

**From:** Speaker's Office <speaker@guamlegislature.org>  
**Sent:** Wednesday, July 15, 2020 4:50 PM  
**To:** Clerks Office  
**Cc:** Rennae Meno  
**Subject:** Messages and Communications  
**Attachments:** Sanctuary FY2020 2nd Quarter Submittal.pdf

07-15-20	4:17 PM	07-15-20	FY2020 2nd Quarter Lists of Expenditures over \$5,000; 2nd Quarter Appropriations/Expenditure Reports; 2nd Quarter Progress Reports.	Sanctuary Incorporated of Guam	35GL-20-2008
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*Sinseru yan Minagâhet,*

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

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

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

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

Gumai pribilehu yan konfedensia este siha na mensâhi. Solo espesiâtmente para hâgu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespâtcha. Yanggen lachi rinisibu-mu nu este na mensâhi , put fabot ago' guatu gi I numa'huyong gi as [speaker@guamlegislature.org](mailto:speaker@guamlegislature.org) yan despues destrosa todû siha I kopian mensâhi. Si Yu'os ma'âse'.



**SANCTUARY INCORPORATED OF GUAM**

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

**Transmittal Form**

**Date:** July 15, 2020

*35GL-20-2008*  
**Speaker Tina Rose Muna Barnes**

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

JUL 15 2020  
Time 4:17 (AM) (PM)  
Received By: Matt

**Enclosed herewith are the following documents:**

1. FY2020 2<sup>nd</sup> quarter list of expenditures over \$5,000
2. FY2020 2<sup>nd</sup> quarter list of appropriations/expenditure reports
3. FY2020 2<sup>nd</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'ase',**

**VICTOR CAMACHO**  
Executive Director

**ACKNOWLEDGEMENT**

Receipt of the above is hereby acknowledged:

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

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

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

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

**24 HOUR CRISIS HOTLINE: (671) 475-7100**





## SANCTUARY INCORPORATED OF GUAM

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

July 15, 2020

HONORABLE TINA MUNA-BARNES

*Speaker*

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 **January 1, 2020 through March 31, 2020 (2<sup>nd</sup> Quarter of Fiscal Year 2020)**.

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

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

Un Dångkalo na Si Yu'os Ma'åse',

---

VICTOR CAMACHO

Executive Director

**24 HOUR CRISIS HOTLINE: (671) 475-7100**





## SANCTUARY INCORPORATED OF GUAM

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

### Transmittal Form

**Date:** July 15, 2020

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

**Enclosed herewith are the following documents:**

1. FY2020 2<sup>nd</sup> quarter list of expenditures over \$5,000
2. FY2020 2<sup>nd</sup> quarter list of appropriations/expenditure reports
3. FY2020 2<sup>nd</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'åse',**

  
\_\_\_\_\_  
**VICTOR CAMACHO**  
Executive Director

### ACKNOWLEDGEMENT

Receipt of the above is hereby acknowledged:

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

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

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

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

**24 HOUR CRISIS HOTLINE: (671) 475-7100**





## SANCTUARY INCORPORATED OF GUAM

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

July 15, 2020

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

Håfa Adai Mr. Cruz:

In compliance with Public Law 28-150, please find herein reports for all our programs which receive funding through a Government of Guam agency. Section 7 specifically states: All non-profit organizations funded by this Act shall maintain financial records that accurately account for appropriated funds and shall provide a budgetary breakdown by object category to the department or agency overseeing the appropriation. Sanctuary has existing contracts with the following Government of Guam agencies: Governor Commission- Serve Guam Commission, Guam Behavioral Health and Wellness Center, Guam Department of Public Health and Social Services, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from **January 1, 2020 through March 31, 2020 (2<sup>nd</sup> Quarter of Fiscal Year 2020)**.

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

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

Un Dångkalu, na Si Yu'os Ma'åse',

---

VICTOR CAMACHO  
Executive Director

**24 HOUR CRISIS HOTLINE: (671) 475-7100**



## Attachment 1

*Sanctuary Incorporated of Guam*  
*AmeriCorps Program*

Reporting Agency

Governor Commission- Serve Guam Commission

Reports

1. Program Financial Report for 2<sup>nd</sup> QTR ending March 31, 2020 for Grant Year 2018-2019.



# SANCTUARY, INCORPORATED

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

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



April 10, 2020

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

Dear Ms. Aguon:

Attached for your review is the Federal Financial Report for AmeriCorps - *Ayuda Para I Komunidat* Program for the month ending March 31, 2020, for Grant Year 2018-2019.

Should you have any questions or comments, please feel free to contact me at 475-7101, fax me at 477-3117, or email at [vic.camacho@gmail.com](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  <b>Corporation for National and Community Service</b>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  <b>18AC203519</b>	Page <b>1</b>	of <b>1</b>
--	--	------------------	----------------

3. Recipient Organization (Name and complete address including Zip code) <b>Sanctuary Incorporated of Guam</b> <b>406 Mai Mai Road Chalan Pago, Guam 96910</b>				
4a. DUNS Number <b>855025284</b>	4b. EIN <b>96-0002543</b>	5. Recipient Account Number or Identifying Number <b>17AFHGU0010004</b>	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
8. Project/Grant Period From: (Month, Day, Year) <b>1-Sep-19</b>		To: (Month, Day, Year) <b>30-Sep-20</b>		9. Reporting Period End Date (Month, Day, Year) <b>31-Mar-20</b>

10. Transactions		Cumulative																					
<i>(Use lines a-c for single or multiple grant reporting)</i>																							
<b>Federal Cash</b>																							
a. Cash Receipts																							
b. Cash Disbursements		\$0.00																					
c. Cash on Hand (line a minus b)		\$0.00																					
<i>(Use lines d-o for single grant reporting)</i>																							
<b>Federal Expenditures and Unobligated Balance:</b>																							
d. Total Federal funds authorized		\$719,981.00																					
e. Federal share of expenditures		\$377,852.49																					
f. Federal share of unliquidated obligations		\$0.00																					
g. Total Federal share (sum of lines e and f)		\$377,852.49																					
h. Unobligated balance of Federal funds (line d minus g)		\$342,128.51																					
<b>Recipient Share:</b>																							
i. Total recipient share required		\$30,368.00																					
j. Recipient share of expenditures		\$10,543.22																					
k. Remaining recipient share to be provided (line i minus j)		\$19,824.78																					
<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	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>a. Type</th> <th>b. Rate</th> <th>c. Period From</th> <th>Period To</th> <th>d. Base</th> <th>e. Amount Charged</th> <th>f. Federal Share</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> <td>0</td> </tr> <tr> <td align="center" colspan="6"><b>d Totals</b></td> <td></td> </tr> </tbody> </table>	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	N/A	N/A	N/A	N/A	N/A		0	<b>d Totals</b>							
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share																	
N/A	N/A	N/A	N/A	N/A		0																	
<b>d Totals</b>																							

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) <b>(671) 475-7101</b>
b. Signature of Authorized Certifying Official  	d. Email address <b>vic.camacho@gmail.com</b>
	e. Date Report Submitted (Month, Day, Year) <b>04/09/2020</b>
14. Agency use only	

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

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





**REIMBURSEMENT FORMULA GRANT REQUEST FORM**

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



AC GRANT AWARD NUMBER	AC GRANT ID NUMBER	DOA VENDOR NUMBER	DOA CONTRACT NUMBER	EMPLOYER ID	EMPLOYER DUNS NUMBER
17AFHGU0010004	18AC203519	S1456001	C190600640	96-0002543	855025284
PROGRAM PERIOD: 2018-2019	PROGRAM START DATE: 9/1/2019		PERIOD CLAIMING FOR: March-20		
REQUEST NUMBER:	2019- 7	FINAL CLAIM:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ACCOUNT NUMBER:	5101H190233SE103/280				

DEPT. OF ADMIN.	AMOUNT	AS400 PMT	CHK NUMBER	CNCS HHS DTE APPROVED	ATTACH CNCS DATE OF EMAIL: HHS AMOUNT APPROVED
FUNDS REQUESTED	50,391.08				
GRANT AWARD	\$ 719,981.00				
LESS: PREVIOUSLY REQUESTED:	\$ 327,461.41				
SUB-TOTAL	\$ 392,519.59				
LESS: AMOUNT OF THIS REPORT	\$ 50,391.08				
GRANT BALANCE:	\$ 342,128.51				

PROGRAM REPORTS are due on/ or before the 10th of each MONTH for compliance and reimbursement.  
 FISCAL REPORTS are due on/ or before the 10th of each MONTH for compliance.  
 FFR's are due on/ or before the 10th of each QUARTER for compliance.  
**Certification:** I certify to the best of my knowledge that this report is true and correct and that PROGRAM & FISCAL expenditures are approved and signed for purposes set forth and in the Grant Award. I understand that failure to comply in submitting on time due to late, problematic and chronic reporting indicating HIGH RISK will result on one official warning notice, suspension of contract and corrective actions, possible withholding of payment, and termination of contract.

PROGRAM DIRECTOR SIGNATURE/ DATE: *[Signature]* 04/09/2020  
 CERTIFYING OFFICER SIGNATURE/ DATE: *[Signature]* 04/09/2020  
 EXECUTIVE DIRECTOR SIGNATURE/ DATE: *[Signature]* 04/09/20

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 SERVICE 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 NOT BE PROCESSED WITHOUT THE ABOVE SIGNATURES			

**SGC - ASSURANCE & CERTIFICATION:**

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

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

*[This material is based upon work supported by the Corporation for National and Community Service (CNCS) under Grant No. 17CAHG UGU001, to the Serve Guam Commission, Office of the Governor, which oversees the AmeriCorps Programs in Guam. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS or AmeriCorps.]*





## 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 **January 1, 2020 through March 31, 2020**



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

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

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

inquiry@sanctuaryguam.org

www.sanctuaryguam.org



# COPY

*La Jd: Trine  
Benavente  
4/29/2020  
12:48pm*

April 15, 2020

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

Dear Ms. Unpingco-DeNorcey,

Hafa Adai! The information provided below is for the Foster Care Program (2nd Quarter of Fiscal Year 2020) from January 01, 2020 thru March 31, 2020.

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

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

Please let us know if you have any questions.

Sinceramente,

Victor Camacho  
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam**  
**Pursuant to P.L. 31-77 (Sanctuary, Incorporated)**  
**FY 2020 (January 01, 2020 - March 31, 2020)**  
**2nd Quarter Expenditure Report**  
**Department of Public Health and Social Services**  
**Foster Care**

Fund	Contract Amount	Object Classification	Expenditure
General	\$ 60,000.00		
		Salary	\$ 7,093.36
		Benefits	650.96
		Travel	-
		Contractual	157.83
		Supplies & Materials	995.10
		Equipment	460.00
		Utilities	2,003.05
		Miscellaneous	528.22
		Grand Total	\$ <u><u>\$ 11,888.52</u></u>

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

SIGNATURE OF AUTHORIZED OFFICIAL:



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

DATE: 4/20/20



**SANCTUARY INCORPORATED OF GUAM**  
*"Helping Youth and Families Help Themselves" since 1971*

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

inquiries@sanctuaryguam.com



**Foster Care Payments**

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

**Report Period: January 1 – March 31<sup>st</sup>, 2020**

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

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

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

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

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

Month	Full	Partial
January 2020	8	2
February 2020	10	1
March 2020	8	1
<b>Total:</b>	<b>26</b>	<b>4</b>

## Attachment 3

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

Reporting Agency

Guam Behavioral Health and Wellness Center

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

Reports

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress reports for **Outpatient (January 2020 through March 2020)**
4. Program progress reports for **Residential (January 2020 through March 2020)**
5. Program progress reports for **Guam Opioid Response Project (January 2020 through March 2020)**





# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

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

Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net

www.sanctuaryguam.com

# COPY

April 15, 2020

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

Dear Ms. Arriola:

Hafa Adai! The information provided below is for the Drug and Alcohol Program (2nd Quarter of Fiscal Year 2020) from January 01, 2020 thru March 31, 2020.

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

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

Please let us know if you have any questions.

Un Dankalu na Si Yu'os Ma'ase,

VICTOR CAMACHO  
Executive Director

RECEIVED  
4/29/2020  
@9:51am

**Non Profit Organization Receiving Appropriations from Government of Guam**  
**Pursuant to P.L. 31-77 (Sanctuary, Incorporated)**  
**FY 2020 (January 1, 2020 - March 31, 2020)**  
**2nd 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	\$ 85,459.13
		Benefits	\$ 10,890.61
		Travel	\$ -
		Contractual	\$ 264.75
		Supplies & Materials	\$ 2,492.11
		Equipment	\$ -
		Utilities	\$ 6,555.26
		Miscellaneous	\$ 3,239.45
		Vehicle Lease	\$ -
		<b>Grand Total</b>	<b><u>\$ 108,901.31</u></b>

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

SIGNATURE OF AUTHORIZED OFFICIAL:



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

DATE: 4/20/20

*Rec'd By: jmf  
4/29/2020  
@ 9:50am*



# 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

# COPY

## 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> 1/31/2020
<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-2020-4.1	
<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
<b>TOTAL PAYMENT REQUEST:</b>		\$	<b>35,000.00</b>

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.

  
 Victor Camacho  
 Executive Director

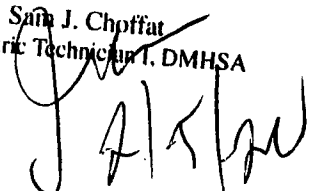
2/3/20  
 Date

Recommended for payment: I certify Invoice No. DMHSA-2020-4.1 to be true and correct; and that services for January 1-31, 2020 have been rendered; and payment for this period is due

Athena Duenas  
D & A Supervisor

Date

Sarah J. Choffat  
Psychiatric Technician I, DMHSA





# 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)



February 4, 2020

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

RE: Residential Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

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

Si Yu'os, Ma'ase'.

Victor Camacho  
Executive Director

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:

January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

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

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

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

During this monthly reporting period:

30-day Treatment

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

180-day Treatment

- 6 Clients were served.
- 0 Transfer to another level of care (Aftercare)
- 0 Wait Listed
- 3 Pending List
- 0 Completed

- Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5
- Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations.
- Program staff continues to address barriers regarding PPD clearances by working with DYA, IFamaguon'ta, DPJISS and private/outreach clinics.
- Program staff continues to work with Juvenile Drug Court, DYA and IFamagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment.
- Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.

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

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

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**January 01, 2020 through January 31, 2020**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

	<p>goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.</p>
<p>In narrative form, briefly state how clients benefited from the core functions or services from this level?</p>	<p>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.</p>
<p>State any commendations to show the strengths of the Program:</p>	<p>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.</p> <p>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.</p>
<p>State any recommendations for the improvement of service delivery:</p>	<p>All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.</p>
<p><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.</p>	<p>Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning &amp; 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.</p>
<p><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.</p>	<p>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</p>

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:

January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

<p><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.</p>	<p>when needed to help clients move through the stages of change.</p> <p>Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness.</p> <p>Assessments were ongoing throughout client's treatment episode.</p>
<p><b>MATRIX Model Family Education: Family Education / Support Group</b></p>	<p>During this monthly reporting period:</p> <ul style="list-style-type: none"> <li>• 1 sessions were conducted.</li> <li>• 04 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>
<p>In narrative form, briefly state how activities from Matrix Parent Education Support Group were implemented and addressed?</p>	<p>The group lessons/activities included: defining Personal Meaning of Parenting. Questions, answers, and comments were addressed to close out the sessions. * No parent attendance on 01/04/20, 01-11/19.</p>
<p>In narrative form, briefly state how Family benefited from the core functions or services from this level?</p>	<p>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.</p>
<p>State any commendations to show the strengths of the Program:</p>	<p>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.</p>
<p>State any recommendations for the improvement of service delivery:</p>	<p>Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continues to network with the Superior Court of Guam to provide interpreters for screenings.</p>

Residential Rehabilitation Services for Adolescents

Monthly Reporting Period:

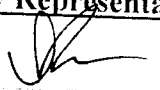
January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Sanctuary Representative:



Victor Camacho  
Executive Director  
Date: 02/03/2020

Prepared by: Eugene Anderson, CSAC II *EA*  
& Dawn Cruz, CSAC

GBHWC Representative:

Received By:

*Sam J. Choffat*  
Psychiatric Technician I DMHSA

Position Title:

Date of Submission:

*2/5/20*





# Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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

# COPY

## INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM Drug & Alcohol Residential Treatment Program - Sagan Na Hornlo		<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913		<b>DATE:</b> 1/31/2020
<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 2020-4
<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' Hornlo and that this is a true and certified original.

2/3/20

**Victor Camacho**  
Executive Director

Date

Recommended for payment: I certify Invoice No. DMHSA-2020-4 to be true and correct; and that services for January 1-31, 2020 been rendered; and payment for this period is due.

**Athena Duenas**  
D & A Supervisor

Date

**Sam L. Choffat**

Psychiatric Technician I, DMHSA

2/5/20



# SANCTUARY INCORPORATED OF GUAM

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February 4, 2020

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

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

Si Yu'os, Ma'ase'.

Victor Camacho  
Executive Director

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**January 01, 2020 through January 31, 2020**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

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

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

Program staff continue to work with I<sup>7</sup> Famagu<sup>7</sup>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.

In narrative form, state how the activities from **II.1g**

Sanctuary's clinical team utilizes the CRAFFT screening interview in

Rehabilitation Services for Adolescents

Monthly Reporting Period:

January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Inc. Monthly Progress Report

to **II.1j** were implemented and addressed.

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

addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation.

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

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

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

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

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

Rehabilitation Services for Adolescents

January 01, 2020 through January 31, 2020

Monthly Reporting Period:

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.

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

- Relevant alcohol, tobacco and other drug use/abuse information
- Assist them to make rational decisions
- Build social skills to prevent substance related problems from re-occurring.
- Information about available alcohol, tobacco and drug resources in the Territory of Guam and off-island
- Information about the legal aspects that pertains to drug and alcohol related crimes

Level I Outpatient program "Pathways" offered a total of **(3) sessions** during this reporting period with a total of **12 participants**. "Pathways" has provided services to a total of **fifteen (15)** adolescents during the 2020 fiscal year.

Adolescents in Level I ("Pathways") groups participated in the Matrix models daily scheduling and calendars activities, in addition to the following lessons during the month of December:

Early Recovery Skills: Pros & Cons; Triggers/Trigger Thought Craving Use.

Relapse Prevention: Users In My Home; Having A Good Time Without Being High; Clean & Sober.

D&A Education: Cocaine & Ecstasy

Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives.

The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. 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.

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

**II.2c** Provide detailed provisions in making ASAM Level I Outpatient drug treatment groups accessible

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Inc. Monthly Progress Report

<p>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>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 (1) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.</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 Tuesdays from 3:30 to 5:30, provided the session is not repetitive of previous sessions already attended.</p>
<p><b>II.2h</b> Make referrals for other services not provided by Contractor and outlined in client individualized treatment plans.</p>	<p>Parent education groups are held on Saturdays from 12:00 to 1:30.</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 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</p>	<p>Level II Intensive Outpatient program "High Hopes" offered a total of (7) sessions during this reporting period. Three of the group sessions were provided for clients remanded to</p>

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>January 01, 2020 through January 31, 2020</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<p>Outpatient Services.</p>	<p>DYA with a total of <b>9 participants</b> during the reporting period. "High Hopes" has provided services to a total of <b>nineteen (19)</b> adolescents during the 2020 fiscal year.</p>
<p><b>II.3b</b> Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.</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 (1) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.</p>
<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 Mondays, from 4:00 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 December:</p>

Rehabilitation Services for Adolescents

January 01, 2020 through January 31, 2020

Monthly Reporting Period:

Task/Activity

Sanctuary, Inc. Monthly Progress Report

Early Recovery Skills: Pros & Cons; Triggers/Trigger>Thought<Craving<Use.

Relapse Prevention: Users In My Home: Having A Good Time Without Being High: Clean & Sober: Twelve Step Tips: Trust, Truthfulness: I'm Not Cool If I Don't Use.

D&A Education: Cocaine & Ecstasy

Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse: are guided in recognizing and planning events that are not associated with substance use: and rewarded for meeting their goals with incentives.

The strength of the class based on staff observation, was that each client was able to share in a small group setting and get feedback from peers that support their efforts towards recovery. 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.

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

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

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



Rehabilitation Services for Adolescents

Monthly Reporting Period:

January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Inc. Monthly Progress Report

to treatment.

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

Sanctuary, Incorporated is not a faith-based organization.

**Sanctuary Representative:**



Victor Camacho  
Executive Director  
Date: 02/03/2020

**GBHWC Representative:**


Received By:

Sam J. Choffat  
Psychiatric Technician I DMHSA

Position Title:

Date of Submission:

2/5/20

Prepared by: Eugene Anderson, CSAC II 



**SANCTUARY INCORPORATED OF GUAM**  
 "Helping Youth and Families Help Themselves" since 1971

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



Guam Behavioral Health & Wellness Center

Invoice # GORP2020-03

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

Purchase Order # P206A00746

**COPY**

**INVOICE**

**BILL TO:**

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

DATE: 12/31/2019 01/31/2020 <sup>st</sup>

PERIOD: January 1-31, 2020

DESCRIPTION OF SERVICES PROVIDED	TOTAL COST
Guam Opioid Response Project	\$ 757.57
Assessment and treatment for Opioid use among adolescents	

**GRAND TOTAL \$ 757.57**

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

**Victor Camacho**

Executive Director

Sanctuary Incorporated

DATE: 2/5/20

Approved by:

Sam J. Choffat  
 Psychiatric Technician I, DMHSA  
2/5/20

**Athena Duenas**

D & A Supervisor

Guam Behavioral Health and Wellness Center



# 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)



February 4, 2020

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

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

Hafa Adai Mrs. Arriola:

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

Si Yu'os, Ma'ase',

Victor Camacho  
Executive Director

**Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)**

Monthly Reporting Period:

**January 01, 2020 through January 31, 2020**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

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

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

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

During this monthly reporting period:

30-day Treatment

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

180-day Treatment

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

- Clients on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available.
- Clients on pending are pending PPD Clearance, Physical Examination, and or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3,5
- Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famagu'on'ta, DPHSS and private/outreach clinics.
- Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment.

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

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

**Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)**

Monthly Reporting Period:

**January 01, 2020 through January 31, 2020**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

	<p>goals. All clients that enter Sagan Na`homlo` complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.</p>
<p>In narrative form, briefly state how clients benefited from the core functions or services from this level?</p>	<p>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.</p>
<p>State any commendations to show the strengths of the Program:</p>	<p>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.</p> <p>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</p>
<p>State any recommendations for the improvement of service delivery:</p>	<p>All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.</p>
<p><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.</p>	<p>Program staff work with Department of Youth Affairs, Guam Department of Education (GDOE), Juvenile Drug Court (JDC), Community Substance Abuse Planning &amp; 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.</p>
<p><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.</p>	<p>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</p>

**Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)**

Monthly Reporting Period:

January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

when needed to help clients move through the stages of change.

**II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral:** Briefly state how sections II.2g to II.2j are being addressed.

Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness.

Assessments were ongoing throughout client's treatment episode.

**MATRIX Model Family Education: Family Education / Support Group**

During this monthly reporting period:

- 1 sessions were conducted.
- 04 family members in attendance
- Group time identified for Saturdays from 12:00pm - 1:30pm at Sanctuary's main office.
- Number of successful completions: N/A
- Number of clients transferred to another level of care: N/A
- Number of clients on the wait list: N/A

In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?

The group lessons activities included: Defining Personal Meaning of Parenting. Questions, answers, and comments were addressed to close out the sessions. "No parent attendance on 01/04/20 and 01/11/19.

In narrative form, briefly state how Family benefited from the core functions or services from this level?

Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.

State any commendations to show the strengths of the Program:

Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.

State any recommendations for the improvement of service delivery:

Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)

Monthly Reporting Period:

January 01, 2020 through January 31, 2020

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

Modifications - adding hands on activities such as communication to identify barriers and discuss strengthening listening skills. Added skits to understand the roles and responsibilities of parents and creating opportunities for their children to practice pro-social activities with pro-social peers. Barriers - needing a Chuukese interpreter as court interpreter did not attend. Difficult to review worksheets. Low parent involvement in client treatment. Suggest working with probation to encourage more parent involvement.


Sanctuary Representative:



Victor Camacho

Position Title: Executive Director

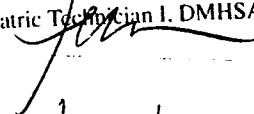
Date: 02/03/2020

Prepared By: Eugene Anderson, CSACII 

GBHWC Representative:

Sam J. Choffat  
Psychiatric Technician I, DMHSA

Received By:



Position Title:

Date of Submission:

2/5/20



# Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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




# COPY

## 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> 2/31/2020
<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-2020-5/1	
<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

3/3/20  
\_\_\_\_\_  
Date

Received  
10/29/20  
3/4/20

Recommended for payment: I certify Invoice No. DMHSA-2020-5/1 to be true and correct; and that services for February 1-29, 2020 have been rendered; and payment for this period is due.

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



**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>February 01, 2020 through February 29, 2020</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>• 7 Clients were served.</li> <li>• 0 Transfer to another level of care (Aftercare)</li> <li>• 2 Wait Listed</li> <li>• 1 Pending List</li> <li>• 1 Completed</li> </ul> <p>— Due to room assignments (1 female client in shelter during this reporting period), a max total of 7 clients were served.</p> <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</p>

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:	<b>February 01, 2020 through February 29, 2020</b>
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report

	weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, visits to museums, ping pong, and mentoring programs with the AmeriCorps volunteers.
State any commendations to show the strengths of the Program:	Sagan Na'homlo' is the only adolescent residential treatment on Guam. In addition, Sagan Na'homlo' offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually reintegrate back into the community as a productive member of society. Sanctuary has implemented the evidence-based Matrix Model incorporating individual sessions, family sessions, early recovery group, and relapse prevention group. Sanctuary has a Memorandum of Understanding with the Department of Education which provides a certified teacher that reports to the facility throughout the school week.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
<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>	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

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**February 01, 2020 through February 29, 2020**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

In narrative form, state how evidence-based models are implemented and addressed.

Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.

**II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral:** Briefly state how sections II.2g to II.2j are being addressed.

Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness.

Assessments were ongoing throughout client's treatment episode.

**MATRIX Model Family Education: Family Education / Support Group**

During this monthly reporting period:

- 4 sessions were conducted.
- 08 family members in attendance
- Group time identified for Saturdays from 12:00pm—1:30pm at Sanctuary's main office.
- Number of successful completions: N/A
- Number of clients transferred to another level of care: N/A
- Number of clients on the wait list: N/A

In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?

The group lessons/activities included; Trust (giving & Receiving), Parenting Goals & Solving for Child Oppositional Behavior, How Parents Support Child with Substance Abuse, Parenting Strategies Toward Substance Abuse.

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:

**February 01, 2020 through February 29, 2020**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report


service delivery:

Staff continues to research the latest information through articles, journals, and on-line updates. Staff 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:**

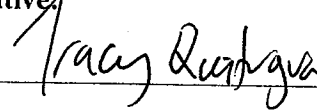


Victor Camacho  
Executive Director  
Date: 03/03/2020

Prepared by: Eugene Anderson, CSAC II   
& Tony Cruz, CSACIII

**GBHWC Representative:**

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



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

CoTSIII

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

3/4/20



# SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Road, Chalan Pago, Guam 96910

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

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



Guam Behavioral Health & Wellness Center

Invoice # GORP2020-04

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

Purchase Order # P206A00746

# COPY

## INVOICE

<b>BILL TO:</b> NAME: Guam Behavioral Health and Wellness Center PEACE Partnerships for Success ADDRESS: 790 Gov. Carlos G. Camacho Road Tamuning, Guam 96913 PHONE: 671-477-9079-81 Fax: 671-477-9076	DATE: <u>2/29/2020</u>
	PERIOD: <u>February 1-29, 2020</u>

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

**GRAND TOTAL \$ 757.57**

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

**Victor Camacho**  
Executive Director  
Sanctuary Incorporated  
DATE: 3/3/20

*Received  
Theresa Arriola  
3/4/20*

Approved by:

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

**Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)**

Monthly Reporting Period:	February 01, 2020 through February 29, 2020
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>• 2 Client was served.</li> <li>• 0 Transfer to another level of care (Aftercare)</li> <li>• 0 Wait Listed</li> <li>• 0 Pending List</li> <li>• 0 Completed</li> </ul> <p>— Clients on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available.</p> <p>— Clients on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5</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>
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<b>Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)</b>	
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<b>Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)</b>	
Monthly Reporting Period:	<b>February 01, 2020 through February 29, 2020</b>
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	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>• 08 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; Trust (giving & Receiving), Parenting Goals & Solving for Child Oppositional Behavior, How Parents Support Child with Substance Abuse, Parenting Strategies Toward Substance Abuse.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.



**Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)**

Monthly Reporting Period:

**February 01, 2020 through February 29, 2020**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

Modifications - adding hands on activities such as communication to identify barriers and discuss strengthening listening skills. Added skits to understand the roles and responsibilities of parents and creating opportunities for their children to practice pro-social activities with pro-social peers. Barriers - needing a Chuukese interpreter as court interpreter did not attend. Difficult to review worksheets. Low parent involvement in client treatment. Suggest working with probation to encourage more parent involvement.

**Sanctuary Representative:**

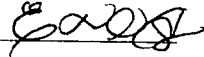


Victor Camacho

Position Title: Executive Director

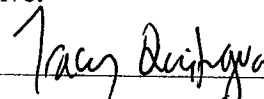
Date: 03/03/2020

Prepared By: Eugene Anderson, CSACII



**GBHWC Representative:**

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



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

CO TS III

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

3/4/20



# Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

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



# COPY

## 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> 2/29/2020
<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 2020-5	
<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.

Victor Camacho  
Executive Director

3/3/20

Date

Recommended for payment: I certify Invoice No. DMHSA-2020-5 to be true and correct; and that services for February 1-29, 2020 been rendered; and payment for this period is due.

Received  
Duenas  
3/4/20

Athena Duenas  
D & A Supervisor

Date

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>February 01, 2020 through February 29, 2020</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<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>
<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>
<p>In narrative form, state how the activities from <b>II.1g</b></p>	<p>Sanctuary's clinical team utilizes the CRAFFT screening interview in</p>

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**February 01, 2020 through February 29, 2020**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

to **II.1j** were implemented and addressed.

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

addition to a Bio-psychosocial assessment that includes the use of the American Society of Addiction Medicine (ASAM) six dimensions for placement and to determine eligibility for admission and/or if a referral is needed for further assessment or evaluation.

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

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

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

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

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

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**February 01, 2020 through February 29, 2020**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

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

Level I Outpatient program "Pathways" offered a total of **(5) sessions (1 DYA group session)** during this reporting period with a total of **16 participants**. "Pathways" has provided services to a total of **fifteen (16)** adolescents during the 2020 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 December:

- 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: Thought Stopping Techniques, External Triggers/Trigger Chart, Internal Triggers/ Trigger Chart

Relapse Prevention: Destructive Behaviors, Dealing with Feelings & Depression, School & Future Goals, Abusing Prescription Drugs & Medication, Twelve Step Tips

D&A Education: Cannabis, Methamphetamine, Solvents, Aerosols, Inhalants, Alcohol.

Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives.

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

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

**II.2e** Provide detailed provisions in making ASAM

Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are

**Rehabilitation Services for Adolescents**

Monthly Reporting Period:	February 01, 2020 through February 29, 2020
Task/Activity	Sanctuary, Inc. Monthly Progress Report

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>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 (1) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.
<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 Tuesdays from 3:30 to 5:30, 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.
<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	Level II Intensive Outpatient program "High Hopes" offered a total of <b>(5) sessions</b> during

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	<b>February 01, 2020 through February 29, 2020</b>
Task/Activity	Sanctuary, Inc. Monthly Progress Report

adolescents at any given time for Level II Intensive Outpatient Services.	this reporting period. <b>One (1)</b> of the group sessions were provided for clients remanded to DYA with a total of <b>(7) participants</b> during the reporting period. "High Hopes" has provided services to a total of <b>nineteen (20)</b> adolescents during the 2020 fiscal year.
<b>II.3b</b> Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m.  Counselors work with DYA social workers and family members; referring to free outreach clinics for TB testing or to DPHSS Northern or Southern clinics.  Free parenting classes and other community resources which Sanctuary employees are made aware of, are consistently announced during each group and individual session.
<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 (1) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.
In narrative form, state how the activities from <b>II.3d</b> to <b>II.3e</b> were implemented and addressed.  <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>	Weekly groups are being held on Tuesdays from 3:30 pm to 5:30 p.m. and on Saturdays from 10:00 a.m. to 1:30 p.m. An additional group is held for clients currently being detained at DYA on Mondays, from 4:00 p.m. to 6:00 p.m.  Parent education groups are held on Saturdays from 12:00 to 1:30.  Adolescents in Level II ("High Hopes") groups participated in the Matrix models daily scheduling and calendars activities in addition to the following lessons during the month of

Rehabilitation Services for Adolescents

Monthly Reporting Period:

February 01, 2020 through February 29, 2020

Task/Activity

Sanctuary, Inc. Monthly Progress Report

December:

Early Recovery Skills: Thought Stopping Techniques, External Triggers/Trigger Chart, Internal Triggers/Trigger Chart, You're Here Because Why?, Self-Care

Relapse Prevention: Destructive Behaviors, Dealing with Feelings & Depression, School & Future Goals, Abusing Prescription Drugs & Medication, Twelve Step Tips.

D&A Education: Cannabis, Solvents, Aerosols, Inhalants, Alcohol

Clients are taught to analyze events and change their thoughts and behaviors that lead to substance use and change the results to a more positive behavior that meets their goals. Clients are taught skills to prevent substance use and relapse; are guided in recognizing and planning events that are not associated with substance use; and rewarded for meeting their goals with incentives.

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

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

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

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



**Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**February 01, 2020 through February 29, 2020**

Task/Activity

Sanctuary, Inc. Monthly Progress Report

**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.

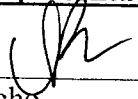
**II.3h** Provide provisions that will assess and implement motivational strategies that will assist clients with their transition towards the next level of care.

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

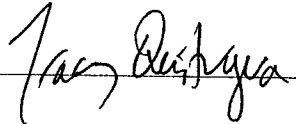
Sanctuary, Incorporated is not a faith-based organization.

**Sanctuary Representative:**



Victor Camacho  
Executive Director  
Date: 03/03/2020

**GBHWC Representative:**



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

Position Title: \_\_\_\_\_ *COTS#*

Date of Submission: \_\_\_\_\_ *3/4/20*

Prepared by: Eugene Anderson, CSAC II *EAnderson*

# 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 Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	<b>Address:</b> 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	<b>DATE:</b> 3/31/2020
<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-2020-6/1	
<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.

  
 Victor Camacho  
 Executive Director

4/3/20  
 Date

Recommended for payment: I certify Invoice No. DMHSA-2020-6/1 to be true and correct; and that services for March 1-31, 2020 have been rendered; and payment for this period is due.

  
 Athena Duenas  
 D & A Supervisor

4.9.20  
 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)



April 9, 2020

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

RE: **Residential** Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

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

Si Yu'os, Ma'ase',

VC  
Victor Camacho  
Executive Director

**Residential Rehabilitation Services for Adolescents**

Monthly Reporting Period:

**March 01, 2020 through March 31, 2020**

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

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

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

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

During this monthly reporting period:

30-day Treatment

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

180-day Treatment

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

- Due to the Governor's Executive Order No. 2020-03 and in lieu of our current COVID-19 epidemic, Sanctuary during this reporting period suspended any and all client intake/orientation until such order is uplifted.
- Client on waitlist have completed PPD Clearance & Physical examination. These clients are participating in Level 2 IOP while waiting for orientation in to Level 3.5
- Client on pending list are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and/or final recommendations.
- Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics.
- Program staff continues to work with Juvenile Drug Court, DYA and I Famagu'on-ta programs to improve the working relationship and improve on the referral process and transition process for treatment.
- Program staff is working with AmeriCorps volunteers, coalitions and community volunteers to assist as interpreters.

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

Sagan Na'homlo' is a 24-hour structured residential program where clients participate in a regulated daily routine schedule which includes: meditation, recreational therapy, school/class room work, family structure/process groups, psycho-educational group sessions (Early Recovery Skills, Relapse Prevention, Adolescent Education, and Anger Management), individual and family counseling sessions, and individual case management sessions. Clients work on objectives to meet behavioral

<b>Residential Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
	goals within the program that coincide with their treatment plans. Progress in treatment is reviewed weekly. Residential assistants and counselors implement monitoring and observation, supervision, weekly drug testing, contingency management, and other interventions to help clients meet such goals. All clients that enter Sagan Na'homlo' complete and/or provide Physician certification for PPD clearance and physical examination prior to orientation.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides clients with consistent contact with residential staff and the opportunity for support when the need arises. Clients in the program participate in pro-social activities such as basketball, movies, island tours, community activities, 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</b>	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

<b>Residential Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
Task/Activity	Sanctuary, Incorporated of Guam Monthly Progress Report
practices to implement that focuses on core treatment. In narrative form, state how evidence-based models are implemented and addressed.	psycho-educational groups utilizing Matrix Model for Teens curriculum weekly. Anger Management, Parenting, Collaborative Problem Solving Skills, Life Skills and Team Building are supplemental groups that clients may attend as well. Motivational Interviewing skills are utilized when needed to help clients move through the stages of change.
II.1 g-j Evaluate the psychological, social, and physiological signs and symptoms of alcohol and drug abuse. Determine the client's appropriateness and eligibility for admission or referral: Briefly state how sections II.2g to II.2j are being addressed.	Ongoing Screening / Assessments continued daily using ASAM to determine Patient Placement Appropriateness.  Assessments were ongoing throughout client's treatment episode.
<b>MATRIX Model Family Education: Family Education / Support Group</b>	During this monthly reporting period: <ul style="list-style-type: none"> <li>• 2 sessions were conducted.</li> <li>• 7 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; Developing trust in our self for parents & Different Parenting Styles.
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.

Residential Rehabilitation Services for Adolescents

Monthly Reporting Period:

March 01, 2020 through March 31, 2020


Task/Activity


Sanctuary, Incorporated of Guam Monthly Progress Report

State any recommendations for the improvement of service delivery:

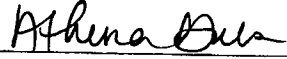
Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continues to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

**Sanctuary Representative:**

  
Victor Camacho  
Executive Director  
Date: 04/02/2020

Prepared by: Eugene Anderson, CSAC II   
& Tony Cruz, CSACIII

**GBHWC Representative:**

Received By:   
Position Title: DSA Supervisor  
Date of Submission: 4-9-20



# Sanctuary Incorporated of Guam

*A Non-profit Organization Established in 1971*

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

# COPY



## 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> 3/31/2020
<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 2020-6	
<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 - Sagan Na' Homlo and that this is a true and certified original.

4/3/20

Victor Camacho  
Executive Director

Date

Recommended for payment: I certify Invoice No. DMHSA-2020-6 to be true and correct; and that services for March 1-31, 2020 been rendered; and payment for this period is due.

4-9-20

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)



April 9, 2020

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

RE: Rehabilitation services for adolescent report

Hafa Adai Mrs. Arriola:

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

Si Yu'os, Ma'ase',

VC  
Victor Camacho  
Executive Director

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
Task/Activity	Sanctuary, Inc. Monthly Progress Report

<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>
<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>
<p>In narrative form, state how the activities from <b>II.1g</b></p>	<p>Sanctuary's clinical team utilizes the CRAFFT screening interview in</p>

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
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<p>to II.1j 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>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 II.1k to II.1o 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>

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
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<p><b>II.2a</b> Provide services for a minimum of 12 adolescents at any given time for Level I Outpatient Services.</p>	<p>Level I Outpatient program "Pathways" offered a total of <b>(2) sessions</b> during this reporting period with a total of <b>09 participants</b>. "Pathways" has provided services to a total of <b>sixteen (16)</b> adolescents during the 2020 fiscal year. <b>NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period.</b></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 March:</p> <p><u>Early Recovery Skills</u>: Alcohol Arguments &amp; You're Here Because Why?</p> <p><u>Relapse Prevention</u>: Trust &amp; Truthfulness</p> <p><u>D&amp;A Education</u>: Cannabis &amp; STD's &amp; their connection to drug abuse.</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, 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</p>	<p>Weekly groups are being held on Saturdays from 10:00 a.m. to 1:30 p.m. Groups are</p>

<b>Rehabilitation Services for Adolescents</b>	
<b>Monthly Reporting Period:</b>	<b>March 01, 2020 through March 31, 2020</b>
<b>Task/Activity</b>	<b>Sanctuary, Inc. Monthly Progress Report</b>
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>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 (1) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS.
<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 Tuesdays from 3:30 to 5:30, 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.
<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>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
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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" offered a total of <b>(3) sessions</b> during this reporting period with a total of <b>(5) participants</b> during the reporting period. "High Hopes" has provided services to a total of <b>Twenty (20)</b> adolescents during the 2020 fiscal year. <b>NOTE: Due to the Governor's Executive Order No. 2020-03 in response to the COVID-19 Epidemic, no group sessions were held during this mandatory lock-down period.</b></p>
<p><b>II.3b</b> Proved detailed provisions for making ASAM Level II Outpatient drug treatment groups accessible, adding evening and weekend schedules that includes detailed provisions for collaborating with a medical institution that will provide TB testing and necessary treatment.</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 (1) certified HIV/STD Risk Reduction Counselors (RRC) that are able to provide HIV/AIDS/STDs education and testing. Protocols are currently being implemented in efforts to establish regular testing for all Sanctuary clients and their families, under the DPHSS CLIA waiver. Treatment services are provided by DPHSS. One RRC is working on certification to become a TOT trainer for other RRC's.</p>
<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 Mondays, from 4:00 p.m. to 6:00 p.m.</p> <p>Parent education groups are held on Saturdays from 12:00 to 1:30.</p>

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
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	<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 March:</p> <p><u>Early Recovery Skills</u>: Scheduling: Is It Important?/Daily &amp; Hourly Schedule, Stages of Recovery, Alcohol Arguments.</p> <p><u>Relapse Prevention</u>: Trust, Admitting Use: Relapse Is Not Failure, Managing Anger.</p> <p><u>D&amp;A Education</u>: Cannabis &amp; Caffeine</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, 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</p>

<b>Rehabilitation Services for Adolescents</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
Task/Activity	Sanctuary, Inc. Monthly Progress Report

	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.
<b>Sanctuary Representative:</b>  VC _____ Victor Camacho Executive Director Date: 04/02/2020  Prepared by: Eugene Anderson, CSAC II <u>EA</u>	<b>GBHWC Representative:</b>  Received By: <u>Athina Awa</u> Position Title: <u>OSA Supervisor</u> Date of Submission: <u>4.9.20</u>








# GBHWC D&A Progress Report & Invoice March 2020

Final Audit Report

2020-04-09

Created:	2020-04-09
By:	Leilani Giltinag (lggiltinag@icloud.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUnOtnQLUWgfN8f13pXFcAGA7rnUKt2EU

## "GBHWC D&A Progress Report & Invoice March 2020" History

-  Document created by Leilani Giltinag (lggiltinag@icloud.com)  
2020-04-09 - 2:22:02 AM GMT- IP address: 202.131.180.11
-  Document emailed to Victor Camacho (vic.camacho@gmail.com) for signature  
2020-04-09 - 2:23:49 AM GMT
-  Email viewed by Victor Camacho (vic.camacho@gmail.com)  
2020-04-09 - 2:51:38 AM GMT- IP address: 66.249.84.181
-  Document e-signed by Victor Camacho (vic.camacho@gmail.com)  
Signature Date: 2020-04-09 - 2:56:58 AM GMT - Time Source: server- IP address: 114.142.232.79
-  Signed document emailed to Leilani Giltinag (lggiltinag@icloud.com) and Victor Camacho (vic.camacho@gmail.com)  
2020-04-09 - 2:56:58 AM GMT



# SANCTUARY INCORPORATED OF GUAM

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Road, Chalan Pago, Guam 96910

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

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



Guam Behavioral Health & Wellness Center

Invoice # GORP2020-05

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

Purchase Order # P206A00746

## INVOICE

<b>BILL TO:</b> NAME: Guam Behavioral Health and Wellness Center PEACE Partnerships for Success ADDRESS: 790 Gov. Carlos G. Camacho Road Tamuning, Guam 96913 PHONE: 671-477-9079-81 Fax: 671-477-9076	DATE: <u>3/31/2020</u>
	PERIOD: <u>March 1-31, 2020</u>

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

**GRAND TOTAL \$ 757.57**

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

**Victor Camacho**

Executive Director

Sanctuary Incorporated

DATE: 3/18/20

Approved by:

**Athena Duenas**

D & A Supervisor

Guam Behavioral Health and Wellness Center



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April 9, 2020

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

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

Hafa Adai Mrs. Arriola:

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

Si Yu'os, Ma'ase',

VC  
Victor Camacho  
Executive Director

**Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)**

Monthly Reporting Period:	March 01, 2020 through March 31, 2020
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><b>30-day Treatment</b></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><b>180-day Treatment</b></p> <ul style="list-style-type: none"> <li>• 6 Client was served.</li> <li>• 0 Transfer to another level of care (Aftercare)</li> <li>• 0 Wait Listed</li> <li>• 2 Pending List</li> <li>• 1 Completed</li> </ul> <ul style="list-style-type: none"> <li>— Clients on waitlist have completed PPD clearance and Physical Examination and are waiting for a space to become available.</li> <li>— Clients on pending are pending PPD Clearance, Physical Examination, and/or Psychological/Psychiatric Evaluation, court approval and appropriate amount of staff for program to meet client needs. Clients that have completed their PPD Clearance are participating in Level 2 IOP while waiting for orientation in to Level 3.5</li> <li>— Program staff continues to address barriers regarding PPD clearances by working with DYA, I Famaguon'ta, DPHSS and private/outreach clinics.</li> <li>— 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.</li> </ul>
<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>

<b>Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
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	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

<b>Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)</b>	
Monthly Reporting Period:	March 01, 2020 through March 31, 2020
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: Briefly state how sections II.2g to II.2j are being addressed.</b>	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>• 2 sessions were conducted.</li> <li>• 7 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; Developing trust in our self for parents & Different Parenting Styles.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Small group discussions facilitate understanding of the importance of each topic in recovery. Parents and clients were provided pro-social activities they can enjoy as family and practice communication skills and planning. Topics offer opportunities for family members to reflect on how they can apply these skills in their lives. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	Group times were moved to Saturdays due to a majority of family members requesting to have group on a weekend as it is most convenient for them. Accommodations continue to be made on a case-by-case basis for family members who are not able to attend group on Saturdays.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff continue to network with the Superior Court of Guam to provide interpreters for screenings, assessments, family education groups and family sessions for all individuals that were court ordered to participate in treatment.

**Residential Rehabilitation Services for Adolescents- Guam Opioid Response PRJ (GORP)**

Monthly Reporting Period:

March 01, 2020 through March 31, 2020

Task/Activity

Sanctuary, Incorporated of Guam Monthly Progress Report

Modifications - adding hands on activities such as communication to identify barriers and discuss strengthening listening skills. Added skits to understand the roles and responsibilities of parents and creating opportunities for their children to practice pro-social activities with pro-social peers. Barriers - needing a Chuukese interpreter as court interpreter did not attend. Difficult to review worksheets. Low parent involvement in client treatment. Suggest working with probation to encourage more parent involvement.

**Sanctuary Representative:**

VC

Victor Camacho

Position Title: Executive Director

Date: 04/02/2020

Prepared By: Eugene Anderson, CSACII EA

**GBHWC Representative:**

Received By: Athena Duran

Position Title: DFA Supervisor

Date of Submission: 4.9.20

## 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 **January 1, 2020 through March 31, 2020**





# 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](mailto:sanctuar@ite.net)  
[www.sanctuaryguam.com](http://www.sanctuaryguam.com)

March 09, 2020

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

Dear Ms. Brennan:

Hafa Adai! The information provided below is for the Runaway Homeless and Abuse Program (2nd Quarter of Fiscal Year 2020) March 31, 2019.

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

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

Please let us know if you have any questions.

Un Dankalu na Si Yu'os Ma'ase,

Victor Camacho (Apr 14, 2020)

**VICTOR CAMACHO**  
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam  
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)  
FY 2020 (March 31, 2020)  
2nd Quarter Expenditure Report  
Department of Youth Affairs  
Runaway Homeless Program**

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	<b>\$ 329,935</b>		
		Salary	\$ 57,496.20
		Benefits	\$ 8,199.24
		Travel	\$ -
		Contractual	\$ 315.65
		Supplies & Materials	\$ 3,317.01
		Equipment	\$ -
		Utilities	\$ 5,007.62
		Miscellaneous	\$ 1,760.72
		Vehicle Lease	\$ -
		<b>Grand Total</b>	<b><u>\$ 76,096.44</u></b>

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

SIGNATURE OF AUTHORIZED OFFICIAL:



Victor Camacho (Apr 14, 2020)

VICTOR CAMACHO  
EXECUTIVE DIRECTOR

DATE: Apr 14, 2020

**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> January 1 – March 31, 2020	<b>DATE OF REPORT:</b> April 5, 2020

**Project Description:**

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

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

<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</i></p>	<p><b>Results:</b></p> <p>For this reporting period, our agency provided services for a total of eighteen (18) youth in the community. eight (8) were victims of abuse/neglect, two (2) on extended authorized leave from DYA, and one (1) was referred from JPO due to the home being unsuitable for the minor(s).</p>
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<p>youth for the community of Guam as a whole.</p>	
<p><b>Activity A:</b> 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><b>Results:</b> During, this reporting period, a total seventeen (17) youth resided in the shelter during the month of July; a total twelve (12) youth resided in the shelter during the month of August; and a total sixteen (16) youth resided in the month of September; and At least three hundred (300) individual supportive counseling sessions were conducted that included educational, health and personal growth.</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 Two hundred thirty (230) 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>Results:</b> An estimation of one hundred twenty (120) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&amp;A,</p>

<p><b>Responsible Parties:</b> Crisis Intervention Worker, Case Manager I and Case Manager II</p>	<p>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> 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><b>Results:</b> During this quarter a total of eighteen (18) youth received shelter services. There were nine (9) new intakes admitted to shelter. Eleven (5) youth continued to receive shelter services into the months of February and March. A total seven (4) youth were placed transitioned into the care of their parents/legal guardians, while three (3) were terminated from the program and remanded to DYA.</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>Results:</b> A total of nine (9) clients received family skills training sessions were provided this reporting period to youth and their families experiencing crisis and conflict. Family sessions were conducted as well to develop a reunification plan. During this quarter all other youth transitioned back</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> Crisis Intervention Worker, Case Manager</p>	<p>home to a parent/legal guardian.</p>
<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> There were zero (0) Middle/High School YAM classes were conducted during this reporting period. Sanctuary did not receive any referrals from current existing partners for YAM classes.</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 (300) youth individual supportive counseling sessions.</li> <li>- Nine (9) parent individual supportive counseling sessions.</li> <li>- IPP completion rate for this quarter is at 60%</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>Results:</b> A eighteen (18) youth received case management services via the Co-Ed Shelter.</p>

<b>Responsible Parties:</b> Case Manager II and Case Manager I	
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**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 setbacks in their Individual Program Plan and their goal to reunite with their families.

**Future Plans:**

The Case Management and Counseling department continue to develop corrective action plans to address several gaps in services such as improving placement time periods, monitoring of case management activities, and case updates. Sanctuary continues to partner with agencies such as Child Protective Services and the Department of Youth Affairs by increasing day to day communication to discuss ways to better serve clients in shelter. To assist with these plans, we continue to increase our staff capacity.

**Performance Measures:**

Social Competence	Case Manager and shelter staff have reported to observe improvement in social interactions and, defined as maintaining positive relationships with others; 20 of 25 (80%) clients served within this reporting period. Observations are based on demeanor and nature of client interactions as documented using daily client progress reports.
Family Relationships	Noted improvements in family relationships, defined as willingness to address family issues, and improved styles of communication, has been reported by case manager based on parents' verbal feedback to the Case Manager. Several of the clients during this reporting period were wards of the state. The number provided above only includes clients who were able to work towards reunification with a family member or foster parent. It is challenging to work on a family relationship when a family member or foster parent is not identified or uninvolved. More than 30 days are needed to work on fostering a positive relationship when working with CPS clients and their family members or foster parent.
Families Satisfied with Program	A total of out of nine (9) families reported verbal feedback during this reporting period. Of the total

	<p>number of families who have reported 80% have stated to be satisfied with all aspects of the program including, 95% of families stating that they will access Sanctuary services for future familial issues. Again the numbers above only include cases in which parental involvement is present. Areas surveyed include:</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>		
A. The number of program youth enrolled in a correctional facility		8
B. Number of youth in the program.		25
C. Percent (A/B)		32%
<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>		
A. The number of youth who exited the program having completed program requirements.		8
B. Number of youth who left the program.		0
C. Percent (A/B)		N/A





Toni Perez &lt;toniperez08@gmail.com&gt;

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**2nd Quarterly Report & GL Report for March 2020**

6 messages

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**Edna Flores** <reyna\_91@hotmail.com>  
To: Jennifer Arceo <jennifer.arceo@dya.guam.gov>  
Cc: Toni Perez <toniperez08@gmail.com>

Fri, Apr 17, 2020 at 10:27 AM

Hi Jenni,

Attached is the correct GL report and the 2nd quarterly report.  
Thank you.

Best regards,

Edna Flores  
Accounting Assistant  
Sanctuary Inc.  
475-7105

---

**2 attachments** **2nd Quarter Report.pdf**  
330K **DYA GL Report March2020.pdf**  
791K

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**Jennifer Arceo** <jennifer.arceo@dya.guam.gov>  
To: Edna Flores <reyna\_91@hotmail.com>  
Cc: Toni Perez <toniperez08@gmail.com>, Jennifer Arceo <jennifer.arceo@dya.guam.gov>

Fri, Apr 17, 2020 at 10:39 AM

Okay. Got it; thank you!

Sincerely,  
Jenni

On Apr 17, 2020, at 10:28 AM, Edna Flores &lt;reyna\_91@hotmail.com&gt; wrote:

[Quoted text hidden]

<2nd Quarter Report.pdf>  
<DYA GL Report March2020.pdf>

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**Jennifer Arceo** <jennifer.arceo@dya.guam.gov>  
To: Edna Flores <reyna\_91@hotmail.com>  
Cc: Toni Perez <toniperez08@gmail.com>, Jennifer Arceo <jennifer.arceo@dya.guam.gov>

Mon, Apr 20, 2020 at 8:54 AM

Good morning Edna,

The total salaries on the GL does not match the total salaries on the invoice. Can you double check the claimed salaries on the GL?

Jenni

[Quoted text hidden]

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**Edna Flores** <reyna\_91@hotmail.com>  
To: Jennifer Arceo <jennifer.arceo@dya.guam.gov>  
Cc: "toniperez08@gmail.com" <toniperez08@gmail.com>

Mon, Apr 20, 2020 at 11:06 AM

Good morning Jenni,

I'll check tomorrow I will be scheduled to work tomorrow. Sorry for the delay.

Regards and be safe,

Edna Flores  
Accounting Assistant  
Sanctuary Inc.  
475-7101

---

**From:** Jennifer Arceo <jennifer.arceo@dya.guam.gov>  
**Sent:** Monday, April 20, 2020 8:54 AM  
**To:** 'Edna Flores' <reyna\_91@hotmail.com>  
**Cc:** 'Toni Perez' <toniperez08@gmail.com>; 'Jennifer Arceo' <jennifer.arceo@dya.guam.gov>  
**Subject:** RE: 2nd Quarterly Report & GL Report for March 2020

[Quoted text hidden]

---

**Jennifer Arceo** <jennifer.arceo@dya.guam.gov>  
To: Edna Flores <reyna\_91@hotmail.com>  
Cc: toniperez08@gmail.com, Jennifer Arceo <jennifer.arceo@dya.guam.gov>

Mon, Apr 20, 2020 at 11:14 AM

Hi Edna,

Thank you for your response, and I will await your future correspondence.

Take care and be safe as well!

Jenni

[Quoted text hidden]

**Edna Flores** <reyna\_91@hotmail.com>  
To: Jennifer Arceo <jennifer.arceo@dya.guam.gov>  
Cc: "toniperez08@gmail.com" <toniperez08@gmail.com>

Tue, Apr 21, 2020 at 11:12 AM

Hi Jenni,

Please see attached revised GL for MARCH2020.

Thank you and stay safe,

Edna Flores  
Accounting Assistant  
Sanctuary Inc  
475-7101

---

**From:** Jennifer Arceo <jennifer.arceo@dya.guam.gov>  
**Sent:** Monday, April 20, 2020 11:14 AM  
**To:** 'Edna Flores' <reyna\_91@hotmail.com>  
**Cc:** toniperez08@gmail.com <toniperez08@gmail.com>; 'Jennifer Arceo' <jennifer.arceo@dya.guam.gov>  
[Quoted text hidden]

[Quoted text hidden]

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 **DYA GL Report for March2020.pdf**  
712K

## 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 **January 1, 2020 through March 31, 2020**



# Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971

406 Mai Mai Road, Chalan Pago, Guam 96910, Administrative Office: 671-475-7111  
Crisis Hotline: 671-475-7101, Fax: 671-477-3117, Email: inquiries@sanctuaryguam.com

# COPY

## INVOICE

<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910		January 1-31, 2020	<b>DATE:</b> 1/31/2020	
<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: 2020-203 Invoice No: JOG2020-04		
Client	Dates	Number of Days	Daily Rate	Total
ES	01/01/20-01/31/20	31	\$ 135.00	\$4,185.00
AM	01/01/20-01/22/20	22	\$ 135.00	\$2,970.00

**TOTAL PAYMENT REQUEST:** \$7,155.00

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

2/3/20

Victor Camacho  
Executive Director

Date

RECEIVED BY: Joey Antonio  
PRINT NAME

[Signature]  
SIGN  
2/5/2020 12:10 PM  
DATE

# SANCTUARY INCORPORATED OF GUAM

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

### Program Agreement Report Report Ending 1/31/2020

- A) **FEDERAL AWARD IDENTIFICATION NUMBER (FAIN):** 2016-CZ-BX-0004  
 B) **PROJECT TITLE:** Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice  
 C) **REPORTING PERIOD:** January 1<sup>st</sup>, 2020 - January 31<sup>st</sup>, 2020  
 D) **AGENCY NAME AND ADDRESS:** **Sanctuary Incorporated of Guam**  
 406 Mai Mai Road, Chalan Pago, Guam 96910  
 E) **REPORT CONTACT:** Victor Camacho, Executive Director  
 F) **REPORT CONTACT NUMBER:** 475-7101 EXT. 101

#### I. Program Summary

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

#### II. Program Qualifications for the COED Emergency Shelter:

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

#### III. Program Report:

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

Initials	Ethnicity	Age	Gender	Status	Probation Officer	Entry Date & Time	Exit Date & Time
ES	Chamorro	13	Female	Homeless (inadequate living quarters)	Jonah Carbullido	05/13/19 <i>a</i> 9:21am	In House
AM	Chamorro	12	Female	Homeless (inadequate living quarters)	Angelica Bamba	10/08/19 <i>a</i> 4:00pm	Exited 1/22/2020 <i>a</i> 4:00pm

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

# **SANCTUARY INCORPORATED OF GUAM**

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

### **Program Accomplishments:**

1. Establishing housing by immediate placement through the COVID Emergency Shelter Program.
2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the judicial system must adhere to all law regulations including active cases.
6. JPO client is attending school year 2019-2020 at the respective GDOE school.
7. Client(s) were enrolled in youth anger management classes.
8. Client(s) have undergone drug & alcohol assessments. AM did not meet DSM-5 criteria for a substance use disorder which is required to be placed in an ASAM level of care. ES is pending a drug & alcohol assessment at this time.
9. Client AM was exited from Sanctuary Inc. and transitioned to Serenity Group Home under Guam Behavioral Health and Wellness for a more intensive level of care and supervision.
10. Client ES' parent/legal guardian is scheduled for a housing inspection for a potential housing unit on February 10<sup>th</sup>, 2020 and housing contract signing on February 12<sup>th</sup>, 2020.

### **Concerns and Proposed Solutions**

1. Minor(s) unable to return home due to inadequate living quarters. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Minor(s)' continuous need for shelter/bed(s) exceeding the 60 bed days per client.
3. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
4. Sanctuary will engage with other mainstream service providers to offer additional services to the youth and families in need.

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

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



# Sanctuary Incorporated of Guam

A Non-profit Organization Established in 1971  
406 Mai Mai Road Chalan Pago, Guam 96910 Administrative Office (671) 475-7101  
Crisis Hotline (671)475-7100 Fax (671)477-3117 Email: [inquiries@sanctuaryguam.com](mailto:inquiries@sanctuaryguam.com)  
[www.sanctuaryguam.com](http://www.sanctuaryguam.com)



# COPY

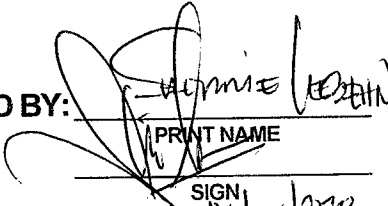
## INVOICE


<b>FROM:</b> SANCTUARY INCORPORATED OF GUAM 406 Mai Mai Road Chalan Pago, Guam 96910	February 1-29, 2020	<b>DATE:</b> 2/29/2020
<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: 2020-203 Invoice No: JOG2020-05	

Client	Dates	Number of Days	Daily Rate	Total
ES	02/01/20-02/10/20	10	\$ 135.00	\$1,350.00
CP	02/12/20-02/29/20	17	\$ 135.00	\$2,295.00

**TOTAL PAYMENT REQUEST:** \$3,645.00

I CERTIFY that the amount is true and correct; and that services for February 1-29, 2020 have been rendered; and payment for this period is due.

  
**RECEIVED BY:** \_\_\_\_\_  
 PRINT NAME  
 SIGN  
 DATE 03/04/20

  
 Victor Camacho  
 Executive Director  
 Date 3/4/20



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

**Program Agreement Report**  
**Report Ending 2/29/2020**

- A) **FEDERAL AWARD IDENTIFICATION NUMBER (FAIN):** 2016-CZ-BX-0004
- B) **PROJECT TITLE:** Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice
- C) **REPORTING PERIOD:** February 1<sup>st</sup>, 2020 – February 29, 2020
- D) **AGENCY NAME AND ADDRESS:** **Sanctuary Incorporated of Guam**  
406 Mai Mai Road, Chalan Pago, Guam 96910
- E) **REPORT CONTACT:** Victor Camacho, Executive Director
- F) **REPORT CONTACT NUMBER:** 475-7101 EXT. 101

**I. Program Summary**

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

**II. Program Qualifications for the COED Emergency Shelter:**

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

**III. Program Report:**

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

Initials	Ethnicity	Age	Gender	Status	Probation Officer	Entry Date & Time	Exit Date & Time
ES	Chamorro	13	Female	Homeless (inadequate living quarters)	Dianne Charfauros	05/13/19 @ 9:21am	Exited 02/10/2020 @ 3:30pm
CP	Chuukese	13	Male	Homeless (inadequate living quarters)	Louanna Williams	02/12/20 @ 11:00am	In House

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

# **SANCTUARY INCORPORATED OF GUAM**

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

### **Program Accomplishments:**

1. Establishing housing by immediate placement through the COED Emergency Shelter Program.
2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the judicial system must adhere to all law regulations including active cases.
6. JPO client is attending school year 2019-2020 at the respective GDOE school. Client ES was attending Inarajan Middle School as an 8th grader. Client CP is currently attending Benavente Middle School as an 8th grader.
7. Client ES completed youth anger management classes. Client CP is currently enrolled in youth anger management classes.
8. Client ES had undergone a drug & alcohol assessment. ES did meet DSM-5 criteria for a substance use disorder, which is required to be placed in an ASAM level of care. ES was assigned a Substance Abuse Counselor. Client CP is currently participating in Counseling services with Client Services.
9. Client ES was terminated from the Coed Emergency Shelter and remanded to the Department of Youth Affairs facility for continued care and supervision.
10. Client ES' parent/legal guardian was scheduled for a housing inspection for a potential housing unit on February 10<sup>th</sup>, 2020 and housing contract signing on February 19<sup>th</sup>, 2020. Client CP's parent/legal guardian has not provided documentation regarding Housing.

### **Concerns and Proposed Solutions**

1. Minor(s) unable to return home due to inadequate living quarters. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Minor(s)' continuous need for shelter/bed(s) exceeding the 60 bed days per client.
3. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
4. Sanctuary will engage with other mainstream service providers to offer additional services to the youth and families in need.

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

Sanctuary will continue to operate the 24hour Crisis Hotline by providing the following: on the spot intervention, crisis assessments for further services, referrals to other agencies, & other recommendations as needed. Additionally, Sanctuary will continue to work with the Judiciary

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

Court of Guam, Juvenile Probation Office, Child Protective Services, Guam Police Department, Department of Youth Affairs, Community Faith Based Organizations, & Self-Referrals to ensure the timeliness of service delivery and the continuity of care for all the youth and families we serve.



# SANCTUARY INCORPORATED OF GUAM

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

### Program Agreement Report Report Ending 3/31/2020

- A) **FEDERAL AWARD IDENTIFICATION NUMBER (FAIN):** 2016-CZ-BX-0004
- B) **PROJECT TITLE:** Dept. of Justice OJIDP Second Chance Act Smart of Juvenile Justice
- C) **REPORTING PERIOD:** March 1<sup>st</sup>, 2020 – March 31, 2020
- D) **AGENCY NAME AND ADDRESS:** Sanctuary Incorporated of Guam  
406 Mai Mai Road, Chalan Pago, Guam 96910
- E) **REPORT CONTACT:** Victor Camacho, Executive Director
- F) **REPORT CONTACT NUMBER:** 475-7101 EXT. 101

#### I. Program Summary

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

#### II. Program Qualifications for the COED Emergency Shelter:

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

#### III. Program Report:

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

Initials	Ethnicity	Age	Gender	Status	Probation Officer	Entry Date & Time	Exit Date & Time
CP	Chuukese	14	Male	Homeless (inadequate living quarters)	Louanna Williams	02/12/20 @ 11:00am	In House

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

#### Program Accomplishments:

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

# **SANCTUARY INCORPORATED OF GUAM**

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

2. Identifying family support and incorporating visitations and outings along with other support services that include weekly check-ins with the assigned Case Manager.
3. Client educational involvement (all clients receiving services must be actively attending school and engaging in appropriate activities).
4. Sanctuary provides mentorship and assistance with homework through the AmeriCorps Program.
5. All clients receiving services through the judicial system must adhere to all law regulations including active cases.
6. JPO client is attending school year 2019-2020 at the respective GDOE school.
7. Client CP is currently enrolled at Benavente Middle School and has been participating in youth anger management classes at Sanctuary.
8. Client CP had undergone a SAVRY Assessment with the assigned Probation Officer on March 09, 2020. The SAVRY Assessment is pending parent/legal guardian's interview..
9. Client CP's parent has indicated that she is in the process of obtaining Housing through GHURA.

### **Concerns and Proposed Solutions**

1. Minor(s) unable to return home due to inadequate living quarters. Sanctuary will continue to work effectively with the families by providing community resources and referrals with follow ups.
2. Minor(s)' continuous need for shelter/bed(s) exceeding the 60 bed days per client.
3. Sanctuary will continue to work effectively with the Juvenile Probation Office and to further identify other youth in need of help.
4. Sanctuary will engage with other mainstream service providers to offer additional services to the youth and families in need.

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

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



LEILANI GILTINAG &lt;lggiltinag@gmail.com&gt;

**IMPORTANT: JPO and SFP invoices**

7 messages

LEILANI G. GILTINAG <lggiltinag@gmail.com>  
 To: Sonia Suobiron <ssuobiron@guamcourts.org>

Thu, Apr 9, 2020 at 12:18 PM

Hi Sonia,

I hope you're doing okay.

Am I able to scan and send you monthly progress report and invoices for our JPO and SFP programs? Or will there be someone at JOG to receive them?  
 Please advise.

Leilani

--

**LEILANI GILLIAN GILTINAG**

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

"Helping Youth and Families Help Themselves."

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**\*\*CONFIDENTIALITY NOTICE:** This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you are not the intended recipient, you may not review, copy, or distribute this message. If you have received this email in error, please notify the sender immediately and delete the original message. Neither the sender, nor the company for which he or she works, accepts any liability for any damage caused by any virus transmitted by this email.\*\*

Sonia Suobiron <ssuobiron@guamcourts.org>  
 To: "LEILANI G. GILTINAG" <lggiltinag@gmail.com>

Thu, Apr 9, 2020 at 12:33 PM

Yes, please scan and email to me

[Quoted text hidden]

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

Thu, Apr 9, 2020 at 1:18 PM

Hi Sonia,

Thank you for your response. Please find JPO and SFP reports attached to this email. Let me know if you have any questions.

I have copied Toni Perez, our accounting supervisor, on this email for her records.

Stay safe,

Leilani  
 686-1598

[Quoted text hidden]

**2 attachments**

**Sanctuary SFP Report and Invoice for March 2020 - 040920 - signed.pdf**  
 293K

**JPO Report and Invoice - March 2020.pdf**  
 118K

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

Thu, Apr 9, 2020 at 4:18 PM

Received, thank you.

Take care!

-----  
 Sonia Suobiron

## Attachment 6

*Sanctuary Incorporated of Guam*  
*Strengthening Families Program*

Reporting Agency

Judiciary of Guam

Reports

1. Quarterly financial expenditures and obligation
2. Program Progress report for **January 1, 2020 through March 31, 2020.**  
**(This is only a 14-week program)**



# COPY

Invoice No: JOG00001-19

## INVOICE

Department or Agency Billed:

Date: 3/5/2020

Project Title: FY 2018 SAMHSA Family Drug Court Program (also known as GFRP)

Acct No: 10-01-20-16-D

Project: 1H79TI080836.2019.Federal

Expiration: 29-Sep-20

Contract No:

ARTICLES OR SERVICES	AMOUNT
5299 Strengthening Families Program for the period of (1/28/20 ~ 2/25/20) (\$150/family x 2 families x 1 weeks) (\$150/family x 3 families x 4 weeks) (please see attached monthly report)	300 1800
<b>TOTAL</b>	<b>\$2,100.00</b>

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



Victor Camacho, Executive Director

[vic.camacho@gmail.com](mailto:vic.camacho@gmail.com)

FOR OFFICIAL USE ONLY BELOW THIS LINE

Approved for Payment:

Certified Funds Available:

Kristina L. Baird  
Administrator of the Courts

Ma. Dianne Ollet  
Finance Administrator/Certifying Officer

Instructions: Please submit an original and one copy of the invoice with attachments to the Court Programs Office,

COURT PROGRAMS  
REC.  
J. E. Dela Rosa  
3/5/20

REVISED  
3/5/2020 @ 10AM  
J. E. Dela Rosa

**Sanctuary Inc.**  
**FY 2018 SAMHSA Family Drug Court (GFRP)**

Strengthening Families Program

Report Period: January 28 - February 25, 2020

Number of Unduplicated Families Served This Month: Three (3) Families

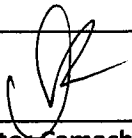
		Week of	Week of	Week of	Week of	Week of	Total
		28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	
Session 1	# of Families:	2	1				3
Session 2	# of Families:	2	1				3
Session 3	# of Families:		3				3
Session 4	# of Families:			3			3
Session 5	# of Families:				3		3
Session 6	# of Families:					3	3
Session 7	# of Families:						0
Session 8	# of Families:						0
Session 9	# of Families:						0
Session 10	# of Families:						0
Session 11	# of Families:						0
Session 12	# of Families:						0
Session 13	# of Families:						0
Session 14	# of Families:						0

**Successes this reporting period:**

In this reporting period, total two (2) families started the program on January 28th and completed sessions 1 & 2 on the same day. The third family started on February 4th. The program coordinator worked with this family to cover the sessions 1 and 2 that they have missed from the first meeting, including session 3 which is scheduled for that day. All three families have been consistent in their attendance and participation.

**Challenges this reporting period:**

The only challenge faced during this reporting period, is that we lost one facilitator for the teen group, but we were able to shift facilitators around to keep sessions going without any disruptions to the scheduling and/or sessions.



**Victor Camacho, Executive Director**

Date: 3/5/2020

**REVISED**  
3/5/2020 @ 10AM  
[Signature]