated in (1) Prosocial Christmas Activity and (1) Family Basketball Prosocial Activity in the month of December. To date, "High Hopes" has provided services to a total sixteen (18) adolescents during this 2018 fiscal year. There is presently one (2) adolescent on a waiting list who is pending PPD and orientation. Program staff are working with DYA social workers, I' Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics or free outreach immunization clinics. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during outreaches at our facility.
II.3b Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics. Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced

	during each group and individual session.
II.3c Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.
In narrative form, state how the activities from **II.3d** to **II.3e** were implemented and addressed. • Minimum six (6) hours a week for treatment • Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. An additional group is held for clients currently being detained at DYA on Wednesdays, from 4:00 p.m. to 6:00 p.m. Parent education groups are held on Saturdays from 12:00 to 1:30. Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of December: Early Recovery Skills: You're Here Because Why?, Alcohol Arguments, Stages of Recovery, Pros & Cons Relapse Prevention: Users In My Home, Having A Good Time without Being High, Clean & Sober, Destructive Behaviors D&A Education: Marijuana, Cocaine, Ecstasy ACRA Groups: Goals-Functional Analysis, Prosocial Activities

	Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of Understanding with two (2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Counselors meet with clients individually to transition client towards next level of care as needed. Counselors also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations	Sanctuary, Incorporated is not a faith based organization.

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 August be reviewed upon a program evaluation by GHBWC.	
Sanctuary Representative: Katharine Dominguez Position Title: Interim Executive Director Date: 01/07/2019 Prepared by: Eugene Anderson, CSAC	**GBHWC Representative:** Received By: [signature] Position Title: WPS # Date of Submission: 1/8/19 - 10am

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

December 5, 2018

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

RECEIVED
12/5/18
Drug & Alcohol Branch, DMHSA
2:28pm

RE: Rehabilitation services for adolescent report

Hafa Adai Mr. Vega:

Attached is a monthly program status report on the Rehabilitation Services for Adolescents for the period of **November 1 to November 30, 2018**. If you should you have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'aṣe',

Katharine Dominguez
Acting Executive Director

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves " since 1971

Address: 406 Mai Mai Road, Chalan Pago, Guam 96910 * Tel•. 475-7101 * Fax: 477-3117 *

Crisis Hotline: 475-7100

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

December 03, 2018

Memorandum

TO: All Sanctuary Staff

FROM: Executive Director

RE: Acting Executive Director

Hafa Adai:

Please be advised that I will be on leave from Monday, December 03, 2018 through Sunday, December 09, 2018, and will be back in office Monday, December 10, 2018. In my absence, I am appointing Katharine Dominguez as Acting Executive Director.

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

Si Yu'os Ma'ase,

Theresa C Arriola

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 11/30/2018
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 09-2016 GBHWC 2019-2	(Outpatient)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 7,725.25
2. Fringe Benefits	1,258.08
3. Contractual	0.00
4. Other	333.37
5. Supplies	1,225.00
6. Utilities	291.63

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.

12/3/18

Katharine Dominguez **Date**
Acting Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-2 to be true and correct; and that services for November 1-30, 2018 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**November 1, 2018 through November 30, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed. • Work with GBHWC and partners • Meet regularly to Establish standardized assessment and referral protocols • Share resources and provide training opportunities for staff	Program staff continue to work with I' Famagu'onta (GBH&WC) in the coordination of mental health services for qualifying youth, as well as, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marri age, and Family Therapist (AIMFT).
In narrative form, state how the activities from **II.1d** to **II.1e** were implemented and addressed. • Utilize evidenced-based models • Utilize Matrix, contingency management for these levels of care • Identify and justify any adaptations or modifications to proposed models	Sanctuary has been utilizing The Matrix Model for Teens & Young Adults, an organized set of evidence-based therapeutic interventions. The program consists of research-based techniques integrated into an approach that includes: individual sessions; family sessions; group sessions; introduction to Twelve Step programs; parent substance abuse education and adolescent substance education. The Matrix Model for Teens & Young Adults integrated several treatment approaches in the program to include motivational interviewing and contingency management by hosting several youth and parent clean and sober activities, incentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with incentives such as movie passes, gas coupons, and department store gift certificates.
II.1f Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.	Sanctuary has employees that are bilingual and our program is consistently developing and strengthening our bilingual volunteers, including our AmeriCorps members. We continue to work with the Superior Court of Guam who provides court appointed trained interpreters for both individual and family sessions. 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.

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**November 1, 2018 through November 30, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed. • Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse • Determine appropriateness and eligibility for admission or referral • Experienced with the ASAM PPC for Level I and Level II • Determine any coexisting conditions that indicate the need for additional professional assessment and services	Sanctuary's clinical team utilizes the CRAFFT screening interview in addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.
In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and HIPPA workshops annually and whenever offered via on island training. Staff ensures that all information collected for client is secured behind two (2) locked doors at all times. Each individual, group or family session and treatment plan is documented in client file.

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**November 1, 2018 through November 30, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
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 23 group members during the month of November with a total of three (3) sessions. Group members participated in (1) LIFE Teen Expo Outreach Activity and (1) Sanctuary Month Outreach Activity in the month of November. To date, "Pathways" has provided services to a total of twenty-six (26) adolescents during this 2019 fiscal year There is presently four (5) adolescent on a waiting list who is pending PPD and orientation. Program staff continues to work with DYA social workers, I'Famagu'on-ta case managers, and family members in obtaining PPD clearances by referring to the Express Care clinics, DPHSS northern and southern clinics or free outreach immunization clinics. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during an outreach at our facility.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of November: <u>Early Recovery Skills</u>: Internal Trigger Questionnaire/Trigger Chart <u>Relapse Prevention</u>: Making the Link <u>D&A Education</u>: GHB Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them

	overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both work and school. Parent education groups are held on Saturdays from 12:00 to 1:30. Counselors are continuously working with DYA social workers and family members by referring them to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics, as well as Express Care for those who have the ability to pay for TB testing services.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.
II.2g Incorporate provisions that will continue providing at least a minimum of four (4) hours a week for treatment sessions utilizing the Matrix Model for Teens curriculum.	Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens & Young Adults on Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with their primary counselor, clients who need to miss a Saturday session can attend group on Tuesdays from 3:30 to 5:30, provided the session is not repetitive of previous sessions already attended. Parent education groups are held on Saturdays from 12:00 to 1:30.
II.2h Make referrals for other services not provided by Contractor and outlined in client individualized	Program counselors make necessary referrals to GBHWC – I Famagu'on-ta Services, New Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and

treatment plans.	CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.2j Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.
II.3a Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.	Level II Intensive Outpatient program "High Hopes" had a total of 13 group members during the month of November with a total of six (6) sessions. Group members participated in (1) LIFE Teen Expo Outreach Activity and (1) Sanctuary Month Outreach Activity in the month of November. To date, "High Hopes" has provided services to a total sixteen (16) adolescents during this 2018 fiscal year. There is presently one (1) adolescent on a waiting list who is pending PPD and orientation. Program staff are working with DYA social workers, I' Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics or free outreach immunization clinics. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during outreaches at our facility.
II.3b Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics. Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced during each group and individual session.

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**November 1, 2018 through November 30, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

II.3c Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.
In narrative form, state how the activities from **II.3d** to **II.3e** were implemented and addressed. • Minimum six (6) hours a week for treatment • Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. An additional group is held for clients currently being detained at DYA on Wednesdays, from 4:00 p.m. to 6:00 p.m. Parent education groups are held on Saturdays from 12:00 to 1:30. Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of August: Early Recovery Skills: Internal Trigger Questionnaire/Trigger Chart Relapse Prevention: Making the Link D&A Education: GHB ACRA Groups: Happiness Scale Review-Identify Unhappy Areas, Happiness Scale Review-Create Specific Goals to Increase Happiness, Identifying Interests-Prosocial Activities, Developing Prosocial Interests-Functional Analysis of one specific prosocial activity of interest to client.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2018 through November 30, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of Understanding with two (2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Counselors meet with clients individually to transition client towards next level of care as needed. Counselors also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations	Sanctuary, Incorporated is not a faith based organization.

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**November 1, 2018 through November 30, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

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 August be reviewed upon a program evaluation by GHBWC.	
Sanctuary Representative: Theresa C. Arriola Position Title: Executive Director Date: Prepared by: Eugene Anderson, CSAC	**GBHWC Representative:** Received By: Position Title: UPS II Date of Submission: 12/5/18-2:28pm

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

November 8, 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 **October 1 to October 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

RECEIVED
11/9/18
Drug & Alcohol Branch,
DMHSA
1:37 pm

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 10/31/2018
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 09-2016 GBHWC 2019-1	(Outpatient)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 7,725.25
2. Fringe Benefits	1,258.08
3. Contractual	0.00
4. Other	333.37
5. Supplies	1,225.00
6. Utilities	291.63

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

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

Theresa C. Arriola
Executive Director **Date** 11/8/18.

Recommended for payment: I certify Invoice No. DMHSA-2019-1 to be true and correct; and that services for October 1-31, 2018 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

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

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed. • Work with GBHWC and partners • Meet regularly to Establish standardized assessment and referral protocols • Share resources and provide training opportunities for staff	Program staff continue to work with I' Famagu'onta (GBH&WC) in the coordination of mental health services for qualifying youth, as well as, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marri age, and Family Therapist (AIMFT).
In narrative form, state how the activities from **II.1d** to **II.1e** were implemented and addressed. • Utilize evidenced-based models • Utilize Matrix, contingency management for these levels of care • Identify and justify any adaptations or modifications to proposed models	Sanctuary has been utilizing The Matrix Model for Teens & Young Adults, an organized set of evidence-based therapeutic interventions. The program consists of research-based techniques integrated into an approach that includes: individual sessions; family sessions; group sessions; introduction to Twelve Step programs; parent substance abuse education and adolescent substance education. The Matrix Model for Teens & Young Adults integrated several treatment approaches in the program to include motivational interviewing and contingency management by hosting several youth and parent clean and sober activities, incentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with incentives such as movie passes, gas coupons, and department store gift certificates.
II.1f Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.	Sanctuary has employees that are bilingual and our program is consistently developing and strengthening our bilingual volunteers, including our AmeriCorps members. We continue to work with the Superior Court of Guam who provides court appointed trained interpreters for both individual and family sessions. 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.

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

In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed. • Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse • Determine appropriateness and eligibility for admission or referral • Experienced with the ASAM PPC for Level I and Level II • Determine any coexisting conditions that indicate the need for additional professional assessment and services	Sanctuary's clinical team utilizes the CRAFFT screening interview in addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.
In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and HIPPA workshops annually and whenever offered via on island training. Staff ensures that all information collected for client is secured behind two (2) locked doors at all times. Each individual, group or family session and treatment plan is documented in client file.

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

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 26 group members during the month of October with a total of four (4) sessions. Group members participated in (1) HIV/STD Testing conducted by DPHSS and (1) Red Ribbon-Drug Free Outreach in month of October. To date, "Pathways" has provided services to a total of forty-one (26) adolescents during this 2019 fiscal year There is presently one (2) adolescent on a waiting list who is pending PPD and orientation. Program staff continues to work with DYA social workers, I'Famagu'on-ta case managers, and family members in obtaining PPD clearances by referring to the Express Care clinics, DPHSS northern and southern clinics or free outreach immunization clinics. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during an outreach at our facility.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of October: <u>Early Recovery Skills</u>: Thought-Stopping Techniques, External Trigger Questionnaire/Trigger Chart <u>Relapse Prevention</u>: Relapse Justification I, Dealing with Problems <u>D&A Education</u>: Cocaine, Ecstasy Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	October 1, 2018 through October 31, 2018
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both work and school. Parent education groups are held on Saturdays from 12:00 to 1:30. Counselors are continuously working with DYA social workers and family members by referring them to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics, as well as Express Care for those who have the ability to pay for TB testing services.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.
II.2g Incorporate provisions that will continue providing at least a minimum of four (4) hours a week for treatment sessions utilizing the Matrix Model for Teens curriculum.	Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens & Young Adults on Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with their primary counselor, clients who need to miss a Saturday session can attend group on Tuesdays from 3:30 to 5:30, provided the session is not repetitive of previous sessions already attended. Parent education groups are held on Saturdays from 12:00 to 1:30.
II.2h Make referrals for other services not provided	Program counselors make necessary referrals to GBHWC – I Famagu'on-ta Services, New

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2018 through October 31, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
by Contractor and outlined in client individualized treatment plans.	Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.2j Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.
II.3a Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.	Level II Intensive Outpatient program "High Hopes" had a total of 16 group members during the month of October with a total of seven (7) sessions. Group members participated in (1) HIV/STD Testing conducted by DPHSS and (1) Red Ribbon-Drug Free Outreach in month of October. To date, "High Hopes" has provided services to a total of thirty-six (16) adolescents during this 2018 fiscal year. There is presently one (2) adolescent on a waiting list who is pending PPD and orientation. Program staff are working with DYA social workers, I' Famagu'on-ta workers, and family members in obtaining PPD clearances by referring to Express Care clinic, DPHSS northern and southern clinics or free outreach immunization clinics. Sanctuary, Inc. is also exploring partnerships with private medical facilities to provide PPD shots and clearances, and have also had preliminary communications with DPHSS to assist in providing immunization services to both clients and parents during outreaches at our facility.
II.3b Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics. Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced

	during each group and individual session.
II.3c Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.
In narrative form, state how the activities from **II.3d** to **II.3e** were implemented and addressed. • Minimum six (6) hours a week for treatment • Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. An additional group is held for clients currently being detained at DYA on Thursdays, from 2:00 p.m. to 6:00 p.m. Parent education groups are held on Saturdays from 12:00 to 1:30. Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of October: <u>Early Recovery Skills</u>: Thought-Stopping Techniques, External Trigger Questionnaire/Trigger Chart, Internal Trigger Questionnaire/Trigger Chart, You're Here Because Why? <u>Relapse Prevention</u>: Staying Busy, Guilt & Shame, Taking Care of Yourself, Life Satisfaction Scale <u>D&A Education</u>: PCP, Rohypnol <u>ACRA Groups</u>: Motivational Video, Functional Analysis for SA And Prorecreational

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2018 through October 31, 2018**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	Activities, Happiness Scale Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of Understanding with two (2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of	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.

care.	
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 August be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith based organization.
Sanctuary Representative: Theresa C. Arriola Position Title: Executive Director Date: Prepared by: Eugene Anderson, CSAC	**GBHWC Representative:** Received By Position Title: UPSTT Date of Submission: 11/9/18 - 1:37 pm

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 8, 2019

COPY

TO: Theresa C. Arriola
Guam Behavioral Health and Wellness Center
790 Governor Camacho Road
Tamuning, Guam 96913

RECEIVED
1/8/19
Drug & Alcohol Branch,
DMHSA

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the **Residential** Rehabilitation Services for Adolescents for the period **of December 1 to December 31, 2018**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Katharine Dominguez
Interim Executive Director

Gmail

Katharine Dominguez <katharine.dominguez@gmail.com>

Fwd: Acting ED for Sanctuary

2 messages

Theresa Arriola <tcarriola@gmail.com>
To: Katharine Dominguez <katharinedominguez@gmail.com>

Fri, Jan 4, 2019 at 6:25 PM

---------- Forwarded message ---------
From: **Limtiaco, Rindraty** <rlimtiaco@localiq.com>
Date: Fri, Jan 4, 2019, 3:03 PM
Subject: Acting ED for Sanctuary
To: Theresa Arriola <tcarriola@gmail.com>

Please send to all staff:

Effective Jan. 5, Kathy Dominguez will be interim executive director of Sanctuary, until a permanent executive director is hired by the board.

Please give her your full cooperation and support.

Thank you.

Rindraty Limtiaco

Chairperson, Sanctuary Board of Directors

Rindraty Limtiaco
President

Pacific Daily News

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PART OF THE USA TODAY NETWORK

Mobile: 6714830100

Office: 6714790100

rlimtiaco@localiq.com
guampdn.com

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2 attachments



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image001.png
9K

Theresa Arriola <tcarriola@gmail.com>
To: Katharine Dominguez <katharine.dominguez@gmail.com> Fri, Jan 4, 2019 at 8:04 PM

[Quoted text hidden]

2 attachments



image001.png
9K



image001.png
9K

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

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 12/31/2018
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 03-2016 GBHWC-2019-3/1	(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.

1/3/19

Theresa C. Arriola **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-3/1 to be true and correct; and that services for December 1-31, 2018 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

RECEIVED
1/8/19
Drug & Alcohol Branch, DMHSA
10 am

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 01, 2018 through December 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. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 7 Clients were served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 2 Pending List • 0 Completed ***Due to sleeping accommodations regarding male and female clients Sagan Na'homlo' is unable to fill the last bed with a male client at this time to acquire full capacity of 8 beds.** — Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. — Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral

	goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Child Protective Services, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and	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

practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 5 sessions were conducted. • 38 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Marijuana: The Escape to Nowhere, Is This Normal for My Teen?, Drugs, Inc.: Ecstasy, Prosocial Activity, Family Basketball Activity.
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:	**December 01, 2018 through December 31, 2018**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	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.

Sanctuary Representative: Katharine Dominguez Position Title: Interim Executive Director Date: 01/07/2019 Prepared By: Eugene Anderson, CSAC	**GBHWC Representative:** Received By: _____ Position Title: UPS # Date of Submission: 1/8/19 - 10am

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

December 5, 2018

RECEIVED
12/5/18
Drug & Alcohol Branch, DMHSA
2:28pm

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

RE: Residential Rehabilitation services for adolescent report

Hafa Adai Mr. Vega:

Attached is a monthly program status report on the **Residential** Rehabilitation Services for Adolescents for the period of **November 1 to November 30, 2018**. If you should you have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Katharine Dominguez
Acting Executive Director

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves " since 1971

Address: 406 Mai Mai Road, Chalan Pago, Guam 96910 * Tel•. 475-7101 * Fax: 477-3117 *

Crisis Hotline: 475-7100

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

December 03, 2018

Memorandum

TO: All Sanctuary Staff

FROM: Executive Director

RE: Acting Executive Director

Hafa Adai:

Please be advised that I will be on leave from Monday, December 03, 2018 through Sunday, December 09, 2018, and will be back in office Monday, December 10, 2018. In my absence, I am appointing Katharine Dominguez as Acting Executive Director.

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

Si Yu'os Ma'ase,

Theresa C Arriola

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INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 11/30/2018
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 03-2016 (Residential) **Job Order No.** **Purchase Order No.** **Invoice No.** GBHWC-2019-2/1	

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

TOTAL PAYMENT REQUEST: **$ 35,000.00**

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

12/3/18

Katharine Dominguez **Date**
Acting Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-2/1 to be true and correct; and that services for November 1-30, 2018 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2018 through November 30, 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. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 6 Clients were served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 2 Pending List • 0 Completed — Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. — Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision,

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2018 through November 30, 2018**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	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. 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	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

implemented and addressed.	supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 3 sessions were conducted. • 33 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Creating Healthy Functional Families, LFE Teen Expo Outreach Activity/Alanon Group, Sanctuary Month Outreach Activity. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff 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.

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC EA	Received By: [signature] Position Title: WPS II Date of Submission: 12/5/18 2:28pm

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

November 8, 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 **October 1 to October 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

RECEIVED
11/9/18
Drug & Alcohol Branch,
DMHSA.
1:37pm

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

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 10/31/2018
TO: Mr. Rey Vega Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 03-2016 (Residential) **Job Order No.** **Purchase Order No.** **Invoice No.** GBHWC-2019-1/1	

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

TOTAL PAYMENT REQUEST: **$ 35,000.00**

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

Theresa C. Arriola 11/8/18.
Executive Director **Date**

Recommended for payment: I certify Invoice No. DMHSA-2019-1/1 to be true and correct; and that services for October 1-31, 2018 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2018 through October 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. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 7 Clients were served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 2 Pending List • 1 Completed — Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. — Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
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Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2018 through October 31, 2018**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	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. 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	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

implemented and addressed.	supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 4sessions were conducted. • 23 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Roadmap for recovery, HIV/STD 101 and testing; Red Ribbon Outreach. 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 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

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2018 through October 31, 2018**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Theresa C. Arriola Position Title: Executive Director Date: Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: Position Title: WPS # Date of Submission: 11/9/18 - 1:37 pm

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. Quarterly Progress report for **October 1, 2018 – December 31, 2018**

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. Quarterly Progress report for **October 1, 2018 – December 31, 2018**

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 10, 2019

COPY

Ms. Krisinda C. Aguon,
Acting Deputy Director
Department of Youth Affairs
#169 San Isidro St.
Mangilao, Guam 96923

RE: FY2019 1st Quarter (October 1 – December 31, 2018) Program Status Report

Hafa Adai Ms. Aguon,

Attached is the quarterly status report for the period of **October 1 – December 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'ase', .

Katharine Dominguez
Interim Executive Director

Department of Youth Affairs

JAN 11 2018

Director's Office

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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

January 10, 2019

Ms. Krisinda C. Aguon, Acting Deputy Director
Department of Youth Affairs
P.O. Box 236371 GMF
Barrigada, Guam 96921

Dear Ms. Aguon:

Hafa Adai! The information provided below is for the Runaway Homeless and Abuse Program (1st Quarter of Fiscal Year 2019) from October 01, 2018 thru December 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.

Un Dankalu na Si Yu'os Ma'ase,

KATHARINE DOMINGUEZ
Interim Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2019 (October 1, 2018 - December 31, 2018)
1st Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 332,150**		
		Salary	$ 60,071.39
		Benefits	6,395.71
		Travel	-
		Contractual	432.31
		Supplies & Materials	8,194.73
		Equipment	-
		Utilities	9,010.84
		Miscellaneous	4,594.41
		Vehicle Lease	-
		Grand Total	**$ 88,699.39**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2019 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

KATHARINE DOMINGUEZ
INTERIM EXECUTIVE DIRECTOR

DATE: 1/10/19

FY 2019 RUNAWAY HOMELESS YOUTH (RHY) BASIC CENTER

Department of Youth Affairs

QUARTERLY PERFORMANCE REPORT FORM

ORGANIZATION/AGENCY: Sanctuary Incorporated of Guam	
VENDOR NUMBER: S1456001	
PERSON COMPLETING REPORT: Isalyn Concepcion, CO-ED Case Manager	
TELEPHONE: 475-7101	**FAX:** 477-3117
REPORT PERIOD: October 1, 2018-December 31, 2018	**DATE OF REPORT:** January 9, 2019

Project Description:

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

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

Goal: The overall goal of the CO-ED is to provide professional services for up to 200 who are runaways, homeless, or victims of abuse. Decrease recidivism and problems of runaways and homeless youth. **Objective 1.** To increase the awareness of available services and issues related to Runaway and Homeless youth and victims of abuse by conducting outreach efforts directed at youth, parents, and community agencies through a 24-hour crisis hotline, presenting information through the local media (newspapers, television & radio), public presentations, bus stop murals, school presentations, door-to-door street outreach, and informational displays at shopping centers throughout the island. **Indicator/Outcomes/Periodicity:** *Awareness of available services for run away and troubled youth for the community of Guam as a whole.*	- For this reporting period, our agency provided services for twenty (20) youth in the community. One (1) that ran away from home, eight (8) were victims of neglect, three (3) was on a temporary timeout, and five (5) were on extended furlough from the Department of Youth Affairs.

Activity A: The Emergency Shelter program will provide individual supportive counseling at least twice a week for each youth residing in the shelter. **Time Line:** Daily; ongoing daily sessions **Responsible Parties:** Case Manager and Residential Assistants	**Results:** During, this reporting period, twelve (12) youth resided in the shelter during the month of October. Eight (8) youth resided in the shelter during the month of November. Twelve (12) youth resided in the month of September. At least four hundred thirty-five (435) individual supportive counseling sessions were conducted that included educational, health and personal growth.
Activity B: To provide therapeutic and recreational activities for youth to promote personal well being. **Timeline:** Daily **Responsible Parties:** Case Manager and/or Residential Assistants	**Results:** On a weekly basis, the program facilitates various activities for therapeutic and recreational purposes such as life skills to include money management, cooking skills, home management, and mentoring. On a daily basis, the program facilitates recreational activities to promote social skills and healthy personal growth through exercise.
Objective II. To increase crisis intervention services to runaway and homeless youth and their families by providing 24 hours services to 200 youth parent and/or community members. **Indicators/Outcomes/Periodicity:** *Accessibility of children and their families in crisis situations who use Emergency Shelter services.* **Activity A**: 24-hour crisis hotline is open to the general public to provide immediate feedback, assessments and referrals to appropriate agencies. **Time line:** on-going **Responsible Parties:** Crisis Intervention Worker and Case Manager II	**Results:** Roughly two hundred fifty (250) contacts were made via 24-hour crisis hotline. Household and family dynamics involving familial conflict(s), beyond control behavior, physical abuse, runaway, homelessness, and sexual abuse were the top issues of concern for youth from those who accessed the crisis hotline.
Activity B: Provide referral services for all youth and their family members assessed for services needed from other agencies. **Timeline:** on-going **Responsible Parties:** Crisis Intervention Worker, Case Manager I and Case Manager II	**Results:** An estimation of one hundred and forty-five (145) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&A, Sanctuary Youth Anger Management (YAM), Sanctuary Strengthening Families Program (SFP), Child Protective Services, and I Famagu'on-ta.

Objective III: To reduce the problems of youth 12-17 who are runaway, homeless and victims of abuse by providing temporary shelter and aftercare services for up to 10 youth at any given time while they resolve problematic issues. **Indicators/Outcomes/Periodicity:** *Accessibility of emergency 24hr placement for runaway and homeless youth needing assistance/guidance to begin the reunification process.* **Activity A:** The project will provide temporary shelter and aftercare service for 10 youth 12-17 years of age for up to 30 days while providing the youth with supportive counseling and connecting youth and families with other agencies. **Activity B:** The project will provide basic necessities such as food, clothing, shelter, and transportation services to and from school and appointments while also providing supportive counseling and guidance to promote reunification and reconciliation. **Timeline:** ongoing **Responsible Parties:** Case Manager II, Case Manager I	**Results:** During this quarter a total of twenty (20) youth received shelter services. There were fourteen (14) new intakes admitted to shelter. Five (5) youth continued to receive shelter services into the month of November. Seven (7) youth continued to receive shelter services into the month of December. Two (2) clients placed in aftercare services after being exited from this shelter. During this reporting quarter four (4) clients transitioned into the care of their biological parents/legal guardians, one (1) client was placed back into the custody of the Department of Youth Affairs, and services for five (5) client was terminated. A total of ten (10) youth were exited from the COED Emergency shelter. **Results:** During this quarter all youth who were admitted into shelter received resources to meet their basic needs. Youth were referred to appropriate agencies or organizations to further meet the youth and family's needs. The Case Managers and Executive Director worked with other agencies and organizations in the field of human services to help work towards promoting reunification and reconciliation between the youth and family.
Objective IV To strengthen family relationships of 120 youth and their families through individual family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification. **Indicators/Outcomes/Periodicity:** *Conflict Mediation skills of children and their families* **Activity A:** Provide family skills training sessions for youth and their families experiencing crisis situations through Sanctuary's 24-hour crisis hotline or Emergency Shelter Program. **Time line:** ongoing	**Results:** A total of four hundred thirty-five (435) individual family and group sessions were provided this reporting period to youth and their families experiencing crisis and conflict. 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, relative placement, the Department of Youth Affairs, or other youth center facilities. Two hundred fifteen (215) family skills training sessions were provided for youth and their families experiencing crisis situations through the crisis hotline.

Responsible Parties: Crisis Intervention Worker, Case Manager	
Activity B: The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger. **Timeline:** ongoing **Responsible Parties:** AmeriCorps facilitators and volunteers.	**Results:** A total of twelve (12) Middle/High School YAM classes were conducted during this reporting period with a total of fourteen (14) youth who received YAM classes at the Astumbo Middle School and Main Office at Sanctuary Incorporated of Guam. These youth were mentored by Sanctuary's AmeriCorps Volunteers during the group session. The group's participants consisted of youth in Sanctuary programs, as well as outside referrals from other agencies such as GDOE, I Famagu'on-ta, Probation and self-referrals from the community.
Objective V: To decrease recidivism and problems of runaway and homeless youth and their families to assist with their transition back home and meet their long-term needs. **Indicators/Outcomes/Periodicity:** *Availability of supportive services to children and their families in crisis situations.* **Activity A:** The project will provide individual supportive counseling for youth and their parent/legal guardians assisting them in making appropriate decisions relative to their family dynamics. **Timeline:** ongoing **Responsible Parties:** Crisis worker and Case-Manager	**Results:** Individual supportive counseling sessions were provided this reporting period to assist youth and their parent/legal guardians to make appropriate decisions relative to their family dynamics. The breakdown of the sessions are as follow: - Four hundred thirty-five (435) youth individual supportive counseling sessions. - Fifteen (15) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 44.52%
Activity B: The project will provide case management services for youth and their families that will enhance stabilize and strengthen their relationships. **Timeline:** ongoing **Responsible Parties:** Case Manager II and Case Manager I	**Results:** Twenty (20) youth received case management services via the COED Emergency Shelter and two (2) participated in Aftercare services.

Problems Encountered:

A challenge encountered this quarter is, again, being unable to identify an alternate placement in a timely manner for youth who are wards of the state due to exhaustion of alternate familial/relative placement and

limited foster care placement. The youth and parent(s)/legal guardian(s) are always encouraged and offered the option to sign up for aftercare services to assist with transitioning the youth back home and if problems may arise. Unfortunately, for this quarter, most clients who exited from our care chose not to participate in aftercare; however, they were still provided with a transitional plan to be used at home with their family or individuals they have transitioned to/with. Upon intake assessment of youth, parents often agree to participate in other programs we offer (groups and supportive counseling); however, parents do not participate in all the services we recommend, which parent involvement is limited. Lastly, parents and/or guardians failed to make regular or any contact with their child while in the shelter. It was a challenge to establish communication for developing transitional plans and to schedule family quality time due to parents and/or guardians being out of reach or difficult to contact.

Future Plans:

The Case Management and Counseling department 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. To assist with these plans, we continue to increase our staff population. Case Management continues to find innovative ways to access support services that directly benefit the COED Emergency shelter. We also receive funding under the VOCA grant to assist victims of crimes, which we often encounter; and funding through the Basic Center grant to assist in funding self-referrals in shelter. We have also just received another grant Administration for Native Americans (ANA), "Inafa'maulek" Summer/After School Program to build resiliency among youth we serve and in the community.

Performance Measures:

Social Competence	Case Manager and shelter staff have reported to observe improvement in social interactions and, defined as maintaining positive relationships with others 19 of 20 (95%) 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 Managers 4 of 20 (20%) 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 or uninvolved. More than 30 days are needed to work on fostering a positive relationship when working with CPS clients and their family members or foster parent.
Families Satisfied with Program	A total of out of 23 family members reported verbal feedback during this reporting period. Of the total number of family members who have reported

	92% have stated to be satisfied with all aspects of the program including, 84% of families stating that they will access Sanctuary services for future familial issues. Again the numbers above only include cases in which parental involvement is present. Areas surveyed include: 1) Noted quality in family relationships 2) Future access of services 3) Accessibility and response time 4) Overall rating of services 5) Recommending services to others
Client Satisfaction	Of all clients who have completed satisfaction survey, 84% have reported an increased quality in familial relationships. A total of 84% have stated that they had good or very good access to services with prompt response time. A total of 84% have rated overall services as good or very good and 92% of clients surveyed have indicated that they would likely or very likely refer others to Sanctuary for services needed.

Performance Measures	Data
Performance Measures: Number and Percent of program youth committed to correctional facility. Definition: The number of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult correctional facilities. Official records are the preferred data source.	
Reporting Format: A. The number of program youth enrolled in a correctional facility	7
B. Number of youth in the program.	20
C. Percent (A/B)	35%
Performance Measures (Description) **Number and percent of program youth completing program requirements** Definition: The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a pre-defined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	
Reporting Format: A. The number of youth who exited the program having completed program requirements.	4
B. Number of youth who left the program.	10
C. Percent (A/B)	40%