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: October 15, 2019

35GL-19-1116
Speaker Tina Rose Muña Barnes

OCT 15 2019
Time 4:31 ( )AM ( )PM
Received By: Allan

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

Enclosed herewith are the following documents:

1. FY2019 4th quarter list of expenditures over $5,000
2. FY2019 4th quarter list of appropriations/expenditure reports
3. FY2019 4th 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,

VICTOR CAMACHO
Executive Director

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: _____ **Signature:** _____

Date: _____ **Time:** _____

1116

2019 OCT 15 PM 4:48

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October 15, 2019

HONORABLE TINA MUNA-BARNES
Speaker
35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

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 **July 1, 2019 through September 30, 2019 (4th 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',

VICTOR CAMACHO
Executive Director

SANCTUARY

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

ASPIRE to Excellence® carf ACCREDITED

Transmittal Form

Date: October 15, 2019

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

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VICTOR CAMACHO
Executive Director

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: _____ **Signature:** _____

Date: _____ **Time:** _____

SANCTUARY INCORPORATED OF GUAM

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SANCTUARY

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

October 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 **July 1, 2019 through September 30, 2019 (4th Quarter of Fiscal Year 2019).**

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Un Dångkalu na Si Yu'os Ma'åse',

VICTOR CAMACHO
Executive Director

Attachment 1

Sanctuary Incorporated of Guam

AmeriCorps Program

Reporting Agency

Governor Commission- Serve Guam Commission

Reports

1. Program Financial Report for **4th QTR ending September 30, 2019 for Grant Year 2017-2018.**
2. Program Financial Report **for 4th QTR ending September 30, 2019 for Grant Year 2018-2019 (this program year 2018-2019 started at the end of FY2019).**

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	pages

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

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type	7. Basis of Accounting
855025284	96-0002543	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	1-Jul-19	21-Aug-19

10. Transactions *(Use lines a-c for single or multiple grant reporting)*	Cumulative
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	
e. Federal share of expenditures	$720,007.00
f. Federal share of unliquidated obligations	$628,076.80
g. Total Federal share (sum of lines e and f)	$0.00
h. Unobligated balance of Federal funds (line d minus g)	$628,076.80
Recipient Share:	$91,930.20
i. Total recipient share required	
j. Recipient share of expenditures	$35,062.00
k. Remaining recipient share to be provided (line i minus j)	$25,634.28
Program Income:	$9,427.72
l. Total Federal program income earned	
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
	$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

VICTOR CAMACHO, EXECUTIVE DIRECTOR

b. Signature of Authorized Certifying Official

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

d. Email address
vic.camacho@gmail.com

e. Date Report Submitted (Month, Day, Year)
~~4/9/2019~~ 9/9/19

14. Agency use only:

Standard Form 425

OMB Approval Number: 0348-0061

Expiration Date: 10/31/2011

Paperwork Burden Statement

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

RECEIVED
9/10/19 4:08PM

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

RECEIVED
9/10/19 4:00pm

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	Aug-19		
QUEST NUMBER: 2018-16	FINAL CLAIM:	☑ YES	☐ NO
COUNT NUMBER: 5101H180233SE103/280			

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
JNDS REQUESTED	22,001.72				
RANT AWARD	$ 720,007.00				
SS: PREVIOUSLY REQUESTED:	$ 606,075.08				
JB-TOTAL	$ 113,931.92				
SS: AMOUNT OF THIS REPORT	**$ 22,001.72**				
RANT BALANCE:	$ 91,930.20				

*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 rth 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 ficial warning notice, suspension of contract and corrective actions, possibile withholding of payment, and termination of contract.*

PROGRAM DIRECTOR SIGNATURE/ DATE:	9-10-19
CERTIFYING OFFICER SIGNATURE/ DATE:	9/10/19
EXECUTIVE DIRECTOR SIGNATURE/ DATE:	9/10/19

Serve Guam Commission Use Only

Department of Administration Received Stamp

PROGRAM/MEMBER MANAGEMENT	PERFORMANCE MEASURES MANAGEMENT	FISCAL MANAGEMENT
CNCS NATIONAL SERVICE CRIMINAL HISTORY HECKS	☐ NATIONAL PERFORMANCE MEASURES	☐ PER REIMBURSEMENT
ACCOMPANIAMENT: DAILY TIME SHEET/TIME I/OUT/HOURS	☐ BINDERS FOR EACH FOCUS AREA	☐ BUDGET MODIFICATION
MEMBER DAILY SERVICE ACTIVITY: DAILY TIME HEET/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

GC - ASSURANCE & CERTIFICATION:

SGC CERTIFYING OFFICER/ DATE: _____
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

Y16-17 SGC FORM_VPLIII_FC_REV5_8.8.17_1302 (A)

SGC - Standard Operating Procedures - Process Instructions

☐Step: 1 - Program Director/Fiscal are to fill out Periodic Expense Report(Sections I, II ,III)Program Director to submit with Reimbursement Cover and supporting documents

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

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I	CNCS SHARE	BUDGET MODIFICATION	BUDGET TOTAL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY '19	FEBRUARY '19	MARCH '19	APRIL '19	MAY '19	JUNE '19	JULY '19	AUG '19	PROGRAM TOTAL	CNCS BUDGET YTD BAL
(A) Personnel																					
Program Director	44,000.00	7,708.00	51,708.00	1,888.00	3,330.00	3,330.00	3,330.00	3,330.00	3,330.00	6,661.00	3,330.00	3,330.00	3,330.00	3,330.00	3,330.00	3,330.00	832.00	0.00	7,708.00	51,708.00	0.00
Program Coordinator	29,500.00	5,530.37	35,030.37	1,135.20	2,270.40	2,270.40	2,270.40	2,270.40	2,270.40	3,949.60	2,360.80	2,360.80	2,360.80	2,270.40	2,270.40	1,786.00	0.00	493.12	6,913.49	35,030.37	0.00
Administrative Assistant	26,800.00	5,226.98	32,026.98	1,022.40	2,044.80	2,044.80	2,044.80	2,044.80	2,044.80	3,067.20	2,044.80	2,083.92	2,105.60	2,044.80	2,044.80	2,044.80	147.68	44.08	5,271.04	32,026.98	0.00
Administrative Aide	15,873.00	-7,037.21	8,835.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	503.25	1,068.38	911.03	840.76	1,097.26	1,626.26	1,105.80	647.64	8,835.79	0.00	0.00
Total I Personnel	116,173.00	11,428.14	127,601.14	4,045.60	7,651.20	7,651.20	7,651.20	7,651.20	7,651.20	13,677.80	8,264.85	8,839.10	8,734.03	8,500.96	8,748.45	8,993.05	1,085.18	1,184.84	20,118.86	127,601.14	0.00
(B) Fringe																					
FICA: 7.65% of salaries	8,887.00	821.61	9,708.61	292.68	585.32	585.32	585.32	585.32	585.32	888.53	632.26	676.20	668.06	646.07	668.06	650.25	144.22	63.43	1,539.08	9,708.61	0.00
Health Insurance: $80 monthly * 3 staff	7,680.00	378.00	7,948.06	0.00	470.76	941.52	470.76	470.76	547.66	0.00	507.66	1,015.32	0.00	1,015.32	507.66	507.66	0.00	1,015.32	549.96	7,774.36	166.08
Workers Compensation: 0.3% of salaries	1,046.00	-764.44	281.56	0.00	12.39	12.39	12.39	12.39	12.39	0.00	33.04	33.04	33.04	33.04	33.04	33.04	0.00	99.13	0.00	264.00	17.56
Total II Fringe	17,613.00	435.17	17,938.23	292.68	1,068.47	1,539.23	1,068.47	1,068.47	1,145.37	888.53	1,172.96	1,724.56	701.10	1,694.43	1,208.76	1,190.95	144.22	1,177.88	2,089.04	17,747.00	183.64
Total I & II (A/B)	133,666.00	11,863.31	145,529.37	4,338.28	8,719.67	9,190.43	8,719.67	8,719.67	8,796.57	14,566.33	9,437.81	10,563.66	9,435.13	10,227.43	9,957.23	9,884.00	2,029.40	2,362.72	22,001.72	145,348.23	181.24
(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	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
Office Supplies: 100/mo	1,200.00	-197.56	1,002.44	0.00	52.69	0.00	91.04	284.32	0.00	103.46	218.46	0.00	0.00	0.00	38.03	0.00	0.00	213.96	0.00	1,002.44	0.00
Gasoline: 160*12	1,512.00	0.00	1,512.00	0.00	0.00	301.44	110.55	291.40	93.41	198.27	170.22	57.00	126.01	198.63	65.07	0.00	0.00	0.00	0.00	1,512.00	0.00
AC Member Service Gear. 80 mbrs + 4staff *20 (4sets)	6,720.00	-2,520.00	4,200.00	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	0.00	0.00	4,200.00	0.00
Total III Supplies	10,632.00	-3,917.56	6,714.44	0.00	52.69	301.44	201.59	575.72	93.41	4,491.27	388.62	57.00	126.01	198.63	103.10	0.00	0.00	213.96	0.00	6,714.44	0.00
(E) Contractual																					
Xerox Copier Equipment Lease	1,200.00	0.00	1,200.00	0.00	118.33	269.34	0.00	236.58	0.00	168.06	0.00	141.20	70.60	70.60	136.62	0.00	0.00	0.00	0.00	1,200.00	0.00
Internet Service	1,200.00	-611.54	588.46	0.00	50.25	50.25	0.00	50.25	0.00	50.25	50.73	0.00	0.00	67.64	134.63	0.00	66.99	66.99	0.00	588.46	0.00
Vehicle	7,000.00	0.00	7,000.00	0.00	0.00	1,250.00	625.00	1,250.00	0.00	0.00	1,250.00	625.00	625.00	625.00	625.00	125.00	0.00	0.00	0.00	4,750.00	0.00
Telephone	1,200.00	-444.51	755.49	0.00	56.98	60.98	0.00	121.31	0.00	56.98	56.98	56.98	57.98	56.98	114.98	0.00	56.98	60.98	0.00	577.03	0.00
Celular	3,000.00	-883.32	2,116.68	0.00	181.65	181.36	0.00	326.00	0.00	183.63	162.91	163.15	182.78	182.78	328.98	0.00	181.24	182.00	0.00	1,916.68	0.00
Total IV Contractual	13,600.00	-1,939.37	11,660.63	0.00	406.41	1,790.23	625.00	1,982.92	0.00	458.30	1,521.62	986.33	936.36	982.00	1,340.19	725.00	285.21	309.97	0.00	11,660.63	0.00
(G1) Staff Training																					
CNCS or Serve Guam Commission Mtg	128.00	-44.00	84.00	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	0.00	0.00	84.00	44.00
(G2) Member Training																					
What is National Service / Whos Serve Guam! Commission/GVC	2,560.00	-432.00	2,128.00	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	0.00	0.00	2,128.00	0.00
Total V Training (G1/G2)	2,688.00	-476.00	2,212.00	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	0.00	0.00	2,212.00	0.00
(H) Evaluation	1,000.00																				
Data Collection	1,000.00	-15.44	984.56	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	984.56
(I)																					
Other/Program Operating Costs																					
(Federal) FBI Check	1,600.00	-700.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00
Drug Testing	2,520.00	-1,060.00	1,460.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,460.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,460.00	0.00
CPR & First Aid Training	3,960.00	-2,790.00	690.00	0.00	12.00	372.00	72.00	0.00	0.00	96.00	0.00	0.00	78.00	0.00	0.00	0.00	0.00	0.00	0.00	690.00	0.00
AmeriCorps Advertisement: (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	0.00	0.00	0.00	0.00
Total VI OPOC	9,105.00	-5,575.00	3,050.00	0.00	12.00	372.00	72.00	0.00	0.00	96.00	0.00	2,360.00	78.00	0.00	0.00	0.00	0.00	0.00	0.00	3,050.00	0.00
Section V Grand Total	170,091.00	0.00	170,091.00	4,338.28	10,170.77	11,016.78	11,030.26	11,188.31	8,889.98	17,515.90	11,948.03	13,986.99	10,516.98	11,404.06	11,301.11	10,609.00	2,314.61	3,664.01	22,001.72	168,915.30	1,175.70
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.31%	0.69%
Section III																					
Half Time	505,920.00	0.00	505,920.00	14,229.00	29,612.00	29,612.00	40,062.00	40,062.00	38,908.00	37,417.00	34,782.00	33,728.00	32,147.00	30,986.00	20,612.00	20,026.00	7,378.00	6,270.00	0.00	421,181.00	84,739.00
B/Total	505,920.00	0.00	505,920.00	14,229.00	29,612.00	29,612.00	40,062.00	40,062.00	38,908.00	37,417.00	34,782.00	33,728.00	32,147.00	30,986.00	20,612.00	20,026.00	7,378.00	6,270.00	0.00	421,181.00	84,739.00
FICA/Medicare	38,703.00		38,703.00	1,088.62	2,267.67	2,267.67	3,065.98	3,065.98	2,963.35	2,862.40	2,660.62	2,580.19	2,579.84	2,338.30	2,267.67	1,531.99	564.42	493.16	0.00	32,403.95	6,299.04
Adjustment																		-130.69	0.00	-130.69	130.69
Worker's Compensation	3,965.00		3,965.00	0.00	231.28	231.28	318.01	318.01	305.62	0.00	318.01	268.45	212.19	498.73	239.64	239.64	0.00	88.09	0.00	2,911.01	1,053.99
Adjustment			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	-963.40	0.00	-963.40	963.40
B/Total	42,668.00	0.00	42,668.00	1,088.62	2,498.95	2,498.95	3,383.99	3,377.99	3,268.97	2,862.40	2,978.63	2,848.64	2,792.03	2,836.03	2,507.31	1,771.63	564.42	-514.93	0.00	34,221.87	8,446.80
Section III Total	548,588.00	0.00	548,588.00	15,317.62	32,110.95	32,110.95	43,445.99	43,439.99	42,176.97	40,279.40	37,760.63	36,576.64	34,939.03	33,822.03	23,119.31	21,797.63	7,942.42	5,755.07	0.00	455,402.87	93,185.80
	100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	83.02%	16.98%
Section IV																					
(A) Compensation Paid to Employees	1,327.00	0.00	1,327.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.98	128.24	74.61	364.98	630.60	67.71	0.00	0.00	1,327.00	0.00
(B) Federally Approved Indirect Cost Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.98	128.24	74.61	364.98	630.60	67.71	0.00	0.00	1,327.00	0.00
B/Total	1,327.00	0.00	1,327.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.98	128.24	74.61	364.98	630.60	67.71	0.00	0.00	1,327.00	0.00
BUDGET/TOTAL	720,007.00	0.00	720,007.00	19,435.78	41,171.72	43,617.73	55,264.25	54,618.17	51,136.95	57,799.39	49,109.89	50,677.59	45,581.66	44,880.60	43,785.31	32,346.13	10,324.74	9,319.18	22,001.72	628,076.90	91,930.10
	100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	87.23%	12.77%
PER Total:	720,007.00	0.00	720,007.00	19,435.78	41,171.72	43,617.73	55,264.25	54,618.17	51,136.95	57,799.39	49,109.89	50,677.59	45,581.66	44,880.60	43,785.31	32,346.13	10,324.74	9,319.18	22,001.72	628,076.90	91,930.10

133.96

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I	PROGRAM SHARE	BUDGET MODIFICATION	BUDGET TOTAL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	JULY 2019	[illegible]	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	298.00	0.00	423.04	423.04	0.00	0.00	210.72	423.04	6,428.40	50.60
QA Officer	1,520.00		1,520.00	75.52	151.04	151.04	151.04	151.04	151.04	188.76	125.84	136.24	146.64	73.32	18.48	0.00	0.00	0.00	0.00	1,520.00	0.00
HR Manager	2,061.00		2,061.00	81.64	163.28	163.28	163.28	163.28	168.16	252.24	174.96	90.88	181.52	178.40	178.40	101.68	0.00	0.00	0.00	2,061.00	0.00
Fiscal Officer	4,239.00		4,239.00	130.64	261.28	261.28	261.28	261.28	288.96	403.44	274.96	274.96	276.80	279.36	279.36	419.04	0.00	279.36	279.36	4,211.36	27.64
Accounting Asst	4,500.00		4,500.00	177.84	355.68	355.68	355.68	355.68	366.24	549.36	366.24	366.24	383.35	365.28	389.28	113.45	0.00	0.00	0.00	4,500.00	0.00
S/T A (Personnel)	18,799.00	0.00	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	1,166.32	988.31	1,319.40	1,288.56	634.17	0.00	490.08	702.40	18,719.76	80.24
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	29.20	100.93	98.57	48.51	0.00	51.39	0.00	1,438.00	0.00
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	61.95	0.00	0.00	0.00	319.32	4,720.68
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	33.04	33.04	0.00	0.00	0.00	82.60	33.04	926.27	-532.27
S/Total (A/B)	25,671.00	0.00	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	1,166.32	1,050.55	1,453.37	1,387.13	744.63	0.00	624.07	735.44	25,207.35	463.65
C 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	0.00	0.00	1,200.00
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	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	305.04	0.00	250.44	92.46	647.94	0.06
S/Total -Supplies	1,848.00	0.00	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	305.04	0.00	250.44	92.46	647.94	1,200.06
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	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	0.00	0.00	0.00
Vehicle Lease	500.00	0.00	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	0.00	0.00	0.00
Telephone	1,800.00	0.00	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	0.00	0.00	0.00
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	0.00	0.00	0.00
S/Total -Contractual	2,300.00	0.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	475.00	0.00	0.00	0.00	500.00	1,800.00
H 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	0.00	0.00	800.00
S/Total - Staff Training	800.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
I Member Training	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	475.00	0.00	0.00	0.00	500.00	1,800.00
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	0.00	0.00
S/Total - Training (H/I)	800.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	475.00	0.00	0.00	0.00	500.00	1,800.00
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	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	0.00	0.00
S/Total - QPOC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section I Grand Total	30,619.00	0.00	30,619.00	874.28	1693.45	1,686.29	1,686.29	1,686.29	1740.80	2,462.82	1,796.62	1,166.32	1,050.55	1,478.37	1,692.17	1219.63	250.44	716.53	735.44	31,191.25	-572.25
Section II																					
B Member Support Costs																					
Worker's Compensation																					
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	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	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section III	100.00%																				
D Indirect Costs																					
Federally Approved Indirect Cost	4,443.00	0.00	4,443.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.26	0.00	682.01	330.79	360.48	806.15	1,209.28	187.01	3,697.99	745.01
S/Total	4,443.00	0.00	4,443.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.26	0.00	682.01	330.79	360.48	806.15	1,209.28	187.01	3,697.99	745.01
Section III Total	4,443.00	0.00	4,443.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.26	0.00	682.01	330.79	360.48	806.15	1,209.28	187.01	3,697.99	745.01
BUDGET TOTAL	35,062.00	0.00	35,062.00	874.28	1693.45	1686.29	1686.29	1686.29	1740.80	2462.82	1796.62	1288.58	1050.55	2160.38	2022.96	1580.11	1056.59	1925.81	922.45	35,189.24	-127.24
	100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	73.11%	26.89%
																				25,634.28	9427.72

SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

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

October 9, 2019

RECEIVED
10/10/19 8:58am

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 month ending September 30, 2019, for Grant Year 2018-2019.

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

Sincerely,

Victor Camacho
Executive Director
Sanctuary, Incorporated of Guam

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	18AC203519	1	1 pages

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

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type	7. Basis of Accounting
855025284	96-0002543	17AFHGU0010004	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)
22-Aug-19	1-Sep-19	30-Sep-19

10. Transactions (Use lines a-c for single or multiple grant reporting)	Cumulative
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	$719,982.00
e. Federal share of expenditures	$51,604.92
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$51,604.92
h. Unobligated balance of Federal funds (line d minus g	$668,377.08
Recipient Share:	
i. Total recipient share required	$30,368.00
j. Recipient share of expenditures	$677.57
k. Remaining recipient share to be provided (line i minus j)	$29,690.43
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)
VICTOR CAMCHO, EXECUTIVE DIRECTOR	(671) 475-7101
b. Signature of Authorized Certifying Official	d. Email address
	[redacted]
	e. Date Report Submitted (Month, Day, Year)
	10/10/2019
	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
17AFHGU0010004	18AC203519	S1456001	C190600640	96-0002543	855025284
PROGRAM PERIOD:			**PERIOD CLAIMING FOR:**		
2018-2019			Sep-19		
REQUEST NUMBER: 18-19 (1)			**FINAL CLAIM:**	☐ YES	☑ NO
ACCOUNT NUMBER: 5101H190233SE103/280					

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	$ 51,604.92				
GRANT AWARD	$ 719,982.00				
LESS: PREVIOUSLY REQUESTED:	$				
SUB-TOTAL	$ 719,982.00				
LESS: AMOUNT OF THIS REPORT	**$ 51,604.92**				
GRANT BALANCE:	**$ 668,377.08**				

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

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

PROGRAM DIRECTOR SIGNATURE/ DATE:	10/10/19
CERTIFYING OFFICER SIGNATURE/ DATE:	10/10/19
EXECUTIVE DIRECTOR SIGNATURE/ DATE:	10/10/19

Serve Guam Commission Use Only

Department of Administration Received Stamp

RECEIVED
10/10/19 8:58am

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

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

NOTE: REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE ABOVE SIGNATURES

SGC - ASSURANCE & CERTIFICATION:

SGC CERTIFYING OFFICER/ DATE: _____
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

PY16-17 SGC FORM_VPLIII_FC_REV5_8.8.17_1302 (A)

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	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A Personnel																		
Program Director	44,678.00	44,678.00	2,654.40														2,654.40	42023.60
Program Coordinator	30,410.00	30,410.00	2,023.68														2,023.68	28386.32
Administrative Assistant	27,373.00	27,373.00	1,786.47														1,786.47	25586.53
Administrative Aide	18,720.00	18,720.00	1,075.51														1,075.51	17644.49
Total: Personnel	121,181.00	121,181.00	7,540.06	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	7,540.06	113640.94
B Fringe																		
FICA: 7.65% of salaries	9,270.00	9,270.00	576.82														576.82	8693.18
Health Insurance: 350 monthly * 3 staff	17,064.00	17,064.00	507.66														507.66	16556.34
Workers Compensation: 0.3% of salaries	189.00	189.00	0.00														0.00	189.00
Total: Fringe	26,523.00	26,523.00	1,084.48	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	1,084.48	25438.52
$/Total (A/B)	147,704.00	147,704.00	8,624.54	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	8,624.54	139079.46
C Supplies																		
AC Program Supplies and Materials 100/mo	1,200.00	1,200.00	0.00														0.00	1200.00
Office Supplies: 100/mo	1,440.00	1,440.00	0.00														0.00	1440.00
Gasoline: 180*12	2,160.00	2,160.00	60.56														60.56	2099.44
AC Member Service Gear: 80 mbrs + 4staff *20 (4sets	5,220.00	5,220.00	0.00														0.00	5220.00
$/Total: Supplies	10,020.00	10,020.00	60.56	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	60.56	9959.44
D Contractual																		
Xerox Copier Equipment Lease	1,200.00	1,200.00	232.87														232.87	967.13
Internet Service	780.00	780.00	71.85														71.85	708.15
Vehicle	7,500.00	7,500.00	826.70														826.70	6673.30
Telephone	780.00	780.00	82.38														82.38	697.62
Cellular	2,160.00	2,160.00	213.40														213.40	1946.60
$/Total: Contractual	12,420.00	12,420.00	1,427.20	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	1,427.20	10992.80
G1 Staff Training																		
CNCS or Serve Guam Commission Mtg	128.00	128.00	0.00														0.00	128.00
G2 Member Training																		
What is National Service / Whos's Serve Guam! Commission/GVC	2,560.00	2,560.00	0.00														0.00	2560.00
$/Total: Training (G1/G2)	2,688.00	2,688.00	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	2688.00
H Evaluation																		
Data Collection	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
I Other Program Operating Costs																		
(Federal) FBI Check	1,600.00	1,600.00	0.00														0.00	1600.00
Drug Testing	2,075.00	2,075.00	0.00														0.00	2075.00
CPR & First Aid Training	2,800.00	2,800.00	0.00														0.00	2800.00
AmeriCorps Advertisement. (banner/brochure)	825.00	825.00	0.00														0.00	825.00
$/Total: OPOC	7,300	7,300	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	7300.00
Section I - Grand Total:	180,732	180,732	10,112.30	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	10,112.30	170619.70
	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5.60%	94.40%
Section II																		
A Personnel																		
Half Time	508,880.00	508,880.00	38,544.00														38,544.00	468336.00
$/Total	508,880.00	508,880.00	38,544.00	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	38,544.00	468336.00
B Fringe																		
FICA/Medicare	31,021.00	31,021.00	2,948.62														2,948.62	28072.38
Worker's Compensation	1,348.00	1,348.00															0.00	1348.00
$/Total	32,369.00	32,369.00	2,948.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,948.62	29420.38
Section II - Total:	539,250.00	539,250.00	41,492.62	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	41,492.62	497757.38
	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7.69%	92.31%
Section III																		
A Combination Kol Personnel and Fringe																		
B Federally Approved Indirect Cost	0.00	0.00	0.00														0.00	0.00
$/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 III - 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
BUDGET TOTAL	719,982.00	719,982.00	51,604.92	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	51,604.92	668377.08
	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7.17%	92.83%
PER Total:	719,982.00	719,982.00	51,604.92	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	51,604.92	668377.08

Program Name: AmeriCorps Ayuda Para I Komunidat

Section I	PROGRAM SHARE	BUDGET TOTAL	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	PROGRAM TOTAL	PROGRAM YTD BAL
A Personnel																		
Executive Director	6,479.00	6,479.00	224.74														224.74	6254.26
QA Officer	2,050.00	2,050.00	76.99														76.99	1973.01
HR Manager	2,300.00	2,300.00	97.01														97.01	2202.99
Fiscal Officer	4,239.00	4,239.00	153.65														153.65	4085.35
Accounting Asst	1,500.00	1,500.00	77.03														77.03	1422.97
[illegible] Personnel	16,568.00	16,568.00	629.42	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	629.42	15938.58
B Fringe																		
FICA	1,267.00	1,267.00	48.15														48.15	1218.85
Health Insurance	2,370.00	2,370.00	0.00														0.00	2370.00
Workman's Compensation	315.00	315.00	0.00														0.00	315.00
[illegible] Fringe	3,952.00	3,952.00	48.15	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	48.15	3903.85
S/Total (A/B)	20,520.00	20,520.00	677.57	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	677.57	19842.43
F Supplies:																		
AC Program Supplies and Materials	0.00	0.00	0.00														0.00	0.00
Office Supplies:	0.00	0.00	0.00														0.00	0.00
Gasoline	0.00	0.00	0.00														0.00	0.00
S/Total -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
G Contractual:																		
Xerox	0.00	0.00	0.00														0.00	0.00
Internet Access	0.00	0.00	0.00														0.00	0.00
Vehicle Lease	0.00	0.00	0.00														0.00	0.00
Telephone	0.00	0.00	0.00														0.00	0.00
Cellular Phone	0.00	0.00	0.00														0.00	0.00
S/Total -Contractual	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
H Staff 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
S/Total - Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00
S/Total - Training (H/I)	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
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	20,520.00	20,520.00	677.57	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	677.57	19842.43
Section II																		
B Member Support Cost																		
FICA	7,755.00	7,755.00	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	7755.00
Worker's Compensation	2,093.00	2,093.00	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	2093.00
S/Total	9,848.00	9,848.00	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	9848.00
Section II Total	9,848.00	9,848.00	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	9848.00
	100.00%																	
Section III																		
B Federally Approved Indirect Cost	0.00	0.00	0.00														3.30%	96.70%
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 III 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
BUDGET TOTAL	30,368.00	30,368.00	677.57	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%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	677.57	29690.43
																	2.23%	97.77%
																	677.57	29690.43

Attachment 2

Sanctuary Incorporated of Guam

Foster Care Program

Reporting Agency

Department of Public Health and Social Services

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Quarterly financial expenditures and obligation
3. Quarterly Progress report for **July 1, 2019 through September 30, 2019**

COPY

Sanctuary, Incorporated of Guam

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

October 03, 2019

Ms. Linda Unpingco-DeNorcey
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 (4th Quarter of Fiscal Year 2019) from July 01, 2019 thru September 30, 2019.

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,

VICTOR CAMACHO
Executive Director

RECEIVED
Director's Office
Division of General Administration
OCT 30 2019
DPH&SS
Time: Locator#:

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2019 (July 01, 2019 - September 30, 2019)
4th Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification	Expenditure
General	$ 60,000.00		
		Salary	$ 5,052.09
		Benefits	972.71
		Travel	-
		Contractual	210.00
		Supplies & Materials	2,669.47
		Equipment	450.00
		Utilities	2,666.88
		Miscellaneous	1,265.89
		Grand Total	$ $ 13,287.04

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:

VICTOR CAMACHO
EXECUTIVE DIRECTOR

DATE: 12/3/19

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

Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

Report Period: July 1 – September 30, 2019

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

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

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

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

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

Month	Full	Partial
July 2019	**10**	**4**
August 2019	**5**	**3**
September 2019	**9**	**3**
Total:	**24**	**10**

Attachment 3

Sanctuary Incorporated of Guam

Rehabilitation Services for Adolescents

Reporting Agency

Guam Behavioral Health and Wellness Center

1. **Outpatient**
2. **Residential**
3. **Guam Opioid Response Project (GORP)**

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report for **Outpatient (July 2019)**
4. Program progress report for **Outpatient (August 2019)**
5. Program progress report for **Outpatient (September 2019)**
6. Program progress report for **Residential (July 2019)**
7. Program progress report for **Residential (August 2019)**
8. Program progress report for **Residential (September 2019)**
9. Program progress report for ***NEW* Guam Opioid Response Project (August 2019)**
10. Program progress report for ***NEW* Guam Opioid Response Project (September 2019)**

COPY

received
10/10/19
@3pm

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

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

October 03, 2019

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

Dear Ms. Arriola:

Hafa Adai! The information provided below is for the Drug and Alcohol Program (4th Quarter of Fiscal Year 2019) from July 01, 2019 thru September 30, 2019.

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,

VICTOR CAMACHO
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2019 (July 1, 2018 - September 30, 2019)
4th Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 550,000**		
		Salary	$ 95,794.69
		Benefits	9,964.35
		Travel	-
		Contractual	264.75
		Supplies & Materials	4,519.29
		Equipment	-
		Utilities	8,251.21
		Miscellaneous	7,074.74
		Vehicle Lease	-
		Grand Total	**$ 125,869.03**

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:

VICTOR CAMACHO
EXECUTIVE DIRECTOR

DATE: 10/3/19

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

October 9, 2019

COPY

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

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 **September 1 through September 30, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

RECEIVED
10:9.2019

Sanctuary Incorporated of Guam
A Non-profit Organization Established in 1971
406 Mai Mai 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

COPY

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 9/30/2019
TO: Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 09-2016 (Outpatient) **Job Order No.** **Purchase Order No.** **Invoice No.** GBHWC 2019-12		

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 7,725.25
2. Fringe Benefits	1,258.12
3. Contractual	0.00
4. Other	332.93
5. Supplies	1,225.00
6. Utilities	292.07

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

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

10/1/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-12 to be true and correct; and that services for September 1-30, 2019 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

RECEIVED
Sedante
10.9.2019

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 1, 2019 through September 30, 2019**
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'on (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:	**September 1, 2019 through September 30, 2019**
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:	**September 1, 2019 through September 30, 2019**
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 **twenty-four (24)** group members during the month of September with a total of seven **(7) sessions**. Three of the group sessions were conducted for clients remanded to DYA during the reporting period. **Two (2)** community outreach activities were participated in by clients and their families. To date, "Pathways" has provided services to a total of **thirty-eight (38)** adolescents during this 2019 fiscal year.
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 September: <u>Early Recovery Skills</u>: Triggers, Thought-Stopping, Pros & Cons, Stages of Recovery, Alcohol Arguments <u>Relapse Prevention</u>: Relapse Justification I, Dealing with Problems, Today I Feel, Clean & Sober <u>D&A Education</u>: Spice, Meth <u>Outreach Activities:</u> Recovery Month Outreach, Agana Shopping Center & Sanctuary's Too Cool to do Drugs youth conference. 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 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 by Contractor and outlined in client individualized treatment plans.	Program counselors make necessary referrals to GBHWC – I Famagu'on-ta Services, New Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 1, 2019 through September 30, 2019**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.2j Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.
II.3a Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.	Level II Intensive Outpatient program "High Hopes" had a total of **twenty-two (22)** group members during the month of September with a total of **ten (10)** sessions. Three of the group sessions were conducted for clients remanded to DYA during the reporting period. **Two (2)** community outreach activities were participated in by clients and their families. To date, "High Hopes" has provided services to a total **thirty-six (36)** adolescents during this 2019 fiscal year. There is presently three (3) adolescents on the waiting list pending PPD and orientation.
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 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 September: Early Recovery Skills: Triggers, Thought-Stopping, Pros & Cons, Stages of Recovery, Alcohol Arguments Relapse Prevention: Relapse Justification I, Dealing with Problems, Today I Feel, Cigarette Arguments D&A Education: Spice, Meth Outreach Activities: Recovery Month Outreach, Agana Shopping Center & Sanctuary's Too Cool to do Drugs youth conference. 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 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	Sanctuary, Incorporated is not a faith-based organization.

referral records that September be reviewed upon a program evaluation by GHBWC.	
Sanctuary Representative: Victor Camacho Executive Director Date: 09/05/2019 Prepared by: Kelly Jensen, CSAC III	**GBHWC Representative:** Received By: Jdonte Position Title: PT II Date of Submission: 10.9.2019

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

October 9, 2019

COPY

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

RE: Residential Rehabilitation Services for Adolescents – **Guam Opioid Response PRJ (GORP)**

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Residential Rehabilitation Services for Adolescents for the Guam Opioid Response Project (GORP) for the period of **September 1 through September 30, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

RECEIVED
10.9.2019

SANCTUARY

SANCTUARY INCORPORATED OF GUAM

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ASPIRE to Excellence® carf ACCREDITED

Guam Behavioral Health & Wellness Center

Theresa C. Arriola, Director
790 Gov. Carlos S. Camacho Road
Tamuning, Guam 96913

Invoice # GORP2019-02

Purchase Order # P196A03571

COPY

INVOICE

BILL TO:
NAME: Guam Behavioral Health and Wellness Center
PEACE Partnerships for Success
ADDRESS: 790 Gov. Carlos G. Camacho Road
Tamuning, Guam 96913
PHONE: 671-477-9079-81 Fax: 671-477-9076

DATE: 9/30/2019

PERIOD: September 1-30, 2019

DESRIPTION OF SERVICES PROVIDED	TOTAL COST
Guam Opiod Response Project	$ 4,166.66
Assessment and treatmnt for Opiod use among adolescents.	

GRAND TOTAL $ 4,166.66

I CERTIFY THIS INVOICE TO BE TRUE & CORRECT; THAT SERVICES HAVE BEEN PROVIDED FOR THE PERIOD INDICATED; AND THAT PAYMENT IS NOW DUE.

Victor Camacho
Executive Director
Sanctuary Incorporated
DATE: 10/1/19

Approved by:

RECEIVED
Adante
10.9.2019

Athena Duenas
D & A Supervisor
Guam Behavioral Health and Wellness Center

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**September 01, 2019 through September 30, 2019**
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 • 1 Client was served. • 0 Transfer to another level of care (Aftercare) • 1 Wait Listed • 0 Pending List • 0 Completed — Clients on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available. — Clients on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — 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.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**September 01, 2019 through September 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Child Protective Services, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized

	when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 2 sessions were conducted. • 10 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: Families in Recovery; I respectfully disagree with you
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**September 01, 2019 through September 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	Modifications - adding hands on activities such as communication to identify barriers and discuss strengthening listening skills. Added skits to understand the roles and responsibilities of parents and creating opportunities for their children to practice pro-social activities with pro-social peers. Barriers - needing a Chuukese interpreter as court interpreter did not attend. Difficult to review worksheets. Low parent involvement in client treatment. Suggest working with probation to encourage more parent involvement.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Position Title: Executive Director Date: October 07, 2019 Prepared By: Eugene Anderson, CSACII	Received By: Adante Position Title: PT II Date of Submission: 10.9.2019

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October 9, 2019

COPY

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

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 **September 1 through September 30, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

RECEIVED
10.9.2019

Sanctuary Incorporated of Guam
A Non-profit Organization Established in 1971
406 Mai Mai 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

COPY

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 9/30/2019
TO: Theresa C. Arriola 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-2019-12/1	

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

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

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

Victor Camacho
Executive Director **Date** 10/1/19

Recommended for payment: I certify Invoice No. DMHSA-2019-12/1 to be true and correct; and that services for September 1-30, 2019 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

RECEIVED
10.9.2019

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 01, 2019 through September 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 8 Clients were served. • 0 Transfer to another level of care (Aftercare) • 2 Wait Listed • 3 Pending List • 0 Completed — Client on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available. — Client on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — 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.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 01, 2019 through September 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Child Protective Services, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized

	when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 2 sessions were conducted. • 10 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: Families in Recovery; I respectfully disagree with you
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**September 01, 2019 through September 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	Modifications - adding hands on activities such as communication to identify barriers and discuss strengthening listening skills. Added skits to understand the roles and responsibilities of parents and creating opportunities for their children to practice pro-social activities with pro-social peers. Barriers - needing a Chuukese interpreter as court interpreter did not attend. Difficult to review worksheets. Low parent involvement in client treatment. Suggest working with probation to encourage more parent involvement.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Position Title: Executive Director Date: October 07, 2019 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: Udante Position Title: PT II Date of Submission: 10.9.2019

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

September 9, 2019

COPY

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

RE: Residential Rehabilitation Services for Adolescents – **Guam Opioid Response PRJ (GORP)**

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Residential Rehabilitation Services for Adolescents for the Guam Opioid Response Project (GORP) for the period of **August 1 through August 31, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

RECEIVED
9.9.2019

SANCTUARY INCORPORATED OF GUAM

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Guam Behavioral Health & Wellness Center

Theresa C. Arriola, Director
790 Gov. Carlos S. Camacho Road
Tamuning, Guam 96913

Invoice # GORP2019-01

Purchase Order # P196A03571

INVOICE

BILL TO:
NAME: Guam Behavioral Health and Wellness Center
PEACE Partnerships for Success
ADDRESS: 790 Gov. Carlos G. Camacho Road
Tamuning, Guam 96913
PHONE: 671-477-9079-81 Fax: 671-477-9076

DATE: 8/31/2019

PERIOD: August 1-31, 2019

DESRIPTION OF SERVICES PROVIDED	TOTAL COST
Guam Opiod Response Project	$ 4,166.67
Assessment and treatmnt for Opiod use among adolescents.	

GRAND TOTAL $ 4,166.67

I CERTIFY THIS INVOICE TO BE TRUE & CORRECT; THAT SERVICES HAVE BEEN PROVIDED FOR THE PERIOD IND!CATED; AND THAT PAYMENT IS NOW DUE.

Victor Camacho
Executive Director
Sanctuary Incorporated
DATE: 9/9/19

Approved by:

Athena Duenas
D & A Supervisor
Guam Behavioral Health and Wellness Center

RECEIVED
Duenas
9.9.2019

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**August 01, 2019 through August 31, 2019**
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 • 1 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 1 Pending List • 0 Completed — Clients on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available. — Clients on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — 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.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed? —	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	August 01, 2019 through August 31, 2019
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Child Protective Services, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized

	when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 5 sessions were conducted. • 36 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: Recovery Month Planning and Conference Registration; Stages of Change/Recovery; Healthy Communication; Avoiding/Coping with a relapse; Triggers and Cravings. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	August 01, 2019 through August 31, 2019
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	participate in treatment.

Sanctuary Representative:	GBHWC Representative:
Victor Camacho Position Title: Executive Director Date: September 09, 2019 Prepared By: Eugene Anderson, CSACII	Received By: Aduante Position Title: PT II Date of Submission: 9.9.2019

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September 9, 2019

COPY

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

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 **August 1 through August 31, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

9.9.2019

Sanctuary Incorporated of Guam
A Non-profit Organization Established in 1971
406 Mai Mai 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:** 8/31/2019
TO: Theresa C. Arriola 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-2019-11/1	

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

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

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

9/4/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-11/1 to be true and correct; and that services for August 1-31, 2019 have been rendered; and payment for this period is due.

RECEIVED
Jedarte
9.9.2019

Athena Duenas **Date**
D & A Supervisor

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**August 01, 2019 through August 31, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 8 Clients were served. • 0 Transfer to another level of care (Aftercare) • 3 Wait Listed • 4 Pending List • 0 Completed — Client on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available. — Client on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — 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.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	August 01, 2019 through August 31, 2019
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
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State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Child Protective Services, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized

	when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 5 sessions were conducted. • 36 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
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In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to

Monthly Reporting Period:	**Residential Rehabilitation Services for Adolescents** **August 01, 2019 through August 31, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Position Title: Executive Director Date: September 09, 2019 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: Adante Position Title: PT II Date of Submission: 9.9.2019

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September 9, 2019

COPY

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

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 **August 1 through August 31, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

RECEIVED
Jedante
9.9.2019

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 Mai Mai 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:** 8/31/2019
TO: Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)		**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 09-2016 (Outpatient) **Job Order No.** **Purchase Order No.** **Invoice No.** GBHWC 2019-11	

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.

9/4/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-11 to be true and correct; and that services for August 1-31, 2019 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

Received
Jedante
9.9.2019

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**August 1, 2019 through August 31, 2019**
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'on (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.

Monthly Reporting Period:	Rehabilitation Services for Adolescents August 1, 2019 through August 31, 2019
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:	**August 1, 2019 through August 31, 2019**
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 **eighteen (18)** group members during the month of August with a total of six **(6) sessions**. One group session was conducted for clients remanded to DYA during the reporting period. To date, "Pathways" has provided services to a total of **thirty (30)** adolescents during this 2019 fiscal year.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of August: Early Recovery Skills: Internal Triggers, External Triggers, You're here because why, Alcohol Arguments, Stages of Recovery, Pro's and Cons of use Relapse Prevention: Making the Link, School & Future Goals, Trust, Managing Anger, I'm not cool if I don't use, Truthfulness D&A Education: Caffeine, Cannabis, Cocaine, Tobacco, Rohypnol, Steroids Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	August 1, 2019 through August 31, 2019
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	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 by Contractor and outlined in client individualized treatment plans.	Program counselors make necessary referrals to GBHWC – I Famagu'on-ta Services, New Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**August 1, 2019 through August 31, 2019**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

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 **fifty-four (54)** group members during the month of August with a total of **ten (10)** sessions. Two of the group sessions were conducted for clients remanded to DYA during the reporting period. To date, "High Hopes" has provided services to a total **thirty-two (32)** adolescents during this 2019 fiscal year. There is presently three (3) adolescents on the waiting list pending PPD and orientation.
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.	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

• Minimum six (6) hours a week for treatment • Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	held for clients currently being detained at DYA on Wednesdays, 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 August: Early Recovery Skills: Internal Triggers, External Triggers, You're here because why, Alcohol Arguments, Stages of Recovery, Pros and Cons of use Relapse Prevention: I'm not cool if I don't use, Introduction to 12-steps, Relapse is not a failure, 12-step tips, Abusing Rx medications and Inhalants, Managing Anger, Staying Busy, Truthfulness D&A Education: Caffeine, Cannabis, Cocaine, Tobacco, Rohypnol, Steroids 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 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.

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**August 1, 2019 through August 31, 2019**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Executive Director Date: 09/05/2019 Prepared by: Kelly Jensen, CSAC III	Received By: Adante Position Title: Pt II Date of Submission: 9.9.2019

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

August 6, 2019

COPY

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

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 **July 1 through July 31, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

8/7/19

Tracy C. Quitugua, B.A., CDTS II, CSAC
Certified Drug & Alcohol Counselor, DMHSA

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 Mai Mai 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:** 7/31/2019
TO: Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 09-2016 (Outpatient) **Job Order No.** **Purchase Order No.** **Invoice No.** GBHWC 2019-10		

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.

7/31/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-10 to be true and correct; and that services for July 1-31, 2019 been rendered; and payment for this period is due.

8/7/19

Athena Duenas **Date**
D & A Supervisor

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**July 1, 2019 through July 31, 2019**
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'on (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.
In narrative form, state how the activities from **II.1g**	Sanctuary's clinical team utilizes the CRAFFT screening interview in

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	addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation. Ongoing Screening / Assessments continues throughout an adolescent's treatment program to determine Patient Placement Appropriateness.
In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed. • Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services • Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care • Chart pertinent ongoing information pertaining to client • Utilize relevant information from written documents for client care • Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996	Program staff participates in 42 C.F.R. part II and HIPPA workshops annually and whenever offered via on island training. Staff ensures that all information collected for client is secured behind two (2) locked doors at all times. Each individual, group or family session and treatment plan is documented in client file.
II.2a Provide services for a minimum of 12	Level I Outpatient program "Pathways" had a total of **seventeen (17)** group members during

adolescents at any given time for Level I Outpatient Services.	the month of July with a total of three **(5) sessions**. Two of the group sessions was conducted for clients remanded to DYA during the reporting period. To date, "Pathways" has provided services to a total of **thirty (30)** adolescents during this 2019 fiscal year.
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 July: Early Recovery Skills: Triggers>Thoughts>Craving>Use; Thought Stopping Techniques; External Trigger Questionnaire/Trigger Chart Relapse Prevention: Relapse Justification I; Dealing with Problems; Making the Link D&A Education: Inhalants; Steroids; Sexually Transmitted Disease (STD) 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	Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both

to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	work and school. Parent education groups are held on Saturdays from 12:00 to 1:30. 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 by Contractor and outlined in client individualized treatment plans.	Program counselors make necessary referrals to GBHWC – I Famagu'on-ta Services, New Beginnings, PEACE; AMC Clinic; Salvation Army LRC; Oasis Empowerment Center; and CPS.
II.2i Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.2j Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.
II.3a Provide services for a minimum of 8 adolescents at any given time for Level II Intensive	Level II Intensive Outpatient program "High Hopes" had a total of **forty-four (44)** group members during the month of July with a total of **eight (8)** sessions. Two of the group

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**July 1, 2019 through July 31, 2019**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
Outpatient Services.	sessions was conducted for clients remanded to DYA during the reporting period. To date, "High Hopes" has provided services to a total **thirty (30)** adolescents during this 2019 fiscal year. There is presently five (4) adolescents on the waiting list pending PPD and orientation.
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 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

	July: Early Recovery Skills: Manage your mind, focus on yourself not others; Trigger>Thought>Craving>Use; Thought Stopping Techniques; External Trigger Questionnaire/Trigger Chart Relapse Prevention: When Did You Start Using; Relapse Justification I; Having A Good Time Without Being High; Clean & Sober; Destructive Behaviors One Day At A time; Today I Feel D&A Education: Inhalants; Steroids; Alcohol 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 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: Victor Camacho Executive Director Date: 08/06/2019 Prepared by: Eugene Anderson, CSAC II	**GBHWC Representative:** Received By: 12 Position Title: Tracy C. Quitugua, B.A., CDTS II, CSAC Certified Drug & Alcohol Counselor, DMHSA Date of Submission: 8/7/19

SANCTUARY INCORPORATED OF GUAM

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

August 6, 2019

COPY

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

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 **July 1 through July 31, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

8/7/19

Tracy C. Quitugua, B.A., CDTS II, CSAC
Certified Drug & Alcohol Counselor, DMHSA

Sanctuary Incorporated of Guam
A Non-profit Organization Established in 1971
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Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: 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:** 7/31/2019
TO: Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** S1456001 **Document No.** **Contract No.** RFP 03-2016 **Job Order No.** **Purchase Order No.** **Invoice No.** GBHWC-2019-10/1		(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.

Victor Camacho 7/31/19
Executive Director **Date**

Recommended for payment: I certify Invoice No. DMHSA-2019-10/1 to be true and correct; and that services for July 1-31, 2019 have been rendered; and payment for this period is due.

Athena Duenas **Date** 8/7/19
D & A Supervisor

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	July 01, 2019 through July 31, 2019
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed: 180-day Treatment • 8 Clients were served. • 0 Transfer to another level of care (Aftercare) • 4 Wait Listed • 4 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, weekly drug testing, contingency management, and other interventions to help clients meet such

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	July 01, 2019 through July 31, 2019
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Child Protective Services, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized

	when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 3 sessions were conducted. • 21 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included; Marijuana and Teens; Is this Normal for my Teen; Triggers and Craving. 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. Program staff continue to collaborate with the Superior Court of Guam probation officers to schedule court interpreters for their referrals.
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,

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	July 01, 2019 through July 31, 2019
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Executive Director Date: 08/06/2019 Prepared by: Eugene Anderson, CSAC II & Dawn Cruz, CSAC	Received By: 12 Position Title: Tracy C. Quitugua, B.A., CDTS II, CSAC Certified Drug & Alcohol Counselor, DMHSA Date of Submission: 8/7/19

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 **July 1, 2019 through September 30, 2019**

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

COPY

October 03, 2019

Department of Youth Affairs

OCT 10 2019

Director's Office

Ms. Melanie Brennan
Department of Youth Affairs
P.O. Box 236371 GMF
Barrigada, Guam 96921

Dear Ms. Brennan:

Hafa Adai! The information provided below is for the Runaway Homeless and Abuse Program (4th Quarter of Fiscal Year 2019) from July 01, 2019 thru September 30, 2019.

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,

VICTOR CAMACHO
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2019 (July 1, 2019 - September 30, 2019)
4th Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	$ 332,150		
		Salary	$ 57,498.11
		Benefits	$ 5,443.58
		Travel	$ -
		Contractual	$ 240.22
		Supplies & Materials	$ 3,404.88
		Equipment	$ -
		Utilities	$ 5,983.71
		Miscellaneous	$ 1,151.29
		Vehicle Lease	$ -
		Grand Total	**$ 73,721.79**

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:

VICTOR CAMACHO
EXECUTIVE DIRECTOR

DATE: 10/3/19

FY 2018-2019 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: Leilani G. Giltinag, Quality Assurance Officer	
TELEPHONE: 475-7101	**FAX:** 477-3117
REPORT PERIOD: July 1 – September 30, 2019	**DATE OF REPORT:** October 10, 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.*	**Results:** For this reporting period, our agency provided services for a total of twenty-five (25) youth in the community. Sixteen (16) were victims of abuse/neglect, seven (7) on extended authorized leave from DYA, and two (2) were referred from JPO due to the home being unsuitable for the minor(s).

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, a total seventeen (17) youth resided in the shelter during the month of July; a total twelve (12) youth resided in the shelter during the month of August; and a total sixteen (16) youth resided in the month of September; and At least three hundred (300) 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, home management, mentoring, and exercise to promote social skills and healthy personal growth.
Objective II. To increase crisis intervention services to runaway and homeless youth and their families by providing 24 hours services to 200 youth parent and/or community members. **Indicators/Outcomes/Periodicity:** *Accessibility of children and their families in crisis situations who use Emergency Shelter services.* **Activity A**: 24-hour crisis hotline is open to the general public to provide immediate feedback, assessments and referrals to appropriate agencies. **Time line:** on-going **Responsible Parties:** Crisis Intervention Worker and Case Manager II	**Results:** Over five hundred (500) contacts were made via 24-hour crisis hotline. Household and family dynamics, beyond control behavior, physical abuse, neglect, runaway, homelessness, violence and aggression, and sexual abuse were the top issues of concern for youth who accessed the crisis hotline.
Activity B: Provide referral services for all youth and their family members assessed for services needed from other agencies. **Timeline:** on-going **Responsible Parties:** Crisis Intervention Worker, Case Manager I and Case Manager II	**Results:** An estimation of one hundred twenty (120) 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, I Famagu'on-ta, GALA, and Island Girl Power.

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-five (25) youth received shelter services. There were eight (8) new intakes admitted to shelter. Eleven (11) youth continued to receive shelter services into the months of May and June. A total seven (7) youth were placed transitioned into the care of their parents/legal guardians, while one (1) was terminated from the program and remanded to DYA. **Results:** During this quarter all youth who were admitted into shelter met their basic needs and referred to appropriate agencies or organizations to further meet the youth and family's needs. The Case Managers and Executive Director worked with other agencies and organizations in the field of human services to help work towards promoting reunification and reconciliation between the youth and family.
Objective IV To strengthen family relationships of 120 youth and their families through individual family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification. **Indicators/Outcomes/Periodicity:** *Conflict Mediation skills of children and their families* **Activity A:** Provide 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 nine (9) clients received family skills training 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.

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:** There were zero (0) Middle/High School YAM classes were conducted during this reporting period. Sanctuary did not receive any referrals from current existing partners for YAM classes.
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: - Three hundred (300) youth individual supportive counseling sessions. - Nine (9) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 60%
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:** A total twenty-five (25) youth received case management services via the Co-Ed Shelter.

Problems Encountered:

A challenge encountered this quarter is again not being able to identify an alternate placement in a timely manner for youth who are wards of the state due to exhaustion of alternate familial/relative placement and limited foster care placement. The youth and parent(s)/legal guardian(s) are always encouraged to sign up for aftercare services to assist with transitioning the youth back home and if problems may arise. 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 and schedule family quality time due to parents and/or guardians being out of

reach or difficult to contact. In addition, clients are experiencing delay in the reunification process due to legal guardians being unemployed, homeless, financially unstable, etc. Other concerns involve clients frequently remanded to DYA for beyond control issues. This causes set backs in their Individual Program Plan and their goal to reunite with their families.

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 capacity.

Performance Measures:

Social Competence	Case Manager and shelter staff have reported to observe improvement in social interactions and, defined as maintaining positive relationships with others; 20 of 25 (80%) clients served within this reporting period. Observations are based on demeanor and nature of client interactions as documented using daily client progress reports.
Family Relationships	Noted improvements in family relationships, defined as willingness to address family issues, and improved styles of communication, has been reported by case manager 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 nine (9) families reported verbal feedback during this reporting period. Of the total number of families who have reported 80% have stated to be satisfied with all aspects of the program including, 95% 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, 100% have reported that they felt safe while here at Sanctuary. A total of 100% have rated that they were either very satisfied or satisfied with the overall care and support services received.

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	8
B. Number of youth in the program.	25
C. Percent (A/B)	32%
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.	8
B. Number of youth who left the program.	0
C. Percent (A/B)	N/A

Attachment 5

Sanctuary Incorporated of Guam

Community-based Housing Program for Juvenile Clients

Reporting Agency

Judiciary of Guam

Reports

1. Quarterly financial expenditures and obligation
2. Program Progress report for **July 1, 2019 through September 30, 2019**

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 Mai Mai 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

COPY

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	September 1-30, 2019	**DATE:** 9/30/2019
TO: **JUDICIARY OF GUAM** **Attn: Financial Management Division** **120 West O'Brien Drive** **Hagatna, Guam 96910**	Federal Award No: 2016-CZ-BX-0004 Vendor No: 197396 Purchase Order No: 2019-00000257 Invoice No: JOG2019-007	

Client	Dates	Number of Days	Daily Rate	Total
ES	09/01/19-09/30/19	30	$ 135.00	$4,050.00
CP	09/01/19-09/24/19	24	$ 135.00	$3,240.00

RECEIVED
2019 OCT 15 AM 11:07
CLERK

TOTAL PAYMENT REQUEST: **$7,290.00**

I CERTIFY that the amount is true and correct; and that services for September 1-30, 2019 have been rendered; and payment for this period is due.

10/1/19

Victor Camacho **Date**
Executive Director

SANCTUARY INCORPORATED OF GUAM
Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice

Program Agreement Report
Report Ending 09/30/19

COPY

A) **FEDERAL AWARD IDENTIFICATION NUMBER (FAIN):** 2016-CZ-BX-0004
B) **PROJECT TITLE:** Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice
C) **REPORTING PERIOD:** SEPTEMBER 1st, 2019 – SEPTEMBER 30th, 2019
D) **AGENCY NAME AND ADDRESS:** **Sanctuary Incorporated of Guam**
406 Mai Mai Road, Chalan Pago, Guam 96910
E) **REPORT CONTACT:** Victor Camacho, Executive Director
F) **REPORT CONTACT NUMBER:** 475-7101 EXT. 101

I. Program Summary

Sanctuary Incorporated of Guam will provide the 24 hours Crisis Hotline services to work effectively with the Juvenile Probation Office in coordinating any youth referrals for immediate placement with the COED Emergency Shelter. Therefore, providing 10 beds to 10 juvenile clients identified by the Judiciary through court order. As agreed, Sanctuary will perform all of the services in connection with the implementation of the Community-Based Housing program for juvenile clients.

II. Program Qualifications for the COED Emergency Shelter:

a. Youth Male/Female Ages 12-17 years
b. Homeless, Victims of Abuse, and/or experiencing home front concerns that affects their behavior and communication with their parents/legal guardian.
c. Court Order provided by the presiding Judge and Juvenile Probation Officer; accompanied by other court documents (as needed).
d. Parent/Legal Guardian Agreement to receive services
e. Birth Certificate; Medical Insurance (if any)
f. PPD Skin Test Clearance
g. Crisis Assessment (conducted by the Crisis Manager)

DEC 19 '19 AM 11:07

III. Program Report:

The COED Emergency Shelter Program classifies court ordered youth by the Juvenile Probation Office to receive services; the following are youth currently receiving services:

Initials	Ethnicity	Age	Gender	Status	Probation Officer	Entry Date & Time	Exit Date & Time
ES	Chamorro	13	Female	Homeless (inadequate living quarters)	Jonah Carbullido	05/13/19 @ 9:21 am	In House
CP	Chuukese	13	Male	Homeless (inadequate living quarters)	LouAnna Williams	7/23/19 @ 4:28 pm	9/24/2019 @5:30pm

Total clients(s) in this reporting period is: Two (2)

SANCTUARY INCORPORATED OF GUAM
Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice

Program Accomplishments:

1. Establishing housing by immediate placement through the COED Emergency Shelter Program.
2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the judicial system must adhere to all law regulations including active cases.
6. Resident has identified family support.
7. Both JPO clients are attending school year 2019-2020 at their respective schools.

Concerns and Proposed Solutions

1. Housing/Living situation as to the minor not being able to return home currently. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.

IV. PLANS FOR THE REPORTING PERIOD

Sanctuary will continue to operate the 24hour Crisis Hotline by providing the following: on the spot intervention, crisis assessments for further services, referrals to other agencies, & other recommendations as needed. Additionally, Sanctuary will continue to work with the Judiciary Court of Guam, Juvenile Probation Office, Child Protective Services, Guam Police Department, Department of Youth Affairs, Community Faith Based Organizations, & Self-Referrals to ensure the timeliness of service delivery and the continuity of care for all the youth and families we serve.

RECEIVED
2019 OCT 25 AM 10:07
GUAM

COPY

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 Mai Mai 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 406 Mai Mai Road Chalan Pago, Guam 96910	August 1-31, 2019	**DATE:** 8/31/2019
TO: **JUDICIARY OF GUAM** **Attn: Financial Management Division** **120 West O'Brien Drive** **Hagatna, Guam 96910**	Federal Award No: 2016-CZ-BX-0004 Vendor No: 197396 Purchase Order No: 2019-00000257 Invoice No: JOG2019-006	

Client	Dates	Number of Days	Daily Rate	Total
ES	08/01/19-08/31/19	31	$ 135.00	$4,185.00
CP	08/01/19-08/31/19	31	$ 135.00	$4,185.00

TOTAL PAYMENT REQUEST: **$8,370.00**

I CERTIFY that the amount is true and correct; and that services for August 1-31, 2019 have been rendered; and payment for this period is due.

Victor Camacho
Executive Director

9/4/19
Date

RECEIVED
2019 SEP -9 PM 4:08

Doc. No. 35GL-19-1116.

SANCTUARY INCORPORATED OF GUAM
Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice

Program Agreement Report
Report Ending 08/31/19

A) **FEDERAL AWARD IDENTIFICATION NUMBER (FAIN):** 2016-CZ-BX-0004
B) **PROJECT TITLE:** Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice
C) **REPORTING PERIOD:** AUGUST 1st, 2019 – AUGUST 31st, 2019
D) **AGENCY NAME AND ADDRESS:** **Sanctuary Incorporated of Guam**
406 Mai Mai Road, Chalan Pago, Guam 96910
E) **REPORT CONTACT:** Victor Camacho, Executive Director
F) **REPORT CONTACT NUMBER:** 475-7101 EXT. 101

I. Program Summary

Sanctuary Incorporated of Guam will provide the 24 hours Crisis Hotline services to work effectively with the Juvenile Probation Office in coordinating any youth referrals for immediate placement with the COED Emergency Shelter. Therefore, providing 10 beds to 10 juvenile clients identified by the Judiciary through court order. As agreed, Sanctuary will perform all of the services in connection with the implementation of the Community-Based Housing program for juvenile clients.

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a. Youth Male/Female Ages 12-17 years
b. Homeless, Victims of Abuse, and/or experiencing home front concerns that affects their behavior and communication with their parents/legal guardian.
c. Court Order provided by the presiding Judge and Juvenile Probation Officer; accompanied by other court documents (as needed).
d. Parent/Legal Guardian Agreement to receive services
e. Birth Certificate; Medical Insurance (if any)
f. PPD Skin Test Clearance
g. Crisis Assessment (conducted by the Crisis Manager)

III. Program Report:

The COED Emergency Shelter Program classifies court ordered youth by the Juvenile Probation Office to receive services; the following are youth currently receiving services:

Initials	Ethnicity	Age	Gender	Status	Probation Officer	Entry Date & Time
ES	Chamorro	13	Female	Homeless (inadequate living quarters)	Jonah Carbullido	05/13/19 @ 9:21 am
CP	Chuukese	13	Male	Homeless (inadequate living quarters)	LouAnna Williams	7/23/19 @ 4:28 pm

Total clients(s) in this reporting period is: Two (2)

SANCTUARY INCORPORATED OF GUAM
Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice

Program Accomplishments:

1. Establishing housing by immediate placement through the COED Emergency Shelter Program.
2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the judicial system must adhere to all law regulations including active cases.
6. Resident has identified family support.
7. Both JPO clients are attending school year 2019-2020 at their respective schools.

Concerns and Proposed Solutions

1. Housing/Living situation as to the minor not being able to return home currently. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.

IV. PLANS FOR THE REPORTING PERIOD

Sanctuary will continue to operate the 24hour Crisis Hotline by providing the following: on the spot intervention, crisis assessments for further services, referrals to other agencies, & other recommendations as needed. Additionally, Sanctuary will continue to work with the Judiciary Court of Guam, Juvenile Probation Office, Child Protective Services, Guam Police Department, Department of Youth Affairs, Community Faith Based Organizations, & Self-Referrals to ensure the timeliness of service delivery and the continuity of care for all the youth and families we serve.

COPY

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

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	July 1-31, 2019	**DATE:** 7/31/2019
TO: **JUDICIARY OF GUAM** **Attn: Financial Management Division** **120 West O'Brien Drive** **Hagatna, Guam 96910**	Federal Award No: 2016-CZ-BX-0004 Vendor No: 197396 Purchase Order No: 2019-00000257 Invoice No: JOG2019-005	

Client	Dates	Number of Days	Daily Rate	Total
JW	07/01/19-07/31/19	31	$ 135.00	$4,185.00
ES	07/01/19-07/31/19	31	$ 135.00	$4,185.00
CP	07/23/19-07/31/19	8	$ 135.00	$1,080.00

TOTAL PAYMENT REQUEST: **$9,450.00**

I CERTIFY that the amount is true and correct; and that services for July 1-31, 2019 have been rendered; and payment for this period is due.

RECEIVED
2019 AUG -5 AM 11

Victor Camacho
Executive Director

7/31/19
Date

SANCTUARY INCORPORATED OF GUAM
Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice

Program Agreement Report
Report Ending 07/31/19

A) **FEDERAL AWARD IDENTIFICATION NUMBER (FAIN):** 2016-CZ-BX-0004
B) **PROJECT TITLE:** Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice
C) **REPORTING PERIOD:** JULY 1st, 2019 – JULY 31st, 2019
D) **AGENCY NAME AND ADDRESS:** **Sanctuary Incorporated of Guam**
406 Maimai Road, Chalan Pago, Guam 96910
E) **REPORT CONTACT:** Victor Camacho, Executive Director
F) **REPORT CONTACT NUMBER:** 475-7101 EXT. 101

I. Program Summary

Sanctuary Incorporated of Guam will provide the 24 hours Crisis Hotline services to work effectively with the Juvenile Probation Office in coordinating any youth referrals for immediate placement with the COED Emergency Shelter. Therefore, providing 10 beds to 10 juvenile clients identified by the Judiciary through court order. As agreed, Sanctuary will perform all of the services in connection with the implementation of the Community-Based Housing program for juvenile clients.

II. Program Qualifications for the COED Emergency Shelter:

a. Youth Male/Female Ages 12-17 years
b. Homeless, Victims of Abuse, and/or experiencing home front concerns that affects their behavior and communication with their parents/legal guardian.
c. Court Order provided by the presiding Judge and Juvenile Probation Officer; accompanied by other court documents (as needed).
d. Parent/Legal Guardian Agreement to receive services
e. Birth Certificate; Medical Insurance (if any)
f. PPD Skin Test Clearance
g. Crisis Assessment (conducted by the Crisis Manager)

III. Program Report:

The COED Emergency Shelter Program classifies court ordered youth by the Juvenile Probation Office to receive services; the following are youth currently receiving services:

Initials	Ethnicity	Age	Gender	Status	Probation Officer	Entry Date & Time
ES	Chamorro	13	Female	Homeless (inadequate living quarters)	Jonah Carbullido	05/13/19 @ 9:21 am
JW	Chuukese	16	Male	Homeless (inadequate living quarters)	Daven Roberto	03/05/19 @ 5:55 pm
CP	Chuukese	13	Male	Homeless (inadequate living quarters)	LouAnna Williams	7/23/19 @ 4:28 pm

Total clients(s) in this reporting period is: Three (3)

SANCTUARY INCORPORATED OF GUAM
Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice

Program Accomplishments:

1. Establishing housing by immediate placement through the COED Emergency Shelter Program.
2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the judicial system must adhere to all law regulations including active cases.
6. Resident has identified family support.
7. Client ES has displayed excellent behavior throughout her stay at the COED Emergency Shelter and she has identified family support.
8. Client ES has been attending Inafa' Maolek Summer Camp hosted by Sanctuary Inc. which is held at the Barrigada Community Center. Camp is monitored by Sanctuary Staff at all times.
9. Client JW continues to work on improving his behaviors as well as family relationship.
10. New intake (Client CP) was an internal transfer to JPO beds as he was released from DYA but the home placement remains unsuitable for minor.

Concerns and Proposed Solutions

1. Housing/Living situation as to the minor not being able to return home currently. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.

IV. PLANS FOR THE REPORTING PERIOD

Sanctuary will continue to operate the 24hour Crisis Hotline by providing the following: on the spot intervention, crisis assessments for further services, referrals to other agencies, & other recommendations as needed. Additionally, Sanctuary will continue to work with the Judiciary Court of Guam, Juvenile Probation Office, Child Protective Services, Guam Police Department, Department of Youth Affairs, Community Faith Based Organizations, & Self-Referrals to ensure the timeliness of service delivery and the continuity of care for all the youth and families we serve.

Attachment 6

Sanctuary Incorporated of Guam

Strengthening Families Program

Reporting Agency

Judiciary of Guam

Reports

1. Quarterly financial expenditures and obligation
2. Program Progress report for **July 1, 2019 through September 30, 2019**

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

October 9, 2019

COPY

Yvette Cruz
Court Programs
10/10/19

TO: John Q. Lizama, Administrator of the Courts
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

RE: Strengthening Families Program Invoice and Report

Hafa Adai Mr. Lizama:

Attached is a monthly invoice and program report on the Strengthening Families Program as contracted to Sanctuary Incorporated of Guam by the Judiciary of Guam's Family Recovery Program for the period of **August 27 through September 24, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho
Executive Director

Sanctuary Inc.

406 Mai Mai Road
Chalan Pago, GU 96910
671-475-7101

Invoice No: JOG00001-19

INVOICE

Department or Agency Billed:
Judiciary of Guam
Attn: Cerina Mariano, Administrator, Court Programs Office

Date: 10/9/2019

Project Title: FY 2018 SAMHSA Family Drug Court Program (also known as GFRP)
Acct No: 10-01-20-16-D
Project: 1H79TI080836.2019.Federal
Expiration: 29-Sep-20
Contract No:

	ARTICLES OR SERVICES	AMOUNT
5299	Strengthening Families Program for the period of (8/27/19 through 9/24/19)	
	($150/family x 5 families x 3 sessions)	2250
	($150/family x 4 families x 3 sessions)	1800
	(please see attached monthly report)	
	TOTAL	$4,050.00

I certify that the above bill is true and just and that payment has not been received.

10/9/19

VICTOR CAMACHO, Executive Director
vic.camacho@gmail.com

FOR OFFICIAL USE ONLY BELOW THIS LINE

Approved for Payment:	Certified Funds Available:
John Q. Lizama **Administrator of the Courts**	**Ma. Dianne Ollet** **Finance Administrator/Certifying Officer**

Instructions: Please submit an original and one copy of the invoice with attachments to the Court Programs Office, 2nd floor, Judicial Center via the Administrator of the Courts Office.

Sanctuary Inc.

FY 2018 SAMHSA Family Drug Court (GFRP)

Strengthening Families Program

Report Period: 8/27/2019 through 9/24/2019

Number of Unduplicated Familes Served This Month: FIVE (5) Families

		Week of 27-Aug	Week of 3-Sep	Week of 10-Sep	Week of 17-Sep	Week of 24-Sep	Total
Session 1	5	1					1
Session 2	5	1					1
Session 3	5		2				2
Session 4	4			2			2
Session 5	4				2		2
Session 6	4					2	2
Session 7	# of Families						0
Session 8	# of Families						0
Session 9	# of Families						0
Session 10	# of Families						0
Session 11	# of Families						0
Session 12	# of Families						0
Session 13	# of Families						0
Session 14	# of Families						0
						Total # of Hours:	10

Successes this reporting period:

Participants (Parents & Teens) in this cohort have demonstrated an understanding of "Family Unit" and are showing progress towards building effective communication skills, working as a team, establishing goals, and resiliency. One family was released from the program after the second week due to multiple no call/no shows.

Challenges this reporting period:

The most crucial challenge that was faced during this reporting period is the lack of available transportation for the families to get to/from the program site. However, the program coordinator is able to work with families to reschedule another date for make-up classes in order to bring families closer to the program completion date.

10/9/19

Vic Camacho, Executive Director

Date: