SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

Transmittal Form

Date: January 15, 2020

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

2020 JAN 15 PM 4:09 KC

Enclosed herewith are the following documents:

1. FY2020 1st quarter list of expenditures over $5,000
2. FY2020 1st quarter list of appropriations/expenditure reports
3. FY2020 1st quarter progress reports

35GL-20-1412
Speaker Tina Rose Muña Barnes

JAN 15 2020
Time 1:58 ( )AM ( )PM
Received By: Matt

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:** _____

1412

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

January 15, 2020

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 **October 1, 2019 through December 31, 2019 (1st Quarter of Fiscal Year 2020).**

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 INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

Transmittal Form

Date: January 15, 2020

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

Enclosed herewith are the following documents:

1. FY2020 1st quarter list of expenditures over $5,000
2. FY2020 1st quarter list of appropriations/expenditure reports
3. FY2020 1st quarter progress reports

Purpose/Action Needed:

☐ Needs your approval on the above

☐ Needs reply or comment

☐ To fulfill your requirement

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

Un Dångkalo na Si Yu'os Ma'åse',

VICTOR CAMACHO
Executive Director

ACKNOWLEDGEMENT
Receipt of the above is hereby acknowledged:

Print Name: _____ **Signature:** _____

Date: _____ **Time:** _____

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 15, 2020

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

Håfa Adai Mr. Cruz:

In compliance with Public Law 28-150, please find herein reports for all our programs which receive funding through a Government of Guam agency. Section 7 specifically states: All non-profit organizations funded by this Act shall maintain financial records that accurately account for appropriated funds and shall provide a budgetary breakdown by object category to the department or agency overseeing the appropriation. Sanctuary has existing contracts with the following Government of Guam agencies: Governor Commission- Serve Guam Commission, Guam Behavioral Health and Wellness Center, Guam Department of Public Health and Social Services, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from **October 1, 2019 through December 31, 2019 (1st Quarter of Fiscal Year 2020).**

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

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

Un Dångkalu na Si Yu'os Ma'åse',

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 1st **QTR ending December 31, 2019 for Grant Year 2018-2019.**

SANCTUARY, INCORPORATED
"Helping Youth and Families Help Themselves" since 1971

RECEIVED
01/10/2020 3:00PM

January 9, 2020

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 December 31, 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 (To report multiple grants, use FFR Attachment)	Page 1 of 1
Corporation for National and Community Service	18AC203519	

3. Recipient Organization (Name and complete address including Zip code)				
Sanctuary Incorporated of Guam		406 Mai Mai Road Chalan Pago, Guam 96910		
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type	7. Basis of Accounting
855025284	96-0002543	17AFHGU0010004	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-Sep-19	30-Sep-20	31-Dec-19

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash	
a. Cash Receipts	
b. Cash Disbursements	$0.00
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$719,981.00
e. Federal share of expenditures	$224,825.46
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$224,825.46
h. Unobligated balance of Federal funds (line d minus g)	$495,155.54
Recipient Share:	
i. Total recipient share required	$30,368.00
j. Recipient share of expenditures	$6,034.40
k. Remaining recipient share to be provided (line i minus j)	$24,333.60
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

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)

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
01/10/2020 3:00pm

01/10/2020 3:00pm
RECEIVED

REIMBURSEMENT FORMULA GRANT REQUEST FORM

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

SERVE GUAM COMMISSION

AC GRANT AWARD NUMBER	AC GRANT ID NUMBER	DOA VENDOR NUMBER	DOA CONTRACT NUMBER	EMPLOYER ID	EMPLOYER DUNS NUMBER
17AFHGU0010004	18AC203519	31456001	C190600640	36-0002543	855023284

PROGRAM PERIOD:	PROGRAM START DATE:	PERIOD CLAIMING FOR:
2018-2019	9/1/2019	December 19

REQUEST NUMBER:	2019-4	FINAL CLAIM:	☐ YES	☑ NO
ACCOUNT NUMBER:	5101H190233E103/280			

DEPT. OF ADMIN.	AMOUNT	A5400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	55,223.86				
GRANT AWARD	$ 719,981.00				
LESS: PREVIOUSLY REQUESTED	$ 169,601.60				
SUB-TOTAL	$ 550,379.40				
LESS: AMOUNT OF THIS REPORT	$ 55,223.86				
GRANT BALANCE	$ 495,155.54				

☐ *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 aligned 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 as a result of one official warning notice, suspension of contract and corrective actions, possible withholding of payment and termination of contract.*

PROGRAM DIRECTOR SIGNATURE/ DATE:	1/8/2020
CERTIFYING OFFICER SIGNATURE/ DATE:	1/10/2020
EXECUTIVE DIRECTOR SIGNATURE/ DATE:	1/10/2020

Serve Guam Commission Use Only

PROGRAM/MEMBER MANAGEMENT	PERFORMANCE MEASURES MANAGEMENT	FISCAL MANAGEMENT
☐ NCS NATIONAL PERFORMANCE MEASURES (PERS)	☐ NATIONAL PERFORMANCE MEASURES	☐ PRE-AWARD ASSESSMENT
☐ ACCOMPANIMENT DATA FORM SHEET (MEMBER ROSTER)	☐ 8 QUESTIONS FOR PROGRAM DIRECTORS AWARD WORKSHEETS PRE-POST ASSESSMENT	☐ BUDGET MODIFICATION
☐ MEMBER DATA / PERFORMANCE FORM (MEMBER ROSTER)		☐ FFR'S
☐ MEMBER MONTHLY TIMESHEET	☐ CAPACITY BUILDING NOFA VOLUNTEER REGISTRATION FORM	☐ FISCAL DISPUTES
☐ PROGRAM'S MEMBER ENROLLMENT	VOLUNTEER ABILITY FORM	☐ MATCH FORM
☐ PROGRAM'S MEMBER EXIT	VOLUNTEER PAY GRADE	☐ FISCAL SITE VISIT
☐ MID-TERM MEMBER EVALUATION		☐ FISCAL CLOSE OUT
☐ END OF TERM MEMBER EVALUATION	☐ PERFORMANCE MEASURES SITE VISIT	
☐ PROGRAM SITE VISIT	☐ PERFORMANCE MEASURES CLOSE OUT	
☐ PROGRAM CLOSE OUT		

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

NOTE: REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE ABOVE SIGNATURES

Department of Administration Received Stamp

SGC - ASSURANCE & CERTIFICATION:

SGC GRANTS OFFICER/ DATE: _____
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: _____
Doris M. Aguon

"This material is based upon work supported by the Corporation for National and Community Service (CNCS) under Grant No. 17CAHGU001 to the Serve Guam Commission, Office of the Governor, which oversees the AmeriCorps Programs in Guam. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS or AmeriCorps."

Doc. No. 35GL-20-1412.

Grant ID: 18AC203519

Program Name: AmeriCorps Ayuda Para I Komunidat

Expense Report - CNCS Share	CNCS SHARE	BUDGET MOD1	BUDGET MOD2	BUDGET MOD3	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	Nov-20	Dec-20	PROGRAM TOTAL	CNCS BUDGET YTD
I																							
onnel:																							
rogram Director FT	44,678.00	0.00	0.00	0.00	44,678.00	2,654.40	5,155.14	3,436.80	3,436.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,683.14	29,994.86
rogram Coordinator FT	30,410.00	0.00	0.00	0.00	30,410.00	2,023.68	3,508.87	2,339.20	2,339.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,210.95	20,199.05
dmin. Assistant III FT	27,373.00	0.00	0.00	0.00	27,373.00	1,786.47	3,158.40	2,105.60	2,105.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,156.07	18,216.93
dmin. Assistant FT	18,720.00	0.00	0.00	0.00	18,720.00	1,075.51	2,160.00	1,440.00	1,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,115.51	12,604.49
l - Personnel	**121,181.00**	**0.00**	**0.00**	**0.00**	**121,181.00**	**7,540.06**	**13,982.41**	**9,321.60**	**9,321.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**40,165.67**	**81,015.33**
ge:																							
for Personnel	9,270.00	0.00	0.00	0.00	9,270.00	576.82	1,069.65	713.10	713.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,072.67	6,197.33
th Insurance	17,064.00	(7,118.00)	0.00	0.00	9,946.00	507.66	828.80	0.00	1,657.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,994.06	6,951.94
ker's Compensation	189.00	114.00	0.00	0.00	303.00	0.00	18.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.40	284.60
l - Fringe	**26,523.00**	**(7,004.00)**	**0.00**	**0.00**	**19,519.00**	**1,084.48**	**1,916.85**	**713.10**	**2,370.70**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,085.13**	**13,433.87**
otal - Personnel + Fringe	**147,704.00**	**(7,004.00)**	**0.00**	**0.00**	**140,700.00**	**8,624.54**	**15,899.26**	**10,034.70**	**11,692.30**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**46,250.80**	**94,449.20**
f Travel:																							
l - Staff Travel	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
nber Travel:																							
l - Member Travel	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
otal - Staff + Member Travel	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ipment:																							
l - Equipment	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
plies:																							
rogram Supplies and Materials	1,200.00	0.00	0.00	0.00	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
ervice Gear (T-Shirts & Polos)	5,220.00	0.00	0.00	0.00	5,220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,220.00
age / Gasoline	2,160.00	0.00	0.00	0.00	2,160.00	60.56	223.27	307.46	215.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	806.71	1,353.29
op Computer & Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e Supplies	1,440.00	(518.00)	0.00	0.00	922.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	922.00
l - Supplies	**10,020.00**	**(518.00)**	**0.00**	**0.00**	**9,502.00**	**60.56**	**223.27**	**307.46**	**215.42**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**806.71**	**8,695.29**
tractual:																							
net Service	780.00	0.00	0.00	0.00	780.00	71.85	40.20	40.20	50.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.50	577.50
hone Service	780.00	0.00	0.00	0.00	780.00	82.38	59.92	59.92	56.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	259.20	520.80
hone Service	2,160.00	0.00	0.00	0.00	2,160.00	213.40	199.00	0.00	329.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	742.14	1,417.86
x Copier Equipment Lease	1,200.00	0.00	0.00	0.00	1,200.00	232.87	187.54	0.00	193.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	614.32	585.68
cle Lease	7,500.00	0.00	0.00	0.00	7,500.00	826.70	625.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,076.70	5,423.30
l - Contractual	**12,420.00**	**0.00**	**0.00**	**0.00**	**12,420.00**	**1,427.20**	**1,111.66**	**100.12**	**1,255.88**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**3,894.86**	**8,525.14**
f Training:																							
Training or Guam Volunteers Conference (Staf	128.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	128.00
l - Staff Training	**128.00**	**0.00**	**0.00**	**0.00**	**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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**128.00**
nber Training:																							
Training or Guam Volunteers Conference (Mer	2,560.00	0.00	0.00	0.00	2,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,560.00
l - Member Training	**2,560.00**	**0.00**	**0.00**	**0.00**	**2,560.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,560.00**
otal - Staff + Member Training	**2,688.00**	**0.00**	**0.00**	**0.00**	**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**	**0.00**	**0.00**	**2,688.00**
uation:																							
Collection / Program Evaluation	600.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
l - Evaluation	**600.00**	**0.00**	**0.00**	**0.00**	**600.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**600.00**
er Program Operating Costs:																							
heck (Federal) & Money Order Fees	1,600.00	0.00	0.00	0.00	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Test (Members)	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Test (Staff)	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
Aid CPR & AED Training	2,800.00	0.00	0.00	0.00	2,800.00	0.00	420.00	295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	715.00	2,085.00
' x 4' Banner for Display	250.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
ull-up Banner for Organization Display	175.00	0.00	0.00	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
rtisement	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
l - OPOC	**7,300.00**	**0.00**	**0.00**	**0.00**	**7,300.00**	**0.00**	**420.00**	**295.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**715.00**	**6,585.00**
ion I - Grand Total	**180,732.00**	**(7,522.00)**	**0.00**	**0.00**	**173,210.00**	**10,112.30**	**17,654.19**	**10,737.28**	**13,163.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**51,667.37**	**121,542.63**
	100.00%																					29.83%	70.17%
II																							
g Allowance																							
ar Half Time (900 hrs)	506,880.00	0.00	0.00	0.00	506,880.00	38,544.00	41,184.00	41,712.00	39,072.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,512.00	346,368.00
l - Living Allowance	**506,880.00**	**0.00**	**0.00**	**0.00**	**506,880.00**	**38,544.00**	**41,184.00**	**41,712.00**	**39,072.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**160,512.00**	**346,368.00**
nber Support Cost																							
for Members	31,021.00	7,755.00	0.00	0.00	38,776.00	2,948.62	3,149.76	3,191.46	2,988.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,278.69	26,497.31
ker's Compensation	1,348.00	(233.00)	0.00	0.00	1,115.00	0.00	368.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	368.00	747.00
l - Member Support Cost	**32,369.00**	**7,522.00**	**0.00**	**0.00**	**39,891.00**	**2,948.62**	**3,517.76**	**3,191.46**	**2,988.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**12,646.69**	**27,244.31**
ion II - Grand Total	**539,249.00**	**7,522.00**	**0.00**	**0.00**	**546,771.00**	**41,492.62**	**44,701.76**	**44,903.46**	**42,060.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**173,158.69**	**373,612.31**
	100.00%																					31.67%	68.33%
III																							
ioration Fixed Percentage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
otal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
erally Approved Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
otal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ion III - Grand 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**
GET TOTAL	**719,981.00**	**0.00**	**0.00**	**0.00**	**719,981.00**	**51,604.92**	**62,355.95**	**55,640.74**	**55,224.46**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**224,826.06**	**495,154.94**
	100.00%																					31.23%	68.77%
Total:	0.00	0.00	0.00	0.00	719,981.00	51,604.92	62,355.95	55,640.74	55,224.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	224,826.06	495,154.94

M: PER System (PERS-PER)

1025

Grant Number: 17AFHGU0010004
Grant ID: 18AC203519
Program Name: AmeriCorps Ayuda Para I Komunidat

SERVE GUAM COMMISSION

dic Expense Report - CNCS Share	CNCS SHARE	BUDGET MOD1	BUDGET MOD2	BUDGET MOD3	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	Nov-20	Dec-20	PROGRAM TOTAL	CNCS BUDGET YTD
dic Expense Report - Program Share	PROGRAM SHARE	BUDGET MOD1	BUDGET MOD2	BUDGET MOD3	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	Nov-20	Dec-20	PROGRAM TOTAL	PROGRAM BUDGET YTD
ion I																							
Personnel:																							
C Program Director FT	0.00	0.00	0.00	0.00	0.00	0.00	153.66	107.40	107.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	368.46	368.46
C Program Coordinator FT	0.00	0.00	0.00	0.00	0.00	0.00	44.53	104.00	104.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	252.53	252.53
C Admin. Assistant III FT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C Admin. Assistant FT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xecutive Director	6,479.00	0.00	0.00	0.00	6,479.00	224.74	634.56	423.04	423.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,705.38	4,773.62
uality Assurance Officer	2,050.00	0.00	0.00	0.00	2,050.00	76.99	219.96	146.64	146.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	590.23	1,459.77
uman Resource Manager	2,300.00	0.00	0.00	0.00	2,300.00	97.01	267.60	178.40	178.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	721.41	1,578.59
iscal Officer	4,239.00	0.00	0.00	0.00	4,239.00	153.65	419.04	279.36	279.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,131.41	3,107.59
ccounting Assistant	1,500.00	0.00	0.00	0.00	1,500.00	77.03	188.64	125.76	125.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	517.19	982.81
otal - Personnel	**16,568.00**	**0.00**	**0.00**	**0.00**	**16,568.00**	**629.42**	**1,926.99**	**1,359.60**	**1,359.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5,275.61**	**11,292.39**
ringe:																							
CA for Personnel	1,267.00	0.00	0.00	0.00	1,267.00	48.15	147.42	104.01	104.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403.59	863.41
ealth Insurance	2,370.00	(2,370.00)	0.00	0.00	0.00	0.00	855.20	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	0.00	355.20	(355.20)
orker's Compensation	315.00	(315.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
otal - Fringe	**3,952.00**	**(2,685.00)**	**0.00**	**0.00**	**1,267.00**	**48.15**	**502.62**	**104.01**	**104.01**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**758.79**	**508.21**
/Total - Personnel + Fringe	**20,520.00**	**(2,685.00)**	**0.00**	**0.00**	**17,835.00**	**677.57**	**2,429.61**	**1,463.61**	**1,463.61**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,034.40**	**11,800.60**
taff Travel:																							
otal - Staff Travel	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
lember Travel:																							
otal - Member Travel	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**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 - Staff + Member Travel	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
quipment:																							
otal - Equipment	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
upplies:																							
Program Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Gear (T-Shirts & Polos)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ileage / Gasoline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ptop Computer & Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ffice 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	0.00	0.00	0.00
otal - 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**	**0.00**	**0.00**	**0.00**
ontractual:																							
ternet Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
lephone Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
lephone Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
rox Copier Equipment Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ehicle Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
otal - 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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
taff Training:																							
C Training or Guam Volunteers Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
otal - 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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
lember Training:																							
C Training or Guam Volunteers Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
otal - Member 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**	**0.00**	**0.00**	**0.00**	**0.00**
Total - Staff + Member 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**	**0.00**	**0.00**	**0.00**	**0.00**
aluation:																							
ta Collection / Program Evaluation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
tal - Evaluation	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
her Program Operating Costs:																							
st Aid CPR & AED 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	0.00	0.00	0.00	0.00
8' x 4' Banner for 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	0.00	0.00	0.00
Pull up Banner for Organization 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	0.00	0.00	0.00
vertisement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
tal - 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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ction I - Grand Total	**20,520.00**	**(2,685.00)**	**0.00**	**0.00**	**17,835.00**	**677.57**	**2,429.61**	**1,463.61**	**1,463.61**	**0.00**	**0.00**	**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%																					6,034.40	11,800.60
																						33.83%	66.17%
n II																							
ing Allowance																							
tal - Living Allowance	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
mber Support Cost																							
tal - Member Support Cost	**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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ction II - Grand 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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	100.00%																					0.00	0.00
n III																						#DIV/0!	#DIV/0!
rporation Fixed Percentage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
derally Approved Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ction III - Grand 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**
DGET TOTAL	**30,368.00**	**(12,533.00)**	**0.00**	**0.00**	**17,835.00**	**677.57**	**2,429.61**	**1,463.61**	**1,463.61**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,034.40**	**11,800.60**
M, PER System (PERS, PER)	100.00%																						
t Total	**0.00**	**0.00**	**0.00**	**0.00**	**17,835.00**	**677.57**	**2,429.61**	**1,463.61**	**1,463.61**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,034.40**	**11,800.60**
																						33.83%	66.17%

Attachment 2

Sanctuary Incorporated of Guam

Foster Care Program

Reporting Agency

Department of Public Health and Social Services

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Quarterly financial expenditures and obligation
3. Quarterly Progress report for **October 1, 2019 through December 31, 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

January 09, 2020

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 (1st Quarter of Fiscal Year 2020) from October 01, 2019 thru December 31, 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
Financial Management Services
DPHSS/DGA
JAN 10 2020
Time: 5:22
Initial: mbc

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2020 (October 01, 2019 - December 31, 2019)
1st Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification		Expenditure
General	$ 60,000.00			
		Salary	$	7,487.20
		Benefits		572.77
		Travel		-
		Contractual		157.83
		Supplies & Materials		812.10
		Equipment		460.00
		Utilities		3,595.51
		Miscellaneous		714.75
		Grand Total	$	$ 13,800.16

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2020 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

VICTOR CAMACHO
EXECUTIVE DIRECTOR

DATE: 1/10/20

SANCTUARY

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: October – December 31, 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
October 2019	**8**	**2**
November 2019	**7**	**0**
December 2019	**6**	**0**
Total:	**21**	**2**

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 reports for **Outpatient (October 2019 through December 2019)**
4. Program progress reports for **Residential (October 2019 through December 2019)**
5. Program progress reports for **Guam Opioid Response Project (November 2019 through December 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

01/10/2020
4:48pm 88
GBHWC-DO
L. Solanor

January 09, 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 (1st Quarter of Fiscal Year 2020) from October 01, 2019 thru December 31, 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 2020 (October 1, 2019 - December 31, 2019)
1st Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 550,000**		
		Salary	$ 30,049.81
		Benefits	$ 3,935.94
		Travel	$ -
		Contractual	$ 88.25
		Supplies & Materials	$ 1,427.38
		Equipment	$ -
		Utilities	$ 2,758.77
		Miscellaneous	$ 577.77
		Vehicle Lease	$ -
		Grand Total	**$ 38,837.92**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2020 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

VICTOR CAMACHO
EXECUTIVE DIRECTOR

DATE: 1/10/20

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

carf

received
NOV 08 2019
3:37 pm

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		**DATE:** 10/31/2019
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-2020-1/1		

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

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

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

10/31/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-1/1 to be true and correct, and that services for October 1-31, 2019 have been rendered, and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

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

November 7, 2019

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

RE: Residential 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 **October 1 through October 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

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2019 through October 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) • 2 Wait Listed • 1 Pending List • 0 Completed — Client on waitlist are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. 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. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision,

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2019 through October 31, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

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

implemented and addressed.	supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 3 sessions were conducted. • 22 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Family Picnic Activity, Stages of Family Recovery, Setting Healthy Boundaries. 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 feedbac Staff continues to research the latest information through articles, journals, and on-line updates. Staf

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2019 through October 31, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	continues to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Position Title: Executive Director Date: November 6, 2019 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	Received By: L. Solarez Position Title: Adm-Secretary Date of Submission: 11.08.19 @ 3:33pm

Received
NOV 08 2019
@ 3:07pm
L. Solarez
Grantee-DPHSS

COPY

.cart.

GBHWC-T

received
NOV 0 8 2019

@337 po

L-Sal

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:** 10/31/2019
TO:	Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 09-2016 GBHWC 2020-1	(Outpatient)

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

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

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

10/31/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-1 to be true and correct; and that services for October 1-31, 2019 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

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

November 7, 2019

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 **October 1 through October 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

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**October 1, 2019 through October 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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2019 through October 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:	**October 1, 2019 through October 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" offered a total of eight **(8) sessions** during this reporting period. Four of the group sessions were provided for clients remanded to DYA. **One (1)** community outreach activity was participated in by clients and their families. "Pathways" has provided services to a total of **thirteen (13)** adolescents during this first month of the 2020 fiscal year. One client successfully completed treatment.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of October: Early Recovery Skills: Thought-stopping techniques, Internal Triggers and External Trigger Relapse Prevention: Making the link, Users in my home, Having a good time without being high. D&A Education: Opiates, PCP, Steroids, Inhalants Outreach Activities: Recovery Month Family Picnic held at Ypao Beach Park 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:	**October 1, 2019 through October 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 bo 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 beir implemented in efforts to establish regular testing for all Sanctuary clients and their familie 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 (Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with the primary counselor, clients who need to miss a Saturday session can attend group on Monda 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 duri this reporting period.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**October 1, 2019 through October 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" offered a total of twelve **(12) sessions** during this reporting period. One group was cancelled due to storm conditions and based on school closure. Four of the group sessions were conducted for clients remanded to DYA. Two **(2)** community outreach activities were participated in by clients and their families. "High Hopes" has provided services to a total of **eighteen (18)** adolescents during this first month of the 2020 fiscal year. Two (2) clients were moved to a higher level of care during the reporting period.
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.

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

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 October: Early Recovery Skills: Thought-stopping techniques, Internal Triggers and External Trigge Relapse Prevention: Making the link, Users in my home, Having a good time without being high, Clean & sober, Destructive Behaviors, School & Future Goals D&A Education: Opiates, PCP, Steroids, Inhalants Outreach Activities: Recovery Month Family Picnic held at Ypao Beach Park; Sanctuary Month Proclamation Signing 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 i a small group setting and get feedback from peers that support their efforts towards recover Clients are able to encourage each other and share their experience on what has helped then 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 October be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith-based organization.

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

Sanctuary Representative: Victor Camacho Executive Director Date: 11/06/2019 Prepared by: Kelly Jensen, CSAC III	**GBHWC Representative:** Received By: L. Solano Position Title: Adm-Secretary Date of Submission: 11.08.19 @337pm



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

December 4, 2019

COPY

RECEIVED
04 DEC 2019

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 **November 1 through November 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

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:** 11/30/2019
TO: Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 09-2016 GBHWC 2020-2	(Outpatient)

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

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

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

12/3/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-2 to be true and correct; and that services for November 1-30, 2019 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2019 through November 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:	**November 1, 2019 through November 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:	**November 1, 2019 through November 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" offered a total of five **(5) sessions** during this reporting period. Two of the group sessions were provided for clients remanded to DYA wi a total of 22 participants during the reporting period. **One (1)** community outreach activity was participated in by clients with their families and also provided an opportunity for client to obtain service learning hours. "Pathways" has provided services to a total of **thirteen (1** adolescents during the 2020 fiscal year. One client successfully completed treatment.
In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed. • Relevant alcohol, tobacco and other drug use/abuse information • Assist them to make rational decisions • Build social skills to prevent substance related problems from re-occurring. • Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island • Information about the legal aspects that pertains to drug and alcohol related crimes	Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of November: Early Recovery Skills: Alcohol Arguments, You're here because why, Thought stopping techniques Relapse Prevention: School and Future Goals, Trust, Keeping Busy D&A Education: Cannabis, Prescription medications Outreach Activities: Following drug and alcohol testing clients participated in the Sanctuary Outreach event celebrating 48 years of service to the community. A thanksgiving celebratio was held with group members and their parents/guardians and included a trust building activity. Families will complete a gratitude assignment together in lieu of group on 11/30/1 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 bot 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 bein 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 c Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with thei primary counselor, clients who need to miss a Saturday session can attend group on Monday 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.

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

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 durir 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" offered a total of ten **(10) sessions** during this reporting period. Two of the group sessions were conducted for clients remandec to DYA. Two **(2)** community outreach activity were participated in by clients with their families and also provided an opportunity for clients to obtain service learning hours. "High Hopes" has provided services to a total of **eighteen (19)** adolescents during this reporting period. One new client started group and one client was discharged due to relocation.
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 November: <u>Early Recovery Skills</u>: Alcohol Arguments, You're here because why, Thought stopping techniques, Stages of Recovery <u>Relapse Prevention</u>: School and Future Goals, Having a good time without being high, Clean and Sober, Destructive Behaviors, Trust <u>D&A Education</u>: Cannabis, Prescription medications <u>Outreach Activities:</u> Following drug and alcohol testing clients participated in the Sanctuary Outreach event celebrating 48 years of service to the community and participated in the WAVE in recognition of the same celebration. A thanksgiving celebration was held with group members and their parents/guardians and included a trust building activity. Families will complete a gratitude assignment together in lieu of group on 11/30/19.

	Other: Intrinsic Motivation, Identifying and developing personal strengths, Video Presentations: Cannabis Addiction: signs, symptoms and withdrawal, & Dangers of increase tolerance. 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.

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

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 November be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith-based organization.
Sanctuary Representative: Victor Camacho Executive Director Date: 12/03/2019 Prepared by: Kelly Jensen, CSAC III	**GBHWC Representative:** Received By: Jeremiah J. Santos Position Title: Peer Recovery Specialist ICPR Date of Submission: 04 DEC 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

December 4, 2019

COPY

RECEIVED
04 DEC 2019

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

RE: Residential 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 **November 1 through November 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

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:** 11/30/2019
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-2020-2/1	

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

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

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

12/3/19

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-2/1 to be true and correct; and that services for November 1-30, 2019 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2019 through November 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. • 1 Transfer to another level of care (Aftercare) • 0 Wait Listed • 1 Pending List • 1 Completed — Due to living spaces, shelter number is currently at 7 clients in house. With one female client, we are unable to accommodate another male client due to rooming assignments. — Client on waitlist are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. 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. — 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

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

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2019 through November 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 3 sessions were conducted. • 19 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: Parents expressed wanting to take part of All Souls Day activities and Family Thanksgiving Activities, Rules & Consequences; Sanctuary Month Outreach; Community Clean up and What I am grateful for; Family Activity Homework - Gratitude List for 11/30/19. 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

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**November 1, 2019 through November 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	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 feedba Staff continues to research the latest information through articles, journals, and on-line updates. Sta continues to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered participate in treatment.

Sanctuary Representative: Victor Camacho Position Title: Executive Director Date: December 02, 2019 Prepared By: Dawn Cruz, CSAC & Eugene Anderson, CSAC	**GBHWC Representative:** Received By: Jeremich Santos Position Title: Peer Recovery Specialist Date of Submission: 04 DEC 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

December 4, 2019

COPY

RECEIVED
04 DEC 2019

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 **November 1 through November 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

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

Guam Behavioral Health & Wellness Center

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

Invoice # GORP2020-01

Purchase Order # P206A00746

INVOICE

BILL TO:	DATE: 11/30/2019
NAME: Guam Behavioral Health and Wellness Center PEACE Partnerships for Success	
ADDRESS: 790 Gov. Carlos G. Camacho Road Tamuning, Guam 96913	PERIOD: November 1-30, 2019
PHONE: 671-477-9079-81 Fax: 671-477-9076	

DESRIPTION OF SERVICES PROVIDED	TOTAL COST
Guam Opiod Response Project	$ 757.57
Assessment and treatment for Opiod use among adolescents.	

GRAND TOTAL $ 757.57

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: 12/4/19

Approved by:

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

Doc. No. 35GL-20-1412.

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**November 01, 2019 through November 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) • 0 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:	**November 01, 2019 through November 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, visit 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

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**November 01, 2019 through November 30, 2019**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	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. • 19 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: Parents expressed wanting to take part of All Souls Day activities and Family Thanksgiving Activities, Rules & Consequences; Sanctuary Month Outreach; Community Clean up and What I am grateful for; Family Activity Homework - Gratitude List for 11/30/19. 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:	**November 01, 2019 through November 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: Victor Camacho Position Title: Executive Director Date: December 02, 2019 Prepared By: Eugene Anderson, CSACII	**GBHWC Representative:** Received By: Jeremiah J. Santos Position Title: Peer Recovery Specialist ICPR Date of Submission: 04 DEC 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

COPY

January 9, 2020

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 **December 1 through December 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

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:** 12/31/2019
TO: Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	**Vendor Acct. No.** **Document No.** **Contract No.** **Job Order No.** **Purchase Order No.** **Invoice No.**	S1456001 RFP 09-2016 GBHWC 2020-3	(Outpatient)

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

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

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

1/6/20

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-3 to be true and correct; and that services for December 1-31, 2019 been rendered; and payment for this period is due.

RECEIVED

Athena Duenas **Date**
D & A Supervisor

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**December 1, 2019 through December 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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2019 through December 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" offered a total of **(5) sessions** during this reporting period. One of the group sessions were provided for clients remanded to DYA with a total of **17 participants** during the reporting period. **One (1)** community outreach activity was participated in by clients with their families at GPO for Christmas "bell ringing". "Pathways" has provided services to a total of **fifteen (15)** adolescents during the 2020 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 December: Early Recovery Skills: Internal Trigger Questionnaire/ Trigger Chart; You're Here Because Why?; Alcohol Arguments; Stages of Recovery Relapse Prevention: Destructive Behaviors; School & Future Goals; Trust D&A Education: Caffeine; Amphetamines; Cannabis 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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 1, 2019 through December 31, 2019**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
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 (1) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.
II.2g Incorporate provisions that will continue providing at least a minimum of four (4) hours a week for treatment sessions utilizing the Matrix Model for Teens curriculum.	Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens & Young Adults on Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with their primary counselor, clients who need to miss a Saturday session can attend group on Tuesdays from 3:30 to 5:30, provided the session is not repetitive of previous sessions already attended. Parent education groups are held on Saturdays from 12:00 to 1:30.
II.2h Make referrals for other services not provided by Contractor and outlined in client individualized 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.

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

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" offered a total of **(7) sessions** during this reporting period. One of the group sessions were provided for clients remanded to DYA with a total of **16 participants** during the reporting period. **One (1)** community outreach activity was participated in by clients with their families at GPO for Christmas "bell ringing". "High Hopes" has provided services to a total of **nineteen (19)** adolescents during the 2020 fiscal year.
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 (1) 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 Mondays, from 4:00 p.m. to 6:00 p.m. Parent education groups are held on Saturdays from 12:00 to 1:30.

	Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of December: Early Recovery Skills: Internal Trigger Questionnaire/ Trigger Chart; You're Here Because Why?; Alcohol Arguments; Stages of Recovery Relapse Prevention: Twelve Step Introduction/What Is Important?; Making New Friends; Club Drugs; Cigarette Arguments; When Did You Start Using? D&A Education: Caffeine; Amphetamines; Cannabis 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

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

	Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Counselors meet with clients individually to transition client towards next level of care as needed. Counselors also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations should applicant be a faith-based organization. If a client objects to a religious character of the faith-based organization then the participating faith-based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that August be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith-based organization.
Sanctuary Representative: Victor Camacho Executive Director Date: 01/08/2020 Prepared by: Eugene Anderson, CSAC II	**GBHWC Representative:** Received By: Adante Position Title: PT II Date of Submission: 1.9.2020

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

COPY

January 9, 2020

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

RE: Residential Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the **Residential** Rehabilitation Services for Adolescents for the period of **December 1 through December 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

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:** 12/31/2019
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-2020-3/1	

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

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

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

1/6/20

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-3/1 to be true and correct; and that services for December 1-31, 2019 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

RECEIVED
1.9.2020

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**December 01, 2019 through December 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 • 9 Clients were served. • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 1 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:	**December 01, 2019 through December 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: • 4 sessions were conducted. • 15 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included; Parents responsibilities with children and friends; Christmas Bell Ringing Family activity; Supervision during the Holidays; Working with children to schedule activities for Christmas break and holidays. 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

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

	continues to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Executive Director Date: 01/08/2020 Prepared by: Eugene Anderson, CSAC II & Dawn Cruz, CSAC	Received By: Delante Position Title: PT II Date of Submission: 1·9·2020

SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

January 9, 2020

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 **December 1 through December 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

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

Guam Behavioral Health & Wellness Center

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

Invoice # GORP2020-02

Purchase Order # P206A00746

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: 12/31/2019

PERIOD: December 1-31, 2019

DESRIPTION OF SERVICES PROVIDED	TOTAL COST
Guam Opiod Response Project	$ 757.57
Assessment and treatment for Opiod use among adolescents	

GRAND TOTAL $ 757.57

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: 1/6/20

Approved by:

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

RECEIVED
1.9.2020

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**December 01, 2019 through December 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 • 2 Client was served. • 0 Transfer to another level of care (Aftercare) • 0 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

	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, visit 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

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

	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: • 4 sessions were conducted. • 15 family members in attendance • Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office. • Number of successful completions: N/A • Number of clients transferred to another level of care: N/A • Number of clients on the wait list: N/A
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Parents responsibilities with children and friends; Christmas Bell Ringing Family activity; Supervision during the Holidays; Working with children to schedule activities for Christmas break and holidays.
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:	**December 01, 2019 through December 31, 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: Victor Camacho Position Title: Executive Director Date: 01/08/2020 Prepared By: Eugene Anderson, CSACII	**GBHWC Representative:** Received By: Adante Position Title: PT II Date of Submission: 1.9.2020

Attachment 4

Sanctuary Incorporated of Guam

Runaway and Homeless Youth Basic Center

Reporting Agency

Department of Youth Affairs

Reports

1. List of expenditures for services and equipment $5,000 or greater
2. Quarterly financial expenditures and obligation
3. Quarterly Progress report for **October 1, 2019 through December 31, 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

January 09, 2020

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 (1st Quarter of Fiscal Year 2020) December 31, 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

10 Jan 2020

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2020 (December 31, 2019)
1st Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 329,935**		
		Salary	$ 18,715.76
		Benefits	$ 2,641.61
		Travel	$ -
		Contractual	$ 157.83
		Supplies & Materials	$ 2,707.00
		Equipment	$ -
		Utilities	$ 3,254.41
		Miscellaneous	$ 714.75
		Vehicle Lease	$ -
		Grand Total	**$ 28,191.36**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2020 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

VICTOR CAMACHO
EXECUTIVE DIRECTOR

DATE: 1/10/20

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: October 1 – December 31, 2019	**DATE OF REPORT:** January 5, 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.	**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).

Doc. No. 56L20-1412.

Indicator/Outcomes/Periodicity: *Awareness of available services for run away and troubled youth for the community of Guam as a whole.*	
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 (12) youth resided in the shelter during the month of October; a total twelve (11) youth resided in the shelter during the month of November; and a total sixteen (11) youth resided in the month of December; 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.	**Results:** An estimation of one hundred twenty (120) referrals were made to other agencies, organizations, such as Guam Behavioral Health

Doc. No. 35GL-20-1412.

Timeline: on-going **Responsible Parties:** Crisis Intervention Worker, Case Manager I and Case Manager II	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 six (6) new intakes admitted to shelter. Eleven (11) youth continued to receive shelter services into the months of November and December. A total seven (3) youth were placed transitioned into the care of their parents/legal guardians, while one (1) was transitioned to Latte Treatment Center. **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.	**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

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 **Responsible Parties:** Crisis Intervention Worker, Case Manager	conducted as well to develop a reunification plan. During this quarter all other youth transitioned back home to a parent/legal guardian.
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 seven (7) 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	**Results:**

that will enhance stabilize and strengthen their relationships. **Timeline:** ongoing **Responsible Parties:** Case Manager II and Case Manager I	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	2
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.	3
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 **October 1, 2019 through December 31, 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 inquiries@sanctuaryguam.com
www.sanctuaryguam.com

carf
COPY

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	October 1-31, 2019	**DATE:** 10/31/2019
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: JOG2020-001	

Client	Dates	Number of Days	Daily Rate	Total
ES	10/01/19-10/31/19	31	$ 135.00	$4,185.00

TOTAL PAYMENT REQUEST: **$4,185.00**

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

10/31/19

Victor Camacho **Date**
Executive Director

2019 ... 54

SANCTUARY INCORPORATED OF GUAM

Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice

Program Agreement Report
Report Ending 10/31/2019

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:** OCTOBER 1st, 2019 – OCTOBER 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.

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	Exit Date & Time
ES	Chamorro	13	Female	Homeless (inadequate living quarters)	Jonah Carbullido	05/13/19 @ 9:21 am	In House

Total client(s) in this reporting period is: One (1)

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. JPO client is attending school year 2019-2020 at the respective GDOE school.

Concerns and Proposed Solutions

1. Minor unable to return home due to inadequate living quarters. 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.

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: inquiries@sanctuaryguam.com
www.sanctuaryguam.com

COPY

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	November 1-30, 2019	**DATE:** 11/30/2019
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: 2020-203 Invoice No: JOG2020-02	

Client	Dates	Number of Days	Daily Rate	Total
ES	11/01/19-11/30/19	30	$ 135.00	$4,050.00
AM	11/01/19-11/30/19	30	$ 135.00	$4,050.00

TOTAL PAYMENT REQUEST: **$8,100.00**

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

12/3/19

Victor Camacho **Date**
Executive Director

RECEIVED
2019 DEC -3 PM 3:44

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

Program Agreement Report
Report Ending 11/30/2019

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:** November 1st, 2019 – November 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)

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 @ 9:21am	In House
AM	Chamorro	12	Female	Homeless (inadequate living quarters)	Angelica Bamba	10/08/19 @ 4:00pm	In House

Total client(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. JPO client is attending school year 2019-2020 at the respective GDOE school.
7. Client(s) were enrolled in youth anger management classes.
8. Client(s) have undergone drug & alcohol assessments. AM did not meet DSM-5 criteria for a substance use disorder which is required to be placed in an ASAM level of care. ES is pending a drug & alcohol assessment at this time.

Concerns and Proposed Solutions

1. Minor(s) unable to return home due to inadequate living quarters. 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.
3. Sanctuary will engage with other mainstream service providers to offer additional services to the youth and families in need.

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.

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

COPY

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	December 1-31, 2019	**DATE:** 12/31/2019
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: 2020-203 Invoice No: JOG2020-03	

Client	Dates	Number of Days	Daily Rate	Total
ES	12/01/19-12/31/19	31	$ 135.00	$4,185.00
AM	12/01/19-12/31/19	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 December 1-31, 2019 have been rendered: and payment for this period is due.

1/6/20

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 12/31/2019

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:** December 1, 2019 – December 31, 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)

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)	Diane Charfauros	05/13/19 @ 9:21am	In House
AM	Puerto Rican	12	Female	Homeless (inadequate living quarters)	Angelica Bamba	10/08/19 @ 4:00pm	In House

Total client(s) in this reporting period is: Two (2)
Program Accomplishments:

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 **October 1-29, 2019. (This is only a 14-week program, which was implemented on August 27th through October 29th, 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

November 14, 2019

COPY

TO: John Q. Lizama and/or Cerina Mariano
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 **October 1st through 29th, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Leilani G. Giltinag
Acting Executive Director

RECD
MROSADINO
11-15-19

Invoice No: JOG00001-19

INVOICE

Department or Agency Billed:
Judiciary of Guam **Date: 11/13/2019**
Attn: Cerina Mariano, Administrator, Court Programs Office

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 **(10/1/19 through 10/29/19)** ($150/family x 2 families x 5 weeks) (please see attached monthly report)	1500
	TOTAL	$1,500.00

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

Leilani G. Giltinag, Acting Executive Director
lggiltinag@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: October 1 through 29, 2019							
Number of Unduplicated Familes Served This Month: Two (2) Families							
		Week of 1-Oct	Week of 8-Oct	Week of 15-Oct	Week of 22-Oct	Week of 29-Oct	Total
Session 1	# of Families:						0
Session 2	# of Families:						0
Session 3	# of Families:						0
Session 4	# of Families:						0
Session 5	# of Families:						0
Session 6	# of Families:						0
Session 7	# of Families:	1	1				2
Session 8	# of Families:	1	1				2
Session 9	# of Families:		2				2
Session 10	# of Families:			2			2
Session 11	# of Families:				2		2
Session 12	# of Families:				2		2
Session 13	# of Families:					2	2
Session 14	# of Families:					2	2

Successes this reporting period:
In this reporting period, Portusach Family missed week of Oct 1st (Sessions 7 & 8); however, the team was able to redo the sessions with them on the following Tuesday Oct 8th. Both families enrolled in the SFP program through GRFP successfully completed all 14 sessions of the Strengthening Families Program.

Challenges this reporting period:
The only challenge faced during this reporting period, was that Portusach Family had missed 2 sessions from October 1st (Session 7 &8). This caused the team to run overtime on Oct 8th in order to deliver three complete sessions (Session 7, 8 & 9) to the Protusach Family.

Leilani G. Giltinag, Acting Executive Director
Date: 11/13/2019

SANCTUARY, INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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

November 11, 2019

MEMORANDUM FOR RECORD

TO: Sanctuary

FR: Executive Director

RE: Acting ED

Hafa Adai.

Please be advised that I will be off island from Monday, November 11, 2019 to Saturday, November 16, 2019.

In my absence, QAO/CCO Leilani Giltinag will serve as Acting Executive Director.

Thank you.

Victor Camacho
Executive Director