clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Wednesday, July 15, 2020 4:52 PM
To: Clerks Office
Cc: Rennae Meno
Subject: Messages and Communications
Attachments: Sanctuary FY2020 3rd Quarter Submittal.pdf

07-15-20	4:17 PM	07-15-20	FY2020 3rd Quarter Lists of Expenditures over $5,000; 3rd Quarter Appropriations/Expenditure Reports; 3rd Quarter Progress Reports.	Sanctuary Incorporated of Guam	35GL-20-2009

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

This e-mail message is intended only for the use of the individual or entity named above and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, distribution or use of the information contained in this transmission is strictly PROHIBITED. If you have received this transmission in error, please immediately notify us by replying to speaker@guamlegislature.org and delete the message immediately. Thank you very much.

Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

Transmittal Form

35GL-20-2009
Speaker Tina Rose Muña Barnes

Date: July 15, 2020

JUL 15 2020
Time 4:17 ( )AM ( )PM
Received By: [illegible]

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

Enclosed herewith are the following documents:

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

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

July 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 **April 1, 2020 through June 30, 2020 (3rd 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

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

Transmittal Form

Date: July 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 3rd quarter list of expenditures over $5,000
2. FY2020 3rd quarter list of appropriations/expenditure reports
3. FY2020 3rd 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

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

July 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 **April 1, 2020 through June 30, 2020 (3rd 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 **3rd QTR ending June 30, 2020 for Grant Year 2018-2019.**

COPY

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

July 10, 2020

RECEIVED
7/13/20
9:05

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 June 30, 2020, for Grant Year 2018-2019.

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

Sincerely,

Victor Camacho
Executive Director
Sanctuary, Incorporated of Guam

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	Page	of
Corporation for National and Community Service	**18AC203519**	1	1 pages

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

Sanctuary Incorporated of Guam **406 Mai Mai Road Chalan Pago, 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**	X Quarterly Semi-Annual Annual Final	Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
1-Sep-19	**30-Sep-20**	**30-Jun-20**

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	$545,099.15
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$545,099.15
h. Unobligated balance of Federal funds (line d minus g)	$174,881.85
Recipient Share:	
i. Total recipient share required	$30,368.00
j. Recipient share of expenditures	$16,221.53
k. Remaining recipient share to be provided (line i minus j)	$14,146.47
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
7/13/20 20 905

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

AC GRANT AWARD NUMBER	AC GRANT ID NUMBER	DOA VENDOR NUMBER	DOA CONTRACT NUMBER	EMPLOYER ID	EMPLOYER DUNS NUMBER
17AFHGU0010004	18AC203519	S1456001	C190600640	96-0002543	855025284
PROGRAM PERIOD: 2018-2019	PROGRAM START DATE: 9/1/2019		PERIOD CLAIMING FOR: June-20		
REQUEST NUMBER:	2019- 10		FINAL CLAIM:	☐ YES	☑ NO
ACCOUNT NUMBER:	5101H190233SE103/280				

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	**51,514.51**				
GRANT AWARD	$ 719,981.00				
LESS: PREVIOUSLY REQUESTED:	$ 493,584.64				
SUB-TOTAL	$ 226,396.36				
LESS: AMOUNT OF THIS REPORT	**$ 51,514.51**				
GRANT BALANCE:	$ 174,881.85				

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

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

PROGRAM DIRECTOR SIGNATURE/ DATE:	7/10/2020
CERTIFYING OFFICER SIGNATURE/ DATE:	7/10/2020
EXECUTIVE DIRECTOR SIGNATURE/ DATE:	7/10/20

Serve Guam Commission Use Only

Department of Administration Received Stamp

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

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

NOTE: REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE ABOVE SIGNATURES

SGC - ASSURANCE & CERTIFICATION:

SGC 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. 17CAHGUGU001, 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."].

SGC FORM: PER System (PERS-RRF)
Ver. 20191025

Program Year: 2018-2019
Grant Number: 17AFHGU0010004
Grant ID: 18AC203519
Program Name: AmeriCorps Ayuda Para I Komunidat

SERVE GUAM COMMISSION

Periodic 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
Section I																							
A Personnel:																							
AC Program 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	3,436.80	3,436.80	3,436.80	5,155.20	3,436.80	3,436.80	0.00	0.00	0.00	0.00	0.00	0.00	37,022.34	7,655.66
AC Program 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	2,339.20	2,339.20	2,339.20	3,508.80	2,339.20	2,339.20	0.00	0.00	0.00	0.00	0.00	0.00	25,415.75	4,994.25
AC Admin. 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	2,105.60	2,105.60	2,105.60	3,158.40	2,105.60	2,105.60	0.00	0.00	0.00	0.00	0.00	0.00	22,842.47	4,530.53
AC Admin. 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	1,440.00	1,440.00	1,440.00	2,160.00	1,440.00	1,440.00	0.00	0.00	0.00	0.00	0.00	0.00	15,475.51	3,244.49
Total - 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**	**9,321.60**	**9,321.60**	**9,321.60**	**13,982.40**	**9,321.60**	**9,321.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	100,756.07	20,424.93
B Fringe:																							
FICA for Personnel	9,270.00	0.00	0.00	0.00	9,270.00	576.82	1,069.65	713.10	713.10	713.10	713.10	713.10	1,069.65	713.10	713.10	0.00	0.00	0.00	0.00	0.00	0.00	7,707.82	1,562.18
Health 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	2,486.40	828.80	1,184.00	0.00	0.00	0.00	0.00	0.00	0.00	7,493.26	2,452.74
Worker's Compensation	189.00	114.00	0.00	0.00	303.00	0.00	18.40	0.00	0.00	0.00	16.64	0.00	33.28	0.00	16.64	0.00	0.00	0.00	0.00	0.00	0.00	84.96	218.04
Total - 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**	**713.10**	**729.74**	**713.10**	**3,589.33**	**1,541.90**	**1,913.74**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	15,286.04	4,232.96
S/Total - 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**	**10,034.70**	**10,051.34**	**10,034.70**	**17,571.73**	**10,863.50**	**11,235.34**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	116,042.11	24,657.89
C Staff Travel:																							
Total - 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
C Member Travel:																							
Total - 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
S/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
D Equipment:																							
Total - 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
E Supplies:																							
AC Program 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	48.00	0.00	250.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	298.25	901.75
AC Service 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	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	1,220.00
Mileage / Gasoline	2,160.00	0.00	0.00	0.00	2,160.00	60.56	223.27	307.46	215.42	0.00	210.34	0.00	521.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,538.45	621.55
Laptop 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
Office 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	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00	752.00
Total - Supplies	**10,020.00**	**(518.00)**	**0.00**	**0.00**	**9,502.00**	**60.56**	**223.27**	**307.46**	**215.42**	**0.00**	**258.34**	**0.00**	**4,941.65**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	6,006.70	3,495.30
F Contractual:																							
Internet 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	90.45	0.00	120.60	0.00	0.00	0.00	0.00	0.00	0.00	413.55	366.45
Telephone 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	117.96	0.00	170.92	0.00	0.00	0.00	0.00	0.00	0.00	548.08	231.92
Cellphone 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	492.73	0.00	498.25	0.00	0.00	0.00	0.00	0.00	0.00	1,733.12	426.88
Xerox 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	496.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,111.07	88.93
Vehicle Lease	7,500.00	0.00	0.00	0.00	7,500.00	826.70	625.00	0.00	625.00	0.00	625.00	0.00	1,250.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00	0.00	4,576.70	2,923.30
Total - 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**	**625.00**	**0.00**	**2,447.89**	**0.00**	**1,414.77**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	8,382.52	4,037.48
G Staff Training:																							
SGC Training or Guam Volunteers Conference (Sta	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
Total - 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
G Member Training:																							
SGC Training or Guam Volunteers Conference (M	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
Total - 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
S/Total - 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
H Evaluation:																							
Data 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
Total - 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
I Other Program Operating Costs:																							
FBI Check (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
Drug 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
Drug 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
First 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
AC 8' 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
AC Pull-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
Advertisement	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
Total - 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
Section 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**	**10,034.70**	**10,934.68**	**10,034.70**	**24,961.27**	**10,863.50**	**12,650.11**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	131,146.33	42,063.67
	100.00%																					**75.72%**	24.28%
Section II																							
A Living Allowance																							
1-Year 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	38,544.00	36,960.00	37,488.00	36,960.00	36,960.00	36,432.00	0.00	0.00	0.00	0.00	0.00	0.00	383,856.00	123,024.00
Total - 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**	**38,544.00**	**36,960.00**	**37,488.00**	**36,960.00**	**36,960.00**	**36,432.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	383,856.00	123,024.00
B Member Support Cost																							
FICA for Members	31,021.00	7,755.00	0.00	0.00	38,776.00	2,948.62	3,149.76	3,191.46	2,988.26	2,949.20	2,826.60	2,868.38	2,826.62	2,827.96	2,787.56	0.00	0.00	0.00	0.00	0.00	0.00	29,364.41	9,411.59
Worker's Compensation	1,348.00	(233.00)	0.00	0.00	1,115.00	0.00	368.00	0.00	0.00	0.00	386.77	0.00	332.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,087.57	27.43
Total - 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**	**2,988.26**	**2,949.20**	**3,213.37**	**2,868.38**	**3,159.42**	**2,827.96**	**2,787.56**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	30,451.98	9,439.02
Section 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**	**42,060.26**	**41,493.20**	**40,173.37**	**40,356.38**	**40,119.42**	**39,787.96**	**39,219.56**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	414,307.98	132,463.02
	100.00%																					**75.77%**	24.23%
Section III																							
A Corporation Fixed Percentage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S/ Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	0.00	0.00
B Federally 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
S/ Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	0.00	0.00
Section 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
BUDGET TOTAL	**719,981.00**	**0.00**	**0.00**	**0.00**	**719,981.00**	**51,604.92**	**62,355.95**	**55,640.74**	**55,223.86**	**51,527.90**	**51,108.05**	**50,391.08**	**65,080.69**	**50,651.46**	**51,869.67**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	545,454.31	174,526.69
	100.00%																					**75.76%**	24.24%
PER Total	**0.00**	**0.00**	**0.00**	**0.00**	**719,981.00**	**51,604.92**	**62,355.95**	**55,640.74**	**55,223.86**	**51,527.90**	**51,108.05**	**50,391.08**	**65,080.69**	**50,651.46**	**51,869.67**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	545,454.31	174,526.69

Program Year: 2018-2019
Grant Number: 17AFHGU0010004
Grant ID: 18AC203519
Program Name: AmeriCorps Ayuda Para I Komunidat

SERVE GUAM COMMISSION

Periodic 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
Periodic 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**
Section I																							
A Personnel:																							
AC Program Director FT	0.00	0.00	0.00	0.00	0.00	0.00	153.66	102.40	102.40	208.00	208.00	208.00	312.00	208.00	208.00	0.00	0.00	0.00	0.00	0.00	0.00	1,710.46	-1,710.46
AC Program Coordinator FT	0.00	0.00	0.00	0.00	0.00	0.00	43.53	104.00	104.00	104.00	104.00	104.00	156.00	104.00	104.00	0.00	0.00	0.00	0.00	0.00	0.00	927.53	-927.53
AC Admin. Assistant III FT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.74	62.40	93.60	62.40	62.40	0.00	0.00	0.00	0.00	0.00	0.00	349.54	-349.54
AC 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
Executive Director	6,479.00	0.00	0.00	0.00	6,479.00	224.74	634.56	423.04	423.04	551.87	551.87	0.00	532.98	355.32	444.16	0.00	0.00	0.00	0.00	0.00	0.00	4,141.58	2,337.42
Quality Assurance Officer	2,050.00	0.00	0.00	0.00	2,050.00	76.99	219.96	146.64	146.64	150.16	150.16	0.00	226.56	151.04	151.04	0.00	0.00	0.00	0.00	0.00	0.00	1,419.19	630.81
Human Resource Manager	2,300.00	0.00	0.00	0.00	2,300.00	97.01	267.60	178.40	178.40	181.08	181.08	183.76	275.64	183.76	183.76	0.00	0.00	0.00	0.00	0.00	0.00	1,910.49	389.51
Fiscal Officer	4,239.00	0.00	0.00	0.00	4,239.00	153.65	419.04	279.36	279.36	287.68	287.68	287.68	431.52	287.68	287.68	0.00	0.00	0.00	0.00	0.00	0.00	3,001.33	1,237.67
Accounting Assistant	1,500.00	0.00	0.00	0.00	1,500.00	77.03	188.64	125.76	125.76	125.76	125.76	125.76	194.28	129.52	129.48	0.00	0.00	0.00	0.00	0.00	0.00	1,347.75	152.25
Total - Personnel	**16,568.00**	**0.00**	**0.00**	**0.00**	**16,568.00**	**629.42**	**1,926.99**	**1,359.60**	**1,359.60**	**1,608.55**	**1,677.29**	**971.60**	**2,222.58**	**1,481.72**	**1,570.52**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**14,807.87**	**1,760.13**
B Fringe:																							
FICA for Personnel	1,267.00	0.00	0.00	0.00	1,267.00	48.15	147.42	104.01	104.01	123.06	128.32	0.00	170.01	113.34	113.34	0.00	0.00	0.00	0.00	0.00	0.00	1,051.66	215.34
Health Insurance	2,370.00	(2,370.00)	0.00	0.00	0.00	0.00	355.20	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
Worker'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
Total - Fringe	**3,952.00**	**(2,685.00)**	**0.00**	**0.00**	**1,267.00**	**48.15**	**502.62**	**104.01**	**104.01**	**123.06**	**128.32**	**0.00**	**170.01**	**113.34**	**113.34**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,406.86**	**-139.86**
S/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**	**1,731.61**	**1,805.61**	**971.60**	**2,392.59**	**1,595.06**	**1,683.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**16,214.73**	**1,620.27**
C Staff Travel:																							
Total - 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**
C Member Travel:																							
Total - 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**
S/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**
D Equipment:																							
Total - 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**
E Supplies:																							
AC 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
AC 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
Mileage / 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
Laptop 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
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total - Supplies	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
F Contractual:																							
Internet 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
Telephone 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
Cellphone 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
Xerox 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
Vehicle 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
Total - Contractual	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
G Staff Training:																							
SGC 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
Total - Staff Training	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
G Member Training:																							
SGC 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
Total - 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**
S/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**
H Evaluation:																							
Data 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
Total - 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**
I Other Program Operating Costs:																							
First 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
AC 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
AC 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
Advertisement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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 - 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**
Section 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**	**1,731.61**	**1,805.61**	**971.60**	**2,392.59**	**1,595.06**	**1,683.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**16,214.73**	**1,620.27**
	100.00%																					**90.92%**	**9.08%**
Section II																							
A Living Allowance																							
Total - 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**
B Member Support Cost																							
Total - 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**
Section 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%																					**#DIV/0!**	**#DIV/0!**
Section III																							
A Corporation Fixed Percentage	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
S/ Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
B Federally 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**
S/ Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Section 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**
BUDGET 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**	**1,731.61**	**1,805.61**	**971.60**	**2,392.59**	**1,595.06**	**1,683.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**16,214.73**	**1,620.27**
	100.00%																					**90.92%**	**9.08%**
PER Total:	**0.00**	**0.00**	**0.00**	**0.00**	**17,835.00**	**677.57**	**2,429.61**	**1,463.61**	**1,463.61**	**1,731.61**	**1,805.61**	**971.60**	**2,392.59**	**1,595.06**	**1,683.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**16,214.73**	**1,620.27**

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 **April 1, 2020 through June 30, 2020**

COPY

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

RECEIVED
HR / Personnel Office
Division Of General Administration
JUL 15 2020
DPH&SS / DGA
Time: 1:41 Locator#:

July 10, 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 (3rd Quarter of Fiscal Year 2020) from April 01, 2020 thru June 30, 2020.

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 (April 01, 2020 - June 30, 2020)
3rd Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification		Expenditure
General	$ 60,000.00			
		Salary	$	7,487.22
		Benefits		1,172.43
		Travel		-
		Contractual		157.83
		Supplies & Materials		158.95
		Equipment		230.00
		Utilities		2,681.17
		Miscellaneous		364.97
		Grand Total	$	$ 12,252.57

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: 7/10/20

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

Foster Care Payments
Bureau of Social Service, Division of Public Health Welfare
Department of Public Health and Social Service

Report Period: April 1 – June 30th, 2020

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
April 2020	4	1
May 2020	4	1
June 2020	6	1
Total:	14	3

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 (April 2020 through June 2020)**
4. Program progress reports for **Residential (April 2020 through June 2020)**
5. Program progress reports for **Guam Opioid Response Project (April 2020 through June 2020)**
6. Program progress report for Substance Abuse Prevention Training **(April 2020 through May 2020)**

COPY

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

received
07.15.2020 @ 1250p
GBHWC-DO.
L. Solang

July 10, 2020

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 (3rd Quarter of Fiscal Year 2020) from April 01, 2020 thru June 30, 2020.

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 (April 1, 2020 - June 30, 2020)
3rd Quarter Expenditure Report
Guam Behavioral Health & Wellness Center
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 550,000**		
		Salary	$ 98,412.96
		Benefits	12,983.97
		Travel	-
		Contractual	264.75
		Supplies & Materials	1,797.25
		Equipment	-
		Utilities	6,657.29
		Miscellaneous	3,439.44
		Vehicle Lease	-
		Grand Total	**$ 123,555.66**

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: 7/10/20

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:** 4/30/2020
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 03-2016 GBHWC-2020-7/1	(Residential)

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

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

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

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-7/1 to be true and correct; and that services for April 1-30, 2020 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

RECEIVED
5/1/2020
Ro Landry fmp
@ 1:35pm

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time. **II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.** State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	During this monthly reporting period: 30-day Treatment • 0 Client was served • 0 Transfer to another level of care (Aftercare) • 0 Wait Listed • 0 Completed 180-day Treatment • 6 Clients were served. • 0 Transfer to another level of care (Aftercare) • 2 Wait Listed • 1 Pending List • 0 Completed - Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary during this reporting period suspended any and all client intake/orientation until such order is uplifted. - Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 - Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. - Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. - Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. - Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral

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

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
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: • 0 sessions were conducted. • 0 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: Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary suspended any and all client intake/orientation until such order is uplifted. Therefore, no Family Education groups were held during this reporting period.
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:	**April 01, 2020 through April 30, 2020**
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 feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continues to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Executive Director Date: 05/07/2020 Prepared by: Eugene Anderson, CSAC II	Received By: PB Landry fmf Position Title: CSR Date of Submission: 5/8/2020 @ 1:35pm

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

May 8, 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 adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the **Residential** Rehabilitation Services for Adolescents for the period of **March 1 through March 31, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Correction :

This report is actually for Apr. 1-30, 2020.

- Leilani

Received by:

Print/Sign Date

5/8/20 @1:35pm

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:** 4/30/2020
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 2020-7	(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.

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-7 to be true and correct; and that services for April 1-30, 2020 been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

RECEIVED 5/1/2020 RD Landey 1:35pm

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

In narrative form, state how the activities from **II.1a** to **II.1e** 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 F 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:	**April 01, 2020 through April 30, 2020**
Task/Activity	Sanctuary, Inc. Monthly Progress Report
II.2a Provide services for a minimum of 12 adolescents at any given time for Level I Outpatient Services.	Level I Outpatient program "Pathways" offered a total of **(3) sessions** during this reporting period with a total of **03 participants**. "Pathways" has provided services to a total of **sixteen (16)** adolescents during the 2020 fiscal year. **NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period. During this time, one (1) Substance Abuse Counselor obtained certification and training via Telementalhealth. All other counselors have recently completed Telementalhealth training and will implement accordingly.**
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 April: <u>Early Recovery Skills</u>: <u>Relapse Prevention</u>: Review of Relapse Prevention Plan, Refusal Skills , and Dealing with Boredom. <u>D&A Education</u>: 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:	**April 01, 2020 through April 30, 2020**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

	All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both work and school. Parent education groups are held on Saturdays from 12:00 to 1:30. Counselors are continuously working with DYA social workers and family members by referring them to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics, as well as Express Care for those who have the ability to pay for TB testing services.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (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	Counselors meet with clients individually to transition client towards next level of care as

implement motivational strategies that will assist clients with their transition towards the next level of care. as applicable.	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 **(3) sessions** during this reporting period with a total of **(2) participants** during the reporting period. "High Hopes" has provided services to a total of **Twenty (20)** adolescents during the 2020 fiscal year. **NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period. During this time, one (1) Substance Abuse Counselor obtained certification and training via Telementalhealth. All other counselors have recently completed Telementalhealth training and will implement accordingly.**
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.

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
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 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 April: Early Recovery Skills: Relapse Prevention: Review of Relapse Prevention Plan, Refusal Skills , and Dealing with Boredom. D&A Education: 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

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

	arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
II.3f Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of Understanding with two (2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Counselors meet with clients individually to transition client towards next level of care as needed. Counselors also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations should applicant be a faith-based organization. If a client objects to a religious character of the faith-based organization then the participating faith-based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that August be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith-based organization.

	Rehabilitation Services for Adolescents
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

Sanctuary Representative: Victor Camacho Executive Director Date: 05/07/2020 Prepared by: Eugene Anderson, CSAC II	**GBHWC Representative:** Received By: Ro Landry fmf Position Title: CSR Date of Submission: 5/8/2020 @ 1:35pm

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

May 8, 2020

COPY

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Rehabilitation Services for Adolescents for the period of **March 1 through March 31, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Correction:

This report is actually for Apr. 1-30, 2020.

- Lalani

Received by:

Print/Sign Date

5/8/20 1:35pm

SANCTUARY INCORPORATED OF GUAM

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Guam Behavioral Health & Wellness Center

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

Invoice # GORP2020-06

Purchase Order # P206A00746

INVOICE

BILL TO:	DATE: 4/30/2020
NAME: Guam Behavioral Health and Wellness Center PEACE Partnerships for Success	
ADDRESS: 790 Gov. Carlos G. Camacho Road Tamuning, Guam 96913	PERIOD: April 1-30, 2020
PHONE: 671-477-9079-81 Fax: 671-477-9076	

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

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: _____

Approved by:

RECEIVED
5/8/2020
Flo Landry
@ 1:35pm

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

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
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 — Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary during this reporting period suspended any and all client intake/orientation until such order is uplifted. — Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. — Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral

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

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
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: • 0 sessions were conducted. • 0 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: Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary suspended any and all client intake/orientation until such order is uplifted. Therefore, no Family Education groups were held during this reporting period.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of	Staff to continue networking efforts with community partners as well as be open to input and feedback.

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**April 01, 2020 through April 30, 2020**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

service delivery:	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. 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: 05/07/2020 Prepared By: Eugene Anderson, CSAC II	**GBHWC Representative:** Received By: Flo Landoy fnf Position Title: CSR Date of Submission: 5/8/2020 @ 1:35pm

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May 8, 2020

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 **March 1 through March 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

Correction:

This report is actually for Apr 1-30, 2020.

- Leilani

Received by:

Print/Sign Date

@ 1:35pm

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com

COPY

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: 5/31/2020
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-2020-8/1		

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

TOTAL PAYMENT REQUEST: $ 35,000.00

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

Victor Camacho
Executive Director
Date: 6/1/20

Recommended for payment: I certify Invoice No. DMHSA-2020-8/1 to be true and correct; and that services for May 1-31 2020 have been rendered; and payment for this period is due.

Athena Duenas
D & A Supervisor
Date

24 HOUR CRISIS HOTLINE: (671) 475-7100

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

June 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 **May 1 through May 31, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Received by:

HO Landry 6/10/2020 @1:45pm
Print/Sign Date

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**May 01, 2020 through May 31, 2020**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

COPY

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 Clients were served. • 0 Transfer to another level of care (Aftercare) • 2 Wait Listed • 1 Pending List • 0 Completed — Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary during this reporting period suspended any and all client intake/orientation until such order is uplifted. — 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

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**May 01, 2020 through May 31, 2020**
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	goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent: Give a brief summary of activities that occurred with GBHWC and its partners during the reporting period.	Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, Guam Homeless Coalition, Payu-ta, Child Protective Services, Guam Coalition Against Sexual Assault and Family Violence, Micronesian Youth Services Network, Department of Labor Serve Guam Commission, Guam Behavioral Health and Wellness Center, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.1d.e & II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend

practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 0 sessions were conducted. • 0 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; Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary suspended any and all client intake/orientation until such order is uplifted. Therefore, no Family Education groups were held during this reporting period.
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	
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	court interpreters for their referrals.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continues to network with the Superior Court of Guam to provide interpreters for screenings, 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: 06/09/2020 Prepared by: Eugene Anderson, CSAC II	Received By: Flo Landry Position Title: CSR Date of Submission: 6/10/2020 1:45pm

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

RECEIVED 6/10/2020 @ 1:45pm

COPY

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: 5/31/2020
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 2020-8	(Outpatient)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 4,052.75
2. Fringe Benefits	736.59
3. Contractual	0.00
4. Travel	911.75
5. Supplies, Equipment & Other	5,350.00
6. Utilities	0.00

TOTAL PAYMENT REQUEST: $ 11,051.09

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

Victor Camacho
Executive Director

6/5/20
Date

Recommended for payment: I certify Invoice No. DMHSA-2020-8 to be true and correct; and that services for May 1-31, 2020 been rendered; and payment for this period is due.

Athena Duenas
D & A Supervisor

Date

24 HOUR CRISIS HOTLINE: (671) 475-7100

SANCTUARY

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406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

June 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 **May 1 through May 31, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Received by:

Flolandry 6/10/2020 @1:45pm
Print/Sign Date

COPY

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**May 01, 2020 through May 31, 2020**
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	
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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 **(4) sessions** during this reporting period with a total of **04 participants**. "Pathways" has provided services to a total of **sixteen (16)** adolescents during the 2020 fiscal year. **NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period. During this time, Counselors utilized Telementalhealth.**
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 May: <u>Early Recovery Skills</u>: <u>Relapse Prevention</u>: Review of Relapse Prevention Plan, Refusal Skills , Cravings & Coping Skills <u>D&A Education</u>: 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

Rehabilitation Services for Adolescents	
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	serve as role models for those just entering treatment.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both work and school. 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	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

care, as applicable.	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 **(2) sessions** during this reporting period with a total of **(2) participants** during the reporting period. "High Hopes" has provided services to a total of **Twenty (20)** adolescents during the 2020 fiscal year. **NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period. During this time, Counselors utilized Telementalhealth.**
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	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.

• Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	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 May: <u>Early Recovery Skills</u>: <u>Relapse Prevention</u>: Review of Relapse Prevention Plan, Refusal Skills , and Cravings & Coping Skills <u>D&A Education</u>: 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	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of

Rehabilitation Services for Adolescents	
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consultation or referral arrangements.	Understanding with two (2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Counselors meet with clients individually to transition client towards next level of care as needed. Counselors also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations should applicant be a faith-based organization. If a client objects to a religious character of the faith-based organization then the participating faith-based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that August be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith-based organization.
Sanctuary Representative: Victor Camacho Executive Director Date: 06/09/2020 Prepared by: Eugene Anderson, CSAC II	**GBHWC Representative:** Received By: Flo Landry fmf Position Title: CSR Date of Submission: 6/10/2020 @ 1:45pm

SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 69[illegible]
sanctuaryguam.com • inquiries@sanctuaryg[illegible]
TEL: (671) 475-7101 • FAX: (671) 477-3117

COPY

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

RECEIVED
6/10/2020 pm
@1:45pm

Invoice # GORP2020-07
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: 5/31/2020

PERIOD: May 1-31, 2020

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: 6/5/20

Approved by:

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

SANCTUARY

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June 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 – 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 **May 1 through May 31, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Received by:

Flo Landry 6/10/2020 @ 1:45pm
Print/Sign Date

COPY

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**Mayl 01, 2020 through May 31, 2020**
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 — Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary during this reporting period suspended any and all client intake/orientation until such order is uplifted. — Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. — Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral

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

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**Mayl 01, 2020 through May 31, 2020**
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: • 0 sessions were conducted. • 0 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; Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary suspended any and all client intake/orientation until such order is uplifted. Therefore, no Family Education groups were held during this reporting period.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of	Staff to continue networking efforts with community partners as well as be open to input and feedback.

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**Mayl 01, 2020 through May 31, 2020**
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

service delivery:	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. 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: 06/09/2020 Prepared By: Eugene Anderson, CSACII	**GBHWC Representative:** Received By: Flo Landry fml Position Title: CSR Date of Submission: 6/10/2020 @ 1:45pm

SANCTUARY INCORPORATED OF GUAM
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TEL: (671) 475-7101 • FAX: (671) 477-3117

SANCTUARY

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INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	**Address:** 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	**DATE:** 6/30/2020
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-2020-9/1	

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.

7/1/20

Victor Camacho **Date**
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-9/1 to be true and correct; and that services for June 1-30, 2020 have been rendered; and payment for this period is due.

Athena Duenas **Date**
D & A Supervisor

Received 7.10.2020

24 HOUR CRISIS HOTLINE: (671) 475-7100

SANCTUARY

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July 10, 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 **June 1 through June 30, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Received by:

Theresa C. Dante

Tdante 7.10.2020

Print/Sign Date

24 HOUR CRISIS HOTLINE: (671) 475-7100

Residential Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**June 01, 2020 through June 30, 2020**
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 Clients were served. • 0 Transfer to another level of care (Aftercare) • 2 Wait Listed • 2 Pending List • 0 Completed — Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary during this reporting period suspended any and all client intake/orientation until such order is uplifted. — Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. — Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral

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

practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness. Assessments were ongoing throughout client's treatment episode.
MATRIX Model Family Education: Family Education / Support Group	During this monthly reporting period: • 0 sessions were conducted. • 0 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; Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary suspended any and all client intake/orientation until such order is uplifted. Therefore, no Family Education groups were held during this reporting period.
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:	**June 01, 2020 through June 30, 2020**
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 feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continues to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Sanctuary Representative:	**GBHWC Representative:**
Victor Camacho Executive Director Date: 07/08/2020 Prepared by: Eugene Anderson, CSAC II	Received By: Adante Position Title: PT II Date of Submission: 7.10.2020

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INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		DATE: 6/30/2020
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 2020-9	(Outpatient)

COSTS INCURRED BY CATEGORY	AMOUNT
1. Personnel	$ 4,052.75
2. Fringe Benefits	736.59
3. Contractual	0.00
4. Travel	911.75
5. Supplies, Equipment & Other	5,350.00
6. Utilities	0.00

TOTAL PAYMENT REQUEST: $ 11,051.09

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.

VR 7/1/20

Victor Camacho — Date
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2020-9 to be true and correct; and that services for June 1-30, 2020 been rendered; and payment for this period is due.

Athena Duenas — Date
D & A Supervisor

Received 7.10.2020

24 HOUR CRISIS HOTLINE: (671) 475-7100

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July 10, 2020

COPY

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Rehabilitation Services for Adolescents for the period of **June 1 through June 30, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Received by:

JEAN TOVES 7/10/20
Print/Sign Date

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**June 01, 2020 through June 30, 2020**
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:	**June 01, 2020 through June 30, 2020**
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 **(8) sessions** during this reporting period with a total of **08 participants**. "Pathways" has provided services to a total of **sixteen (16)** adolescents during the 2020 fiscal year. **NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period. During this time, Counselors utilized Telementalhealth.**
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 June: Early Recovery Skills: Review of Triggers, Relapse Justification, Setting Boundaries Relapse Prevention: Review of Relapse Prevention Plan, Refusal Skills , Cravings & Coping Skills, COVID Anxiety, Building Trust, Updating Treatment Plan D&A Education: Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives. The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles and helps debunk the belief that clients are "alone" in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child. All groups are "open" in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer

	serve as role models for those just entering treatment.
II.2e Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible to clients, adding evenings and weekend schedules, that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are conducted at this scheduled time to assist in alleviating parents and clients from missing both work and school. Parent education groups are held on Saturdays from 12:00 to 1:30. Counselors are continuously working with DYA social workers and family members by referring them to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics, as well as Express Care for those who have the ability to pay for TB testing services.
II.2f Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (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	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

care, as applicable.	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 **(8) sessions** during this reporting period with a total of **(8) participants** during the reporting period. "High Hopes" has provided services to a total of **Twenty (20)** adolescents during the 2020 fiscal year. **NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period. During this time, Counselors utilized Telementalhealth.**
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	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.

• Utilize Matrix Model for teens curriculum • Experience with necessary techniques for IOP	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 June: Early Recovery Skills: Review of Triggers, Relapse Justification, Setting Boundaries Relapse Prevention: Review of Relapse Prevention Plan, Refusal Skills , Cravings & Coping Skills, COVID Anxiety, Building Trust, Updating Treatment Plan D&A Education: 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	Sanctuary's current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of

Rehabilitation Services for Adolescents	
Monthly Reporting Period:	**June 01, 2020 through June 30, 2020**
Task/Activity	Sanctuary, Inc. Monthly Progress Report

consultation or referral arrangements.	Understanding with two (2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.
II.3g Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.
II.3h Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.	Counselors meet with clients individually to transition client towards next level of care as needed. Counselors also utilize the ASAM's six dimensions to ensure transitions are clinically appropriate.
II3i Comply with Charitable Choice Regulations should applicant be a faith-based organization. If a client objects to a religious character of the faith-based organization then the participating faith-based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all referral records that August be reviewed upon a program evaluation by GHBWC.	Sanctuary, Incorporated is not a faith-based organization.
Sanctuary Representative: Victor Camacho Executive Director Date: 07/08/2020 Prepared by: Eugene Anderson, CSAC II	**GBHWC Representative:** Received By: DEAN TOVES Position Title: PTI Date of Submission: 7/10/20

SANCTUARY

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TEL: (671) 475-7101 • FAX: (6[illegible]

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

Invoice # GORP2020-08
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: 6/30/2020

PERIOD: June 1-30, 2020

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: 7/1/20

Approved by:

received:
Sedonte
7.10.2020

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

24 HOUR CRISIS HOTLINE: (671) 475-7100

SANCTUARY

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COPY

July 10, 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 – 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 **June 1 through June 30, 2020**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os Ma'ase',

Victor Camacho
Executive Director

Received by:

Print/Sign Date 7.10.2020

24 HOUR CRISIS HOTLINE: (671) 475-7100

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
Monthly Reporting Period:	**June 01, 2020 through June 30, 2020**
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 — Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary during this reporting period suspended any and all client intake/orientation until such order is uplifted. — Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5 — Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations. — Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics. — Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment. — Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.
In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?	Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral

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

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)	
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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: • 0 sessions were conducted. • 0 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; Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary suspended any and all client intake/orientation until such order is uplifted. Therefore, no Family Education groups were held during this reporting period.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of	Staff to continue networking efforts with community partners as well as be open to input and feedback.

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service delivery:	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. 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: 07/08/2020 Prepared By: Eugene Anderson, CSACII	**GBHWC Representative:** Received By: Theresa C. Dante Position Title: PT II Date of Submission: 7.10.2020

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

Guam Behavioral Health & Wellness Center

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

Invoice # SAP2020-01

Purchase Order # P206A01871

INVOICE

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

DATE: 6/12/2020

PERIOD: April 1, 2020 - May 31, 2020

DESRIPTION OF SERVICES PROVIDED	TOTAL COST
Substance Abuse Prevention, Mental Health Promotion, Life Skills & Leadership Skills in Youth	$ 2,777.77

GRAND TOTAL $ 2,777.77

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: 6/15/20

Approved by:

Michelle Sasamoto



Sanctuary Incorporated of Guam

BI-MONTHLY PROGRESS REPORT: April 01 – May 31, 2020

Submission Deadline: June 10, 2020

Instructions

Please use this form to report your organization's accomplishments during the bi-monthly reporting period. Each report due is on the 10th day of every other month. For example the Monthly Progress Report for April 01 – May 31, 2020 will be due on July 10, 2020. *See Schedule of Due Dates for Bi-Monthly Progress Reports.*

The monthly report is divided into the following sections:

Sections A-B: ORGANIZATION INFORMATION asks for updated information about your organization.

Section C: SCOPE of WORK asks about your progress in conducting each of the steps of the Action Plan as it relates to the Substance Abuse Prevention & Treatment (SAPT) Block Grant work of your organization.

Section D: FEEDBACK FOR TECHNICAL ASSISTANCE asks for additional comments, concerns, and suggestions that will help the Prevention staff to improve our Partnership with your organization.

Your Project Director/Coordinator must use this MS Word template to complete and submit each monthly report via e-mail to SAPT Block Grant Program Director, Michelle Sasamoto (michelle.sasamoto@gbhwc.guam.gov).

If you have any questions, please contact Michelle Sasamoto at 477-9079 thru 9082.

BI-MONTHLY PROGRESS REPORT

SECTION A – SUB-RECIPIENT INFORMATION

Organization's Vendor Number (8 digits number):

Name of Your Organization: Sanctuary Incorporated of Guam

Name of Person Completing Form: Leilani G. Giltinag
Title: Quality Assurance Officer
Work Phone Number: (671) 475-701 or (671) 777-7881
Email Address: lggiltinag@gmail.com

Reporting Period (Month/Day/Year): **April 01- May 31, 2020**

Date Report Submitted (Month/Day/Year): June 17, 2020

SECTION B – ORGANIZATION STAFF

CURRENT PFS-FUNDED STAFF:

Name	Title	No. Hours/Week:
N/a		

Was there a loss of any key staff since last reporting period? Yes ☐ No X

Was there any newly hired staff during this reporting period? Yes ☐ No X

Name:	Title:	No. Hours /Week:	Loss/Hired?
N/a			

Please include with this report a copy of the Agenda, Sign-In Sheets and Minutes for SAPT-related meetings your organization held during this reporting period.

SECTION C – SCOPE OF WORK: PROGRESS CONDUCTING PROJECT ACTION STEPS

Report your **actions, accomplishments, and barriers** during this **specified reporting period** in the specified table under each phase. Describe how activities/services addressed cultural competence (being respectful and responsive to the health beliefs, practices, and cultural and linguistic needs of diverse people and groups). Please **attach** all supporting documents (i.e. agenda, sign-in sheet, evaluation tool).

Accomplishments	Barriers and Solutions (focus on action taken to address the barrier)
1. Met with Michelle Sasamoto via Zoom for Technical Assistance on May 5th 2. Plan in place to host a virtual Too Cool To Do Drugs Conference	1. COVID-19 caused for setbacks in scheduling of activities. 2. Team is working on a plan to continue services while practicing all COVID-19 risk prevention measures.

C1-Implementation

Please provide description of actions related to Implementation process. This should include adherence or changes to implementation of the Action Plan. Additionally, this should include steps taken to implement and any adaptations (i.e. cultural, linguistic) made to the best-practice or evidence-based intervention.

Action Step	**Description of Status:** Please describe **who** (i.e. identify stakeholders, target population), **what** (actions and/or cultural adaptations taken), **when**, **where**, **how**, and **why**. *Implement Action Plan (AP).*	**Type:** (Accomplishment/ Barrier)	**Strategies** used to Address Barriers (If any):
	COVID-19 has caused setbacks in plans and scheduling for Sanctuary's SAPT Projects	Barrier	Sanctuary has adopted plans to ensure COVID-19 risk prevention and is hosting virtual meetings now via zoom app.
	Sanctuary has a plan in place to continue SAPT project with a focus on implementing the first virtual Too Cool to Do Drugs Conference for youth	Accomplishment	
	Sanctuary staff has been trained and is conducting Telehealth for all outpatient client services	Accomplishment	

C2-Evaluation

Please provide description of actions related to Evaluation process. This should include tools and measures used to assess process and outcomes. Evaluation will provide understanding of effectiveness and impact of the intervention.

PROCESS EVALUATION DATA:

Indicator:	**Raw Data** (Number of people):	**Data Source:**	**Date Collected:**	**Challenges & Strategies** used to address barriers (If any):
PARTICIPANT DEMOGRAPHICS: ***Who have you served?***				
N/a	**N/a**			
Settings (if available):				
COLLABORATION: ***How many and with you have you collaborated?***				
PREVENTION TRAININGS & PROGRAMS: ***What have you conducted and how many have you served?***				
Evidence-based programs, trainings, policies, and/or practices implemented by the sub-recipient.	***N/a***			
Prevention activities/outreach at the sub-recipient level that is supported by collaboration and leveraging of funding streams.	***N/a***			
Culturally competent evidence-based programs offering prevention or cessation services for tobacco and alcohol.	***N/a***			

SECTION D – COMMENTS & SUGGESTIONS

Please add comments, concerns, or suggestions related to this process. This will help us to provide appropriate technical assistance and improve our partnership with your organization.

Sanctuary's SAPT Project is focused on executing the Too Cool to Do Drug Conference via a virtual platform, anticipated date of conference September 12, 2020.

Use the following checklist to identify the supporting documents you have attached with this monthly report:

- ☐ Meeting Agenda, Sign-In Sheets and Minutes
- ☐ Training Agenda and Copies of Certificates of Completion
- ☐ Staffing Pattern Form
- ☐ Tools and documents templates used in accomplishing the action steps
- ☐ Media articles and productions

Please take a few minutes to review the report to make sure you have answered all questions that apply to you.

Thank you for completing and submitting this report!

Gmail

LEILANI GILTINAG <lggiltinag@gmail.com>

SAP2020-01 Invoice and Report

7 messages

LEILANI G. GILTINAG <lggiltinag@gmail.com>
To: Michelle Sasamoto <michelle.sasamoto@gbhwc.guam.gov>

Wed, Jun 17, 2020 at 1:14 PM

Hi Michelle,

Thank you for your patience. Per our conversation yesterday, please find invoice and report attached. Please review and let me know if I need to make any corrections on the report. If no changes, please help us forward the invoice accordingly. Thank you.

Sincerely,

Leilani
(671) 686-1598

--

LEILANI GILLIAN GILTINAG
Quality Assurance Manager / Corporate Compliance Officer
Sanctuary Incorporated of Guam
Work: (671) 475-7101 ext. 104 | Fax: (671) 477-3117
URL: www.sanctuaryguam.com

"Helping Youth and Families Help Themselves."

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2 attachments

PEACE Subrecipient Report - Sanctuary Inc - JUNE2020.docx
74K

SAP2020-01 Invoice - Sanctuary Inc - June 2020.pdf
111K

LEILANI GILTINAG <lggiltinag@gmail.com>
To: maria.lozada@gbhwc.guam.gov
Cc: Michelle Sasamoto <michelle.sasamoto@gbhwc.guam.gov>

Wed, Jun 17, 2020 at 5:25 PM

Hi Ms. Lozada,

Please see attached SAP invoice and report for Sanctuary.

Thank you,

Leilani Giltinag, Quality Assurance Manager
Sanctuary Incorporated of Guam
Phone#: (671) 475-7101 ext 104
URL: https://www.sanctuaryguam.com

"Helping Youth and Families Help Themselves"

Begin forwarded message:

From: "LEILANI G. GILTINAG" <lggiltinag@gmail.com>
Date: June 17, 2020 at 1:14:36 PM GMT+10
To: Michelle Sasamoto <Michelle.Sasamoto@gbhwc.guam.gov>
Subject: SAP2020-01 Invoice and Report

[Quoted text hidden]

2 attachments

PEACE Subrecipient Report - Sanctuary Inc - JUNE2020.docx
74K

SAP2020-01 Invoice - Sanctuary Inc - June 2020.pdf
111K

Maria Teresa Lozada <Maria.Lozada@gbhwc.guam.gov>
To: LEILANI GILTINAG <lggiltinag@gmail.com>
Cc: Michelle Sasamoto <Michelle.Sasamoto@gbhwc.guam.gov>

Thu, Jun 18, 2020 at 10:57 AM

Thank you. Submitting to Director's office for review and approval. Have a great day!

Maria Teresa (Teri) C. Lozada

Administrative Officer

Financial Management Branch

Office | 1.671.647-5407 FAX | 1.671.647-5402

Email | maria.lozada@gbhwc.guam.gov

790 Gov. Carlos G. Camacho Rd., Tamuning, Guam 96913

PEACE Click Here to learn more about DMHSA Prevention and Training Branch

SIGN UP FOR PEACE EMAIL ALERTS
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[Quoted text hidden]

LEILANI GILTINAG <lggiltinag@gmail.com>
To: Toni Perez <toniperez08@gmail.com>, Edna Flores <reyna_91@hotmail.com>

Fri, Jun 19, 2020 at 8:52 AM

For your files:

Report and invoice due 10th of every other month. Next due date is August 10th.

Thanks,

Leilani Giltinag, Quality Assurance Officer
Sanctuary Incorporated of Guam
Phone#: (671) 475-7101 ext 104
URL: https://www.sanctuaryguam.com

"Helping Youth and Families Help Themselves"

Begin forwarded message:

From: Maria Teresa Lozada <Maria.Lozada@gbhwc.guam.gov>
Date: June 18, 2020 at 11:01:52 AM GMT+10
To: LEILANI GILTINAG <lggiltinag@gmail.com>
Cc: Michelle Sasamoto <Michelle.Sasamoto@gbhwc.guam.gov>
Subject: RE: SAP2020-01 Invoice and Report

[Quoted text hidden]

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 **April 1, 2020 through June 30, 2020**

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

July 08, 2020

Department of Youth Affairs
JUL 15 2020
Director's Office

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

Dear Ms. Brennan:

Hafa Adai! The information provided below is for the Runaway Homeless and Abuse Program (3rd Quarter of Fiscal Year 2020) June 30, 2020.

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 (June 30, 2020)
3rd Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	**$ 329,935**		
		Salary	$ 61,634.41
		Benefits	$ 8,379.79
		Travel	$ -
		Contractual	$ 601.15
		Supplies & Materials	$ 794.75
		Equipment	$ -
		Utilities	$ 6,702.77
		Miscellaneous	$ 1,824.84
		Vehicle Lease	$ -
		Grand Total	**$ 79,937.71**

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: 7/10/20

FY 2019-2020 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: April 1 – June 30, 2020	**DATE OF REPORT:** July 15, 2020

Project Description:

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

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

Goal: The overall goal of the CO-ED is to provide professional services for up to 200 who are runaways, homeless, or victims of abuse. Decrease recidivism and problems of runaways and homeless youth. **Objective 1.** To increase the awareness of available services and issues related to Runaway and Homeless youth and victims of abuse by conducting outreach efforts directed at youth, parents, and community agencies through a 24-hour crisis hotline, presenting information through the local media (newspapers, television & radio), public presentations, bus stop murals, school presentations, door-to-door street outreach, and informational displays at shopping centers throughout the island. **Indicator/Outcomes/Periodicity:** *Awareness of available services for run away and troubled youth for the community of Guam as a whole.*	**Results:** For this reporting period, our agency provided services for a total of eighteen (10) youth in the community. eight (7) were victims of abuse/neglect, two (2) on extended authorized leave from DYA, and one (1) was referred from JPO due to the home being unsuitable for the minor.

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 seven (7) youth resided in the shelter during the month of April; a total seven (7) youth resided in the shelter during the month of May; and a total eight (8) youth resided in the month of June; and At least fifty (50) individual supportive counseling sessions were conducted in-person or via telephone/zoom web conference calls 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 one hundred fifty (150) 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, including COVID-19 information/referrals were the top issues of concern for youth who accessed the crisis hotline.
Activity B: Provide referral services for all youth and their family members assessed for services needed from other agencies. **Timeline:** on-going **Responsible Parties:** Crisis Intervention Worker, Case Manager I and Case Manager II	**Results:** An estimation of seventy-five (75) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&A, Sanctuary Youth Anger Management (YAM), Sanctuary Strengthening Families Program (SFP), Child Protective Services, I Famagu'on-ta, GALA, and Island Girl Power.

Objective III: To reduce the problems of youth 12-17 who are runaway, homeless and victims of abuse by providing temporary shelter and aftercare services for up to 10 youth at any given time while they resolve problematic issues. **Indicators/Outcomes/Periodicity:** *Accessibility of emergency 24hr placement for runaway and homeless youth needing assistance/guidance to begin the reunification process.* **Activity A:** The project will provide temporary shelter and aftercare service for 10 youth 12-17 years of age for up to 30 days while providing the youth with supportive counseling and connecting youth and families with other agencies. **Activity B:** The project will provide basic necessities such as food, clothing, shelter, and transportation services to and from school and appointments while also providing supportive counseling and guidance to promote reunification and reconciliation. **Timeline:** ongoing **Responsible Parties:** Case Manager II, Case Manager I	**Results:** During this quarter, a total of ten (10) youth received shelter services. There were three (3) new intakes admitted to shelter, one (1) exited, and seven (6) youth continued to receive shelter services into the months of May and June. The one youth who exited had successfully transitioned back to the home. **Results:** During this quarter, all youth who were admitted into shelter met their basic needs and referred to appropriate agencies or organizations to further meet the youth and family's needs. The Case Managers and Executive Director worked with other agencies and organizations in the field of human services to help work towards promoting reunification and reconciliation between the youth and family.
Objective IV To strengthen family relationships of 120 youth and their families through individual family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification. **Indicators/Outcomes/Periodicity:** *Conflict Mediation skills of children and their families* **Activity A:** Provide family skills training sessions for youth and their families experiencing crisis situations through Sanctuary's 24-hour crisis hotline or Emergency Shelter Program.	**Results:** A total of nine (9) clients received family skills training sessions were provided this reporting period to youth and their families experiencing crisis and conflict. Family sessions were conducted as well to develop a reunification plan. During this quarter all other youth transitioned back home to a parent/legal guardian.

Time line: ongoing **Responsible Parties:** Crisis Intervention Worker, Case Manager	
Activity B: The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger. **Timeline:** ongoing **Responsible Parties:** AmeriCorps facilitators and volunteers.	**Results:** Due to COVID-19 restrictions, all supportive groups such as YAM classes for Middle and High School students were suspended in order to minimize the risk of spreading COVID-19. Sanctuary also 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 via in-person and telephone/zoom web conference during 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 is as follow: - Approximately eighty-five (85) youth individual supportive counseling sessions. - Approximately fifty-five (55) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 85%
Activity B: The project will provide case management services for youth and their families that will enhance stabilize and strengthen their relationships. **Timeline:** ongoing **Responsible Parties:** Case Manager II and Case Manager I	**Results:** A total ten (10) youth received case management services via the Co-Ed Shelter.

Problems Encountered:

A challenge encountered this quarter is the COVID-19 global pandemic which resulted in a lot of restrictions and formulations of new organizational policies in accordance with Guam regulations. Intake screening and assessments for new clients were limited due to social distancing measures. Intakes completed on an emergency basis were conducted via telephone or zoom web conference. Families who

had plans in place to gain physically custody of their child/children are now facing more hardships such as financially stability due to loss of employment, unable to complete required self-help courses, and other challenges that has resulted in the extension of shelter stay for youth.

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. In light of COVID-19, Sanctuary is working on improving its technology plan to include counseling sessions conducted via web-conferencing. 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; 3 of 10 (30%) 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	Ten (10) families reported verbal feedback during this reporting period. Of the total number of families who have reported 30% have stated to be satisfied with all aspects of the program including, 30% 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.	10
C. Percent (A/B)	20%
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.	1
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 **April 1, 2020 through June 30, 2020**

Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	April 1-30, 2020	**DATE:** 4/30/2020
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: JOG2020-07	

Client	Dates	Number of Days	Daily Rate	Total
CP	04/01/2020-04/30/2020	30	$ 135.00	$4,050.00

TOTAL PAYMENT REQUEST: **$4,050.00**

I CERTIFY that the amount is true and correct; and that services for April 1-30, 2020 have been rendered; and payment for this period is due.

5/6/20

Victor Camacho **Date**
Executive Director

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 CP is currently enrolled at Benavente Middle School and has been participating in youth anger management classes at Sanctuary. Due to the Public Health Emergency relating to the COVID-19; GDOE classes have been canceled for the remainder of the school year. Client is able to access school learning materials online.
8. Client CP had undergone a SAVRY Assessment with the assigned Probation Officer on March 09, 2020. The SAVRY Assessment is pending parent/legal guardian's interview..
9. Client CP's parent has indicated that she is in the process of obtaining Housing through GHURA.

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. Minor(s)' continuous need for shelter/bed(s) exceeding the 60 bed days per client.
3. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
4. 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

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

Program Agreement Report
Report Ending 4/30/2020

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:** April 1st, 2020 – April 30, 2020
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
CP	Chuukese	14	Male	Homeless (inadequate living quarters)	Louanna Williams	02/12/20 @ 11:00am	In House

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

1. Establishing housing by immediate placement through the COED Emergency Shelter Program.

Gmail LEILANI GILTINAG <lggiltinag@gmail.com>

[JOG JPO Invoice April 2020

2 messages

LEILANI GILTINAG <lggiltinag@gmail.com> Mon, May 11, 2020 at 11:39 AM
To: Sonia Suobiron <ssuobiron@guamcourts.org>
Cc: Toni Perez <toniperez08@gmail.com>

Hi Sonia,

Please find invoice and progress report attached for JPO Contract - April 2020.

Please acknowledge receipt and let me know if you have any questions or concerns.

Thank you,
Leilani
(671) 686-1598
--

Leilani Giltinag, Quality Assurance Manager
Sanctuary Incorporated of Guam
Phone#: (671) 475-7101 ext 104
URL: https://www.sanctuaryguam.com

"Helping Youth and Families Help Themselves"

JOG JPO Invoice April 2020 .pdf
2991K

Sonia Suobiron <ssuobiron@guamcourts.org> Mon, May 11, 2020 at 2:25 PM
To: LEILANI GILTINAG <lggiltinag@gmail.com>
Cc: Toni Perez <toniperez08@gmail.com>

Hi Leilani,

Received. Thank you.

Sonia Suobiron
Court Programs Office
Judiciary of Guam
120 West O'Brien Drive
Hagåtña, Guam 96910-5174
(T) 671-475-3450 (F) 671-477-3184

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[Quoted text hidden]
Leilani Giltinag, Quality Assurance Manager
Sanctuary Incorporated of Guam
Phone#: (671) 475-7101 ext 104
URL: https://www.sanctuaryguam.com

"Helping Youth and Families Help Themselves"

SANCTUARY

Sanctuary Incorporated of Guam
406 Maimai Road Chalan Pago, Guam 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	May 1-31, 2020	**DATE:** 5/31/2020
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: JOG2020-08	

Client	Dates	Number of Days	Daily Rate	Total
CP	05/01/2020-05/31/2020	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 May 1-31, 2020 have been rendered; and payment for this period is due.

6/5/20

Victor Camacho **Date**
Executive Director

24 HOUR CRISIS HOTLINE: (671) 475-7100

SANCTUARY INCORPORATED OF GUAM

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

Program Agreement Report
Report Ending 5/31/2020

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:** May 1st, 2020 – May 31, 2020
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
CP	Chuukese	14	Male	Homeless (inadequate living quarters)	Louanna Williams	02/12/20 @ 11:00am	In House

Total client(s) in this reporting period is: One (1)
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 CP is currently enrolled at Benavente Middle School and has been participating in youth anger management classes at Sanctuary. Due to the Public Health Emergency relating to the COVID-19; GDOE classes have been canceled for the remainder of the school year. Client is able to access school learning materials online.
8. Client CP had undergone a SAVRY Assessment with the assigned Probation Officer on March 09, 2020. The SAVRY Assessment is pending parent/legal guardian's interview..
9. Client CP's parent has indicated that she is in the process of obtaining Housing through GHURA.

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. Minor(s)' continuous need for shelter/bed(s) exceeding the 60 bed days per client.
3. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
4. 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.

Gmail LEILANI GILTINAG <lggiltinag@gmail.com>

JPO Invoice Report May 2020

2 messages

LEILANI G. GILTINAG <lggiltinag@gmail.com> Mon, Jun 8, 2020 at 12:02 PM
To: Sonia Suobiron <ssuobiron@guamcourts.org>
Cc: Toni Perez <toniperez08@gmail.com>, Edna <reyna_91@hotmail.com>

Hi Sonia,

Please find the JPO Invoice report for May 2020 attached. Please advise if the Court is back to regular hours, and I can drop off the originals to the Financial Management Division.

Kindly acknowledge receipt of this report. Thank you.

Sincerely,

LEILANI GILLIAN GILTINAG
Quality Assurance Manager / Corporate Compliance Officer
Sanctuary Incorporated of Guam
Work: (671) 475-7101 ext. 104 | Fax: (671) 477-3117
URL: www.sanctuaryguam.com

"Helping Youth and Families Help Themselves."

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JPO Invoice Report - May 2020.pdf
111K

Sonia Suobiron <ssuobiron@guamcourts.org> Mon, Jun 8, 2020 at 3:54 PM
To: "LEILANI G. GILTINAG" <lggiltinag@gmail.com>
Cc: Toni Perez <toniperez08@gmail.com>, Edna <reyna_91@hotmail.com>

Hi Leilani,

The Judiciary remains closed to the general public except for certain essential operations. I will forward the invoice for review and submit to FMD electronically. Should you have any questions please let me know. Our office is teleworking until further notice.

Thank you.

Sonia Suobiron
Court Programs Office
Judiciary of Guam
120 West O'Brien Drive
Hagåtña, Guam 96910-5174
(T) 671-475-3450 (F) 671-477-3184

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SANCTUARY

SANCTUARY INCORPORATED OF GUAM
406 Maimai Road Chalan Pago, GU 96910
sanctuaryguam.com • inquiries@sanctuaryguam.com
TEL: (671) 475-7101 • FAX: (671) 477-3117

INVOICE

FROM: SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	June 1-30, 2020	**DATE:** 6/30/2020
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: JOG2020-09	

Client	Dates	Number of Days	Daily Rate	Total
CP	06/01/2020-06/11/2020	11	$ 135.00	$1,485.00

TOTAL PAYMENT REQUEST: $1,485.00

I CERTIFY that the amount is true and correct; and that services for May 1-31, 2020 have been rendered; and payment for this period is due.

7/2/20

Victor Camacho **Date**
Executive Director

24 HOUR CRISIS HOTLINE: (671) 475-7100

SANCTUARY INCORPORATED OF GUAM

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

Program Agreement Report
Report Ending 6/30/2020

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:** June 1st, 2020 – June 30, 2020
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
CP	Chuukese	14	Male	DYA	Louanna Williams	02/12/20 @ 11:00am	Exited Program June 11, 2020

Total client(s) in this reporting period is: One (1)
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 CP is currently enrolled at Benavente Middle School and has been participating in youth anger management classes at Sanctuary. Due to the Public Health Emergency relating to the COVID-19; GDOE classes have been canceled for the remainder of the school year. Client is able to access school learning materials online.
8. Client CP had undergone a SAVRY Assessment with the assigned Probation Officer on March 09, 2020. The SAVRY Assessment is pending parent/legal guardian's interview..
9. Client CP's parent has indicated that she is in the process of obtaining Housing through GHURA.

Concerns and Proposed Solutions

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2. Minor(s)' continuous need for shelter/bed(s) exceeding the 60 bed days per client.
3. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
4. 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.

Gmail

LEILANI GILTINAG <lggiltinag@gmail.com>

JPO Invoice No. JOG2020-009 (JUNE 2020)

2 messages

LEILANI G. GILTINAG <lggiltinag@gmail.com>
To: Sonia Suobiron <ssuobiron@guamcourts.org>
Cc: Toni Perez <toniperez08@gmail.com>, Edna <reyna_91@hotmail.com>

Thu, Jul 9, 2020 at 2:59 PM

Hafa Adai Sonia,

Please find the JPO Housing invoice and report for the month of June 2020 attached. Kindly help us route this to the Financial Management Division.

Let us know if you have any questions or concerns. Toni Perez and Edna Flores from our Fiscal Office are copied on this email.

Kindly confirm receipt of this email. Thank you.

Sincerely,

LEILANI GILLIAN GILTINAG
Quality Assurance Manager / Corporate Compliance Officer
Sanctuary Incorporated of Guam
Work: (671) 475-7101 ext. 104 | Fax: (671) 477-3117
URL: www.sanctuaryguam.com

"Helping Youth and Families Help Themselves."

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JPO Monthly Invoice Report - June 2020.pdf
112K

Sonia Suobiron <ssuobiron@guamcourts.org>
To: "LEILANI G. GILTINAG" <lggiltinag@gmail.com>
Cc: Toni Perez <toniperez08@gmail.com>, Edna <reyna_91@hotmail.com>

Fri, Jul 10, 2020 at 9:00 AM

Hi Leilani,

Thank you. I will forward to Probation and route for payment once approved. Should any questions arise, we will let you know.

Have a great day.

Sonia

Sonia Suobiron
Court Programs Office
Judiciary of Guam
120 West O'Brien Drive
Hagåtña, Guam 96910-5174
(T) 671-475-3450 (F) 671-477-3184

[Quoted text hidden]

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 **April 1, 2020 through June 30, 2020. (This is only a 14-week program)**

Invoice No: JOG00004-20

INVOICE

Department or Agency Billed: **Date:** **7/16/2020**

Project Title: **FY 2018 SAMHSA Family Drug Court Program (also known as GFRP)**
Acct No: **10-01-20-16-D**
Project: **1H79TI080836.2020.Federal**
Expiration: **29-Sep-20**
Contract No:

	ARTICLES OR SERVICES	AMOUNT
5299	Strengthening Families Program for the period of **(June 30, 2020)** ($150/family x 2 families x 1 week) (please see attached monthly report)	300
	TOTAL	$300.00

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

Victor Camacho, Executive Director
vic.camacho@gmail.com

FOR OFFICIAL USE ONLY BELOW THIS LINE

Approved for Payment:	**Certified Funds Available:**
Kristina L. Baird **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,

Sanctuary Incorporated of Guam
FY 2018 SAMHSA Family Drug Court (GFRP)

Strengthening Families Program

Report Period: June 30th (Special close-out session due to COVID-19)

Number of Unduplicated Familes Served This Month: Two (2) Families

		Week of	Week of	Week of	Week of	Week of	Total
		30-Jun					
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:						0
Session 8	# of Families:						0
Session 9	# of Families:						0
Session 10	# of Families:	2					2
Session 11 + 12	# of Families:	2					2
Session 13 + 14	# of Families:	2					2

Successes this reporting period:
During this reporting period, the SFP facilitators did their best to coordinate and facilitate a special close-out session for the participants. Although only 2 families attended this session, they successfully completed a total of 5 chapters in the short time alotted including the close-out. This is special session was conducted off-site in a spacious setting to incorporate social distancing and reduce the risk of COVID-19.

Challenges this reporting period:
Challenges faced during this reporting period was that our office was restricted to visitors or group-settings. All groups and activities involving more than 3 people are suspended from taking place at the main office location.

Victor Camacho, Executive Director
Date: 7/16/2020