



# SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910

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

Website: [www.sanctuaryguam.com](http://www.sanctuaryguam.com) \* E-mail: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)



## Transmittal Form

Date: July 3, 2019

35GL-19-0754  
Speaker Tina Rose Muña Barnes

To: HONORABLE TINA MUNA-BARNES  
Speaker  
35<sup>th</sup> Guam Legislature

JUL 15 2019  
Time 4:00 ( )AM (X)PM  
Received By: Steph L.

Enclosed herewith are the following documents:

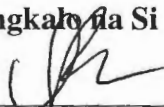
1. FY2019 3<sup>rd</sup> quarter list of expenditures over \$5,000
2. FY2019 3<sup>rd</sup> quarter list of appropriations/expenditure reports
3. FY2019 3<sup>rd</sup> quarter progress reports

### 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 Dangkalo na Si Yu'os Ma'ãse,

  
VICTOR CAMACHO  
Executive Director

### ACKNOWLEDGEMENT

Receipt of the above is hereby acknowledged:

Print Name: Stephanie Lorenzo

Signature: Stephanie Lorenzo

Date: 7/15/2019

Time: 7/15/2019

0754

2019 JUL 15 PM 4:43 KE



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July 3, 2019

HONORABLE TINA MUNA-BARNES

*Speaker*

35<sup>th</sup> 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, 2019 through June 30, 2019 (3<sup>rd</sup> Quarter of Fiscal Year 2019)**.

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

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

Un Dångkalo na Si Yu'os Ma'åse',

---

VICTOR CAMACHO

Executive Director



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## Transmittal Form

**Date:** July 3, 2019

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

**Enclosed herewith are the following documents:**

1. FY2019 3<sup>rd</sup> quarter list of expenditures over \$5,000
2. FY2019 3<sup>rd</sup> quarter list of appropriations/expenditure reports
3. FY2019 3<sup>rd</sup> quarter progress reports

**Purpose/Action Needed:**

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

Un Dangkalo na Si Yu'os Ma'åse',

**VICTOR CAMACHO**  
Executive Director

**ACKNOWLEDGEMENT**

Receipt of the above is hereby acknowledged:

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_



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July 3, 2019

BENJAMIN J.F. CRUZ

*Public Auditor*

238 Archbishop Flores St.

Pacific News Building, Suite 401

Hagatna, GU 96910

Håfa Adai Mr. Cruz:

In compliance with Public Law 28-150, please find herein reports for all our programs which receive funding through a Government of Guam agency. Section 7 specifically states: All non-profit organizations funded by this Act shall maintain financial records that accurately account for appropriated funds and shall provide a budgetary breakdown by object category to the department or agency overseeing the appropriation. Sanctuary has existing contracts with the following Government of Guam agencies: Governor Commission- Serve Guam Commission, Guam Behavioral Health and Wellness Center, Guam Department of Public Health and Social Services, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from **April 1, 2019 through June 30, 2019 (3rd Quarter of Fiscal Year 2019)**.

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

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

Un Dångkalu na Si Yu'os Ma'åse',

---

VICTOR CAMACHO

Executive Director

## Attachment 1

*Sanctuary Incorporated of Guam*

*AmeriCorps Program*

Reporting Agency

Governor Commission- Serve Guam Commission

Reports

1. Program Progress Report for 4<sup>th</sup> QTR ending June 30, 2019 for Grant Year 2017-2018



# SANCTUARY, INCORPORATED

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Website: [www.sanctuaryguam.org](http://www.sanctuaryguam.org) • E-mail: [inquiries@sanctuaryguam.org](mailto:inquiries@sanctuaryguam.org)



July 10, 2019

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

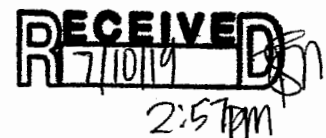
Dear Ms. Aguon:

Attached for your review is the Federal Financial Report for AmeriCorps - *Ayuda Para I Komunidat* Program for the 4th Quarter Report ending June 30, 2019, for Grant Year 2017-2018.

Should you have any questions or comments, please feel free to contact me at 475-7101, fax me at 477-3117, or email at [vic.camacho@gmail.com](mailto: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  Corporation for National and Community Service	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  17AC194459	Page 1	of 1
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3. Recipient Organization (Name and complete address including Zip code)  
**Sanctuary Incorporated of Guam 406 Mai Mai Road Chalan Pago, GU 96910**

4a. DUNS Number  855025284	4b. EIN  96-0002543	5. Recipient Account Number or Identifying Number  17AFHGU0010002	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) <b>1-Jan-18</b>	To: (Month, Day, Year) <b>31-Aug-19</b>	9. Reporting Period End Date (Month, Day, Year) <b>30-Jun-19</b>
--	--	--

10. Transactions Cumulative

(Use lines a-c for single or multiple grant reporting)

<b>Federal Cash</b>	
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)

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$720,007.00
e. Federal share of expenditures	\$599,755.90
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$599,755.90
h. Unobligated balance of Federal funds (line d minus g)	\$120,251.10

<b>Recipient Share:</b>	
i. Total recipient share required	\$35,062.00
j. Recipient share of expenditures	\$24,140.33
k. Remaining recipient share to be provided (line i minus j)	\$10,921.67

<b>Program Income:</b>	
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	0
g. Totals:							0

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  <b>VICTOR CAMACHO, EXECUTIVE DIRECTOR</b>	c. Telephone (Area code, number and extension)  (671) 475-7101
b. Signature of Authorized Certifying Official 	d. Email address  vic.camacho@gmail.com
	e. Date Report Submitted (Month, Day, Year)  7/10/2019

14. Agency use only:

Standard Form 425  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

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

**RECEIVED**  
 R 7/10/19  
 2:57 PM



REIMBURSEMENT FORMULA GRANT REQUEST FORM

FROM: Sanctuary Inc.

AC PROGRAM NAME: AmeriCorps Ayuda Para I Komunidad

ADDRESS: 406 Mai Mai Road

Chalan Pago, Guam 96910

RECEIVED 7/10/19 2:57 PM

AC GRANT AWARD NUMBER 17AFHGU0010002	AC GRANT ID NUMBER 17AC194459	DOA VENDOR NUMBER S1456001	DOA CONTRACT NUMBER C180600760	EMPLOYER ID 96-0002543	EMPLOYER DUNS NUMBER 855025284
PROGRAM PERIOD: 2017-2018			PERIOD CLAIMING FOR: Jul-19		
REQUEST NUMBER: 2018-14			FINAL CLAIM:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
ACCOUNT NUMBER: 5101H180233SE103/280					

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	10,324.74				
GRANT AWARD	\$ 720,007.00				
LESS: PREVIOUSLY REQUESTED:	\$ 589,481.10				
SUB-TOTAL	\$ 130,575.84				
LESS: AMOUNT OF THIS REPORT	\$ 10,324.74				
GRANT BALANCE:	\$ 120,251.10				

- PROGRAM REPORTS are due on/ or before the Dth of each MONTH for compliance and reimbursement.
- FISCAL REPORTS are due on/ or before the Dth of each MONTH for compliance.
- FFR's are due on/ or before the Dth of each QUARTER for compliance.

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

PROGRAM DIRECTOR SIGNATURE/ DATE	<i>[Signature]</i> 7/10/19
CERTIFYING OFFICER SIGNATURE/ DATE	<i>[Signature]</i> 7/10/19
EXECUTIVE DIRECTOR SIGNATURE/ DATE	<i>[Signature]</i> 7/10/19

Serve Guam Commission Use Only			Department of Administration Received Stamp
PROGRAM/MEMBER MANAGEMENT	PERFORMANCE MEASURES MANAGEMENT	FISCAL MANAGEMENT	
<input type="checkbox"/> CNCS NATIONAL SERVICE CRIMINAL HISTORY CHECKS <input type="checkbox"/> ACCOMPANIMENT: DAILY TIME SHEET/ TIME IN/OUT/HOURS <input type="checkbox"/> MEMBER DAILY SERVICE ACTIVITY: DAILY TIME SHEET/ TIME IN/OUT/HOURS <input type="checkbox"/> MEMBER MONTHLY AUDIT SHEET <input type="checkbox"/> EGRANTS MEMBER ENROLLMENT <input type="checkbox"/> EGRANTS MEMBER EXIT <input type="checkbox"/> MID TERM MEMBER EVALUATION <input type="checkbox"/> END OF TERM MEMBER EVALUATION <input type="checkbox"/> PROGRAM SITE VISIT <input type="checkbox"/> PROGRAM CLOSE OUT	<input type="checkbox"/> NATIONAL PERFORMANCE MEASURES <input type="checkbox"/> BINDERS FOR EACH FOCUS AREA <input type="checkbox"/> SIGN IN AND OUT SHEETS <input type="checkbox"/> PRE/POST ASSESSMENT <input type="checkbox"/> CAPACITY BUILDING BINDER <input type="checkbox"/> VOLUNTEER REGISTRATION FORM <input type="checkbox"/> VOLUNTEER LIABILITY FORM <input type="checkbox"/> VOLUNTEER SER VICE LOG <input type="checkbox"/> PERFORMANCE MEASURES SITE VISIT <input type="checkbox"/> PERFORMANCE MEASURES CLOSE OUT	<input type="checkbox"/> PER REIMBURSEMENT <input type="checkbox"/> BUDGET MODIFICATION <input type="checkbox"/> FFR'S <input type="checkbox"/> RESIDUAL SUPPLIES <input type="checkbox"/> IN-KIND/MATCH FORM <input type="checkbox"/> FISCAL SITE VISIT <input type="checkbox"/> FISCAL 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 NO T BE PROCESSED WITHOUT THE ABOVE SIGNATURES

SGC - ASSURANCE & CERTIFICATION:

SGC CERTIFYING OFFICER/ DATE: \_\_\_\_\_  
Julie Iriarte

SGC EXECUTIVE DIRECTOR/ DATE: \_\_\_\_\_  
Doris M. Aguon







Section I	PROGRAM SHARE	BUDGET TOTAL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	PROGRAM TOTAL	PROGRAM YTD BAL
<b>A Personnel</b>																		
Executive Director	6,479.00	6,479.00	283.84	567.68	567.68	567.68	567.68	596.00	894.00	596.00	298.00	0.00	423.04	423.04	0.00	423.04	6,207.68	271.32
QA Officer	1,520.00	1,520.00	75.52	151.04	151.04	151.04	151.04	151.04	188.76	125.84	136.24	146.64	73.32	18.48	0.00	0.00	1,520.00	0.00
HR Manager	2,061.00	2,061.00	81.64	163.28	163.28	163.28	163.28	168.16	252.24	174.96	90.88	181.52	178.40	178.40	101.88	0.00	2,061.00	0.00
Fiscal Officer	4,239.00	4,239.00	130.64	261.28	261.28	261.28	261.28	268.96	403.44	274.96	274.96	276.80	279.36	279.36	419.04	279.36	3,932.00	307.00
Accounting Asst	4,500.00	4,500.00	177.84	355.68	355.68	355.68	355.68	366.24	549.36	366.24	366.24	383.35	365.28	369.28	113.45	0.00	4,500.00	0.00
<b>S/Total Personnel</b>	<b>18,799.00</b>	<b>18,799.00</b>	<b>729.92</b>	<b>1,459.84</b>	<b>1,459.84</b>	<b>1,459.84</b>	<b>1,459.84</b>	<b>1,450.00</b>	<b>2,291.80</b>	<b>1,450.00</b>	<b>1,166.32</b>	<b>988.91</b>	<b>1,319.60</b>	<b>1,288.56</b>	<b>624.87</b>	<b>702.40</b>	<b>18,220.68</b>	<b>578.32</b>
<b>B Fringe</b>																		
FICA	1,438.00	1,438.00	124.80	124.80	127.44	127.44	127.44	127.44	175.02	175.02	0.00	29.20	100.93	98.57	48.51	51.39	1,438.00	0.00
Health Insurance	5,040.00	5,040.00	0.00	49.04	39.24	39.24	39.24	39.24	42.31	0.00	42.30	0.00	0.00	0.00	61.95	0.00	5,040.00	4726.68
Workman's Compensation	394.00	394.00	0.00	20.65	20.65	20.65	20.65	20.65	0.00	41.30	0.00	33.04	33.04	0.00	0.00	0.00	210.63	183.37
<b>S/Total Fringe</b>	<b>6,872.00</b>	<b>6,872.00</b>	<b>124.80</b>	<b>194.49</b>	<b>187.33</b>	<b>187.33</b>	<b>187.33</b>	<b>187.33</b>	<b>197.02</b>	<b>258.62</b>	<b>41.30</b>	<b>62.24</b>	<b>133.97</b>	<b>98.57</b>	<b>110.46</b>	<b>51.39</b>	<b>1,961.95</b>	<b>4910.05</b>
<b>S/Total (A/B)</b>	<b>25,671.00</b>	<b>25,671.00</b>	<b>874.28</b>	<b>1,693.45</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,740.80</b>	<b>2,462.82</b>	<b>1,796.62</b>	<b>1,166.32</b>	<b>1,050.55</b>	<b>1,453.37</b>	<b>1,387.13</b>	<b>744.63</b>	<b>753.79</b>	<b>20,182.63</b>	<b>5488.37</b>
<b>C Supplies</b>																		
AC Program Supplies and Materials	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1200.00
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gasoline	648.00	648.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.04	0.00	260.44	555.48	92.52
<b>S/Total -Supplies</b>	<b>1,848.00</b>	<b>1,848.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>305.04</b>	<b>0.00</b>	<b>260.44</b>	<b>555.48</b>	<b>1292.52</b>
<b>D Contractual</b>																		
Xerox	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Internet Access	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle Lease	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	475.00	0.00	500.00	0.00
Telephone	1,800.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1800.00
Cellular Phone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>S/Total -Contractual</b>	<b>2,300.00</b>	<b>2,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>0.00</b>	<b>475.00</b>	<b>0.00</b>	<b>500.00</b>	<b>1800.00</b>
<b>E Staff Training</b>	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
<b>S/Total - Staff Training</b>	<b>800.00</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>
<b>F Member Training</b>	0.00	0.00	0.00	0.00	0.00	0.00	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>S/Total - Member Training</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>S/Total (A/B/C/D/E/F)</b>	<b>800.00</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>
<b>G Other Special Operating Costs</b>																		
Newsletters/Publication Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertisement/Banners/Display	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>S/Total - OPOC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Section I Grand Total</b>	<b>30,619.00</b>	<b>30,619.00</b>	<b>874.28</b>	<b>1,693.45</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,740.80</b>	<b>2,462.82</b>	<b>1,796.62</b>	<b>1,166.32</b>	<b>1,050.55</b>	<b>1,478.37</b>	<b>1,387.13</b>	<b>744.63</b>	<b>753.79</b>	<b>21,238.11</b>	<b>9980.89</b>
<b>Section II</b>																		
<b>B Member Support Cost</b>																		
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>S/Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Section III</b>																		
<b>B Special Operational Market Cost</b>	4,443.00	4,443.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.26	0.00	682.01	330.79	360.48	1,406.68	2,902.22	1540.78
<b>S/Total</b>	<b>4,443.00</b>	<b>4,443.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>122.26</b>	<b>0.00</b>	<b>682.01</b>	<b>330.79</b>	<b>360.48</b>	<b>1,406.68</b>	<b>2,902.22</b>	<b>1540.78</b>
<b>Budget Total</b>	<b>35,062.00</b>	<b>35,062.00</b>	<b>874.28</b>	<b>1,693.45</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,740.80</b>	<b>2,462.82</b>	<b>1,796.62</b>	<b>1,288.58</b>	<b>1,050.55</b>	<b>2,160.38</b>	<b>2,022.68</b>	<b>1,560.11</b>	<b>2,210.91</b>	<b>24,140.33</b>	<b>10921.67</b>
<b>Percentage</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>68.85%</b>	<b>31.15%</b>
<b>Grand Total</b>	<b>35,062.00</b>	<b>35,062.00</b>	<b>874.28</b>	<b>1,693.45</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,686.29</b>	<b>1,740.80</b>	<b>2,462.82</b>	<b>1,796.62</b>	<b>1,288.58</b>	<b>1,050.55</b>	<b>2,160.38</b>	<b>2,022.68</b>	<b>1,560.11</b>	<b>2,210.91</b>	<b>24,140.33</b>	<b>10921.67</b>

## 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, 2019 through June 30, 2019**



# SANCTUARY INCORPORATED OF GUAM

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

Address: 406 Maimai Road, Chalan Pago, Guam 96910

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

Website: [www.sanctuaryguam.com](http://www.sanctuaryguam.com) \* E-mail: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)



July 10, 2019

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

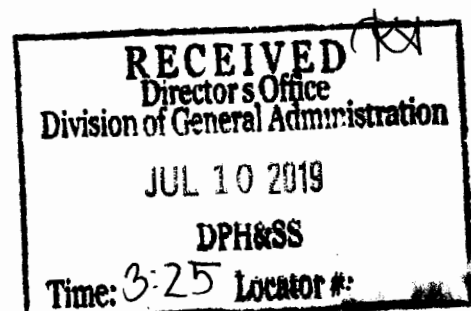
RE: Quarterly Program Status Report

Hafa Adai Ms. Unpingco-DeNorcey,

Attached is the quarterly status report for the period of April 1 through June 30, 2019. If you should have any questions or concerns, please feel free to contact me at 475-7101.

Si Yu'os Ma'ase,

VICTOR CAMACHO  
Executive Director





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## Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

### Report Period: April 1 – June 30, 2019

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

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

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

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

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

Month	Full	Partial
April 2019	8	1
May 2019	9	0
June 2019	11	0
<b>Total:</b>	<b>28</b>	<b>1</b>



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email:

[inquiry@sanctuaryguam.org](mailto:inquiry@sanctuaryguam.org)

[www.sanctuaryguam.org](http://www.sanctuaryguam.org)



July 10, 2019

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

Dear Ms. Unpingco-DeNorcey,

Hafa Adai! The information provided below is for the Foster Care Program (3<sup>rd</sup> Quarter of Fiscal Year 2019) from April 01, 2019 thru June 30, 2019.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Un Dankalu na Si Yu'os Ma'ase

Victor Camacho  
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam**  
**Pursuant to P.L. 31-77 (Sanctuary, Incorporated)**  
**FY 2019 (April 01, 2019 - June 30, 2019)**  
**3rd Quarter Expenditure Report**  
**Department of Public Health and Social Services**  
**Foster Care**

Fund	Contract Amount	Object Classification	Expenditure
General	\$ 60,000.00		
		Salary	\$ 7,580.29
		Benefits	1,087.55
		Travel	-
		Contractual	210.00
		Supplies & Materials	1,062.39
		Equipment	450.00
		Utilities	5,679.75
		Miscellaneous	4,479.34
		Grand Total	\$ <u><u>20,549.32</u></u>

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

SIGNATURE OF AUTHORIZED OFFICIAL:

  
 \_\_\_\_\_  
 VICTOR CAMACHO  
 EXECUTIVE DIRECTOR

DATE: 7/10/19

## Attachment 3

*Sanctuary Incorporated of Guam*  
*Rehabilitation Services for Adolescents*

Reporting Agency

Guam Behavioral Health and Wellness Center

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

Reports

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report for **Outpatient (April 2019)**
4. Program progress report for **Outpatient (May 2019)**
5. Program progress report for **Outpatient (June 2019)**
6. Program progress report for **Residential (April 2019)**
7. Program progress report for **Residential (May 2019)**
8. Program progress report for **Residential (June 2019)**





# SANCTUARY INCORPORATED OF GUAM

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July 10, 2019

Rec'd 07/10 @ 3:50p  
GBHWC - DW  
L. Solang

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

RE: Quarterly Program Status Report

Hafa Adai Mrs. Arriola,

Attached is the quarterly status report for the period of April 1 through June 30, 2019. If you should have any questions or concerns, please feel free to contact me at 475-7101.

Si Yu'os Ma'ase,

VICTOR CAMACHO  
Executive Director



# Sanctuary, Incorporated of Guam



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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](mailto:sanctuar@ite.net)

[www.sanctuaryguam.com](http://www.sanctuaryguam.com)

July 10, 2019

Ms. Theresa C. Arriola

Director

Guam Behavioral Health & Wellness Center

790 Governor Carlos Camacho Road

Tamuning, Guam 96913

Dear Ms. Arriola:

Hafa Adai! The information provided below is for the Drug and Alcohol Program (3rd Quarter of Fiscal Year 2019) from April 01, 2019 thru June 30, 2019.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Un Dankalu na Si Yu'os Ma'ase,

VICTOR CAMACHO

Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam  
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)  
FY 2019 (April 1, 2018 - June 30, 2019)  
3rd Quarter Expenditure Report  
Guam Behavioral Health & Wellness Center  
Drug and Alcohol Program**

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	<b>\$ 550,000</b>		
		Salary	\$ 109,550.38
		Benefits	10,940.28
		Travel	-
		Contractual	264.75
		Supplies & Materials	7,082.57
		Equipment	-
		Utilities	9,128.91
		Miscellaneous	5,158.22
		Vehicle Lease	-
		<b>Grand Total</b>	<b><u><u>\$ 142,125.11</u></u></b>

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

SIGNATURE OF AUTHORIZED OFFICIAL:



\_\_\_\_\_  
VICTOR CAMACHO  
EXECUTIVE DIRECTOR

DATE: 7/10/19



# Sanctuary Incorporated of Guam

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[www.sanctuaryguam.com](http://www.sanctuaryguam.com)



## INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	<b>DATE:</b> 4/30/2019
<b>TO:</b> Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	<b>Vendor Acct. No.</b> S1456001 <b>Document No.</b> <b>Contract No.</b> RFP 03-2016 (Residential) <b>Job Order No.</b> <b>Purchase Order No.</b> <b>Invoice No.</b> GBHWC-2019-7/1	
<b>COSTS INCURRED BY CATEGORY</b>		<b>AMOUNT</b>
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

*Handwritten signature and date: 5/1/19*

**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.

*Handwritten signature*  
**Victor Camacho**  
Executive Director  
*5/1/19*  
Date

Recommended for payment: I certify Invoice No. DMHSA-2019-7/1 to be true and correct; and that services for April 1-30, 2019 have been rendered; and payment for this period is due.

\_\_\_\_\_  
**Athena Duenas**      **Date**  
D & A Supervisor



# SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

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May 2, 2019

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the **Residential** Rehabilitation Services for Adolescents for the period of **April 1 to April 30, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho  
Executive Director

Dr. May 19  
RECEIVED  
ju

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>April 1, 2019 through April 30, 2019</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

<p><b>II.2a, II.2f.a&amp;b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time.</b></p> <p><b>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.</b></p> <p>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.”</p>	<p>During this monthly reporting period:</p> <p>30-day Treatment</p> <ul style="list-style-type: none"> <li>• 0 Client was served.</li> <li>• 0 Transfer to another level of care (Aftercare)</li> <li>• 0 Wait Listed</li> <li>• 0 Completed:</li> </ul> <p>180-day Treatment</p> <ul style="list-style-type: none"> <li>• 8 Clients were served.</li> <li>• 0 Transfer to another level of care (Aftercare)</li> <li>• 4 Wait Listed</li> <li>• 3 Pending List</li> <li>• 0 Completed</li> </ul> <p>— Client on waitlist are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5</p> <p>— Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon’ta, DPHSS and private/outreach clinics.</p> <p>— 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.</p> <p>— Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.</p>
<p>In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?</p>	<p>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,</p>

<b>Residential Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>April 1, 2019 through April 30, 2019</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
<b>II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent:</b> 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, Micronesia 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.
<b>II.1d.e &amp; II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment.</b> In narrative form, state how evidence-based models are	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>April 1, 2019 through April 30, 2019</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

implemented and addressed.	supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
<b>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:</b> 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.
<b>MATRIX Model Family Education: Family Education / Support Group</b>	During this monthly reporting period: <ul style="list-style-type: none"> <li>• 3 sessions were conducted.</li> <li>• 15 family members in attendance</li> <li>• Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary’s main office.</li> <li>• Number of successful completions: N/A</li> <li>• Number of clients transferred to another level of care: N/A</li> <li>• Number of clients on the wait list: N/A</li> </ul>
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Sharing your experience; Setting rules with rewards and consequences; and Sanctuary’s Annual Youth Fest Family Pro-social Activity. Some lessons were broken into two sessions to allow parents to work with interpreters for translation and discuss how family members can continue to support their child through treatment and recovery. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays. Program staff continue to collaborate with the Superior Court of Guam probation officers to schedule court interpreters for their referrals.







# Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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[www.sanctuaryguam.com](http://www.sanctuaryguam.com)



## INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	<b>DATE:</b> 4/30/2019
<b>TO:</b> Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	<b>Vendor Acct. No.</b> S1456001 <b>Document No.</b> <b>Contract No.</b> RFP 09-2016 (Outpatient) <b>Job Order No.</b> <b>Purchase Order No.</b> <b>Invoice No.</b> GBHWC 2019-7	
<b>COSTS INCURRED BY CATEGORY</b>		<b>AMOUNT</b>
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

*Handwritten:* RECEIVED  
*Signature:* Dr. Meyer

**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.

*Signature:* Victor Camacho  
*Date:* 5/1/19  
Victor Camacho  
Executive Director

Recommended for payment: I certify Invoice No. DMHSA-2019-7 to be true and correct; and that services for April 1-30, 2019 been rendered; and payment for this period is due.

Athena Duenas  
D & A Supervisor

Date



# 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](http://www.sanctuaryguam.com) \* E-mail: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)



May 2, 2019

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Rehabilitation Services for Adolescents for the period of **April 1 to April 30, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Victor Camacho  
Executive Director

24  
RECEIVED  
02 May 19

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**April 1, 2019 through April 30, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed.

- Work with GBHWC and partners
- Meet regularly to Establish standardized assessment and referral protocols
- Share resources and provide training opportunities for staff

Program staff continue to work with I' Famagu'on (GBH&WC) in the coordination of mental health services for qualifying youth, as well as, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marriage, 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.

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>April 1, 2019 through April 30, 2019</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<p>In narrative form, state how the activities from <b>II.1g</b> to <b>II.1j</b> were implemented and addressed.</p> <ul style="list-style-type: none"> <li>• Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse</li> <li>• Determine appropriateness and eligibility for admission or referral</li> <li>• Experienced with the ASAM PPC for Level I and Level II</li> <li>• Determine any coexisting conditions that indicate the need for additional professional assessment and services</li> </ul>	<p>Sanctuary’s clinical team utilizes the CRAFFT screening interview in addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation.</p> <p>Ongoing Screening / Assessments continues throughout an adolescent’s treatment program to determine Patient Placement Appropriateness.</p>
<p>In narrative form, state how the activities from <b>II.1k</b> to <b>II.1o</b> were implemented and addressed.</p> <ul style="list-style-type: none"> <li>• Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services</li> <li>• Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care</li> <li>• Chart pertinent ongoing information pertaining to client</li> <li>• Utilize relevant information from written documents for client care</li> <li>• Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996</li> </ul>	<p>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.</p> <p>Each individual, group or family session and treatment plan is documented in client file.</p>

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:	April 1, 2019 through April 30, 2019
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<p><b>II.2a</b> Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.</p>	<p>Level I Outpatient program “Pathways” had a total of twenty-three (25) group members during the month of April with a total of four (4) sessions. One of the group sessions was conducted for clients remanded to DYA during the reporting period. To date, “Pathways” has provided services to a total of twenty-five (25) adolescents during this 2019 fiscal year.</p>
<p>In narrative form, state how the activities from <b>II.2b</b> to <b>II.2d</b> were implemented and addressed.</p> <ul style="list-style-type: none"> <li>• Relevant alcohol, tobacco and other drug use/abuse information</li> <li>• Assist them to make rational decisions</li> <li>• Build social skills to prevent substance related problems from re-occurring.</li> <li>• Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island</li> <li>• Information about the legal aspects that pertains to drug and alcohol related crimes</li> </ul>	<p>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:</p> <p><u>Early Recovery Skills</u>: Is it a problem? Pros and cons of use; Stages of recovery</p> <p><u>Relapse Prevention</u>: School and Future Goals; Destructive Behaviors</p> <p><u>D&amp;A Education</u>: Cannabis; Tobacco; Caffeine;</p> <p><u>Other Activities</u>: Group members also completed the 2019 National D&amp;A IQ challenge</p> <p><u>Family Activity</u>: Group members with their parents participated in Sanctuary’s annual Youth Fest celebration which took place April 27<sup>th</sup> at the Chamorro Village.</p> <p>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.</p> <p>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.</p>

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>April 1, 2019 through April 30, 2019</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report
	<p>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.</p> <p>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.</p>
<b>II.2e</b> 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.	<p>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.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p> <p>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.</p>
<b>II.2f</b> Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	<p>Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.</p>
<b>II.2g</b> 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.	<p>Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens &amp; Young Adults on Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with their primary counselor, clients who need to miss a Saturday session can attend group on Mondays from 6:00 to 7:30, provided the session is not repetitive of previous sessions already attended.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p>
<b>II.2h</b> Make referrals for other services not provided by Contractor and outlined in client individualized treatment plans.	<p>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.</p>

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:	April 1, 2019 through April 30, 2019
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<p><b>II.2i</b> Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.</p>	<p>Counselors are aware to give preference to this population. None have been identified during this reporting period.</p>
<p><b>II.2j</b> Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.</p>	<p>Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.</p>
<p><b>II.3a</b> Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.</p>	<p>Level II Intensive Outpatient program "High Hopes" had a total of twenty-five 25 group members during the month of April with a total of nine (9) sessions. One of the group sessions was conducted for clients remanded to DYA during the reporting period. To date, "High Hopes" has provided services to a total twenty (20) adolescents during this 2019 fiscal year. There is presently two (2) adolescents on the waiting list pending PPD and orientation.</p>
<p><b>II.3b</b> Provide 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.</p>	<p>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.</p> <p>Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.</p> <p>Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced during each group and individual session.</p>
<p><b>II.3c</b> Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.</p>	<p>Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.</p>



<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>April 1, 2019 through April 30, 2019</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<p>In narrative form, state how the activities from <b>II.3d</b> to <b>II.3e</b> were implemented and addressed.</p> <ul style="list-style-type: none"> <li>• Minimum six (6) hours a week for treatment</li> <li>• Utilize Matrix Model for teens curriculum</li> <li>• Experience with necessary techniques for IOP</li> </ul>	<p>Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. An additional group is held for clients currently being detained at DYA on Wednesdays, from 2:00 p.m. to 6:00 p.m.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p> <p>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:</p> <p><u>Early Recovery Skills</u>: Is it a problem? Pros and cons of use; Stages of recovery</p> <p><u>Relapse Prevention</u>: 12-step tips; Trust; Relapse is not a failure; Anger Management; Truthfulness; I’m not cool if I don’t use</p> <p><u>D&amp;A Education</u>: Cannabis; Tobacco; Caffeine;</p> <p><u>Other Activities</u>: Group members also completed the 2019 National D&amp;A IQ challenge, and watched the video, “The anatomy of trust” by Brene Brown</p> <p><u>Family Activity</u>: Group members with their parents participated in Sanctuary’s annual Youth Fest celebration which took place April 27<sup>th</sup> at the Chamorro Village.</p> <p>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.</p>
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**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**April 1, 2019 through April 30, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. Clients are able to encourage each other and share their experience on what has helped them overcome obstacles, and helps debunk the belief that clients are “alone” in their addiction. The groups allow the parents and their child to practice new skills and information learned, build communication skills, and enhance the relationship between parent and child.

All groups are “open” in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.

**II.3f** Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.

Sanctuary’s current Clinical Director is a licensed Professional Counselor. Additionally, Sanctuary, Inc. has a Memorandum of Understanding with two (2) private practitioners that are licensed Professional Counselors and ICRC Certified. The Clinical Director and the two practitioners provide consultation to program staff as needed.

**II.3g** Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.

Counselors are aware to give preference to this population. None have been identified during this reporting period.

**II.3h** Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.

Counselors meet with clients individually to transition client towards next level of care as needed. Counselors also utilize the ASAM’s six dimensions to ensure transitions are clinically appropriate.

**II.3i** Comply with Charitable Choice Regulations should applicant be a faith based organization. If a client objects to a religious character of the faith based organization then the participating faith based organization shall, within a reasonable time after the date of such objection, refer such individual to an alternative provider. The applicant shall keep all

Sanctuary, Incorporated is not a faith based organization.

Rehabilitation Services for Adolescents

Monthly Reporting Period:

April 1, 2019 through April 30, 2019

Task/Activity

Sanctuary, Inc. Monthly Progress Report

referral records that August be reviewed upon a program evaluation by GHBWC.

**Sanctuary Representative:**

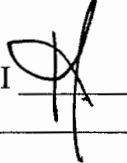


Victor Camacho

Executive Director

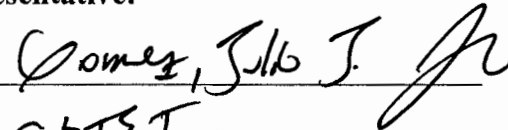
Date: 05/02/2019

Prepared by: Kelly Jensen, MS., CSAC III



**GBHWC Representative:**

Received By:



Position Title:

CBTS I.

Date of Submission:

02 May 19

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02 May 19



### Sanctuary Incorporated of Guam

*A Non-profit Organization Established in 1971*

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

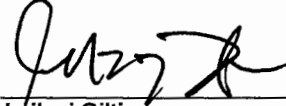


### INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	<b>DATE:</b> 5/31/2019
<b>TO:</b> Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	<b>Vendor Acct. No.</b> S1456001 <b>Document No.</b> <b>Contract No.</b> RFP 03-2016 (Residential) <b>Job Order No.</b> <b>Purchase Order No.</b> <b>Invoice No.</b> GBHWC-2019-8/1	
<b>COSTS INCURRED BY CATEGORY</b>		<b>AMOUNT</b>
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 - Sagan Na' Homlo and that this is a true and certified original.

  
 \_\_\_\_\_  
 Leilani Giltinag  
 Acting Executive Director

6/6/19  
 \_\_\_\_\_  
 Date

*Recommended for payment: I certify Invoice No. DMHSA-2019-8/1 to be true and correct; and that services for May 1-31, 2019 have been rendered; and payment for this period is due.*

\_\_\_\_\_  
 Athena Duenas                      Date  
 D & A Supervisor

6/6/19  




# SANCTUARY INCORPORATED OF GUAM

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June 6, 2019

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

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

Si Yu'os, Ma'ase',

Leilani G. Giltinag

Acting Executive Director



# SANCTUARY INCORPORATED OF GUAM

*Helping Youth and Families Help Themselves*

406 Maimai Road, Chalan Pago, GU 96910  
TEL: (671) 475-7101 • FAX: (671) 477-3117  
CRISIS HOTLINE: (671) 475-7100 • sanctuaryguam.com



May 31, 2019

## Memorandum for Record

TO: Sanctuary Staff

FROM: Executive Director

RE: Acting Appointment

Hafa Adai,

Please be advised I will be off-island on leave from MONDAY June 3, 2019 through TUESDAY June 11, 2019. In my absence, I am appointing Leilani Giltinag as Acting Executive Director.

Please provide your continued support for and cooperation with Ms. Leilani during this time. See you soon.

Si Yu'os Ma'ase.

Victor Camacho

Executive Director

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**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>May 1, 2019 through May 31, 2019</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

<p><b>II.2a, II.2f.a&amp;b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time.</b></p> <p><b>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.</b></p> <p>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.”</p>	<p>During this monthly reporting period:</p> <p>30-day Treatment</p> <ul style="list-style-type: none"> <li>• 0 Client was served.</li> <li>• 0 Transfer to another level of care (Aftercare)</li> <li>• 0 Wait Listed</li> <li>• 0 Completed:</li> </ul> <p>180-day Treatment</p> <ul style="list-style-type: none"> <li>• 10 Clients were served.</li> <li>• 0 Transfer to another level of care (Aftercare)</li> <li>• 4 Wait Listed</li> <li>• 4 Pending List</li> <li>• 2 Completed</li> </ul> <p>— Client on waitlist have completed PPD Clearance &amp; Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5</p> <p>— Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations.</p> <p>— Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon’ ta, DPHSS and private/outreach clinics.</p> <p>— 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.</p> <p>— Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.</p>
<p>In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?</p>	<p>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</p>

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>May 1, 2019 through May 31, 2019</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
<b>II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent:</b> 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.
<b>II.1d.e &amp; II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment.</b> In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized



**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>May 1, 2019 through May 31, 2019</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	when needed to help clients move through the stages of change.
<b>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:</b> 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.
<b>MATRIX Model Family Education: Family Education / Support Group</b>	During this monthly reporting period: <ul style="list-style-type: none"> <li>• 4 sessions were conducted.</li> <li>• 15 family members in attendance</li> <li>• Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office.</li> <li>• Number of successful completions: N/A</li> <li>• Number of clients transferred to another level of care: N/A</li> <li>• Number of clients on the wait list: N/A</li> </ul>
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: I respectfully disagree with you; Communication and time management; Soft is Heart of a Child and Law Week Outreach. Some lessons were broken into two sessions to allow parents to work with interpreters for translation and discuss how family members can continue to support their child through treatment and recovery. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays. Program staff continue to collaborate with the Superior Court of Guam probation officers to schedule court interpreters for their referrals.
State any recommendations for the improvement of	Staff to continue networking efforts with community partners as well as be open to input and feedback.

Residential Rehabilitation Services for Adolescents

Monthly Reporting Period:

May 1, 2019 through May 31, 2019

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 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:

*for Victor Camacho*  
Victor Camacho

Position Title: Executive Director

Date: 6/6/2019

Prepared By: Dawn Cruz, CSAC &  
Eugene Anderson, CSAC

GBHWC Representative:

Received By: \_\_\_\_\_

RECEIVED

Position Title: \_\_\_\_\_

Sam J. Choffat  
Psychiatric Technician I, DMHSA

Date of Submission: \_\_\_\_\_



# Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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

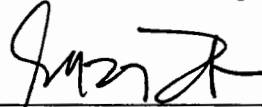


## INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	<b>DATE:</b> 5/31/2019
<b>TO:</b> Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	<b>Vendor Acct. No.</b> S1456001 <b>Document No.</b> <b>Contract No.</b> RFP 09-2016 (Outpatient) <b>Job Order No.</b> <b>Purchase Order No.</b> <b>Invoice No.</b> GBHWC 2019-8	
<b>COSTS INCURRED BY CATEGORY</b>		<b>AMOUNT</b>
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.

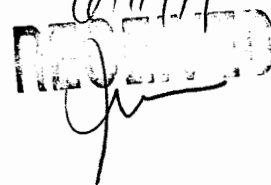
  
Leifani Giltinag  
Acting Executive Director

6/6/19  
Date

Recommended for payment: I certify Invoice No. DMHSA-2019-8 to be true and correct; and that services for May 1-31, 2019 been rendered; and payment for this period is due.

Athena Duenas  
D & A Supervisor

Date

6/6/19  




# SANCTUARY INCORPORATED OF GUAM

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

Address: 406 Maimai Road, Chalan Pago, Guam 96910

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

Website: [www.sanctuaryguam.com](http://www.sanctuaryguam.com) \* E-mail: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)



June 6, 2019

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Rehabilitation Services for Adolescents for the period of **May 1 through May 31, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

Leilani G. Giltinag

Acting Executive Director



# SANCTUARY INCORPORATED OF GUAM

*Helping Youth and Families Help Themselves*

406 Maimai Road, Chalan Pago, GU 96910

TEL: (671) 475-7101 • FAX: (671) 477-3117

CRISIS HOTLINE: (671) 475-7100 • sanctuaryguam.com



May 31, 2019

## Memorandum for Record

TO: Sanctuary Staff

FROM: Executive Director

RE: Acting Appointment

Hafa Adai,

Please be advised I will be off-island on leave from MONDAY June 3, 2019 through TUESDAY June 11, 2019. In my absence, I am appointing Leilani Giltinag as Acting Executive Director.

Please provide your continued support for and cooperation with Ms. Leilani during this time. See you soon.

Si Yu'os Ma'ase.

Victor Camacho

Executive Director

6/6/19  
RECEIVED

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:	May 1, 2019 through May 31, 2019
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Task/Activity	Sanctuary, Inc. Monthly Progress Report
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<p>In narrative form, state how the activities from <b>II.1a</b> to <b>II.1c</b> were implemented and addressed.</p> <ul style="list-style-type: none"> <li>• Work with GBHWC and partners</li> <li>• Meet regularly to Establish standardized assessment and referral protocols</li> <li>• Share resources and provide training opportunities for staff</li> </ul>	<p>Program staff continue to work with I' Famagu'on (GBH&amp;WC) in the coordination of mental health services for qualifying youth, as well as, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT).</p>
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<p>In narrative form, state how the activities from <b>II.1d</b> to <b>II.1e</b> were implemented and addressed.</p> <ul style="list-style-type: none"> <li>• Utilize evidenced-based models</li> <li>• Utilize Matrix, contingency management for these levels of care</li> <li>• Identify and justify any adaptations or modifications to proposed models</li> </ul>	<p>Sanctuary has been utilizing The Matrix Model for Teens &amp; 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 &amp; 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.</p>
--	--

<p><b>II.1f</b> Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.</p>	<p>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.</p>
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**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**May 1, 2019 through May 31, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed.

- Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse
- Determine appropriateness and eligibility for admission or referral
- Experienced with the ASAM PPC for Level I and Level II
- Determine any coexisting conditions that indicate the need for additional professional assessment and services

Sanctuary’s clinical team utilizes the CRAFFT screening interview in addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation.

Ongoing Screening / Assessments continues throughout an adolescent’s treatment program to determine Patient Placement Appropriateness.

In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed.

- Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services
- Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care
- Chart pertinent ongoing information pertaining to client
- Utilize relevant information from written documents for client care
- Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996

Program staff participates in 42 C.F.R. part II and HIPPA workshops annually and whenever offered via on island training. Staff ensures that all information collected for client is secured behind two (2) locked doors at all times.

Each individual, group or family session and treatment plan is documented in client file.

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>May 1, 2019 through May 31, 2019</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<p><b>II.2a</b> Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.</p>	<p>Level I Outpatient program “Pathways” had a total of twenty-three (23) group members during the month of May with a total of four (4) sessions. One of the group sessions was conducted for clients remanded to DYA during the reporting period. To date, “Pathways” has provided services to a total of twenty-seven (27) adolescents during this 2019 fiscal year.</p>
<p>In narrative form, state how the activities from <b>II.2b</b> to <b>II.2d</b> were implemented and addressed.</p> <ul style="list-style-type: none"> <li>• Relevant alcohol, tobacco and other drug use/abuse information</li> <li>• Assist them to make rational decisions</li> <li>• Build social skills to prevent substance related problems from re-occurring.</li> <li>• Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island</li> <li>• Information about the legal aspects that pertains to drug and alcohol related crimes</li> </ul>	<p>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:</p> <p><u>Early Recovery Skills:</u> You’re Here Because Why? External Triggers; Thought Stopping Techniques; Stop the Cycle</p> <p><u>Relapse Prevention:</u> Trust, Truthfulness, I’m not cool if I don’t use, Your decision to use or not to use</p> <p><u>D&amp;A Education:</u> Ketamine, GHB, Ecstasy</p> <p><u>Family Activity:</u> Group members with their parents participated in the Law Week Outreach at Agana Shopping Center on 5/25/19</p> <p>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.</p> <p>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,</p>



**Rehabilitation Services for Adolescents**

**May 1, 2019 through May 31, 2019**

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

	<p>build communication skills, and enhance the relationship between parent and child.</p> <p>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.</p>
<p><b>II.2e</b> 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.</p>	<p>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.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p> <p>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.</p>
<p><b>II.2f</b> Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.</p>	<p>Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.</p>
<p><b>II.2g</b> 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.</p>	<p>Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens &amp; Young Adults on Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with their primary counselor, clients who need to miss a Saturday session can attend group on Mondays from 6:00 to 7:30, provided the session is not repetitive of previous sessions already attended.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p>
<p><b>II.2h</b> Make referrals for other services not provided by Contractor and outlined in client individualized treatment plans.</p>	<p>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.</p>
<p><b>II.2i</b> Ensure adolescent females who are pregnant or</p>	<p>Counselors are aware to give preference to this population. None have been identified during</p>

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>May 1, 2019 through May 31, 2019</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report

who are intravenous drug users be given preference to treatment.	this reporting period.
<b>II.2j</b> Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.	Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM's six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.
<b>II.3a</b> Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.	Level II Intensive Outpatient program "High Hopes" had a total of twenty-three 23 group members during the month of May with a total of eight (8) sessions. One of the group sessions was conducted for clients remanded to DYA during the reporting period. To date, "High Hopes" has provided services to a total twenty (21) adolescents during this 2019 fiscal year. There is presently three (3) adolescents on the waiting list pending PPD and orientation.
<b>II.3b</b> Provide 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.	<p>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.</p> <p>Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.</p> <p>Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced during each group and individual session.</p>
<b>II.3c</b> Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**May 1, 2019 through May 31, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

In narrative form, state how the activities from **II.3d** to **II.3e** were implemented and addressed.

- Minimum six (6) hours a week for treatment
- Utilize Matrix Model for teens curriculum
- Experience with necessary techniques for IOP

Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. An additional group is held for clients currently being detained at DYA on Wednesdays, from 2:00 p.m. to 6:00 p.m.

Parent education groups are held on Saturdays from 12:00 to 1:30.

Adolescents in Level II (“High Hopes”) groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of May:

Early Recovery Skills: You’re Here Because Why? External Triggers; Thought Stopping Techniques; Stop the Cycle

Relapse Prevention: Your decision to use or not to use; Taking Care of Yourself; Guilt and Shame; Life Satisfaction Scale; Dealing with Feelings and Depression

D&A Education: Ketamine, GHB, Ecstasy

Other Activities: Self-awareness activity

Family Activity: Group members with their parents participated in the Law Week Outreach at Agana Shopping Center on 5/25/19

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

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**May 1, 2019 through May 31, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

	<p>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.</p> <p>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.</p>
<p><b>II.3f</b> Provide provisions that will address clients needing psychiatric and medical services by consultation or referral arrangements.</p>	<p>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.</p>
<p><b>II.3g</b> Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.</p>	<p>Counselors are aware to give preference to this population. None have been identified during this reporting period.</p>
<p><b>II.3h</b> Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.</p>	<p>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.</p>
<p><b>II.3i</b> 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</p>	<p>Sanctuary, Incorporated is not a faith-based organization.</p>

Rehabilitation Services for Adolescents

Monthly Reporting Period:

May 1, 2019 through May 31, 2019

Task/Activity

Sanctuary, Inc. Monthly Progress Report

program evaluation by GHBWC.

Sanctuary Representative:

*for Victor Camacho* / ACTING  
Victor Camacho  
Executive Director  
Date: 06/03/2019

Prepared by: Kelly Jensen, MS., CSAC III

GBHWC Representative:

Received By: \_\_\_\_\_

Position Title: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

*Sam J. Choffat*  
Psychiatric Technician I. DMHSA

*6/6/19*

RECEIVED



### Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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



### INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	<b>DATE:</b> 6/30/2019
<b>TO:</b> Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	<b>Vendor Acct. No.</b> S1456001 <b>Document No.</b> <b>Contract No.</b> RFP 03-2016 (Residential) <b>Job Order No.</b> <b>Purchase Order No.</b> <b>Invoice No.</b> GBHWC-2019-9/1	
<b>COSTS INCURRED BY CATEGORY</b>		<b>AMOUNT</b>
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

7/1/19

Date

Recommended for payment: I certify Invoice No. DMHSA-2019-9/1 to be true and correct; and that services for June 1-30, 2019 have been rendered; and payment for this period is due.

Athena Duenas  
D & A Supervisor

Date



# 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](http://www.sanctuaryguam.com) \* E-mail: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)



July 5, 2019

# COPY

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

RE: Residential Rehabilitation services for 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, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

VICTOR CAMACHO  
Executive Director

Received by  
Tracy Ortega  
7/5/19

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**June 1, 2019 through June 30, 2019**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

**II.2a, II.2f.a&b Maintain treatment capacity in ASAM Level III.5 to serve a minimum of 8 adolescents (male or female) at any given time.**

**II.2i Pregnant adolescent females and females with dependent children are to be given preference in admission and/or ensured receipt of the most appropriate services available within forty-eight hours.**

State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."

During this monthly reporting period:

30-day Treatment

- 0 Client was served.
- 0 Transfer to another level of care (Aftercare)
- 0 Wait Listed
- 0 Completed:

180-day Treatment

- 10 Clients were served.
- 0 Transfer to another level of care (Aftercare)
- 2 Wait Listed
- 4 Pending List
- 1 Completed

- Client on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available.
- Client on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5
- Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics.
- Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment.

In narrative form, briefly state how activities from II.2.a to II.2.n were implemented and addressed?

Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such



**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	June 1, 2019 through June 30, 2019
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
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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.
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State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
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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.
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<b>II.1a Work with GBHWC and its partners to establish a system of care for substance abuse treatment that is culturally competent:</b> 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, Micronesia 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.
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<b>II.1d.e &amp; II.2g: Identify evidenced-based models (i.e., Matrix For Teens Model, Motivational Interviewing, Driving with Care, Trauma Informed Care, etc.) and practices to implement that focuses on core treatment.</b> In narrative form, state how evidence-based models are implemented and addressed.	Multi-level interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems. Clients attend psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized
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**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>June 1, 2019 through June 30, 2019</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	when needed to help clients move through the stages of change.
<b>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:</b> 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.
<b>MATRIX Model Family Education: Family Education / Support Group</b>	During this monthly reporting period: <ul style="list-style-type: none"> <li>• 5 sessions were conducted.</li> <li>• 26 family members in attendance</li> <li>• Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office.</li> <li>• Number of successful completions: N/A</li> <li>• Number of clients transferred to another level of care: N/A</li> <li>• Number of clients on the wait list: N/A</li> </ul>
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The group lessons/activities included: Setting Healthy Boundaries, Chalk Talk: Values, Parenting Styles, Families in Recovery, and Creating Healthy Functional Families. Open discussion on each topic followed. Questions, answers, and comments were addressed to close out the sessions.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Residential Rehabilitation Services for Adolescents

Monthly Reporting Period:

June 1, 2019 through June 30, 2019

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

**Sanctuary Representative:**

Victor Camacho



Position Title: Executive Director

Date: July 05, 2019

Prepared By: Dawn Cruz, CSAC &  
Eugene Anderson, CSAC



**GBHWC Representative:**

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



Position Title: COTSE#

Date of Submission: 7/5/19



# 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](mailto:inquirires@sanctuaryguam.com)  
[www.sanctuaryguam.com](http://www.sanctuaryguam.com)



## INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	<b>DATE:</b> 6/30/2019
<b>TO:</b> Theresa C. Arriola Director Guam Behavioral Health & Wellness Center (GBHWC)	<b>Vendor Acct. No.</b> S1456001 <b>Document No.</b> <b>Contract No.</b> RFP 09-2016 (Outpatient) <b>Job Order No.</b> <b>Purchase Order No.</b> <b>Invoice No.</b> GBHWC 2019-9	
<b>COSTS INCURRED BY CATEGORY</b>		<b>AMOUNT</b>
1. Personnel		\$ 7,725.25
2. Fringe Benefits		1,258.08
3. Contractual		0.00
4. Other		333.37
5. Supplies		1,225.00
6. Utilities		291.63

**TOTAL PAYMENT REQUEST:**

**\$ 10,833.33**

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

7/1/19

Victor Camacho  
Executive Director

Date

Recommended for payment: I certify Invoice No. DMHSA-2019-9 to be true and correct; and that services for June 1-30, 2019 been rendered; and payment for this period is due.

Athena Duenas  
D & A Supervisor

Date

*Tracy Quintana*  
7/5/19



# SANCTUARY INCORPORATED OF GUAM

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

Address: 406 Maimai Road, Chalan Pago, Guam 96910

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

Website: [www.sanctuaryguam.com](http://www.sanctuaryguam.com) \* E-mail: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)



July 5, 2019

# COPY

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

Attached is a monthly program status report on the Rehabilitation Services for Adolescents for the period of **June 1 through June 30, 2019**. If you should have any questions or concerns, please contact me at 475-7101.

Si Yu'os, Ma'ase',

VICTOR CAMACHO

Executive Director

Received by  
Tracy [Signature]  
7/5/19

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**June 1, 2019 through June 30, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

In narrative form, state how the activities from **II.1a** to **II.1c** were implemented and addressed.

- Work with GBHWC and partners
- Meet regularly to Establish standardized assessment and referral protocols
- Share resources and provide training opportunities for staff

Program staff continue to work with I' Famagu'on (GBH&WC) in the coordination of mental health services for qualifying youth, as well as, works with Department of Youth Affairs (DYA), Guam Public School System (GPSS), Juvenile Drug Court (JDC), National Association of Social Workers (NASW) and Association of Individual, Marri age, and Family Therapist (AIMFT).

In narrative form, state how the activities from **II.1d** to **II.1e** were implemented and addressed.

- Utilize evidenced-based models
- Utilize Matrix, contingency management for these levels of care
- Identify and justify any adaptations or modifications to proposed models

Sanctuary has been utilizing The Matrix Model for Teens & Young Adults, an organized set of evidence-based therapeutic interventions. The program consists of research-based techniques integrated into an approach that includes: individual sessions; family sessions; group sessions; introduction to Twelve Step programs; parent substance abuse education and adolescent substance education. The Matrix Model for Teens & Young Adults integrated several treatment approaches in the program to include motivational interviewing and contingency management by hosting several youth and parent clean and sober activities, incentives for clean urine tests for youth, and acknowledging graduates from the outpatient program with incentives such as movie passes, gas coupons, and department store gift certificates.

**II.1f** Describe in detail how the project will address issues of age, race, ethnicity, culture and other similar issues.

Sanctuary has employees that are bilingual and our program is consistently developing and strengthening our bilingual volunteers, including our AmeriCorps members. We continue to work with the Superior Court of Guam who provides court appointed trained interpreters for both individual and family sessions. Psycho-educational group topics are adapted to use language and concepts that are culturally appropriate and sensitive to allow for a more enriched individual and group learning experience. Thus, experiential learning is incorporated through exercises and activities that include cultural references.

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**June 1, 2019 through June 30, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

In narrative form, state how the activities from **II.1g** to **II.1j** were implemented and addressed.

- Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug abuse
- Determine appropriateness and eligibility for admission or referral
- Experienced with the ASAM PPC for Level I and Level II
- Determine any coexisting conditions that indicate the need for additional professional assessment and services

Sanctuary’s clinical team utilizes the CRAFFT screening interview in addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation.

Ongoing Screening / Assessments continues throughout an adolescent’s treatment program to determine Patient Placement Appropriateness.

In narrative form, state how the activities from **II.1k** to **II.1o** were implemented and addressed.

- Adhere to Territory and Federal laws, regulations, and agency policies governing alcohol and other drug abuse services
- Demonstrate the proper skills to prepare reports and relevant records, integrating available information to facilitate the continuum of care
- Chart pertinent ongoing information pertaining to client
- Utilize relevant information from written documents for client care
- Adhere to Federal Laws including 42 C.F.R. Part II and HIPPA of 1996

Program staff participates in 42 C.F.R. part II and HIPPA workshops annually and whenever offered via on island training. Staff ensures that all information collected for client is secured behind two (2) locked doors at all times.

Each individual, group or family session and treatment plan is documented in client file.

Rehabilitation Services for Adolescents

Monthly Reporting Period:

June 1, 2019 through June 30, 2019

Task/Activity

Sanctuary, Inc. Monthly Progress Report

**II.2a** Provide services for a minimum of 12 adolescents at any given time for Level 1 Outpatient Services.

Level I Outpatient program "Pathways" had a total of **twenty-seven (27)** group members during the month of June with a total of **six (6) sessions**. Two of the group sessions was conducted for clients remanded to DYA during the reporting period. To date, "Pathways" has provided services to a total of **thirty (30)** adolescents during this 2019 fiscal year.

In narrative form, state how the activities from **II.2b** to **II.2d** were implemented and addressed.

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:

- 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

Early Recovery Skills: Pros and Cons; Stages of Recovery; Alcohol Arguments; Internal Triggers;

Relapse Prevention: Your decision to use or not to use; When did I start using; Making New Friends; To Use or Not to Use; Sex and Recovery

D&A Education: Opiates; Meth; Alcohol; Cannabis; LSD

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:	June 1, 2019 through June 30, 2019
Task/Activity	Sanctuary, Inc. Monthly Progress Report

	All groups are “open” in structure. The Matrix program and its various components are arranged to accommodate the open structure. Clients who have been in treatment longer serve as role models for those just entering treatment.
<b>II.2e</b> 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.	<p>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.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p> <p>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.</p>
<b>II.2f</b> Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.	Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.
<b>II.2g</b> 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.	<p>Sanctuary facilitates weekly groups utilizing the Matrix Model for Teens &amp; Young Adults on Saturdays from 10:00 to 1:30. When necessary and arrangements have been made with their primary counselor, clients who need to miss a Saturday session can attend group on Mondays from 6:00 to 7:30, provided the session is not repetitive of previous sessions already attended.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p>
<b>II.2h</b> 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.
<b>II.2i</b> Ensure adolescent females who are pregnant or who are intravenous drug users be given preference to treatment.	Counselors are aware to give preference to this population. None have been identified during this reporting period.

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:	June 1, 2019 through June 30, 2019
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<p><b>II.2j</b> Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care, as applicable.</p>	<p>Counselors meet with clients individually to transition client towards next level of care as needed. Assessing clients using the ASAM’s six dimensions throughout their treatment is conducted to ensure that clients are in the appropriate level of care as they progress in the recovery process.</p>
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<p><b>II.3a</b> Provide services for a minimum of 8 adolescents at any given time for Level II Intensive Outpatient Services.</p>	<p>Level II Intensive Outpatient program “High Hopes” had a total of <b>sixty-one (61)</b> group members during the month of June with a total of <b>twelve (12)</b> sessions. Two of the group sessions was conducted for clients remanded to DYA during the reporting period. To date, “High Hopes” has provided services to a total <b>twenty-nine (29)</b> adolescents during this 2019 fiscal year. There is presently five (5) adolescents on the waiting list pending PPD and orientation.</p>
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<p><b>II.3b</b> Provide 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.</p>	<p>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.</p> <p>Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.</p> <p>Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced during each group and individual session.</p>
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<p><b>II.3c</b> Provide detailed provisions for clients to receive HIV/AIDS/STDs education and available linkages for early intervention and treatment.</p>	<p>Sanctuary currently employs two (2) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC’s.</p>
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<p>In narrative form, state how the activities from <b>II.3d</b> to <b>II.3e</b> were implemented and addressed.</p>	<p>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</p>
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**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**June 1, 2019 through June 30, 2019**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

- Minimum six (6) hours a week for treatment
- Utilize Matrix Model for teens curriculum
- Experience with necessary techniques for IOP

held for clients currently being detained at DYA on Wednesdays, from 2:00 p.m. to 6:00 p.m.

Parent education groups are held on Saturdays from 12:00 to 1:30.

Adolescents in Level II (“High Hopes”) groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of June:

Early Recovery Skills: Pros and Cons; Stages of Recovery; Alcohol Arguments; Internal Triggers;

Relapse Prevention: Life Satisfaction Scale; One Day at a Time; Alcohol Arguments; What do you want to do with your Substance Use; Relapse Justification II; Cigarette Arguments; Introduction to 12-steps; Repairing Relationships; Today I feel; Sex and Recovery

D&A Education: Opiates; Meth; Alcohol; Cannabis; LSD

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.

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>June 1, 2019 through June 30, 2019</b>
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.
<b>II.3f</b> 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.
<b>II.3g</b> 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.
<b>II.3h</b> 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.
<b>II.3i</b> 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

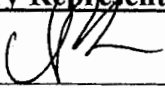
Monthly Reporting Period:

June 1, 2019 through June 30, 2019

Task/Activity

Sanctuary, Inc. Monthly Progress Report

**Sanctuary Representative:**



Victor Camacho

Executive Director

Date: 07/05/2019

Prepared by: Kelly Jensen, MS., CSAC III



**GBHWC Representative:**

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



Position Title:

CDTS III

Date of Submission:

7/5/19

## Attachment 4

*Sanctuary Incorporated of Guam*

*Runaway and Homeless Youth Basic Center*

### Reporting Agency

Department of Youth Affairs

### Reports

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



# SANCTUARY INCORPORATED OF GUAM

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

Address: 406 Maimai Road, Chalan Pago, Guam 96910

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

Website: [www.sanctuaryguam.com](http://www.sanctuaryguam.com) \* E-mail: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)



July 10, 2019

Melanie Brennan, Director  
Department of Youth Affairs  
169 San Isidro Street  
Mangilao, Guam 96923



Department of Youth Affairs

JUL 10 2019

*[Handwritten signature]* 3:17 pm

**Director's Office**

RE: Quarterly Program Status Report

Hafa Adai Ms. Brennan,

Attached is the quarterly status report for the period of April 1 through June 30, 2019. If you should have any questions or concerns, please feel free to contact me at 475-7101.

Si Yu'os Ma'ase,

*[Handwritten signature]*

VICTOR CAMACHO  
Executive Director

**FY 2018-2019 RUNAWAY HOMELESS YOUTH (RHY) BASIC CENTER**

**Department of Youth Affairs**

**QUARTERLY PERFORMANCE REPORT FORM**

<b>ORGANIZATION/AGENCY:</b> Sanctuary Incorporated of Guam	
<b>VENDOR NUMBER:</b> S1456001	
<b>PERSON COMPLETING REPORT:</b> Leilani G. Giltinag, Quality Assurance Officer	
<b>TELEPHONE:</b> 475-7101	<b>FAX:</b> 477-3117
<b>REPORT PERIOD:</b> April 1 – June 30, 2019	<b>DATE OF REPORT:</b> July 10, 2019

**Project Description:**

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

**Project Goals and Objectives; Project Activities; Project Performance Measures; Project**

**Outcomes:**

<p><b>Goal:</b> The overall goal of the CO-ED is to provide professional services for up to 200 who are runaways, homeless, or victims of abuse.</p> <p>Decrease recidivism and problems of runaways and homeless youth.</p> <p><b>Objective 1.</b> 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 &amp; radio), public presentations, bus stop murals, school presentations, door-to-door street outreach, and informational displays at shopping centers throughout the island.</p> <p><b>Indicator/Outcomes/Periodicity:</b> <i>Awareness of available services for run away and troubled youth for the community of Guam as a whole.</i></p>	<p><b>Results:</b></p> <p>For this reporting period, our agency provided services for a total of fifteen (15) youth in the community. Twelve (12) were victims of abuse/neglect, three (3) on extended authorized leave from DYA, and two (2) were referred from JPO due to the home being unsuitable for the minor(s).</p>
<p><b>Activity A:</b></p>	<p><b>Results:</b></p>



<p>The Emergency Shelter program will provide individual supportive counseling at least twice a week for each youth residing in the shelter.</p> <p><b>Time Line:</b> Daily; ongoing daily sessions</p> <p><b>Responsible Parties:</b> Case Manager and Residential Assistants</p>	<p>During, this reporting period, a total twelve (12) youth resided in the shelter during the month of April; a total Twelve (12) youth resided in the shelter during the month of May; and a total Fifteen (15) youth resided in the month of June. At least three hundred and fifty (350) individual supportive counseling sessions were conducted that included educational, health and personal growth.</p>
<p><b>Activity B:</b> To provide therapeutic and recreational activities for youth to promote personal well being.</p> <p><b>Timeline:</b> Daily</p> <p><b>Responsible Parties:</b> Case Manager and/or Residential Assistants</p>	<p><b>Results:</b> 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.</p>
<p><b>Objective II.</b> 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.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Accessibility of children and their families in crisis situations who use Emergency Shelter services.</i></p> <p><b>Activity A:</b> 24-hour crisis hotline is open to the general public to provide immediate feedback, assessments and referrals to appropriate agencies.</p> <p><b>Time line:</b> on-going</p> <p><b>Responsible Parties:</b> Crisis Intervention Worker and Case Manager II</p>	<p><b>Results:</b> Over five hundred fifty (550) contacts were made via 24-hour crisis hotline.</p> <p>Household and family dynamics, beyond control behavior, physical abuse, neglect, runaway, homelessness, violence and aggression, and sexual abuse were the top issues of concern for youth who accessed the crisis hotline.</p>
<p><b>Activity B:</b> Provide referral services for all youth and their family members assessed for services needed from other agencies.</p> <p><b>Timeline:</b> on-going</p> <p><b>Responsible Parties:</b> Crisis Intervention Worker, Case Manager I and Case Manager II</p>	<p><b>Results:</b> An estimation of one hundred fifty (150) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&amp;A, Sanctuary Youth Anger Management (YAM), Sanctuary Strengthening Families Program (SFP), Child Protective Services, I Famagu'on-ta, GALA, and Island Girl Power.</p>
<p><b>Objective III:</b></p>	<p><b>Results:</b></p>

<p>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.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Accessibility of emergency 24hr placement for runaway and homeless youth needing assistance/guidance to begin the reunification process.</i></p> <p><b>Activity A:</b> 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.</p> <p><b>Activity B:</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.</p> <p><b>Timeline:</b> ongoing</p> <p><b>Responsible Parties:</b> Case Manager II, Case Manager I</p>	<p>During this quarter a total of fifteen (15) youth received shelter services. There were seven (7) new intakes admitted to shelter. Eleven (11) youth continued to receive shelter services into the months of May and June. A total three (3) youth were placed transitioned into the care of their parents/legal guardians.</p> <p><b>Results:</b> 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.</p>
<p><b>Objective IV</b> 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.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Conflict Mediation skills of children and their families</i></p> <p><b>Activity A:</b> Provide family skills training sessions for youth and their families experiencing crisis situations through Sanctuary's 24-hour crisis hotline or Emergency Shelter Program.</p> <p><b>Time line:</b> ongoing</p> <p><b>Responsible Parties:</b></p>	<p><b>Results:</b> A total of six (6) 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.</p>

<b>Crisis Intervention Worker, Case Manager</b>	
<p><b>Activity B:</b> The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger.</p> <p><b>Timeline:</b> ongoing</p> <p><b>Responsible Parties:</b> AmeriCorps facilitators and volunteers.</p>	<p><b>Results:</b> A total of thirteen (13) Middle/High School YAM classes were conducted during this reporting period with a total of twenty (20) youth who received YAM classes at the Astumbo Middle School and Main Office at Sanctuary Incorporated of Guam. These youth were mentored by Sanctuary's AmeriCorps Volunteers during the group session. The group's participants consisted of youth in Sanctuary programs, as well as outside referrals from other agencies such as GDOE, I Famagu'on-ta, Probation as well as self referrals.</p>
<p><b>Objective V:</b> 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.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Availability of supportive services to children and their families in crisis situations.</i></p> <p><b>Activity A:</b> 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.</p> <p><b>Timeline:</b> ongoing</p> <p><b>Responsible Parties:</b> Crisis worker and Case-Manager</p>	<p><b>Results:</b> Individual supportive counseling sessions were provided this reporting period to assist youth and their parent/legal guardians to make appropriate decisions relative to their family dynamics. The breakdown of the sessions are as follow:</p> <ul style="list-style-type: none"> <li>- Three hundred fifty (350) youth individual supportive counseling sessions.</li> <li>- Six (6) parent individual supportive counseling sessions.</li> <li>- IPP completion rate for this quarter is at 40%</li> </ul>
<p><b>Activity B:</b> The project will provide case management services for youth and their families that will enhance stabilize and strengthen their relationships.</p> <p><b>Timeline:</b> ongoing</p> <p><b>Responsible Parties:</b> Case Manager II and Case Manager I</p>	<p><b>Results:</b> A total fifteen (15) youth received case management services via the Co-Ed Shelter and three (3) participated in Aftercare services.</p>

**Problems Encountered:**

A challenge encountered this quarter is again not being able to identify an alternate placement in a timely manner for youth who are wards of the state due to exhaustion of alternate familial/relative placement and limited foster care placement. The youth and parent(s)/legal guardian(s) are always encouraged to sign up for aftercare services to assist with transitioning the youth back home and if problems may arise. Parents and/or guardians failed to make regular or any contact with their child while in the shelter. It was a challenge to establish communication and schedule family quality time due to parents and/or guardians being out of reach or difficult to contact. In addition, clients are experiencing delay in the reunification process due to legal guardians being unemployed, homeless, financially unstable, etc. Other concerns involve clients frequently remanded to DYA for beyond control issues. This causes set backs in their Individual Program Plan and their goal to reunite with their families.

**Future Plans:**

The Case Management and Counseling department continue to develop corrective action plans to address several gaps in services such as improving placement time periods, monitoring of case management activities, and case updates. Sanctuary continues to partner with agencies such as Child Protective Services and the Department of Youth Affairs by increasing day to day communication to discuss ways to better serve clients in shelter. To assist with these plans, we continue to increase our staff population. Executive Director Victor Camacho, appointed in February of 2019, is working with the team to find innovative ways to access support services that directly benefit the COED Emergency shelter. We also receive funding under the VOCA grant to assist victims of crimes, which we often encounter; and funding through the Basic Center grant to assist in funding self-referrals in shelter.

**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; 28 of 39 (71.8%) 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 (40%) based on parents' verbal feedback to the Case Manager. Several of the clients during this reporting period were wards of the state. The number provided above only includes clients who were able to work towards reunification with a family member or foster parent. It is challenging to work on a family relationship when a family member or foster parent is not identified or uninvolved. More than 30 days are needed to work on fostering a positive relationship when working with CPS clients and their family members or foster parent.
Families Satisfied with Program	A total of out of 13 families reported verbal feedback during this reporting period. Of the total number of families who have reported 93% have stated to be satisfied with all aspects of the

	<p>program including, 85% 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:</p> <ol style="list-style-type: none"> <li>1) Noted quality in family relationships</li> <li>2) Future access of services</li> <li>3) Accessibility and response time</li> <li>4) Overall rating of services</li> <li>5) Recommending services to others</li> </ol>
Client Satisfaction	<p>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.</p>

Performance Measures	Data
<p><b>Performance Measures: Number and Percent of program youth committed to correctional facility.</b>            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.</p>	
<p><b>Reporting Format:</b></p> <p>A. The number of program youth enrolled in a correctional facility</p>	3
<p>B. Number of youth in the program.</p>	15
<p>C. Percent (A/B)</p>	20%
<p><b>Performance Measures (Description) Number and percent of program youth completing program requirements</b>            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.</p>	
<p><b>Reporting Format:</b></p> <p>A. The number of youth who exited the program having completed program requirements.</p>	3
<p>B. Number of youth who left the program.</p>	0
<p>C. Percent (A/B)</p>	N/A



# 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

June 10, 2019

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 2019) from April 01, 2019 thru June 30, 2019.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Un Dankalu na Si Yu'os Ma'ase,

VICTOR CAMACHO  
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam  
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)  
FY 2019 (April 1, 2019 - June 30, 2019)  
3rd Quarter Expenditure Report  
Department of Youth Affairs  
Runaway Homeless Program**

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	<b>\$ 332,150</b>		
		Salary	\$ 57,683.66
		Benefits	\$ 6,371.80
		Travel	\$ -
		Contractual	\$ 552.72
		Supplies & Materials	\$ 7,525.25
		Equipment	\$ -
		Utilities	\$ 14,199.37
		Miscellaneous	\$ 7,257.40
		Vehicle Lease	\$ -
		<b>Grand Total</b>	<b><u>\$ 93,590.20</u></b>

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

SIGNATURE OF AUTHORIZED OFFICIAL:



\_\_\_\_\_  
VICTOR CAMACHO  
EXECUTIVE DIRECTOR

DATE: 7/10/19

**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, 2019 through June 30, 2019**



# COPY



## Sanctuary Incorporated of Guam

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Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)  
[www.sanctuaryguam.com](http://www.sanctuaryguam.com)



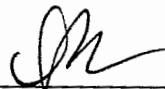
### INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	April 1-30, 2019	<b>DATE:</b> 4/30/2019										
<b>TO:</b> JUDICIARY OF GUAM Attn: Financial Management Division 120 West O'Brien Drive Hagatna, Guam 96910	Federal Award No: 2016-CZ-BX-0004 Vendor No: 197396 Purchase Order No: 2019-00000257 Invoice No: JOG2019-002											
<table border="1"> <thead> <tr> <th>Client</th> <th>Date</th> <th>Number of Days</th> <th>Daily Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>JW</td> <td>04/01/19-04/30/19</td> <td>30</td> <td>\$ 135.00</td> <td>\$4,050.00</td> </tr> </tbody> </table>			Client	Date	Number of Days	Daily Rate	Total	JW	04/01/19-04/30/19	30	\$ 135.00	\$4,050.00
Client	Date	Number of Days	Daily Rate	Total								
JW	04/01/19-04/30/19	30	\$ 135.00	\$4,050.00								

2019 APR 30 AM 10:43  
 RECEIVED  
 FINANCIAL MANAGEMENT DIVISION

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

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

  
 Victor Camacho  
 Executive Director

5/9/19  
 Date

# SANCTUARY INCORPORATED OF GUAM

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

Program Agreement Report  
Report Ending 04/30/19

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

### I. Program Summary

Sanctuary Incorporated 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 effects their behavior and communication with their parents/legal guardian.
- c. Court Order provide 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
JW	Chuukese	16	Male	Homeless (inadequate living quarters)	Daven Roberto

# **SANCTUARY INCORPORATED OF GUAM**

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

Total clients(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. Resident has identified family support.

### **Concerns and Proposed Solutions**

1. Housing/Living situation as to the minor not being able to return home currently. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
3. Client displays disruptive behaviors towards Sanctuary Staff by violating shelter rules, refusing staff directives, and making vulgar comments.
4. Client displays troublesome behaviors by graffitiing official sanctuary vehicle.
5. Client acquiring multiple infractions within the COED Emergency Shelter such as insubordination, aggression, and profanity towards the Sanctuary Staff.

## **IV. PLANS FOR THE REPORTING PERIOD**

We 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. As a part of our efforts in providing services rendered to our youth & their families; we 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.

**COPY**



**Sanctuary Incorporated of Guam**

*A Non-profit Organization Established in 1971*

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

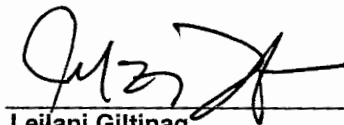



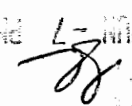
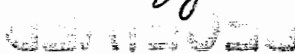
**INVOICE**

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	May 1-31, 2019	<b>DATE:</b> 5/31/2019															
<b>TO:</b> JUDICIARY OF GUAM Attn: Financial Management Division 120 West O'Brien Drive Hagatna, Guam 96910	Federal Award No: 2016-CZ-BX-0004 Vendor No: 197396 Purchase Order No: 2019-00000257 Invoice No: JOG2019-003																
<table border="1"> <thead> <tr> <th>Client</th> <th>Dates</th> <th>Number of Days</th> <th>Daily Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>JW</td> <td>05/01/19-05/09/19</td> <td>9</td> <td>\$ 135.00</td> <td>\$1,215.00</td> </tr> <tr> <td>ES</td> <td>05/13/19-05/31/19</td> <td>19</td> <td>\$ 135.00</td> <td>\$2,565.00</td> </tr> </tbody> </table>			Client	Dates	Number of Days	Daily Rate	Total	JW	05/01/19-05/09/19	9	\$ 135.00	\$1,215.00	ES	05/13/19-05/31/19	19	\$ 135.00	\$2,565.00
Client	Dates	Number of Days	Daily Rate	Total													
JW	05/01/19-05/09/19	9	\$ 135.00	\$1,215.00													
ES	05/13/19-05/31/19	19	\$ 135.00	\$2,565.00													

**TOTAL PAYMENT REQUEST: \$3,780.00**

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

 6/6/19  
\_\_\_\_\_  
Leilani Giltinag Date  
Acting Executive Director

  
2019 JUN -7 PM 12:03  
  




# SANCTUARY INCORPORATED GUAM

*Helping Youth and Families Help Themselves*

406 Maimai Road, Chalan Pago, GU 96910

TEL: (671) 475-7101 • FAX: (671) 477-3117

CRISIS HOTLINE: (671) 475-7100 • sanctuaryguam.com



May 31, 2019

## Memorandum for Record

TO: Sanctuary Staff

FROM: Executive Director

RE: Acting Appointment

Hafa Adai,

Please be advised I will be off-island on leave from MONDAY June 3, 2019 through TUESDAY June 11, 2019. In my absence, I am appointing Leilani Giltinag as Acting Executive Director.

Please provide your continued support for and cooperation with Ms. Leilani during this time. See you soon.

Si Yu'os Ma'ase.

Victor Camacho

Executive Director

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

Program Agreement Report  
Report Ending 05/31/19

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

**I. Program Summary**

Sanctuary Incorporated 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 effects their behavior and communication with their parents/legal guardian.
- c. Court Order provide 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)

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

**III. Program Report:**

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

Initials	Ethnicity	Age	Gender	Status	Probation Officer	Entry Date & Time	Exit Date & Time
ES	Chamorro	13	Female	Homeless (inadequate living quarters)	Jonah Carbullido	05/13/19 @ 9:21 am	In House
JW	Chuukese	16	Male	Homeless (inadequate living quarters)	Daven Roberto	03/05/19 @ 5:55 pm	5/9/19 @ 3:00 pm

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

**Program Accomplishments:**

1. Establishing housing by immediate placement through the COED Emergency Shelter Program.
2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the Judicial system must adhere to all law regulations including active cases.
6. Resident has identified family support.
7. Client ES has displayed excellent behavior throughout her stay at the COED Emergency Shelter and she has identified family support.
8. Client JW has improved his behavior since his return from the Department of Youth Affairs on (5/23/19 at 5:15pm).

**Concerns and Proposed Solutions**

1. Housing/Living situation as to the minor not being able to return home currently. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.

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

2. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
  
3. Client displays disruptive behaviors towards Sanctuary Staff by violating shelter rules, refusing staff directives, and making vulgar comments. However, JW was remanded back to DYA for violation of his Probation and the case managers have worked with him to develop various plans of action to help him.

**IV. PLANS FOR THE REPORTING PERIOD**

We 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. As a part of our efforts in providing services rendered to our youth & their families; we 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.





# Sanctuary Incorporated of Guam

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[www.sanctuaryguam.com](http://www.sanctuaryguam.com)

# COPY



## INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910		June 1-30, 2019	<b>DATE:</b> 6/30/2019																
<b>TO:</b> JUDICIARY OF GUAM Attn: Financial Management Division 120 West O'Brien Drive Hagatna, Guam 96910		Federal Award No: 2016-CZ-BX-0004 Vendor No: 197396 Purchase Order No: 2019-00000257 Invoice No: JOG2019-004																	
<table border="1"> <thead> <tr> <th>Client</th> <th>Dates</th> <th>Number of Days</th> <th>Daily Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>JW</td> <td>06/01/19-06/30/19</td> <td>30</td> <td>\$ 135.00</td> <td>\$4,050.00</td> </tr> <tr> <td>ES</td> <td>06/01/19-06/30/19</td> <td>30</td> <td>\$ 135.00</td> <td>\$4,050.00</td> </tr> </tbody> </table>					Client	Dates	Number of Days	Daily Rate	Total	JW	06/01/19-06/30/19	30	\$ 135.00	\$4,050.00	ES	06/01/19-06/30/19	30	\$ 135.00	\$4,050.00
Client	Dates	Number of Days	Daily Rate	Total															
JW	06/01/19-06/30/19	30	\$ 135.00	\$4,050.00															
ES	06/01/19-06/30/19	30	\$ 135.00	\$4,050.00															

*Handwritten initials: FMD*

2019 JUL -5 PM 3:48  
**RECEIVED**

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

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

*[Signature]* 7/2/19  
 Victor Camacho Date  
 Executive Director

# SANCTUARY INCORPORATED OF GUAM

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

Program Agreement Report  
Report Ending 06/30/19

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

### I. Program Summary

Sanctuary Incorporated 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 effects their behavior and communication with their parents/legal guardian.
- c. Court Order provide by the presiding Judge and Juvenile Probation Officer; accompanied by other court documents (as needed).
- d. Parent/Legal Guardian Agreement to receive services
- e. Birth Certificate; Medical Insurance (if any)
- f. PPD Skin Test Clearance
- g. Crisis Assessment (conducted by the Crisis Manager)

### III. Program Report:

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

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

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

# **SANCTUARY INCORPORATED OF GUAM**

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

### **IV. Program Accomplishments:**

1. Establishing housing by immediate placement through the COED Emergency Shelter Program.
2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the Judicial system must adhere to all law regulations including active cases.
6. Resident has identified family support.
7. Client ES has displayed excellent behavior throughout her stay at the COED Emergency Shelter and she has identified family support.
8. Client ES has been attending Inafa' Maulek Summer Camp hosted by Sanctuary Inc. which is held at the Barrigada Community Center. Camp is monitored by Sanctuary Staff at all times.
9. Client JW has improved his behavior since his return from the Department of Youth Affairs on (5/23/19 at 5:15pm).

### **V. Concerns and Proposed Solutions**

1. Housing/Living situation as to the minor not being able to return home currently. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
3. For the reporting period: Client JW has had multiple infractions against shelter rules and regulations. Client JW has been using vulgar comments against staff members and client JW refuses to listen to staff directives when instructed to complete a task or wake up calls in the morning.

### **VI. PLANS FOR THE REPORTING PERIOD**

We 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. As a part of our efforts in providing services rendered to our youth & their families; we 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.